

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

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

B. **PLEDGE OF ALLEGIANCE**

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

D. **CONSENT AGENDA**

1. Approval of Minutes - Regular Council Meeting, December 9, 2024
2. Approval of Invoices
3. Approval of Commercial Trash Hauler's License (Stutzman's)
4. Approval of Mobile Home Park License (326 S. Elm)
5. Approval of Commercial Tree Service License (Tatro Tree Service)

Motion _____ Second _____ Vote _____

E. **ACTION ITEMS**

1. Approve Repair of Well #3 with Sargent Drilling

Motion _____ Second _____ Vote _____

2. Approve Demolition of 603 N Poplar St to G&G Dozer

Motion _____ Second _____ Vote _____

F. **DISCUSSION ITEMS**

G. **ADJOURNMENT**

SUBMITTED BY: Jeff Schenk, City Administrator

MEETING DATE: January 13, 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 further discussion and/or vote.

PROPOSED ITEMS:

- Approval of Minutes from the following meetings:
 - December 9, 2024, Regular Council Meeting
- Approval of Invoices
- Approval of Commercial Trash Hauler's License (Stutzman's)
- Approval of Mobile Home Park License (326 S. Elm)
- Approval of Commercial Tree Service License (Tatro Tree Service)

RECOMMENDATION:

Motion to approve the consent agenda as presented.

ATTACHMENTS:

Exhibit A - Minutes from December 9, 2024, 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 _X_Wylie _X_Griffin
- B. **PLEDGE OF ALLEGIANCE**
- C. **APPROVAL OF AGENDA (ADDITIONS/DELETIONS)**
Changed Action Item #1 from the Approve KU Strategic Plan to approval of a memorandum for the design of water tower engineering in an amount not to exceed \$50000.
- D. **CITIZEN COMMENTS -**
Matt Mock- Gave information on the 1st ATV Toy Run for the City of South Hutchinson. Stated it was successful as they had 33 riders who brought in 100 toys and 202 non-perishable food items that will stay within the City of South Hutchinson.

Cameron Potucek- had a question about the legality of the ordinance put in place. Mayor Scofield stated that this is ongoing, and that Mr. Potucek needs to contact city staff to get answers to his questions and that legal questions are not something that we can answer.
- E. **HEARINGS, PRESENTATIONS, PROCLAMATIONS & RECOGNITIONS**
1. KU to present proposal for strategic plan – Jenny Mehmedovic / Mary Lou Goodyear explained how strategic planning works, what the benefits are and why long-range planning is important.
2. JEO to present Water PER – Mike Schultes presented the Water System Engineering Report. The report shows who the major water users are, what our current water usage is based on our water rights, how old our infrastructure is, what would need to be updated and the order in which improvements should be made.
Recommended that we should look at grants that are available to complete several of these projects to keep the costs as low as possible to the city.
- F. **CONSENT AGENDA**
1. Approval of Minutes – Regular Council Meeting, November 25, 2024
2. Approval of Invoices
3. Approval of Commercial Trash Hauler’s License (Nisly’s)

Motion BRISLIN Second COKELEY Vote 5-0
- G. **ACTION ITEMS**
1. Approve Memorandum for the design of water tower engineering in an amount not to exceed \$50000 and authorize the mayor to sign.

Motion COKELEY Second NISLY Vote 4-1 GRIFFIN

2. Approve Luke Morrell lot split

Motion NISLY Second BRISLIN Vote 5-0

3. Approve replat of Frontier Commerce Park II

Motion COKELEY Second BRISLIN Vote 5-0

4. Approve Resolution moving City Police Department from KPERS to KP&F

Motion COKELEY Second WYLIE Vote 5-0

5. Approve Resolution allocating ARPA funds
Discussion by Council and City Administrator was conducted about the best use of ARPA Funds to include whether to give money to Patriot's Village. Resolution without inclusion of Patriot's Village was approved.

Motion BRISLIN Second COKELEY Vote 4-1 GRIFFIN

H. **DISCUSSION ITEMS**

1. Cancellation of 12/23/2024 Council Meeting was discussed. The meeting was cancelled.
2. Chip Seal city streets – Jeff Schenk advised he would like to have a set of plans from JEO for chip seal to have on file for future projects. This would protect the city from liability if the engineering / design is incorrect.
3. Jeff Schenk advises that the city is working to create a city council onboarding program. He has been speaking with Kathy Sexton from the City of Derby who put one in place. KOMA and KORA training was also discussed to be included in the onboarding.
4. Discussion about adjusting meeting schedules was held. It was decided that this probably would not work for everyone that needs to be at the meetings.

I. **CITY ADMINISTRATOR'S REPORT**

J. **GOVERNING BODY COMMENTS**

Mayor Scofield asked if there was any way that we could get technology put in the council chambers so we could better hear presentations in the future. Jeff Schenk stated that we are working on that.

Jeff Schenk informed the council that Jay Mitzner would like part of the sludge field in the amount of 13-15 acres in a property swap.

K. **ADJOURNMENT**

Nisly motioned to adjourn the meeting at 7:59 p.m.

Motion NISLY Second BRISLIN Vote 5-0

INVOICE APPROVAL LIST

1/13/2025

From 12/19/2024 - 01/13/2025

| Gen Gov | Description | Vendor | Inv. Amt |
|----------------|---|----------------------------------|--------------------|
| 101-101-5000 | Insurance Premiums | Vision Care Direct | \$5.54 |
| 101-101-6000 | Cable TV | Cox | \$16.78 |
| 101-101-6000 | Electric | Evergy | \$217.32 |
| 101-101-6000 | Gas Service | Kansas Gas Service | \$172.22 |
| 101-101-6000 | Phone Service | IdeaTek | \$242.72 |
| 101-101-6001 | Membership Dues | League of KS Municipalities | \$1,806.10 |
| 101-101-6002 | Insurance Premiums | Freedom Claims | \$5,793.60 |
| 101-101-6002 | CMB Licensing | Kansas Dept of Revenue | \$50.00 |
| 101-101-6002 | Trustify, IT Services | Leading Edge Technology Partners | \$403.46 |
| 101-101-6002 | Payroll, Insurance, End of Year Assist | Denise McCue | \$250.00 |
| 101-101-6002 | Dog Tags | Office Plus | \$81.50 |
| 101-101-6004 | Mats | UniFirst | \$36.36 |
| 101-101-7000 | Tax Forms, Label Tape, Document Holder | UMB Card Services | \$188.44 |
| 101-101-7000 | Rubberbands, Dividers, Envelopes, Stapler | Office Plus | \$107.84 |
| 101-101-7001 | Food, Fuel (Schenk) | UMB Card Services | \$169.26 |
| 101-101-7002 | Vacuum | UMB Card Services | \$279.98 |
| 101-101-7004 | Water, Decorations, Towels | UMB Card Services | \$439.21 |
| 101-101-7005 | Mileage | Denise McCue | \$67.00 |
| | | | \$10,327.33 |

| Police | Description | Vendor | Inv. Amt |
|---------------|--|----------------------------------|--------------------|
| 101-102-5000 | Insurance Premium | Vision Care Direct | \$162.40 |
| 101-102-6000 | Cable TV | Cox | \$50.36 |
| 101-102-6000 | Electric | Evergy | \$447.28 |
| 101-102-6000 | Gas Service | Kansas Gas Service | \$506.30 |
| 101-102-6000 | Cell Service | Verizon | \$164.54 |
| 101-102-6000 | Phone Service | IdeaTek | \$308.48 |
| 101-102-6000 | Cell Service | Verizon | \$164.54 |
| 101-102-6002 | Cleaning | Mary Schenk | \$75.00 |
| 101-102-6002 | Prime Subs, Name Plates, Evid Tape | UMB Card Services | \$346.89 |
| 101-102-6002 | IT Services | Leading Edge Technology Partners | \$386.71 |
| 101-102-6002 | Cleaning | Mary Schenk | \$150.00 |
| 101-102-6004 | Party, Gun Cleaner, Markers, Tourniquets | UMB Card Services | \$817.26 |
| 101-102-6005 | Jetpacks | Verizon | \$480.12 |
| 101-102-6007 | MIC Repair, Battery Charger, Water Pump | Daniel Soto | \$2,854.00 |
| 101-102-6007 | Engine Cover, Hose, Coolant | Allen Samuels | \$302.63 |
| 101-102-6007 | Oil, Air Filter, Wipers, Starter, Oil Filter | Carquest | \$383.11 |
| 101-102-6007 | Thermostat Housing, Battery | Rose Motor Supply | \$283.79 |
| 101-102-7000 | Caldendars, Canned Air | Office Plus | \$92.10 |
| 101-102-7000 | Pen Refills | UMB Card Services | \$9.99 |
| 101-102-7003 | Fuel | Bridgman Oil | \$2,146.48 |
| 101-102-7004 | Boots | UMB Card Services | \$150.00 |
| 101-102-7004 | 2021 Taser Bundle | Axon Enterprise | \$428.42 |
| 101-102-7004 | Bulletproof Vests | Godfrey's | \$4,587.81 |
| 101-102-7009 | Dress Shoes, Jacket, Shirt, Pants, Brass | Galls | \$345.84 |
| | | | \$15,644.05 |

| Street | Description | Vendor | Inv. Amt |
|---------------|--------------------|---------------|-----------------|
|---------------|--------------------|---------------|-----------------|

| | | | |
|--------------|--|----------------------------------|--------------------|
| 101-103-6000 | Electric | Evergy | \$494.47 |
| 101-103-6000 | Gas Service | Kansas Gas Service | \$323.77 |
| 101-103-6001 | CanAm UTV Insurance | ProValue Insurance | \$35.00 |
| 101-103-6002 | Salt | KB Enterprises | \$665.40 |
| 101-103-6002 | UTV Title Registration | Petty Cash | \$10.00 |
| 101-103-6002 | Tornado Siren Meter | Salt City Electric | \$1,607.64 |
| 101-103-6002 | Uniforms | UniFirst | \$106.06 |
| 101-103-6002 | Locates | Kansas One Call | \$15.20 |
| 101-103-6002 | IT Services | Leading Edge Technology Partners | \$306.46 |
| 101-103-6002 | Sales Tax for APAC on W DesMoines Repair | Powered by ME | \$1,465.23 |
| 101-103-6002 | Concrete Blocks | Westhoff Material Recycling | \$420.00 |
| 101-103-6003 | Tractor Service | Agri Center | \$7,949.54 |
| 101-103-6003 | Loader Broom Attachment Troubleshoot | Foley Equipment | \$1,574.37 |
| 101-103-7002 | Electrical Box Parts, Silicone Caulk | Westlake | \$30.03 |
| 101-103-7002 | Hydraulic Hose Clamps | B&B Hydraulics | \$94.02 |
| 101-103-7002 | Insurance Premium | Vision Care Direct | \$54.60 |
| 101-103-7002 | Skid Steer Cutting Edge | White Star Machinery | \$146.31 |
| 101-103-7002 | Battery | Carquest | \$225.10 |
| 101-103-7002 | Lg Trash Bags | Janitorial Supply | \$104.14 |
| 101-103-7002 | Shop Light Bulb | Sunflower Electric Supply | \$21.20 |
| 101-103-7003 | Fuel | Bridgman Oil | \$291.85 |
| | | | \$15,940.39 |

| Fire | Description | Vendor | Inv. Amt |
|--------------|--|----------------------------------|-------------------|
| 101-104-6000 | Electric | Evergy | \$318.81 |
| 101-104-6000 | Gas Service | Kansas Gas Service | \$198.73 |
| 101-104-6000 | Cell Service | Verizon | \$288.74 |
| 101-104-6000 | Phone Service | IdeaTek | \$26.01 |
| 101-104-6002 | IT Services | Leading Edge Technology Partners | \$306.46 |
| 101-104-6003 | Services, Parts SCBA | Air & Fire Systems | \$624.50 |
| 101-104-6003 | Water Intake Repair Q87 | Daniel Soto | \$2,090.00 |
| 101-104-6003 | Starter - 1999 Ford SuperDuty | Rose Motor Supply | \$243.98 |
| 101-104-6003 | Repair FD Door | Cheney Door Company | \$309.00 |
| 101-104-6004 | Drug Screen | Hutchinson Clinic | \$50.00 |
| 101-104-7001 | Food, Hotel | UMB Card Services | \$499.38 |
| 101-104-7002 | Dryer Timer | UMB Card Services | \$76.94 |
| 101-104-7002 | Padlock, Hasp, Batteries, Cleaning Sol | Westlake | \$130.52 |
| 101-104-7002 | Wiper Blades | Rose Motor Supply | \$37.20 |
| | | | \$5,200.27 |

| Court | Description | Vendor | Inv. Amt |
|--------------|-------------------------------|------------------------------------|-------------------|
| 101-106-6004 | Inmate Medical | Hutchinson Regional Medical Center | \$519.53 |
| 101-106-6004 | Dispatch Records | Hutch/Rn County Emerg Comm | \$9.00 |
| 101-106-6004 | File Retrievals | Underground Vaults & Storage | \$94.55 |
| 101-106-6004 | Inmate Medical | Wellpath | \$36.00 |
| 101-106-6004 | Insurance Premium | Vision Care Direct | \$11.44 |
| 101-106-6015 | Court Fees | Office of the State Treasurer | \$1,952.50 |
| 101-106-6018 | Court Appointed Attorney Fees | StrongPoint Law | \$900.00 |
| 101-106-7000 | Appointment Book | Office Plus | \$32.40 |
| | | | \$3,555.42 |

| Park | Description | Vendor | Inv. Amt |
|--------------|--------------------|---------------|-----------------|
| 101-105-6000 | Electric | Evergy | \$116.55 |
| | | | \$116.55 |

| Non-Departmental | Description | Vendor | Inv. Amt |
|-------------------------|---------------------------|-------------------------------|--------------------|
| 101-109-6000 | Electric | Evergy | \$6,072.43 |
| 101-109-6026 | Trash Services | Nisly Brothers Trash Services | \$9,881.41 |
| 101-109-7004 | Gift Cards - PT Employees | Dillons | \$1,500.00 |
| 101-109-7004 | Legal Publication | Prairie Publications | \$25.90 |
| 101-109-8002 | Asbestos Abatement | FreshCo | \$7,800.00 |
| | | | \$25,279.74 |
| | | GENERAL TOTAL | \$76,063.75 |

| Water | Description | Vendor | Inv. Amt |
|--------------|--|-----------------------------------|--------------------|
| 201-000-5000 | Insurance Premium | Vision Care Direct | \$10.80 |
| 201-000-6000 | Electric | Evergy | \$3,995.93 |
| 201-000-6002 | Desk Calendar, Wall Calendar | Office Plus | \$40.32 |
| 201-000-6002 | Postage | UMB Card Services | \$10.00 |
| 201-000-6002 | Uniforms | UniFirst | \$106.09 |
| 201-000-6002 | Membership Dues | Kansas Municipal Utilities | \$651.00 |
| 201-000-6002 | Membership Dues | Kansas Rural Water Association | \$460.00 |
| 201-000-6002 | Locates | Kansas One Call | \$15.20 |
| 201-000-6002 | IT Services | Leading Edge Technology Partners | \$306.46 |
| 201-000-6005 | Cell Service | Verizon | \$211.74 |
| 201-000-7000 | Bulk Postage | USPS | \$1,725.00 |
| 201-000-7001 | Mileage - Thompson | Petty Cash | \$6.70 |
| 201-000-7002 | 6" Water Valve, Water Meter Setter, Distribution Parts | Core & Main | \$5,466.44 |
| 201-000-7002 | Marking Flags | Reno County Conservation District | \$32.25 |
| 201-000-7002 | Clothing Allowance Reimbursement | Bart Ferguson | \$200.00 |
| 201-000-7002 | Battery | Carquest | \$78.58 |
| 201-000-7002 | Water Tower Parts | Westlake | \$21.15 |
| 201-000-7003 | Fuel | Bridgman Oil | \$174.61 |
| 201-000-8013 | Water Protection Fees | KS Dept of Revenue | \$2,266.05 |
| | | | \$15,778.32 |

| Sewer | Description | Vendor | Inv. Amt |
|--------------|------------------------------------|----------------------------------|-----------------|
| 301-000-5000 | Insurance Premium | Vision Care Direct | \$15.69 |
| 301-000-6000 | Electric | Evergy | \$10,257.28 |
| 301-000-6000 | Phone Service | IdeaTek | \$32.65 |
| 301-000-6002 | Wastewater Grit | Reno County Solid Waste | \$84.00 |
| 301-000-6002 | UV Room Light Bank Service | Salt City Electric | \$270.00 |
| 301-000-6002 | Lab Analysis | SDK Laboratories | \$660.00 |
| 301-000-6002 | Uniforms | UniFirst | \$106.10 |
| 301-000-6002 | Membership Dues | Kansas Municipal Utilities | \$651.00 |
| 301-000-6002 | Membership Dues | Kansas Rural Water Association | \$460.00 |
| 301-000-6002 | Locates | Kansas One Call | \$15.20 |
| 301-000-6002 | IT Services | Leading Edge Technology Partners | \$306.46 |
| 301-000-6002 | Service Call - Lift Station | Zenor Electric | \$600.00 |
| 301-000-6005 | Lift Station Service, Cell Service | Verizon | \$730.74 |
| 301-000-7000 | Ink Cartridge, Desk/Wall Calendars | Office Plus | \$88.32 |
| 301-000-7000 | Bulk Postage | USPS | \$1,725.00 |

| | | | |
|--------------|-------------------------|-----------------------------------|--------------------|
| 301-000-7002 | Marking Flags | Reno County Conservation District | \$32.25 |
| 301-000-7002 | Doorknob | Westlake | \$10.99 |
| 301-000-7002 | UV Ballast Cards | Xylem Water Solutions | \$1,925.00 |
| 301-000-7002 | Fuel | Bridgman Oil | \$385.40 |
| 301-000-7002 | Spark Plugs | Carquest | \$140.69 |
| 301-000-7002 | Tire Repair | Cooper Tire Service | \$147.18 |
| 301-000-7002 | Manhole Lid, Riser | Core & Main | \$310.33 |
| 301-000-7002 | Sewer Chain Pins | KanEquip Inc | \$20.94 |
| 301-000-7002 | Fuses | Sunflower Electric Supply | \$98.30 |
| 301-000-7002 | Lift Station Controller | Zenor Electric | \$923.00 |
| 301-000-7004 | Lunch - Dunn | Petty Cash | \$20.00 |
| | | | \$20,016.52 |

| Sewer Emergency Replacer | Description | Vendor | Inv. Amt |
|---------------------------------|-----------------------------|-----------------|--------------------|
| 303-000-8000 | Transfer Switch Replacement | Utility HelpNet | \$10,000.00 |
| | | | \$10,000.00 |

| Employee Benefits | Description | Vendor | Inv. Amt |
|--------------------------|--------------------|----------------------------|-----------------|
| 501-000-5007 | Insurance Premium | Dearborn Life Insurance Co | \$390.72 |

| Market South Hutch | Description | Vendor | Inv. Amt |
|---------------------------|------------------------------|----------------------|-------------------|
| 706-000-6002 | Flight Plan - Marketing | Eagle Communications | \$575.00 |
| 706-000-6002 | Website - Veteran's Memorial | Eagle Web Services | \$50.00 |
| 706-000-6002 | Ad Postings | Eagle Web Services | \$175.00 |
| 706-000-6002 | Social Media Management | Plot Marketing | \$1,000.00 |
| 706-000-6002 | 2025 Visitor Guide Ad | Visit Hutch | \$2,200.00 |
| | | | \$4,000.00 |

| Diversion | Description | Vendor | Inv. Amt |
|------------------|--------------------|-----------------|-------------------|
| 802-000-6004 | Taser Bundle | Axon Enterprise | \$3,020.50 |
| | | | \$3,020.50 |

| ARPA | Description | Vendor | Inv. Amt |
|--------------|-----------------------------------|--------------------|--------------------|
| 808-000-7004 | In Car Radio (PD) | Motorola Solutions | \$3,780.74 |
| 808-000-7004 | 2021 Taser Bundle | Axon Enterprise | \$2,451.50 |
| 808-000-7004 | Taser Bundle | Axon Enterprise | \$3,020.50 |
| 808-000-7004 | SH Pedestrian Signal Modification | JEO Consulting | \$6,880.00 |
| | | | \$16,132.74 |

| Community Center | Description | Vendor | Inv. Amt |
|-------------------------|--------------------------------|--------------------------------|-------------------|
| 811-000-6000 | Electric | Evergry | \$292.29 |
| 811-000-6000 | Gas Service | Kansas Gas Service | \$167.99 |
| 811-000-6004 | Heater Repair | Decker & Mattison | \$408.51 |
| 811-000-6004 | Cleaning | FreshCo Cleaning & Restoration | \$700.00 |
| 811-000-6026 | Rental Deposit Return | Carman Turner | \$150.00 |
| 811-000-7002 | Vacuum | UMB Card Services | \$279.98 |
| 811-000-7002 | Trash Bags, Soap, Toilet Paper | Janitorial Supply | \$477.18 |
| | | | \$2,475.95 |

| Building Reserve | Description | Vendor | Inv. Amt |
|-------------------------|--------------------|---------------|-----------------|
|-------------------------|--------------------|---------------|-----------------|

| | | | |
|--------------------------------|---|----------------------|---------------------|
| 902-000-8027 | SH Water System PER | JEO Consulting | \$6,750.00 |
| 902-000-8028 | SH Wastewater System PER | JEO Consulting | \$4,250.00 |
| | | | \$11,000.00 |
| Capital Equip (reserve) | Description | Vendor | Inv. Amt |
| 901-000-8020 | SH Architechtural Facilities Assessment | JEO Consulting | \$3,500.00 |
| 901-000-8021 | PD Vehicle Radar | Applied Concepts Inc | \$3,250.00 |
| | | | \$6,750.00 |
| | | GRAND TOTAL | \$165,628.50 |

MEMORANDUM

TO: Honorable Mayor and City Council
FROM: Jeff Schenk, City Administrator
DATE: 1/13/2025
RE: Repair Water Well #3

BACKGROUND:

After discussion with the public works superintendent, I realized that the water wells had not been inspected if far too long. This typically leads to serious repairs because of lack of proper maintenance. The inspection has been completed and we are currently down 1 of our 3 wells. We require 2 to supply the water needed.

PROJECT DESCRIPTION:

This project will replace the current original motor with a new motor that will be able to have a variable frequency drive (VFD) added to it. It is believed that if we hook to Hutchinson's water supply that a VFD will be required. The VFD also has several other benefits. The housings all have to be replaced as well and there is some cleanup required of the remaining parts.

PROPOSED PURCHASE:

| | |
|-----------------------|--------------------------|
| Water Reserve Account | Estimated cost of repair |
| \$868,473.81 | \$49,247.55 |

RECOMMENDATION:

City staff recommends the council approve the repair of Well #3 in the amount of \$49,247.55 and authorize the mayor to sign.

MEMORANDUM

TO: Honorable Mayor and City Council
FROM: Jeff Schenk, City Administrator
DATE: 1/13/2025
RE: Demolition of 603 N Poplar St

BACKGROUND:

The council passed Ordinance 24-05 on September 9, 2024 authorizing and directing the removal of the structure located at lots 1, 2, 3 and the south 6 inches of lot 4, Block 1, Puterbaugh’s Addition to the city of South Hutchinson, Reno County Kansas, together with the north 10 feet of 6th avenue as vacated by ordinance number 321.

PROJECT DESCRIPTION:

This is for the demolition of the building located at the location described above. It covers the clearing of all debris, equipment costs, landfill fees, permits, and material costs, filling permits with KDHE and the City, and separation of the buildings.

PROPOSED PURCHASE:

| Non-Departmental Reserve Account | Cost of Demolition |
|----------------------------------|--------------------|
| \$796,695.63 | \$23,400.00 |

RECOMMENDATION:

City staff recommends the council approve the demolition of the property referred to as 603 N Poplar Street and award the contract to G&G Dozer in the amount of \$23,400.00