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- A. **CALL TO ORDER/ROLL CALL**  
\_\_Nisly \_\_Schmidt \_\_Weber \_\_Garretson \_\_Fairbanks \_\_Scofield
  
  - B. **PLEDGE OF ALLEGIANCE**
  - C. **APPROVAL OF AGENDA (ADDITIONS/DELETIONS)**
  - D. **CITIZEN COMMENTS**
  - E. **HEARINGS, PRESENTATIONS, PROCLAMATIONS & RECOGNITIONS**
    - 1. Oath of Office for Matt Nisly
    - 2. Election of Mayor
      - a. Motion to accept nominations for mayor
      - b. Motion to close nominations for mayor
      - c. Motion to elect mayor (majority vote)
    - 3. Election of President of the Council
      - a. Motion to accept nominations for President of the Council
      - b. Motion to close nominations for President of the Council
      - c. Motion to elect President of the Council
  
  - F. **CONSENT AGENDA**
    - 1. Approval of Minutes – Regular Meeting, January 10, 2022
    - 2. Approval of Invoices
    - 3. Approval of mayoral appointments
      - a. Stan Juhnke – City Attorney
      - b. Larry Bolton – Municipal Judge
      - c. David “Rick” Roberts – City Prosecuting Attorney
      - d. Denise McCue – City Clerk
      - e. Rhonda Stillwell – City Treasurer
      - f. Darrin Pickering – Chief of Police
      - g. Shae Barajas Brooks
      - h. City Website – Official Newspaper
      - i. Simmons Banks – Official Depository
  
  - G. **UNFINISHED BUSINESS**
  - H. **NEW BUSINESS**
    - 1. Baseball diamond repairs
    - 2. Wastewater fine air diffusers
    - 3. Public Works Department Assessment (Discussion)
    - 4. Council Goals & Priorities – Infrastructure (Discussion)
    - 5. 2021 Budget Review of Revenue & Expenses (Discussion)
    - 6. Review of Reserve Accounts & Planned Transfers (Discussion)
  
  - I. **CITY ADMINISTRATOR’S REPORT**
  - J. **GOVERNING BODY COMMENTS**
  - K. **EXECUTIVE SESSION**
  - L. **ADJOURNMENT**

**Meeting Date:** January 19, 2022  
**Department:** Administration  
**Prepared By:** Joseph Turner, City Administrator  
**Agenda Title:** Oath of Office for Matt Nisly

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**Background/Analysis** – Matt Nisly was elected to the city council in November 2021 and must be given the oath of office.

**Recommendation** – City Clerk Denise McCue will give the Oath of Office to Councilmember Matt Nisly.

**Meeting Date:** January 19, 2022  
**Department:** Administration  
**Prepared By:** Joseph Turner, City Administrator  
**Agenda Title:** Election of Mayor

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**Background/Analysis** – Matt Nisly is currently the mayor and is not prohibited from serving another term. Any member of the council may be nominated for this position. If more than one individual is nominated, the one receiving a majority of the votes is elected mayor.

**Financial Impact** – None.

**Recommendation** – President of the Council John Fairbanks should:

1. Make a motion or request a motion to open the floor for nominations for the position of mayor and accept all nominations.
2. Motion to close nominations for mayor.
3. Motion to call for a vote on the candidate(s) nominated for the position of mayor
4. Hand the gavel to the newly elected mayor who will then run the meeting.

**Meeting Date:** January 19, 2022  
**Department:** Administration  
**Prepared By:** Joseph Turner, City Administrator  
**Agenda Title:** Election of President of the Council

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**Background/Analysis** – John Fairbanks is currently the President of the Council and is not prohibited from serving another term. Any member of the council may be nominated for this position. If more than one individual is nominated, the one receiving a majority of the votes is elected mayor.

**Financial Impact** – None.

**Recommendation** – The newly elected mayor should:

1. Request a motion to open the floor for nominations for the position of President of the Council and accept all nominations.
2. Motion to close nominations for President of the Council.
3. Motion to call for a vote on the candidate(s) nominated for the position of President of the Council

**Meeting Date:** January 19, 2022  
**Department:** Administration  
**Prepared By:** Joseph Turner, City Administrator  
**Agenda Title:** Consent Agenda

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**Background/Analysis** – 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. 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.

Notable Items:

- All appointments in 2022 are identical to 2021 except for designating the City's website as the Official Newspaper.

**Recommendation** – Motion to approve the consent agenda as presented.

**Exhibit A** – Minutes from January 10, 2022 Regular Meeting

**Exhibit B** – AP Invoices



- A. **CALL TO ORDER/ROLL CALL**  
 \_\_\_Nisly  Schmidt  Weber  Garretson  Fairbanks  Scofield
- B. **PLEDGE OF ALLEGIANCE**
- C. **APPROVAL OF AGENDA (ADDITIONS/DELETIONS)**
- D. **CITIZEN COMMENTS**
- E. **HEARINGS, PRESENTATIONS, PROCLAMATIONS & RECOGNITIONS**  
 1. Oath of Office for Brian Garretson and Paul Scofield
- F. **CONSENT AGENDA**  
 1. Approval of Minutes – Regular Meeting, December 20, 2021  
 2. Approval of Invoices  
 3. Approval of Procurement Policy
- ACTION:** Motion to approve the Consent Agenda.  
**Motion:** Schmidt                      **Second:** Garretson                      **Vote:** 4-0
- G. **UNFINISHED BUSINESS**
- H. **NEW BUSINESS**  
 1. Fire Chief Stipend/COLA
- ACTION:** Motion to increase the annual Fire Chief Stipend to \$18,540.  
**Motion:** Weber                      **Second:** Garretson                      **Vote:** 4-0
- I. **CITY ADMINISTRATOR’S REPORT**
- J. **GOVERNING BODY COMMENTS**
- K. **EXECUTIVE SESSION**
- L. **ADJOURNMENT**
- Motion:** Schmidt                      **Second:** Weber                      **Vote:** 4-0

**Invoice Approval List  
January 19, 2022**

<b>Gen Gov</b>	<b>Description</b>	<b>Vendor</b>	<b>Inv. Amt</b>
101-101-6000	Electric Billing	Evergy	\$254.72
<b>101-101-6002</b>	<b>Denali Software</b>	<b>Advantage Computer</b>	<b>\$491.67</b>
<b>101-101-6002</b>	<b>Lease Rental</b>	<b>Underground Vaults</b>	<b>\$192.78</b>
			<b>\$939.17</b>
<b>Police</b>	<b>Description</b>	<b>Vendor</b>	<b>Inv. Amt</b>
<b>39.87</b>	<b>Cable</b>	<b>Cox</b>	<b>\$39.87</b>
101-102-6000	Electric Billing	Evergy	\$402.84
101-102-6002	Batteries	Digital Ally	\$500.00
<b>101-102-6002</b>	<b>Lease Rental</b>	<b>Underground Vaults</b>	<b>\$605.88</b>
<b>101-102-7003</b>	<b>Fuel</b>	<b>Bridgman</b>	<b>\$515.16</b>
101-102-7009	Shirts	Galls	\$209.72
			<b>\$2,273.47</b>
<b>Street</b>	<b>Description</b>	<b>Vendor</b>	<b>Inv. Amt</b>
101-103-6000	Electric Billing	Evergy	\$557.31
<b>101-103-6002</b>	<b>Traffic Signal Maintenance</b>	<b>City of Hutchinson</b>	<b>\$1,500.00</b>
			<b>\$2,057.31</b>
<b>Fire</b>	<b>Description</b>	<b>Vendor</b>	<b>Inv. Amt</b>
<b>101-104-6000</b>	<b>Cable</b>	<b>Cox</b>	<b>\$10.49</b>
101-104-6000	Electric Billing	Evergy	\$286.22
<b>101-104-6003</b>	<b>Prime Anti freeze</b>	<b>Rose Motor</b>	<b>\$12.97</b>
<b>101-104-6004</b>	<b>Online Courses</b>	<b>Target Solutions</b>	<b>\$2,043.00</b>
<b>101-104-6011</b>	<b>Membership</b>	<b>Reno County Fire</b>	<b>\$15.00</b>
			<b>\$2,367.68</b>
<b>Park</b>	<b>Description</b>	<b>Vendor</b>	<b>Inv. Amt</b>
101-105-6000	Electric Billing	Evergy	\$100.84
			<b>\$100.84</b>
<b>Court</b>	<b>Description</b>	<b>Vendor</b>	<b>Inv. Amt</b>
101-106-6004	Retrievals for court	Underground Vaults	\$11.00
101-106-6004	Inmate Care	Hutchinson Regional	\$22.00
<b>101-106-6004</b>	<b>Translation for court</b>	<b>Eric De La Cruz</b>	<b>\$25.00</b>
<b>101-106-6004</b>	<b>Lease Rental</b>	<b>Underground Vaults</b>	<b>\$197.64</b>
<b>101-106-6018</b>	<b>Court Apointed Attorney</b>	<b>Shawnah Bennett</b>	<b>\$75.00</b>
			<b>\$330.64</b>
<b>Non Dept</b>	<b>Description</b>	<b>Vendor</b>	<b>Inv. Amt</b>
101-109-6000	Electric Billing	Evergy	\$5,740.55
			<b>\$5,740.55</b>
		<b>GENERAL TOTAL</b>	<b>\$13,809.66</b>

**Invoice Approval List  
January 19, 2022**

<b>Water</b>	<b>Description</b>	<b>Vendor</b>	<b>Inv. Amt</b>
201-000-6000	Electric Billing	Evergy	\$2,535.96
201-000-6002	Lab analysis	KDHE	\$84.00
<b>201-000-6002</b>	<b>Denali Software</b>	<b>Advantage Computer</b>	<b>\$491.67</b>
<b>201-000-7002</b>	<b>Boots</b>	<b>Bart Ferguson</b>	<b>\$200.00</b>
<b>201-000-7003</b>	<b>Fuel</b>	<b>Bridgman</b>	<b>\$69.06</b>
			<b>\$3,380.69</b>
<b>Sewer</b>	<b>Description</b>	<b>Vendor</b>	<b>Inv. Amt</b>
301-000-6000	Electric Billing	Evergy	\$9,198.12
<b>301-000-6002</b>	<b>Denali Software</b>	<b>Advantage Computer</b>	<b>\$491.66</b>
301-000-6002	Lab analysis	SDK	\$598.00
<b>301-000-6002</b>	<b>Repair Highrise Lift Station</b>	<b>Zenor Electric</b>	<b>\$549.83</b>
<b>301-000-7002</b>	<b>Boots and Vest</b>	<b>A5 Western</b>	<b>\$200.00</b>
			<b>\$11,037.61</b>
<b>Special Hwy</b>	<b>Description</b>	<b>Vendor</b>	<b>Inv. Amt</b>
<b>401-000-7002</b>	<b>Boots and flannel</b>	<b>A5 Western</b>	<b>\$180.15</b>
<b>401-000-7002</b>	<b>Tires for St Sweeper &amp; Backhoe</b>	<b>Cooper Tire</b>	<b>\$2,535.20</b>
			<b>\$2,715.35</b>
<b>CID</b>	<b>Description</b>	<b>Vendor</b>	<b>Inv. Amt</b>
<b>705-000-6004</b>	<b>4th Quarter Sales</b>	<b>Love's</b>	<b>\$5,988.94</b>
			<b>\$5,988.94</b>
<b>Comm Ctr</b>	<b>Description</b>	<b>Vendor</b>	<b>Inv. Amt</b>
811-000-6000	Electric Billing	Evergy	\$242.97
			<b>\$242.97</b>
		<b>Grand Total</b>	<b>\$37,175.22</b>

**Meeting Date:** January 19, 2022  
**Department:** Administration  
**Prepared By:** Joseph Turner, City Administrator  
**Agenda Title:** Baseball Field Repairs

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**Background/Analysis** – Many years of deferred maintenance of our baseball fields have resulted in a very hard playing surface that is incompatible with any sort of organized league play. Rehabilitating the infield playing surface is a niche field and we have received an estimate from one vendor in the amount of \$10,000 for both fields.

Although this expenditure is within the spending authority of the city administrator, we only have one estimate and councilmember(s) in the past have expressed some concerns about expending public funds on the fields where public access is limited or prohibited.

If approved, the funds would be deducted from Fund 902 Building Reserves. The line item for Parks currently has about \$160,000 in it.

**Financial Impact** – No material impact.

**Recommendation** – Motion to authorize city administrator to complete baseball field repairs.

**Meeting Date:** January 19, 2022  
**Department:** Public Works - Wastewater  
**Prepared By:** Ronnie Pederson, Public Works Interim Supervisor  
**Agenda Title:** Wastewater Fine Air Diffusers

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**Background/Analysis** – The wastewater treatment facility has two 641,000-gallon aeration basins with fine air bubble diffuser grids in them. The fine air bubble diffusers are used to promote oxygen into the basins that's needed for the microorganisms to live. The basin's purpose is to hold the activated sludge in the biological process of the treatment facility.

We only use one side at a time due to the volume of the tanks compared to the amount of flow we receive to the facility. The facility was designed and built larger than needed at the time for potential future growth of the city. We currently run about 750,000 gpd average so one side of the facility is sufficient because the design flow is 2.0 mgd with a peak flow of 4.0 mgd running the entire facility.

The diffusers need to be covered in water when not in use so the ultraviolet rays from the sun do not damage them. Previous leadership placed an emphasis on water conservation and prohibited wastewater employees from keeping the basin filled as needed due to evaporation. The PVC diffusers are now destroyed and need to be replaced. The drains in both basins are broken and need to be fixed. We need to have the broken drains in both repaired and the diffuser grid in the east basin replaced.

Once completed we will transfer from the west basin to the east basin by pump and clean out the west basin then fill to 4 or 5 feet, so the diffusers are covered with water to protect them from the weather and ultraviolet rays.

We have received three bids (see attached documentation) and recommend CleanInfusion:

- CleanInfusion - \$54,264
- Environmental Dynamics - \$73,700
- CAS Constructors - \$87,250

**Financial Impact** – Capital expenditure funded out of 902 – Building Reserve. The balance in this fund for the wastewater utility is \$330,160.

**Recommendation** – Motion to accept and approve the bids and authorize the city administrator to enter into an agreement with CleanInfusion to replace the diffusers in an amount not to exceed \$54,264.

**Exhibits C thru E** – Vendor bids/proposals



# CLEAN INFUSION

## Wastewater Aeration Cleaning Services

Phone: +1-267-698-1176

[www.CleanInfusion.com](http://www.CleanInfusion.com)

Sales@CleanInfusion.com

Clean Infusion Proposal: 423rev2

TO: Ronnie Pederson  
Wastewater Supervisor  
South Hutchinson, Kansas  
wastewater@southhutch.com

RE: 9" Aeration System Replacement

Date: January 13, 2022

**Project:** Demolition and Installation new 9" disc aeration system.

Clean Infusion is pleased to propose the demolition and installation services of a new 9" aeration disc system. The scope of work includes demolition of existing aeration components, installation of new aeration equipment, system leak check and startup of the Aeration Basins. The demolition and installation start downstream of the SS drop connection to the PVC.

Clean Infusion is a company whose main focus is installing, maintaining, and servicing aeration basins within wastewater plants. The crew members that Clean Infusion will be onsite to perform the work have many years of experience in working on wastewater plants, but our main focus is aeration. Clean Infusion will provide all equipment necessary to install this and other manufacturers equipment to meet and exceed specifications and directions. Clean Infusion always warrants the labor on the equipment they install for a period of five years from time of installation. The scope of work includes all in basin aeration equipment downstream of the coupling clamp that connects the existing SS drop pipe to the PVC manifold. Please see below the outline of the scope of work provided:

**Aeration Basins** - Components for supply, demolition, and installation listed for One Tank (Two Grids Per Tank):

- Demolish and dispose of existing in basin aeration equipment including aeration piping, pipe supports, and diffuser assemblies. Demolished equipment will be placed in a dumpster provided by Clean Infusion. Existing embedded anchors will be cut flush with the floor and the adjacent concrete will be patched.

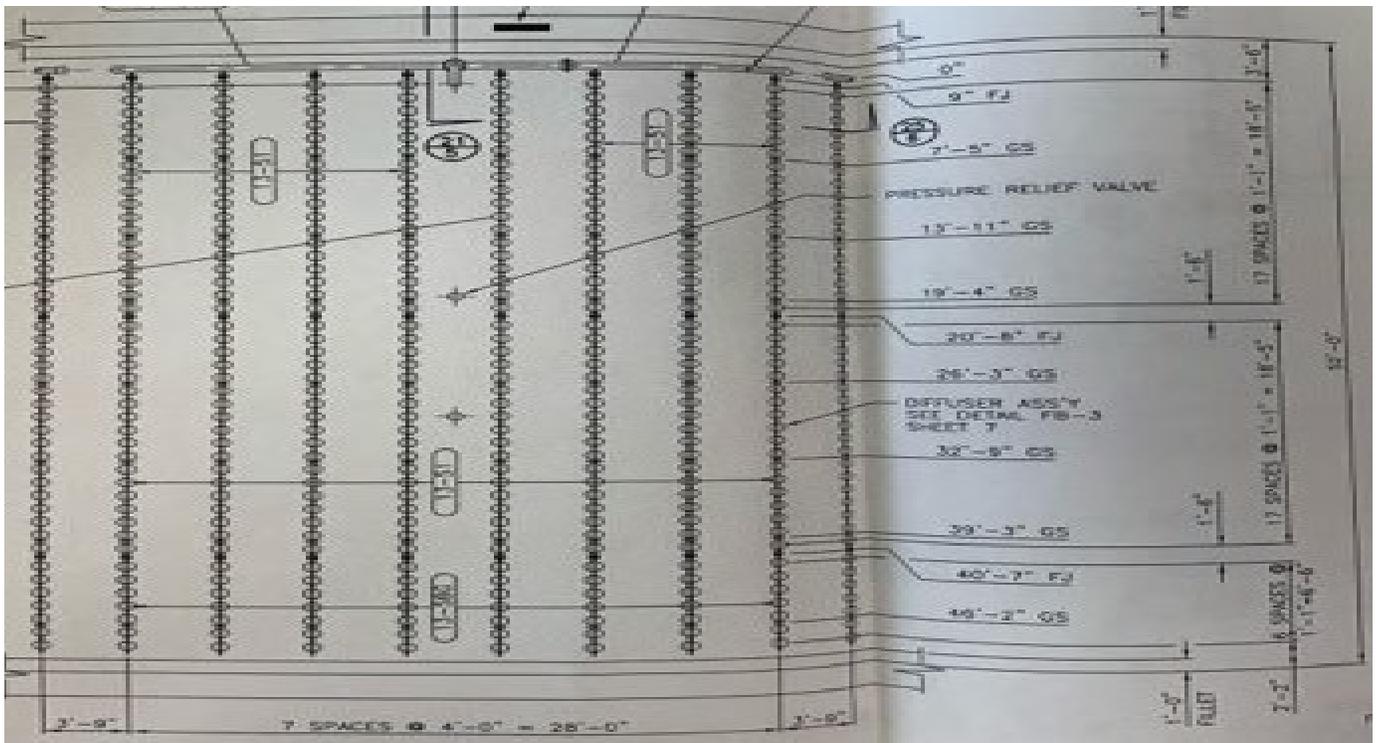
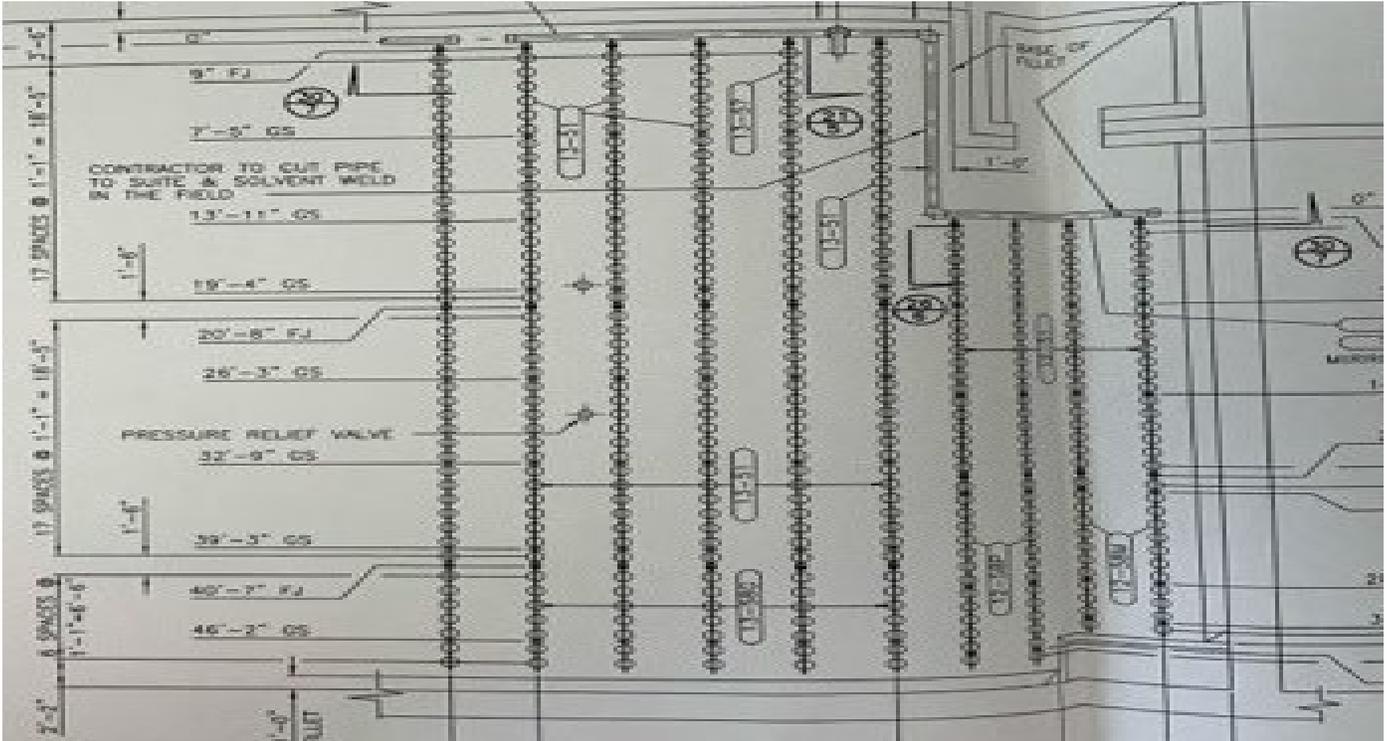
**A. Scope of supply and installation** is complete with all components from the downstream of SS Drop pipe connection ( $\pm 2'$  above the floor level) starting with 304SS *Coupling* including PVC Lower Drop (*SS Drops, Isolation valve and associated accessories are not included in SSI supply limit*)

**Each tank with Two (2) type of Grids** and Aeration Equipment Supply per grid is listed below:

GRID Type	Ø6" PVC Sch.40 Lower Drop + Manifold c/w 1 SS Coupling	Ø4" PVC SCH40 Headers	POD270-E Diffusers c/w factory mounted
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	Length (ft)	304SS Supports	PVC Flanges	Length (ft)	304SS Supports	PVC Unions	on headers
#1	70	12	2	720	160	48	688
#2	45	9	2	345	78	23	347
Number of POD270-E (9") disc diffusers per Basin							<b>1035</b>

**B. PRELIMINARY DRAWING:**



**ONE (1) AERATION BASIN WITH TWO (2) GRIDS**  
*REQUIRED TWO (2) BASINS AS SHOWN ABOVE*

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**COMMON FOR BOTH BASINS**

Total number of (9") disc diffusers (687/Basin) \* 2 = **1035**

**C. Spare Parts:**

- Diffusers - **6**
- Support - **2**
- Coupling - **1**

**Notes:**

1. Leak check will be performed on all in basin aeration equipment.
2. Proposal includes all scope defined above. If additional work is required a separate quote or proposal can be provided.
3. All tools, jigs and fixtures necessary for the installation of the aeration equipment will be provided by Clean Infusion.
4. Proposal includes one mobilization to site if more are required additional mobilization cost will be incurred.
5. The draining of the Aeration Basin will be by others. Grit and sludge will need to be removed from basin in order to properly demio and install equipment prior to arrival onsite.
6. Ladders for access to the aeration basin will be provided by the city or town.
7. Insurance Certificates provided upon request.
8. Safety equipment such as hard hats, safety shoes, safety glasses where applicable will be provided by Clean Infusion. Clean Infusion will work in a responsible manner and follow all safety protocols of both Clean Infusion, General Contractor and the municipality.
9. The quotes listed in this proposal do not include Davis/Bacon or Prevailing Wages, if required pricing will need to be adjusted to reflect.
10. Proposal price includes a two-year warranty for labor from time of startup of each individual basin. Manufacturer is responsible for equipment costs.

**Payment Terms**

25% Net 30 Upon Acceptance of PO

50% Net 30 Upon Shipment of Equipment

25% Net 30 upon completion of tank

**Price Per Aeration Basin**

9" Aeration Diffuser Supply, Demolition, and Installation Service

**\$54,264.00**

**Pricing does not include any taxes or sales tax if required.**

**Performance of Service**

Services described above can generally begin 8 to 10 weeks from receipt of PO. Schedule of complete program to be decided between Clean Infusion and customer prior to beginning work.

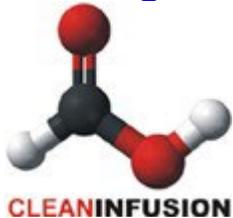
**CLEANINFUSION**  
**Wastewater Aeration Services****Ed Pastorino**

*Technical Manager*

Office: 267-698-1176

Fax: 215-563-3941

[EPastorino@cleaninfusion.com](mailto:EPastorino@cleaninfusion.com)





# HUTCHINSON SOUTH KS

Detailed Scope of Work for the  
Wastewater Treatment System Improvements with  
FlexAir™ Aeration

January 13, 2022



## Scope of Work

Environmental Dynamics International (EDI) is pleased to offer the FlexAir™ Aeration Mixing System for the Hutchinson South KS project. EDI is offering the in-basin aeration components complete with all necessary components required for installation of the system downstream the plain end bottom of each existing drop pipe.

EDI is also providing installation of the aeration system by EDI SiteWorks, EDI's construction division. SiteWorks is uniquely capable of installing all brands of aeration equipment and is the only certified installer of EDI aeration. The Factory-Certified Diffuser System Technicians that will be employed on-site have many years of installing aeration equipment and have the specialized equipment to install this system. With the right tools and experience, SiteWorks can easily troubleshoot any issues that may arise and perform this installation seamlessly and conveniently for the Client the first time. SiteWorks will ensure that the installation meets all manufacturer specifications and directions and can provide startup, commissioning, and training services.

The following is the detailed scope of work to be supplied by EDI:

### **INCLUDED IN OVERALL SCOPE OF SUPPLY**

- Aeration system design submittal and shop drawings
- Installation, start-up, commissioning, and initial training
- 1- year warranty from startup (or 18 months from shipment, whichever comes first)
- Operation & Maintenance Manuals
- Shipping to jobsite



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CD9773.03

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# System Design Parameters

EDI understands that one existing aeration tank requires upgraded diffused aeration and that the existing drop pipes are to be re-used. EDI further understands that the basin has three grids: two Type 1 grids and one Type 2 grid. From the information provided, EDI understands the Type 1 grids have 344 disc diffusers each and the Type 2 grid has 343 disc diffusers each.

EDI is assuming 1 scfm per disc diffuser, a SWD of 20ft, and an environment appropriate for the use of PVC aeration piping.

EDI has used the information below to put together the aeration system offering. Please see the following tables and the attached preliminary sketch for additional details.

**Grid dimensions, anticipated airflows, and diffuser quantities** are presented in the following tables for Grid Type 1:

<b>Grid Type 1</b>	
<b>Tank Dimensions- each tank (ft)</b>	34 x 52 x 20 SWD
<b>Design Airflow (scfm)</b>	344
<b>Airflow Per Diffuser (scfm)</b>	1

**Quantity of diffusers** for each option is presented in the following table:

<b>9" Disc</b>	
<b>Diffuser Model/Size</b>	Standard 9" Disc
<b># of Diffusers Required per grid per tank</b>	344

**Grid dimensions, anticipated airflows, and diffuser quantities** are presented in the following tables for Grid Type 2:

<b>Grid Type 2</b>	
<b>Tank Dimensions- each tank (ft)</b>	34 x 52 x 20 SWD
<b>Design Airflow (scfm)</b>	343
<b>Airflow Per Diffuser (scfm)</b>	1

**Quantity of diffusers** for each option is presented in the following table:

<b>9" Disc</b>	
<b>Diffuser Model/Size</b>	Standard 9" Disc
<b># of Diffusers Required per grid per tank</b>	343



# Aeration System Equipment

**Design, Supply, Installation and Start-up** of all in-tank FlexAir™ aeration equipment required to make a fully functioning system (as per specifications and drawings) after the plain end at the bottom of each existing drop pipe and including all in-water components as follows:

## AERATION BASIN GRID TYPE 1

Scope of supply listed for one grid (total of two grids in one tank included in bid):

- 1 6" 304 Stainless Steel Coupling. Coupling joins plain ends of existing SS drop and PVC manifold.
- 1 4" Schedule 40 PVC Air Distribution Manifold Assembly. Assembly provided factory assembled and shipped in sub-assemblies. Assembly includes flanged connections at all field joints, flanged header connections and stainless steel flange fasteners.
- 8 3" SDR 26 PVC Air Lateral Assembly. Assembly provided factory assembled and shipped in sub-assemblies. Assembly includes flanged connections at all field joints, diffuser outlet ports, end cap and stainless steel flange fasteners.
- Lot 304 Stainless Steel Pipe Support for manifold piping. Anchor bolts included.
- Lot Superstrut™ GFPP Pipe Support for lateral piping. Anchor bolts included.
- 344 FlexAir™ Disc Diffuser Assembly. Diffuser assembly provided factory assembled. Assembly includes disc holder, membrane, and retainer ring.
- 1 Purge system.

## AERATION BASIN GRID TYPE 2

Scope of supply listed for one grid (total of one grid in one tank included in bid):

- 1 6" 304 Stainless Steel Coupling. Coupling joins plain ends of SS drop and PVC manifold.
- 1 4" Schedule 40 PVC Air Distribution Manifold Assembly. Assembly provided factory assembled and shipped in sub-assemblies. Assembly includes flanged connections at all field joints, flanged header connections and stainless steel flange fasteners.
- 9 4" SDR 26 PVC Air Lateral Assembly. Assembly provided factory assembled and shipped in sub-assemblies. Assembly includes flanged connections at all field joints, diffuser outlet ports, end cap and stainless steel flange fasteners.
- Lot 304 Stainless Steel Pipe Support for manifold piping. Anchor bolts included.
- Lot Superstrut™ GFPP Pipe Support for lateral piping. Anchor bolts included.
- 343 FlexAir™ Disc Diffuser Assembly. Diffuser assembly provided factory assembled. Assembly includes disc holder, membrane, and retainer ring.



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- 1 Purge system.

## MANUFACTURER SERVICES

- Installation of in-basin aeration equipment listed above under scope of supply according to manufacturer specifications and directions.
- Start-up, commissioning, and initial training of supplied equipment as per specifications as long as water and air are available. Owner to provide water and electrical energy for air.

## Supplemental Conditions

1. Proposal only includes the scope of work as described above. All other scopes expressed or implied are excluded.
2. Receiving/off-loading and secure on-site storage of all EDI supplied equipment is by others.
3. Proposal only includes one crew mobilization and demobilization to complete the work as defined above. Additional mobilizations can be provided for an additional charge.
4. Proposal assumes that de-watering, grit removal (if required), and cleaning of the tanks is by others and is completed prior to crew arrival.
5. Proposal assumes that demolition of the existing system is by others and is completed prior to crew arrival.
6. Proposal assumes that the basins are accessible to the crews upon arrival and ready for equipment installation.
7. Proposal assumes access into the tank, either by hatchway and/or ladder(s), is provided by others.
8. Proposal assumes that the tank is open-topped and that the area around the tank is open and free of powerlines, guide wires, etc. so that the tank can be accessed by machinery during installation.
9. Proposal assumes that the tank wall and floor is vertical and flat, respectively, and that both are constructed from concrete for support system anchorage.
10. The personnel that will be onsite have multiple training and safety certifications, including those in OSHA, Confined Space, and H2S. However, additional site-specific safety training or procedures have not been included. Please notify EDI if there are site-specific safety requirements.
11. Proposal does not include Davis-Bacon Act Wages/ Prevailing Wages for the project area. Should these wages be required, please return proposal for revised pricing.
12. Delays and downtime resulting from actions or occurrences beyond the control of EDI may be subject to a change order.



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## Pricing

**Price** for the design and supply of the following as described in the scope of work above:

- 1 Aeration Basin Aeration Equipment (2 Type 1 grids, 1 Type 2 grids)
- Manufacturer installation of above items
- Manufacturer startup, commissioning, and initial training of above items

**\$ 73,700 USD** taxes not included (shipping allowed to jobsite)

Note: See EDI Standard Terms & Conditions attached to this proposal.

### QUOTE VALIDITY

The quote being provided will be in effect only for a period of 30 days. Should the company be awarded a purchase order during that 30-day period, it is understood that shipment of the product will be allowed within a period of 180 days from the date of the purchase order. Should the goods not be required to be delivered until after that time horizon, the company reserves the right to adjust pricing to reflect inflationary changes incurred and expected until the shipment date is reached.

### PAYMENT TERMS

Requests for extended financing beyond the Net Terms indicated below will be quoted based upon the payment terms being requested at the time of order placement.

- 100% net30 days upon shipment of equipment.
- 100% net30 days upon completion of installation.
- Monthly progress billings may apply if multiple shipments/ mobilizations are required due to site conditions.



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## TYPICAL EQUIPMENT LEAD TIME / DELIVERY

Approximate delivery times of major components:

- Shop drawings / submittals within 6-8 weeks after confirmation of order.
- Delivery of major aeration equipment within 12-14 weeks after submittal approval.
- Installation to be scheduled in conjunction with shipment of materials.

## SHIPPING

Please note that a freight surcharge may be added based on any increases in freight charges or packing materials from the quoted value provided herein to the actual value at the time of shipment. Freight transit time is an estimation as per the information provided by carriers. Delays may happen that are beyond our control. We assure our customers that every effort will be done as to help the delivery of the cargo on time.



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## Questions or Comments?

Any questions or comments can be directed to:

**Patrick Ely**  
Regional Sales Manager

patrick.ely@wastewater.com  
573-507-5157

**Joey Green**  
Director of Aftermarket Sales

joey.green@wastewater.com  
573-507-5136



**Environmental Dynamics International, A Nexom Brand**

edi.marketing@wastewater.com  
+1-573-474-9456

5601 Paris Rd. · Columbia MO · 65202  
www.wastewater.com

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# EDI STANDARD CONDITIONS OF PROPOSAL AND SALE OF EQUIPMENT

**Environmental Dynamics International**, hereinafter also referred to as **EDI** or the **Company**, offers this proposal to supply equipment. Any resulting contract between **EDI** and the **Purchaser** shall be subject to the following terms and conditions.

**Services** - Environmental Dynamics International is a manufacturer of water and wastewater treatment equipment and systems. EDI is not a consulting engineering firm and does not provide Professional Engineering services as part of our contracts to supply equipment hardware.

**Process and Performance Warranties** - Contracts for purchase of equipment accepted by EDI exclude any process or performance warranties related to system design. Additionally, no biological or process performance warranties are expressed or may be implied by the participation of EDI in this contract. Any biological or process performance warranty for systems supplied by the Company shall be specifically and independently detailed and signed as a separate contract by an authorized Officer of the Company.

**Governing Law** - Any proposal for equipment supply made by the Company as well as any contract between the Company and the Purchaser are deemed to be executed at Columbia, Missouri, USA, subject to correction for typographical or mathematical errors and governed by Missouri law.

**Credit Approval** - Performance of any contract by the Company is contingent upon Purchaser credit approval. Credit may be waived in lieu of a project materials payment bond. A materials payment bond supplied to the project Owner or Engineer by the Purchaser is acceptable. EDI reserves the right to hold shipment on delinquent accounts.

**Force Majeure** - Strikes, fires, accidents, war, reduced supply of fuel or raw materials or excessive cost thereof, or other restraints affecting shipments or curtailments in manufacturing or due to delays unavoidable by or beyond the control of the Company shall be governed by *force majeure*.

**Costs and Damages** - The Company shall in no instance be liable for indirect or special costs, consequential or liquidated damages or any penalties outside the written contract.

**Special Hazards** - Unusual conditions such as rock, poor foundation soils, excess water or other unusual site or safety conditions are not covered by this standard Company proposal. Extra costs emanating from unusual site or safety conditions shall be negotiated with written agreements developed at or subsequent to the time of discovery and prior to further work being completed by EDI.

**Shipment & Delivery Times** - Statements as to expected date of hardware shipment represent the Company's best judgment, but shipment on those dates is not guaranteed. The Purchaser hereby waives all claims to damages caused by delay in shipment or delivery of hardware.

**Insurance** - The Purchaser agrees to provide and maintain for the benefit of the Company adequate insurance for the equipment herein specified from the time of its shipment from EDI until paid for in full and the Purchaser agrees to assume all loss over and above that compensated for by such insurance. The Purchaser shall procure and pay for all public liability insurance during the installation of any EDI provided equipment.

**Title of Ownership** - All equipment and/or services ordered by Purchaser from the Company shall remain the property of the Company until fully paid for in cash.

**Cancellation or Suspension** - of any order will be accepted only upon terms that will indemnify the Company against loss. Additionally, the Company may invoice the Purchaser 15% of the agreed upon contract price.

**Back Charges** - must be approved by EDI, in writing, before they will be accepted. EDI will make every effort to offer prompt consideration and approval of legitimate back charges.

**Invoicing** - The Company may make partial billings of the contract price as various components of the equipment are shipped. When equipment is manufactured by EDI, but shipment is delayed by the Customer, EDI shall be paid in accordance with contract terms as though delivery had been accomplished.

**Storage Charges** - When EDI manufactures equipment to meet schedules established by the Purchaser, the Company reserves the right to invoice the Purchaser for storage charges on items held at EDI at the rate of 1% per month of the sale price.

**Default for Non-Payment** - Contracts in default of the payment terms may be subject to any or all of the following: should the Purchaser fail to pay the purchase price as agreed the Company may, a) retain as liquidated damages all partial payments made on account thereof to date without prejudice to any other claim for damages suffered by the Company for any cause, b) be allowed site access to recover hardware, c) obtain other balances due from arbitration or d) an interest charge on outstanding invoices billed at the rate of 1.5% per month, 18% per annum.

**Attorney Fees** - For any suits brought or retainage paid to attorneys to collect any part of the purchase price or to enforce any provision herein, the Purchaser will pay EDI attorney fees and related expenses including an administrative fee equal to the attorney fees.

**Bankruptcy, Receivership or Insolvency Proceedings** - Should bankruptcy, receivership or insolvency proceedings be instituted by or against the Purchaser or should the Purchaser make an assignment in favor of creditors, the unpaid balance of the purchase price shall immediately become due and payable at the option of the Company. Notwithstanding other arrangements to the contrary, the Company shall be free to enter premises where equipment for which the Company has not been fully paid may be located and remove said equipment as its property without prejudice to any further claims on amounts of damage which the Company may suffer from any cause.

**Promissory Note** - Acceptance of a promissory note or other evidence of debt for any part of price shall not be construed as payment.

**Patent infringement** - Any interference with Purchaser's use of equipment supplied by the Company on the grounds that such use constitutes an infringement of any patent shall impose no liability on the Company.

**Spare or Potential Warranty Parts** - If spare parts or potential warranty parts are required immediately, EDI may ship those parts subject to the following limitations: a) Purchaser agrees to pay for additional components or spare components including special freight charges. Reimbursement will be issued as a credit to the Purchasers account in the event potential warranty parts are verified as actual warranty defects and b) Contract price adjustments or price adjustments on additional or spare components are subject to EDI approval and original contract terms.

**Defective, damaged, improper material or shortage** - Claims will not be allowed unless written notice specifying the nature and extent of the defect, damage or shortage is received in the Company's office within fourteen (14) days from unloading - unless the defect, damage or shortage is of such a nature that it would not be reasonably discovered until the material is assembled and/or erected as a finished product, then the fourteen (14) days will begin from the date of commencement of assembly and/or erection.

**Mechanical Warranty** - As per **Manufacturers Limited Mechanical Warranty Statement**

Accepted by Buyer:

Date

Accepted by Seller / Environmental Dynamics International Inc.

Date



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## MANUFACTURERS LIMITED MECHANICAL WARRANTY STATEMENT

The warranty provided by Environmental Dynamics International Inc., (EDI) is limited to the terms set forth in this Warranty Statement. All other warranties, expressed or implied are excluded and disclaimed in their entirety. EDI gives no other warranty of any kind, nature or description, expressed or implied, other than the limited warranties set forth herein, and this warranty exclusion includes but is not limited to warranties of merchantability and warranties of fitness for a particular purpose, both of which are excluded and disclaimed in their entirety. Equipment manufactured by EDI is warranted to be free from defects in materials and workmanship as applicable;

- (a) Standard twelve (12) months from start-up of the equipment or eighteen (18) months from shipment, whichever occurs first

Defective part(s) shall be remedied by repair or replacement of the defective part(s) only shipped freight included, FOB original shipping point<sup>1</sup>. Costs incurred by EDI (on or off site)<sup>2</sup> shall be reimbursed by the Purchaser / Owner<sup>3</sup> should EDI find a deficiency to not be due to equipment covered by this warranty.

The following are excluded from this warranty, but shall not be considered to be limiting to other exclusions: cleaning and de-watering, labor<sup>4</sup>, equipment manufactured by others<sup>5</sup>, process and performance related to system design or biological process performance, decomposition, abnormal wear and/or damage caused by site conditions; chemical action, chemical precipitate, physical abrasion points or abrasive materials, water velocities greater than 2 ft/sec or as approved by EDI, blunt trauma forces, faulty or substandard structural components, faulty or inadequate maintenance/operation<sup>6</sup>, equipment and services provided under a contract which is in a current state of default due to non-payment.<sup>7</sup> EDI exclusively assumes no responsibility of expense or liability for (a) equipment repairs made or contracted by Purchaser or Owner without EDI's written consent; (b) modifications to any of EDI's equipment made by others which are not approved in advance and in writing by EDI; (c) failure of the Owner to promptly notify EDI of observed defects and or deficiencies which occur during the warranty period (d) work by others<sup>8</sup>, (e) field modifications to allow for removal or replacement of EDI components

### END OF PROPOSAL

<sup>1</sup> FOB original shipping point; indicates the point of which risk of loss passes

<sup>2</sup> Cost incurred include shall not be limited to; travel, housing, labor and materials; that have been expended to research and repair such deficiency.

<sup>3</sup> Responsible party for the equipment at the time of the warranty claim; generally dictated by project status, pre (Purchaser) or post (Owner) project hand over.

<sup>4</sup> Accessing/uninstalling/replacing/reinstalling any parts.

<sup>5</sup> EDI does not warranty equipment manufactured by others. "By others" includes but is not limited to: blowers, DO probes, electrical panels, engines, motors, any electrical apparatus, etc. Such equipment bears warranties of the respective manufacturers. Labor costs associated with warranty repairs of equipment manufactured by others shall be borne by others.

<sup>6</sup> Please refer to your EDI IO&M manual for maintenance and operation instructions.

<sup>7</sup> Default due to non-payment shall not include EDI approved holdbacks.

<sup>8</sup> Work by Others shall include but not be limited to; materials furnished, or labor provided by any contractor, subcontractor or material supplier not working directly for or directly under EDI.



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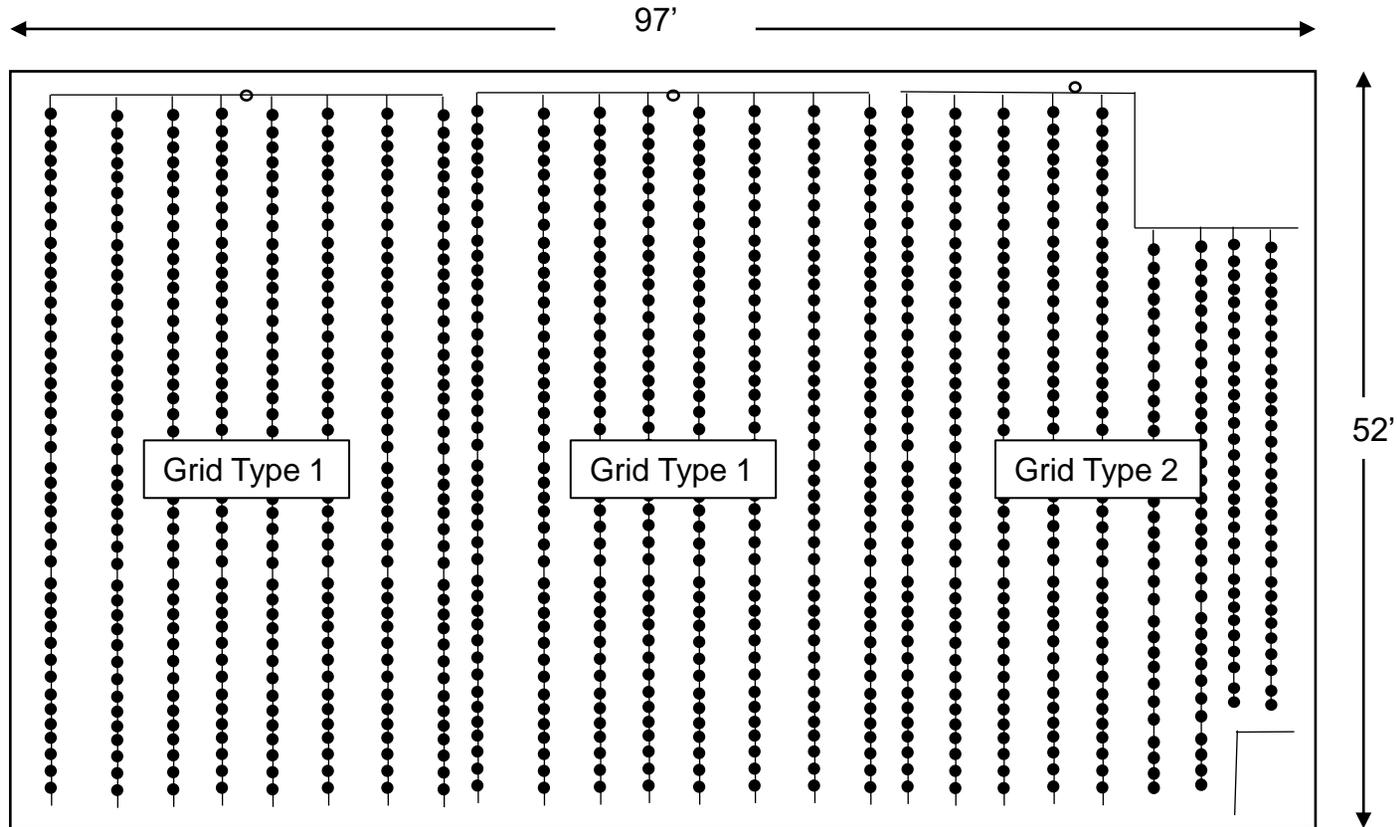
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**Grid Type 1**

- 1 Drop = 6" (by others)
- 1 Manifold = 4"
- 8 Laterals = 3"
- 344 9" Disc

**Grid Type 2**

- 1 Drop = 6" (by others)
- 1 Manifold = 4"
- 9 Laterals = 3"
- 343 9" Disc



**Notes:**

1. Side Water Depth = 20'  
Diffuser Depth = 19'
2. 1031 9" Disc Diffusers
3. 1 of 1 Basins Shown
4. Not to scale

Title: Hutchison South KS  
 Description: Aeration Basins 1  
 Grid Type 1 & 2  
 Date: 10/26/21  
 Sheet: 1 of 1

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 www.wastewater.com

Rev.0

PJB



## SPECIFICATION

# FLEXAIR™ ISM DISC

## Integral Saddle Mount

### Material Features

- Glass-fiber-reinforced polypropylene body for maximum chemical, temperature, and UV resistance
- Premium quality membrane materials available: EPDM, silicone, PTFE MATRIX™, specialty polymers
- High-capacity membrane option available for maximum airflow and low operating pressure
- Triple-check valve design minimizes entry of liquid/solids into piping. Ideal for on / off applications
- Integral Saddle Mount provides ease of installation and maintenance with maximum mechanical strength
- Mounts on any pipe material (PVC, ABS, CPVC, SS, etc.)
- 9" disc available to fit 3", 4", 90 mm, and 110 mm pipe sizes
- 12" disc available to fit 3" and 90 mm pipe sizes;
- Patented EZ-Seal™ for quick membrane installation

	9" NanoPore	9" MicroPore	9" High-Cap
Design Airflow	0-4 m <sup>3</sup> N/h	0-9.5 m <sup>3</sup> N/h	0-16 m <sup>3</sup> N/h
Overall Diameter	273 mm	273 mm	273 mm
Active Surface Area	0.038 m <sup>2</sup>	0.038 m <sup>2</sup>	0.038 m <sup>2</sup>
Dry Weight	0.85 kg	0.85 kg	0.85 kg
	12" NanoPore	12" MicroPore	12" High-Cap
Design Airflow	0-6 m <sup>3</sup> N/h	0-16 m <sup>3</sup> N/h	0-29 m <sup>3</sup> N/h
Overall Diameter	336 mm	336 mm	336 mm
Active Surface Area	0.059 m <sup>2</sup>	0.059 m <sup>2</sup>	0.059 m <sup>2</sup>
Dry Weight	1.2 kg	1.2 kg	1.2 kg



**Environmental  
DYNAMICS INTERNATIONAL**

**+1 573 474 9456**

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**wastewater.com**

SS87-EA-06-01-A4

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# CAS CONSTRUCTORS LLC

AN ALBERICI ENTERPRISE

December 2, 2021

City of South Hutchinson  
 Attn: Ronnie Pederson  
 600 E. Avenue C  
 South Hutchinson, KS 67505

RE: Aeration Improvements  
 WWTP – South Hutchinson, KS

Dear Mr. Pederson,

CAS is pleased to offer the following scope of work in response to your request for a proposal to replace one train of two aeration basins at the WWTP in South Hutchinson, KS.

The scope of work includes providing labor, equipment and materials to upgrade aeration equipment in one existing aeration basin. This proposal includes in-kind replacement of Select Fine Bubble Aeration Components with the following equipment:

Three (3ea) Sanitaire Disc Fine Bubble Aeration grids installed in one (1ea) aeration basin. The quantity of diffusers will be a matched count from the original contract.

Equipment for each grid will include:

- One (1ea) JCM clamp coupling to attach the new PVC lower drop leg section to the existing 304 SS upper drop leg section.
- One (1ea) PVC manifold with connections for each 4" diameter air distributor.
- Four-inch (4") diameter PVC air distribution headers.
- Sanitaire Fine Bubble Diffuser Elements with gaskets and retainer rings.
- Flanges, bolts, nuts and neoprene gaskets necessary to assemble the system.
- One (1ea) purge system with eductor piping and isolation valve.

Proposal Price: \$87,250.00

Clarifications:

- City to clean out basin prior to CAS mobilizing to the site.
- City to maintain plant operations while basin is out of service.
- Use of owner equipment including operator to offload new basin equipment, remove existing and set new basin equipment.
- Work estimated to take place in third quarter of 2022 due to equipment lead times.
- One day of manufacturer's field startup services included in this proposal.
- Proposal does not include any tax.
- Proposal does not include bond.
- Payment terms are net 30 days after invoice, no retainage.
- Proposal valid for 30 days.

Thank you for giving CAS the opportunity to submit a proposal.

Sincerely,  
 CAS CONSTRUCTORS, LLC

  
 Jamie King  
 Project Manager

**Meeting Date:** January 19, 2022  
**Department:** Administration  
**Prepared By:** Joseph Turner, City Administrator  
**Agenda Title:** Public Works Department Assessment & Review

---

**Background/Analysis** – Every member of our governing body has less than three years of service time on the council. The city lacked a city administrator during the bulk of this time.

Members of the governing body deserve to have a comprehensive understanding of the inner workings of city operations. It is my goal to break down the city by department and divisions and provide you with a detailed assessment and review of our operations so that you can have a better understanding of the issues. This will allow you to better prioritize our finite resources, make informed decisions, provide more specific guidance, and ultimately lead to better oversight and governance.

I have included a 12-page report that gives a detailed analysis and perspective on short and long term needs. Following this review, we will segue into a discussion on council goals and objectives with a specific emphasis on our infrastructure.

**Financial Impact** – n/a

**Recommendation** – n/a

**Exhibits F** – City Administrator’s Review & Assessment

## PUBLIC WORKS DEPARTMENT ASSESSMENT

During my recruitment and on-boarding, a common theme communicated to me by members of the governing body was a general sense of unease with public works operations and performance. Outside of general administrative issues that have required my attention, my primary focus has been on the public works department.

Public Works has experienced unprecedented change during my brief tenure with the City of South Hutchinson and this will continue.

Two employees with more than 27 years of service time either resigned or retired and of the eight individuals that were members of the department when I arrived, five remain. We are exhaustively reviewing operations and essentially re-imagining how the department should function. Historically, the department was divided and siloed off into three divisions (e.g., streets, water, sewer) with specialized training and little cross-training. This specialization in an organization of our size is counterproductive because the loss of just one employee in a division can severely limit operational continuity. Additionally, our department has suffered from systemic structural and leadership deficiencies for decades.

Department staff were provided little direction and guidance on daily tasks and weekly projects. No discernible weekly schedules assigning staff to tasks and projects were constructed. Employees were effectively left to their own devices and self-directed their workflow. This also encouraged specialization and limited employee growth and development as employees were pigeonholed into repetitive assignments.

This haphazard and decentralized leadership approach by management in a department that was rigidly constructed and divided was inherently contradictory. Department structure and management philosophy should be aligned as best as possible. Consequently, our employees have not been very efficient with their time and that has shown not only in the work product, but in the initial feedback I received from departmental leadership when I first came aboard.

That feedback primarily consisted of complaints that the department was understaffed, underpaid, overworked, and that this resulted in a reactionary mind-set of “putting out fires” instead of methodically scheduling out and planning a thoughtful approach to completing the required tasks and objectives in the department.

Our new public works department will consist of a team of individuals who are baseline proficient in the core-tasks and functions of each division.

This process has begun, and employees will be expected to acquire this knowledge and actively use it. This is being reinforced with a complete revamping of our on-call procedures. For decades, our department operated under a ridiculous protocol whereby every employee was considered on-call each weekend. Moreover, due to the aforementioned specialization, leadership’s proclivity to rely or count on specific employees with certain skills and experience,

this ultimately placed a disproportionate share of the on-call workload on the shoulders of a few employees and caused burnout.

Now, each employee is expected to be able to handle the overwhelming majority of issues that may arise in all of the departments. Thus, one person is now designated the first responder for any after hours and weekend on-call events. Also, public works staff now receive a modest stipend to compensate them for this on-call responsibility.

Under my tenure, the public works department will transition away from being glorified gophers and landscapers and morph into a legitimate public works department that is competent and capable of performing higher level tasks and projects. Outsourcing projects to the private sector will occur when it is advantageous for the taxpayers of South Hutchinson, not because our inefficiencies and mismanagement make it a necessity.

This overhaul of our on-call protocols and in conjunction with other changes in the department structure and philosophy has resulted in a significant improvement in employee morale and satisfaction. And more importantly for the South Hutchinson taxpayers, productivity has increased significantly.

Below is a breakdown of specific areas and issues within the department to provide the governing body with greater clarity and understanding of operations and issues.

### Personnel & Staffing

Since coming aboard, staffing levels have declined through attrition from eight full-time employees to six full-time employees. The skill level and experience is bifurcated into two distinct groups. Three employees have about a year of service time or less in the department and limited public works experience. The other three have been with the city for 16-27 years.

Historically, the department has operated with about nine employees with three individuals assigned to each of the three divisions. As such, we are very lean at the moment. This does not scare me. In fact, I embrace it because I am philosophically predisposed to the belief that public sector organizations are far more likely to be bloated and inefficient as opposed to lean and efficient. Moreover, when a department or organization is forced to tackle their mission with fewer resources it foments an environment of innovation and adaptation. Transformative improvements and adjustments often materialize under these conditions.

It is my expectation that at a bare minimum we will add a part-time or seasonal hire to complement the existing six employees. Interim-Supervisor Ronnie Pederson would like to add at least one more full-time employee and that may very well end up happening as I do not see us staying at six employees for an extended period.

## Compensation & Performance Reviews

Historically, there has been a perception within the department that performance reviews only serve the purpose to justify or support merit increases in employee compensation. Because the city has not always consistently provided merit or COLA raises on an annual basis, performance evaluation and reviews have not been consistently conducted. As such, if no raises were realistically on the table, there really wasn't a need to conduct a performance review.

Performance reviews do not exist for the purpose of justifying a pay increase, though they are a significant component of that decision making process. Reviews are meant to ultimately serve the organization by helping to produce more effective, efficient, and productive employees. Consequently, reviews should be evaluative and developmental – and thus independent of any discussion of pay increases.

All non-probationary employees underwent a performance evaluation with their supervisor. Employees have responded very well to these reviews. Also, the recent COLA increases, merit raises, and on-call compensation changes have generated nothing but positive feedback.

## Training & Certifications

All members of the department now have their CDL and seat time operating the snowplows. All employees except for our most recent hire also have confined space and trench excavation training.

Our water and wastewater systems both require Level 2 certification. We only have one certified Wastewater II Operator (Pederson) and a departmental emphasis this year will be on getting one or more members their first level of wastewater certification. We have three employees with the Water II Operator certification.

We have failed to allocate sufficient resources to safety training in the recent past, and this will be another departmental emphasis in 2022.

## Facilities

Department facilities are in generally good condition, and we have plenty of capacity to store our assets. I do have concerns about how our public works yard is unsecure and members of the public are freely allowed to enter as they please at any time of the day or night. This will lead to a discussion about public access to the burn pile and some other related issues.

The following needs have been identified for consideration in 2022:

- Security gate installation
- Concrete improvements to garage shop bay approach

## Equipment, Machinery & Vehicles

We are in the process of completing a robust and comprehensive equipment replacement schedule across all departments so that we can appropriately budget for these real costs. With that said, it appears we are in solid shape when it comes to our current inventory of equipment and resources.

After consulting with Pederson, I believe we overinvested funds in the past into equipment and machinery that was either unnecessary or ultimately underutilized for various reasons. One example would be our Vactor sewer cleaning truck. This is a very expensive vehicle and yet, we have not cleaned our own sewer lines for many, many years. In other instances, our needs have changed or evolved. For example, we paved most of our dirt roads and one of our motor graders has not moved in years.

Through this department wide evaluation, we are getting ready to surplus out equipment and machinery we do not use, cleaning and organizing shop space, and tracking our assets better.

The following needs have been identified as most pressing for 2022:

- Purchase of a new service truck for the water department
- Purchase of a new/used dump truck with plow and spreader capabilities

## **Streets & Bridges**

Historically, I believe municipalities have been shortsighted in their approach to infrastructure costs and this has led to an overbuilding and/or inefficient layout of infrastructure. This includes streets, water lines, sewer lines, and other complimentary components to these systems. We have to start looking beyond the initial one-time cost of building out infrastructure and also consider the on-going annual maintenance expense of these improvements.

Philosophically, I do not believe cities should add infrastructure unless it can demonstrate that it is capable of maintaining its existing infrastructure at its desired level of service or the additional infrastructure and its on-going maintenance is secured by the homes and businesses that need the improvement.

I am of the opinion that in the near future many municipalities will need to start looking at what areas and segments of infrastructure it can abandon or remove from service to reduce costs.

Repairing and maintaining our streets is going to become a bigger issue in the coming years. I do not have any concrete data or evidence at this time to support my position, but I do not believe we are investing enough money into our streets to ward off deterioration, let alone improve them to a higher standard. This concerns me greatly.

If I am correct, then at some point we will either need to find additional revenues through increased taxes, or we will have to reduce expenses in our budget elsewhere. A reduced headcount in public works staffing will not solve the problem, but it is just one reason why I have been willing to embrace a lean staffing ratio.

Additionally, the department replaced two concrete valley gutters at a significantly reduced price as opposed to outsourcing this to a private vendor. These were the first valley gutters replaced by city staff in at least 27 years. And it is my desire to see our in-house proficiency with concrete improve to a level where we are able to complete even larger projects.

The following projects have been identified as the most pressing for 2022 and beyond:

- Scott Boulevard bridge replacement
- Main St. repaving
- Hwy 50/96 roundabout improvement
- Des Moines/Loves turning radii improvements and asphalt replacement
- Adams Street repairs
- Avenue F
- Scott Boulevard road
- Blanchard and Washington intersection
- Avenue B
- Street sign replacement
- Concrete valley gutter replacement
- Road striping

### **Water Department**

There are three major components of our water utility system (e.g., production, storage, and distribution). Production involves water supply, chlorine treatment, and pumping of the commodity to our water towers where they are stored. Water is then distributed through our system of water lines and delivered to customers.

#### Production & Supply

South Hutchinson has a groundwater system and an allotment of approximately 350 million gallons of water per year. This water is located in the Equus Beds aquifer. We currently consume about 92% of our annual water allotment each year with Tyson Foods being our largest user consuming an estimated 55-60% of our annual usage.

In addition to bumping up against our annual limit which limits our growth potential and ability to recruit prospective businesses, we are also seeing a gradual degradation in the quality of our water supply. This degradation appears to be primarily caused by the chemicals used in agriculture entering our water supply over time.

Our water is produced by three wells. Two of these wells (#3 and #5) have generator backup power supply with one automatically turning on when needed and the other requiring an employee to manually turn it on. The automatic generator functions but is quite old and it is prudent for us to start looking at purchasing another generator for Well #4 to act as a redundant power supply.

These wells have gone many years, probably close to 15, without any meaningful service. Staff have informed me that we are well overdue. We are going to address these concerns this year and hopefully in a manner that does not compromise our ability to perfect our well(s).

I am not an expert on water rights and their perfection, but I understand enough to be dangerous. Perfection is essentially the process of pumping as close to 100 percent of the permitted gallons over a calendar year at least once to secure and protect your water rights. Moreover, municipalities are given a certain number of years to perfect these rights. We are nearing the end of our window, but we do have the ability to request an extension, if needed.

Pederson and I spoke with representatives with the Division of Water Resources (DWR). When perfecting water rights, you are required to not only perfect your total allotted water supply citywide, but you must also perfect your individual wells. Our citywide 350-million-gallon allotment has already been perfected and so has Well #3, according to DWR representatives.

This year we are going to attempt to perfect Well #4 and/or Well #5 and have implemented protocols to help us achieve this objective.

Looking further out into the future, South Hutchinson needs to acquire more water rights in order to satisfy future demand and economic development. We have begun the process of applying for additional water rights at our existing wells, but do not believe this will be successful. We are also in the process of applying for additional water rights from the Equus Beds Groundwater Management District (GMD2). However, this is a lengthy, arduous, and expensive process.

Even if we are able to secure an additional water right(s), we will then have to acquire land, pay to drill test wells, and then research whether or not that well can provide the volume of water that we need and at a quality level that is acceptable. Then there will be the infrastructure costs associated with getting that well water to our storage and distribution system.

An alternative solution would be to enter into an agreement with the City of Hutchinson to purchase water from their system. This option is fraught with political and financial obstacles.

The following projects have been identified as the most pressing for 2022 and beyond:

- Securing additional water supply/rights
- Purchasing additional well motor for redundancy
- Perfecting Well #4 and/or Well #5

- Installing backup generator at Well #4
- Well house maintenance, repair, and painting

### Storage

Our water towers require regular recurring maintenance (e.g., inspections, cleanings, paintings) that is usually contracted to outside vendors to be completed at scheduled intervals. There are two basic models for the provision of these services. There is a “pay-as-you-go” model whereby you bid out the specific work when needed and award the contract to the preferred bidder. The other option is to enter into an exclusive multi-year agreement with a specific vendor whereby they complete all of the required services at a pre-determined rate structure each year. These plans generally attempt to modulate the volatility in a municipality’s annual expense by establishing a set rate akin to buying a home on a 30-year amortization schedule.

The following storage projects have been identified as the most pressing for 2022:

- Develop a plan to proactively address water tower maintenance issues

### Distribution System

Our distribution system includes the water lines that convey water throughout our city. Our water lines have valves which serve the purpose of isolating the system when repairs are needed. This minimizes disruption in service to customers as much as possible. Additionally, we have meter pits or cans that contain setters and water meters at each service address. And then finally, we have our fire hydrants.

#### Water Lines

With the recent completion of the Avenue F water line replacement project, South Hutchinson has invested quite a bit of money in our water infrastructure. When you look at the totality of our distribution system, we appear to have two remaining areas of significance when it comes to replacing existing water lines. This includes:

- South end neighborhoods primarily in the area of Detroit and Des Moines streets
- North end of town in the industrial area east of Main St.

Once these areas are replaced and aside from a few stray areas, our network of water lines should be in pretty good shape for several decades.

#### Water Valves & Cleanouts

It has been a decade or more since we exercised our water valves and it is best practice to exercise these assets annually. City staff is currently working on exercising every valve in the city and are about 60 percent complete. During this canvassing, staff is noting the valves that

need to be replaced and ones that can probably be abandoned (see my earlier comments about overbuilding of infrastructure). We are hoping to have our entire network of valves exercised by spring, but this is weather dependent, and our mild winter has been very helpful thus far.

It is worth mentioning that a water line extension was added to the Morton Salt facility about five years ago. During the process of exercising these valves, we learned that one of the valves was closed and had never been opened since the line was installed negatively impacting water quality and pressure in the area.

We have neglected to purge our end of line cleanouts for quite some time. This is where our water lines have dead ends and leads to stagnant and unhealthy water. We are working to rectify this issue.

#### Meter Cans

Staff have inspected every meter can in the city noting every instance in which a pit needs to be cleaned out, repaired or replaced, and whether any setters need to be replaced. It is my understanding that this is the first time in decades, if ever, that our entire inventory of meters have been inspected and assessed. During this process we discovered that one account had not been metered since May 2019.

Our department has failed to keep an accurate list of water setters that need to be replaced. Generally speaking, we have clamped on “temporary” repairs and forgot about them.

Additionally, regulations are requiring local governments to inspect water services for lead and copper lines. Once we have all of the meter pits cleaned out, we will be able to gather accurate information for these purposes.

#### Fire Hydrants

Ideally, fire hydrants should be exercised on an annual basis. And it is good practice to flow test each hydrant every three to four years.

Prior to my arrival we had fallen short in this area and there was some interdepartmental friction between the fire department and public works when it came to assigned responsibilities, frequency, and proper methods of servicing. Some of this friction centered around water usage to complete this task and a well-intentioned, but short-sighted desire by some to conserve water at the expense of adequately maintaining our hydrants.

Upon my arrival, I made the decision to return fire hydrant exercising and flushing back to the fire department where they now have oversight. These tasks will generally occur in the spring. Annual servicing of the hydrants and winter preparations will be conducted by the public works department in the fall.

Every hydrant has been inspected and assessed so that staff can work through the requisite repairs and replacements.

The following water distribution projects have been identified as the most pressing for 2022:

- Exercise all valves annually, assess assets, and complete requisite repairs
- Regularly purge dead-end water lines
- Address repairs identified in meter pit canvassing
- Repair and replace fire hydrants identified during canvassing

### Water Quality & Rates

In addition to the previously mentioned water quantity and supply issues, the governing body should be aware that the quality of our water is deteriorating over time. Furthermore, the Environmental Protection Agency and KDHE are going to continue implementing more stringent water quality standards in the coming years. Consequently, we are going to need to tackle expensive infrastructure improvements to not only secure additional water supply, but to treat it so that we are meeting regulatory requirements.

I do not have the financial data or facts to make a declarative statement, but I believe our water rates are too low and need to be adjusted upward not only to encourage conservation, but to build financial reserves so that we can fund these expensive capital improvements.

### **Wastewater Department**

A wastewater system can be broken down into two areas: collection and treatment.

The collection system includes all of the infrastructure that “collects” wastewater and transports it into the wastewater plant for treatment. This includes the sewer lines, manholes, and lift stations. The wastewater plant is designed to treat the wastewater that is fed to it through the collection system. Wastewater in our system is then converted into effluent water that flows into the Arkansas River and sludge which is applied to land owned by the city.

### Collection System

We believe our sewer lines are in relatively decent shape. While we have some old lines that have deteriorated to some degree and about a dozen “trouble” spots that need more repetitive maintenance, we do not anticipate any widespread rehabilitation or replacement of sewer lines in the foreseeable future. It is highly likely that any future repairs or replacements could be completed with newer technology that allows for relining of existing lines. The one caveat to the above statement is that we have not actively cleaned and jetted our sewer lines for many years. This year we will restart a sewer line maintenance program and it is considered best practice to jet your lines every three to five years. We may uncover some issues during this process.

We have ten lift stations and nearly all of them were built in the last 25 years. One lift station features a force main that utilizes clay piping. This clay pipe should be replaced and is deemed a high priority by Pederson. The lift station at the old bowling alley also needs retrofitting. Outside of these two concerns, we do not anticipate any major issues with our lift stations for the foreseeable future aside from repairing or replacing pumps.

Although the governing body budgeted for sewer manhole rehabilitation for fiscal year 2021, these capital improvements were not completed. It has been twenty years or so since the city rehabilitated manholes. We are going to begin this process this year to minimize future inflow and infiltration issues.

Issues and projects on our 2022 radar for the collection system are ranked below:

- Initiate annual sewer maintenance program
- Clay pipe replacement at “Profits” lift station
- Launch sewer manhole rehabilitation program
- Retrofit bowling alley lift station
- Build service road to maintain Plaza-Go truck stop gravity main to access manholes

### Treatment

Our wastewater treatment facility has plenty of capacity to handle any additional growth. Many of the components are replaced on an as needed basis. Stringent KDHE regulations combined with Pederson’s diligent oversight of plant operations have ensured that our plant stays in compliance and does not suffer from deferred maintenance.

With that said, we do have a couple of major capital investment items that need addressing. The plant has two large aeration basins with one of them lying dormant. Located at the bottom of these basins are a system of PVC diffuser grids. Previous leadership ordered wastewater staff to drain this basin of water to conserve the resource. This resulted in ultraviolet sunlight destroying the plastic piping. The drains are also broken in both basins and need to be repaired.

Another major project on the horizon will be replacing the barrel diffusers in three of the four digesters with more efficient coarse air diffusers. These diffusers were installed in 1997 and their replacement started in 2008 but was not completed.

Issues and projects on our 2022 radar for the treatment plant are ranked below:

- Replacement of aeration basin diffusers and drain repairs
- Replacement of barrel diffusers with coarse air diffusers in digesters
- Installation of automatic gate entry at wastewater plant

### KDHE Regulatory Requirements

South Hutchinson and its wastewater treatment system has been closely monitored by the Kansas Department of Health and Environment for more than 20 years, in large part due to the impact of the Dorskocil/Tyson Foods meat production facility. For many years, KDHE has made it clear that the chlorides and phosphorous in our effluent is too high.

We have reached a point where the agency is now requiring that the City take substantive steps to reduce these levels. This will take the form of a consent order whereby the City in concert with professional engineering consultants will work with KDHE to create a timeline for us to get into compliance to avoid the imposing of sanctions.

Tyson Foods is the largest consumer of our water resources and contributor to our wastewater system. They have been identified as the largest contributor of chlorides and phosphorous in our system. Regardless, since the City holds the wastewater permit, the state holds the City responsible for these violations. Therefore, our staff and consultants are working with Tyson Foods to develop a plan to get into compliance and a timeline.

### **Stormwater Management/Floodplain Issues**

A few years ago, state and federal regulators reviewed our floodplain mapping and added significant acreage into the floodplain. A technical study (The Wood Report) completed in 2020 by professional consultants determined that approximately 200 homes are now in the 1% annual storm event floodplain.

Prior to my arrival, the governing body invested \$65,000 to get the entire area of town that was added into the floodplain surveyed. This project identified about 80 homes that could be removed from the floodplain. Since that time, about 20 homeowners have taken the requisite steps to get removed from the floodplain.

Additional outreach needs to be done to these remaining parcels and the governing body may want to consider taking additional measures to encourage these parcels to take the requisite steps.

Regardless, there are still dozens of homes that cannot be removed from the floodplain unless the city decides it makes sense to invest funds in these mitigation efforts. The Wood Report identified three potential options. Two of the options would remove nearly every property from the floodplain, but they cost \$3.4 million and \$15.2 million, respectively.

The governing body needs to provide direction to staff as to what efforts, if any, should be taken to remove parcels from the floodplain. This includes maximizing the return on its earlier investment of \$65,000 and/or pursuing various scenarios outlined in the Wood Report.

## **Parks**

Outside of repairing the recent damage to our baseball fields and rehabilitating the infield dirt, no major projects have been identified at this time with respect to either of our parks. However, the ball diamond complex could use some additional investment in its facilities (e.g., bleachers).

Furthermore, there has been some discussion about investing in additional amenities at our park during previous meetings.

## **Looking Ahead in 2022**

We are and will continue to be in the diagnostic and assessment phase of our departmental review for much of the year. We still “do not know what we do not know” and we are rapidly working towards gaining a more comprehensive understanding of all these issues.

To accomplish this, we are planning to introduce a GIS asset tracking system into our public works department. This technology will allow us to map, identify, and track the maintenance and repair history of each piece of desired infrastructure.

Additionally, we are tearing down department operational protocols and rebuilding them so that we are responsibly maintaining and servicing our infrastructure. I liken our public works department to a vehicle that has 100,000 miles on it that has never been serviced nor given an oil change. It is time for an overhaul.

We have a “to-do list” that is a mile long and we are going to systematically check these items off that list.

Over the last 3-4 months, we have seen a marked change in the level of productivity and performance in our department even with fewer employees. I have been extremely pleased with the results produced under our new leadership and expect this to continue and even accelerate in 2022.

I am expecting big things from our employees and department and am confident they will deliver.

**Meeting Date:** January 19, 2022  
**Department:** Administration  
**Prepared By:** Joseph Turner, City Administrator  
**Agenda Title:** Council Goals & Objectives – Infrastructure (Discussion)

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**Background/Analysis** – For the purposes of this meeting, we are going to focus on infrastructure needs and wants and prioritize items listed on the attached spreadsheet.

Members of the council may also add any additional items during the discussion for further consideration.

**Financial Impact** – n/a

**Recommendation** – n/a

**Exhibits G** – List of infrastructure needs and projects for council consideration and prioritization

## Fiscal Year 2022 City Council Goals & Objectives

Council Focus Area	Department/ Division	Objectives	Priority	Expected Deliverables for 2022
Infrastructure	Streets	Scott Blvd bridge	High	Complete replacement completed
Infrastructure	Streets	Road Maintenance Plan	High	Develop plan to repair/maintain existing road infrastructure
Infrastructure	Streets	Main St. Resurfacing	High	Assess preferred repair/maintenance options and gather price estimates
Infrastructure	Streets	Hwy 50/96 Roundabout	High	Apply for KDOT Cost Share Funding
Infrastructure	Streets	Striping	High	Stripe Blanchard (West of Main) and other areas of town
Infrastructure	Streets	Crack Sealing	High	Crack seal our entire system of roads
Infrastructure	Streets	Street Sign Replacement	Medium	Order and replace street signs
Infrastructure	Streets	Des Moines West	Medium	Replace deteriorating asphalt with concrete improvements
Infrastructure	Streets	Avenue F Resurfacing	Medium	Assess preferred repair/maintenance options and gather price estimates
Infrastructure	Streets	Adams Street Repairs	Medium	Concrete patch intersection of Adams & E
Infrastructure	Streets	Des Moines West	Low	Expand turning radii/Progress highly correlated to roundabout project
Infrastructure	Streets	Avenue B	Low	Gather price estimates
Infrastructure	Streets	Scott Boulevard road	Low	
Infrastructure	Streets	Valley Gutters	Low	Replace concrete valley gutters
Infrastructure	Streets	Washington/Blanchard	Low	Replace deteriorating asphalt with concrete improvements at entire intersection
Infrastructure	Water (Production)	Water Quantity Issues	High	Explore acquisition of additional water rights from GMD2 or purchase from Hutchinson
Infrastructure	Water (Production)	Water Well Maintenance	High	Service/assess water wells
Infrastructure	Water (Production)	Water Rights Perfection	High	Perfect Well #4 and/or Well #5
Infrastructure	Water (Production)	Well Motor Redundancy	Medium	Purchase spare motor
Infrastructure	Water (Production)	Well Generator (Well #4)	Medium	Install generator
Infrastructure	Water (Production)	Well Houses	Medium	Repair/paint
Infrastructure	Water (Production)	Water Quality	Low	Multiyear project - not sure on deliverables
Infrastructure	Water (Storage)	Water Towers	High	Develop a well maintenance plan/schedule/agreement
Infrastructure	Water (Distribution)	Valve Exercising & Repairs	High	Completely exercise entire network of valves and complete repairs
Infrastructure	Water (Distribution)	End Line Blow Outs	High	Start blowing out end of lines (ideally monthly)
Infrastructure	Water (Distribution)	Lead & Copper Regulations	High	Inspect every meter can for lead and copper lines
Infrastructure	Water (Distribution)	Fire Hydrants	High	Repair/replace hydrants
Infrastructure	Water (Distribution)	Meter Can Repairs	Medium	Clean out all cans, make needed repairs and replace broken setters
Infrastructure	Water (Distribution)	Water Rate Study	Medium	Hire consultants to conduct water rate review and analysis
Infrastructure	Water (Distribution)	Water Line Replacements	Low	Des Moines/Detroit neighborhood and industrial area in northeast section of city

## Fiscal Year 2022 City Council Goals & Objectives

Council Focus Area	Department/ Division	Objectives	Priority	Expected Deliverables for 2022
Infrastructure	Sewer (Treatment)	KDHE Consent Order	High	Finalize KDHE consent order and draft wastewater ordinance
Infrastructure	Sewer (Treatment)	Aeration Basin	High	Replace aeration basis diffusers and repair damaged drains
Infrastructure	Sewer (Treatment)	Digesters	Medium	Replace barrel diffusers with coarse air diffusers
Infrastructure	Sewer (Treatment)	Gate Acces/Security	Low	Install automatic gate entry to wastewater plant
Infrastructure	Sewer (Collection)	Sewer Maintnenace	High	Initiate sewer maintenance program
Infrastructure	Sewer (Collection)	"Profits" Lift Station	High	Replace clay pipe on force main
Infrastructure	Sewer (Collection)	Maholes	High	Launch sewer manhole rehabilitation program
Infrastructure	Sewer (Collection)	Bowling Alley Lift Station	Medium	Retrofit/update station
Infrastructure	Sewer (Collection)	Service Road	Low	Sewer line east of 96 needs a service road for vehicle access to manholes
Infrastructure	Stormwater	Floodplain Philosophy	High	Does the City want to take a more aggressive role in floodplain mitigation issues?
Infrastructure	Stormwater	Garber Surveying Project	High	Need concerted push to get homes enrolled to take advantage of it
Infrastructure	Stormwater	Wood Report	Medium	Does the city want to implement Wood Report options?
Infrastructure	Stormwater	Pumping Station	Low	Wood Report stated that pumping station was not economically feasible

**Meeting Date:** January 19, 2022  
**Department:** Administration  
**Prepared By:** Joseph Turner, City Administrator  
**Agenda Title:** 2021 Budget Review of Revenue & Expenses

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**Background/Analysis** – Although we have not officially closed the books on 2021, we can provide the council with some solid numbers for a year-end review. While the attached spreadsheet is fairly self-explanatory, I would like to draw your attention to the following:

- Revenues exceed expenditures by about \$1,284,000. Note that there were several capital projects funded by the council for 2021 that were not completed.
- % Exp numbers are a little misleading because the 2021 budget authorized a spending authority that was significantly in excess of annual revenues.
- Unencumbered Balance figures for the General Fund, Water Utility, and the Sewer Utility are the numbers I am looking to transfer into capital reserve accounts
- This budget dashboard is designed to give a 30,000 foot perspective on city operations, so to speak, and does not break down general fund expenditures by department.

**Financial Impact** – n/a

**Recommendation** – n/a

**Exhibits H** – South Hutchinson 2021 Budget Dashboard

Period Ending 12/31/2021\*\*\*

	A	C	D	E	C-D	F	G	H	F-G	D-G	A+D-G Cash + Revenue - Expenses
	Beginning Cash Balance	Revenue Budget	Revenue YTD	% Rec	Revenue Balance	Expenditure Budget	Expense YTD	% Exp	Uncumb. Balance	Rev. less Expd.	
General Fund	1,871,776.83	1,975,258	2,267,839.93	114.81%	(292,581.93)	2,710,621	1,851,584.81	68.31%	859,036.19	416,255.12	2,288,031.95
Water Utility	474,019.49	700,000	778,683.09	111.24%	(78,683.09)	1,179,895	479,180.52	40.61%	700,714.48	299,502.57	773,522.06
Water Emergency	477,422.49		-	--	-	-	397,967.49	--	-	(397,967.49)	79,455.00
Sewer Utility	843,334.25	1,255,000	1,276,681.07	101.73%	(21,681.07)	2,069,778	952,041.75	46.00%	1,117,736.25	324,639.32	1,167,973.57
Sewer Emergency	112,210.10		-	--	-	-	1,948.50	--	-	(1,948.50)	110,261.60
Special Highway	109,352.07	64,520	83,115.01	128.82%	(18,595.01)	130,817	98,021.22	74.93%	32,795.78	(14,906.21)	94,445.86
Flood Control	1,230.28	30,704	27,012.68	87.98%	3,691.32	29,315	8,310.00	28.35%	21,005.00	18,702.68	19,932.96
Street/Economic Dev Sale	179,766.01	110,000	152,488.98	138.63%	(42,488.98)	249,807	14,002.48	5.61%	235,804.52	138,486.50	318,252.51
Employee Benefits	27,476.85	59,935	56,167.75	93.71%	3,767.25	61,000	51,241.71	84.00%	9,758.29	4,926.04	32,402.89
Employee Health	184,321.13	60,000	34,978.32	58.30%	25,021.68	202,738	25,701.51	12.68%	-	9,276.81	193,597.94
Bond and Interest	35,531.55	1,035,994	1,036,963.29	100.09%	(969.29)	1,033,713	983,713.75	95.16%	49,999.25	53,249.54	88,781.09
Convention and Tourism	-	70,000	34,783.00	49.69%	35,217.00	70,000	34,783.00	49.69%	35,217.00	-	-
Donations	7,026.43		1.00	--	(1.00)	-	1,294.37	--	-	(1,293.37)	5,733.06
Special Park	3,757.94	150	-	0.00%	150.00	4,043	-	0.00%	4,043.00	-	3,757.94
CID Loves	5,874.99		23,621.54	--	(23,621.54)	-	23,507.59	--	-	113.95	5,988.94
ASAP	26,804.97		18,269.84	--	(18,269.84)	-	15,784.54	--	-	2,485.30	29,290.27
Diversion	7,724.49	3,500	2,175.00	62.14%	1,325.00	13,930	-	0.00%	13,930.00	2,175.00	9,899.49
Special Events	837.48		-	--	-	-	-	--	-	-	837.48
Special Law Fund	1,453.12		-	--	-	-	-	--	-	-	1,453.12
ARPA Funds	-		189,845.79	--	(189,845.79)	-	-	--	-	189,845.79	189,845.79
Community Center	11,236.81		15,590.00	--	(15,590.00)	-	12,688.67	--	-	2,901.33	14,138.14
Technology	4,210.00		2,185.00	--	(2,185.00)	-	2,127.56	--	-	57.44	4,267.44
Capital Equipment Reserve	390,539.38		236,900.87	--	(236,900.87)	-	120,310.72	--	-	116,590.15	507,129.53
Building Reserve Fund	560,399.43		136,754.08	--	(136,754.08)	-	20,059.19	--	-	116,694.89	677,094.32
Temp Notes 2021	-		300,000.00	--	(300,000.00)	-	300,000.00	--	-	-	-
Insurance Proceeds Fund			21,667.39	--	(21,667.39)		17,153.39			4,514.00	4,514.00
	5,336,306.09	5,365,061	6,695,723.63	124.80%	(1,330,662.63)	7,755,657	5,411,422.77	69.77%	3,080,039.76	1,284,300.86	6,620,606.95

**Meeting Date:** January 19, 2022  
**Department:** Administration  
**Prepared By:** Joseph Turner, City Administrator  
**Agenda Title:** End of Year Reserve Account Summary

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**Background/Analysis** – Attached you will find a summary of the equipment and building reserve funds with a breakdown of funding available for each department. If you recall, a few months ago I explained that the building and equipment reserve funds needed to be adjusted to account for a previous transfer and interest revenue.

These accounts have not been adjusted.

**Financial Impact** – n/a

**Recommendation** – n/a

**Exhibits I** – Summary of Reserve Accounts

## Reserve Accounts thru December 31, 2021

	<b>Building Reserve</b>	<b>Equipment Reserve</b>	<b>Emergency Reserve</b>	<b>Actual Totals</b>
<b>Administration</b>	\$ 37,260.26	\$ 14,696.65	\$ -	\$ 51,956.91
<b>Police</b>	\$ 104,114.52	\$ 39,899.26	\$ -	\$ 144,013.78
<b>Street</b>	\$ 13,812.23	\$ 43,898.21	\$ -	\$ 57,710.44
<b>Fire</b>	\$ 22,647.69	\$ 24,786.61	\$ -	\$ 47,434.30
<b>Park</b>	\$ 162,911.87	\$ (7,688.93)	\$ -	\$ 155,222.94
<b>Court</b>	\$ 5,100.00	\$ -	\$ -	\$ 5,100.00
<b>Water</b>	\$ 83,834.43	\$ 122,214.46	\$ 79,455.00	\$ 285,503.89
<b>Sewer</b>	\$ 342,660.41	\$ 54,061.65	\$ 110,261.60	\$ 506,983.66
<b>Sp Park</b>	\$ -	\$ 662.62	\$ -	\$ 662.62
	<u>\$ 772,341.41</u>	<u>\$ 292,530.53</u>	<u>\$ 189,716.60</u>	<u>\$ 1,254,588.54</u>
<b>Adjustments</b>	\$ (95,247.09)	\$ 214,598.99	\$ -	\$ 119,351.90
<b>Actual Totals</b>	\$ 677,094.32	\$ 507,129.52	\$ 189,716.60	\$ 1,373,940.44

**2021 Monthly Water and Sewer Accounts**

<b>Month</b>	<b>Res Acct.</b>	<b>Com Act</b>	<b>Total</b>	<b>New</b>	<b>Disconnect</b>	<b>Late</b>
January	849	215	1064	10	7	147 Res 8 Comm
February	848	214	1062	8	6	131 Res 9 Comm
March	852	214	1066	7	7	112 Res 4 Comm
April	850	213	1063	6	11	132 Res 13 Comm
May	850	214	1064	24	11	125 Res 1 Comm
June	852	213	1065	24	15	109 Res 4 Comm
July	852	214	1066	13	11	132 Res 3 Comm
Aug	849	214	1063	16	12	133 Res 5 Comm
September	849	214	1063	11	15	147 Res 18 Comm
October	852	214	1066	16	14	124 Res 6 Comm
November	854	213	1067	16	15	120 Res 7 Comm
December	850	215	1065	12	10	140 Res 11 Comm

## **CITY ADMINISTRATOR'S REPORT**

**To:** Honorable Mayor and City Council

**From:** Joseph Turner, City Administrator

**Re:** City Administrator Report for January 19th Regular City Council Meeting

**Date:** January 14, 2022

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Since our meeting last week, staff have tackled the following issues:

### **Main St & 1<sup>st</sup> Pothole**

We have a significant pothole/damage at the intersection of Main & 1<sup>st</sup>. This also exposed some metal used to construct our unique drain system that conveys water underneath our gutter. Visual inspection shows significant deterioration to this entire infrastructure for many linear feet. We are gathering estimates and repair opinions, but I do have significant concerns about the costs associated with properly repairing this infrastructure.

### **KDHE Consent Order Update**

PEC constructed a 28-month timeline and Tyson Foods is requesting a 48-month timeline. All parties met this week, and the result of the discussion was that Tyson Foods would put together a detailed explanation to support their request and PEC would review their arguments. Ultimately, we are all operating subject to KDHE approval.

I have communicated to PEC and Tyson that while the City of South Hutchinson has been extremely fair and patient over the last two decades, this project needs to be completed as soon as possible. During this roughly 20-year period the City has borne 100% of the costs for numerous studies and spent an inordinate amount of staff time on these regulatory issues.

### **GIS Asset Management**

Ronnie and I met with vendors to discuss products associated with mapping all our infrastructure assets. This technology would be used to track inventory, maintenance and repair history, and offer plethora of other benefits. This is a high priority for 2022.

### **Wind/Storm Damage**

Still gathering various quotes and estimates. Will hopefully have some more concrete information by our meeting.

### **American Packaging Tax Abatement**

Aiming to have the tax abatement hearing at the February 7<sup>th</sup> meeting.