

I. **Call to Order – Mayor Dave Pitman**

II. **Roll Call:**

___ Murray ___ Meadows ___ Leeper ___ Honeycutt ___ Blumanhourst

III. **Pledge of Allegiance**

IV. **Approval of October 3, 2016 Regular Meeting Minutes**

Action: Motion to approve the October 3, 2016 minutes.

Motion: _____ *Second:* _____ *Vote:* _____

V. **Discussion and Approval of Appropriations**

Action: Motion to approve the appropriations.

Motion: _____ *Second:* _____ *Vote:* _____

VI. **Determination of Agenda Additions**

VII. **Public Comments** (*Please limit comments to 5 minutes*)

VIII. **Ordinances, Resolutions and Action Items**

- a. Consideration of Conditional Use Permit 2016-03 for the 700 S Main St for the purposes of operating a church.

ACTION: Motion to (approve/deny/table) proposed Conditional Use Permit 2016-03 and authorizing the Mayor to sign.

Motion: _____ *Second:* _____ *Vote:* _____

- b. Consideration of Conditional Use Permit 2016-04 for the 2750 S Broadacres Road for the purposes of operating an approximately 18 acre Solar Farm

ACTION: Motion to (approve/deny/table) proposed Conditional Use Permit 2016-04 and authorizing the Mayor to sign.

Motion: _____ *Second:* _____ *Vote:* _____

- c. Consideration of **AN ORDINANCE AMENDING SECTION 8-707 OF THE CODE OF THE CITY OF SOUTH HUTCHINSON, KANSAS CONCERNING PAYMENT OF INSURANCE PROCEEDS.**

ACTION: Motion to (approve/deny/table) Ordinance 16-879 and authorize the Mayor to sign.

Motion: _____ *Second:* _____

Vote: ___ Murray ___ Meadows ___ Leeper ___ Honeycutt ___ Blumanhourst

- d. Consideration of Release of Easement for the Love's Travel Stops & Country Store.

ACTION: Motion to (approve/deny/table) proposed release of easement and authorize the Mayor to sign.

Motion: _____ **Second:** _____ **Vote:** _____

- e. Consideration of setting fees for revised city code and authorizing the inclusion of the fees in the City Code.

ACTION: Motion to (approve/deny/table) proposed fees and authorizing the inclusion of the fees in the revised City Code.

Motion: _____ **Second:** _____ **Vote:** _____

- f. Consideration of the proposed 2017 City Council meeting schedule and city holiday schedule.

ACTION: Motion to (approve/deny/table) proposed 2017 City Council meeting schedule and city holiday schedule.

Motion: _____ **Second:** _____ **Vote:** _____

- g. Consideration of employee Christmas bonuses.

ACTION: Motion to (approve/deny/table) Christmas bonuses for full time employees in the amount of \$_____ and part time employees in the amount of \$_____.

Motion: _____ **Second:** _____ **Vote:** _____

IX. Discussion Items

- Third Quarter Financial Report
- Third Quarter Strategic Plan Progress Report

X. Reports

- a. Mayor & Council Members
- b. City Attorney
- c. City Administrator

XI. Adjournment

Motion: _____ **Second:** _____ **Vote:** _____

-
- I. **Call to Order – Mayor Dave Pitman**
- II. **Roll Call:**
X Murray X Meadows X Leeper X Honeycutt X Blumanhourst
- III. **Pledge of Allegiance**
- IV. **Approval of September 19, 2016 Regular Meeting Minutes**
Action: Motion to approve the September 19, 2016 minutes.
Motion: Meadows *Second:* Leeper *Vote:* 5-0
- V. **Discussion and Approval of Appropriations**
Action: Motion to approve the appropriations.
Motion: Leeper *Second:* Meadows *Vote:* 5-0
- VI. **Determination of Agenda Additions**
- VII. **Public Comments** (*Please limit comments to 5 minutes*)
- VIII. **Ordinances, Resolutions and Action Items**
- a. Consideration of **A RESOLUTION AUTHORIZING AND DIRECTING THE ISSUANCE, SALE AND DELIVERY OF TAXABLE GENERAL OBLIGATION TEMPORARY NOTES, SERIES 2016, OF THE CITY OF SOUTH HUTCHINSON, KANSAS; PROVIDING FOR THE LEVY AND COLLECTION OF AN ANNUAL TAX, IF NECESSARY, FOR THE PURPOSE OF PAYING THE PRINCIPAL OF AND INTEREST ON SAID NOTES AS THEY BECOME DUE; MAKING CERTAIN COVENANTS AND AGREEMENTS TO PROVIDE FOR THE PAYMENT AND SECURITY THEREOF; AND AUTHORIZING CERTAIN OTHER DOCUMENTS AND ACTIONS CONNECTED THEREWITH.**
- ACTION:* Motion to approve Resolution 16-543 and authorize the Mayor to sign.
Motion: Honeycutt *Second:* Leeper
Vote: X Murray X Meadows X Leeper X Honeycutt X Blumanhourst
- b. Consideration of setting fees for revised city code and authorizing the inclusion of the fees in the City Code.
- ACTION:* Motion to table proposed fees and authorizing the inclusion of the fees in the revised City Code.
Motion: Leeper *Second:* Honeycutt *Vote:* 5-0
- IX. **Discussion Item**
SHFD Building Option
ACTION: Motion to instruct the City Administrator to go forward with Landmark Architect to design preliminary building options with and without EMS.
Motion: Honeycutt *Second:* Meadows *Vote:* 5-0

X. Reports

- a. Mayor & Council Members
- b. City Attorney
- c. City Administrator

XI. Adjournment

Motion: Leeper

Second: Blumanhourst

Vote: 5-0

**Invoice Approval List
October 17, 2016**

Gen Gov	Description	Vendor	Inv. Amt
101-101-5001	Insurance Premium	Freedom Claims	\$91.05
101-101-5001	Insurance Premium	Vision Care	\$13.16
101-101-6000	Gas service	Kansas Gas	\$33.58
101-101-6000	Cable for TV	Cox	\$16.78
101-101-6002	Insurance Premium	Freedom Claims	\$627.56
101-101-6002	Legal service for Bond	Gilmore & Bell	\$1,200.00
101-101-6004	Cleaning contract	Service Master	\$279.00
101-101-6005	Cell phone	Verizon	\$101.92
101-101-7000	Ink, Name plate, notepads	Office Plus	\$111.15
101-101-7001	Mileage, meals	Erwin Leeper	\$267.37
101-101-7004	Register of Deeds-Resolut	Petty Cash	\$37.00
101-101-7002	Water	Culligan	\$15.70

\$2,794.27

Police	Description	Vendor	Inv. Amt
101-102-5001	Insurance Premium	Freedom Claims	\$212.45
101-102-5001	Insurance Premium	Vision Care	\$129.98
101-102-6000	Gas service	Kansas Gas	\$72.69
101-102-6000	Cable for TV	Cox	\$20.98
101-102-6003	Repair restrooms	Barkley Plumbing	\$382.34
101-102-6004	Cleaning contract	Service Master	\$498.00
101-102-6005	Cell Phones	Verizon	\$465.59
101-102-6008	Towels	Office Plus	\$51.65
101-102-7000	Labels, envelopes, notepad	Office Plus	\$256.96
101-102-7001	Toll fees-Jackie	Petty Cash	\$4.50
101-102-7002	Water	Culligan	\$39.30
101-102-7004	Shipping	Joy's	\$16.35
101-102-7004	Refund fine	Petty Cash	\$3.00
101-102-7006	Repair damage on Truck	McKenzie's	\$955.20
101-102-7006	Tire repair	Tom & Dans	\$134.94
101-102-7006	Brake pads, rotors	Midway Motors	\$1,169.50
101-102-7006	Filters	Carquest	\$23.00
101-102-7009	Uniform Cleaning	Saylor	\$214.00

\$4,650.43

Street	Description	Vendor	Inv. Amt
101-103-5001	Insurance Premium	Freedom Claims	\$91.05
101-103-5001	Insurance Premium	Vision Care	\$63.11
101-103-6000	Gas service	Kansas Gas	\$40.70
101-103-6003	Uniform Cleaning	Unifirst	\$106.60
101-103-6005	Cell Phones	Verizon	\$59.49
101-103-7003	Red diesel	Ramsey Propane	\$482.40

\$843.35

Fire	Description	Vendor	Inv. Amt
101-104-6000	Gas service	Kansas Gas	\$35.13
101-104-6000	Cable for TV	Cox	\$10.49
101-104-6004	Drug test	Hutchinson Clinic	\$50.00
101-104-6005	Cell Phones	Verizon	\$205.00
101-104-7000	Staples, push pins	Office Plus	\$4.24
101-104-7000	Poster contest prize money	Petty Cash	\$171.00
101-104-7002	Water	Culligan	\$45.00
101-104-7002	Lights, batteries	Carquest	\$17.97

**Invoice Approval List
October 17, 2016**

101-104-7002	Cylinder rental	Airgas	\$32.51
			\$571.34

Park	Description	Vendor	Inv. Amt
101-105-6000	Trash removal	Stutzman	\$235.72
101-105-6000	Phone service	Verizon	\$42.55
101-105-6000	Gas service	Kansas Gas	\$42.88
101-105-6004	Spray Park Cleaning	Service Master	\$115.00
101-105-6004	CC Cleaning contract	Service Master	\$75.00
101-105-8000	Concrete for sidewalks	Yoder Builders	\$985.00
101-105-8000	Yellow and blue markings	Paving Maintenance	\$705.50
101-105-8000	Handicap markings	Michael Todd	\$67.13
101-105-8000	Edging, PVC, Bolts	Lowe's	\$227.71
101-105-8000	Lawn starter	Bornholdt Plantland	\$104.90
101-105-8000	Gutter, down spouts	DH Home Improvement	\$855.00
101-105-8000	Install MC cable, connector	Elite Plumbing	\$400.60
			\$3,856.99

Court	Description	Vendor	Inv. Amt
101-106-5001	Insurance Premium	Freedom Claims	\$30.35
101-106-6015	Court fees to State	Kansas State Treasurer	\$1,138.00
			\$1,168.35

Code Enf	Description	Vendor	Inv. Amt
101-107-6005	Cell Phones	Verizon	\$97.87
101-107-7002	Business Cards	Wayne's Printing	\$58.00
			\$155.87

Non Dep	Description	Vendor	Inv. Amt
101-109-6000	Street lights	WESTAR ENERGY	\$5,465.62
101-109-6026	Refuse Payment	Stutzman	\$8,506.43
			\$13,972.05
		GENERAL TOTAL	\$28,012.65

Water	Description	Vendor	Inv. Amt
201-000-5001	Insurance Premium	Freedom Claims	\$91.05
201-000-5001	Insurance Premium	Vision Care	\$77.13
201-000-6000	Locates	Kansas One Call	\$21.50
201-000-6002	Lab analysis	Kansas Dept of Health & Env	\$283.00
201-000-6003	Uniform Cleaning	Unifirst	\$106.60
201-000-6005	Cell phones	Verizon	\$115.07
201-000-7002	Filters, plugs	Ely's	\$172.78
201-000-7002	Tape	Office Plus	\$5.58
201-000-7002	Meter, setter	HD Supply	\$879.65
201-000-7003	Red Diesel	Ramsey Propane	\$482.40
201-000-8013	Water protection fee	Kansas Dept of Revenue	\$2,526.06
			\$4,760.82

Sewer	Description	Vendor	Inv. Amt
301-000-5001	Insurance Premium	Freedom Claims	\$121.40
301-000-5001	Insurance Premium	Vision Care	\$78.80
301-000-6000	Trash removal	Stutzman	\$468.14
301-000-6000	Phone service	Verizon	\$304.98
301-000-6000	Locates	Kansas One Call	\$21.50
301-000-6003	Uniform cleaning	Unifirst	\$106.60
301-000-6003	Lab analysis	SDK	\$271.00
301-000-6003	Grit removal	Reno County Solid Waste	\$114.01

**Invoice Approval List
October 17, 2016**

301-000-6005	Cell phones	Verizon	\$166.39
301-000-7000	Ink	Office Plus	\$14.69
301-000-7002	Lights, butane	Rose Motor	\$66.87
301-000-7002	Gloves	Microflex	\$487.40
301-000-7002	Heating element	Sunflower	\$9.81
301-000-7002	Filters	Decker Mattison	\$55.97
301-000-7003	Red Diesel	Ramsey Propane	\$482.40
301-000-7004	Postage	Petty Cash	\$2.85
			\$2,772.81

Special Hwy	Description	Vendor	Inv. Amt
401-000-7002	Sprayer, coupler, car wash	Carquest	\$45.84
401-000-7002	Grease	Certified Labs	\$241.04
401-000-7002	Pneumatic wheels	Colladay Hardware	\$74.45
401-000-7002	Saw	Fairview	\$26.00
401-000-7002	Antifreeze, filters, lube	Foley Equipment	\$207.05
401-000-7002	Sand	Hoskinson Sand	\$1,386.00
401-000-7002	Brake repair	Runyans Diesel	\$111.54
401-000-7002	Lap siding	Sutdi-bilt	\$35.72
401-000-7002	Tire repairs	Tom & Dans	\$17.47
401-000-7002	Belt	Wichita Tractor	\$73.10
			\$2,218.21

Sales/Street	Description	Vendor	Inv. Amt
403-000-7013	Landscaping	Sallee	\$3,017.60
403-000-7013	Survey West B	Garber Survey	\$1,850.00
			\$4,867.60

Employee Ben	Description	Vendor	Inv. Amt
501-000-5007	Insurance Premium	Freedom Claims	\$455.54
			\$455.54

Bond & Int	Description	Vendor	Inv. Amt
601-000-6024	Prepare bond documents	Gilmore & Bell	\$20,000.00
			\$20,000.00

Donation	Description	Vendor	Inv. Amt
702-000-6004	Police badge labels	Advertising Specialties	\$209.91
702-000-6004	Frisbies	Advertising Specialties	\$366.54
			\$576.45

Food Policy	Description	Vendor	Inv. Amt
808-000-7004	Kids scope page	Kansas Publishing	\$125.00
808-000-7004	Ice, Facebook ad	Petty cash	\$35.92
808-000-7004	Advertising	KXKU	\$200.00
			\$360.92

Equip Reser	Description	Vendor	Inv. Amt
901-000-8028	Flygt pump, winch line, hook	Lee Mathews	\$25,650.00
			\$25,650.00

Build Reserve	Description	Vendor	Inv. Amt
902-000-8024	Parking lot for Comm Ctr	Yoder Builders	\$45,837.00
			\$45,837.00

Grand Total \$135,512.00

October 10, 2016
Planning Commission
Minutes

Members Present; Kim Scholtissek, Shane Patterson, Luke Herren, Mark Estes, Jim Chastain, Chris Hiebert, Travis Hummel.

Approval of the September Minutes; Luke made a motion to accept the minutes as printed, Jim second, motion carried.

Chairman Luke closed the regular meeting and opened up Public Hearing 2016-03 to consider a Conditional Use Permit to operate Solid Rock Bible Church at 700 South Main So. Hutchinson. After discussion Mark made a motion of **Approval** to issue the Conditional Use Permit, Travis second, Motion carried.

Chairman Luke closed public hearing 2016-03 and opened up Public Hearing 2016-04 to consider a Conditional Use Permit to operate an approximate 18 acre solar development at 2750 South Broadacres Rd. Hutchinson Ks. After discussion and adjacent property owner input Jim made a motion of **Disapproval** Kim second, motion carried.

Main concerns from adjacent property owners were aesthetics. The property owners asked if the project could be moved to the East on the property and provide screening along Broadacres Rd. Two of the property owners who lived on the West side of Broadacres Rd. said they were not for the project.

Old Business; None

New Business; None

Adjournment; Mark made a motion to adjourn, Kim second motion carried.

Minutes prepared by James Dull

**Public Hearing Notice
2016-03
Proposed Conditional Use Permit**

*Mailed
9-13-16*

The City of South Hutchinson Planning Commission will hold a Public Hearing for a proposed Conditional use Permit to operate a Church at 700 South Main Street South Hutchinson Ks.

Address; 700 South Main St., South Hutchinson Ks.

Legal Description; Lots 1,2 and 3, Block 10 Parker Addition to the City of South Hutchinson, Reno County, Kansas, according to the duly recorded Plat thereof, Together With the South 15 feet of Forest Avenue as vacated by Ordinance filed July2, 1957 and recorded in-Book 98, Page 284.

Location and Time; The Public hearing will be held October 10, 2016 at 7:00 P.M. at The South Hutchinson City Office Building at 2 South Hutchinson Ks.

James Dull, Superintendent

Case Number: 2016-03
Date Received: 9-9-16

APPLICATION FOR CITY OF SOUTH HUTCHINSON
ZONING DISTRICT AMENDMENT & SPECIAL USE PERMIT

1. We, all the property owners, do hereby request:

Zoning District Amendment (\$100 application fee)
We request that the zoning of the parcel described below
be changed from _____ to _____.

Special Use Permit (\$100 application fee)

2. This request applies to property located at and described
as follows:

Approximate address: 700 S. Main South Hutch

Legal description: Attached

Dimensions of parcel: _____

3. The name (s), address (es), and phone number (s) of the pro-
perty owners are as follows:

Name	Address	Phone
<u>Steve Showalter</u>	<u>76 Plum Avenue, Inman KS</u>	<u>67546-8670</u>

4. We, the property owners, do hereby appoint the following
person as our agent during consideration of our request.

Name	Address	Phone

A. What is the character of the neighborhood? _____

B. What are the zoning and uses on nearby parcels? _____

residential and commercial

C. Why is the parcel suitable for the proposed development? _____

No plans to develop. Building is suitable to hold church services - formerly used as a church

D. How will the proposed development affect nearby parcels? _____

No negative effect - ~~is~~

E. Is the property currently vacant? No If no, then what is located on the property and what is the history of the property?

Formerly a church, most recently a fireworks stand and rented out to individuals

F. If the application is denied, the property owner(s) will face the following hardships: _____

Will have to find a new place to hold church services

G. The proposed development will be analyzed for its compliance to the South Hutchinson Land Development Ordinance. (no response necessary)

H. Public facilities and utilities are adequate to serve the proposed development as follows: _____

Yes

I. What are the aspects of characteristics of the development that help to minimize the impact on the neighborhood, public health, safety and welfare; and public facilities and utilities:

NA

5. Please submit a copy of a survey with an attached sketch plan, drawn to scale, showing location and exterior dimensions of the parcel boundaries, adjacent street and alley right-of ways, all existing and proposed structures, signs, yard improvements, landscaping, driveways off-street parking areas, off-street loading areas, pedestrian walks and areas storm water drainage facilities, exterior lighting fixtures, above ground utilities (such as electrical and phone lines), and below ground utilities (such as nature gas lines, water lines, pipelines, and sewers).

6. Please submit a written and signed certification from the County Treasurer's office that all property taxes due for the parcel have been paid.

7. What is the property currently being used for (as)? _____

A church meeting place for Solid Rock Bible
and selling fireworks during the 4th of July

8. What will the property be used for if your application is approved? Specifically, list all uses relevant to this application.

Sunday and wednesday worship services. Occasional other
meeting times and fellowship meals

9. What is the number of existing and proposed off-street parking spaces that you plan to use or need for this application? 15.

How much area have you allocated for parking? Use what is
currently there

10. What will the maximum height of any existing or proposed structure be? _____

NA

11. When will construction begin if the application for the special use permit is approved and when will it be completed by? _____

NA

The following questions provide an opportunity to justify a change in zoning or approval of a special use permit. The information requested pertains to factors the Planning Board and City Council ordinarily considers in reaching a decision on an application.

If the space provided is not sufficient, you may attach additional pages. The applicant may also submit any other pertinent information including photographs, drawings, maps, statistics, legal documents, and letters of support.

We the undersigned do hereby authorize the submittal of this application and associated and do hereby certify that all the information contained therein is true and correct. (Signatures of property owners)

Name: Dusty Spellman renter Date: 9/8/16

=====
Office Use Only
=====

Case Number: 2016-03

Date Received: 9-9-16
Present Zoning: C-2
Protest Date: _____
Final Action: _____

Fee Received: \$100⁰⁰
Notice Date: _____
Hearing Date: 10-10-16

SOUTH HUTCHINSON PLANNING BOARD
SOUTH HUTCHINSON, KANSAS

CITY COUNCIL
SOUTH HUTCHINSON, KANSAS

Recommended Approval: X
Recommended Disapproval: _____

Approved: _____
Disapproved: _____

Dusty Spellman 10-10-16
Chairman Date

Chairman Date

October 10, 2016
Planning Commission
Minutes

Members Present; Kim Scholtissek, Shane Patterson, Luke Herren, Mark Estes, Jim Chastain, Chris Hiebert, Travis Hummel.

Approval of the September Minutes; Luke made a motion to accept the minutes as printed, Jim second, motion carried.

Chairman Luke closed the regular meeting and opened up Public Hearing 2016-03 to consider a Conditional Use Permit to operate Solid Rock Bible Church at 700 South Main So. Hutchinson. After discussion Mark made a motion of **Approval** to issue the Conditional Use Permit, Travis second, Motion carried.

Chairman Luke closed public hearing 2016-03 and opened up Public Hearing 2016-04 to consider a Conditional Use Permit to operate an approximate 18 acre solar development at 2750 South Broadacres Rd. Hutchinson Ks. After discussion and adjacent property owner input Jim made a motion of **Disapproval** Kim second, motion carried.

Main concerns from adjacent property owners were aesthetics. The property owners asked if the project could be moved to the East on the property and provide screening along Broadacres Rd. Two of the property owners who lived on the West side of Broadacres Rd. said they were not for the project.

Old Business; None

New Business; None

Adjournment; Mark made a motion to adjourn, Kim second motion carried.

Minutes prepared by James Dull

*Mailed
9-14-16*

**Public Hearing Notice
2016-04
Proposed Conditional Use Permit**

The City of South Hutchinson Planning Commission will hold a Public Hearing for a proposed Conditional Use Permit to operate an approximately 18 acre Solar Farm.

Address; 2750 South Broadacres Road, Hutchinson Ks.

Legal Description; A portion of the Southwest Quarter of Section 27, Township 23 South, Range 6 West of the 6th Principal Meridian, Reno County, Kansas described as follows:

Beginning at the Northwest corner of said Southwest Quarter; thence South 89°56'22" East (basis of bearing is NAD83 Grid Kansas South Zone) along the North line of said Southwest Quarter 850.00 feet: thence South 00°23'57" East parallel with the West line of said Southwest Quarter 850.00 feet to the West line of Southwest Quarter: thence North 00°23'57" West along the West line of said Southwest Quarter 926.00 feet to the point of beginning, containing 18.068 Acres, subject to any rights-of-way and easements of record.

Location and Time; The Public Hearing will be held October 10, 2016 at aprox. 7:00 P.M. at the South Hutchinson City Office Building at 2 South Main South Hutchinson Ks.

James Dull, Superintendent

Case Number: 2016-04
Date Received: 8-30-2016

APPLICATION FOR CITY OF SOUTH HUTCHINSON
ZONING DISTRICT AMENDMENT & SPECIAL USE PERMIT

1. We, all the property owners, do hereby request:
- Zoning District Amendment (\$100 application fee)
We request that the zoning of the parcel described below be changed from _____ to _____.
 - Special Use Permit (\$100 application fee)

2. This request applies to property located at and described as follows:

Approximate address: 2750 South Broadacres Road, Hutchinson, KS

Legal description: Please see attached application.

Dimensions of parcel: Not applicable.

3. The name (s), address (es), and phone number (s) of the property owners are as follows:

Name	Address	Phone
E. Jay Schrock	62A Willowbrook Road, Hutchinson	620-921-5586

4. We, the property owners, do hereby appoint the following person as our agent during consideration of our request.

Name	Address	Phone
Andrew Dahlen	225 West Hubbard St, Ste 200, Chicago, IL 60654	773-897-0316

Company: SoCore 2016 ProjectCo 8 LLC; ("SoCore Energy")

A. What is the character of the neighborhood? Please see attached application.

B. What are the zoning and uses on nearby parcels? Please see attached application.

C. Why is the parcel suitable for the proposed development? _____
Please see attached application.

D. How will the proposed development affect nearby parcels? _____
Please see attached application.

E. Is the property currently vacant? Yes If no, then what is located on the property and what is the history of the property?

F. If the application is denied, the property owner(s) will face the following hardships: _____
Please see attached application.

G. The proposed development will be analyzed for its compliance to the South Hutchinson Land Development Ordinance. (no response necessary)

H. Public facilities and utilities are adequate to serve the proposed development as follows: _____

Please see attached application.

I. What are the aspects of characteristics of the development that help to minimize the impact on the neighborhood, public health, safety and welfare; and public facilities and utilities:

Please see attached application.

5. Please submit a copy of a survey with an attached sketch plan, drawn to scale, showing location and exterior dimensions of the parcel boundaries, adjacent street and alley right-of ways, all existing and proposed structures, signs, yard improvements, landscaping, driveways off-street parking areas, off-street loading areas, pedestrian walks and areas storm water drainage facilities, exterior lighting fixtures, above ground utilities (such as electrical and phone lines), and below ground utilities (such as nature gas lines, water lines, pipelines, and sewers).

6. Please submit a written and signed certification from the County Treasurer's office that all property taxes due for the parcel have been paid.

7. What is the property currently being used for (as)? _____

Please see attached application.

8. What will the property be used for if your application is approved? Specifically, list all uses relevant to this application.

Please see attached application.

9. What is the number of existing and proposed off-street parking spaces that you plan to use or need for this application? 0.

How much area have you allocated for parking? Please see attached application.

10. What will the maximum height of any existing or proposed structure be? _____

Please see attached application.

11. When will construction begin if the application for the special use permit is approved and when will it be completed by? _____

Please see attached application.

The following questions provide an opportunity to justify a change in zoning or approval of a special use permit. The information requested pertains to factors the Planning Board and City Council ordinarily considers in reaching a decision on an application.

If the space provided is not sufficient, you may attach additional pages. The applicant may also submit any other pertinent information including photographs, drawings, maps, statistics, legal documents, and letters of support.

We the undersigned do hereby authorize the submittal of this application and associated and do hereby certify that all the information contained therein is true and correct. (Signatures of property owners)

Name: _____

Date: 8/23/16

E. Jay Schrock

=====
Office Use Only
=====

Case Number: 2016-04

Date Received: 8-30-2016
Present Zoning: C-2
Protest Date: _____
Final Action: _____

Fee Received: \$100⁰⁰
Notice Date: _____
Hearing Date: 10-10-16

SOUTH HUTCHINSON PLANNING BOARD
SOUTH HUTCHINSON, KANSAS

CITY COUNCIL
SOUTH HUTCHINSON, KANSAS

Recommended Approval: _____
Recommended Disapproval: X

Approved: _____
Disapproved: _____

[Signature] 10-10-16
Chairman Date

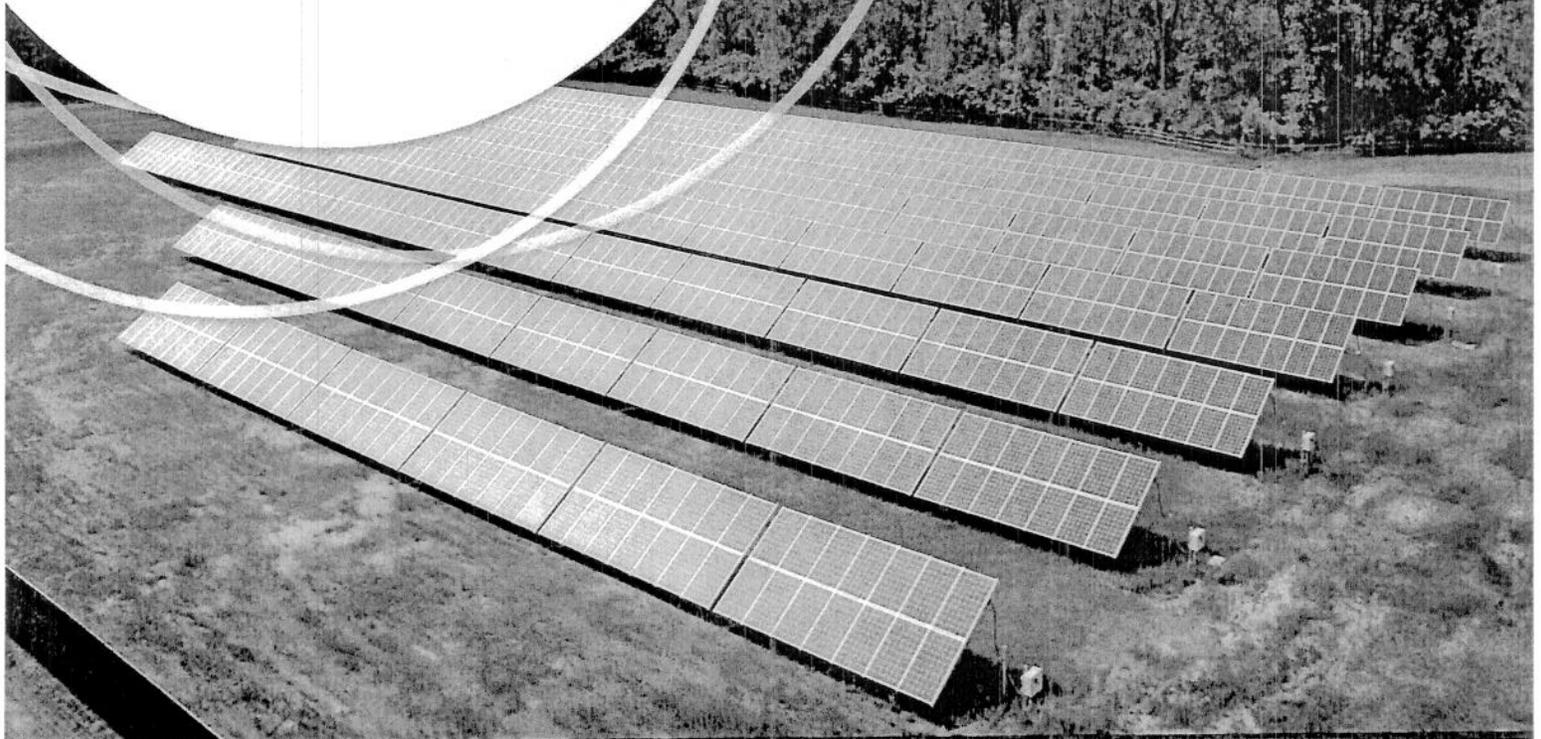
Chairman Date



SoCore Energy

An EDISON INTERNATIONAL® Company

SoCoreEnergy.com



Cities Service Solar Project

Special Use Permit Application
City of South Hutchinson

August 26, 2016

PRIMARY CONTACT

Andrew Dahlen

Project Developer

adahlen@socoreenergy.com

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August 26, 2016

James Dull
City Superintendent
City of South Hutchinson
2 South Main Street
South Hutchinson, KS 67505

Dear Mr. Dull,

Please find an application from SoCore ProjectCo 8 LLC ("SoCore Energy") for a Special Use Permit to build, own, and operate a photovoltaic energy system (solar farm) in the City of South Hutchinson. Also included is a \$100 application fee, a site plan, and a signed letter from the Reno County treasurer confirming all property taxes have been paid.

Please also note that E. Jay Schrock, listed as the owner on the permit application, is the property owner from which SoCore Energy will be leasing land for this solar project. SoCore Energy is the permit applicant and system owner.

SoCore Energy looks forward to working with you and the City to ensure this solar energy facility meets established guidelines and operates in a safe and community friendly manner throughout the project's life.

Sincerely,



Andrew Dahlen

Project Developer
SoCore Energy
225 W. Hubbard St.
Chicago, IL 60654

Special Use Permit Application



PROPRIETARY AND CONFIDENTIAL



SoCore Energy is not the same company as Southern California Edison, the utility, and SoCore Energy is not regulated by the California Public Utilities Commission.

Application

1. We, all property owners, do hereby request a **Special Use Permit**
2. This request applies to property located at and described as follows:

Approximate address: 2750 South Broadacres Road, Hutchinson, KS

Legal description (entire parcel): A portion of the Southwest Quarter of Section 27, Township 23 South, Range 6 West of the 6th Principal Meridian in Reno County, Kansas described as follows: Commencing at the Southwest Corner of the Southwest Quarter of Section 27, Township 23 South, Range 6 West of the 6th Principal Meridian; thence with an assumed bearing of North 00 ° 23'53" West along the West line of said Southwest Quarter 1,093.47 feet to the Northwest corner of Broadacres Commercial Park for the point of beginning; thence continuing North 00 ° 23'53" West along the West line of said Southwest Quarter 1,576.05 feet to the Northwest corner of said Southwest Quarter; thence South 89 ° 56'23" East along the North line of said Southwest Quarter 1,317.45 feet to the Northeast corner of the West Half of said Southwest Quarter; thence continuing South 89 ° 56'23" East along the North line of the East Half of said Southwest Quarter 209.68 feet to the Westerly right-of-way line of K-96 Highway; thence following said highway right-of-way line South 45 ° 18'56" East 272.30 feet; thence South 37 ° 39'29" East 317.10 feet; thence South 24 ° 27'32" East 317.05 feet; thence South 09 ° 37'12" East 272.60 feet; thence South 02 ° 28'27" West 320.18 feet; thence South 14 ° 53'21" West 496.22 feet; thence South 34 ° 45'19" West 388.24 feet; thence South 50 ° 00'09" West 411.43 feet; thence South 63 ° 45'22" West 78.00 feet to a point on the West line of the East Half of said Southwest Quarter that is 2,417.69 feet South of the Northwest corner of the East Half of said Southwest Quarter; thence continuing South 63 ° 45'22" West 221.72 feet; thence South 80 ° 41'28" West 361.95 feet to the Southeast corner of Broadacres Commercial Plat, a subdivision in the Southwest Quarter of Section 27, Township 23 South, Range 6 West of the 6th Principal Meridian; thence North 00 ° 23'53" West 1001.43 feet to the Northeast corner of Broadacres Commercial Plat; thence South 89 ° 51'33" West along the North line of Broadacres Commercial Plat 769.56 feet to the point of beginning.

Dimensions of parcel: Not applicable

3. The name(s), address(es), and phone number(s) of the property owners are as follows:

Name: E. Jay Schrock
Address: 62A Willowbrook Road, Hutchinson
Phone: 620-921-5586

4. We, the property owners, do hereby appoint the following person as our agent during consideration of our request:

Name: Andrew Dahlen
Company: SoCore 2016 ProjectCo 8 LLC, c/o SoCore Energy LLC
Address: 225 West Hubbard Street, Suite 200, Chicago, IL 60654
Phone: 773-897-0316

Special Use Permit Application

A. What is the character of the neighborhood?

The character of the surrounding area is mixed use with industrial, agricultural, transportation, and residential. Approximately one-half mile north of the proposed development are several industrial facilities. This area includes a utility substation which is the reason this area is ideal for the proposed project. The surrounding area also has a U.S. highway, a state highway, and two railroad tracks, in addition to surrounding farmland and residences.

B. What are the zoning and uses on nearby parcels?

The immediate surrounding area of the proposed development is a mix of commercial, industrial, agricultural, and residential zoning and uses.

C. Why is the parcel suitable for the proposed development?

The parcel is suitable for the proposed development primarily due to its proximity to the utility substation and adjacent utility distribution line along South Broadacres Road. The solar farm's energy will interconnect to the electrical grid through this line.

D. How will the proposed development affect nearby parcels?

We do not expect the proposed development to have any effect on nearby parcels. The solar farm will be limited to private land, will produce little noise, have limited moving parts, and when operational, will not produce dust, smoke, or any odor.

There may be limited dust and noise during the construction period which we anticipate to last approximately 2-3 months. We will work with our construction crews to minimize impact to the area during this time. Specific measures such as watering will be taken to minimize dust.

E. Is the property currently vacant?

The specific area of the proposed development is currently being farmed, and vacant of any structures.

F. If the application is denied, the property owner(s) will face the following hardships:

The property owner will be hindered in his ability to make private decisions on how he would like to use his land. The property owner will also lose revenue from an inability to lease part of his property for this project.

G. The proposed development will be analyzed for its compliance to the South Hutchinson Land Development Ordinance. (No response necessary)

H. Public facilities and utilities are adequate to serve the proposed development as follows:

The proposed development will not require public facilities. SoCore Energy will work with Westar Energy to connect the solar array to the adjacent utility distribution line. No other facilities nor utilities are required by the City for the construction or operations of the development.

I. What are the aspects or characteristics of the development that help to minimize the impact on the

neighborhood, public health, safety and welfare, and public facilities and utilities:

The proposed development will not impact public health, safety and welfare, nor require any public facilities or utilities from the City. As stated, we will work with our contractors during construction to minimize impacts such as dust. Additionally, there will be no material change to traffic patterns during operations as we will likely only need to access the site a couple times per year for maintenance.

5. Please see attached site plan for review.
6. Please see attached signed certification from the County Treasurer's office that all property taxes due for the parcel have been paid.
7. What is the property currently being used for (as)?

The property is currently being used for agriculture.

8. What will the property be used for if your application is approved? Specifically, list all uses relevant to this application.

SoCore Energy is applying for the special use permit in order to build, own, and operate an approximately 1 megawatt photovoltaic energy facility (solar farm) in the City of South Hutchinson. The approximately 7 acres required for this project will include a 7-foot-tall security chain-link fence as required by the National Electric Code, a transformer and switchgear, a gravel access drive, and solar panels on a steel racking structure and other equipment, as depicted in the attached site plan.

The rows of panels, as shown on the site plan, will run north to south and will slowly track the sun east to west during the day. The metal pilings supporting the racking structure are driven into the ground without the need for a concrete foundation, assuming satisfactory soil conditions. The solar modules will sit on this metal racking structure. At its peak in the morning and evening, the maximum height of the panels will be approximately 7 feet off the ground depending on site conditions.

SoCore Energy will also perform operations and maintenance as needed on the site, including equipment repair, and module cleaning and mowing as necessary. We will work with local vegetation consultants to identify a low-growth seed mix to plant at the base of the array.

9. What is the number of existing and proposed off-street parking spaces that you plan to use or need for this application?
 - a. How much area have you allocated for parking?

The site does not have any existing off-street parking spaces, and SoCore Energy will not require any future off-street parking. Our subcontractors will require a temporary construction lay-down area for their equipment during the 2-3 months of construction, but no other parking will be necessary. During operation, all vehicles visiting the site will be able to pull into the access drive and off public roads.

10. What will the maximum height of any existing or proposed structure be?

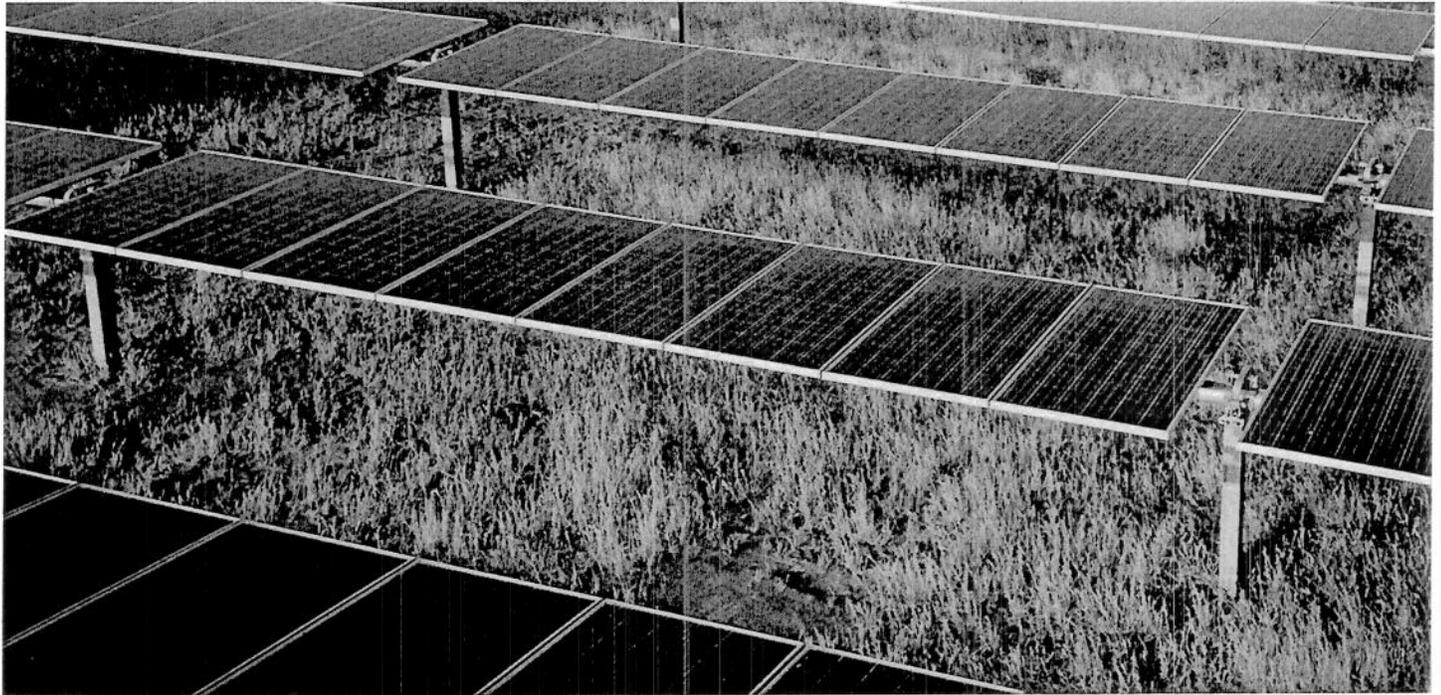
The maximum height of the proposed structure will be approximately 7 feet, depending on final site conditions.

11. When will construction begin if the application for the special use permit is approved and when will it be completed by?

Construction is anticipated to begin this year should the permit be granted this fall, though supply chain and weather considerations could push the construction start into 2017. The total construction period will last approximately two to three months. Therefore, depending on final schedule considerations, we estimate construction will be completed in early to mid-2017.

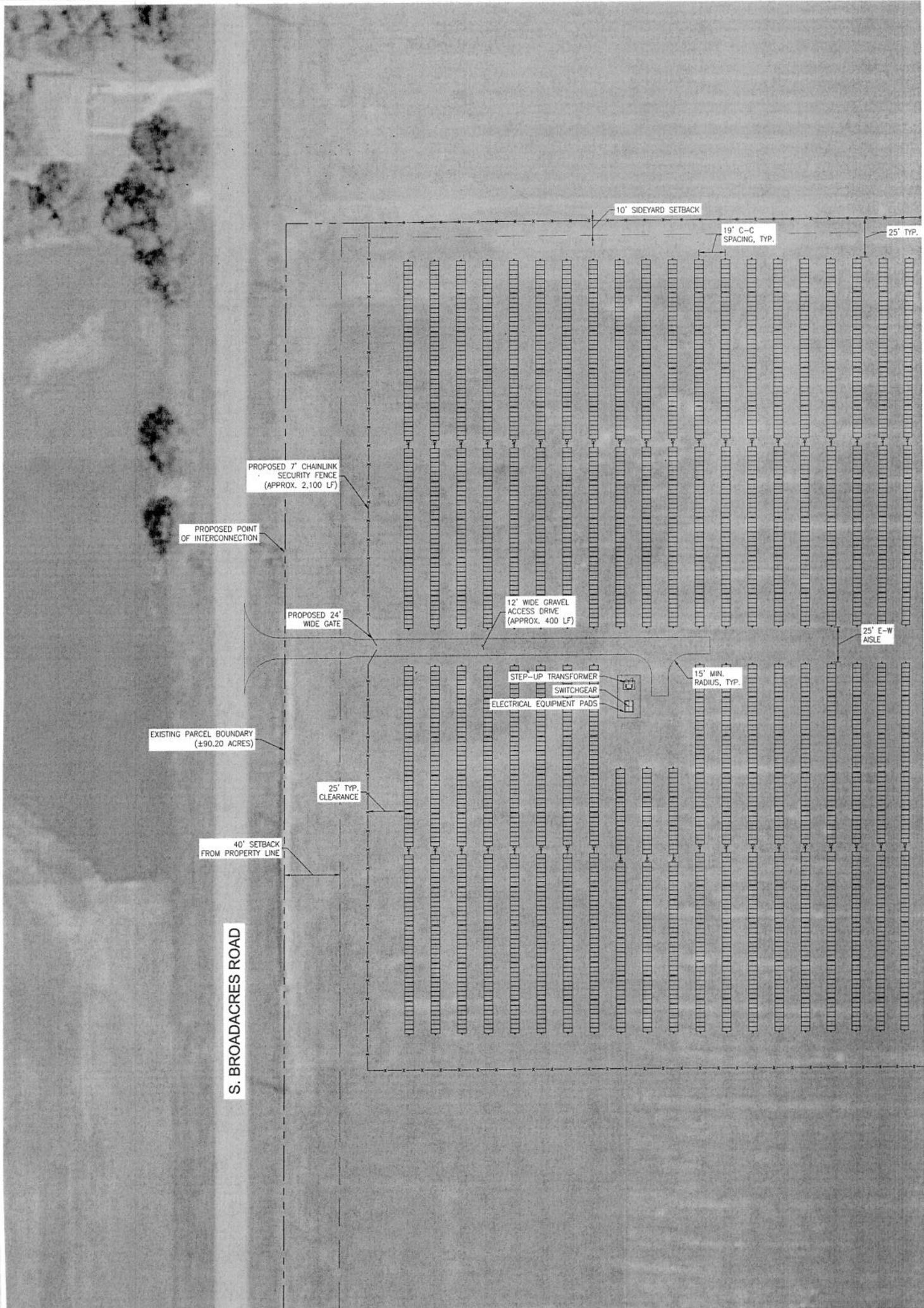
Site Photo

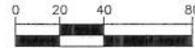
Photo 1. NEXTracker system likely to be used for this project



PROPRIETARY AND CONFIDENTIAL







(IN FEET)
SCALE: 1" = 40'

LEGEND AND ABBREVIATIONS:

-  EXISTING PROPERTY LINE
-  SETBACK LINE
-  PROPOSED GRAVEL ACCESS DRIVE
-  PROPOSED SECURITY FENCE
-  PROPOSED EQUIPMENT PADS



SoCore Engineering

225 West Hubbard St, Suite 200
Chicago, IL 60654
1-877-SOOCORE1

THE INFORMATION DISCLOSED HEREIN WAS ORIGINATED BY AND IS THE SOLE PROPERTY OF SOCCORE ENGINEERING, LLC. ALL PATENT, PROPRIETARY, LOGICAL USE, SALE, MANUFACTURING AND REDUCTION RIGHTS ARE HEREBY RESERVED. CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING ALL PLANS AND SPECIFICATIONS, VERIFYING ALL EXISTING CONDITIONS PRIOR TO PROCEEDING WITH CONSTRUCTION AND NOTIFYING SOCCORE ENGINEERING IMMEDIATELY OF ANY DISCREPANCIES OR CONFLICTS. CONTRACTOR IS RESPONSIBLE FOR THE INSTALLATION OF PROPERLY USED EQUIPMENT, ISSUE SHOP DRAWINGS TO SOCCORE ENGINEERING FOR APPROVAL OF CONFORMANCE TO SOCCORE DESIGN INTENT. SOCCORE ENGINEERING, LLC SHALL RETAIN ALL COPYRIGHTS, PATENTS AND COMMON LAW RIGHT WITH REGARD TO THESE PLANS, REVISIONS, CHANGES OR ADDENDUMS TO ANY THIRD PARTY SHALL NOT OCCUR WITHOUT OBTAINING EXPRESSED WRITTEN CONSENT OF SOCCORE ENGINEERING, LLC.

CONSULTANT:

 **Larson Engineering, Inc.**
1405 East Street, Suite 100
Hutchinson, Kansas 67501-8800
PH: 620.272.2646 | FX: 620.272.2194

DESCRIPTION

DATE

REV.

CITIES SERVICE SOLAR
3200 S. BROADACRES RD
HUTCHINSON, KS 67501
(38.0191517, -97.9744776)

PROJECT NAME

DATE: 08.18.2016
SCALE: AS NOTED
SHEET SIZE: 24" X 36"

SITE GEOMETRY PLAN

DESIGNER: MSA
DRAFTER: MSA
CHECK: GCM

STAMP



LOCATION MAP

SCALE: 1" = 500'



DATE: 08.18.2016
SCALE: AS NOTED
SHEET SIZE: 24" X 36"

DESIGNER: MSA
DRAFTER: MSA
CHECK: GCM

PROJECT NAME: CITIES SERVICE SOLAR
3200 S. BROADACRES RD
HUTCHINSON, KS 67501
(38.0191517, -97.9744776)

CONSULTANT: Larson Engineering, Inc.
1405 East Street, Suite 100
Hutchinson, Kansas 67501-8800
PH: 620.272.2646 | FX: 620.272.2194

CONTRACTOR: CIVIL
GAVIN MEINSCHEN, PE

SHEET NUMBER

C2.00







ORDINANCE NO. 16-879

AN ORDINANCE AMENDING SECTION 8-707 OF THE CODE OF THE CITY OF SOUTH HUTCHINSON, KANSAS CONCERNING PAYMENT OF INSURANCE PROCEEDS.

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF SOUTH HUTCHINSON, KANSAS:

Section 1. Section 8-707 of the Code of the City of South Hutchinson, Kansas is hereby amended to read as follows:

8-707. BUILDING INSPECTOR; INVESTIGATION, REMOVAL OF STRUCTURE.

- (a) Upon receipt of moneys as provided for by this ordinance, the city treasurer shall immediately notify the chief building inspector of said receipt, and transmit all documentation received from the insurance company or companies to the chief building inspector.
- (b) Within 30 days of the receipt of said moneys, the chief building inspector shall determine, after prior investigation, whether the city shall instigate proceedings under the provisions of K.S.A. 12-1750 et seq., as amended.
- (c) Prior to the expiration of the 30 days established by subsection (b) of this ordinance, the chief building inspector shall notify the city treasurer whether he or she intends to initiate proceedings under K.S.A. 12-1750 et seq., as amended.
- (d) If the chief building inspector has determined that proceedings under K.S.A. 12-1750 et seq., as amended shall be initiated, he or she will do so immediately but no later than 45 days after receipt of the moneys by the city treasurer.
- (e) Upon notification to the city treasurer by the chief building inspector that no proceedings shall be initiated under K.S.A. 12-1750 et seq., as amended, the city treasurer shall return all such moneys received, plus accrued interest, to the insured or insureds as identified in the communication from the insurance company or companies. Such return shall be accomplished within 45 days of the receipt of the moneys from the insurance company or companies.

Section 2. This Ordinance shall be in full force and effect from and after its passage and summary publication once in the official city newspaper.

PASSED AND APPROVED THIS 17th DAY OF OCTOBER, 2016.

ATTEST:

Dave Pitman, Mayor

Denise McCue, City Clerk

AFTER RECORDING RETURN TO:

(This space reserved for recording information)

RELEASE OF EASEMENT

THIS RELEASE OF EASEMENT is executed this ___ day of _____, 2016, by **THE CITY OF SOUTH HUTCHINSON, KANSAS** (the "City") with reference to the following:

RECITALS

A. On or about April 23, 2009, The State of Kansas, acting by and through Debra L. Miller. As Secretary of Transportation of the State of Kansas, (the "Grantor"), as Grantor, executed that certain Quit Claim Deed recorded in Book 605, Page 14 in the Reno County Register of Deeds, conveying all of their interests to the Easement acquired by Grantor pursuant to Condemnation proceedings in Case No. 06CV268, in favor of the City (the "Easement"), which burdens certain real property further described on Exhibit A attached hereto (the "Property");

B. The Easement was granted in furtherance for controlled access highway right-of-way in the general vicinity of the Property; however, due to the actual location of the highway the City ultimately did not use the Property for highway purposes or any other purpose associated therewith and accordingly have no further need for the Easement or the Property; and

C. As the record beneficiaries of the Easement, the City desires to fully release, terminate and/or discharge the Easement of record.

NOW THEREFORE, in consideration of the foregoing and other good and valuable consideration the receipt of which is acknowledged, the City hereby disclaims, relinquishes, releases, terminates, discharges, and quitclaims all of its right, title, and interest in and to the Property, the Easement, and all of the terms and conditions thereof and rights and obligations thereunder.

[SIGNATURE PAGE TO FOLLOW]

EXECUTED to be effective the day and year hereinabove written.

CITY:

THE CITY OF SOUTH HUTCHINSON, KANSAS

By: _____

Name: _____

Title: _____

ACKNOWLEDGMENT

STATE OF KANSAS)

) SS:

COUNTY OF RENO)

Personally appeared before me, the undersigned authority in and for said county and state, within my jurisdiction, the within named _____, who acknowledged that he/she is the _____ of The City of South Hutchinson, Kansas, who acknowledged that he/she signed and delivered the above and foregoing instrument on the day and year therein mentioned, acting in his/her official capacity as the act and deed of said City, after first having been duly authorized to do so.

Given under my hand and seal this the ____ day of _____, 2016.

Notary Public; Commission No. _____

My Commission Expires:

(SEAL)

EXHIBIT A

Legal Description of Property

A portion of the South Half of the Southeast Quarter of the Southeast Quarter of Section 26, Township 23 South, Range 6 West of the 6th Principal Meridian in South Hutchinson, Reno County, Kansas, more particularly described as follows;

Commencing at the Southeast corner of the Southeast Quarter of Section 26, Township 23 South, Range 6 West of the 6th Principal Meridian; thence on a bearing North 00°47'30" West (basis of bearings is NAD83 Kansas South Zone) along the East line of said Southeast Quarter 237.81 feet (previously described as 238.05 feet); thence South 89°12'30" West 56.83 feet (previously described as 56.00 feet) to the intersection of the West line of South Main Street and the northern right-of-way line of U.S. Highway 50 for the point of beginning; thence South 81°46'05" West along the northern right-of-way line of U.S. Highway 50 a distance of 950.38 feet; thence North 19°56'50" East a distance of 280.31 feet to the South right-of-way line of Des Moines Avenue in the City of South Hutchinson, Kansas; thence North 89°21'43" East along the South right-of-way line of Des Moines Avenue a distance of 842.72 feet to the West line of South Main Street (said point being 57.24 feet West of the East line of said Southeast Quarter); thence South 00°57'41" East along the West line of South Main Street a distance of 136.83 feet to the point of beginning containing 4.019 ACRES subject to any easements or restrictions of record.

City of South Hutchinson Staff Report



Topic: City Code Revision

Date: October 3, 2016

The City Code revision started in late-2013 is nearly complete. The project has been delayed by both the League of Kansas Municipalities and the City. There are several areas where fees amounts need to be inserted. Some of the fees are new suggestions from the League based on state law changes. Others are the result of wording or section changes that were previously in the code in one form or another. Staff would propose the below fees for inclusion into the revised code.

Section	Fee for...	Suggested Amount
5-306	Investigation of peddlers or door-to-door solicitors applications	\$50
5-307	Maximum amount of fees that can be charged for a solicitors license in a six month period at rate of \$10 per day	\$100
5-307	Annual fee for solicitors that have a long-term or wholesale business without a permanent store front	\$200
8-504	Set a minimum fee for weed abatement in addition to the hourly fee for man hours and equipment time	\$100 + Staff Time and Machine Hours
12-310	Franchise Utilities wanting to access the public right-of-ways would be required to get a permit in addition to the franchise fees. NEW FEE	\$50
12-310	Excavation fee for each cut into the street or curb (this would be in addition to the cost to restore the infrastructure) NEW FEE	\$50
12-310	Inspection fee for any work related to a utility accessing the public right-of-way. NEW FEE	\$25
15-207	Connection Fee for the public water system	Time and Materials
15-403	Connection to the sanitary sewer	Inspection Fee
15-413	Connection to a private sewer	Inspection Fee

On the sewer connection, the city has never charged a connection fee for sanitary sewer. Sanitary sewer connections must be made by licensed plumbers and be inspected by the city. Private sewer or septic systems are generally not allowed within the city limits. However septic systems do occur in the zoning jurisdiction. Due to the specific knowledge required on septic systems, the city refers to the Reno County Health Department.

UPDATE

On 5-307 for the long-term or wholesale business, the section is referring to who have a permanently established house-to-house business or wholesale business. This would include businesses like Avon or Schwann’s Foods. This would be a new fee. If the council does not wish to have that fee, it can be struck from the code.

Topic: 2017 City Council Meeting Schedule and City Holidays

Date: October 17, 2016

By city ordinance, the City Council meets the first and third Mondays of each month. There are few times a year that meetings conflict with the City Offices being closed. In order to avoid having to take separate actions to move meetings, staff would recommend the Council approve the meeting schedule for 2017 in advance. The proposed meeting schedule would be as follows:

Month	Meeting Dates
January	Tuesday, 3 rd ; Tuesday, 17 th
February	Monday, 6 th ; Monday, 20 th
March	Monday, 6 th ; Monday, 20 th
April	Monday, 3 rd ; Monday, 17 th
May	Monday, 1 st ; Monday, 15 th
June	Monday, 5 th ; Monday, 19 th
July	Monday, 3 rd ; Monday, 17 th
August	Monday, 7 th ; Monday, 21 st
September	Tuesday, 5 th ; Monday, 18 th
October	Monday, 2 nd ; Monday, 16 th
November	Monday, 6 th ; Monday, 20 th
December	Monday, 4 th ; Monday, 18 th

By city ordinance, there are 10 observed holidays where city offices are closed. They are generally prescribed in the Personnel Policy; however the City Council has to specifically take action on the additional day associated with Christmas. Since Christmas Eve falls on a Sunday, Staff would recommend giving employees a floating holiday that could be used at anytime with supervisor approval throughout the year. This was also done in 2016 and was successful with employees. Staff would recommend approving the holiday schedule for 2017 in advance. The proposed holiday schedule is as follows:

Holiday	Date
New Year's Day	Monday, January 2
Martin Luther King Jr. Day	Monday, January 16
Memorial Day	Monday, May 29
Independence Day	Tuesday, July 4
Labor Day	Monday, September 4
Veteran's Day	Friday, November 10
Thanksgiving	Thursday and Friday, November 23-24
Christmas	Monday, December 25
Floating Holiday	Used with Approval of Supervisor

City of South Hutchinson Staff Report



Topic: Christmas Bonus

Date: October 17, 2015

The Council needs to take action on the Christmas Bonus for 2016. The Christmas Bonus is completely up to the City Council's discretion. Based on past history giving the bonus, staff included funds for the bonus in the 2016 budget. If the Council were to opt to give a Christmas Bonus, it would be distributed on Thursday, December 8. Attached is a table that details the bonus paid since 1988. The sick time buyback would occur on November 23 to accommodate the payroll schedule.

Regardless of whether the Council opts to give the Christmas Bonus, I would like to extend a heartfelt 'Thank You' from all the employees for all the City of South Hutch provides. We all sincerely appreciate the excellent wages, paid health insurance and great benefits. There is no better community to work for.

Christmas Bonus History	
Year	Bonus
1988	Dept Heads \$250, Hourly Employees \$150
1989	5% Bonus added to wages
1990	Full-time employees \$100
1991	Full-time employees \$100
1992	Full-time employees \$100
1993	Full-time employees \$150, Incentive Bonus \$1000, PT & less than 1 year \$500
1994	Full-time employees \$150, Part-time employees \$50
1995	Full-time employees \$150, Part-time employees \$50
1996	Full-time employees \$200, Part-time employees \$100
1997	Dept Heads \$300, Full-time employees \$150, Part-time employees \$50
1998	Full-time employees \$300, Part-time employees \$50
1999	Full-time employees \$300, Part-time employees \$50
2000	Full-time employees \$300, Part-time employees \$50
2001	Dept Heads \$350, Full-time employees \$300, Part-time employees \$75
2002	Dept Heads \$350, Full-time employees \$300, Part-time employees \$50
2003	Dept Heads \$350, Full-time employees \$300, Part-time employees \$50
2004	Dept Heads \$350, Full-time employees \$300, Part-time employees \$50
2005	Full-time employees \$350, Part-time employees \$100
2006	Full-time employees \$350, Part-time employees \$100
2007	Full-time employees \$350, Part-time employees \$100
2008	Full-time employees \$350, Part-time employees \$100
2009	Full-time employees \$350, Part-time employees \$100
2010	Full-time employees \$350, Part-time employees \$100
2011	Full-time employees \$350, Part-time employees \$100
2012	Full-time employees \$350, Part-time employees \$100
2013	Full-time employees \$350, Part-time employees \$100
2014	Full-time employees \$350, Part-time employees \$100 including PT SHFD
2015	Full-time employees \$350 (includes Patterson), Part-time employees \$100 including PT SHFD

City of South Hutchinson Staff Report



Topic: 2016 Third Quarter Financials

Date: October 17, 2016

The City finished the third quarter of 2016 in fair financial position. Revenue in the General Fund is slightly ahead of projections while revenue in the utility funds is below projected amounts. Operational expenditures have been within targets and capital projects have reduced fund balances as planned. The attached spreadsheets detail the revenue and expenditure levels for the three operational funds, the special highway fund and the local option sales tax fund. The numbers reflected in the report are through September 30, 2016.

GENERAL FUND

The General Fund ends the third quarter an operational deficit of \$53,886. The 2016 budget has a planned operational deficit or reduction in fund balance of \$905,294. The current cash balance or fund balance is \$661,587; however the expense for the community center has not been transferred to the fund set up for that project. The fund balance for the General Fund should be approximately \$420,000, but a finalized transfer for the community center will be executed when the CDBG is closed out.

General Fund revenues are generally at budget targets. Franchise Fees ended the third quarter 4.59% lower than budgeted, however the way those funds are reported by utilities tend to be delayed in the summer months due to increased usage. Combined local and county sales tax are 4.27% behind the 5 year average benchmark but ahead of the budgeted amount. Ad Valorem tax distributions are still 11.89% behind the annual projection, but those funds tend to trickle in monthly.

Expenditures in the General Fund are mostly below budgeted amounts. Personnel are the largest category of expenditure in the budget representing 46% of all expenditures. Personnel expenditures are currently \$114,339 (8.62%) below anticipated expenditures. Contractual services are currently \$42,225 (6.18%) below budget targets. Commodities are \$31,997 (22.05%) below budget targets. Through good stewardship costs have been controlled through the first three quarters, a trend likely to continue in the final quarter as expenses drop off from summer highs. Capital Outlays are below budgeted amounts, but that will change as the community center project is charged to the General Fund.

For fiscal year 2016, there were \$250,000 of planned transfers to equipment and building reserve. This includes an additional \$100,000 in Parks funds designated to assist with outfitting the community center and saving for future expenditures. State law requires those transfers to be recorded as expenditures in the General Fund. However, those funds are transferred into the reserve funds and available for equipment or building purchases. Internal tracking is done to manage the amounts that are attributed to individual departments; however the funds are basically liquid cash exempted from budget law requirements. State law views the reserve funds as a single fund meaning the funds can be used for the benefit of any department or city at large regardless of the internal tracking.

One important metric to consider in budget performance is the fund balance coverage ratio. The fund balance ratio measures available fund balance to anticipated expenditures. The resulting ratio shows what percentage of total expenditures could be covered with fund balance alone. The General Fund

has coverage of 16.1% when removing the community center expenditure, meaning the fund balance could pay for just over 2 months of expenditures without taking in any additional revenue. This assumes the budgeted capital expenditures and all other expenditures take place normally without any cuts. A good measurement of financial health of a General Fund is between 25-33% or 3 to 4 months. Most cities in Kansas are operating on a ratio closer to 10-15%. The reduction in fund balance is directly related to the capital expenditure for the community center.

WATER UTILITY

The Water Utility performance has improved compared in 2016 to the position in 2015. Revenues are tracking within 3% of budget targets. The wet summer months did not result in a normal seasonal bump in residential consumption typically seen. As the water meter project is completed in late 2016-early 2017 it will present an opportunity to discuss the rate structure which could be modified with minimal impact on residents, increase fairness between commercial and residential users and help fund the needed improvements identified in the water model report.

Operationally, the utility ended the third quarter with a deficit of \$111,987. That is the result of the initial payment for the main extension on Valley Pride road for Morton Salt. The \$119,000 cost will be repaid once the temporary notes for the project are closed. The current cash balance of fund balance is \$158,122. The Water Fund also has a replacement fund with a balance of \$149,741. Replacement funds are separate from the equipment and building reserve funds. Water has \$91,052 in equipment reserve and \$43,834 in the building reserve funds.

Expenditures are \$23,139 (4.72%) below budgeted levels removing the capital outlays. An additional \$259,000 is budgeted for capital expenditures, but primarily represents carry over balance. Water service is also taxable under state law, meaning the City must remit sales tax to the state for water sold. For 2016 sales tax represents 8% of non-capital expenditures.

The fund balance coverage ratio for the water fund is 33.23% or just over 3 months. The norm for utilities is 33-50% depending on the capital costs of the utility. When the additional capital costs are reimbursed the coverage goes up to 56%. Capital costs for the water system are relatively small and could likely be covered through the water emergency replacement fund and reserve funds.

SEWER UTILITY

The Sewer Utility ended the third quarter with lower than anticipated revenue. The utility has generated an operational deficit of \$365,923. That amount is deceptive because the transfer of \$521,656 for the debt occurs in the third quarter causing an imbalance in the way funds are spent. Expenditures for the final quarter are routine and relatively minor compared to incoming revenue. The \$161,836 in capital investment for the UV system is a direct reduction of the fund balance.

Sewer revenue is entirely dependent on sales. Residential sewer rates are set based on a winter average for the months of December, January and February. Residential customers compose approximately 25% of sales. Commercial sewer rates are not averaged, but are directly tied to water usage. Commercial clients account for approximately 75% of the flow at wastewater plant, making their influence on the revenue disproportionate.

Expenditures remain below budgeted amounts. The fund executed its transfers for bond payments representing 36% expenditures. Personnel are the largest non-capital related cost centers representing 25% of expenditures. Personnel expenditures are performing ahead of projections, \$33,763 or 8.59% through the third quarter.

The current cash balance or fund balance is \$196,304. The system replacement fund has a balance of \$122,588. Sewer equipment reserve fund has a current balance of \$72,199. Building reserve funds have a current balance of \$167,673. As with the water fund, the transition to the new meter system provides an opportunity to look rates and future capital needs. One advantage to the sewer fund is the declining debt service payments which will continue to decrease annually until they are retired in 2023.

The current fund balance coverage ratio for the sewer fund is 16.19% or approximately 2 months. The norm for utilities is 33-50% depending on the capital costs of the utility. With the lower expenditures and steady revenue in the later part of the year, the fund balance should rise barring any unforeseen expenses. Capital costs for the sewer utility are much higher than the water utility, due to the mechanical treatment process. The sewer utility sufficiently capitalized with the replacement fund and reserve funds able to cover the costs of the majority of any equipment failures in the system.

SPECIAL HIGHWAY

The Special Highway fund receives revenue from the State and County Fuel / Highway tax. Expenditures are restricted to road maintenance related costs. Revenue for the fund ended the first quarter \$1,840 (2.51%) ahead of budget projections. Current expenditures in the fund ended the quarter at \$74,692 spent on commodities used in summer maintenance. The result is an operational deficit of \$45,317 for the quarter. Remaining expenditures will depend on the need for salt and sand this winter. The current fund balance is \$64,130.

SALES TAX FOR ECONOMIC DEVELOPMENT / STREET IMPROVEMENTS

The .25% local option sales tax levied for economic development and street improvements has performed slightly below anticipated levels for 2016. At the end of the quarter the collections were \$3,585(4.68%) behind the five year average. The year has been unpredictable with the lowest recorded month (January \$4,917) and highest recorded month (July \$10,703) since the tax started.

Expenditures in 2016 are budgeted for \$213,000. Those expenditures include \$20,000 in Maintenance Services and \$35,000 in Economic Developer incentives. An additional \$148,000 for council approved expenditures and \$10,000 for commodities were also budgeted in 2016. The incentive payment to Siemens is the largest since expenditure. Additional funds were allocated for annual street maintenance which has been pushed to 2017 to accommodate the contractor.

The current fund balance for the Economic Development / Street Improvement fund is \$205,994. For the 2016 budget, local sales tax revenue was budgeted 10% lower than 2015 due to the departure of ALCO. However, with effect of ALCO's closing has been less than expected. The additions of businesses such as Wichita Tractor Company, the Applewood Grill and Luxury and Imports have

helped balance the revenue stream. Future revenue should be higher with the addition of Love's, Simply Good Wholesale, Lighthouse Landing RV & Cabins and potentially a few other projects.

SUMMARY

The City has made some investments in capital projects such as the community center, meter replacement and UV modification that have resulted in a reduction in fund balances. Additional increases in services, specifically the SHFD addition of a third part-time staff per shift, have also contributed to reductions in fund balance, though not to a significant degree. The financial condition of the city is still well within acceptable levels. Continued investments in buildings/infrastructure as well potential service increases will trigger a need for additional revenue or reductions in service. Additional growth of the tax base can offset some of that need for additional revenue. There are many positive signs that the conditions are set to improve with new businesses and homes being built or planned in the community.

Utility rates will be a discussion point looking forward. Changing the water rate structure to flatten out the unit costs would increase revenue while minimizing the impact on residential customers. The current structure provides a subsidy to the higher volume users, allowing them to purchase the same unit of water for less than half the cost as residential and low volume users. Simply removing or shrinking the difference between tiers could increase revenue and improve fairness for users. The rates adopted in 2014 are designed to accomplish that goal, but will not generate sufficient revenue to complete the proposed \$4.5 million in improvements recommended by the water system master plan. Staff would be developing analysis and recommendations to be considered later this year.

Small adjustments to the sewer rate, which have been discussed but not approved, could be implemented to help stabilize the revenue stream in the wastewater fund. Capital investment is an ongoing need in the sewer department. Finding ways to lower utility usage and improve efficiency must be pursued to lower operational costs. As the debt service continues to decrease, there will be more excess revenue to reinvest into the system. The current debt service schedule retires all the wastewater debt in 2024, however payments are reduced by a small amount each year.

City of South Hutchinson
2016 Third Quarter General Fund Revenues and Expenditures

General Fund Revenues	Budget	YTD Balance	Remaining	Remaining
Ad Valorem Taxes	\$476,479	\$419,846	\$56,633	11.89%
County Sales Tax	\$350,000	\$270,486	\$79,514	22.72%
Local Sales Tax	\$180,000	\$145,889	\$34,111	18.95%
In Lieu of Taxes	\$2,400	\$0	\$2,400	100.00%
Motor Vehicle Tax	\$60,000	\$42,360	\$17,640	29.40%
Local Alcohol Liquor Tax	\$200	\$124	\$76	37.87%
Delinquent Taxes	\$15,000	\$31,788	-\$16,788	-111.92%
Fines, Penalties	\$100,000	\$71,869	\$28,131	28.13%
Permits/Licenses/Fees	\$10,000	\$14,687	-\$4,687	-46.87%
Franchise Fees	\$620,000	\$437,651	\$182,349	29.41%
Refuse	\$105,000	\$81,827	\$23,173	22.07%
Reimbursed Expenses	\$10,000	\$33,417	-\$23,417	-234.17%
Miscellaneous Income	\$30,000	\$29,458	\$542	1.81%
Interest Income	\$1,000	\$2,320	-\$1,320	-132.03%
Donations	\$0	\$0	\$0	---
TOTAL	\$1,960,079	\$1,581,723	\$378,356	19.30%

General Fund Expenditures

PERSONNEL SERVICES	Budget	YTD Balance	Remaining	% Remaining
General Government	\$160,105	\$88,935	\$71,170	44.45%
Police	\$655,700	\$433,302	\$222,398	33.92%
Street	\$216,556	\$161,534	\$55,022	25.41%
Fire	\$206,100	\$130,161	\$75,939	36.85%
Park	\$10,000	\$7,500	\$2,500	25.00%
Court	\$73,600	\$55,775	\$17,825	24.22%
Code Enforcement	\$0	\$0	\$0	---
Non-Departmental	\$0	\$0	\$0	---
TOTAL	\$1,322,061	\$877,207	\$444,854	33.65%

CONTRACTUAL SERVICES	Budget	YTD Balance	Remaining	% Remaining
General Government	\$51,500	\$39,150	\$12,350	23.98%
Police	\$108,225	\$83,722	\$24,503	22.64%
Street	\$51,900	\$36,586	\$15,314	29.51%
Fire	\$78,042	\$86,456	-\$8,414	-10.78%
Park	\$133,000	\$23,373	\$109,627	82.43%
Court	\$82,900	\$63,882	\$19,018	22.94%
Code Enforcement	\$2,925	\$3,248	-\$323	-11.04%
Non-Departmental	\$175,000	\$133,977	\$41,023	23.44%
TOTAL	\$683,492	\$470,394	\$213,098	31.18%

COMMODITIES	Budget	YTD Balance	Difference	% Difference
General Government	\$20,000	\$7,156	\$12,844	64.22%
Police	\$60,500	\$30,970	\$29,530	48.81%
Street	\$11,800	\$6,512	\$5,288	44.81%
Fire	\$16,370	\$12,312	\$4,058	24.79%

City of South Hutchinson
2016 Third Quarter General Fund Revenues and Expenditures

Park	\$15,150	\$6,008	\$9,142	60.34%
Court	\$2,000	\$2,011	-\$11	-0.55%
Code Enforcement	\$4,450	\$2,932	\$1,518	34.11%
Non-Departmental	\$15,000	\$9,055	\$5,945	39.63%
TOTAL	\$145,270	\$76,956	\$68,314	47.03%

CAPITAL OUTLAYS	Budget	YTD Balance	Difference	% Difference
General Government	\$1,000	\$3,505	-\$2,505	-250.50%
Police	\$9,000	\$4,486	\$4,514	50.16%
Street	\$200	\$0	\$200	---
Fire	\$15,000	\$8,160	\$6,840	45.60%
Park	\$10,000	\$13,651	-\$3,651	-36.51%
Court	\$1,350	\$0	\$1,350	---
Code Enforcement	\$1,000	\$0	\$1,000	---
Non-Departmental	\$427,000	\$5,000	\$422,000	98.83%
TOTAL	\$464,550	\$34,802	\$429,748	92.51%

TRANSFERS	Budget	YTD Balance	Difference	% Difference
General Government	\$18,000	\$13,500	\$4,500	25.00%
Police	\$60,000	\$45,000	\$15,000	25.00%
Street	\$10,000	\$7,500	\$2,500	25.00%
Fire	\$43,000	\$32,250	\$10,750	25.00%
Park	\$100,000	\$63,750	\$36,250	36.25%
Court	\$1,500	\$1,125	\$375	25.00%
Code Enforcement	\$2,500	\$1,875	\$625	25.00%
Non-Departmental	\$15,000	\$11,250	\$3,750	25.00%
TOTAL	\$250,000	\$176,250	\$73,750	75.00%

GENERAL FUND TOTALS	Budget	YTD Balance	Difference	% Difference
Personnel Services	\$1,322,061	\$877,207	\$444,854	33.65%
Contractual Services	\$683,492	\$470,394	\$213,098	31.18%
Commodities	\$145,270	\$76,956	\$68,314	47.03%
Capital Outlays	\$464,550	\$34,802	\$429,748	92.51%
Transfers	\$250,000	\$176,250	\$73,750	29.50%
TOTAL	\$2,865,373	\$1,635,609	\$1,229,764	42.92%

TOTAL EXPENDITURES	\$1,635,609
TOTAL REVENUES	\$1,581,723
OPERATIONAL DEFICIT	-\$53,886
BUDGETED DEFICIT	-\$905,294
FUND BALANCE	\$661,587
EQUIP RESERVE	\$189,492
BUILDING RESERVE	\$114,614

City of South Hutchinson
2016 Third Quarter Water Utility Revenues and Expenditures

Water Fund Revenues	Budget	YTD Balance	Difference	% Difference
Reimbursed Expenses	\$18,000	\$14,195	\$3,804.64	21.14%
Interest Income	\$500	\$806	-\$306.00	-61.20%
Transfers In	\$0	\$0	\$0.00	---
Sales / Charges	\$470,000	\$338,486	\$131,514.06	27.98%
Farm Income	\$0	\$0	\$0.00	---
Late Fees	\$0	\$0	\$0.00	---
Permits/Connects/Reconnects	\$5,000	\$4,361	\$638.75	12.78%
TOTAL	\$493,500	\$357,849	\$135,651.45	27.49%

Water Fund Expenditures	Budget	YTD Balance	Difference	% Difference
Personnel Services	\$325,300	\$196,762	\$128,538	39.51%
Contractual Services	\$71,500	\$90,050	-\$18,550	-25.94%
Commodities	\$53,500	\$28,561	\$24,939	46.61%
Sales Tax	\$40,000	\$29,213	\$10,787	26.97%
Capital Outlays	\$259,000	\$125,250	\$133,750	51.64%
Transfers	\$0	\$0	\$0	---
TOTAL	\$749,300	\$469,836	\$279,464	37.30%

TOTAL EXPENDITURES	\$469,836
TOTAL REVENUES	\$357,849
OPERATIONAL SURPLUS	-\$111,987
BUDGETED DEFICIT	-\$255,800
FUND BALANCE	\$158,122
SYSTEM REPLACEMENT	\$149,741
EQUIP RESERVE	\$91,052
BUILDING RESERVE	\$43,834

City of South Hutchinson
2016 Third Quarter Sewer Utility Revenues and Expenditures

Sewer Fund Revenues	Budget	YTD Balance	Difference	% Difference
Reimbursed Expenses	\$5,000	\$3,522	\$1,478	29.56%
Interest Income	\$5,000	\$1,191	\$3,809	76.18%
Sales / Charges	\$1,200,000	\$805,739	\$394,261	32.86%
Miscellaneous Revenue	\$0	\$1,959	-\$1,959	0.00%
Permits/ Connections	\$3,500	\$0	\$3,500	---
TOTAL	\$1,213,500	\$812,411	\$401,089	33.05%

Sewer Fund Expenditures	Budget	YTD Balance	Difference	% Difference
Personnel Services	\$393,000	\$260,987	\$132,013	33.59%
Contractual Services	\$183,000	\$141,906	\$41,094	22.46%
Commodities	\$55,000	\$46,949	\$8,051	14.64%
Capital Outlays	\$418,344	\$161,836	\$256,508	61.32%
Transfers	\$581,656	\$566,656	\$15,000	2.58%
TOTAL	\$1,631,000	\$1,178,334	\$452,666	27.75%

TOTAL EXPENDITURES	\$1,178,334
TOTAL REVENUES	\$812,411
OPERATIONAL DEFICIT	-\$365,923
BUDGETED DEFICIT	-\$417,500

FUND BALANCE	\$196,304
SYSTEM REPLACEMENT	\$122,588
EQUIP RESERVE	\$72,199
BUILDING RESERVE	\$167,673

City of South Hutchinson
2016 Third Quarter Special Highway Fund Revenues and Expenditures

Special Highway Fund Revenues	Budget	YTD Balance	Difference	%Difference
State Fuel/Highway Tax	\$64,640	\$49,482	\$15,158	23.45%
County Fuel/Highway Tax	\$8,740	\$7,394	\$1,346	15.41%
TOTAL	\$73,380	\$56,875	\$16,505	22.49%

Special Highway Fund Expenditures	Budget	YTD Balance	Difference	% Difference
Personnel Services	\$0	\$0	\$0	---
Contractual Services	\$90,000	\$27,500	\$62,500	69.44%
Commodities	\$85,000	\$74,692	\$10,308	12.13%
Capital Outlays	\$0	\$0	\$0	---
Transfers	\$0	\$0	\$0	---
TOTAL	\$175,000	\$102,192	\$72,808	41.60%

TOTAL EXPENDITURES	\$102,192
TOTAL REVENUES	\$56,875
OPERATIONAL DEFICIT	-\$45,317
BUDGETED DEFICIT	-\$101,620
FUND BALANCE	\$64,130

City of South Hutchinson
2016 Third Quarter Economic Development / Streets Sales Tax

Local Option Sales Tax	Budget	YTD Balance	Remaining	%Difference
Sales Tax	\$100,000	\$72,944	\$27,056	27.06%
Reimbursed Expenses	\$3,000	\$0	\$3,000	100.00%
TOTAL	\$103,000	\$72,944	\$30,056	29.18%

Sales Tax Expenditures	Budget	YTD Balance	Remaining	% Remaining
Maintenance Services	\$20,000	\$0	\$20,000	100.00%
Eco Devo Incentives General	\$35,000	\$37,500	-\$2,500	-7.14%
Misc. Commodities	\$10,000	\$303	\$9,697	96.97%
Loan Payments to the State	\$0	\$0	\$0	---
Council Approved Expenditures	\$148,000	\$3,018	\$144,983	97.96%
TOTAL	\$213,000	\$40,821	\$172,180	80.84%

CURRENT AVAILABLE ASSETS \$205,994

HISTORY 2011-2016 (.25% Local Option Sales Tax)

Month	2011	2012	2013	2014	2015	2016	5 YR Average
January	\$7,188	\$7,904	\$10,243	\$9,218	\$9,742	\$4,917	\$8,859
February	\$8,425	\$7,207	\$8,312	\$7,476	\$8,249	\$7,997	\$7,934
March	\$8,341	\$7,461	\$9,667	\$7,756	\$8,517	\$7,721	\$8,348
April	\$6,877	\$8,086	\$10,960	\$8,373	\$6,511	\$7,440	\$8,161
May	\$8,409	\$10,188	\$8,519	\$8,800	\$9,509	\$9,427	\$9,142
June	\$8,261	\$7,903	\$10,252	\$8,212	\$7,657	\$7,955	\$8,373
July	\$6,912	\$7,485	\$8,908	\$8,658	\$9,247	\$10,703	\$8,652
August	\$9,419	\$8,415	\$9,069	\$9,151	\$7,466	\$8,074	\$8,599
September	\$7,974	\$7,855	\$9,654	\$8,070	\$8,501	\$8,708	\$8,460
October	\$8,392	\$9,502	\$8,955	\$8,866	\$8,747		\$8,892
November	\$8,425	\$9,146	\$9,206	\$8,786	\$9,507		\$9,014
December	\$7,514	\$6,022	\$8,983	\$8,950	\$7,704		\$7,835
ANNUAL TOTALS	\$96,137	\$97,172	\$112,726	\$102,316	\$101,356	\$72,944	\$102,270

Topic: 3rd Quarter 2016 Strategic Planning Update

Date: October 17, 2016

The City Council approved a revision to the Strategic Plan in August 2014. As part of the implementation of the plan, a quarterly update is provided to the public and City Council. The attached Appendix has all the revised goals in the plan. The notes and implementation sections detail the actions that have been taken in that area of the plan. Recent updates are added to the below list that details the goal number and objective; not all goals and objectives are listed. Updates are also provided on the City’s website.

<p>Goal 1a. Increase business opportunities, enhance economic development and sustain growth in existing businesses /Maintain and enhance the quality of existing structures</p>
<p><i>Objective: Develop and maintain a central point of information related to starting a business in South Hutchinson including incentives and available land and buildings.</i></p> <ul style="list-style-type: none"> • The rebuild website went live on February 1. The revised “Doing Business” section serves as the one point of contact for those interested in starting a business in South Hutchinson. • The City Administrator has also been working with the Hutchinson / Reno County Chamber of Commerce on standardized information on the community for new projects that come through the Chamber.
<p><i>Objective: Foster a positive environment for entrepreneurial development</i></p> <ul style="list-style-type: none"> • The City Administrator is chairman of Reno County E-Community in 2015-2016. The E-Community program will be providing an entrepreneurial education in the form of a boot camp program in Colorado Springs and through the 8-week ICE House program in partnership with HCC.
<p><i>Objective: Develop entrepreneurial opportunities for USD 309 students that could be incorporated into a project based learning model.</i></p> <ul style="list-style-type: none"> • E-Communities sponsored the Reno County Youth Entrepreneurship Competition on March 8, 2017. Reno County schools will be participating including USD 309 schools. • Staff have been contacted to provide input into a facility study for USD 309 that could potentially result in more opportunity for South Hutchinson students.

<p>Goal 1b: Promote job creation to increase retail growth and increase population</p>
<p><i>Objective: Develop a core retail growth zone and provide infrastructure for new/expanded development.</i></p> <ul style="list-style-type: none"> • The Frontier Commerce Park will completed its infrastructure in 2016 or early 2017. The Lighthouse Landing RV Park and Cabins are open now. • A hotel feasibility study was completed in April 2015 for a potential new upper mid level hotel brand. The hotel developers are currently looking for investors and have re-engaged the city to discuss the project further. • Love’s Travel Center will be on the corner Des Moines West and Main Street. Design work is completed and construction will start ASAP. • Rottinghaus Real Estate has purchased the property in front of the Quality Inn and plans to build a Subway though no definite plan has been established. • The Applewood Restaurant at the truck stop has been open since May 2016. • A new development tentatively planned on the east side of K-96 has been delayed. Traffic study will be needed on the site and it is awaiting annexation.

<p><i>Objective: Actively seek opportunities for investment in retail development leveraging private and public funds when appropriate.</i></p> <ul style="list-style-type: none"> Wichita Tractor Company built a new facility at Avenue D and Main. The facility opened in May 2016. Simply Good Wholesales has rented the ALCO building for a three month trial on a discount store and possibly a distribution center. If the trial goes well, the business plans on purchasing the building.
<p><i>Objective: Actively seek to identify, secure and develop sites for future industrial, commercial and retail development consistent with desired industries and financial capacity.</i></p> <ul style="list-style-type: none"> Sun Valley Inc. has successfully petitioned for \$5.5 million in IRBs for a warehousing project in the Wilbeck Industrial area. Staff is a member of the Reno County Chamber of Commerce on Industrial Site Development team. The leading non-rail served site would be in South Hutchinson territory and is in the initial stage of development. An additional rail served site is also being considered, but due to complications with ownership will probably only be used for specific clients and not as a full industrial park.
<p><i>Objective: Promote the establishment of housing developments that provide housing for various income levels.</i></p> <ul style="list-style-type: none"> The Southern Hills Development is in the design stage. A private developer has purchased the property and plans three phases. Homes would be starter homes in the \$145,000-\$165,000 range.

<p>GOAL 2: Develop and implement a formal plan to improve the appearance of Main Street and major gateways</p>
<p><i>Develop zoning modifications to promote redevelopment of commercial corridors and control the type of structures consistent with a vibrant community.</i></p> <ul style="list-style-type: none"> The City’s Comprehensive Plan was adopted on March 7. The code makes limited provisions for zoning changes. Further work will need to be completed to established mixed use zoning classifications.

<p>GOAL 3: Create and promote a unique identity for South Hutchinson</p>
<p><i>Objective: Explore opportunities for a monthly/quarterly newsletter or community happenings that would encourage more engagement.</i></p> <ul style="list-style-type: none"> The City mailed out a summer newsletter in May 2016. A winter letter is planned for late 2016.
<p><i>Objective: Encourage the continuation of annual community events and the development of more opportunities that encourage community interaction</i></p> <ul style="list-style-type: none"> SHPD and SHFD hosted the annual bike skills clinic at the ALCO parking lot on June 4. The event is a partnership between the departments and the Reno County Development Group. Staff worked with the organizers of the Salt Fest Car Show and helped facilitate the event. The Fiesta at OLG Church was the first weekend of June. The 2016 Trunk or Treat event is scheduled for Saturday, October 29 from 4-6PM. The Food Policy Council hosted a Farmer’s Market on Tuesday nights, 5-7PM from May to October. Concerts for the Cause held a concert in August at the Community Center. Future concerts are planned. A large citywide July 4th event is being planned for 2017. The event will include a concert and fireworks show.

GOAL 6: Sustain and expand programs to maintain a high quality of life and build community pride.

Objective: Develop and complete a community center project to provide a gathering point for the community's use.

- The City completed the community center in June. Rentals will begin being accepted for August 2016.

Objective: Continue to enhance existing parks and green spaces and seek opportunities for park expansions when feasible

- The Food Policy Council held a farmers market in 2016 and is also pursuing a community garden project with grant funds.
- The City is working with the Hutchinson Kennel Club to bring their main training facility to South Hutchinson within the main city park near Avenue B and Washington.

Objective: Develop partnerships with local organizations to expand health, wellness and recreational opportunities for all age groups.

- Journey Mennonite Church on an expansion project which will add a gymnasium space to the community.
- Working with the Church League on potential programming options including enhanced used of Lionette Field.
- Staff working as a member of the HEAL Reno County team promotes trail use and active transportation.

GOAL 7: Sustain and improve infrastructure throughout the community to enhance quality of life and provide for long-term growth.

Objective: Develop a multi-year plan to surface all streets by 2024 with special attention paid to pedestrian access in accordance with the master trails, pathways and sidewalk plan in Goal 6.

- Council approved moving forward with a three phase plan to surface all the remaining gravel streets in South Hutchinson. Phase 1 was delayed due to funding, but will be revised by the Council at a later date.

Develop a model for the water system and a multi-year improvement plan focused on sustainability and quality of the water supply.

- In March 2016, the Council received the final Water Model provided by PEC. From that model it was determined that pursuit of additional water rights and treatment would be needed for future development.

Objective: Investigate options for improved street lighting in the community that enhances safety and improves efficiency.

- Working with Westar on LED street lighting. All new lights installed in town are currently LED street lights.

Objective: Invest in incremental improvements in current City facilities that improve efficiency and lower long-term operations and maintenance costs

- Council approved proposals for backup power generation for water wells and lift stations in 2015.
- Council approved the UV Modification project on July 6. Project was completed in March 2016.
- Council approved moving to an SENSUS water meter system. Change out to be completed in 2017.

Appendix B: Revised Goals and Objectives 2014

Goal 1a: Increase business opportunities, enhance economic development and sustain growth in existing businesses /Maintain and enhance the quality of existing structures (9 steering committee votes)			
Approved	Objective	Status	Notes
July 2011	Create a task force comprised of a cross-section of South Hutchinson business owners (large and small), Hutchinson/Reno County Chamber of Commerce representatives and South Hutchinson city officials to develop specific objectives and strategies utilizing current economic development data, trends and information from this strategic planning process.	Completed Feb 2012	Work was completed in Feb 2012. Several Recommendations were adopted by the City Council in Nov 2011
July 2011	Explore financial incentives for new, creative, young entrepreneurs and foster better relationships with existing organizations and programs for entrepreneurs.	Initiated Ongoing	Some incentive programs established; partnerships include the Reno County E-Community program and the Youth Entrepreneurship Competition
July 2011	Develop and maintain a central point of information related to starting a business in South Hutchinson including incentives and available land and buildings.	Completed Fall 2011	Southhutch.com added functionality and content to achieve this goal
August 2014	Foster a positive environment for entrepreneurial development	Initiated Ongoing	Working with E-Communities program to promote entrepreneurship including the ICE House program, Destination Boot Camp, Youth Entrepreneur Competition
August 2014	Develop entrepreneurial opportunities for USD 309 students that could be incorporated into a project based learning model.	Initiated Ongoing	E-Communities is hosting Youth Entrepreneurship Competition on March 8 @ HCC. Local schools will participate including USD 309
Lead organization: City and the Quest Center for Entrepreneurs in partnership with the Hutchinson/Reno County Chamber of Commerce, USD 309, local businesses and other economic development organizations.			
Target Date for Initiation: All Objectives initiated by January 2015			

Appendix B: Revised Goals and Objectives 2014

Goal 1b: Promote job creation to increase retail growth and increase population (9 votes)			
Approved	Objective	Status	Notes
July 2011	Refer to short-term economic development task force described in Goal 1a.	Completed Feb 2012	Work was completed in Feb 2012. Several Recommendations were adopted by the City Council in Nov 2011
July 2011	Explore incentives for retail development.	Completed Fall 2011	Retail Sales Tax Rebate program, Utility Credit program and Infrastructure Assistance program were passed by City Council Nov 2011
July 2011	Utilize Buxton study to directly recruit retailers and developers.	Initiated Ongoing	Initial contact with targeted top 10 retailers completed in 2011. Active recruitment continues
July 2011	Develop a core retail growth zone and provide infrastructure for new/expanded development.	Initiated Ongoing	Frontier Commerce Park opened in 2016; Love's will open in 2017. Subway targeting 2017.
August 2014	Actively seek opportunities for investment in retail development leveraging private and public funds when appropriate.	Initiated Ongoing	Wichita Tractor Company will be opened in April. Simply Good Wholesale will be in the ALCO building starting in November 2016.
August 2014	Actively seek to identify, secure and develop sites for future industrial, commercial and retail development consistent with desired industries and financial capacity.	Initiated Ongoing	Future Industrial Sites are being developed by the Hutch/Reno County Chamber.
August 2014	Promote the establishment of housing developments that provide housing for various income levels.	Initiated Ongoing	Southern Hills was sold to a private developer who will pursue starter homes in Feb 2017.
Lead organization: City in partnership with private investors, the Hutchinson/Reno County Chamber of Commerce, and other economic development organizations.			
Target Date for Initiation: All Objectives initiated by January 2015			

Goal 2: Develop and implement a formal plan to improve the appearance of Main Street and major gateways (8 votes)			
Approved	Objective	Status	Notes
July 2011	Develop minimum landscaping requirements for businesses along Main Street.	Initiated Ongoing	More discussion and work will be needed for this target to be completed
July 2011	Research and form committee to apply for grants for trees.	Completed Jan 2012	Green Space, Parks and Recreation Committee formed in 2012
July 2011	Identify a “core area” for South Hutchinson.	Completed Fall 2011	Between Blanchard and 6 th Avenue on Main Street.
July 2011	Utilize City resources to purchase Main Street properties when they become available.	Initiated Ongoing	
July 2011	Increase number of crosswalks along Main Street.	Uninitiated	
July 2011	Study existing bike path and analyze danger of location adjacent to major thoroughfare with heavy truck traffic.	Uninitiated	
July 2011	Seek financial incentives to promote beautification (curb appeal) of existing businesses.	Initiated Ongoing	
August 2014	Develop a plan to smooth the transition between residential neighborhoods, industrial areas and Main Street on the West Blanchard and West 6 th Avenue	Uninitiated	
August 2014	Develop zoning modifications to promote redevelopment of commercial corridors and control the type of structures consistent with a vibrant community.	Initiated	Partially addressed in Comprehensive Plan update adopted in March 2016. Further work will be needed for mixed use zoning.
Lead organization: City			
Target Date for Initiation: All Objectives initiated by December 2015			
Suggestions related to community wide beautification:			
<ul style="list-style-type: none"> • Recruit a group of volunteers to beautify specific areas. • Host annual community Clean-up Day. • Flags or ground banners for special occasions such as Memorial Day or Veteran’s Day 		<ul style="list-style-type: none"> • Create a program to increase planting of vegetation by children • Involve upper elementary students (5th or 6th graders) in community beautification projects. • More public green spaces or gathering points that are pedestrian friendly 	

Appendix B: Revised Goals and Objectives 2014

GOAL 3: Create and promote a unique identity for South Hutchinson (8 votes)			
Approved	Objective	Status	Notes
July 2011	Assign this issue to the City’s current marketing consulting firm with a timeline for completion.	Completed Sept 2011	Work was completed in Sept 2011. Marketing plan presented at that time for implementation
July 2011	Create a logo to identify the industrial base of South Hutchinson; a community “icon” such as Manhattan’s “Little Apple”.	Completed Jan 2012	New logo developed around the concept of Southern Hospitality – Kansas Style
July 2011	Promote South Hutchinson as “Jobs Capitol of Kansas”.	Completed Sept 2011	Marketing plan focused on promotion of other positive elements of the community in building a community identity.
August 2014	Implement elements of the City’s marketing plan to build more recognition of the City’s new logo and position the community for long-term success and recognition.	Initiated Ongoing	Additional work will be needed including funding from transient guest tax.
August 2014	Explore opportunities for a monthly/quarterly newsletter or community happenings that would encourage more engagement.	Initiated	The City sent out a summer news update in May 2016. A winter update will be coming in 2016.
August 2014	Encourage the continuation of annual community events and the development of more opportunities that encourage community interaction	Initiated Ongoing	Salt Fest Car Show, Fiesta at OLG and Trunk or Treat continued in 2016. Farmers Market on Tuesday, 5-7 PM at the Community Center. Concerts for the Cause will be utilizing the community center in 2017. July 4 th event in 2017
Lead organization: City, Market South Hutchinson, South Hutchinson Chamber, local churches and community groups			
Target Date for Initiation: All Objectives initiated by January 2015			

Goal 4: Identify and develop the assets unique to South Hutchinson that can be used to make South Hutchinson a destination (8 votes)			
Approved	Objective	Status	Notes
July 2011	Assign this issue to the City’s current marketing consulting firm with a timeline for completion.	Completed Sept 2011	Work was completed in Sept 2011. Marketing plan presented at that time for implementation
July 2011	Create a Facebook page to market South Hutchinson as a destination (can be used to market to potential businesses and promote events and school activities).	Completed Jan 2011	Facebook.com/southhutch has 1094 subscribers and has been active since January 2011.
August 2014	Study the development of regional significant retail and commercial development and seek private developers for potential projects	Initiated Ongoing	Actively pursuing several potential developments at K-96 / US-50
August 2014	Seek opportunities to develop identified community assets to provide unique opportunities for residents and visitors	Initiated Ongoing	
August 2014	Incorporate defined assets into marketing materials targeted to visitors	Initiated Ongoing	Additional funding from the transient guest tax will be used to update in 2017.
Lead organization: City, Hutchinson/ Reno County Chamber of Commerce, South Hutchinson Chamber			
Target Date for Initiation: All Objectives initiated by July 2015			
Current Assets Defined by Steering Committee:		Potential Assets Defined by the Steering Committee	
<ul style="list-style-type: none"> • <i>South Hutchinson Elementary School</i> • <i>Variety of churches</i> • <i>Friendly people</i> • <i>Industries—Collins Industries, Morton Salt, Tyson Foods, Stutzman Refuse Disposal, American Packaging Corporation</i> • <i>Tremendous labor market</i> • <i>Best of both urban and rural worlds</i> • <i>Great major highways—highways 14, 96, 50, 61</i> • <i>ATV and dirt bike trails in river bed</i> 		<ul style="list-style-type: none"> • <i>A center for vocational training (i.e., Collins Industries, one of the largest bus manufacturers and a source of employment)</i> • <i>A destination restaurant—unique like the hamburger restaurant in Castle Rock, CO, named CRAVE—unique food option unlike anything in nearby Hutchinson</i> 	

GOAL 5: Increase opportunities for young adult involvement in community project, government and leadership roles (8 votes)			
Approved	Objective	Status	Notes
July 2011	Develop a “young professionals” group or partner with a similar group in Hutchinson	Completed Sept 2011	Efforts to create a new organization were dropped for more promotion of current group
July 2011	Seek partnerships with Hutchinson/Reno County Chamber’s leadership program; develop a smaller-scale version.	Completed Jan 2012	Efforts have been made to increase representation from South Hutch business; a smaller scale version will not be developed
July 2011	Develop mentoring programs matching existing business owners with new business owners.	Uninitiated	
July 2011	Create opportunities, partnerships, internships for upper middle school, Nickerson High School and Hutchinson Community College students to shadow and participate in activities and operations of representatives of the business community and city government (city council, economic development organizations); target students enrolled in social studies classes.	Initiated Ongoing	Worked to develop Patriots Day (September 11 th) event that has various grades visiting businesses in the community. Staff will be hosting a student from Hutch High for a project in 2017.
July 2011	Create programs to develop young leaders in government—youth council, young professionals council.	Initiated Ongoing	
July 2011	Create a program to recruit community and business volunteers in the schools	Uninitiated	
July 2011	Expand existing partnerships involving South Hutchinson Elementary School and city fire and police departments.	Initiated Ongoing	SHPD and SHFD have expanded programming and safety efforts
Lead organization: USD 309 Nickerson – South Hutchinson school district with assistance from South Hutchinson Chamber of Commerce, Hutchinson/Reno County Chamber of Commerce and City			
Target Date for Initiation: All Objectives initiated by August 2015			

GOAL 6: Sustain and expand programs to maintain a high quality of life and build community pride.			
Approved	Objective	Status	Notes
August 2014	Develop and complete a community center project to provide a gathering point for the community's use.	Initiated Ongoing	The Center was completed in June and began being used in August 2016.
August 2014	Develop a master plan for trails, pathways and sidewalks that maximizes the walk-ability of the community and connects all areas of town safely including parks, green spaces, SHES, churches and other amenities	Initiated	
August 2014	Continue to enhance existing parks and green spaces and seek opportunities for park expansions when feasible	Initiated Ongoing	FPC opening a farmers market and potentially a community garden. The Kennel Club is discussing a potential move to the park area. Discussion regarding potential park improvements is ongoing.
August 2014	Develop partnerships with local organizations to expand health, wellness and recreational opportunities for all age groups.	Initiated Ongoing	Journey Mennonite Church began construction on a gymnasium facility that can be utilized by the community.
Lead organization: City, South Hutchinson Chamber of Commerce, local churches and community groups			
Target Date for Initiation: All Objectives initiated by July 2016			

GOAL 7: Sustain and improve infrastructure throughout the community to enhance quality of life and provide for long-term growth.			
Approved	Objective	Status	Notes
August 2014	Develop a multi-year plan to surface all streets by 2024 with special attention paid to pedestrian access in accordance with the master trails, pathways and sidewalk plan in Goal 6	Initiated	Phase 1 was put on hold due to financial concerns. Additional discussion will take place.
August 2014	Develop a model for the water system and a multi-year improvement plan focused on sustainability and quality of the water supply	Initiated	Water model was completed in February 2016.
August 2014	Develop a model for the waste water system and based on that information, a multi-year improvement plan focused on sustainability	Initiated	Wastewater model is tentatively set to begin in 2017
August 2014	Develop a master storm water management plan	Uninitiated	
August 2014	Investigate options for improved street lighting in the community that enhances safety and improves efficiency	Initiated	Westar is replacing old lights with new LED lights as needed.
August 2014	Invest in incremental improvements in current City facilities that improve efficiency and lower long-term operations and maintenance costs	Initiated	Backup power generation is in place, UV modifications are in place. Metering infrastructure has been approved and will be installed in 2016.
August 2014	Develop master operational plans for public services and facilities based on service demands to provided scalable solutions for future growth	Uninitiated	
Lead organization: City			
Target Date for Initiation: All Objectives initiated by August 2017			