

A. CALL TO ORDER/ROLL CALL

__Garretson __Schmidt __Nisly __Brislin __Fairbanks __Scofield

B. PLEDGE OF ALLEGIANCE

C. APPROVAL OF AGENDA

D. CITIZEN COMMENTS

E. CONSENT AGENDA

1. Approval of Minutes – Regular Council Meeting, July 24, 2023
2. Approval of Invoices

Motion _____ Second _____ Vote _____

F. ACTION ITEMS

1. Purchase Street Signs

Motion _____ Second _____ Vote _____

G. DISCUSSION ITEMS

1. KDOT Traffic Engineering Assistance Program (TEAP) study for Main Street and Des Moines Street intersection
2. 2024 Budget Timeline
3. Engineering Firm and Planning Firm Selection
4. Leading Edge quotes

H. CITY ADMINISTRATOR'S REPORT

I. GOVERNING BODY COMMENTS

J. ADJOURNMENT

SUBMITTED BY: Jeff Schenk, City Administrator

MEETING DATE: August 14, 2023

AGENDA ITEM: Consent Agenda

BACKGROUND:

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.

DESCRIPTION:

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.

PROPOSED ITEMS:

- Approval of Minutes from the following meetings:
 - July 24, 2023, Regular Council Meeting
- Approval of Invoices

RECOMMENDATION:

Motion to approve the consent agenda as presented.

ATTACHEMENTS:

Exhibit A – Minutes from July 24, 2023, Regular Council Meeting

Exhibit B – AP Invoices

Present: Mayor Brian Garretson, Councilmembers: Jeremy Schmidt, Matt Nisly, Dina Brislin, Paul Scofield, City Administrator Jeff Schenk, City Superintendent Ronnie Pederson, Fire Chief Greg Henke, Police Chief Darrin Pickering, City Attorney Mark Tremaine.

Absent: Councilmember John Fairbanks, City Clerk Michele Nightingale

A. CALL TO ORDER/ROLL CALL

_X_Garretson _X_Schmidt _X_Nisly _X_Brislin _A_Fairbanks _X_Scofield

B. PLEDGE OF ALLEGIANCE

C. APPROVAL OF AGENDA (ADDITIONS/DELETIONS)

There were no additions or deletions.

D. CITIZEN COMMENTS

Brandon McVey, with the South Hutchinson Police Department, gave a presentation about the “Back to School Bash” that will be held on August 11, 2023. Some area businesses such as Gambino’s, GTK Storage, Agri Center and Morton Salt are contributors to the event. Brandon made a request that the City of South Hutchinson could contribute to the event as well. He mentioned that 50% of the area’s school-aged children are underprivileged. Backpacks stuffed with school supplies as well as hamburgers, hot dogs, cotton candy and snow cones could be provided, as well as possibly donating a bicycle or a manicure/pedicure for a local teacher. Darrin Pickering mentioned that the Reno County Fire Department annually donates large amounts of school supplies to area children, but other essential items need to be provided as well. Per Jeff Schenk, monies could be taken from the City’s General Fund and reimbursed through Market South Hutch to use toward sponsoring the event.

E. CONSENT AGENDA

1. Approval of Minutes – Regular Council Meeting, July 10, 2023
2. Approval of Invoices – Jeremy Schmidt suggested removal of the invoice to Joe Turner for \$2,817.05 dated 7/13/23 for “Allowance (contract) & Lost Check Replacement (Fall ’22) until further investigation into the situation can be completed.

Motion: Schmidt

Second: Nisly

Vote: 4-0

F. **ACTION ITEMS**

1. Approve Easement with Evergy

Evergy is interested in rebuilding a 34.5KV distribution line to South Hutchinson according to Jeff Schenk. To do this, they need a 10' easement along the highway right-of-way starting south of highway 50 extending south. The current easement allows them to place a pole on our property, which will not be feasible as South Hutchinson has a force main that runs down the section of this city-owned property. This section is also a potential location for a future roadway. Evergy is prepared to pay \$700 that will go into the City's General Fund. City staff recommends that the Council approve the sale of an easement to Evergy pending a successful revision to the easement description preventing the placement of a pole along the City's easement with the City Administrator's signature of approval.

Motion: Schmidt

Second: Nisly

Vote: 4-0

G. **DISCUSSION ITEMS**

Per Jeff Schenk, Hutchibell, LLC has several code violations and citizen complaints against it. Per Ronnie Pederson and Greg Henke, there have been work projects done there without Building Permits being completed. There are multiple safety issues noted there as well. Abatement letters have been issued with no noticeable results. Per Greg Henke, mattresses are stacked to the ceiling in some areas with Fire Doors being wedged and held in the open position violating Fire Codes. Furniture is blocking some egress areas. Per Ronnie Pederson, the facility needs an entirely new HVAC system. Also, breaker boxes have been wired to provide a quick fix and are a fire hazard. Jeremy Schmidt presented the question as to what initiated the first inspections at the facility. There was a guest complaint from 2022 and a recent structure fire at the location. Yearly inspections are not done unless there is a citizen complaint per Greg Henke. Another location in South Hutchinson at 6th Street and Poplar has a history of code violations and an abatement. Per Ronnie Pederson, the situation at this location has not been resolved because former City Administrator, Joe Turner, was asked to work with the resident to resolve the issues with no final resolution. Jeff Schenk proposed to send notices to both of the locations in question and give them 30 days to begin resolving violations. Mayor Garretson proposed to give them 14 days instead, claiming that both locations have had ample time to resolve their ongoing violations. Jeff Schenk said that both situations should be handled with consistency. Per Mark Tremaine, the council can abate directly with no notice after the time frame mentioned in Jeff Schenk's official notice to both locations has passed with non-compliance. Ronnie Pederson questioned whether the abatement should come from South Hutchinson's Public Works Department or a contractor.

H. **CITY ADMINISTRATOR’S REPORT**

There was no report.

I. **GOVERNING BODY COMMENT**

Matt Nisly mentioned that he received a plant from the city of South Hutchinson and expressed a “Thank You”.

Jeremy Schmidt suggested that there should be some kind of ownership when dealing with the feral cat issue in South Hutchinson. He would like to see changes to the ordinance in South Hutchinson dealing with cats. He said that caring/ownership for feral cats should be handled similarly to dog ownership. The question was raised, “how does Hutchinson deal with their feral cat issues?” Jeff Schenk said that he will look into this issue further.

J. **EXECUTIVE SESSION**

There was no executive session at tonight’s meeting.

K. **ADJOURNMENT**

Matt Nisly motioned to adjourn the meeting at 6:55 p.m.

Motion: Nisly **Second:** Schmidt **Vote:** 4-0

(Attest): Rene’ Thompson
Rene’ Thompson, Billing/Utility Clerk

(Approved): Michele Nightingale
Michele Nightingale, City Clerk

INVOICES PAID (7/31/2023 thru 8/11/2023)

Gen Gov	Description	Vendor	Inv. Amt	Ck Date
101-101-6000	July Electricity	Evergy	\$459.44	8/4/2023
101-101-6000	Internet Services - August	Ideatek	\$27.50	8/4/2023
101-101-6002	Janitorial Services - July	Fresh CO	\$150.00	8/4/2023
101-101-6002	City Attorney Services - August	Mark Tremaine	\$2,000.00	8/1/2023
101-101-6002	Business Cards - Dina Brislin	First Bank Card	\$80.99	8/4/2023
101-101-6002	Flowers for Nisly	First Bank Card	\$73.79	8/4/2023
101-101-6002	365 Backup/Laptop Storage	Leading Edge	\$92.00	8/4/2023
101-101-6002	Monthly Support	Leading Edge	\$145.72	8/4/2023
101-101-6002	Install Denali Instance (Adams Brown)	Advantage Comp	\$175.00	8/7/2023
101-101-6004	Efile Aatrix fee	First Bank Card	\$0.98	8/4/2023
101-101-7000	Office Supplies - Amazon	First Bank Card	\$445.31	8/4/2023
101-101-7000	5-tier rack for closet	Lowe's	\$132.05	7/31/2023
101-101-7000	Blk Toner Cartridge	Image Quest	\$286.87	8/4/2023
101-101-7001	KOMA/KORA Training (Schenk/Council)	League of Ks Muni	\$400.00	7/31/2023
101-101-7001	Mileage May-July (Bank/Workshop)	Michele Nightingale	\$161.78	7/31/2023
101-101-7001	Conference, Meal	First Bank Card	\$172.61	8/4/2023
101-101-7002	5 Gallon Bottles	Culligan	\$21.00	7/31/2023
101-101-7005	Car & Phone Allowance - August	Jeff Schenk	\$225.00	8/1/2023
			\$5,050.04	

Police	Description	Vendor	Inv. Amt	
101-102-6000	July Electricity	Evergy	\$710.17	8/4/2023
101-102-6000	Internet Services - August	Ideatek	\$27.50	8/4/2023
101-102-6002	August Janitorial Services	Tabitha Maxfield	\$150.00	8/4/2023
101-102-6002	Joy's & Amazon Membership	First Bank Card	\$37.88	8/4/2023
101-102-6002	Repair HP M681	Better Image	\$179.50	7/31/2023
101-102-6002	Drug Screen - Williams (part of W/C)	Hutch Clinic	\$50.00	7/31/2023
101-102-6002	Office 365 Renewal	Leading Edge	\$896.40	8/4/2023
101-102-6002	Monthly Support	Leading Edge	\$949.40	8/4/2023
101-102-6002	Sophos Spam Filter	Leading Edge	\$56.25	8/4/2023
101-102-6002	RSA Security 3 yr key FOB tokens	Optiv Security Inc	\$657.48	8/7/2023
101-102-6004	Service Check/Clean AC	Decker & Mattison	\$42.50	7/31/2023
101-102-6004	Key Blank MST PDLK	Westlake Ace	\$11.36	7/31/2023
101-102-6004	Winch/Cubby's	First Bank Card	\$640.97	8/4/2023
101-102-6004	Explorer, Durango, Antifreeze	Carquest	\$64.74	8/7/2023
101-102-6005	July Mobile Service	Verizon	\$164.06	8/4/2023
101-102-6005	Jetpacks	Verizon	\$240.06	8/4/2023
101-102-7000	Office Supplies	Office Plus	\$343.44	8/7/2023
101-102-7001	Conference Airfare/Meals	First Bank Card	\$684.14	8/4/2023
101-102-7002	5 Gallon Bottles	Culligan	\$21.00	7/31/2023
101-102-7003	Fuel	First Bank Card	\$73.00	8/4/2023
101-102-7003	July Fuel	Bridgman	\$2,343.43	8/4/2023
			\$8,343.28	

Street	Description	Vendor	Inv. Amt	
101-103-6000	July Electricity	Evergy	\$450.11	8/4/2023
101-103-6000	Internet Services - August	Ideatek	\$27.50	8/4/2023
101-103-6002	Monthly Support	Leading Edge	\$130.60	8/4/2023
101-103-6002	Catalyst 60	Seiler Instrument	\$16.66	8/4/2023

101-103-6003	Uniform Services	Unifirst	\$95.96	8/4/2023
101-103-7002	Duct Tape	Lowe's	\$55.05	7/31/2023
101-103-7002	Bulb/Filter Fuel	AgriCenter	\$52.71	7/31/2023
101-103-7002	Shroud/Edger Blade	Fairview Service	\$88.50	7/31/2023
101-103-7002	Tractor Tube	Tm & Dan's Tire	\$20.08	7/31/2023
101-103-7002	5 Gallon Bottles	Culligan	\$14.00	7/31/2023
101-103-7002	Tractor Tires	SMS Power Train	\$1,904.63	8/4/2023
101-103-7002	Cotter Pin, Antifreeze, Filters	Carquest	\$204.42	8/7/2023
101-103-7002	Weed Eater head string	Fairview Service	\$106.20	8/7/2023
101-103-7003	July Fuel	Bridgman	\$238.03	8/4/2023
			\$3,404.45	

Fire	Description	Vendor	Inv. Amt	
101-104-6000	July Electricity	Evergry	\$584.96	8/4/2023
101-104-6000	Internet Services - August	Ideatek	\$27.50	8/4/2023
101-104-6002	Drug Screen - Reece Watson	Hutch Clinic	\$27.00	7/31/2023
101-104-6002	Monthly Support	Leading Edge	\$140.68	8/4/2023
101-104-6003	Batteries	Daniel Soto	\$320.00	7/31/2023
101-104-6003	Military Battery	Rose Motor	\$1,540.00	8/4/2023
101-104-6004	Service Check/Clean AC	Decker & Mattison	\$42.50	7/31/2023
101-104-6004	Quarterly Pest Inspection	Bug Bros	\$149.00	8/4/2023
101-104-6004	Flow Tests/Supplies	Municipal Emerg Serv	\$1,171.05	8/4/2023
101-104-6005	July Mobile Service	Verizon	\$144.23	8/4/2023
101-104-7000	Office Supplies-Walmart	First Bank Card	\$128.57	8/4/2023
101-104-7002	5 Gallon Bottles	Culligan	\$22.40	7/31/2023
101-104-7002	Toilet Paper	Janitorial Supply	\$77.71	8/4/2023
101-104-7002	Intercooler Tube	Rose Motor	\$255.56	8/4/2023
			\$4,631.16	

Court	Description	Vendor	Inv. Amt	
101-106-6015	Collection Batch - Katie	Ks State Treasurer	\$417.00	8/4/2023
101-106-6016	Judge Services	Rick Roberts	\$1,100.00	8/1/2023
101-106-6016	Prosecutor Services	Mark Tremaine	\$1,100.00	8/1/2023
101-106-6018	Public Defender Services	Strong Point Law	\$900.00	8/4/2023
101-106-7000	Office Supplies	Office Plus	\$24.69	8/7/2023
101-106-7001	Mileage for KACM Training Conference	Katie Marcum	\$174.23	7/31/2023
			\$3,715.92	
		GENERAL TOTAL	\$25,144.85	

Park	Description	Vendor	Inv. Amt	
101-105-6000	July Electricity	Evergry	126.09	8/4/2023
101-105-6004	Janitorial Services - July	Fresh CO	\$100.00	8/4/2023
101-105-7002	Park Volleyball	First Bank Card	\$131.50	8/4/2023
101-105-7002	Splash Pad Toilet Valve	Lowe's	\$8.53	7/31/2023
			\$366.12	

Non-Departmental	Description	Vendor	Inv. Amt	
101-109-6000	July Electricity	Evergry	\$6,016.28	8/4/2023
101-109-6026	July Refuse Service	Nisly	\$9,303.26	8/4/2023
			\$15,319.54	

Water	Description	Vendor	Inv. Amt	
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201-000-6000	July Electricity	Evergy	\$6,125.95	8/4/2023
201-000-6000	Locate Fees	Kansas One Call	\$28.20	8/4/2023
201-000-6002	Pressure Switch Replacement	Zenor	\$568.75	8/4/2023
201-000-6002	Catalyst 60	Seiler Instrument	\$16.66	8/4/2023
201-000-6002	Monthly Support	Leading Edge	\$174.45	8/4/2023
201-000-6002	Water Samples - USPS	First Bank Card	\$9.85	8/4/2023
201-000-6002	Water Service Bore	Appel Co	\$440.00	8/4/2023
201-000-6003	Uniform Services	Unifirst	\$95.97	8/4/2023
201-000-6005	July Mobile Service	Verizon	\$169.81	8/4/2023
201-000-7002	Patch Concrete	Mid America Redi-Mix	\$604.80	8/4/2023
201-000-7002	Chlorine	Brenntag	\$1,660.23	8/4/2023
201-000-7002	Stock Supplies	Core & Main	\$228.46	7/31/2023
201-000-7002	Sledge - water truck	Lowe's	\$21.19	7/31/2023
201-000-7002	Concrete Repair	Mid America Redi-Mix	\$469.84	7/31/2023
201-000-7002	5 Gallon Bottles	Culligan	\$14.00	7/31/2023
201-000-7003	July Fuel	Bridgman	\$499.11	8/4/2023
			\$11,127.27	

Sewer	Description	Vendor	Inv. Amt	
301-000-6000	Locate Fees	Kansas One Call	\$28.20	8/4/2023
301-000-6000	July Electricity	Evergy	\$14,730.10	8/4/2023
301-000-6002	Monthly Support	Leading Edge	\$174.45	8/4/2023
301-000-6002	KDHE Schedule of Compliance	PEC	\$1,785.50	8/4/2023
301-000-6002	Catalyst 60	Seiler Instrument	\$16.68	8/4/2023
301-000-6003	Uniform Services	Unifirst	\$95.95	8/4/2023
301-000-6005	July Mobile Service	Verizon	\$81.36	8/4/2023
301-000-6005	July Service (stations)	Verizon	\$292.44	8/7/2023
301-000-7002	Allenair Cylinder	BDP Industries	\$1,201.83	7/31/2023
301-000-7002	5 Gallon Bottles	Culligan	\$14.00	7/31/2023
301-000-7002	Fan Belts	Rose Motor	\$14.99	8/4/2023
301-000-7002	Blower Belts	Carquest	\$56.74	8/7/2023
301-000-7002	Jam Nuts	Fastenal	\$4.91	8/7/2023
301-000-7003	July Fuel	Bridgman	\$580.87	8/4/2023
			\$19,078.02	

Special HWY	Description	Vendor	Inv. Amt	
401-000-6002			\$0.00	

Employee Benefits	Description	Vendor	Inv. Amt	
501-000-5007			\$0.00	

Convention/Tour	Description	Vendor	Inv. Amt	
701-000-6004	Transient Guest Tax	Market South Hutch	\$6,528.53	8/7/2023
			\$6,528.53	

ASAP	Description	Vendor	Inv. Amt	
801-000-4009	Forfeit Cash Bonds	SH Muni Court	\$520.00	8/4/2023
			\$520.00	

Comm Ctr	Description	Vendor	Inv. Amt	
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811-000-6000	July Electricity	Evergy	\$443.25	8/4/2023
811-000-6004	Janitorial Services - July	Fresh CO	\$550.00	8/4/2023
811-000-6026	Refund on Comm Center cancellation	City Beverage	\$75.00	8/7/2023
			\$1,068.25	

Capital Equipment	Description	Vendor	Inv. Amt
901-000-8022			
901-000-8028			\$0.00
		GRAND TOTAL	\$79,152.58

SUBMITTED BY: Jeff Schenk, City Administrator
PREPARED BY: Jeff Schenk, City Administrator
MEETING DATE: August 14, 2023
AGENDA ITEM: Street Sign Purchase

BACKGROUND:

A task that the council has had a desire to be update the street signs and make them legible.

PROJECT DESCRIPTION:

This project would be replacing our existing poles and using the same system that both the City of Hutchinson and Reno County use for their street signs. It is more durable, and signs are less likely to be stolen, or damaged by windstorms. We have two choices on replacing the signs. We could either replace a quarter of the signs each year to spread-out the cost of the signs or replace them all this year.

PROPOSED PURCHASE:

The proposed prices below are based on estimates provided for the telspar posts, telspar bases, base bolts, and street signs. It does not include minor costs like bolts and spacers for mounting the street signs.

Capital Improvement Reserve Account balance	Estimated cost of ¼ street sign replacement	Estimated cost of city wide street sign replacement
\$1,616,422.12	\$18,670.90	\$40,958.06

RECOMMENDATION:

City staff recommends the council approve replacing all the street signs and authorize the City Administrator to purchase the signs at a cost not-to-exceed \$35,000.