



Sterling City Commission Regular Meeting Agenda

114 N. Broadway, Sterling, Kansas
April 6, 2026, at 6:00 P.M.

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
 1. Regular Meeting March 16, 2026.
2. Accounts Payable
 1. Friday, April 3, 2026, for \$137,040.
3. Approve special event permit for Kansas Ethanol, Company Fun Run.
4. Approve utility customer bad debt write-off for \$228.

G. 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 (LMI) survey services, cost \$3,500.

H. New Business

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

I. City Manager's Report

J. Governing Body Comments

K. 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.

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 March 16, 2026.

2. Accounts Payable

- a. Friday, April 3, 2026, for \$137,040.0

• APAC-Kansas – KMW expansion wastewater:	\$46,347
• KS Dept. of Revenue – sales and use taxes; water fee:	\$15,973
• Bank of the Plains – street sweeper lease:	\$12,672
• T & R Electric Supply – KMW expansion electrical:	\$9,653
• Imagine IT – MSP contract; hardware; cloud backups; MFA for VPN:	\$7,736

3. Approve special event permit for Kansas Ethanol, Company Fun Run.

4. Approve utility customer bad debt write-off for \$228.

**STERLING CITY COMMISSION
REGULAR MEETING MINUTES
March 16, 2026**

The Board of Commissioners of the City of Sterling met in a regular session on Monday, March 16, 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; 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 New Business item H.2. The motion carried 5-0.

CITIZEN COMMENTS: None.

APPOINTMENTS, PROCLAMATIONS, RECOGNITIONS, & NOMINATIONS:

1. Appoint Ethan Gray to serve as a Board Member on the Park Advisory Board.

City Manager Hutcheson recommended appointing Ethan Gray to the open position on the Park Advisory Board. Hutcheson informed the City Commission that a late application was received after the Friday, March 13 deadline, which was provided to the City Commissioners at the meeting. Hutcheson offered for the City Commission to deliberate on the recommendation if it wished to consider the late application. This is the last vacancy on the Park Advisory Board, and the City Commissioners noted that the Library Board is still seeking applications to fill a few current and upcoming vacancies.

Commissioner Rowland moved, and Commissioner Jones seconded to appoint Ethan Gray to a Board Member position on the Park Advisory Board. Motion carried 5-0.

CONSENT AGENDA:

1. Approve March 2, 2026, Regular Meeting Minutes.
2. Approve March 13, 2026, Accounts Payable.
3. Approve special event permit for Sterling Chamber of Commerce / Sterling Main Street (SCMS), Old Fashioned Fourth of July.

Commissioner Rowland moved, and Commissioner Bundy seconded to approve the Consent Agenda with an addendum to consider item F.3 separately under New Business item H.0. Motion carried 5-0.

OLD BUSINESS: None.

NEW BUSINESS

0. Approve special event permit for Sterling Chamber of Commerce / Sterling Main Street (SCMS), Old Fashioned Fourth of July.

The City Commission requested to remove the special event permit for the SCMS Old Fashioned Fourth of July from the Consent Agenda and consider it separately as a New Business item. The Commissioners requested clarification regarding the indication on the submitted application that alcohol would be served for the event. City Manager Hutcheson shared that after speaking with Stacy Clark, the SCMS Executive Director, it was clarified that the application was submitted in error and the intention was to indicate that alcohol may be served at beer gardens hosted on private property, as has been done in previous years. Hutcheson clarified that the question on the special event application as to whether alcohol will be served pertains only to service on public property. The service of alcohol on private property at beer gardens and similar events is regulated through a separate process facilitated by the City Clerk and the State Alcoholic Beverage Control office and does not require City Commission approval. Additionally, the City Commission requested to see a current copy of the SCMS Certificate of Insurance, and a map or diagram showing the location of vendors and events at Sterling Lake Park before considering approval of the application.

Commissioner Rowland moved, and Commissioner Jones seconded to table the item and request the resubmission of the special event permit for the SCMS Old Fashioned Fourth of July to include the requested information. Motion carried. 5-0

1. Authorize grant application for the Community Development Block Grant (CDBG) Community Facilities program.

City Manager Hutcheson shared that the U.S. Department of Housing and Urban Development (HUD) funds the 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 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 and has devoted significant resources over the years towards maintaining a safe and accessible space for library staff and patrons. Library building maintenance is funded primarily from the City’s General Fund, and \$10,000 is allocated in the 2026 Adopted Budget towards this purpose. Given this limited budget, the City has pursued external funding sources in the past to aid in maintaining this historic asset.

The library 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.

NEW BUSINESS (cont.):

The library elevator has been operating inconsistently for several months to the point where it can be safely relied upon for everyday use. The City has received multiple quotes to repair the elevator, which would cost approximately \$50,000. The cost of installing a new elevator could range as high as \$200,000, but there may be less costly alternatives such as the installation of a lift or the construction of a ramp which would make the building ADA accessible.

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 pre-requisite for most grant programs which could help to fund accessibility improvements.

City staff have identified the CDBG Community Facilities program as an external funding opportunity that is suitable for the library ADA improvements project. ADA improvements are specifically mentioned as an eligible use of funds for the program. Guidelines which describe the Community Facilities program in greater detail that was included in the agenda packet, and current information about the program can be found on Kansas Commerce's website.

The Community Facilities: Small Grants program provides up to \$210,000 for eligible projects and requires a 10.0% local match of the final award amount from applicants. The Community Facilities: Large Grants program provides up to \$650,000 for communities with a population of less than 5,000 and requires a 20.0% local match of the final award amount. The total project cost therefore cannot exceed \$231,000. Grant funds equal to 12.5% of the award, or \$35,000, whichever is less, may be used towards grant administration costs. Any costs incurred by the applicant in relation to the grant project prior to an award are not eligible to be paid from CDBG funds.

All CDBG programs require applicants to host two public meetings at which details on the projects are shared in an open forum and residents are encouraged to voice their opinions and concerns regarding the project. The initial public hearing must be held prior to the submission of the grant application, and the closeout public hearing is scheduled at the conclusion of the project.

The Community Facilities program is similar to other CDBG programs in that it is primarily intended to benefit low- and moderate-income (LMI) people. At least 51.0% of the project beneficiaries must be LMI households. Sterling's overall population is composed of 40.0% LMI households, and therefore a survey demonstrating that the project will benefit at least 51.0% LMI households could be conducted.

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.

Among the application prerequisites is the completion of a PAR. BG Consultants have begun developing the PAR for the library ADA improvement project and anticipate that the final report will be available by early/mid-April. Although a completed PAR is not a prerequisite for submitting the pre-application, City staff have been advised that the project cost estimate that

NEW BUSINESS (cont.):

is submitted in the pre-application should be informed by the findings included in the PAR and therefore the report needs to be close to complete before the pre-application may be submitted.

Given the complexity of State and Federal requirements for the CDBG program, it is recommended that the City engage a grant writer to submit the Community Facilities pre-application and application.

The local match required by the Community Facilities program would be either 10.0% of the ward for the Small Grants program or 20.0% of the award for the Large Grants program. Currently, the maximum estimated cost of the library ADA improvement project is around \$200,000. Therefore, it is likely the City would apply to the Small Grants program, and the maximum required match would be \$21,000. Both the City and the Library Board intend to pursue other external funding opportunities which could go towards providing the local match.

The City Commission typically provides authorization for all grant applications. Hutcheson answered questions from the City Commissioners and discussed whether it might be possible to define the project in such a way that the maximum cost would not exceed the \$210,000 threshold for the Small Grants program, so that a lower local match would be required. Hutcheson informed the City Commission that Kansas Commerce has delayed the application timeline and will not start accepting pre-applications until early April.

Hutcheson recommended that the City Commission authorize a grant application for the CDBG Community Facilities program.

Commissioner Bundy moved, and Commissioner Rowland seconded to authorize a grant application for the CDBG Community Facilities program. Motion carried. 5-0

The original item H.2 was removed from the agenda as an addendum to the approval of the agenda.

2. Approve Retiree Group Health Plan Policy.

City Manager Hutcheson shared background for the proposed Retiree Group Health Plan Policy. Kansas Statutes Annotated (KSA) 12-5040 establishes the ability of local governments to offer healthcare benefits to eligible retirees. The general parameters for offering such coverage is that the retiree must have started working for the local government after December 31, 1988 and have at least 10 years of service with the organization from which he/she retired. The retiree must provide written notice to their former employer of their intention of enrolling in the employer's healthcare plan within 30 days of their retirement date.

Local governments are permitted the ability to terminate a retiree's healthcare benefits when the retiree reaches age 65, is covered or eligible to be covered under the healthcare plan of another employer or fails to make any required payments related to their benefits to their former employer on a timely basis. Local governments are free to determine what percentage of the retiree's premium the retiree will be required to pay, but such payments cannot exceed 125% of the premium cost attributable to employee's enrolled in a comparable plan.

Many local governments in Kansas have established retiree healthcare policies which clearly define the terms and conditions of this benefit to better inform the decision making of qualified

NEW BUSINESS (cont.):

retirees regarding their healthcare coverage and to provide clarity to the employer about the financial impact of providing such benefits.

Hutcheson explained that currently, the City does not have an approved policy governing the provision of healthcare coverage to eligible retirees. City staff, in collaboration with staff and legal counsel from Freedom Claims Management, Inc. (FCMI), the City's secondary healthcare carrier, and other local governments in Kansas with established policies, have developed a draft Retiree Group Health Plan Policy (the "Policy").

The provisions of the Policy mainly follow the requirements of KSA-12-5040. Sections which include decisions made by City staff in drafting a policy suitable to the City are discussed below. These provisions were largely included on the advice of FCMI and their legal counsel, and in alignment with the standards typical to the policies of other local governments that were researched by staff.

In Section I, the Group Health Plan that is made available to qualified retirees includes any dental and vision benefits offered by the City but does not include flexible spending accounts (FSAs). The City does not currently offer vision benefits.

Section IV-A (2) states that a retiree's coverage under the Policy will terminate once they are covered, or eligible to be covered by another employer's *matching* healthcare plan. For example, major medical coverage will terminate once major medical coverage from another employer is available to the retiree, but dental coverage can continue until matching dental coverage from another employer is available.

Section V allows for the extension of healthcare coverage to spouses and/or dependents. The terms under which coverage will terminate for spouses or dependents are largely the same as those for the retiree. However, the termination of coverage for the retiree does not automatically terminate coverage for spouses or dependents, whose termination is determined by circumstances specific to the spouse or dependent.

Section VI states that the retiree is financially responsible for 100% of the cost of the premium of the level and type of healthcare coverage under which the retiree is enrolled. The City retains the right to calculate premiums according to its standards, and to charge the additional 25% fee granted to it by State Statute to cover any administrative costs.

The healthcare benefits being received currently by any City retirees will be restructured to adhere to the Policy upon its execution. Such retirees are required to be given at least 60 days' notice of any changes to their benefits before the Policy may take effect for them.

Hutcheson continued, explaining that the requirement that participants are financially responsible for 100% of their plan premium ensures that the City is reimbursed for the total cost of providing healthcare benefits to retirees. The cost to the City of staff time devoted to administering the policy is minimal if participants are enrolled in age-rated plans, rather than composite plans.

City Attorney Bush has reviewed the policy and has no objections to the recommendation for approval. The City Commissioners discussed the process for implementing the Policy and shared a few recommendations with Hutcheson and Jessi Dobson, City Clerk.

NEW BUSINESS (cont.):

Hutcheson recommended that the City Commission approve the Retiree Group Health Plan Policy as presented.

Commissioner Jones moved, and Commissioner Boltz seconded to approve the Retiree Group Health Plan Policy as presented. Motion carried. 5-0

CITY MANAGER'S REPORT:

City Manager Hutcheson reported the City is currently accepting applications for the Pool Manager, lifeguards and Public Works seasonal employees. Hutcheson plans to hire the Pool Manager by the end of March, lifeguards in early to mid-April and the Public Works seasonal employees in early May. Public Works Director, Jeff Washmon, will assist in the hiring process for the Public Works seasonal employees. Applications may be submitted in person at Sterling City Hall, 114 N Broadway, by email at sterlingcity@sterling-kansas.com.

Hutcheson announced that Citywide Cleanup will be Saturday, April 18 to coincide with the Love Sterling event hosted by Sterling College. The City is working to recruit more volunteers with vehicles to better facilitate curbside service as planned. The City Commission thanked Hutcheson for organizing this event and City employees for their hard work during the event.

GOVERNING BODY COMMENTS:

Mayor Inwood shared that the Cemetery Board met earlier in the day on March 16. The Board discussed tree maintenance, and how tree roots in some locations are disrupting headstones and burial plots. The Board plans to contact an arborist for a recommendation on how to avoid this issue when planting new trees. Other maintenance items discussed included repairing the chapel roof, painting the fencing around the property, and updating and or adding new signage. The City has purchased a burr roller to better manage the large number of burrs scattered across the property. Inwood mentioned that the Sterling Township is more interested in contributing to the purchasing of new equipment items, rather than increasing the annual cash contribution made to the City. The Board decided to discontinue the ability of patrons to reserve plots at no cost or without a deposit. Mapping out future expansion areas for new plots was also discussed.

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.

Commissioner Bundy moved, and Commissioner Jones seconded to enter executive session at 6:42 pm for 10 minutes and to return to open session at 6:52 pm 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. Motion carried 5-0.

The Commission returned to open session at 6:52 pm.

Commissioner Rowland moved, and Commissioner Jones seconded to enter executive session at 6:52 pm for 10 minutes and to return to open session at 7:02 pm to include City Attorney Scott Bush and City

City Commission Meeting Minutes
March 16, 2026

EXECUTIVE SESSION (cont.):

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. Motion carried 5-0.

The Commission returned to open session at 7:02 pm.

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
471-00265-0006	1	4/06/26	3/31/26	FIRST BANK 1330 AD ASTRA PER ASPERA ADVERTIS FM-KNZS,KSKU,KWHK,KXK	400.00	03	03-70-5399	1
				INVOICE TOTAL	400.00			
				VENDOR TOTAL	400.00			
114-5341219-6233821	1	4/06/26	4/03/26	1261 AMAZON CAPITAL SERVICES OFF SUPP: DOCUMENT ORGANIZER I	10.19	01	01-00-5201 E-PAYMNT 3140345 4/03/26	1
	2			SUPPLIES: TIM HORTONS COFFEE	47.98	03	03-60-5299 E-PAYMNT 3140345 4/03/26	1
	3			OFF SUPP: SHREDDER OIL JD	6.25	01	01-00-5201 E-PAYMNT 3140345 4/03/26	1
	4			OFF SUPP: CALCULATOR I	13.99	01	01-00-5201 E-PAYMNT 3140345 4/03/26	1
				INVOICE TOTAL	78.41			
114-8351762-9764235	1	4/06/26	4/03/26	EQUIP EXP:2 CAMPGROUND SW CAPS	71.82	01	01-15-5211 E-PAYMNT 3140344 4/03/26	1
				INVOICE TOTAL	71.82			
				VENDOR TOTAL	150.23			
56550-031426	1	4/06/26	3/14/26	1323 ANSWER PRO, LLC BASE RATE 2/14-3/13 28.14MINS	141.75	03	03-60-5399	1
				INVOICE TOTAL	141.75			
				VENDOR TOTAL	141.75			
PAY APP-5-STERLINGKS	1	4/06/26	3/05/26	227 APAC-KANSAS INC 2/1-2/28/2026 KMW WW PROJECT	46,346.56	44	44-40-5399	1
				INVOICE TOTAL	46,346.56			
				VENDOR TOTAL	46,346.56			
26006	1	4/06/26	3/20/26	1225 APPEL COMPANY CLAWSON:DIRECTIONAL BOR/TRENCH	3,450.00	03	03-60-5399	1
				INVOICE TOTAL	3,450.00			
				VENDOR TOTAL	3,450.00			
2026	1	4/06/26	3/18/26	1398 BANK OF THE PLAINS STREET SWEEPER LEASE PMT 2026	12,672.23	19	19-00-5343	1
				INVOICE TOTAL	12,672.23			
				VENDOR TOTAL	12,672.23			
3/18/26 PP	1	4/06/26	3/18/26	579 BLACK HILLS ENERGY MAR ENERGY 1/30-2/27/2026	353.72	03	03-50-5336	1
				INVOICE TOTAL	353.72			
3/20/26 STMT DISPPL	1	4/06/26	3/20/26	MAR ENERGY 2/19-3/19/2026	190.91	18	18-41-5361	1
				INVOICE TOTAL	190.91			

SCHEDULED CLAIMS LIST

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
				VENDOR TOTAL	544.63			
161781	1	4/06/26	3/02/26	21 BOLEN OFFICE SUPPLY, INC OFF SUPP: #10 ENVELOPES	114.75	01	01-00-5201	1
				INVOICE TOTAL	114.75			
162173	1	4/06/26	3/26/26	OFF SUPP: BAG OF RUBBER BANDS	6.57	01	01-00-5201	1
				INVOICE TOTAL	6.57			
162209	1	4/06/26	3/17/26	POLICE COPIER CONTRACT	58.34	01	01-01-5399	1
	2			ADMIN COPIER CONTRACT	160.86	01	01-00-5399	1
				INVOICE TOTAL	219.20			
162421	1	4/06/26	3/13/26	OFF SUPP: PP PENS	28.38	03	03-50-5223	1
				INVOICE TOTAL	28.38			
162434	1	4/06/26	3/17/26	EVID COLL: 32GB DRIVES	20.10	01	01-01-5304	1
				INVOICE TOTAL	20.10			
162450	1	4/06/26	3/20/26	OFFICE SUPPLIES: 2 COPIERPAPER	129.00	01	01-00-5201	1
				INVOICE TOTAL	129.00			
162454	1	4/06/26	3/20/26	EVID COLL: 32GB DRIVES	20.10-	01	01-01-5304	1
				INVOICE TOTAL	20.10-			
162516	1	4/06/26	3/18/26	OPP SUPPLIES: 2 CALCULATORS PP	51.04	03	03-50-5299	1
				INVOICE TOTAL	51.04			
162589	1	4/06/26	3/26/26	EV COLL: SDHC CARD	15.48	01	01-01-5304	1
				INVOICE TOTAL	15.48			
				VENDOR TOTAL	564.42			
3.16.26 STMT	1	4/06/26	3/16/26	1231 BOMGAARS STMT TO BALANCE 276-097-0	6.00	03	03-50-5299	1
				INVOICE TOTAL	6.00			
				VENDOR TOTAL	6.00			
932093642	1	4/06/26	3/11/26	1121 BORDER STATES INDUSTRIES, INC SAFETY EQUIP: 3397953 GLOVES	41.37	03	03-60-5242	1
				INVOICE TOTAL	41.37			
932110676	1	4/06/26	3/13/26	SAFETY EQUIP:3397953 GLOVESRET	41.37-	03	03-60-5242	1
				INVOICE TOTAL	41.37-			
932124997	1	4/06/26	3/17/26	SAFETY EQUIP:3397954 GLOVES	41.37	03	03-60-5242	1
				INVOICE TOTAL	41.37			
				VENDOR TOTAL	41.37			
455940	1	4/06/26	3/17/26	710 BUMPER TO BUMPER AUTO PARTS PARK HUSTLERMOW:ADDSPRYRTRLWIR	26.18	01	01-15-5211	1
				INVOICE TOTAL	26.18			

SCHEDULED CLAIMS LIST

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST GL	ACCOUNT	CK SQ
455964	1	4/06/26	3/17/26	PARK: HUSTLERMOW TOGGLESWSPRYR	2.92	01	01-15-5211	1
				INVOICE TOTAL	2.92			
				VENDOR TOTAL	29.10			
				97 CARDER PEST CONTROL				
67738	1	4/06/26	3/18/26	PEST CONTROL 1ST QTR FD 2026	120.00	01	01-11-5399	1
				INVOICE TOTAL	120.00			
67741	1	4/06/26	3/18/26	PEST CONTROL 1ST QTR 2026 PW	60.00	02	02-60-5235	1
	2			PEST CONTROL 1ST QTR 2026 EL	60.00	03	03-60-5235	1
				INVOICE TOTAL	120.00			
67742	1	4/06/26	3/18/26	PEST CONTROL 1ST QTR PD 2026	50.00	01	01-01-5399	1
				INVOICE TOTAL	50.00			
67743	1	4/06/26	3/18/26	PEST CONTROL 1ST QTR PP 2026	200.00	03	03-50-5399	1
				INVOICE TOTAL	200.00			
677737	1	4/06/26	3/18/26	PEST CONTROL 1ST QTR ADMIN '26	80.00	01	01-00-5399	1
				INVOICE TOTAL	80.00			
				VENDOR TOTAL	570.00			
				380 CITY OF STERLING - CEMETERY				
3/2026 CEM TAX DIST	1	4/06/26	3/17/26	PMT TO STERLING CEMETERY MAR26	4,450.07	15	15-00-5509	1
				INVOICE TOTAL	4,450.07			
				VENDOR TOTAL	4,450.07			
				951 CINTAS CORPORATION				
5325660908	1	4/06/26	3/25/26	FIRST AID SUPPLIES- ADMIN	22.26	01	01-00-5399	1
	2			FIRST AID SUPPLIES- PD	29.95	01	01-01-5399	1
	3			FIRST AID SUPPLIES- PW	137.56	02	02-60-5399	1
	4			FIRST AID SUPPLIES- EL DIST	137.57	03	03-60-5399	1
				INVOICE TOTAL	327.34			
				VENDOR TOTAL	327.34			
				881 CITY OF STERLING-DEPT OF REV.				
4/2026	1	4/06/26	4/01/26	POLICE DEPT GUN RANGE	28.33	01	01-01-5399	1
	2			NORTH WELL	54.29	02	02-50-5328	1
	3			SOUTH WELL	145.65	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	612.71	18	18-41-5361	1
	7			SEWAGE DISPOSAL PLANT	39.52	18	18-41-5361	1
	8			RICE COUNTY EMS	157.30	31	31-00-5399	1
				INVOICE TOTAL	1,106.16			
				VENDOR TOTAL	1,106.16			
				26 CITY OF STERLING - LIGHT				
APR-26	1	4/06/26	4/01/26	GAS FOR SWEEPER	155.10	19	19-00-5205	1

SCHEDULED CLAIMS LIST

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
				INVOICE TOTAL	155.10			
				VENDOR TOTAL	155.10			
366043			817 CIVICPLUS, LLC					
	1	4/06/26	4/01/26	ANNUAL FEE FOR WEBSITE 2026	636.44	01	01-00-5399	1
	2			ANNUAL FEE FOR WEBSITE 2026	636.44	02	02-70-5399	1
	3			ANNUAL FEE FOR WEBSITE 2026	636.44	03	03-70-5399	1
	4			ANNUAL FEE FOR WEBSITE 2026	636.44	18	18-42-5399	1
	5			ANNUAL FEE FOR WEBSITE 2026	636.44	19	19-00-5399	1
				INVOICE TOTAL	3,182.20			
				VENDOR TOTAL	3,182.20			
661 MAR 2026			136 CULLIGAN OF SOUTH CENTRAL KS					
	1	4/06/26	3/24/26	MAR PP ENG RO/5GAL 3/25-4/21	25.50	03	03-50-5315	1
				INVOICE TOTAL	25.50			
MAR RO RENTAL 2026			136 CULLIGAN OF SOUTH CENTRAL KS					
	1	4/06/26	3/24/26	MAR RO RENTAL 3/25-4/21/2026	26.04	03	03-50-5315	1
				INVOICE TOTAL	26.04			
				VENDOR TOTAL	51.54			
5.5.25 3201501PTESCH			1222 LIEAP					
	1	4/06/26	3/21/26	AGED OFF UB 429 N. 5TH ST	626.00	03	03-00-4401	1
				INVOICE TOTAL	626.00			
7.14.25 4180515TJACO			1222 LIEAP					
	1	4/06/26	3/21/26	TERMINATED UB 221 E. MAIN APT2	163.06	03	03-00-4401	1
				INVOICE TOTAL	163.06			
				VENDOR TOTAL	789.06			
INV23010			1521 DETECTACHEM, INC					
	1	4/06/26	3/31/26	EVID COLL:MK RDY DRUG KITPOUCH	159.50	01	01-01-5304	1
				INVOICE TOTAL	159.50			
				VENDOR TOTAL	159.50			
122171			636 DOLLAR GENERAL-CHARGED SALES					
	1	4/06/26	3/25/26	DARE SUPPLIES: CANDY	23.85	01	01-01-5303	1
				INVOICE TOTAL	23.85			
				VENDOR TOTAL	23.85			
319401			91 FAIRVIEW SERVICE					
	1	4/06/26	3/17/26	PARK HUSTLEWOW SPINDLEASSY&SER	508.66	01	01-15-5211	1
				INVOICE TOTAL	508.66			
				VENDOR TOTAL	508.66			
WT74913			1308 FIRST WIRELESS, INC					
	1	4/06/26	3/27/26	TOOLS:RADIO BATT IMPSTD LI ION	128.99	03	03-60-5219	1
				INVOICE TOTAL	128.99			

SCHEDULED CLAIMS LIST

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL	ACCOUNT	CK SQ
				VENDOR TOTAL	128.99				
911278-202604	1	4/06/26	3/06/26	1197 FREEDOM CLAIMS MANAGEMENT, INC FCMI HEALTH INSURANCE	310.68	0104		01-01-5130 E-PAYMNT 3140339 4/06/26	1
	2			FCMI HEALTH INSURANCE	310.68	0104		01-01-5130 E-PAYMNT 3140339 4/06/26	1
	3			FCMI HEALTH INSURANCE	304.18	0104		01-01-5130 E-PAYMNT 3140339 4/06/26	1
	4			FCMI HEALTH INSURANCE	310.68	0304		03-50-5130 E-PAYMNT 3140339 4/06/26	1
	5			FCMI HEALTH INSURANCE	243.35	02		02-70-5130 E-PAYMNT 3140339 4/06/26	1
	6			FCMI HEALTH INSURANCE	121.67	0304		03-60-5130 E-PAYMNT 3140339 4/06/26	1
	7			FCMI HEALTH INSURANCE	219.43	18		18-42-5130 E-PAYMNT 3140339 4/06/26	1
	8			FCMI HEALTH INSURANCE	128.17	0304		03-60-5130 E-PAYMNT 3140339 4/06/26	1
	9			FCMI HEALTH INSURANCE	121.67	0104		01-00-5130 E-PAYMNT 3140339 4/06/26	1
	10			FCMI HEALTH INSURANCE	152.09	0204		02-60-5130 E-PAYMNT 3140339 4/06/26	1
	11			FCMI HEALTH INSURANCE	152.09	16		16-00-5130 E-PAYMNT 3140339 4/06/26	1
	12			FCMI HEALTH INSURANCE	304.18	0304		03-50-5130 E-PAYMNT 3140339 4/06/26	1
	13			FCMI HEALTH INSURANCE	124.67	1804		18-41-5130 E-PAYMNT 3140339 4/06/26	1
	14			FCMI HEALTH INSURANCE	243.35	0304		03-50-5130 E-PAYMNT 3140339 4/06/26	1
	15			FCMI HEALTH INSURANCE	249.85	0104		01-00-5130 E-PAYMNT 3140339 4/06/26	1
	16			FCMI HEALTH INSURANCE	121.67	0104		01-01-5130 E-PAYMNT 3140339 4/06/26	1
	17			FCMI HEALTH INSURANCE	121.67	0104		01-01-5130 E-PAYMNT 3140339 4/06/26	1
	18			FCMI HEALTH INSURANCE	249.85	0304		03-50-5130 E-PAYMNT 3140339 4/06/26	1
	19			FCMI HEALTH INSURANCE	249.85	19		19-00-5130 E-PAYMNT 3140339 4/06/26	1
	20			FCMI HEALTH INSURANCE	212.93	0304		03-50-5130 E-PAYMNT 3140339 4/06/26	1
	21			FCMI HEALTH INSURANCE	121.67	03		03-70-5130 E-PAYMNT 3140339 4/06/26	1
	22			FCMI HEALTH INS CHG IN COV	91.26-	0304		03-60-5130 E-PAYMNT 3140339 4/06/26	1
	23			FCMI HEALTH INSURANCE	12.36	0104		01-00-5130 E-PAYMNT 3140339 4/06/26	1
	24			FCMI HEALTH INSURANCE	12.36	02		02-70-5130 E-PAYMNT 3140339 4/06/26	1
	25			FCMI HEALTH INSURANCE	12.36	0104		01-00-5130 E-PAYMNT 3140339 4/06/26	1
	26			FCMI HEALTH INSURANCE	12.36	18		18-42-5130	1

SCHEDULED CLAIMS LIST

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL	ACCOUNT	CK SQ
	27			FCMI HEALTH INSURANCE	61.84	0104		E-PAYMNT 3140339 4/06/26 01-01-5130	1
	28			FCMI HEALTH INSURANCE	37.08	0304		E-PAYMNT 3140339 4/06/26 03-60-5130	1
	29			FCMI HEALTH INSURANCE	12.36	0204		E-PAYMNT 3140339 4/06/26 02-60-5130	1
	30			FCMI HEALTH INSURANCE	12.36	16		E-PAYMNT 3140339 4/06/26 16-00-5130	1
	31			FCMI HEALTH INSURANCE	12.36	1804		E-PAYMNT 3140339 4/06/26 18-41-5130	1
	32			FCMI HEALTH INSURANCE	49.48	0304		E-PAYMNT 3140339 4/06/26 03-50-5130	1
	33			FCMI HEALTH INSURANCE	12.36	03		E-PAYMNT 3140339 4/06/26 03-70-5130	1
				INVOICE TOTAL	4,530.40				
				VENDOR TOTAL	4,530.40				
034503008	1	4/06/26	3/23/26	128 GALL'S, LLC EVID COLL:DISPOS TRANZPORT HD5	51.52	01		01-01-5304	1
				INVOICE TOTAL	51.52				
				VENDOR TOTAL	51.52				
9834474588	1	4/06/26	4/08/26	306 GRAINGER OP SUPP: PEN SET BLK BALLPOINT	12.65	03		03-60-5223	1
				INVOICE TOTAL	12.65				
9835062960	1	4/06/26	3/09/26	OP SUPP:RED CHALK/MARKER BLK	195.26	03		03-60-5223	1
	2			BATHHOUSE: LIGHTING RPR 1DWNLT	36.39	01		01-17-5235	1
				INVOICE TOTAL	231.65				
9839161149	1	4/06/26	3/12/26	BATHHOUSE LIGHTING REPAIRS QY3	109.17	01		01-17-5235	1
				INVOICE TOTAL	109.17				
9848033966	1	4/06/26	3/19/26	BATHHOUSE:LIGHTING REPAIRS	161.04	01		01-17-5235	1
				INVOICE TOTAL	161.04				
				VENDOR TOTAL	514.51				
3/30/2026 STMT	1	4/06/26	3/30/26	31 HOME LUMBER & SUPPLY CO. MISC: KEY/GORILLA TAPE	29.94	19		19-00-5299	1
	2			TOOLS: LED SEARCH LIGHT	99.99	03		03-50-5219	1
	3			OP SUPP: RSS SCREW	16.66	03		03-60-5223	1
	4			SW IRR PROJ: LITEBAR/BTR KDSPF	159.98	18		18-40-5492	1
	5			EQUIP EXP:NUTS/BOLTS/SCRW/FAST	3.98	01		01-15-5211	1
	6			CEM BASE FORMS:#2&BTR KD SPF	23.12	16		16-00-5299	1
	7			CEM BASE FORMS:BAR TIE 6IN17AR	22.99	16		16-00-5299	1
	8			MISC:9V ALKA BATT/10"STRJAWPLI	24.98	02		02-60-5299	1
				INVOICE TOTAL	381.64				
				VENDOR TOTAL	381.64				

SCHEDULED CLAIMS LIST

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST GL	ACCOUNT	CK SQ
				1305 IMAGINE IT, INC.				
31202355	1	4/06/26	4/01/26	MONTHLY BILLING APR26-AGMT MAN	5,173.62	03	03-70-5399	1
				INVOICE TOTAL	5,173.62			
31202494	1	4/06/26	3/18/26	NETWORK SW:ETHER/GIGABIT/INJEC	368.73	01	01-00-5399	1
	2			NETWORK SW:ETHER/GIGABIT/INJEC	368.73	02	02-70-5399	1
	3			NETWORK SW:ETHER/GIGABIT/INJEC	368.73	03	03-70-5399	1
	4			NETWORK SW:ETHER/GIGABIT/INJEC	368.73	18	18-42-5399	1
				INVOICE TOTAL	1,474.92			
31202566	1	4/06/26	4/01/26	MO APR BILL AGMT MICROSOFT LIC	507.90	03	03-70-5399	1
				INVOICE TOTAL	507.90			
31202729	1	4/06/26	3/31/26	DATTO IMPLMNT15%PROGLAB100%COM	45.00	01	01-00-5399	1
	2			DATTO IMPLMNT15%PROGLAB100%COM	45.00	02	02-70-5399	1
	3			DATTO IMPLMNT15%PROGLAB100%COM	45.00	03	03-70-5399	1
	4			DATTO IMPLMNT15%PROGLAB100%COM	45.00	18	18-42-5399	1
				INVOICE TOTAL	180.00			
31202738	1	4/06/26	3/31/26	#14276:MFAonVPN10%PROGLAB55%CO	100.00	01	01-00-5399	1
	2			#14276:MFAonVPN10%PROGLAB55%CO	100.00	02	02-70-5399	1
	3			#14276:MFAonVPN10%PROGLAB55%CO	100.00	03	03-70-5399	1
	4			#14276:MFAonVPN10%PROGLAB55%CO	100.00	18	18-42-5399	1
				INVOICE TOTAL	400.00			
				VENDOR TOTAL	7,736.44			
				1081 INA ALERT, INC.				
23432	1	4/06/26	3/25/26	INA SERVER BATT B/UP REPLACED	93.57	01	01-00-5399	1
	2			INA SERVER BATT B/UP REPLACED	93.57	02	02-70-5399	1
	3			INA SERVER BATT B/UP REPLACED	93.57	03	03-70-5399	1
	4			INA SERVER BATT B/UP REPLACED	93.57	18	18-42-5399	1
	5			REPLACE ADMIN BCKDR ELSTRIKE	333.32	01	01-00-5315	1
	6			REPLACE ADMIN BCKDR KEYPAD	691.34	01	01-00-5315	1
				INVOICE TOTAL	1,398.94			
				VENDOR TOTAL	1,398.94			
				32 ELAN FINANCIAL SERVICES				
4/3/2026 NO STMT	1	4/06/26	4/03/26	KS.GOV LYONCOSHETRAIN REG JS	1.88	01	01-01-5311 E-PAYMNT 3140346 4/06/26	1
	2			KS.GOV LYONCOSHETRAIN REG RA	1.88	01	01-01-5311 E-PAYMNT 3140346 4/06/26	1
	3			ADOBE MEMBERSHIP JAN (IH)	21.69	01	01-00-5399 E-PAYMNT 3140346 4/06/26	1
	4			ABSOLUTELY FLOWERS- SYMPATHYRA	58.95	01	01-01-5399 E-PAYMNT 3140346 4/06/26	1
	5			SAMS DAWN SOAP 3MO SW CLEANOUT	119.88	18	18-40-5223 E-PAYMNT 3140346 4/06/26	1
	6			2026 GFOA RENEWAL MEMBERSHIP	250.00	01	01-00-5310 E-PAYMNT 3140346 4/06/26	1
	7			ADOBE MEMBERSHIP FEB (IH)	21.69	01	01-00-5399 E-PAYMNT 3140346 4/06/26	1
	8			GLOBALIND PARK WA FOUNTAINPART	214.79	01	01-15-5299	1

SCHEDULED CLAIMS LIST

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL	ACCOUNT	CK SQ
	9			WSU CITY/COUNTY MGMT SUMMIT IH	140.00	01		E-PAYMNT 3140346 4/06/26 01-00-5311	1
	10			W.MARRIRTT:2026KNOATRIN RTOPI	359.43	01		E-PAYMNT 3140346 4/06/26 01-00-4423	1
				INVOICE TOTAL	1,190.19			E-PAYMNT 3140346 4/06/26	
				VENDOR TOTAL	1,190.19				
006337	1	4/06/26	3/26/26	1519 KANSAS ELECTRIC WORK ON T/S SW STATION PUMPS	335.00	18		18-40-5399	1
				INVOICE TOTAL	335.00				
				VENDOR TOTAL	335.00				
6030496	1	4/06/26	3/31/26	11 KANSAS ONE-CALL SYSTEM INC PW REGULAR LOCATE FEES SPLIT	29.92	02		02-60-5399	1
	2			EL REGULAR LOCATE FEES SPLIT	29.93	03		03-60-5399	1
				INVOICE TOTAL	59.85				
				VENDOR TOTAL	59.85				
77146	1	4/06/26	4/01/26	118 DEPT OF HEALTH AND ENVIRONMENT COLILERTWA TESTING1/13-3/11/26	100.00	02		02-60-5399	1
				INVOICE TOTAL	100.00				
				VENDOR TOTAL	100.00				
1ST QTR WF TAX 2026	1	4/06/26	3/25/26	1170 KDOR-MISCELLANEOUS TAX SECTION KS WA PROTECTION FEE 1ST QTR26	408.54	02		02-00-2403	1
	2			CLEAN DRINKING WA FEE 1STQTR26	383.01	02		E-PAYMNT 3140341 3/25/26 02-70-5506	1
				INVOICE TOTAL	791.55			E-PAYMNT 3140341 3/25/26	
FEB 2026 SALES TAX	1	4/06/26	3/25/26	FEB 2026 SALES TAX	6,779.10	03		03-70-5501	1
				INVOICE TOTAL	6,779.10			E-PAYMNT 3140340 3/26/26	
MAR 2026 COMP USE	1	4/06/26	3/17/26	MAR COMP USE TAX 2026	1,925.88	03		03-70-5502	1
				INVOICE TOTAL	1,925.88			E-PAYMNT 3140338 3/18/26	
MAR 2026 SALES TAX	1	4/06/26	3/31/26	MAR 2026 SALES TAX	6,476.38	03		03-70-5501	1
				INVOICE TOTAL	6,476.38			E-PAYMNT 3140343 4/02/26	
				VENDOR TOTAL	15,972.91				
DUES-STER-2026	1	4/06/26	3/31/26	34 KMEA-GRDA OPERATING ACCOUNT 2026 ANNUALDUES BASED 25KWHSVY	612.00	03		03-70-5310	1
				INVOICE TOTAL	612.00				
				VENDOR TOTAL	612.00				

SCHEDULED CLAIMS LIST

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
STER-2026-DUES	1	4/06/26	3/16/26	302 KANSAS MUNICIPAL GAS AGENCY 2026 ANNUAL DUES GAS TRANSPORT	420.00	03	03-50-5397	1
	2			CREDIT FOR JAN2026 DUES PMT	35.00-	03	03-50-5397	1
				INVOICE TOTAL	385.00			
				VENDOR TOTAL	385.00			
098531	1	4/06/26	3/27/26	138 KROGER - DILLONS CUSTOMER SUPPLIES: WATER (RD)	38.66	03	03-60-5299	1
				INVOICE TOTAL	38.66			
				VENDOR TOTAL	38.66			
1ST QTR UI 2026 TAX	1	4/06/26	3/18/26	208 KANSAS EMPLOYMENT SEC. FUND UNEMPLOYEMENT INSURANCE 1QTR26	12.91	01	01-00-5122 E-PAYMNT 3140342 3/18/26	1
	2			UNEMPLOYEMENT INSURANCE 1QTR26	90.40	01	01-01-5122 E-PAYMNT 3140342 3/18/26	1
	3			UNEMPLOYEMENT INSURANCE 1QTR26	12.91	02	02-70-5122 E-PAYMNT 3140342 3/18/26	1
	4			UNEMPLOYEMENT INSURANCE 1QTR26	51.68	03	03-50-5122 E-PAYMNT 3140342 3/18/26	1
	5			UNEMPLOYEMENT INSURANCE 1QTR26	38.76	03	03-60-5122 E-PAYMNT 3140342 3/18/26	1
	6			UNEMPLOYEMENT INSURANCE 1QTR26	25.55	03	03-70-5122 E-PAYMNT 3140342 3/18/26	1
	7			UNEMPLOYEMENT INSURANCE 1QTR26	12.91	02	02-60-5122 E-PAYMNT 3140342 3/18/26	1
	8			UNEMPLOYEMENT INSURANCE 1QTR26	25.92	16	16-00-5122 E-PAYMNT 3140342 3/18/26	1
	9			UNEMPLOYEMENT INSURANCE 1QTR26	12.91	18	18-41-5122 E-PAYMNT 3140342 3/18/26	1
	10			UNEMPLOYEMENT INSURANCE 1QTR26	12.91	18	18-42-5122 E-PAYMNT 3140342 3/18/26	1
	11			UNEMPLOYEMENT INSURANCE 1QTR26	25.82	19	19-00-5122 E-PAYMNT 3140342 3/18/26	1
				INVOICE TOTAL	322.68			
			VENDOR TOTAL	322.68				
63771-4-2026	1	4/06/26	2/05/26	1447 KS STATEBANK 2025 GRASSHOPPER 735BT APR2026	257.13	16	16-00-5403 E-PAYMNT 3140337 4/20/26	1
				INVOICE TOTAL	257.13			
				VENDOR TOTAL	257.13			
146442	1	4/06/26	3/24/26	1004 LIBERAL GASKET MFG.CO., INC. ENG MAINT PARTS:CIT-400 VIT ON	182.32	03	03-50-5244	1
				INVOICE TOTAL	182.32			
				VENDOR TOTAL	182.32			

782 LUMINEO SIGNS

SCHEDULED CLAIMS LIST

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST GL	ACCOUNT	CK SQ
				782 LUMINEO SIGNS				
PS-INV127162	1	4/06/26	4/01/26	10*24 OUTDOOR DISPLAY	440.00	03	03-70-5399	1
				INVOICE TOTAL	440.00			
PS-INV127164	1	4/06/26	4/01/26	11*24 OUTDOOR DISPLAY	300.00	03	03-70-5399	1
				INVOICE TOTAL	300.00			
				VENDOR TOTAL	740.00			
				977 MERIDIAN ANALYTICAL LABS, LLC				
6000922	1	4/06/26	3/18/26	WASTEWATER SAMPLES	765.70	18	18-42-5399	1
				INVOICE TOTAL	765.70			
				VENDOR TOTAL	765.70			
				1426 MSC INDUSTRIAL SUPPLY CO.				
8297542001	1	4/06/26	3/17/26	OPSUPP:WRDUCT/CRIMPBUTTS/ZIRC	224.73	03	03-50-5223	1
				INVOICE TOTAL	224.73			
8297542005	1	4/06/26	3/18/26	OPSUPP:FOAMING AEROSOL CLNR12	111.80	03	03-50-5223	1
				INVOICE TOTAL	111.80			
8309164001	1	4/06/26	3/31/26	OP SUPP: 2GRY PVC WRDUCT COVER	103.29	03	03-50-5223	1
				INVOICE TOTAL	103.29			
8309167001	1	4/06/26	3/23/26	OP SUPP:CREDIT 2GRY PVC WRDUCT	14.90-	03	03-50-5223	1
				INVOICE TOTAL	14.90-			
				VENDOR TOTAL	424.92			
				893 MTC				
4/1 STMT 2026	1	4/06/26	4/01/26	PHONE/FAX/INTERNET	328.76	03	03-70-5301	1
	2			PHONE/FAX/INTERNET	212.72	01	01-01-5301	1
	3			PHONE/FAX/INTERNET	140.29	03	03-50-5301	1
	4			PHONE/FAX/INTERNET	93.07	02	02-60-5301	1
	5			PHONE/FAX/INTERNET	93.08	03	03-60-5301	1
	6			PHONE/FAX/INTERNET	70.90	01	01-01-5301	1
	7			PHONE/FAX/INTERNET	117.90	18	18-41-5399	1
				INVOICE TOTAL	1,056.72			
				VENDOR TOTAL	1,056.72			
				40 NAPA AUTO PARTS - KC101				
430090	1	2/16/26	1/29/26	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	
				1473 NEX-TECH WIRELESS				
11877365	1	4/06/26	3/20/26	MAR 2026 INVOICE 3/20-4/19/26	6.77	01	01-17-5399	1
				INVOICE TOTAL	6.77			

SCHEDULED CLAIMS LIST

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST GL	ACCOUNT	CK SQ
				VENDOR TOTAL	6.77			
7456	1	4/06/26	3/20/26	1000 OUTLAW BROTHERS REPAIR, LLC UNIT 2 UP/LWR RADIAT/THERMA/AC	1,899.23	01	01-01-5207	1
				INVOICE TOTAL	1,899.23			
7464	1	4/06/26	3/20/26	UNIT 3 REPLACE RADIATOR(21RAM)	812.69	01	01-01-5207	1
				INVOICE TOTAL	812.69			
7467	1	4/06/26	3/20/26	03 FORD A/C SERV FREON JOHN'S	172.45	03	03-60-5316	1
				INVOICE TOTAL	172.45			
				VENDOR TOTAL	2,884.37			
4/2/2026 STMT	1	4/06/26	4/02/26	41 CITY OF STERLING-PETTY CASHBOX WATER SAMPLE (JW)	7.55	02	02-50-5399	1
	2			TRAINING BFAS SPLITX3 JD/CG	16.82	18	18-41-5311	1
	3			TRAINING BFAS SPLITX3 JD/CG	16.82	03	03-60-5311	1
	4			TRAINING BFAS SPLITX3 JD/CG	16.83	03	03-50-5311	1
	5			WATER SAMPLE (JW)	33.35	02	02-50-5399	1
	6			CAR WASH (JC)	10.00	01	01-01-5207	1
	7			CAR WASH (JS)	13.00	01	01-01-5207	1
	8			WATER SAMPLE (JW)	33.25	02	02-50-5399	1
				INVOICE TOTAL	147.62			
				VENDOR TOTAL	147.62			
4/2/2026 STMT	1	4/06/26	4/06/26	42 CITY OF STERLING-PETTYCASHFUND REIMB:DUTY HOLST NEWGUNSTRN JB	205.99	01	01-01-5317	1
	2			PER DIEM:CCMFOA TRAINING (JD)	625.50	01	01-00-5311	1
	3			POSTMASTER:FORM720'25EXCISE TX	7.20	01	01-00-5399	1
	4			POSTMASTER:FORM941 1ST QTR2026	7.20	01	01-00-5399	1
	5			GAMBINOS:PW LUNCHPOURCONCRETE	44.95	18	18-40-5299	1
	6			REIMB: MPR SAFETY BOOTS (JW)	144.99	03	03-60-5299	1
	7			REIMB:MEALS KNOATRIN-OPIOD RT	120.00	01	01-00-4423	1
	8			REIMB:KRWA WWCONF (JW)MLMILHOT	352.02	18	18-41-5311	1
	9			REIMB:KRWA WWCONF (JC) MEALS	92.46	18	18-41-5311	1
	10			REIMB:2026 MUNCOURTCONF MILECG	140.70	01	01-01-5311	1
	11			REIMB:KRWA WWCONF (JD) MILEAGE	301.50	18	18-41-5311	1
	12			POSTMASTER:RETIREE POLICY (JD)	11.60	01	01-00-5399	1
	13			ROD:CEMDEED1162 LOT1199F,HREED	21.00	16	16-00-5399	1
	14			PER DIEM:LYONCOANTRN JS MLMIL	239.46	01	01-01-5311	1
	15			PER DIEM:LYONCOANTRN RA MLMIL	80.00	01	01-01-5311	1
				INVOICE TOTAL	2,394.57			
				VENDOR TOTAL	2,394.57			
48517	1	4/06/26	4/01/26	1128 PRIORITY POWER MANAGEMENT, LLC ENERGY CONSULTING APR 2026	425.00	03	03-70-5399	1
				INVOICE TOTAL	425.00			
				VENDOR TOTAL	425.00			

SCHEDULED CLAIMS LIST

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
CPR 26-7	1	4/06/26	3/31/26	1182 RICE COUNTY EMS TRAINING: HSI BLS CPR CLASS 14	350.00	01	01-11-5311	1
				INVOICE TOTAL	350.00			
				VENDOR TOTAL	350.00			
0106472-IN	1	4/06/26	3/27/26	140 SAGE PRODUCTS INC OP SUPP: HD SORBENT PADS	99.38	03	03-50-5223	1
				INVOICE TOTAL	99.38			
0106473-IN	1	4/06/26	3/27/26	OP SUPP: WEED EASY	795.00	03	03-60-5223	1
	2			VEH EXP: SWEETSHINE VEH CLEANR	135.00	19	19-00-5207	1
				INVOICE TOTAL	930.00			
0106474-IN	1	4/06/26	3/27/26	BLD MAINT: 1MIL BUSHEL BLK LI	35.53	03	03-60-5235	1
	2			BLD MAINT: 1MIL BUSHEL BLK LI	35.53	02	02-60-5235	1
				INVOICE TOTAL	71.06			
				VENDOR TOTAL	1,100.44			
0673942-02	1	4/06/26	3/26/26	5 STANION WHOLESALE ELEC CO INC OP SUPP: S/C XC 280 CONNAC/FLE	159.60	03	03-50-5223	1
				INVOICE TOTAL	159.60			
6068909-00	1	4/06/26	3/12/26	PARK DEPT:RPR/RPLC LED LAMPS12	515.04	01	01-15-5241	1
				INVOICE TOTAL	515.04			
6068909-01	1	4/06/26	3/12/26	OP SUPP: MILBANK TERM RNGLS Q1	321.21	03	03-60-5223	1
				INVOICE TOTAL	321.21			
6073942-01	1	4/06/26	3/26/26	OP SUPP: MISC SPLICES/MOUN/FUS	2,140.61	03	03-60-5223	1
				INVOICE TOTAL	2,140.61			
				VENDOR TOTAL	3,136.46			
3/2026 TAX DIST	1	4/06/26	3/17/26	177 STERLING PUBLIC LIBRARY PMT TO LIBRARY TREASURER MAR26	3,238.79	10	10-00-5359	1
				INVOICE TOTAL	3,238.79			
				VENDOR TOTAL	3,238.79			
4.1.2026 DONATION	1	4/06/26	4/01/26	1268 STERLING RECREATION COMMISSION SSSBL(SUMMERBASKETBALL) DONATO	200.00	01	01-00-5399	1
				INVOICE TOTAL	200.00			
				VENDOR TOTAL	200.00			
186658	1	4/06/26	3/07/26	776 T & R ELECTRIC SUPPLY CO., INC KMW KVA 3PHASE PAD MOUNT	9,653.23	44	44-60-5299	1
				INVOICE TOTAL	9,653.23			
				VENDOR TOTAL	9,653.23			

1186 VERIZON CONNECT FLEET USA LLC

SCHEDULED CLAIMS LIST

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST GL	ACCOUNT	CK SQ
316000074877	1	4/06/26	4/01/26	1186 VERIZON CONNECT FLEET USA LLC MONTHLY SERVICE MAR-2026	47.85	01	01-01-5301	1
				INVOICE TOTAL	47.85			
				VENDOR TOTAL	47.85			
6138820958	1	4/06/26	3/17/26	629 VERIZON WIRELESS PD WIRELESS 2/18-3/17/2026	80.02	01	01-01-5399	1
				INVOICE TOTAL	80.02			
				VENDOR TOTAL	80.02			
INV8858064	1	4/06/26	3/24/26	1022 WAGEWORKS HS-FSA MAR 2026	15.43	01	01-00-5399	1
	2			HS-FSA MAR 2026	15.43	01	01-01-5399	1
	3			HS-FSA MAR 2026	15.43	02	02-60-5399	1
	4			HS-FSA MAR 2026	15.45	02	02-70-5399	1
	5			HS-FSA MAR 2026	15.45	03	03-50-5399	1
	6			HS-FSA MAR 2026	15.45	03	03-60-5399	1
	7			HS-FSA MAR 2026	15.43	16	16-00-5399	1
	8			HS-FSA MAR 2026	15.43	18	18-42-5399	1
				INVOICE TOTAL	123.50			
				VENDOR TOTAL	123.50			
5330000665	1	4/06/26	4/01/26	1090 WATCO COMPANIES LAND LEASE/RENT 2026 RXR	504.83	03	03-70-5399	1
				INVOICE TOTAL	504.83			
				VENDOR TOTAL	504.83			
				FIRST BANK TOTAL	137,039.79			
				TOTAL MANUAL CHECKS	.00			
				TOTAL E-PAYMENTS	22,423.54			
				TOTAL PURCH CARDS	.00			
				TOTAL ACH PAYMENTS	.00			
				TOTAL OPEN PAYMENTS	114,616.25			
				GRAND TOTALS	137,039.79			



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: Kodi Laymon

Organization: Kansas Ethanol

Location of event: Sterling Lake Park

Purpose of event: Company Fun Run

Date and time of event: April 25, 2026, 8:00-10:00am

Will event have more than 100 attendees? No

Will the event require street closures? No

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

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: Kodi Laymon Digitally signed by Kodi Laymon Date: 2026.03.31 08:31:27 -05'00' Date: 3/31/2026

For Office Use

Permit fee: \$30.00 Date received: _____

Date COI received: March 27, 2026

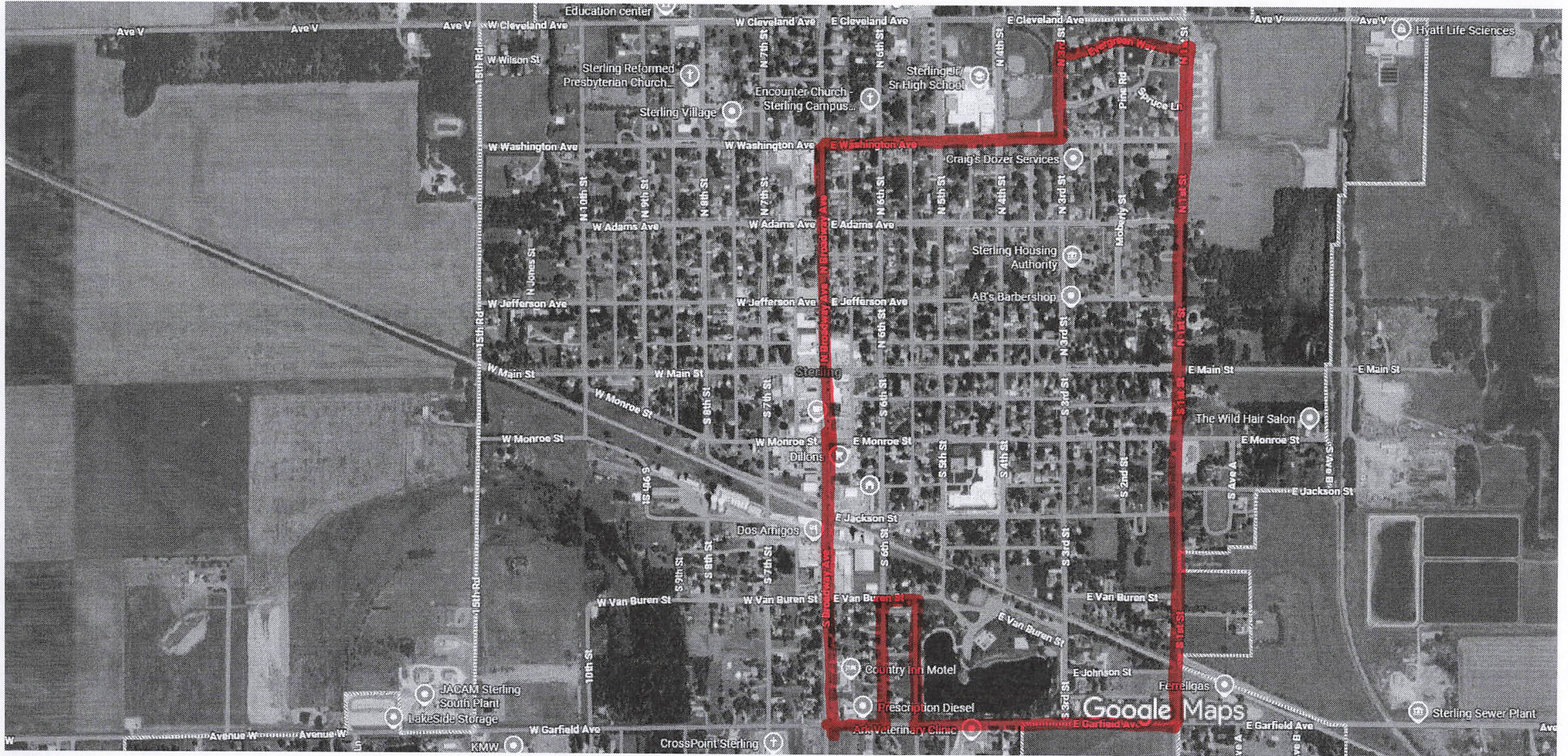
Date of City Commission approval: _____

City Manager signature: _____ Date: _____



Sterling

Competitive Route







CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/16/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER IMA, Inc. - Wichita PO Box 2992 Wichita KS 67201	CONTACT NAME: IMA Certs Team PHONE (A/C, No, Ext): FAX (A/C, No): E-MAIL ADDRESS: certificates@imacorp.com
	INSURER(S) AFFORDING COVERAGE
License#: PC-1210733 KANSETH-01	INSURER A: Liberty Mutual Insurance Company INSURER B: Employers Mutual Casualty Company INSURER C: Travelers Property Casualty Company of America INSURER D: Continental Casualty Company INSURER E: INSURER F:
INSURED Kansas Ethanol, LLC 1630 Avenue Q Lyons KS 67554	NAIC # 23043 21415 25674 20443

COVERAGES

CERTIFICATE NUMBER: 1169380277

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Contractual Liab GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC <input type="checkbox"/> OTHER:			TB2645445963035	11/11/2025	11/11/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 1,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			6E5548726	11/11/2025	11/11/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 0			CUP4T73964625NF	11/11/2025	11/11/2026	EACH OCCURRENCE \$ 15,000,000 AGGREGATE \$ 15,000,000 \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	WC2645445963045	11/11/2025	11/11/2026	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
D	Rolling Stock			7018720779	11/11/2025	11/11/2026	See Below

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

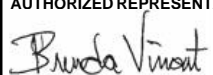
Railroad Rolling Stock: Policy #7018720779; Carrier - Continental Casualty Company; Effective Date 11/11/2025 - Expiration Date 11/11/2026; Contractors Equipment Limit \$842,488; Contractors Equipment Deductible; \$2,500; Leased/Rented Equipment Limit \$250,000; Deductible \$2,500;

Pollution Liability: Policy #03138127; Carrier - Allied World Assurance Company (U.S.) Inc.; Effective Date 11/11/2025 - Expiration Date 11/11/2028; \$1,000,000 Each Incident Limit; \$1,000,000 Aggregate Limit; \$25,000 Deductible except \$100,000 for Transportation.

RE: Event: Fun Run in Sterling - April 25, 2026.

Certificate Holder and all other parties required by the contract are included as Additional Insured on the General Liability Policy, if required by written contract See Attached...

CERTIFICATE HOLDER**CANCELLATION**

Sterling Lake/Park 401 E Van Buren Sterling KS 67579	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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ACORD 25 (2016/03)

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THIS CERTIFICATE SUPERSEDES PREVIOUSLY ISSUED CERTIFICATE



ADDITIONAL REMARKS SCHEDULE

AGENCY IMA, Inc. - Wichita		NAMED INSURED Kansas Ethanol, LLC 1630 Avenue Q Lyons KS 67554	
POLICY NUMBER		EFFECTIVE DATE:	
CARRIER	NAIC CODE	(Empty)	

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
FORM NUMBER: 25 **FORM TITLE:** CERTIFICATE OF LIABILITY INSURANCE

or agreement, subject to the policy terms and conditions.
 This Insurance is Primary & Non-Contributory on the General Liability Policy, if required by written contract or agreement, subject to the policy terms and conditions.
 A Waiver of Subrogation is provided in favor of Certificate Holder and all other parties required by the contract on the General Liability Policy, if required by written contract or agreement, subject to the policy terms and conditions.

Delinquent Account Listing

Date: 3/24/2026

Prepared by C. Groth

Account		Period	Period	Period	Period	Amt	Times	Reason	
No.	Customer								Last Pmt
1	3155500	12/11/2003				\$2.21	\$2.21	3	Under \$25
2	1002004	1/18/2004				\$6.20	\$6.20	4	Under \$25
3	4082001	6/11/2004				\$5.86	\$5.86	13	Under \$25
4	31765501	8/27/2004				\$23.00	\$23.00	1	Under \$25
5	3178001	10/12/2004				\$12.61	\$12.61	6	Under \$25
6	5017504	12/7/2004				\$1.97	\$1.97	2	Under \$25
7	2080500	1/12/2005				\$0.21	\$0.21	13	Under \$25
8	3097003	5/11/2005				\$4.15	\$4.15	2	Under \$25
9	3178003	2/27/2006				\$13.46	\$13.46	12	Under \$25
10	2071000	8/14/2006				\$8.04	\$8.04	34	Under \$25
11	4112502	2/21/2007				\$3.42	\$3.42	3	Under \$25
12	6039503	5/11/2007				\$0.96	\$0.96	2	Under \$25
13	6009500	2/6/2008				\$0.05	\$0.05	4	Under \$25
14	3194002	6/11/2008				\$4.24	\$4.24	3	Deceased
15	2072502	10/8/2008				\$23.61	\$23.61	11	Under \$25
16	3174505	12/4/2008				\$17.25	\$17.25	1	Under \$25
17	1003702	5/13/2009				\$8.04	\$8.04	2	Under \$25
18	3078000	5/19/2010				\$0.89	\$0.89	16	Under \$25
19	7030500	5/20/2010				\$9.67	\$9.67	39	Under \$25
20	3075004	6/15/2011				\$9.00	\$9.00	2	Under \$25
21	3048001	7/31/2012				\$22.96	\$22.96	7	Under \$25
22	3176004	10/8/2013				\$0.17	\$0.17	0	Under \$25
23	4129503	6/8/2015				\$24.06	\$24.06	2	Under \$25
24	4104001	8/18/2016				\$4.49	\$4.49	14	Under \$25
25	3060512	3/17/2017				\$16.41	\$16.41	1	Under \$25
26	3190510	10/2/2017				\$4.53	\$4.53	18	Under \$25
27	4119504	9/10/2021				\$0.60	\$0.60	8	Under \$25
						Total Write Off	\$228.06		

**City of Sterling
City Commission Meeting
April 6, 2026**

TO: City Commission
SUBJECT: 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 (LMI) survey services, cost \$3,500.
INITIATED BY: City Manager
PREPARED BY: City Manager
AGENDA: Old Business

Background: 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.

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 pre-requisite 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.

Analysis: City staff solicited proposals from four firms which provide grant application and LMI survey services and have experience with the CDBG program. The cost of each of the proposals is presented in Table 1. The proposal submitted by SCKEDD is included in Exhibit A, and the proposals from the three other firms are included in Exhibit B.

Table 1.

Firm	Grant Application Cost	LMI Survey Cost	Total Cost
Clelia McCrory Consulting	\$4,000	\$2,500	\$6,500
Governmental Assistance Services (GAS)	\$8,950	\$11,500	\$20,450
Ranson Financial Group	\$5,500 (Small Grants) / \$6,500 (Large Grants)	\$4,200	\$9,700 (Small Grants) / \$10,700 (Large Grants)
South Central Kansas Economic Development District (SCKEDD)	\$2,500	\$1,000 (random) / \$2,750 (citywide)	\$3,500 (random survey) / \$5,250 (citywide survey)

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. The average household size in Sterling is 2.32 people, according to the 2024 American Community

Survey (ACS) 5-Year Estimates. The LMI income limit for a two-person household in Sterling is \$52,950. Therefore, the survey must demonstrate that the segment of households which will benefit from the CDBG project on average have an annual income at or below \$52,950.

The recommendation is 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 the Community Facilities program in particular.

Financial: 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. These costs are not eligible for reimbursement from CDBG grant funds, since they would be incurred prior to a grant award.

Legal Considerations: 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.

Recommendations/Actions: It is recommended that the City Commission: Approve the selection of the SCKEDD for CDBG Community Facilities grant application and LMI survey services, cost \$3,500. **(VOICE)**.

Attachments:

Exhibit A – Proposal for CDBG grant application and LMI survey services from SCKEDD (11 pages)

Exhibit B - Proposals for CDBG grant application and LMI survey services from Clelia McCrory Consulting, GAS and Ranson Financial Group (12 pages)



**SOUTH CENTRAL KANSAS
ECONOMIC DEVELOPMENT DISTRICT**

Hope, developed

**CITY of STERLING
CDBG LMI SURVEY TABULATION AND GRANT WRITING
PROPOSAL**

Kansas Department of Commerce Community
Development Block Grant Application
Community Facilities

March 24, 2026

1861 N. Rock Road | Ste 310 | Wichita, KS 67206

Phone: (316) 262-7035 | Fax: (316) 262-7062 | www.sckedd.org



REQUEST FOR PROPOSAL – INTENTIONS

We are honored to present our Proposal for Low-to-Moderate-Income (LMI) Survey tabulation and Grant Writing services to the City of Sterling’s 2026 CDBG Community Facilities Grant. We believe this project presents an exciting opportunity for our team to fulfill our mission to enhance and improve the quality of life for City of Sterling residents.

We believe our experience of over 40 years with the Community Development Block Grant Program, our knowledgeable staff, our strong relationships with the Kansas Department of Commerce, and our proven history of successful grant work in South Central Kansas will make SCKEDD an excellent partner in this venture.

We would love the opportunity to meet with you virtually to answer any questions you may have. Please contact us to arrange a meeting. We thank you for your time and consideration.

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OUR STORY

Since 1972, SCKEDD has been partnering with communities in Kansas to advance economic growth and prosperity for all residents.

In such a richly diverse and distinctive state, SCKEDD promotes regional strategies, partnerships, and solutions to strengthen economic competitiveness and quality of life across the region. These successful partnerships are creating new commercial opportunities, financing innovative community projects, and enhancing community housing to attract and support a skills-based workforce.

One of the unique opportunities we have here at SCKEDD is to help rebuild, restore, and reignite communities. SCKEDD offers grant writing and administration including, but not limited to, the following areas:

- Economic Development Administration (EDA) Grants
- Community Development Block Grants (CDBG) Including: Urgent Need, Economic Development, Community Facilities, Commercial Rehabilitation, Water/Sewer Infrastructure, and Housing Rehabilitation
- United States Department of Agriculture (USDA)
- Private Foundation Grants

MISSION

At SCKEDD, we believe our role is to enhance and improve the economic vitality, community infrastructure, and housing quality within the region we service in Kansas.

We carry out our mission by providing business loans, grants for communities, grants for housing renovation, grants for weatherization, and working with donors to support our mission.

CORE VALUES

We believe that strong, well defined, core values are essential in our daily activities in our pursuit of fulfilling our mission. Here are the core values that define our work:

- We are committed to building stronger communities.
- We are committed to helping those less fortunate.
- We are committed to being innovative and excellent.
- We are committed to sustainability.
- We are committed to each of our employees.



EXPERIENCE AND ACCOMPLISHMENTS

Beginning in 1972, SCKEDD has been actively partnering with communities located in Kansas to advance economic growth and prosperity for all residents. SCKEDD's knowledgeable Grants Department team works with local communities to obtain important grants which improve quality of life, attract new businesses, accelerate job growth, and encourage new private development. In the past *five years alone*, our Grant Department has successfully administered **\$27,859,807** for eligible projects. Here are a few examples of these funded projects:

Grant	Amount
CDBG Community Facilities & Water/Sewer	\$2,570,211
CDBG Housing	\$4,256,500
CDBG Commercial Rehabilitation	\$1,100,000
Moderate Income Housing	\$5,849,396
Total	\$13,776,107

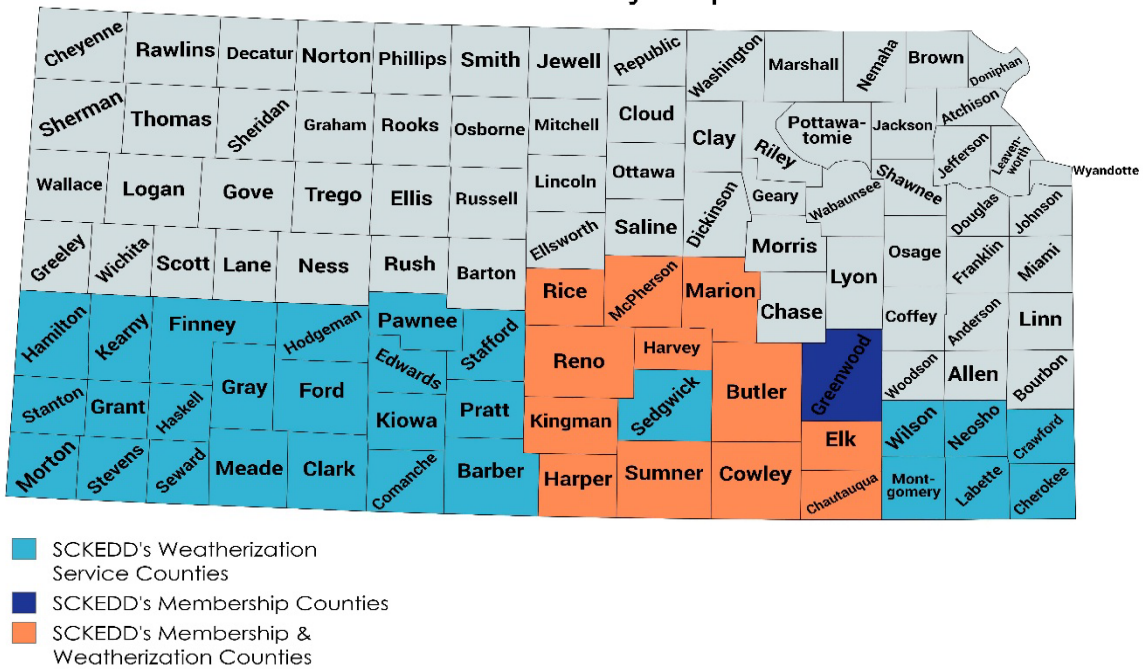


Before and After of Kechi Playhouse Community Facilities project.



EXPERIENCE AND ACCOMPLISHMENTS

SCKEDD Service Territory Map



Along with our Grants Administration Program, SCKEDD is comprised of two other areas of service as well: The Kansas Weatherization Assistance Program and the Business Resource Program.

Our Weatherization Assistance Program is responsible for administering approximately \$4,500,000 in Kansas Weatherization funding within a 40-county area of south-central Kansas. We maintain our own crew of inspectors to work through various housing programs.

Beginning in 2020, the SCKEDD Business Resource Program began, focusing on recruiting experienced staff, becoming crystal clear on our 3 main loan services, and identifying operational efficiencies. This resulted in a payroll reduction of 6%, an increase in our total loan volume of 302%, and leveraged cloud and electronic software to better manage the program. In addition to the successful enhancements within our program, we also counseled our small business owners through the pandemic, providing them with insight into legislation and disaster relief programs.



MEET OUR TEAM

Here at SCKEDD, one of our Core Values is our commitment to each of our employees. We strive to attract and retain the best talent in the region; our team is our most valuable asset in meeting your community's goals. We have a team of talented administrators and a tradition of community development in south central Kansas. In addition to having extensive knowledge of partnering with cities for LMI surveys and administering CDBG-funded grant projects, we have a strong rapport with the State of Kansas staff that is responsible for monitoring CDBG grants. Our team has firsthand knowledge of the best strategies to move projects to successful completion. Our years of experience have given us a great depth of knowledge in all aspects of CDBG administration and project construction.



Stephanie Marsh | Grants Program Manager & Deputy Director

With a background in nonprofit work and contracts, Stephanie is well prepared to manage all aspects of grant writing and administration. Her commitment to innovation and excellence serves the team and the communities that she serves well. Stephanie has a Bachelor of Science Degree in Sociology as well as a Certificate in Community Development from Fort Hays State University.

E-Mail: smarsh@sckedd.org | Office: (316) 440-7334



Megan Unruh | Grant Administrator

With degrees in Business Administration and Human Resource Management from Wichita State University, Megan brings strong organizational and people-focused skills to her work in grant writing and administration.

Email: munruh@sckedd.org | Office: (316) 866-0050



ROLE BREAKDOWN

SCKEDD’s LMI tabulation and grant writing contracts provide an ideal setup for the community. Please note that not only does SCKEDD tabulate and calculate LMI surveys, but we also prepare all grant application forms, work with engineers on the preliminary engineering report, and guide the community through the public hearing process. We also assist in research and budget planning for the potential CDBG project.

SCKEDD is confident in our ability to complete survey and grant writing services required by the Kansas Department of Commerce and to deliver results to our clients. At a minimum, we will provide the following services:

LMI Survey
Conduct survey tabulation and calculate the final LMI percentage based upon submitted surveys.
Compile required LMI survey forms for submission to Commerce
Coordinate with the City regarding any follow-up questions or clarification requests from Commerce.
Provide consultation on an as-needed basis throughout the survey process.
Note that SCKEDD does not distribute or collect the LMI surveys.



Grant Writing
Provide information to develop project outline.
Collaborate with engineer/architectural firms to develop required reports and budgets.
Prepare all required publications that are needed to inform the public about projects.
Provide expertise and guidance to the City to create a grant proposal.
Collaborate on all of the necessary grant/project research.
Attend all required meetings necessary for project development.
Prepare all required documents for signature forms.
Prepare and track progression of budgets.
Prepare all required Resolutions.
Prepare any/all required maps and pictures.
Ensure grant proposals are submitted timely to meet any/all grant deadlines submission dates.

SCKEDD understands that the above is not an all-inclusive list. We will provide guidance and explanations of all procedures and steps of the LMI Survey process and Community Development Block Grant application process to comply with the program guidelines.

SCKEDD takes a great deal of pride in being consistently accessible to our clients, believing this facilitates prompt project completion. With video-conferencing technology and a dedication to responsiveness, our team will serve the City well and provide quick turnaround time and accessibility. Telephone calls and e-mails will always be answered quickly.



COST OF SERVICES

LMI SURVEY

SCKEDD's standard survey tabulation fee for a random sample survey is \$1,000 for our SCKEDD member counties, or \$2,750 for a city-wide survey. This bid covers all outlined activities in our role breakdown for the survey process.

BID AMOUNT

Service	Fee
SCKEDD LMI Survey Tabulation Fee	\$1,000 for random sample; \$2,750 for a city-wide survey

GRANT WRITING

SCKEDD's standard grant writing fee for CDBG Community Facilities is \$2,500 for our SCKEDD member counties, or \$3,500 for non-member counties. This bid amount covers all outlined activities in our role breakdown for the grant writing process, including town hall meetings (typically for housing projects only), virtual council meetings, and strategic planning. Please note that grant writing fees do not include printing or publishing costs.

BID AMOUNT

Service	Fee
SCKEDD Grant Writing Fee	\$2,500
Please note that SCKEDD is willing to perform grant writing services regardless of whether we are selected for the LMI Survey process.	



We appreciate the opportunity to present this proposal to the City of Sterling. We are confident that our services align seamlessly with the objectives of your project.

By signing below, we commit to delivering exceptional value and exceeding your expectations. We look forward to the possibility of working together and are open to further discussions to address any questions or concerns.

Thank you for considering SCKEDD for this opportunity. We are eager to contribute to your success.

A handwritten signature in black ink, appearing to read "Stephanie Marsh". The signature is fluid and cursive, with a large initial "S" and "M".

Stephanie Marsh, Grant Program Manager/Deputy Director



REFERENCES

City of Hutchinson	Dave Sotelo, Director of Strategic Growth (620) 694-2611 dave.sotelo@hutchinsonks.gov
City of Arkansas City	Randy Frazer, City Manager (620) 441-4414 rfrazer@arkansascityks.gov
City of McPherson	Austin Regier, City Administrator (620) 245-2535 austindr@mcpcity.com
City of Eureka	Karen Simon, City Administrator Assistant (620) 583-6140 deputyclerk@anthonykansas.org

Clelia McCrory Consulting LLC Grant Development Proposal March 2026:

Name of Firm:

Clelia McCrory Consulting LLC
402 S. 6th Street
Sterling, KS 67579
Cell: 620-694-9289
Email: cleliamccrory2@gmail.com

Experience With CDBG and Capabilities of the Firm:

After serving as a grant development specialist at ESSDACK since August of 2004, Clelia retired from full time employment on September 30, 2025. After at least two months of traveling and non-work activities, Clelia has now formed her own consulting firm, Clelia McCrory Consulting LLC, and is again available to serve as a grant developer and a grant administrator starting in 2026. While at ESSDACK for over 21 years, she wrote and was awarded over 97 million dollars in various types of federal, state, and foundation grant funding for school districts and rural communities. Clelia has previously served as a CDBG certified grant administrator through the years. Some of her CDBG projects that she has administered has included:

- (approximately 2017-2018) City of Hoisington Urgent Need CDBG grant to replace a water well and wastewater/water improvement project (approximately \$600,000 project)
- The \$297,970 KAN STEP CDBG Grant to rehabilitate Studio 96 at Sterling was acquired for comprehensive renovations occurring in January of 2012-2014 to the 1887 building, including electrical, plumbing, heating, air conditioning, and ADA-accessible bathrooms. The project featured over \$266,000 in local volunteer labor and equipment contributions. This CDBG grant completed the building restoration after McCrory had previously acquired a \$125,000 KS Dept. of Commerce Small Community Improvement Program Grant to do the initial phase of rehabbing/restoring Studio 96 to become the community center and art center.
- The \$296,622 KAN STEP CDBG Grant at Cherryvale, Kansas starting in August of 2014: The armory at Cherryvale was one of the projects decommissioned by the State of Kansas in 2010. The city received the KAN STEP CDBG grant to remodel and update the 1950's facility. Volunteers contributed approximately \$201,000 in donated services. The rehabilitation project included updating site concrete, replacing exterior windows and doors, furring of exterior masonry walls with insulation, and creating a plywood and dry-walled exercise room. The hall and vestibule walls were also dry-walled. The kitchen was "reconfigured", restrooms were modified along with the janitor's closet. The former locker room became the new activity/meeting room. Two offices and a classroom were also created. New plumbing, HVAC, gas and electrical upgrades were also done.
- The past ten years of McCrory's grant work at ESSDACK focused on non-CDBG projects since the CDBG grant administrator selection process has been more conducive for regional economic development entities like SCKEDD. However, Clelia has continued to follow the various Commerce funding streams and has

helped many small school district communities understand how to benefit from various funding programs like CDBG and then helped them get connected to their corresponding regional economic development entity. But, my 51 years of personally living in Sterling should provide some longitudinal beneficial knowledge of the community for projects being considered in 2026 and allow the grant administrator to also be in close proximity to the proposed project or projects being administered.

- **Targeted Project For This Funding Proposal:**
The City of Sterling is interested in applying to the CDBG Community Facilities program (most likely Small Grants, but possibly Large Grants) for the ADA improvements at the library. **Currently, the City of Sterling's LMI percentage is about 40% according to the 2020 census posted on the KDOC website so a survey will need to be done to see if the city can be 51% LMI or higher in order to be eligible for/possibly meet the LMI (low to moderate income) percentage requirements for this targeted Commerce CDBG Community Facilities program**
- **Ability and willingness of firm to assist the City/County with this project:** My retirement in 2025 is allowing me to take on some projects to keep me busy part-time and yet have the flexibility to address what is needed. I suggest that we plan to conduct the required LMI survey and code the completed surveys so that identity is protected while having geographic tracts in the file in case the City might want to do a partial city targeted project such as a street since the completed survey would be good for up to two years. I am attending the 2026 CDBG Update at Hill City on March 18, 2026 and will plan to confer with Commerce personnel to make sure that the City knows how the current survey process needs to happen and what options we have for getting a strong rate of responses back from our community residents.
- **Bid Amount:**
Survey Development and Tabulation: My hourly rate is \$100 per hour plus expenses like travel and it will probably take more than 25 hours to do the survey unless city staff assistance is also utilized, **but I'll take charge of the 2026 survey development and tabulation for up to a maximum of \$2,500.**
Community Facilities CDBG Grant Development (writing of the grant): My hourly rate is \$100 per hour and there won't be travel since I live here. **But, I would figure up to 40 hours or \$4,000 to write the grant, do the required hearing(s) and arrange publications. The City will need to pay for the required CDBG publication notices in your official newspaper.**
Since the cost has not been determined yet for the ADA project and most Commerce projects will allow up to 10% for grant administration, **my BID for grant administration would be a maximum of 8% of the grant amount since I will have little or no travel costs to service a project at or near Sterling.**

Other Pertinent Information:

In case the City of Sterling can not meet the 51% LMI requirement to utilize the Community Facilities CDBG funding opportunity to do the ADA project, I have

done some initial checking and here are some other funding possibilities to utilize:

- The Carnegie Corporation of New York is offering a \$10,000 one-time, flexible use grant for 2025-2026 for improvements for Carnegie libraries.
- Kansas State Tax Credits for Historic Rehabilitation
- Historic Economic Asset Lifetime (HEAL) grant – up to \$100,000
- I will continue to watch for other funding possibilities.

NOTE: The Community Facilities CDBG grants for 2026 have an open application window from March 2, 2026 – October 16, 2026 with monthly reviews. The SMALL GRANTS are \$50,000 - \$210,000 and require a 10% LOCAL match. The LARGE GRANTS are \$210,001 - \$1.5 million and require a 20% LOCAL match.

Signed (Clelia Sue McCrory)

Clelia Sue McCrory

Date (March 13, 2026)

March 13, 2026

CONTRACT FOR SERVICES

THIS AGREEMENT, MADE AND ENTERED INTO THIS 12TH DAY OF MARCH 2026, between THE CITY OF STERLING, KANSAS (THE CITY), and WESTERN CONSULTANTS DBA GOVERNMENTAL ASSISTANCE SERVICES, PO BOX 187, LAWRENCE, KANSAS 66044 (THE CONSULTANT).

WHEREAS THE CITY hereby retains THE CONSULTANT for the preparation of a 2026 Community Development Block Grant through the Kansas Department of Commerce.

WHEREAS the purpose of this contract is to provide THE CITY a COMMUNITY DEVELOPMENT BLOCK GRANT application for a LIBRARY IMPROVEMENTS Project.

THEREFORE, the parties agree as follows:

1. THE CONSULTANT agrees to perform the following services, to-wit:
 - (A) Submit Grant Application in accordance with the rules and regulations set forth by each State and Federal agency involved.
 - (B) THE CITY will be responsible for payment of public hearing costs.
 - (C) If it should occur that the grant is not awarded for 2026, THE CONSULTANT will resubmit the grant application until awarded. No additional charges for grant writing will be incurred.
2. In exchange for performance of above said services, related to the preparation and submission of said Grant Application, THE CITY shall authorize payment, as an allowable cost, to THE CONSULTANT, to-wit:
 - (A) Payment of \$8,950.00 due upon signing of this contract.

IN WITNESS WHEREOF, the parties hereto have signed their names the day, month and year mentioned above.

Mayor
City of Sterling, Kansas

Garrett Nordstrom

Garrett Nordstrom
Partner - Western Consultants

PROPOSAL

Low-to-Moderate Income Random Sample Survey Community Development Block Grant (CDBG) Library Improvements

City of Sterling, Kansas
March 27, 2026



CONTACT

Garrett Nordstrom

Partner/Grant Specialist

Mobile: (816) 805-9183

Email: garrett@govassistsvcs.com

Website: www.govassistsvcs.com

Governmental Assistance Services
PO Box 187
Lawrence, Kansas 66044





March 27, 2026

City of Sterling, KS
c/o Ian Hutchison
114 North Broadway
Sterling, KS 67579

RE: Response to Request for Proposals for LMI Survey Services

Dear Mr. Hutchison:

Governmental Assistance Services (GAS) is pleased to submit this proposal to assist the City of Sterling with completion of a Low- and Moderate-Income (LMI) survey in support of a Community Development Block Grant (CDBG) application for library improvements.

The proposed project requires documentation that at least 51 percent of the beneficiaries meet LMI criteria. Because available census data does not adequately support qualification, a statistically valid random sample survey will be required to establish eligibility.

GAS has extensive experience conducting LMI surveys for Kansas communities in accordance with Kansas Department of Commerce (KDOC) requirements. Our approach is designed to produce accurate, defensible results that withstand program review and audit.

Our methodology includes:

- Coordination with KDOC to determine required sample size, confidence level, and margin of error
- Development of a randomized household sample from a complete residential address list
- Door-to-door survey administration with strict tracking and quality control procedures
- Documentation of all responses, refusals, and non-responses to ensure statistical validity
- Preparation of final LMI determination and supporting documentation suitable for grant submission

Our team understands the importance of completing the survey efficiently while maintaining compliance with all applicable federal and state requirements. We are prepared to begin work immediately and coordinate closely with City staff to ensure the survey is completed in a timely manner to support the CDBG application schedule.

We appreciate the opportunity to work with the City of Sterling on this project and look forward to assisting you in successfully positioning the community for funding.

Please contact me with any questions or to discuss next steps.

Sincerely,

Garrett Nordstrom

Garrett Nordstrom, Partner/Grant Specialist

816.805.9183.

garrett@govassistsvcs.com



ORGANIZATIONAL PROFILE AND QUALIFICATIONS

Governmental Assistance Services (GAS) was established in 1986 for the sole purpose of providing professional technical expertise to local and county governments as well as other political subdivisions. Our primary areas of expertise are the Kansas Department of Commerce Community Development Block Grant (CDBG) program, the Kansas Department of Health & Environment State Revolving Loan Fund (KDHE SRF) and United States Department of Agriculture Rural Development Loan/Grant Program (USDA-RD). In recent years, we have experienced success in federal and state grants for broadband, utility infrastructure, transportation, and firefighting. We also served as administrators for over \$20 million in CARES Act and ARPA funds for our city and county clients.

At GAS, we have a dedicated team of full-time professionals, both in the field and office, who excel in grant writing, low-to-moderate income surveying, grant administration, environmental reviews, and loan applications. Our unparalleled reputation and extensive list of achievements underscore our expertise in these areas. Our company employs four full time grant writers and administrators: D. Garrett Nordstrom, Brett Waggoner, Maria Elena Cuevas, and Sara Waggoner. Together, we have a combined 70+ years in the state and federal infrastructure funding sector.

Performing and compiling an accurate income survey takes careful preparation and meticulous methodology. CDBG staff is very particular when verifying income survey results, and over the years we have honed our processes to keep up with changing requirements. Our staff will carefully document each step of the process and present a complete and accurate income survey tabulation that will comply with CDBG requirements.

The preparation and administration of a grant or loan not only requires the technical ability to get the project completed properly, but also makes it necessary for the grant administrator to have a good working relationship with the departments, agencies, and independent funding sources that take part in the grant administration, grant writing, or matching fund regulations. In the past 37 years, GAS has developed an excellent working relationship with the personnel of all of these entities.

Since 2000, our company has partnered with more than 95 different Kansas communities to complete more than 220 successful grant applications worth over \$100 million. A partial list of those successful projects is attached, illustrating the successful administration and completion of over \$290 million in total projects. Many of our communities have received multiple grants over the years, and we are always excited for the opportunity to make your community a part of that list next year and for many years to come.

CONTRACT FOR SERVICES

THIS AGREEMENT, MADE AND ENTERED INTO THIS 6th DAY OF APRIL 2026, between WESTERN CONSULTANTS dba GOVERNMENTAL ASSISTANCE SERVICES, PO BOX 187, LAWRENCE, KANSAS 66044, hereafter referred to as "CONSULTANT", and the CITY OF STERLING, KANSAS, hereafter referred to as "CITY".

WHEREAS the CITY desires to engage in a RANDOM SAMPLE CITY-WIDE Low-to-Moderate Income survey to qualify the CITY for present and future grants, and

WHEREAS the CITY understands that before it can compete for Community Improvement grant funds its Low-to-Moderate Income (LMI) population must comprise over 51% of a random sample population approved by the KANSAS DEPARTMENT OF COMMERCE. Each entity surveyed must stand on its own, and

WHEREAS the CITY understands the best way to establish its actual LMI percentage is to conduct a RANDOM SAMPLE CITY-WIDE Low-to Moderate Income Survey.

NOW, THEREFORE, the CITY engages the CONSULTANT upon the following terms and conditions:

CONSULTANT AGREES TO PERFORM THE FOLLOWING to-wit:

- A. Do all background work and prepare all forms for survey according to Kansas Department of Commerce CDBG regulations;
- B. Provide all personnel necessary to conduct survey in professional and timely manner;
- C. Furnish all forms and materials necessary to conduct and tabulate survey;
- D. Conduct honest and accurate random sample LMI survey following all CDBG guidelines;
- E. Conduct survey and submit final tabulations, methodology, and explanation of variance to the CDBG staff for approval;

THE CITY AGREES TO PERFORM THE FOLLOWING, to-wit:

- A. Provide CONSULTANT access to all city records necessary for preparation of the survey.

In exchange for performance of said services related to preparation, conducting and final tabulation of survey the CITY shall authorize payment in the amount of \$11,500.00 to CONSULTANT, to-wit:

- Payment of \$11,500.00 due upon execution of contract.

THE CITY and CONSULTANT agree that the survey results will be final.

Therefore, CONSULTANT cannot offer any guarantee as to the final LMI percentage as produced by this survey.

IN WITNESS WHEREOF, the parties hereto have signed their names the month, day and year first mentioned above.

Mayor
City of Sterling, Kansas

Garrett Nordstrom

Garrett Nordstrom - Partner
Western Consultants dba GAS

GRANT WRITING PROPOSAL

March 20, 2026

To Mayor and Commissioners
ATTN: Ian Hutcheson, City Manager
114 N. Broadway Street
P.O. Box 287
Sterling, KS 67579

RE: Proposed ADA Improvements – Sterling Free Library

We are pleased to submit this agreement to provide grant writing services to the City of Sterling, Kansas for the proposed Sterling Free Library project.

Scope of Services

We agree to provide the following professional services and other services as, in our judgment, may be necessary and advisable:

- A. To work with City Staff and City Consultant(s) in the preparation of CDBG related paperwork for the application including the random LMI survey. If other funding opportunities are also available, we will inform you of those options and work with the City on those applications, if you decide to pursue them.
- B. To present paperwork to the City Commissioners for processing and execution by the city.
- C. To be present at Commission Meetings to give reports, as needed. If we are unable to attend the Commission Meeting, a written report will be provided to the City Manager.
- D. To attend the CDBG Public Hearing.
- E. Upon completion of the grant application, furnish the City with a copy of the submitted document.

It is noted that CDBG does not pay for grant writing and that costs are to be paid by the city. We have worked with the city in the past and through City Code, we maintain the city's ordinance codification. We are currently working with a number of neighboring communities on CDBG projects.

Our fee for grant preparation work for the proposed project is a lump sum of \$6,500.00 for the Community Facilities Large Grant and a lump sum of \$5,500.00 for the

Community Facilities Small Grant. To Conduct the Random LMI survey, the cost is a lump sum of \$4,200.00.

If the City does not meet the required LMI%, we will bill the city for time that we expended in completing the survey.

This agreement shall be in force for effect until the application is completed or it can be subject to cancellation by either party with ten (10) days' advance written notice.

Your acceptance will be indicated by the signature of City on this Proposal and forwarding an executed copy to us which can be emailed.

Respectfully submitted,

Ranson Financial Group, LLC

Rose Mary Saunders

Municipal Consultant

Accepted this _____ day of _____, 2026.

CITY OF STERLING, KANSAS

ATTEST:

Mayor

City Clerk

(Seal)

**City of Sterling
City Commission Meeting
April 6, 2026**

TO: City Commission
SUBJECT: Award construction contract for the KMW expansion water improvement project to Kansas Concrete, estimated cost \$1,244,801.
INITIATED BY: City Manager
PREPARED BY: City Manager
AGENDA: New Business

Background: 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.

Analysis: 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 are included in Exhibit A. 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 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 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.

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.

Financial: The bid submitted by Kansas Concrete is for an estimated cost of \$1,244,801. The estimated amount does not include any future change orders which could change the final cost of construction.

Legal Considerations: BG will provide a notice of award to award the contract to the selected bidder.

Recommendations/Actions: It is recommended the City Commission:

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

Attachments:

Exhibit A – Letter of contract award recommendation; bid tabulation (3 pages)

March 27th, 2026

City of Sterling, Kansas
 114 N Broadway Ave.
 Sterling, KS 67579

RE: Industrial Park #1 Water System Improvements
 25-1185M

Dear Commission:

On March 12th, 2026 at 2:00 p.m., four (4) bids and an Engineer’s Opinion of Probable Cost (EOPC) were received and read publicly for the above referenced project. All bids submitted contained the signed addendums and bid bond. A summary bid table is shown below, for quick reference, in ascending order based on the total bid cost. Detailed bid tabulations are attached.

Bidder	General & Part (A)	Part (B)	Total
Kansas Concrete	\$956,831.00	\$87,470.00	\$1,244,801.00
Kansas Dirt Inc	\$1,080,476.00	\$81,235.00	\$1,621,711.00
TIMCO	\$1,370,174.00	\$186,482.00	\$1,771,656.00
Nowak Construction	\$1,580,506.20	\$154,617.40	\$1,834,588.60
EOPC	\$1,402,570.00	\$124,200.00	\$1,754,770.00

Per the bidding documents, the unit price governs and the bids were recalculated. There were no errors found in the bids.

BG Consultants, Inc. and the City have not had past project experience with Kansas Concrete. BG Consultants checked references for Kansas Concrete and held a meeting with City staff and the owners of Kansas Concrete to discuss the project and construction. After reviewing all the bids and discussions with Kansas Concrete, in our opinion, the lowest responsible bidder is identified as Kansas Concrete out of Nickerson, KS. BG Consultants, Inc. recommends the City consider awarding the contract to Kansas Concrete, for the Total Bid for the sum of \$1,244,801.00. This recommendation is based upon our opinion of the identification of the lowest responsible bidder for the project.

Action Items for Consideration:

1. Award the Industrial Park #1 Water System Improvements contract to Kansas Concrete for the total bid of \$1,244,801.00.
2. Authorize City to process all Contract Documents and proceed with construction.



BG CONSULTANTS
ENGINEERS · ARCHITECTS · SURVEYORS

Sincerely,

Brian J. Foster, P.E.
Vice President

Attachments

1. Bid Tabulation

City of Sterling, Kansas
Industrial Park #1 Water Improvements
Bid Tabulations
25-1185
March 12th, 2025

No	Description	Quantity	Units	Engineer Opinion of Probable Cost		Kansas Concrete		Kansas Dirt Inc		TIMCO		Nowak	
				Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
GENERAL													
1.	Mobilization		Lump Sum	\$ 140,000.00	\$ 140,000.00	\$ 125,000.00	\$ 125,000.00	\$ 375,000.00	\$ 375,000.00	\$ 100,000.00	\$ 100,000.00	\$ 40,190.00	\$ 40,190.00
2.	Clearing and Grubbing		Lump Sum	\$ 25,000.00	\$ 25,000.00	\$ 10,000.00	\$ 10,000.00	\$ 20,000.00	\$ 20,000.00	\$ 25,000.00	\$ 25,000.00	\$ 13,565.00	\$ 13,565.00
3.	Seeding		Lump Sum	\$ 18,000.00	\$ 18,000.00	\$ 17,000.00	\$ 17,000.00	\$ 15,000.00	\$ 15,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,045.00	\$ 10,045.00
4.	Erosion Control		Lump Sum	\$ 15,000.00	\$ 15,000.00	\$ 18,000.00	\$ 18,000.00	\$ 20,000.00	\$ 20,000.00	\$ 15,000.00	\$ 15,000.00	\$ 12,055.00	\$ 12,055.00
5.	Contractor Staking		Lump Sum	\$ 20,000.00	\$ 20,000.00	\$ 7,500.00	\$ 7,500.00	\$ 10,000.00	\$ 10,000.00	\$ 15,000.00	\$ 15,000.00	\$ 8,540.00	\$ 8,540.00
6.	Traffic Control		Lump Sum	\$ 10,000.00	\$ 10,000.00	\$ 23,000.00	\$ 23,000.00	\$ 20,000.00	\$ 20,000.00	\$ 50,000.00	\$ 50,000.00	\$ 15,070.00	\$ 15,070.00
GENERAL TOTAL				\$	228,000.00	\$	200,500.00	\$	460,000.00	\$	215,000.00	\$	99,465.00
WATER CONSTRUCTION - PART A													
7.	20" RJ C-900 Casing Pipe (Dirctional Bore)	80	Lin. Ft.	\$ 250.00	\$ 20,000.00	\$ 240.00	\$ 19,200.00	\$ 1,200.00	\$ 96,000.00	\$ 545.00	\$ 43,600.00	\$ 497.50	\$ 39,800.00
8.	20" Jointless casing	22	Lin. Ft.	\$ 200.00	\$ 4,400.00	\$ 300.00	\$ 6,600.00	\$ 220.00	\$ 4,840.00	\$ 304.00	\$ 6,688.00	\$ 287.50	\$ 6,325.00
9.	12" C-900 Waterline (In place)	4273	Lin. Ft.	\$ 150.00	\$ 640,950.00	\$ 87.00	\$ 371,751.00	\$ 55.00	\$ 235,015.00	\$ 96.00	\$ 410,208.00	\$ 172.00	\$ 734,956.00
10.	12" RJ C-900 Waterline (Directional Bore)	240	Lin. Ft.	\$ 200.00	\$ 48,000.00	\$ 150.00	\$ 36,000.00	\$ 120.00	\$ 28,800.00	\$ 276.00	\$ 66,240.00	\$ 172.50	\$ 41,400.00
11.	12" RJ C-900 Carreir Pipe	80	Lin. Ft.	\$ 175.00	\$ 14,000.00	\$ 150.00	\$ 12,000.00	\$ 30.00	\$ 2,400.00	\$ 99.00	\$ 7,920.00	\$ 113.00	\$ 9,040.00
12.	10" C-900 Waterline (In place)	460	Lin. Ft.	\$ 110.00	\$ 50,600.00	\$ 77.00	\$ 35,420.00	\$ 35.00	\$ 16,100.00	\$ 100.00	\$ 46,000.00	\$ 263.00	\$ 120,980.00
13.	10" RJ C-900 Waterline (Directional Bore)	60	Lin. Ft.	\$ 200.00	\$ 12,000.00	\$ 150.00	\$ 9,000.00	\$ 750.00	\$ 45,000.00	\$ 226.00	\$ 13,560.00	\$ 348.50	\$ 20,910.00
14.	6" C-900 Waterline (In place)	105	Lin. Ft.	\$ 70.00	\$ 7,350.00	\$ 75.00	\$ 7,875.00	\$ 30.00	\$ 3,150.00	\$ 101.00	\$ 10,605.00	\$ 179.00	\$ 18,795.00
15.	6" RJ C-900 Waterline (Directional Bore)	253	Lin. Ft.	\$ 90.00	\$ 22,770.00	\$ 130.00	\$ 32,890.00	\$ 100.00	\$ 25,300.00	\$ 121.00	\$ 30,613.00	\$ 171.50	\$ 43,389.50
16.	2" PVC Waterline (In place)	16	Lin. Ft.	\$ 45.00	\$ 720.00	\$ 75.00	\$ 1,200.00	\$ 30.00	\$ 480.00	\$ 59.00	\$ 944.00	\$ 157.00	\$ 2,512.00
17.	2" Service Line (In place)	31	Lin. Ft.	\$ 45.00	\$ 1,395.00	\$ 75.00	\$ 2,325.00	\$ 30.00	\$ 930.00	\$ 56.00	\$ 1,736.00	\$ 90.80	\$ 2,814.80
18.	2" Service Line (Directional Bore)	180	Lin. Ft.	\$ 55.00	\$ 9,900.00	\$ 95.00	\$ 17,100.00	\$ 30.00	\$ 5,400.00	\$ 103.00	\$ 18,540.00	\$ 77.00	\$ 13,860.00
19.	1" Service Line (In place)	501	Lin. Ft.	\$ 40.00	\$ 20,040.00	\$ 25.00	\$ 12,525.00	\$ 20.00	\$ 10,020.00	\$ 55.00	\$ 27,555.00	\$ 33.10	\$ 16,583.10
20.	1" Service Line (Directional Bore)	605	Lin. Ft.	\$ 45.00	\$ 27,225.00	\$ 30.00	\$ 18,150.00	\$ 20.00	\$ 12,100.00	\$ 102.00	\$ 61,710.00	\$ 33.70	\$ 20,388.50
21.	3/4" Standard Service Assembly	49	Each	\$ 2,000.00	\$ 98,000.00	\$ 850.00	\$ 41,650.00	\$ 1,500.00	\$ 73,500.00	\$ 2,600.00	\$ 127,400.00	\$ 1,700.00	\$ 83,300.00
22.	1" Standard Service Assembly	1	Each	\$ 3,000.00	\$ 3,000.00	\$ 2,000.00	\$ 2,000.00	\$ 1,500.00	\$ 1,500.00	\$ 3,000.00	\$ 3,000.00	\$ 1,808.00	\$ 1,808.00
23.	2" Standard Service Assembly	3	Each	\$ 7,500.00	\$ 22,500.00	\$ 3,500.00	\$ 10,500.00	\$ 1,500.00	\$ 4,500.00	\$ 7,990.00	\$ 23,970.00	\$ 5,559.00	\$ 16,677.00
24.	12" Gate Valve w/Box	5	Each	\$ 6,500.00	\$ 32,500.00	\$ 6,000.00	\$ 30,000.00	\$ 10,000.00	\$ 50,000.00	\$ 6,800.00	\$ 34,000.00	\$ 5,928.00	\$ 29,640.00
25.	10" Gate Valve w/Box	4	Each	\$ 5,000.00	\$ 20,000.00	\$ 5,500.00	\$ 22,000.00	\$ 10,000.00	\$ 40,000.00	\$ 5,500.00	\$ 22,000.00	\$ 5,300.00	\$ 21,200.00
26.	6" Gate Valve w/ Box	8	Each	\$ 2,000.00	\$ 16,000.00	\$ 2,000.00	\$ 16,000.00	\$ 8,000.00	\$ 64,000.00	\$ 3,100.00	\$ 24,800.00	\$ 2,524.00	\$ 20,192.00
27.	4" Gate Valve w/ Box	1	Each	\$ 2,250.00	\$ 2,250.00	\$ 1,300.00	\$ 1,300.00	\$ 6,000.00	\$ 6,000.00	\$ 2,735.00	\$ 2,735.00	\$ 2,311.00	\$ 2,311.00
28.	2" Gate Valve w/ Box	1	Each	\$ 1,800.00	\$ 1,800.00	\$ 1,000.00	\$ 1,000.00	\$ 5,000.00	\$ 5,000.00	\$ 2,360.00	\$ 2,360.00	\$ 1,507.00	\$ 1,507.00
29.	2" Tap	1	Each	\$ 1,750.00	\$ 1,750.00	\$ 500.00	\$ 500.00	\$ 2,500.00	\$ 2,500.00	\$ 3,135.00	\$ 3,135.00	\$ 1,105.00	\$ 1,105.00
30.	Connect to Existing Waterline	15	Each	\$ 3,500.00	\$ 52,500.00	\$ 3,000.00	\$ 45,000.00	\$ 7,000.00	\$ 105,000.00	\$ 2,920.00	\$ 43,800.00	\$ 4,863.00	\$ 72,945.00
31.	5-1/4" Fire Hydrant Assembly	6	Each	\$ 8,000.00	\$ 48,000.00	\$ 8,500.00	\$ 51,000.00	\$ 5,000.00	\$ 30,000.00	\$ 10,405.00	\$ 62,430.00	\$ 9,829.00	\$ 58,974.00
32.	Flowable Fill	372	Cu. Yds	\$ 190.00	\$ 70,680.00	\$ 135.00	\$ 50,220.00	\$ 300.00	\$ 111,600.00	\$ 275.00	\$ 102,300.00	\$ 110.50	\$ 41,106.00
33.	Remove and Replace (Ashpalt)	2	Sq. Yds	\$ 175.00	\$ 350.00	\$ 500.00	\$ 1,000.00	\$ 100.00	\$ 200.00	\$ 300.00	\$ 600.00	\$ 2,562.00	\$ 5,124.00
34.	Remove and Replace (Gravel)	137	Sq. Yds	\$ 45.00	\$ 6,165.00	\$ 65.00	\$ 8,905.00	\$ 75.00	\$ 10,275.00	\$ 100.00	\$ 13,700.00	\$ 46.90	\$ 6,425.30
35.	Remove and Replace (Concrete)	602	Sq. Yds	\$ 175.00	\$ 105,350.00	\$ 110.00	\$ 66,220.00	\$ 108.00	\$ 65,016.00	\$ 175.00	\$ 105,350.00	\$ 150.50	\$ 90,601.00
36.	Remove and Replace (Conc. Sidewalk)	75	Sq. Yds	\$ 155.00	\$ 11,625.00	\$ 120.00	\$ 9,000.00	\$ 108.00	\$ 8,100.00	\$ 175.00	\$ 13,125.00	\$ 120.50	\$ 9,037.50
37.	Remove and Replace (Curb & Gutter)	135	Lin. Ft.	\$ 150.00	\$ 20,250.00	\$ 50.00	\$ 6,750.00	\$ 100.00	\$ 13,500.00	\$ 80.00	\$ 10,800.00	\$ 136.00	\$ 18,360.00
38.	Remove and Replace (Handicamp Ramp)	4	Each	\$ 2,250.00	\$ 9,000.00	\$ 2,000.00	\$ 8,000.00	\$ 1,000.00	\$ 4,000.00	\$ 5,000.00	\$ 20,000.00	\$ 1,708.00	\$ 6,832.00
39.	Remove and Replace Landscaping Rock	25	Sq. Yds	\$ 60.00	\$ 1,500.00	\$ 150.00	\$ 3,750.00	\$ 10.00	\$ 250.00	\$ 350.00	\$ 8,750.00	\$ 64.30	\$ 1,607.50
WATER PART A TOTAL				\$	1,402,570.00	\$	956,831.00	\$	1,080,476.00	\$	1,370,174.00	\$	1,580,506.20
WATER CONSTRUCTION - PART B													
40.	12" C-900 Waterline (In place)	957	Lin. Ft.	\$ 100.00	\$ 95,700.00	\$ 60.00	\$ 57,420.00	\$ 55.00	\$ 52,635.00	\$ 96.00	\$ 91,872.00	\$ 80.20	\$ 76,751.40
41.	4" C-900 Service Line (In Place)	20	Lin. Ft.	\$ 50.00	\$ 1,000.00	\$ 75.00	\$ 1,500.00	\$ 30.00	\$ 600.00	\$ 89.00	\$ 1,780.00	\$ 80.40	\$ 1,608.00
42.	8" Gate Valve w/Box	1	Each	\$ 4,000.00	\$ 4,000.00	\$ 2,800.00	\$ 2,800.00	\$ 10,000.00	\$ 10,000.00	\$ 4,100.00	\$ 4,100.00	\$ 3,316.00	\$ 3,316.00
43.	4" Meter Vault	1	Each	\$ 7,500.00	\$ 7,500.00	\$ 8,750.00	\$ 8,750.00	\$ 8,000.00	\$ 8,000.00	\$ 68,100.00	\$ 68,100.00	\$ 53,350.00	\$ 53,350.00
44.	5'-1/4" Fire Hydrant Assembly	2	Each	\$ 8,000.00	\$ 16,000.00	\$ 8,500.00	\$ 17,000.00	\$ 5,000.00	\$ 10,000.00	\$ 10,315.00	\$ 20,630.00	\$ 9,796.00	\$ 19,592.00
WATER PART B TOTAL				\$	124,200.00	\$	87,470.00	\$	81,235.00	\$	186,482.00	\$	154,617.40
TOTAL BID				\$	1,754,770.00	\$	1,244,801.00	\$	1,621,711.00	\$	1,771,656.00	\$	1,834,588.60

K.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.