

City of Sedgwick  
City Council Meeting  
February 4, 2026

**TO:** Mayor and City Council

**SUBJECT:** TNR Program Agreement – Caring Hands

**INITIATED BY:** Administration

**AGENDA:** New Business

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**Recommendation:** It is recommended that city council approve the agreement as presented.

**Background:** City Council approved an agreement with Caring Hands Humane Society to initiate a trap, neuter, release program within city limits to try and control the feral cat population. The original funding limit was \$3,000 with a goal of 42 animals. The program ran from April through September 2025 and serviced 45 animals.

**Analysis:** The program drew participation from the general public and the goal for 2025 was met with Caring Hands continuing to perform services after the funding was depleted. Discussions with Director Sutcliffe determined that funding for 2026 could be decreased to \$2,000 and still have the desired result.

**Financial Considerations:** The 2026 Budget had an allocated amount of \$3,000 for the service. If approved, those savings could be allocated elsewhere in the budget. Surgery costs provided by Caring Hands remain at \$70 per animal. If approved, the program would start back up in the spring with educational posts and pamphlets distributed by Caring Hands.

**Recommendations/Actions:** It is recommended that the city council approve the agreement as presented.

**Attachments:** Draft Agreement, Community Cat Caregiver Agreement



*"Our mission, through the promotion of education in basic humane animal care, is to relieve animal suffering and to prevent cruelty to animals."*

Sedgwick, KS Community cat Alteration Management Program  
(CAMP) Agreement

The following agreement is between Caring Hands Humane Society in Newton, KS and the City of Sedgwick, KS for the guidelines of the Community cat Alteration Management Program to occur in Sedgwick, KS. The program will be based on the TNR (Trap-neuter-return) Ordinance that was approved at the council meeting on \_\_\_\_\_.

Caring Hands Humane Society has agreed to provide the following:

1. A team of volunteers to carry out trap-neuter-return for the caregivers of Sedgwick, KS.
2. Contractual agreements for caregivers in Sedgwick, KS which will outline the City of Sedgwick ordinance,
3. A registry of caregivers for the use of the Court/Police Clerk, Police Chief, and City Administrator of Sedgwick, KS for reference. A full report is available upon request.
4. An as needed report of community cats serviced through the program & the caregiver's addresses will be sent to the City Administrator of Sedgwick.

The City of Sedgwick has agreed to the following:

1. A total of \$\_\_\_\_ annually on \_\_\_\_\_ of each year to be paid to Caring Hands Humane Society to cover the costs of \_(#)\_ Community cats receiving spay/neuter surgery and vaccinations.
2. All caregivers' personal contact information will be kept confidential.
3. Officials of Sedgwick, KS will contact Caring Hands Humane Society in the event there are issues reported about a colony previously served through the TNR program. 30 days from the time of contact will be allowed for Caring Hands Humane Society to work with the caregiver of the colony to find a solution to the reported issues before other action can be taken, unless Caring Hands Humane Society reports no solution is possible.

If the \$\_\_\_\_ annual coverage from the City of Sedgwick is fully spent, further expenses for the remainder of the year can be fundraised by community members with the help of Caring Hands Humane Society. Donations will be collected by Caring Hands Humane Society.

\_\_\_\_\_  
\_\_\_\_\_

Representative's Signature

Title/Organization

Date



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**AGREEMENT TO IMPLEMENT (CAMP) COMMUNITY CAT ALTERATION MANAGEMENT PROGRAM**

Name of Caregiver \_\_\_\_\_

Mailing Address \_\_\_\_\_

Address or Location of Caregiver Activities (if different):

\_\_\_\_\_

Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

I, the undersigned, hereby agree to each of the following:

- If selected to participate in the CAMP Program, I will abide by all of the requirements and regulations of the CAMP Program as approved by City of Halstead Ordinance, and to follow the direction of CHHS as to best practices so as to minimize as much as reasonably possible the creation or maintenance of any nuisance or unsanitary conditions, and to minimize impacts upon nearby property owners and residents.
- **Participation in the Program is a privilege and not a right**, and Caring Hands Humane Society has the complete right and discretion in the selection of Caregivers into the Program and in the discharge or discontinuance of any Caregiver from the Program.
- Caregivers are disqualified from participation in the Program if they have ever been convicted of animal abuse or neglect. I hereby warrant and represent that I do not have any such convictions.
- I have received the following Program details and best practices, and understand that Caring Hand Humane Society has the right to change those best practices from time to time. I agree to abide by all such best practices.

- I have read the following Program details and best practices and accept the responsibilities of a Caretaker. I also agree to allow representatives of Caring Hands Humane Society to enter the property listed above where I will perform Caregiver services to humanely trap-spay/neuter and return the cats located thereon.
- I agree now and at all times in the future to waive any and all claims of liability, whether of negligence or any other cause of action, against the Caring Hands Humane Society and the City of Newton, its directors, officers, employees and all volunteers working under its supervision, for any of the following: any personal injury, property damage or any other type of harm, resulting from my participation in or use of any information or instruction provided for any and all activities I engage in under the supervision of Caring Hands Humane Society its directors, officers, employees and volunteers. These activities include, but are not limited to, the trapping, handling, caretaking and transporting of community cats, and the handling or use of equipment related to trapping, handling, caretaking and transporting of community cats.
- I understand that the involvement and participation of the Caring Hands Humane Society, its directors, officers, employees and volunteers under its supervision, is contingent upon my agreeing to this waiver.

**IN SIGNING THIS AGREEMENT AND WAIVER, I ACKNOWLEDGE THAT COMMUNITY CATS CAN BE UNPREDICTABLE IN THEIR BEHAVIOR AND ARE CAPABLE OF INFLECTING SERIOUS BODILY INJURY, AND I WILLINGLY ASSUME THIS RISK.**

Signature \_\_\_\_\_

Print Name \_\_\_\_\_ Date \_\_\_\_\_

If you have any questions or concerns, please do not hesitate to contact us. Our number is 316-283-0839 or email [marketing@caringhandshs.org](mailto:marketing@caringhandshs.org) If you feel there is an emergency regarding any of the cats, please call your veterinarian. If you do not have one, we will provide you with a reference. Request this in advance.



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## **(CAMP) COMMUNITY CAT ALTERATION MANAGEMENT PROGRAM PROCEDURES AND BEST PRACTICES**

How it works - This is a general guide and agreement for the implementation of successful, humane population control of community cats and kittens, with long term managed care.

**TRAPPING** - Caring Hands Humane Society (CHHS) will oversee and assist volunteers of CAMP who will be facilitating the trapping. Trapping is labor and time intensive, and depending upon the circumstances and number of cats, bringing an area under managed control can take weeks to months or longer. **It is necessary to involve and educate persons on the premises and in the general area in the methods of humane trapping.**

**KITTENS** - Under the best conditions, there is a 65% mortality rate among kittens born of feral mothers. Socialized or potentially rehabilitatable kittens will be removed and taken to CHHS with every effort made to find them suitable homes if that is the most humane outcome for the kittens. CHHS staff will evaluate the kittens to determine the proper outcome. Caregivers are urged to become foster parents for CHHS community kittens.

**STRAY CATS** - **If stray cats are present and trapped, they will be kept by CHHS and every effort possible to find a suitable home will be made. Under no circumstance will a cat be released from a trap without first being evaluated at CHHS.**

**IDENTIFIABLY OWNED CATS** - will be held at CHHS and may be reclaimed by an owner within seventy two (72) hours at no charge. After 72 hours all boarding fees will apply.

**SURGERY AND MEDICAL CARE** - After trapping has been accomplished, the cats are taken to CHHS for spay/neuter and a rabies vaccination. They are also given a physical examination and treated for parasites to insure their good health. **If there are major health concerns the cats will not be returned to the colony.** At surgery, the left ear tip is nipped off about 1/8 to 1/4 of an inch for identification purposes as having been sterilized and vaccinated. Ear nipping is a well-known identification for Animal Control Agencies and veterinarians. It also helps the Caregiver identify any newcomers.

**AFTER SURGERY CARE** - following surgery, the cats will need to be confined and cared for until recovered sufficiently before return. The length of after surgery care will be contingent upon how well the cats recuperate. Some may require additional confinement days.

Confinement and care means the cats are confined in a safe, enclosed area, escape proof, and not allowed to roam freely or be released until recovered sufficiently from surgery. The recovery place must be warm and clean with nourishing food and water.

**MANAGING LONG TERM CARE** - Long term humane managed care requires responsible persons overseeing the feeding, trapping, health and care of cats that have been neutered and identifying those who have not. It will be the responsibility of designated persons on the noted property to be educated and participate in trapping of feral cats and rescuing the kittens, unless otherwise agreed to.

After the cats have been returned to the home site following surgery, the Caregivers will need to manage the area by keeping it clean and looking out for newcomers, injured or pregnant cats and those who do not have their ears nipped. A good quality of dry and canned food as well as fresh water will be provided in sheltered and protected areas and maintained by the Caregiver in charge. We will instruct and oversee persons in charge as to essential long-term humane managed care

**SHELTER-** If adequate shelter is not available at the home site, arrangements must be made to provide waterproof and safe shelter for the cats, before trapping begins. Shelter is essential and will encourage the cats to remain close to their shelter and feeding areas. It also makes it easier to identify the cats and implement humane trapping.

**SUCCESS** - Following surgery and boarding, the cats will be returned to their home site. Feral cats form close-knit colonies as most of them were born and grew up at the above noted location and have made decisions about their territory. When families remain intact, newcomers are not easily welcomed. In the past, when families were destroyed, other cats in close proximity to the territory moved in. It then becomes an ongoing problem without humane population control.

The importance of keeping the families together, by respecting their nature and habits, is a compassionate and essential decision under the terms of this agreement. **After surgery, most of the males stop spraying, there is little fighting, females do not come in "heat" and the population reduces naturally. Many of the problems associated with males and females that have not been altered, ceases. A humane solution has been achieved. This does not happen overnight.**

As part of this agreement, CHHS will oversee and instruct designated Caregivers in long-term humane managed care. We will assist in organizing and educating persons on the premises to achieve this and be available for consultation or other agreed services.

*The Caregiver agrees to provide suitable winter shelter, fresh food and water, Keep feeding area clean, trap any newcomers to*

*the colony and bring to CHHS for sterilization and monitor the colonies health.*

Since trapping is ongoing, after the initial cleanup there will be additional responsibilities of the Caregiver. The Caregiver will be responsible for contacting CHHS to inform them of any new cats moving in to the colony, to then allow trapping and spaying or neutering new felines entering the colony. CHHS agrees to work with concerned parties to implement a humane method of feral cat population control, sheltering and feeding.

Best practices are subject to change from time to time, you will be notified as to any such changes and that by continuing to serve as a Caregiver you are thereby agreeing to abide by any such changes.