

City of Sedgwick
City Council Meeting
May 21st, 2025

TO: Mayor and City Council

SUBJECT: Selling Permits Fees

INITIATED BY: Administration

AGENDA: New Business

Recommendation: It is recommended that the governing body approve the policy as presented.

Background: Staff conducted research to determine if the current sales and solicitation and mobile food vendor permit pricing aligned with area municipalities after receiving feedback from interested mobile food vendors. Through research, it was determined that the current pricing structure may have been prohibitive to prospective food vendors. As there has been an increase in the number of food vendors seeking to make sales in the city, staff feel it is appropriate to modify the application fees to make the Sedgwick market an easier entry.

Financial Considerations: The alterations in the permit pricing may result in a nominal decrease in collections dependent upon the number of vendors who apply.

Recommendations/Actions: It is recommended that the governing body approve the policy as presented.

Attachments: New Sales Solicitation application



Sales and Solicitation and Mobile Food Vendor Application

Permit Information

Date _____ Name of Applicant _____

Type of Permit (Ordinance 906)

_____ \$50 PER DAY
_____ \$75 FOR 6 MONTH PERIOD
_____ \$125 ANNUAL

Applicant Information

Full Name _____ D.O.B _____ D.L. # _____
Address _____ City/State/Zip _____
Email _____

MUST PROVIDE COPY OF DRIVERS LICENSE

Business Information

Business Name _____ DBA _____
Business Address _____ City/State/Zip _____
Sales Tax # _____ Years in Business _____

Liquor License

Liquor License: YES ☐ NO ☐ License # _____ EXP DATE _____

MUST PROVIDE COPY OF LIQUOR LICENSE

Vehicle Information

Owner Name _____
Make _____ Model _____ Color _____
License Plate # _____ State _____

Employee Information

**List of names and birth dates of all who will be working under the license including the applicant.
Please provide a photocopy of the state issued driver's license or other form of legal identification.**

Name	DOB	DL #
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_____	_____	_____
_____	_____	_____
_____	_____	_____

Have any of the above been convicted of a felony? If so who and when.



Sales and Solicitation and Mobile Food Vendor Application

Applicants must include:

- **Proof of general liability insurance covering the mobile vending operation and vehicle.**
- **Copy of valid State Drivers License for operation and vehicle identified in the application.**
- **Copy of Current Health Inspection Certificate from the State of Kansas.**
- **Copy of Liquor License**

Hours of Solicitation 8am to 8pm, Monday – Friday (Food Trucks Saturday & Sunday)

The applicant understands and agrees that the license issued will not be used or represented in any way as an endorsement of the applicant by the City of Sedgwick or by any department, officer, or elected officer, or elected or appointed official of the City of Sedgwick.

Upon receipt of this application, the City Clerk will refer it to the Chief of Police for approval, as stated in Sedgwick City Ordinance No. 834. If approved, license will be issued no more than 10 days from the application.

I, _____, the applicant, or individual legally authorized to sign for corporation or partnership, state that upon signing this application, I understand and agree to the statements above and confirm that the information and answers herein contained are complete and true to the best of my knowledge.

Applicant's signature _____ Date _____

_____ APPROVED

_____ DENIED

Background Check Passed : YES ☐ NO ☐

Sedgwick Police Chief's Signature _____ Date _____

City Clerk's Signature _____ Date _____