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- 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. **HEARINGS, PRESENTATIONS, PROCLAMATIONS & RECOGNITIONS**
 - 1. JEO to present the Wastewater Preliminary Engineering Report

 - F. **CONSENT AGENDA**
 - 1. Approval of Minutes - Regular Council Meeting, January 27, 2025
 - 2. Approval of Invoices
 - 3. Approval of Commercial Tree Service License (Affordable Tree Service)
 - 4. Approve transfer of transient guest tax in the amount of \$4,377.86 to market south hutch.

Motion _____ Second _____ Vote _____

 - G. **DISCUSSION ITEMS**
 - 1. Vision and Mission Statement

 - H. **CITY ADMINISTRATOR'S REPORT**
 - I. **GOVERNING BODY COMMENTS**
 - J. **ADJOURNMENT**

SUBMITTED BY: Jeff Schenk, City Administrator

MEETING DATE: February 10, 2025

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:
 - January 27, 2025, Regular Council Meeting
- Approval of Invoices
- Approval of Commercial Tree Service License (Affordable Tree Service)
- Approve transfer of transient guest tax in the amount of \$4,377.86 to market south hutch.

RECOMMENDATION:

Motion to approve the consent agenda as presented.

ATTACHMENTS:

Exhibit A - Minutes from January 27, 2025, Regular Council Meeting

Exhibit B - AP Invoices

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- A. **CALL TO ORDER/ROLL CALL 6:00 p.m.**
_X_Scofield _X_Cokeley _X_Nisly _X_Brislin _A_Wylie _X_Griffin
(Griffin @ 6:01 p.m.)
- B. **PLEDGE OF ALLEGIANCE**
- C. **APPROVAL OF AGENDA (ADDITIONS/DELETIONS)**
- D. **ELECTION OF MAYOR**
Nominations: Dina Brislin, made by Paul Scofield
Action - Motion to elect _Dina Brislin_, Mayor
Roll Call added to minutes Vote **5-0**
- E. **ELECTION OF PRESIDENT OF THE COUNCIL**
Nominations: Kyle Cokeley, made by Dina Brislin
Action - Motion to elect Kyle Cokeley, President of the Council
Roll Call added to minutes Vote **5-0**
- F. **CITIZEN COMMENTS**
- G. **HEARINGS, PRESENTATIONS, PROCLAMATIONS & RECOGNITIONS**
1. Council Orientation Packet - Kathy Sexton- Provided presentation on council onboarding.
- H. **CONSENT AGENDA**
1. Approval of Minutes - Regular Council Meeting, January 13, 2025
2. Approval of Invoices
3. Approval of Commercial Tree Service License (Corwin)

Motion COKELEY Second NISLY Vote **4-0**
- I. **ACTION ITEMS**
1. Approve the 2024 Housing Needs Assessment by RDG Planning and Design
Amy Haase presented the 2024 Housing Needs Assessment to the council. Mayor Brislin asked how we leverage funds and move forward with this. Amy indicated that funds can be found in several different ways but that partnering with local businesses and interested parties is the most beneficial.

Motion SCOFIELD Second NISLY Vote **4-0**
2. Approve Zoning Code as presented.

Motion COKELEY Second SCOFIELD Vote **4-0**
3. Approve Subdivision Regulations as presented.

Motion SCOFIELD Second COKELEY Vote **4-0**

4. Approve Strategic Planning Contract with Kansas University Public Management Center

Motion GRIFFIN Second SCOFIELD Vote 4-0

5. Approve Cold Weather Water Shutoff Policy

Motion COKELEY Second SCOFIELD Vote 4-0

J. DISCUSSION ITEMS

1. Future for city properties – Farming properties, how does the city want to proceed with the two properties that we own? Conversation about planting CRP on the west field. Oatney states there is not an open CRP Program, and the soil is not immutable for CRP. CRP requires buy out penalty and a long-term contract. Consensus was for City Admin Schenk to bring more information to the council for the next meeting for additional discussion.
2. Vision and Mission Statements – Tabled at request of City Admin Schenk for next council meeting.
3. Air BnB regs – Council requests examples of possible regulation requirements be brought for further discussion.

K. CITY ADMINISTRATOR'S REPORT

- Advised he met with developer on apartment complex, local businesses are also interested in a possible collaboration.
- Builder is very interested in our land bank properties to finish out Prairie Ridge Phase 2.
- Met with Richard Graber, talked about wanting to do a barn dominium subdivision. He wanted to know what incentives that we had, Schenk advised there is no up front incentives, but he would need to guarantee how many barn dominium's he could sell to get possible incentives.
- Since we adopted zoning code, will be working with PEC to build overlays for Poplar Street. Then will work on Main Street overlays.
- Demolition finished at 603 North Poplar but will require backfill. Working on quotes to get the backfill completed and whether that would include city employees completing the work.
- Working on demolition for 310 East 3rd street with Interfaith Housing.

L. GOVERNING BODY COMMENTS

Valerie – Says she has ideas on how we can backfill the property at 603 N Poplar without utilizing too many city resources.

M. EXECUTIVE SESSION

I, Dina Brislin, move the City Council recess into executive session with the City Administrator and City Attorney to discuss matters related to an employee's employment with the city pursuant to the non-elected personnel exception in K.S.A. 75-4319(b)(1). The open meeting will resume in the city council chambers in 15 minutes. (8:23 p.m.)

The city council reconvened the meeting in the council chambers at 8:38 p.m.

N. ADJOURNMENT

Nisly made a motion to adjourn the meeting at 8:38 p.m.

Motion NISLY

Second SCOFIELD


Vote 4-0

Roll Call Vote

A Roll Call Vote of the __CITY OF SOUTH HUTCHINSON COUNCIL__ To Instill Mayor Dina Brislin
Hearing held on 01/27/2025

Governing Body Member	Yes	No	No Vote
Paul Scofield	X		
Kyle Cokeley	X		
Matt Nisly	X		
Dina Brislin	X		
Valerie Griffin	X		
Robert Wylie			Absent
TOTAL	5	0	1

Certified:



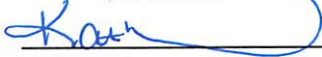
Katie Marcum
City Clerk

Roll Call Vote

A Roll Call Vote of the __CITY OF SOUTH HUTCHINSON COUNCIL__ To Instill President of Council
Kyle Cokeley
Hearing held on 01/27/2025

Governing Body Member	Yes	No	No Vote
Paul Scofield	X		
Kyle Cokeley	X		
Matt Nisly	X		
Dina Brislin	X		
Valerie Griffin	X		
Robert Wylie			Absent
TOTAL	5	0	1

Certified:



Katie Marcum
City Clerk

INVOICE APPROVAL LIST

1/27/2025

01/23/2025 - 02/07/2025

Gen Gov	Description	Vendor	Inv. Amt
101-101-5000	Insurance Premium	Vision Care Direct	\$5.54
101-101-5001	Insurance Premium	Blue Cross Blue Shield	\$71.86
101-101-6000	Electric	Evergy	\$86.42
101-101-6000	Phone Service	Ideatek	\$253.22
101-101-6002	Cleaning	FreshCo	\$150.00
101-101-6002	Notary Renewal - Marcum	Kansas Secretary of State	\$25.00
101-101-6002	IT Services	Leading Edge Technology Partners	\$353.12
101-101-6002	1099 Filings w/ IRS and Mail	Mettlens Inc	\$192.00
101-101-6002	Attorney Services	Cody Smith	\$2,000.00
101-101-6002	Shredding	Underground Vaults & Storage	\$46.00
101-101-6004	Mats	UniFirst	\$45.45
101-101-6011	Quarterly Dues	Hutchinson Rotary Club	\$252.00
101-101-7000	Staples, Envelopes, Markers, Paper	Office Plus	\$138.73
101-101-7004	Water	Culligan	\$33.50
101-101-7005	Reimbursement	Jeff Schenk	\$225.00
101-101-7005	Reimbursement	Katie Marcum	\$75.00
			\$3,952.84

Police	Description	Vendor	Inv. Amt
101-102-5000	Insurance Premium	Vision Care Direct	\$115.57
101-102-5001	Insurance Premium	Blue Cross Blue Shield	\$7,239.72
101-102-6000	Electric	Evergy	\$285.22
101-102-6000	Phone Service	Ideatek	\$308.48
101-102-6000	Cell Service	Verizon	\$164.54
101-102-6002	Cap Wheel Center	Allen Samuels	\$240.44
101-102-6002	Water	Culligan	\$33.50
101-102-6002	IT Services	Leading Edge Technology Partners	\$403.37
101-102-6002	Shredding	Underground Vaults & Storage	\$46.00
101-102-6004	Brake Pads, Oil	Carquest	\$311.97
101-102-6005	Jetpacks	Verizon	\$240.06
101-102-6007	Fascia Hitch	Allen Samuels	\$68.81
101-102-6007	Veh Inspections (x2), Brakes (x2)	Daniel Soto	\$720.00
101-102-6007	Turn Rotors, Fluid Pump, Oil, Battery	Rose Motor	\$107.73
101-102-6007	Valve Stem	Tom & Dan's Tire Service	\$680.48
101-102-7000	File Jackets, Sticky Notes	Office Plus	\$80.75
101-102-7003	Fuel	Bridgman Oil	\$1,649.69
101-102-7009	Sweatshirts	Fincher's Findings	\$144.00
			\$12,840.33

Street	Description	Vendor	Inv. Amt
101-103-5000	Insurance Premium	Vision Care Direct	\$54.60
101-103-5001	Insurance Premium	Blue Cross Blue Shield	\$2,695.15
101-103-6000	Electric	Evergy	\$159.79
101-103-6002	Locates	Kansas One Call	\$13.74
101-103-6002	IT Services	Leading Edge Technology Partners	\$323.13
101-103-6004	Washer Fluid, Cleaner Paste, Microfiber Towels	Carquest	\$38.47
101-103-6004	Uniforms	UniFirst	\$149.36

101-103-7002	Salt Spreader	Colladay Hardware	\$244.00
101-103-7002	1/4" OSB, Mailbox Mount, Post, Magnet	Lowes	\$134.78
101-103-7002	3/8" Rebar	Mid America Redi Mix	\$36.25
101-103-7002	F26 Glue	Westlake	\$13.18
101-103-7003	Fuel	Bridgman Oil	\$2,036.99
101-103-8002	Floor Mats	The Truck Store	\$130.00
			\$6,029.44

Fire	Description	Vendor	Inv. Amt
101-104-6000	Electric	Evergry	\$43.44
101-104-6000	Phone Service	Ideatek	\$26.01
101-104-6000	Cell Service	Verizon	\$144.37
101-104-6002	IT Services	Leading Edge Technology Partners	\$323.13
101-104-6004	Drug Screen	Hutchinson Clinic	\$50.00
101-104-7002	Water	Culligan	\$19.50
101-104-7003	Fuel	Bridgman Oil	\$307.10
			\$913.55

Court	Description	Vendor	Inv. Amt
101-106-5000	Insurance Premium	Vision Care Direct	\$11.44
101-106-5001	Insurance Premium	Blue Cross Blue Shield	\$340.28
101-106-6004	Animal Services	Prairie Vista Veterinary Hospital	\$105.10
101-106-6015	Court Fees	Office of the State Treasurer	\$947.00
101-106-6016	Judge Service	Ethan Kaplan	\$1,100.00
101-106-6016	Prosecutor Services	Cody Smith	\$1,100.00
			\$3,603.82

Non-Departmental	Description	Vendor	Inv. Amt
101-109-6000	Electric	Evergry	\$50.62
101-109-7004	Demolition 603 N Poplar	G&G Dozer	\$23,400.00
			\$23,450.62
		GENERAL TOTAL	\$50,790.60

Water	Description	Vendor	Inv. Amt
201-000-5000	Insurance Premium	Vision Care Direct	\$10.80
201-000-5001	Insurance Premium	Blue Cross Blue Shield	\$2,285.24
201-000-6000	Electric	Evergry	\$84.88
201-000-6002	Sensus Analytics Annual Fee, Sensus SAAS Annual Fee	Core & Main	\$12,348.37
201-000-6002	Locates	Kansas One Call	\$13.74
201-000-6002	Water Samples	KDHE Labs	\$80.00
201-000-6002	IT Services	Leading Edge Technology Partners	\$323.13
201-000-6004	Uniforms	UniFirst	\$128.95
201-000-6005	Cell Service	Verizon	\$105.86
201-000-7002	Cleaner Paste, Microfiber Towels	Carquest	\$11.53
201-000-7002	Shovels	Colladway Hardware	\$60.00
201-000-7002	Water Parts, Meters	Core & Main	\$889.73
201-000-7002	Drive Bit Set, LowPro Mechanic	Lowes	\$146.28
201-000-7002	Light bulbs	Sunflower Electric Supply	\$39.18
201-000-7002	Water Tower Parts	Westlake	\$21.15
201-000-7003	Fuel	Bridgman Oil	\$1,796.74
201-000-7011	Chlorine Gas	Brenntag Southwest	\$1,756.95

\$19,932.77

Sewer	Description	Vendor	Inv. Amt
301-000-5000	Insurance Premium	Vision Care Direct	\$10.15
301-000-5001	Insurance Premium	Blue Cross Blue Shield	\$1,270.61
301-000-6000	Electric	Everg	\$4,089.47
301-000-6000	Phone Service	Ideatek	\$32.65
301-000-6002	Sensus SAAS Annual Fee	Core & Main	\$6,435.64
301-000-6002	Locates	Kansas One Call	\$13.75
301-000-6002	IT Services	Leading Edge Technology Partners	\$323.13
301-000-6002	Lift station starter install	Salt City Electric	\$300.00
301-000-6002	Lab Analysis	SDK Laboratories	\$670.00
301-000-6004	Uniforms	UniFirst	\$128.95
301-000-6005	Cell Service, Lift Station Service	Verizon	\$365.85
301-000-7002	Fuel	Bridgman Oil	\$1,978.15
301-000-7002	Oil Filter, Oil, Seafoam, Cleaner Paste, Microfiber Towel	Carquest	\$122.11
301-000-7002	Shovels	Colladway Hardware	\$60.00
301-000-7002	Tire Repair	Cooper Tire Service	\$24.74
301-000-7002	Drive Bit set, Screwdriver	Lowe's	\$61.71
301-000-7002	Cement	Mid America Redi Mix	\$505.35
301-000-7002	Lab Chemicals, Gloves	USA Bluebook	\$143.57
301-000-7002	Space Heaters	Westlake	\$119.97
			\$16,655.80

Park	Description	Vendor	Inv. Amt
101-105-6000	Electric (Credit)	Everg	(\$0.48)
			(\$0.48)

Love's CID	Description	Vendor	Inv. Amt
705-000-6004	CID Pmnt	Love's Travel Stops	\$5,885.85
			\$5,885.85

ASAP	Description	Vendor	Inv. Amt
801-000-6004	Apply Bond - Hickert	South Hutchinson Municipal Court	\$150.00
			\$150.00

ARPA	Description	Vendor	Inv. Amt
808-000-7004	Body Cams	Axon Enterprise	\$4,342.56
808-000-7004	SH Pedestrian Signal Modification	JEO Consulting Group	\$3,200.00
808-000-7004	SH Water Tower Improvements	JEO Consulting Group	\$6,570.00
			\$14,112.56

Community Center	Description	Vendor	Inv. Amt
811-000-6000	Electric (Credit)	Everg	\$96.20
811-000-6004	Cleaning	FreshCo	\$250.00
811-000-6004	Nylon Rope	Lowe's	\$39.05
811-000-7002	Thermostat Cover	Lowe's	\$20.88
			\$213.73

Building Reserve	Description	Vendor	Inv. Amt
902-000-8020	SH Architectural Facility Assessment	JEO Consulting Group	\$3,500.00

902-000-8028

SH Wastewater System PER

JEO Consulting Group

\$5,950.00

\$9,450.00

GRAND TOTAL

\$117,190.83