

-
- A. **CALL TO ORDER/ROLL CALL**
__Nisly __Schmidt __Weber __Garretson __Fairbanks __Scofield
- B. **PLEDGE OF ALLEGIANCE**
- C. **APPROVAL OF AGENDA (ADDITIONS/DELETIONS)**
- D. **CITIZEN COMMENTS**
- E. **HEARINGS, PRESENTATIONS, PROCLAMATIONS & RECOGNITIONS**
- F. **CONSENT AGENDA**
1. Approval of Minutes – Regular Meeting, March 21, 2022
2. Approval of Invoices
- Motion _____ Second _____ Vote _____
- G. **ACTION ITEMS**
- H. **DISCUSSION ITEMS**
1. Website Update
2. Municipal Code Codification
3. Independence Day Fireworks Show
4. Miscellaneous Items
- I. **CITY ADMINISTRATOR’S REPORT**
- J. **GOVERNING BODY COMMENTS**
- K. **EXECUTIVE SESSION**
1. Preliminary discussion on the acquisition of real property
2. Attorney-Client Privilege
- L. **ADJOURNMENT**

Meeting Date: April 4, 2022
Department: Administration
Prepared By: Joseph Turner, City Administrator
Agenda Title: Consent Agenda

Background/Analysis – Consent agendas are designed to take routine business items, non-controversial items, and other matters where a consensus has been reached and combine them into one single motion and vote. Items on the consent agenda should not be discussed or debated by the governing body. Any member of the governing body may elect to pull an item from the consent agenda for a separate vote.

Notable Items:

- Approval of Minutes from March 21, 2022 regular meeting
- Approval of Invoices

Recommendation – Motion to approve the consent agenda as presented.

Exhibit A – Minutes from March 21, 2022 Regular Meeting

Exhibit B – AP Invoices

A. CALL TO ORDER/ROLL CALL

X Nisly Schmidt X Weber X Garretson X Fairbanks X Scofield

B. PLEDGE OF ALLEGIANCE

C. APPROVAL OF AGENDA (ADDITIONS/DELETIONS)

D. CITIZEN COMMENTS

E. HEARINGS, PRESENTATIONS, PROCLAMATIONS & RECOGNITIONS

F. CONSENT AGENDA

1. Approval of Minutes – Regular Meeting, March 7, 2022
2. Approval of Invoices
3. Approval of Resolution No. 22-586 GAAP Waiver for 2022

Motion: Scofield *Second:* Weber *Vote:* 4-0

G. ACTION ITEMS

1. Joining Kansas Municipal Insurance Trust (KMIT)

ACTION: Motion to authorize the Mayor to sign Resolution No. 22-587 and the KMIT bylaws/interlocal agreement.

Motion: Weber *Second:* Scofield *Vote:* 4-0

2. Bank Account Set-up

ACTION: Motion to authorize the City Clerk to open a money market account.

Motion: Garretson *Second:* Scofield *Vote:* 4-0

3. Purchase of Generator for Well #4

ACTION: Motion to authorize the purchase of generator from Foley Power Solutions in the amount of \$39,700 to be paid out of Capital Improvements.

Motion: Fairbanks *Second:* Scofield *Vote:* 4-0

4. Baseball Field Lease Agreement

ACTION: Motion to authorize the City Administrator to enter into a lease agreement with Hutch Home Plate Club LLC.

Motion: Weber *Second:* Fairbanks *Vote:* 4-0

5. Insurance Policy Renewal

ACTION: Motion to approve the EMC renewal with the higher deductible and ACV on the Treatment Plant.

Motion: Fairbanks *Second:* Garretson *Vote:* 4-0

H. **DISCUSSION ITEMS**

1. Snow Routes & Snow Plowing-Keep status quo on how public works plows streets
2. Brush Dump/Burn Pile Issues-Putting up gate and posting time to dump
3. Water Utility Service Truck Purchase

ACTION: Motion to authorize the City Administrator to purchase a Water Utility Truck not to exceed \$55,000.

Motion: Scofield

Second: Fairbanks

Vote: 4-0

I. **CITY ADMINISTRATOR'S REPORT**

J. **GOVERNING BODY COMMENTS**

K. **EXECUTIVE SESSION**

L. **ADJOURNMENT**

Motion: Fairbanks

Second: Scofield

Vote: 4-0

**Invoice Approval List
April 4, 2022**

| Gen Gov | Description | Vendor | Inv. Amt |
|-----------------|-------------------------------|-------------------------|--------------------|
| 101-101-6000 | Phone System | Vaspian | \$118.50 |
| 101-101-6002 | Attorney Service | Stan Juhnke | \$2,000.00 |
| 101-101-6002 | Computer Support | Leading Edge Technology | \$111.00 |
| 101-101-6002 | Insurance fee | Freedom Claims | \$3,977.09 |
| 101-101-7002 | LED lights | Lowe's | \$62.15 |
| 101-101-7005 | Reimbursement | Joseph Turner | \$350.00 |
| | | | \$6,618.74 |
| Police | Description | Vendor | Inv. Amt |
| 101-102-6000 | Phone System | Vaspian | \$288.00 |
| 101-102-6002 | Computer Support | Leading Edge Technology | \$872.51 |
| 101-102-6002 | Amazon membership | First Bank Card | \$12.99 |
| 101-102-6012 | Training-Domestic Violence | First Bank Card | \$160.00 |
| 101-102-7001 | Hotel and meals | First Bank Card | \$511.02 |
| 101-102-7003 | Fuel | Bridgman | \$1,018.05 |
| 101-102-7006 | Install rack and pinion | Allen Samuels | \$366.45 |
| | | | \$3,229.02 |
| Street | Description | Vendor | Inv. Amt |
| 101-103-6000 | Phone System | Vaspian | \$85.00 |
| 101-103-6002 | Computer Support | Leading Edge Technology | \$96.67 |
| 101-103-6003 | Uniform cleaning | Unifirst | \$77.98 |
| 101-103-7002 | Tires | First Bank Card | \$213.99 |
| 101-103-7002 | Water pump | Murphy Tractor | \$454.77 |
| 101-103-7002 | Cordless DeWalt set | Lowe's | \$167.52 |
| 101-103-7003 | Fuel | Bridgman | \$292.61 |
| | | | \$1,388.54 |
| Fire | Description | Vendor | Inv. Amt |
| 101-104-6000 | Phone System | Vaspian | \$67.50 |
| 101-104-6002 | Computer support | Leading Edge Technology | \$106.23 |
| 101-104-6003 | Ladder | Weis Fire | \$367.50 |
| 101-104-6003 | Axle Boot | First Bank Card | \$147.78 |
| 101-104-6004 | Routine analysis | Trace Analytics | \$360.32 |
| 101-104-6004 | Quicken membership | First Bank Card | \$56.28 |
| 101-104-7001 | Hotel, water and turnpike fee | First Bank Card | \$302.07 |
| 101-104-7002 | Soap, kleenex, batteries | First Bank Card | \$70.26 |
| 101-104-7011 | Saw oil | Westlake | \$23.98 |
| 101-104-8000 | Fire hoses | Danko | \$1,521.00 |
| | | | \$3,022.92 |
| Court | Description | Vendor | Inv. Amt |
| 101-106-6016 | Judge Service | Larry Bolton | \$1,100.00 |
| 101-106-6016 | Attorney service | Rick Roberts | \$1,100.00 |
| 101-106-6018 | Court Apt Atty | Jennifer Lautz | \$375.00 |
| 101-106-6018 | Court Apt Atty | Benjamin Fisher | \$150.00 |
| | | | \$2,725.00 |
| Non Dept | Description | Vendor | Inv. Amt |
| 101-109-6026 | Refuse Payment | Nisly Brothers | \$8,772.73 |
| | | | \$8,772.73 |
| | | GENERAL TOTAL | \$25,756.95 |

**Invoice Approval List
April 4, 2022**

| Water | Description | Vendor | Inv. Amt |
|--------------------|-----------------------------|-------------------------|--------------------|
| 201-000-6002 | Computer Support | Leading Edge Technology | \$151.45 |
| 201-000-6003 | Uniform cleaning | Unifirst | \$77.97 |
| 201-000-7000 | Postage for Permit 69 | USPS | \$600.00 |
| 201-000-7002 | Blades and switches | Westlake | \$46.57 |
| 201-000-7002 | Shipping of water samples | First Bank Card | \$8.70 |
| 201-000-7002 | Gloves | Tractor Supply | \$21.98 |
| 201-000-7002 | Cordless DeWalt set | Lowe's | \$167.52 |
| 201-000-7003 | Fuel | Bridgman | \$277.05 |
| 201-000-8013 | Water protection fee | KS Dept of Revenue | \$1,734.35 |
| | | | \$3,085.59 |
| | | | |
| Sewer | Description | Vendor | Inv. Amt |
| 301-000-6002 | Computer Support | Leading Edge Technology | \$151.45 |
| 301-000-6002 | KDHE Compliance | PEC | \$605.00 |
| 301-000-6003 | Uniform cleaning | Unifirst | \$77.97 |
| 301-000-7000 | Postage for Permit 69 | USPS | \$600.00 |
| 301-000-7002 | Cordless DeWalt set | Lowe's | \$167.51 |
| 301-000-7002 | Certification for Ronnie | KDHE | \$20.00 |
| 301-000-7002 | Wire nuts | Westlake | \$9.98 |
| 301-000-7002 | PVC, pipe compound | Ferguson | \$68.33 |
| 301-000-7003 | Fuel | Bridgman | \$136.15 |
| | | | \$1,836.39 |
| | | | |
| ASAP | Description | Vendor | Inv. Amt |
| 801-000-6004 | Restitution | Royce Ryan | \$65.00 |
| 801-000-6004 | Restitution | Jeremy Smith | \$100.00 |
| 801-000-6004 | Restitution | South Hutch Municipal | \$435.00 |
| | | | \$600.00 |
| | | | |
| Capital Imp | Description | Vendor | Inv. Amt |
| 902-000-8022 | Scott Blvd Bridge-Final bid | Schwab | \$2,240.00 |
| | | | \$2,240.00 |
| | | | |
| | | GRAND TOTAL | \$33,518.93 |

Meeting Date: April 4, 2022
Department: Administration
Prepared By: Joseph Turner, City Administrator
Agenda Title: Website Redesign & Update

Background/Analysis – Our current website is hosted by CivicPlus and we currently pay \$4,000 per year for this service. Our renewal date is late May.

I have been looking at alternatives to find a lower cost option while maintaining core functionality. I am considering MunicipalImpact.com. They are the vendor of choice for over 400 municipalities and more than 1,000 rural water districts.

Their niche is catering to small towns and systems that do not need all the expensive bells and whistles provided by other vendors like CivicPlus. I believe they are more than sufficient to meet our needs.

Most importantly, their website builder tool is much simpler and easier to understand compared to CivicPlus. It will be much easier for staff to update and modify the site as needed.

Also, they are very reasonable on price with an annual maintenance fee of \$797.50 and a one-time set-up fee of \$399. A demo site can be viewed at the following address:

<https://munidemo7.municipalimpact.com/>

The Village of Mt. Zion in Illinois is a current customer, and their site can be view here:

<https://mtzion.com/home>

Meeting Date: April 4, 2022
Department: Administration
Prepared By: Joseph Turner, City Administrator
Agenda Title: Municipal Code Codification

Background/Analysis – The process to begin updating our city’s municipal code and consolidating it into one document that could be hosted online for easy reference was initiated shortly before I arrived. After I arrived, I sent all of our documents to our vendor to be scanned and edited into a preliminary document.

We recently received our initial draft version which can now be viewed online at the following link: <http://southhutchks.citycode.net/>

It is a 400+ page document that must be read and reviewed in detail.

When I was appointed the city administrator in Sedgwick, we were coincidentally going through the same exact process. However, the governing body wanted to be involved with reviewing the document and suggesting edits. This was a very laborious process and one that I do not recommend as it dragged out the process for months.

My recommendation would be to allow myself and staff to review the document, develop a list of suggested edits, and then submit these findings to the governing body for review and sign-off. Be advised that this requires a significant time investment on my part.

The primary benefit of this project is that our city staff and attorney will have our entire municipal code located in one place and we will not need to manually search through files to find the most current and up to date version of respective ordinances.

Meeting Date: April 4, 2022
Department: Administration
Prepared By: Joseph Turner, City Administrator
Agenda Title: Independence Day Fireworks Show Update

Background/Analysis – City staff have been working to establish an Independence Day fireworks show/festival this year. We will update the governing body on these efforts and solicit additional feedback and direction.

Monthly Water Rights Perfection Report

| 2022 Water Usage (gal.) | | | | |
|--------------------------------|-------------|-------------|-------------|-------------|
| | Well #3 | Well #4 | Well #5 | Total |
| January | 3,901,600 | 10,857,400 | 5,757,600 | 20,516,600 |
| February | 274,300 | 12,465,100 | 6,934,000 | 19,673,400 |
| March | 60,500 | 13,965,900 | 7,496,700 | 21,523,100 |
| April | 0 | 0 | 0 | 0 |
| May | 0 | 0 | 0 | 0 |
| June | 0 | 0 | 0 | 0 |
| July | 0 | 0 | 0 | 0 |
| August | 0 | 0 | 0 | 0 |
| September | 0 | 0 | 0 | 0 |
| October | 0 | 0 | 0 | 0 |
| November | 0 | 0 | 0 | 0 |
| December | 0 | 0 | 0 | 0 |
| | 4,236,400 | 37,288,400 | 20,188,300 | 61,713,100 |
| Auth. Qty. | 139,610,000 | 144,310,000 | 148,110,000 | 349,433,000 |
| Amt. to Perfect | n/a | 107,021,600 | 127,921,700 | n/a |

| CITY SALES TAX | | | | | | | | | | | | | |
|----------------|--------------------|----------------------|--------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|------------|
| | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC | TOTAL |
| 2012 | 15,808.41 | 14,414.34 | 14,922.46 | 16,171.83 | 20,375.01 | 15,805.43 | 14,969.56 | 16,830.66 | 15,709.17 | 19,003.21 | 18,291.50 | 12,043.29 | 194,344.87 |
| 2013 | 20,485.16 | 16,624.15 | 19,333.73 | 21,919.03 | 17,038.08 | 20,504.42 | 17,816.75 | 18,138.29 | 19,307.16 | 17,909.40 | 18,411.01 | 17,966.57 | 225,453.75 |
| 2014 | 18,436.62 | 14,952.95 | 15,511.23 | 16,746.43 | 17,600.00 | 16,424.35 | 17,315.56 | 18,301.92 | 16,139.81 | 17,731.67 | 17,571.41 | 17,900.21 | 204,632.16 |
| 2015 | 19,483.21 | 16,498.15 | 17,034.04 | 13,022.30 | 19,018.23 | 15,313.06 | 18,493.57 | 14,932.47 | 17,002.07 | 17,494.52 | 19,014.53 | 15,406.79 | 202,712.94 |
| 2016 | 9,834.83 | 15,994.87 | 15,442.34 | 14,880.06 | 18,854.01 | 15,910.67 | 21,406.51 | 16,148.75 | 17,416.92 | 20,494.74 | 25,132.05 | 17,146.91 | 208,662.66 |
| 2017 | 16,145.57 | 16,987.60 | 18,262.12 | 16,873.87 | 18,279.71 | 22,832.76 | 16,972.56 | 20,072.61 | 17,717.09 | 18,810.89 | 22,009.36 | 15,479.48 | 220,443.62 |
| 2018 | 17,126.80 | 16,721.92 | 16,974.30 | 15,360.20 | 17,809.87 | 16,801.84 | 19,119.45 | 19,954.16 | 19,321.10 | 21,131.72 | 17,555.00 | 13,065.07 | 210,941.43 |
| 2019 | 21,386.54 | 18,030.74 | 16,969.14 | 16,162.34 | 20,093.09 | 17,501.23 | 17,980.89 | 16,207.60 | 22,634.98 | 17,593.51 | 21,227.64 | 20,458.10 | 226,245.80 |
| 2020 | 20,099.08 | 20,513.44 | 19,147.44 | 17,604.04 | 24,066.23 | 24,650.88 | 21,161.63 | 26,713.04 | 21,828.47 | 24,534.88 | 22,107.44 | 22,486.04 | 264,912.61 |
| 2021 | 23,018.32 | 27,016.24 | 24,670.73 | 21,656.91 | 27,005.88 | 29,136.54 | 26,206.27 | 22,316.73 | 26,762.28 | 24,516.00 | 22,633.47 | 30,038.70 | 304,978.07 |
| 2022 | 25,618.40 | 24,785.31 | 29,597.25 | | | | | | | | | | 80,000.96 |
| | 2,600.08 11.30% | (2,230.93) -8.26% | 4,926.52 19.97% | | | | | | | | | | |

CITY SPECIAL SALES TAX (403 - Street/Economic Development)

| | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC | TOTAL |
|------|--------------------|----------------------|--------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|------------|
| 2012 | 7,904.21 | 7,207.17 | 7,461.23 | 8,085.92 | 10,187.50 | 7,902.72 | 7,484.78 | 8,415.33 | 7,854.58 | 9,501.60 | 9,145.75 | 6,021.65 | 97,172.44 |
| 2013 | 10,242.58 | 8,312.07 | 9,666.87 | 10,959.51 | 8,519.04 | 10,252.21 | 8,908.37 | 9,069.15 | 9,653.58 | 8,954.70 | 9,205.51 | 8,983.28 | 112,726.87 |
| 2014 | 9,218.31 | 7,476.48 | 7,755.62 | 8,373.21 | 8,800.00 | 8,212.18 | 8,657.78 | 9,150.96 | 8,069.91 | 8,865.83 | 8,785.70 | 8,950.10 | 102,316.08 |
| 2015 | 9,741.60 | 8,249.07 | 8,517.02 | 6,511.15 | 9,509.11 | 7,656.53 | 9,246.79 | 7,466.23 | 8,501.03 | 8,747.24 | 9,507.27 | 7,703.40 | 101,356.44 |
| 2016 | 4,917.41 | 7,997.43 | 7,721.17 | 7,440.03 | 9,427.01 | 7,955.34 | 10,703.26 | 8,074.37 | 8,708.46 | 10,247.37 | 12,566.02 | 8,573.45 | 104,331.32 |
| 2017 | 8,072.79 | 8,493.80 | 9,131.07 | 8,436.94 | 9,139.85 | 11,416.39 | 8,486.29 | 10,036.31 | 8,858.55 | 9,405.45 | 11,004.68 | 7,739.74 | 110,221.86 |
| 2018 | 8,563.40 | 8,360.97 | 8,487.15 | 7,680.11 | 8,904.94 | 8,400.93 | 9,559.72 | 9,977.08 | 9,660.55 | 10,565.86 | 8,777.50 | 6,532.54 | 105,470.75 |
| 2019 | 10,693.28 | 9,015.38 | 8,484.58 | 8,081.18 | 10,046.55 | 8,750.62 | 8,990.45 | 8,103.81 | 11,317.50 | 8,796.76 | 10,613.83 | 10,229.05 | 113,122.99 |
| 2020 | 10,049.54 | 10,256.73 | 9,573.73 | 8,802.03 | 12,033.12 | 12,325.44 | 10,580.82 | 13,356.53 | 10,914.24 | 12,267.45 | 11,053.71 | 11,243.02 | 132,456.36 |
| 2021 | 11,509.16 | 13,508.11 | 12,335.36 | 10,828.45 | 13,502.93 | 14,568.26 | 13,103.13 | 11,158.36 | 13,381.14 | 12,258.00 | 11,316.73 | 15,019.35 | 152,488.98 |
| 2022 | 12,809.19 | 12,392.65 | 14,798.62 | | | | | | | | | | 40,000.46 |
| | 1,300.03 11.30% | (1,115.46) -8.26% | 2,463.26 19.97% | | | | | | | | | | |

COUNTY SALES TAX DISTRIBUTION

| | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC | TOTAL |
|------|--------------------|-------------------|-----------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|------------|
| 2012 | 27,722.49 | 32,018.29 | 25,457.65 | 25,016.95 | 30,239.00 | 26,341.66 | 28,283.65 | 31,833.77 | 27,115.67 | 28,846.93 | 30,141.60 | 25,223.19 | 338,240.85 |
| 2013 | 29,739.58 | 31,268.49 | 28,006.54 | 24,958.36 | 29,326.83 | 27,228.00 | 31,257.84 | 29,973.62 | 29,935.25 | 32,131.51 | 32,386.21 | 30,802.89 | 357,015.12 |
| 2014 | 29,592.93 | 33,591.22 | 29,223.43 | 28,142.62 | 27,620.82 | 33,479.80 | 32,542.78 | 31,289.61 | 31,933.41 | 33,001.66 | 34,772.00 | 29,798.50 | 374,988.78 |
| 2015 | 31,693.28 | 32,401.51 | 24,630.17 | 26,687.51 | 34,901.64 | 29,235.05 | 29,503.03 | 31,688.28 | 29,430.57 | 29,225.98 | 31,445.63 | 28,797.43 | 359,640.08 |
| 2016 | 28,002.11 | 35,737.88 | 28,770.29 | 28,001.54 | 31,614.08 | 28,495.35 | 31,072.12 | 29,060.57 | 29,731.75 | 30,167.99 | 33,621.05 | 28,348.08 | 362,622.81 |
| 2017 | 27,826.66 | 35,438.33 | 25,572.53 | 26,750.30 | 28,508.61 | 28,550.72 | 27,437.31 | 28,229.90 | 29,227.90 | 28,710.07 | 31,450.98 | 26,223.75 | 343,927.06 |
| 2018 | 28,708.06 | 41,252.15 | 26,387.02 | 26,158.62 | 28,746.57 | 27,718.43 | 28,795.37 | 30,087.86 | 27,281.56 | 31,095.74 | 28,498.35 | 26,831.95 | 351,561.68 |
| 2019 | 29,534.85 | 38,522.06 | 27,784.09 | 27,223.71 | 31,118.52 | 27,698.38 | 29,978.89 | 33,158.36 | 40,299.91 | 29,498.39 | 31,053.37 | 30,754.93 | 376,625.46 |
| 2020 | 30,432.40 | 33,277.99 | 27,831.42 | 26,346.71 | 30,732.33 | 31,743.47 | 33,427.72 | 37,020.00 | 33,479.89 | 34,573.33 | 35,964.01 | 32,318.84 | 387,148.11 |
| 2021 | 29,830.79 | 40,186.30 | 33,936.56 | 29,213.34 | 35,930.04 | 33,850.09 | 35,244.36 | 32,554.82 | 35,284.22 | 37,791.15 | 33,388.73 | 38,244.69 | 415,455.09 |
| 2022 | 34,232.35 | 43,521.35 | 34,545.33 | | | | | | | | | | 112,299.03 |
| | 4,401.56 14.76% | 3,335.05 8.30% | 608.77 1.79% | | | | | | | | | | |

COMMUNITY IMPROVEMENT DISTRICT (CID)*

| | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC | TOTAL |
|------|------------------|------------------|---------------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|--------------|
| 2017 | | | | | | | | | 2,826.84 | 2,194.44 | 4,742.34 | 1,590.62 | 11,354.24 |
| 2018 | 2,089.48 | 1,260.25 | 2,730.48 | 1,241.73 | 1,765.64 | 2,231.87 | 3,615.45 | 1,402.77 | 1,404.89 | 2,896.25 | 196.71 | 1,520.29 | 22,355.81 |
| 2019 | 2,931.09 | 1,595.72 | 1,505.30 | 827.68 | 1,048.35 | 160.73 | 1,691.17 | 3,011.36 | 1,897.28 | 168.33 | 1,688.29 | 1,848.29 | 18,373.59 |
| 2020 | 3,502.56 | 465.60 | 3,616.63 | 1,801.85 | 2,577.93 | 1,919.06 | 1,863.86 | 1,994.48 | 1,916.23 | 2,041.99 | 1,939.40 | 1,893.60 | 25,533.19 |
| 2021 | 1,855.25 | 1,937.58 | 2,772.04 | 981.78 | 2,007.38 | 1,954.12 | 1,865.66 | 2,095.23 | 2,163.56 | 2,183.60 | 1,450.71 | 2,354.63 | 23,621.54 |
| 2022 | 2,102.88 | 2,583.97 | 2,265.43 | | | | | | | | | | 6,952.28 |
| | 247.63 13.35% | 646.39 33.36% | (506.61) -18.28% | | | | | | | | | | |

* City retains 5% of the amounts collected above

PUBLIC WORKS REPORT

To: Honorable Mayor and City Council

From Ronnie Pederson, Public Works Superintendent

Re: Public Works Superintendent report for April 4th City Council Meeting

Date: March 31st, 2022

Streets

- Replaced water pump on backhoe. (In house)
- Built and installed entrance gate at public works yard.
- Loaded scrap iron and cleaned up iron piles. (Two roll-off dumpster loads)
- Hauled three dump truck loads to landfill. (Trash/debris from city yard)
- Picked up trash and debris throughout the city from recent high winds.
- Serviced and cleaned mowers.
- Replaced mailbox in the 600 block of main from snow removal.

Water

- Installed cut in on water meter setter due to leak. (214 S Valley pride rd.)
- Daily and weekly water maintenance and inspections.
- Red tag shut offs.
- Checked water meters for usage.
- Repaired water leak at water well # 4 on piping.
- Started cleaning up used fire hydrant pile. (Scrap out and save parts for reuse)
- Cleaned service trucks and buildings.
- One call utility locates.
- Service truck tire repair. (Tom and Dans tire repair)
- KRWA conference.

Wastewater

- Daily and weekly plant maintenance and inspections.
- Cleaned clarifier and UV bulbs/UV channels
- Pulled samples for KDHE state wastewater testing.
- Delivered soil samples for analysis for 503 sludge regs.
- Wasted sludge.
- Room and equipment cleaning.
- One call utility locates.
- KRWA conference.

Code enforcement

- (1) Zoning letter.
- (3) Building permits.
- (4) Inspections.

Activity Report April 4th, 2022

- We have finished the 1st Quarter of 2022. Listed below are our time standard statistics compared to the National Fire Protection Associations recommended time standards:
 - SHFD's average response time to **all calls**, the 1st quarter: **4 min and 38 sec.**
 - Grass Fires in City Limits: **4 min 59 sec.**
 - Alarm System Activations: **3 min 33 sec.**
 - Transfer Patient Care to EMS average wait time: **5 min. 6 sec.**
 - NFPA 1710 § 4.1.2.1(2) and § 4.1.2.4 describe a **60 second** "Turnout Time" benchmark objective for "EMS responses" and an **80 second** "Turnout Time" benchmark objective for "fire and special operations responses"
 - Combined, the above objectives equate to a "Response Time" benchmark time goal value of **300 seconds (5 minutes 0 seconds)** for not less than 90% of dispatched EMS incidents.
 - For fire suppression incidents, NFPA 1710 § 4.1.2.1(3) describes a "Travel Time" benchmark objective of "**240 seconds or less**" for "the arrival of the first arriving engine company..."
- SHFD will be attending a visit by Senator Moran on April 11th.
- Future Female Firefighters Camp of 2022 applications open April 1st.
- Fireworks application for Vendors open on April 1st.



CITY ADMINISTRATOR'S REPORT

To: Honorable Mayor and City Council

From: Joseph Turner, City Administrator

Re: City Administrator Report for April 4th Regular City Council Meeting

Date: April 1, 2022

KDHE Regulatory Issues & Inspections

We are still waiting on the final consent order from KDHE.

KDHE submitted their reports for their inspection of our water and wastewater systems. There were a couple of deficiencies noted along with some recommendations. We will discuss this in more detail at a later date, but overall, Superintendent Ronnie Pederson was very pleased with their findings.

KRWA Annual Water Conference

I, along with several employees, attended the annual water conference. The last two events were cancelled due to COVID. It was an informative experience. I attended sessions on water rate analysis, asset management/GIS systems, responding to FEMA disasters, as well as sessions on USDA and CDBG classes pertaining to grant funds and low-interest loans.

Three staff members sat for operator certification exams, and we will have the results in a couple of weeks.

Public Works Personnel

Former employee Allen Branscom retired at the end of 2021. He is going to come back as a part-time/seasonal employee to primarily assist us with the growing season.

We are still in the process of recruiting a full-time employee for an existing vacancy and hope to have that position filled by April 15th.

Miscellaneous

Additional matters of note will be addressed in more detail as agenda discussion items.