

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

\_\_ Scofield \_\_ Cokeley \_\_ Nisly \_\_ Brislin \_\_ Fairbanks \_\_ Vacant

B. **PLEDGE OF ALLEGIANCE**

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

D. **CITIZEN COMMENTS**

E. **CONSENT AGENDA**

1. Approval of Minutes – Regular Council Meeting, January 22, 2024
2. Approval of Invoices
3. Approval of Cereal Malt Beverage License (Plaza Go)
4. Approval of Cereal Malt Beverage License (Love’s Travel Center)

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

F. **ACTION ITEMS**

1. Authorize City Administrator Jeff Schenk to be acting City Clerk.

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

2. Rescind signing authority of former City Clerk Michele Nightingale on all bank accounts at Farmers Bank and Trust, Simmons Bank, and all certificates of deposit.

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

3. Approve Ordinance 24-03 modifying Requests for information.

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

G. **DISCUSSION ITEMS**

1. Discussion on allowing Septic on property while not serviced by the City.
2. Schedule an executive session to evaluate the performance of the City Administrator.
3. Discuss Sewer users that do not pay but do not have water service.
4. Zoning of property at the end of Williams Avenue.

H. **CITY ADMINISTRATOR’S REPORT**

1. Update on the rebranding of South Hutchinson.

I. **GOVERNING BODY COMMENTS**

J. **ADJOURNMENT**

**SUBMITTED BY:** Jeff Schenk, City Administrator

**MEETING DATE:** February 12, 2024

**AGENDA ITEM:** Consent Agenda

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**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 22, 2024, Regular Council Meeting
- Approval of Invoices
- Approval of Cereal Malt Beverage License (Plaza Go)
- Approval or Cereal Malt Beverage License (Love's Travel Center)

**RECOMMENDATION:**

Motion to approve the consent agenda as presented.

**ATTACHMENTS:**

**Exhibit A** - Minutes from January 22, 2024, Regular Council Meeting

**Exhibit B** - AP Invoices

**Present: Mayor Paul Scofield, Councilmembers Kyle Cokeley, Matt Nisly, Dina Brislin, City Administrator Jeff Schenk, City Superintendent Ronnie Pederson, Court Clerk Katie Marcum, Police Captain Lance Hirt, Fire Chief Greg Henke, Sgt. Gaines, Officers McVey and Ryan, City Attorney Mark Tremaine**

**Absent: Councilmember John Fairbanks, Police Chief Darrin Pickering**

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

\_X\_Scofield \_X\_Cokeley \_X\_Nisly \_X\_Brislin \_A\_Fairbanks \_\_Vacant

**B. PLEDGE OF ALLEGIANCE**

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

There were no additions or deletions per Jeff Schenk

**D. CITIZEN COMMENTS**

There were no citizen comments

**E. CONSENT AGENDA**

1. Approval of Minutes – Regular Council Meeting, January 8, 2024
2. Approval of Invoices
3. Approval of Commercial Trash Hauler’s license (Salina Septic Systems)  
Previously known as CNS Rolloff
4. Approval of Tatro Tree Service license renewal
5. Approval to add Mayor Paul Scofield and President of the Council Dina Brislin as authorized signers on City bank accounts at Farmers Bank & Trust, Simmons Bank, and all certificates of deposit.
6. Rescind signing authority of former Mayor Brian Garretson and former President of the Council Jeremy Schmidt on all bank accounts at Farmers Bank & Trust, Simmons Bank, and all certificates of deposit.
7. Approval of appointment to Planning Commission,
  - a. Pamela Crank, 111 Morningside Road, South Hutchinson, KS for a first full three-year term beginning 2/01/2024 to 12/31/2026.

**Motion: Nisly**

**Second: Brislin**

**Vote: 3-0**

**F. ACTION ITEMS**

1. Approve contract with JEO Consulting for facilities, water, and wastewater master plan.

Jeff Schenk explained he sent 5 RFQ’s and received 2 in return, one from PEC and one from JEO. JEO was chosen as the preferred Engineering Company over PEC. This plan will look ahead 20 years and estimate the order of necessity. The \$165,000

quote does include a rate study of water and sewer. The facilities study may take up to one year for completion.

**Motion:** Cokeley

**Second:** Nisly

**Vote:** 3-0

2. Approve purchase of Tyler Software, Munis.

Jeff Schenk explained the Tyler Software, which will eventually be used by each department. Currently it would support the court and police department to allow them to network with other agencies and would eliminate double entry. The software includes permitting, code enforcement, and department heads would have control inside of the budget. This would also handle the credit card payment system. The first year would support court and police for \$36,531.00 and the second year would support the remainder of the city departments for \$124,000.00.

**Motion:** Brislin

**Second:** Cokeley

**Vote:** 3-0

## G. DISCUSSION ITEMS

1. Police Department realignment.

Sgt. Gaines and Officer McVey reviewed a handout they provided to the council regarding their proposal for adding an additional officer and did a pros/cons segment which went over safety concerns, less overtime, and less burnout. Jeff Schenk stated Chief Pickering is reviewing the budget for restructuring. Councilmember Matt Nisly asked for more information on what result the police department would like to see and what exactly each employee does on their shift. Officer McVey gave an example of one call and broke down responsibilities. Matt also wanted information on projected long-term costs and how they would absorb those costs. The council would like a comparison of the current structure and the proposed structure. Jeff will work with the police department to get a report for the council at the next meeting.

## H. CITY ADMINISTRATOR'S REPORT

Jeff Schenk spoke to the council regarding our auditors Lindburg, Vogel, Pierce, Faris, that the city has used for the better part of twenty years. He suggested we retain the same auditors for the upcoming 2023 audit but look at different options after that. Jeff would like to propose RFQ's in 2025 from auditors who will provide price, scope fee and estimate breakdown. Jeff will look at historic payments to our current auditor with fee schedule and present at next meeting. Jeff asked for the council to motion to approve this proposal.

**Motion:** Cokeley

**Second:** Nisly

**Vote:** 3-0

Regarding the property at 6<sup>th</sup> & Poplar owned by Cameron Potucek, Jeff would like to begin the process of declaring the structure as unfit and schedule for demolition. There would be a public notice and a final notice. Council agreed to proceed.

**I. GOVERNING BODY COMMENTS**

Councilmember Matt Nisly inquired as to the council realignment with the current vacancy. City Attorney Mark Tremaine explained different options such as where the mayor would have a vote, 5-person council versus 6-person council, and city administrator versus city manager. Mark stated realignment is a process and would take some time. Paul Scofield would like to consider a realignment. Matt Nisly would like to keep things as they are currently until appointments expire in two years. Matt would like to fill the vacant position.

Matt Nisly would like council packets to be sent out sooner (Thursday or Friday) and the mayor agreed.

**J. EXECUTIVE SESSION**

1. Review correspondence from District Attorney

“I move that the governing body recess into executive session regarding correspondence recently received from the District Attorney, pursuant to K.S.A. 75-4319(b)(2) for consultation with the city attorney which would be deemed privileged in the attorney-client relationship; to include the city administrator and city attorney; with the open meeting to resume at 7:20 p.m. in the city council chambers.”

**Motion:** Nisly

**Second:** Cokeley

**Vote:** 3-0

**K. ADJOURNMENT**

Dina Brislin motioned to adjourn the meeting at 7:21 p.m.

**Motion:** Brislin

**Second:** Nisly

**Vote:** 3-0

(Attest): Michele Nightingale  
Michele Nightingale, City Clerk

**INVOICES PAID (1/20/2024 - 1/ 31/2024)**

<b>Gen Gov</b>	<b>Description</b>	<b>Vendor</b>	<b>Inv. Amt</b>	<b>Ck Date</b>	<b>GL Date</b>
101-000-4009	Forfeit Cash Bond-Delaney	SH Muni Court	\$250.00	1/26/2024	
101-101-4043	Memorial for Loyd Pickering (Darrin)	McKillip Funeral Home	\$50.00	1/26/2024	
101-101-6002	Monthly Support	Leading Edge	\$207.29	1/26/2024	
101-101-6002	Accountant Access	Leading Edge	\$25.00	1/26/2024	
101-101-6002	Ordinance 24-01 Publication	Prairie Publishing	\$77.70	1/26/2024	
			<b>\$609.99</b>		
<b>Police</b>	<b>Description</b>	<b>Vendor</b>	<b>Inv. Amt</b>	<b>Ck Date</b>	
101-102-6002	LED Bulbs	Sunflower Electric	\$161.52	1/26/2024	
101-102-6002	Monthly Support	Leading Edge	\$884.81	1/26/2024	
101-102-6002	Sophos Spam Filter	Leading Edge	\$56.25	1/26/2024	
			<b>\$1,102.58</b>		
<b>Street</b>	<b>Description</b>	<b>Vendor</b>	<b>Inv. Amt</b>	<b>Ck Date</b>	
101-103-6002	Monthly Support	Leading Edge	\$138.04	1/26/2024	
101-103-6004	Pole & Installation @ 6th & Main	Phillips Southern	\$4,675.00	1/26/2024	
101-103-7002	Univ Poly Spinner CCW	Michael Todd	\$158.76	1/26/2024	
101-103-7002	Used Tires	Tom & Dan's	\$45.24	1/26/2024	
			<b>\$5,017.04</b>		
<b>Fire</b>	<b>Description</b>	<b>Vendor</b>	<b>Inv. Amt</b>	<b>Ck Date</b>	
101-104-6002	Monthly Support	Leading Edge	\$148.04	1/26/2024	
101-104-6002	Brush Truck Insurance	Provalue	\$100.00	1/26/2024	
			<b>\$248.04</b>		
<b>Court</b>	<b>Description</b>	<b>Vendor</b>	<b>Inv. Amt</b>	<b>Ck Date</b>	
101-106-6018	January Attorney Services	StrongPoint Law	\$900.00	1/26/2024	
			<b>\$900.00</b>		
		<b>GENERAL TOTAL</b>	<b>\$7,877.65</b>		
<b>Water</b>	<b>Description</b>	<b>Vendor</b>	<b>Inv. Amt</b>	<b>Ck Date</b>	
201-000-6000	Locate Services	Ks One Call	\$39.60	12/31/2023	12/31/2023
201-000-6002	Monthly Support	Leading Edge	\$242.29	1/26/2024	
201-000-6002	Service Call Well #3	Zenor Electric	\$187.50	1/26/2024	
201-000-7000	Permit #69 mailings	USPS	\$600.00	1/26/2024	
201-000-7002	Turn Brake	Rose Motor	\$40.00	1/26/2024	
201-000-7002	Shipping Service	Joys Packing	\$19.99	1/26/2024	
201-000-7002	Winter Gear	Bart Ferguson	\$200.00	1/26/2024	
201-000-7002	Hymax Flip	Core & Main	\$411.91	1/26/2024	
201-000-7002	Winter Gear - Matt Mock	A5 Western	\$194.99	1/26/2024	
			<b>\$1,936.28</b>		
<b>Sewer</b>	<b>Description</b>	<b>Vendor</b>	<b>Inv. Amt</b>	<b>Ck Date</b>	
301-000-6000	Locate Services	Ks One Call	\$39.60	12/31/2023	12/31/2023
301-000-6002	Service Call Well #3	Zenor Electric	\$187.50	1/26/2024	
301-000-6002	Monthly Support	Leading Edge	\$242.29	1/26/2024	
301-000-6004	Repair gate valve handle	Stainless Systems	\$2,455.00	12/31/2023	12/31/2023
301-000-7000	Permit #69 mailings	USPS	\$600.00	1/26/2024	
301-000-7002	Liftstation Keys	Westlake	\$45.35	1/26/2024	
301-000-7002	Winter Gear	Hunter Dixon	\$31.76	1/26/2024	
301-000-7002	Wix Oil Filter	Steffens	\$24.10	1/26/2024	
301-000-7002	Winter Gear - Ronnie Pederson	A5 Western	\$200.00	1/26/2024	
			<b>\$3,825.60</b>		
		<b>GRAND TOTAL</b>	<b>\$13,639.53</b>		

**INVOICES PAID (2/01/2024 - 2/ 07/2024)**

<b>Gen Gov</b>	<b>Description</b>	<b>Vendor</b>	<b>Inv. Amt</b>	<b>Ck Date</b>	<b>GL Date</b>
101-000-4009	Forfeit Cash Bond - Hill	SH Muni	\$250.00	2/2/2024	
101-101-5000	Feb Vision Coverage	Vision Care Direct	\$8.72	2/2/2024	
101-101-5001	Feb Ins Premiums	BCBS	\$138.18	2/2/2024	
101-101-6000	February Internet	Ideatek	\$30.25	2/2/2024	
101-101-6002	Council Business Cards	First Bank Card - DP	\$63.96	2/2/2024	
101-101-6002	City Attorney Service - Feb	Mark Tremaine	\$2,000.00	2/2/2024	
101-101-6002	Cougar Mnt Forms-IRS	First Bank Card - MN	\$136.20	2/2/2024	
101-101-6011	Amazon Prime	First Bank Card - MN	\$14.99	2/2/2024	
101-101-6011	KOMA Training-Council	League Ks Muni	\$225.00	2/2/2024	
101-101-6011	KEOT Membership - JS	First Bank Card - JS	\$520.00	2/2/2024	
101-101-7000	Amazon 1099 Forms	First Bank Card - MN	\$29.98	2/2/2024	
101-101-7001	Cupcakes, Iced tea - Christmas Dinner	First Bank Card - JS	\$180.10	2/2/2024	
101-101-7005	Car & phone allowance	Jeff Schenk	\$225.00	2/2/2024	
			<b>\$3,822.38</b>		

<b>Police</b>	<b>Description</b>	<b>Vendor</b>	<b>Inv. Amt</b>	<b>Ck Date</b>
101-102-5000	Feb Vision Coverage	Vision Care Direct	\$228.88	2/2/2024
101-102-5001	Feb Ins Premiums	BCBS	\$4,622.44	2/2/2024
101-102-6000	February Internet	Ideatek	\$30.25	2/2/2024
101-102-6002	USPS, Amazon	First Bank Card-DP	\$50.24	2/2/2024
101-102-6002	LED Bulbs	Sunflower Electric	\$134.60	2/2/2024
101-102-6004	Civil & Criminal Coverage	Hylant	\$504.00	2/2/2024
101-102-7000	Surge Protector	First Bank Card-DP	\$15.98	2/2/2024
101-102-7001	Meal	First Bank Card-DP	\$65.13	2/2/2024
101-102-6012	Blue Shield Tactical System	First Bank Card-DP	\$949.00	2/2/2024
101-102-7003	Jan Fuel	Bridgman	\$1,625.53	2/2/2024
			<b>\$8,226.05</b>	

<b>Street</b>	<b>Description</b>	<b>Vendor</b>	<b>Inv. Amt</b>	<b>Ck Date</b>
101-103-5000	Feb Vision Coverage	Vision Care Direct	\$101.56	2/2/2024
101-103-5001	Feb Ins Premiums	BCBS	\$1,425.95	2/2/2024
101-103-6000	February Internet	Ideatek	\$30.25	2/2/2024
101-103-6003	January Uniform Services	Unifirst	\$139.20	2/2/2024
101-103-7001	Class meal	First Bank Card - RP	\$14.83	2/2/2024
101-103-7002	A switch for loader	Foley	\$29.45	2/2/2024
101-103-7003	Jan Fuel	Bridgman	\$1,842.48	2/2/2024
			<b>\$3,583.72</b>	

<b>Fire</b>	<b>Description</b>	<b>Vendor</b>	<b>Inv. Amt</b>	<b>Ck Date</b>
101-104-6000	February Internet	Ideatek	\$30.25	2/2/2024
101-104-6004	Radio Service, Template	TBS Electronics	\$25.00	2/2/2024
101-104-6011	KSAFC Membership	First Bank Card-GH	\$80.00	2/2/2024
101-104-6014	Online EMS Training	Target Solutions	\$2,143.20	2/2/2024
101-104-7002	Ink cartridges	First Bank Card-GH	\$168.25	2/2/2024
101-104-7002	Gloves	Janitorial Supply	\$41.78	2/2/2024
101-104-7003	Jan Fuel	Bridgman	\$449.17	2/2/2024
			<b>\$2,937.65</b>	

<b>Court</b>	<b>Description</b>	<b>Vendor</b>	<b>Inv. Amt</b>	<b>Ck Date</b>
101-106-6015	Batch Collection	Office of State Treasurer	\$426.50	2/2/2024
101-106-6016	Judge Services - Feb	Rick Roberts	\$1,100.00	2/2/2024
101-106-6016	Prosecutor Services	Mark Tremaine	\$1,100.00	2/2/2024
			<b>\$2,626.50</b>	

**GENERAL TOTAL \$21,196.30**

<b>Water</b>	<b>Description</b>	<b>Vendor</b>	<b>Inv. Amt</b>	<b>Ck Date</b>
201-000-5000	Feb Vision Coverage	Vision Care Direct	\$20.37	2/2/2024
201-000-5001	Feb Ins Premium	BCBS	\$1,356.87	2/2/2024
201-000-6000	Locate Fees	Kansas One Call	\$15.00	2/2/2024
201-000-6002	USPS water samples, postage	First Bank Card - RP	\$157.75	2/2/2024
201-000-6003	January Uniform Services	Unifirst	\$139.20	2/2/2024
201-000-7001	Class Meal	First Bank Card - RP	\$14.83	2/2/2024
201-000-7003	Jan Fuel	Bridgman	\$2,196.35	2/2/2024
201-000-7004	Dunhams	First Bank Card - RP	\$164.39	2/2/2024
			<b>\$4,064.76</b>	

<b>Sewer</b>	<b>Description</b>	<b>Vendor</b>	<b>Inv. Amt</b>	<b>Ck Date</b>
301-000-5000	Feb Vision Coverage	Vision Care Direct	\$25.17	2/2/2024
301-000-5001	Feb Ins Premium	BCBS	\$1,427.67	2/2/2024
301-000-6000	Locate Fees	Kansas One Call	\$15.00	2/2/2024
301-000-6002	Postage	First Bank Card-RP	\$102.00	2/2/2024
301-000-6003	January Uniform Services	Unifirst	\$139.20	2/2/2024
301-000-7001	Class Meal	First Bank Card-RP	\$14.84	2/2/2024
301-000-7003	Jan Fuel	Bridgman	\$2,043.64	2/2/2024
301-000-7011	Chemicals	Polydyne	\$2,295.00	2/2/2024
			<b>\$6,062.52</b>	

<b>ASAP</b>	<b>Description</b>	<b>Vendor</b>	<b>Inv. Amt</b>	<b>Ck Date</b>
801-000-4009	Forfeit cash bond - Symphony	SH Muni	\$100.00	2/2/2024
			<b>\$100.00</b>	

<b>Conv/Tourism</b>	<b>Description</b>	<b>Vendor</b>	<b>Inv. Amt</b>	<b>Ck Date</b>
701-000-6004	Transient Guest Tax	Market SH	\$8,947.19	2/2/2024
			<b>\$8,947.19</b>	

<b>Capital Equip (reserve)</b>	<b>Description</b>	<b>Vendor</b>	<b>Inv. Amt</b>	<b>Ck Date</b>
901-000-8023	Oils, Filters, Spark Plugs	Rose Motor	\$379.25	2/2/2024
			<b>\$379.25</b>	

<b>Capital Improvement</b>	<b>Description</b>	<b>Vendor</b>	<b>Inv. Amt</b>	<b>Ck Date</b>
902-000-8029	Monthly Retainer - PLOT	Jason Yoder design	\$6,400.00	2/2/2024
			<b>\$6,400.00</b>	

<b>Non-Departmental</b>	<b>Description</b>	<b>Vendor</b>	<b>Inv. Amt</b>	<b>Ck Date</b>
101-109-6000	January Refuse Service	Nisley Bros	\$9,559.35	2/2/2024
			<b>\$9,559.35</b>	

**GRAND TOTAL** **\$56,709.37**



**ORDINANCE NO. 24-03**

AN ORDINANCE AMENDING VARIOUS SECTIONS OF CHAPTER 1, ARTICLE 6 OF THE CODE OF THE CITY OF SOUTH HUTCHINSON, KANSAS, RELATED TO FEES ASSOCIATED WITH OPEN RECORDS REQUESTS

WITNESSETH:

WHEREAS, the Governing Body of the City of South Hutchinson, Kansas, has determined that various sections of Chapter 1, Article 6 of the Code of the City of South Hutchinson, Kansas, related to open records should be amended.

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF SOUTH HUTCHINSON, KANSAS, AS FOLLOWS:

SECTION 1. Chapter 1, Article 6, Section 1-612 of the City Code of the City of South Hutchinson, Kansas is hereby amended to read as follows:

**1-612. Inspection fee.**

(a) Where a request has been made for inspection of any open public record which is readily available to the record custodian, there shall be no inspection fee charged to the requester.

(b) In all cases not covered by subsection (a) of this section, a record inspection fee shall be charged at the hourly rate of the lowest paid employee who can perform the record search requested. A minimum charge of \$25 shall be charged for each such request.

SECTION 2. Chapter 1, Article 6, Section 1-613 of the City Code of the City of South Hutchinson, Kansas is hereby amended to read as follows:

**1-613. Copying fee.**

(a) A fee of \$.50 per page shall be charged for photocopying public records, such fee to cover the cost of labor, materials and equipment.

(b) For copying any public records which cannot be reproduced by the city's photocopying equipment, the requester shall be charged the actual cost to the city, including staff time, in reproducing such records.

SECTION 3. Chapter 1, Article 6, Section 1-614 of the City Code of the City of South Hutchinson, Kansas is hereby amended to read as follows:

**1-614. Prepayment of fees.**

(a) A record custodian may demand prepayment of the fees established by this article whenever he or she believes this to be in the best interest of the city. The prepayment amount shall be an estimate of the inspection and/or copying charges accrued in fulfilling

the record request. Any overage or underage in the prepayment shall be settled prior to inspection of the requested record or delivery of the requested copies.

(b) Prepayment of inspection and/or copying fees shall be required whenever, in the best estimate of the record custodian, such fees are estimated to exceed \$25.

(c) Where prepayment has been demanded by the record custodian, no record shall be made available to the requester until such prepayment has been made.

SECTION 4. All other ordinances, or parts thereof, or City policies inconsistent with Section 1 hereof, are hereby repealed and held for naught.

SECTION 5. This Ordinance shall be effective upon its passage and publication on the South Hutchinson City website, [www.southhutch.com](http://www.southhutch.com), the official city newspaper.

PASSED, APPROVED AND ADOPTED by the governing body of the City of South Hutchinson, Kansas, this 12<sup>th</sup> day of February, 2024.

\_\_\_\_\_  
Paul Scofield, Mayor

ATTEST:

\_\_\_\_\_  
City Clerk