

A. **CALL TO ORDER/ROLL CALL**

__ Scofield __ Cokeley __ Nisly __ Brislin __ Wylie __ Griffin

B. **PLEDGE OF ALLEGIANCE**

C. **APPROVAL OF AGENDA (ADDITIONS/DELETIONS)**

D. **CITIZEN COMMENTS**

E. **CONSENT AGENDA**

1. Approval of Minutes – Regular Council Meeting, August 12, 2024
2. Approval of Invoices

Motion _____ Second _____ Vote _____

F. **ACTION ITEMS**

1. Approve Ordinance 24-05 amending ordinance 13-831 section E. Making the City Council the committee to decide on programs and expenditures for promotion of conventions and tourism.

Motion _____ Second _____ Vote _____

G. **DISCUSSION ITEMS**

1. Final review of budget for publication

H. **CITY ADMINISTRATOR'S REPORT**

I. **GOVERNING BODY COMMENTS**

J. **ADJOURNMENT**

SUBMITTED BY: Jeff Schenk, City Administrator

MEETING DATE: August 26, 2024

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:
 - August 12, 2024, Regular Council Meeting
- Approval of Invoices

RECOMMENDATION:

Motion to approve the consent agenda as presented.

ATTACHMENTS:

Exhibit A - Minutes from August 12, 2024, Regular Council Meeting

Exhibit B - AP Invoices

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D. **CITIZEN COMMENTS**

1. Salt City Golf Carts – Abner Schmucker

Wants to build new building on Richard Graber’s ground, bought 3 acres to put up a 60 x 90 building, the land is zoned commercial. It would be utilized for RV storage, which would be indoor and heated, so individuals do not have to winterize their RV’s. There was conversation about the sewer line potentially crossing the gas line and there might be a conflict there. Richard Graber has put water to the sight but not sewer.

Abner asked about possible neighborhood revitalization. Jeff Schenk, City Administrator, advised that we have one in the works with the entire county, but that it hasn’t been finalized, and he doesn’t know all the particulars at this time. The issue was also brought up that he would need a conditional use permit since the location is zoned commercial and it sounds like it would need to be zoned industrial. He also is considering an additional building on the lot to possibly be used for food-based businesses, but ideas included an indoor farmers market.

Nisly asked, “what are you looking for from us today?” Abner advised it was just to get the council thinking about it and put it on their radar.

2. HotRod Resurrections – Daniel / Kimberly Lizalde

Looking to open another business at the corner of Washington and Avenue A. Shipping container structure - wants to bring some art and beauty to it as it will be used to house his wife’s Natural Health Center, body shop offices and restrooms. Jeff Schenk, City Administrator, states that the Lizalde’s are just trying to see if the Council has an appetite for the style of building that they are looking to build. There doesn’t appear to be any issues with zoning that Jeff can see at this time. The Lizalde’s already met with the Planning Commission, and they liked the idea. The Lizalde’s would just like to expand and bring more revenue into the City of South Hutchinson. The Council seemed very supportive of this idea.

E. **CONSENT AGENDA**

1. Approval of Minutes – Regular Council Meeting, July 22, 2024

2. Approval of Minutes – Budget Workshop, August 6, 2024

3. Approval of Invoices

4. Approval Temporary Event Permit for Gambino’s.

Set for September 28th, 2024, to set off fireworks, 10-year anniversary celebration.

Motion NISLY

Second BRISLIN

Vote 5-0

F. **ACTION ITEMS**

1. Approve lot split at 1515 South Main Street

PlazaGo under new ownership, wants to split the 1515 South Main Street lot and the vacant lot north of the truck stop so they can build a new business there. The reason being is they can adjust zoning if they need to for the possible new business if it doesn't fall under the same zoning as the current business. The current owner will maintain ownership. The county will not allow the lot split until they get the approval from the city.

Motion BRISLIN

Second COKELEY

Vote 5-0

2. Approve Street Patching for West Des Moines

Two quotes from Powered by Me, larger quote is to do the same work in the same fashion as APAC. The smaller quote is for not cutting out the base and just patching. Quote 1 is guaranteed for 1 year. Ronnie stated this is to repair all the bad spots that are on Des Moines West right now. The larger quotes are to cut out the roadway, put in rock, and then overlay. It will be done in two steps. Matt Nisly stated that with no cutting, the danger could be that it would squish itself out; Ronnie acknowledged that was correct. Jeff Schenk advises that he recommends quote 2 because the TEAP study could take some time to complete and be approved for grant funding to replace the road. Matt Nisly stated that would probably be 2-5 years out; Jeff stated that was correct. Council voting to approve quote #2 in the amount of \$52,400 through Powered by Me.

Motion COKELEY

Second NISLY

Vote 5-0

G. **DISCUSSION ITEMS**

1. Oatney lease extension

Jeff states that this is a discussion for the lease extension of the city's farm ground with Jared Oatney to see how we want to proceed with this item. It is due to expire on December 31st of this year. Do you want to do an auto renew the current lease, go with a 10-year lease which former City Administrator Joe Turner proposed, do we want to put it out to bid. Want to get a feeling for how the council wants to proceed. Scofield asks if we can go year to year? Jeff states yes that is how it was historically done 10 years ago. Jared Oatney states that he would like to propose that he be allowed to have a 10-year lease on the farm ground east of town and the west parcel be put on year to year. He purchased property adjacent to the west property thinking that he had an agreement in place with the city for a 10-year lease and he wouldn't have done that if he knew the city wasn't going to approve the 10-year lease as previously discussed with Joe. Oatney states that he has a lot of money invested in the farm ground and that he wants to be able to recoup those costs. When asked what figures we were looking at he stated he would have to contact his accountant to get those as he didn't have the figures with him. After discussion by council members, the majority stated they would like to see it go out for bid and that it be a shorter lease as they do not want to tie up the city's assets for that long of a period due to other projects that may come up at a later date. Oatney was told that it would take approximately 30 days to look at all the aspects of this and that the City Administrator would get in touch with him to put this on another council agenda for discussion.

2. Allowing auxiliary buildings to be built across an easement but not a right-of-way.

The question to the Council is would people who have two lots that are across an easement but not across a street right-of-way be allowed to join the parcels and update our city code. City Attorney Smith stated that the normal reason for cities to have this restriction is because it can change the makeup of the neighborhood and how it was platted. Jeff stated the other part is for development purposes. If you buy a parcel and put

up a house and then two doors down you purchase to put up a shed, but there is a house in between, then you own a shed that is not attached to the parcel you live on. Council asked for Jeff to do homework on what needs to be done to take this further as they feel it is important to be looked at. Jeff stated he would pull up what regulations would be needed to make this work and bring it back to the Council.

3. Potential stormwater project

Talking with Mennonite Friendship to possibly build a retention pond. Jeff is wanting to see if they feel it adds value to the city because it is going to cost money to do a study to see how large the pond needs to be, so we know how much value it provides so we can make sure to recoup any costs. The goal is to bring some houses out of the floodplain. Didn't want to push anymore unless the Council wanted to pursue it. Jeff can get an estimate put together for them to put a model together and do a cost benefit ratio to see the benefit to the city and citizens. Cokerley stated if it is to pull people out of the flood plain, he is for it. Council would like for Jeff to look into this further as they feel it is a good project for the city and its residents.

4. Market South Hutch

Council can choose to make a motion, choose to have Jeff put it as an action item at the next meeting. Do we want to dissolve Market South Hutch and have the Council be the committee that governs the Transient Guest Tax? They haven't had a meeting in 2 months because they cannot get a quorum. Mayor Scofield advises to make an action item and put them on notice; does not want to push them aside without them having a chance to take care of the issues.

5. Patching on Des Moines – Was previously discussed in Action Item #2.

6. Replacing Fence around Lift Station

IdeaTek / Generator fence at the ballpark. Do we want to go with more expensive vinyl or do we want to go with cedar? It is approximately \$6,000 for new vinyl or cedar which would be \$4800. The council decides to go with cedar fencing.

H. CITY ADMINISTRATOR'S REPORT

Wants to know if the Council would approve spending \$3509.06 out of ARPA funds. We were one radio short for the PD. When we ordered one of the radios, we thought it was enough to meet the requirements; unfortunately it wasn't, so we need to replace it. Council agreed to allocate the ARPA funds.

I. GOVERNING BODY COMMENTS

Valerie – We had a firewall upgrade that was on the invoice approval list. Who is the firewall for? Jeff stated that it is for the entire city, and it gets replaced every 4-5 years when the company will no longer service or support their products. Asked about Leading-Edge Technologies as well since it comes out of every department. Is that an expense every month? Katie states that we have a contract with Leading-Edge Technologies for our IT Services and each department pays a portion of that contract.

J. EXECUTIVE SESSION

K. ADJOURNMENT

Nisly motioned for adjournment at 8:12 p.m.

INVOICE APPROVAL LIST

8/26/2024

Gen Gov	Description	Vendor	Inv. Amt
101-101-6000	Cable TV	Cox Communications	\$16.78
101-101-6002	Insurance Premium	Freedom Claims Management	\$5,304.38
101-101-6002	Cleaning	FreshCo Cleaning & Restoration	\$150.00
101-101-6002	Pest Services	The Bug Guys	\$135.00
101-101-6004	Postage Meter Lease	Pitney Bowes Inc	\$59.37
101-101-6004	Shredding Services	Underground Vaults & Storage	\$46.00
101-101-6004	Mats	Unifirst	\$18.18
101-101-6011	CCMFOA Dues	UMB Card Services	\$50.00
101-101-7000	Plastic Tabs, Desk Org, Label Tape, Planner	UMB Card Services	\$84.21
101-101-7000	Toner Cartridges	Better Image	\$780.00
101-101-7000	Ink Pad, Paper	Office Plus	\$48.08
101-101-7001	CCMFOA Conf Registration, League Hotel	UMB Card Services	\$815.24
101-101-7001	Housing Conf Registration, Food	UMB Card Services	\$446.65
101-101-7004	Cleaning Supplies, Cutlery	UMB Card Services	\$76.23
			\$8,030.12
Police	Description	Vendor	Inv. Amt
101-102-6000	Cable TV	Cox Communications	\$50.36
101-102-6002	PD Fence Repair	Sallee Lawn Care	\$1,344.00
101-102-6002	Pest Services	The Bug Guys	\$150.00
101-102-6004	Postage Meter Lease	Pitney Bowes Inc	\$59.37
101-102-6004	Shredding Services	Underground Vaults & Storage	\$46.00
101-102-6007	Filters, Brake Pads, Battery	Carquest	\$228.62
101-102-6012	Heartland Tactical Officers Assoc	UMB Card Services	\$300.00
101-102-7009	Holsters, Slide Belt	Godfrey's	\$252.63
			\$2,430.98
Street	Description	Vendor	Inv. Amt
101-103-6002	Headache Rack	UMB Card Services	\$740.97
101-103-6002	OSHA Compliance Journal	PV Business Solutions	\$99.50
101-103-6002	Uniforms	Unifirst	\$52.94
101-103-6003	Backhoe Window Replacement	Murphy Tractor & Equipment	\$1,269.31
101-103-6004	Postage Meter Lease	Pitney Bowes Inc	\$59.37
101-103-7001	APWA Dues	UMB Card Services	\$132.34
101-103-7002	Trailer Hitch Bushing, Battery	Carquest	\$250.09
			\$2,604.52
Fire	Description	Vendor	Inv. Amt
101-104-6004	Flow Testing	Municipal Emergency Services	\$1,581.14
101-104-6004	Pest Services	The Bug Guys	\$150.00
101-104-7000	Shipping	Joy's Packing & Shipping	\$18.85
101-104-7002	Routine Analysis	Trace Analytics LLC	\$406.85
101-104-7009	Decal	UMB Card Services	\$124.16
			\$2,281.00
Park	Description	Vendor	Inv. Amt
101-105-6002	Cleaning	FreshCo Cleaning & Restoration	\$200.00
			\$200.00
Court	Description	Vendor	Inv. Amt
101-106-5001	Insurance Premium	Blue Cross Blue Shield	\$390.99

101-106-6004	Court Retrievals	Underground Vaults & Storage	\$27.85
101-106-6018	Court Appt Attorney Services	StrongPoint Law	\$900.00
101-106-7001	KACM Conf Registration	UMB Card Services	\$125.00
			\$1,443.84

Non-Departmental	Description	Vendor	Inv. Amt
101-109-8002	July / Aug Social Media Management	Plot Marketing	\$2,000.00
			\$2,000.00

GENERAL TOTAL \$18,990.46

Water	Description	Vendor	Inv. Amt
201-000-6002	Stamps	UMB Card Services	\$168.00
201-000-6002	OSHA Compliance Journal	PV Business Solutions	\$99.50
201-000-6002	Uniforms	UniFirst	\$52.96
201-000-6004	Postage Meter Lease	Pitney Bowes Inc	\$59.37
201-000-7001	APWA Dues	UMB Card Services	\$132.33
201-000-7002	Chest Waders	UMB Card Services	\$199.99
201-000-7002	Battery, Maintainer	Carquest	\$183.16
201-000-7002	Century Motor, Seal	Central Electric Motor Specialties	\$384.00
201-000-7002	Meter Pits	Wichita Winwater Works	\$2,203.91
			\$3,483.22

Sewer	Description	Vendor	Inv. Amt
301-000-6002	Stamps	UMB Card Services	\$168.00
301-000-6002	OSHA Compliance Journal	PV Business Solutions	\$99.50
301-000-6002	Uniforms	UniFirst	\$52.96
301-000-6004	Postage Meter Lease	Pitney Bowes Inc	\$59.37
301-000-7000	Phone Case	UMB Card Services	\$20.35
301-000-7001	Hotel / APWA Dues	UMB Card Services	\$295.20
301-000-7002	Paper Towels	UMB Card Services	\$21.11
301-000-7002	Tires, Balance #12	Kansasland Tire	\$901.60
301-000-7002	Solenoid Valve	USA Bluebook	\$361.72
301-000-7002	Duct Tape, Valve, Fasteners	Westlake Ace Hardware	\$35.15
301-000-7004	Ice - Water Samples	UMB Card Services	\$21.76
			\$2,036.72

Employee Benefits	Description	Vendor	Inv. Amt
501-000-5007	Insurance Premium	Dearborn Life Insurance Company	\$415.43
			\$415.43

Bond & Interest	Description	Vendor	Inv. Amt
601-000-8003	GO Bond, Series 2017 Principal	Kansas State Treasurer	\$45,000.00
601-000-8003	GO Bond, Series 2018 Principal	Kansas State Treasurer	\$75,000.00
601-000-8004	GO Bond, Series 2017 Interest	Kansas State Treasurer	\$8,431.25
601-000-8004	GO Bond, Series 2018 Interest	Kansas State Treasurer	\$26,525.00
601-000-8005	GO Bond, Series 2017 Fee	Kansas State Treasurer	\$1.25
			\$154,957.50

ASAP	Description	Vendor	Inv. Amt
801-000-6004	Apply Cash Bond - Nobriga Castro, Marquez	South Hutchinson Municipal Court	\$1,450.00
			\$1,450.00

Special Law Fund	Description	Vendor	Inv. Amt
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806-000-6004	Forfeiture Fees	Reno County District Attorney	\$344.80
			\$344.80
Community Center	Description	Vendor	Inv. Amt
811-000-6004	Cleaning	FreshCo Cleaning & Restoration	\$500.00
			\$500.00
Building Reserve	Description	Vendor	Inv. Amt
902-000-8027	South Hutch Water System PER	JEO Consulting Group	\$4,500.00
902-000-8028	South Hutch WW System PER	JEO Consulting Group	\$8,500.00
			\$13,000.00
		GRAND TOTAL	\$195,178.13