

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

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

**B. PLEDGE OF ALLEGIANCE**

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

**D. CITIZEN COMMENTS**

**E. CONSENT AGENDA**

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

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

**F. ACTION ITEMS**

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

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

2. Approve purchase of Tyler Software, Munis.

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

**G. DISCUSSION ITEMS**

1. Police Department realignment.

**H. CITY ADMINISTRATOR'S REPORT**

**I. GOVERNING BODY COMMENTS**

**J. EXECUTIVE SESSION**

1. Review correspondence from District Attorney

**K. ADJOURNMENT**

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

**MEETING DATE:** January 22, 2024

**AGENDA ITEM:** Consent Agenda

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**BACKGROUND:**

Consent agendas are designed to take routine business items, non-controversial items, and other matters where a consensus has been reached and combine them into one single motion and vote.

**DESCRIPTION:**

Items on the consent agenda should not be discussed or debated by the governing body. Any member of the governing body may elect to pull an item from the consent agenda for a separate vote.

**PROPOSED ITEMS:**

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

**RECOMMENDATION:**

Motion to approve the consent agenda as presented.

**ATTACHMENTS:**

**Exhibit A** - Minutes from January 8, 2024, Regular Council Meeting

**Exhibit B** - AP Invoices

**Present: Mayor Brian Garretson, Councilmembers Matt Nisly, John Fairbanks, Paul Scofield, Dina Brislin, City Administrator Jeff Schenk, City Superintendent Ronnie Pederson, Court Clerk Katie Marcum, Police Chief Darrin Pickering, Fire Chief Greg Henke, Sgt. Gaines, PT Officer John Brislin, incoming councilmember Kyle Cokeley**

**Absent: City Attorney Mark Tremaine**

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

X\_Garretson X\_Nisly X\_Brislin X\_Fairbanks X\_Scofield

**B. PLEDGE OF ALLEGIANCE**

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

There were no additions or deletions per Jeff Schenk

**D. ADMINISTRATION OF OATH OF OFFICE**

1. Swearing in of Kyle Cokeley as new councilmember.

Kyle Cokeley was sworn in and took his place among the council.

**E. ELECTION OF MAYOR**

Mayor Brian Garretson stated he was resigning his councilmember position due to an employment change moving him to Colorado and gave his well wishes to the council and thanked everyone present. Nominations for a new Mayor then took place.

Nominations: Paul Scofield and Matt Nisly

Cokeley nominated Scofield to be Mayor

Nisly nominated himself to be Mayor

Brislin nominated Scofield to be Mayor

Fairbanks nominated Nisly to be Mayor

Scofield nominated himself to be Mayor

Action – Motion to elect Paul Scofield, Mayor

**Vote: 3-2**

**F. ELECTION OF PRESIDENT OF THE COUNCIL**

Nominations: Dina Brislin by Paul Scofield

Action – Motion to elect Dina Brislin, President of the Council

By Roll Call, all councilmembers voted in favor

**Vote: 5-0**

G. **CITIZEN COMMENTS**

Cameron Pierce spoke on the hunting situation at his property across from Tom & Dan's stating he is in favor of geese hunting as they are destroying his wheat crop. He stated he was aware of the new ordinance permitting hunting south of highway 50 and asked the council to update ordinance to include north of highway 50 so his property was included. The council agreed they were fine with updating the area of concern. Jeff Schenk will review the ordinance to change the verbiage.

H. **CONSENT AGENDA**

1. Approval of Minutes - Regular Council Meeting, December 11, 2023
2. Approval of Invoices
3. Approval of Commercial Tree Service License (Corwin)
4. Approval of Commercial Tree Service License (Affordable)

**Motion:** Nisly

**Second:** Brislin

**Vote:** 4-0

I. **ACTION ITEMS**

1. Adopt Ordinance 24-01 with revisions, imposing a moratorium on permitting and construction of self-storage facilities within the corporate limits of the City of South Hutchinson, Kansas.

Jeff Schenk reviewed the moratorium on exclusions and new policy moving forward. Will define 'rental/retail', commercial/industrial properties. Austin Parker will make definitions and provide revised version to Jeff.

**Motion:** Brislin

**Second:** Fairbanks

**Vote:** 4-0

2. Adopt Ordinance 24-02 approving a zoning change to the addresses 204 and 304 N Washington St from C - 2 general commercial to I - 2 medium industrial.

Lincoln Roth purchased property - will repaint/resurface parking.

**Motion:** Nisly

**Second:** Brislin

**Vote:** 4-0

3. Approve Special Use Permit for property located at 209 S Valley Pride Rd, Hutchinson, KS.  
Allowing a trailer sales business to be operated on the property.

**Motion:** Fairbanks

**Second:** Cokeley

**Vote:** 4-0

4. Approve Special Use Permit for property located at 500 N Walnut St, South Hutchinson, KS.  
Allowing the property to be used as a residence.

**Motion:** Cokeley

**Second:** Brislin

**Vote:** 4-0

J. **DISCUSSION ITEMS**

1. Joint Planning and Commission work session  
Austin Parker has been reviewing the land development codes. Jeff would like a work session to discuss these codes with the council, which may take 2-3 hours. Jeff will send council members possible work session times.
2. Work session at 5:30pm for new council orientation prior to council meeting on January 22<sup>nd</sup>.  
Jeff will send a reminder to council members regarding the orientation prior to the next meeting.

K. **CITY ADMINISTRATOR'S REPORT**

1. Traffic Signal at 6<sup>th</sup> and Main  
Phillips Southern Electric will repair the traffic signal as soon as materials are ready.
2. Woodie Seat to be re-opened the third week of January.  
Upon the reopening of Woodie Seat, the city will begin the KDOT study by Love's.
3. KORA – open records requests fees and copy fees will be reviewed between the city administrator and city attorney regarding state statutes and rate options.

L. **GOVERNING BODY COMMENTS**

Dina Brislin inquired as to the water rates in which Jeff Schenk replied he is doing a rate study.  
Matt Nisly asked about the council situation/realignment and filling the empty seat. Further discussion will take place.  
Matt also questioned shipping containers on driveways for extended periods. Ronnie Pederson stated we could look into an abatement.  
John Fairbanks spoke in regard to a possible lot in Prairie Ridge being available to the city.  
Jeff will look at the Land Bank.

M. **EXECUTIVE SESSION**

There was no executive session this evening.

N. **ADJOURNMENT**

Dina Brislin motioned to adjourn the meeting at 6:45 p.m.

**Motion:** Brislin

**Second:** Nisly

**Vote:** 5-0

(Attest): *Michele Nightingale*  
Michele Nightingale, City Clerk



**INVOICES PAID (1/01/2024 - 1/ 19/2024)**

<b>Gen Gov</b>	<b>Description</b>	<b>Vendor</b>	<b>Inv. Amt</b>	<b>Ck Date</b>	<b>GL Date</b>
101-101-5000	Jan Vision Coverage	Vision Care Direct	\$8.72	1/18/2024	
101-101-5001	January Premiums	BCBS	\$138.19	1/18/2024	
101-101-6000	Electricity Dec Usage	Evergy	\$260.01	1/8/2024	12/31/2023
101-101-6000	Jan Internet Services	Idea Tek	\$30.25	1/11/2024	
101-101-6000	Jan Cable Services	Cox	\$16.78	1/19/2024	
101-101-6000	12/4/23-1/4/24 Service	KS Gas	\$247.69	1/19/2024	
101-101-6000	Monthly Phone Service	Vaspian	\$116.70	1/19/2024	
101-101-6002	City Attorney Services - Jan	Mark Tremaine	\$2,000.00	1/5/2024	
101-101-6002	CPA Services for YE	Adams Brown	\$2,315.00	1/8/2024	12/31/2023
101-101-6002	Lease Rental E/A	Underground Vault	\$207.06	1/11/2024	
101-101-6002	Jan Health Ins Coverage	Freedom Clams	\$5,865.81	1/18/2024	
101-101-6004	Shred Services	Underground Vault	\$46.00	1/19/2024	
101-101-6011	2024 KACM Dues - JS	KACM	\$100.00	1/11/2024	
101-101-6011	K96 Corridor Platinum Membership	K96 Corridor Dev Assoc	\$2,000.00	1/11/2024	
101-101-6011	City Attny Membership Dues 2024	City Attny Assoc KS	\$35.00	1/11/2024	
101-101-6011	2024 KMU Membership Dues	Ks Municiple Utilities	\$1,132.00	1/19/2024	
101-101-7000	Calendars, stamps, name plate, lables	Office Plus	\$124.72	1/8/2024	12/31/2023
101-101-7000	Purchase Power Postage	Pitney Bowes Purchase	\$63.89	1/19/2024	
101-101-7005	Car & Phone Allowance	Jeff Schenk	\$225.00	1/5/2024	
			<b>\$14,932.82</b>		

<b>Police</b>	<b>Description</b>	<b>Vendor</b>	<b>Inv. Amt</b>	<b>Ck Date</b>	
101-102-5000	Jan Vision Coverage	Vision Care Direct	\$228.88	1/18/2024	
101-102-5001	January Premiums	BCBS	\$4,622.44	1/18/2024	
101-102-6000	Electricity Dec Usage	Evergy	\$649.27	1/8/2024	12/31/2023
101-102-6000	Jan Internet Services	Idea Tek	\$30.25	1/11/2024	
101-102-6000	Jan Cable Services	Cox	\$39.87	1/19/2024	
101-102-6000	12/4/23-1/4/24 Service	KS Gas	\$521.76	1/19/2024	
101-102-6000	Monthly Phone Service & Call Block	Vaspian	\$236.70	1/19/2024	
101-102-6002	Lease Rental E/A	Underground Vault	\$650.76	1/11/2024	
101-102-6002	Reset Overload & adj limit run	EZ Lift	\$132.50	1/19/2024	
101-102-6002	LED Bulbs	Sunflower Electric	\$201.90	1/19/2024	
101-102-6006	Dispatch Services 2024	City of Hutch	\$20,605.00	1/11/2024	
101-102-6004	Civil & Criminal Legal Coverage	State of KS FOP	\$504.00	1/11/2024	
101-102-6004	Shred Services	Underground Vault	\$46.00	1/19/2024	
101-102-7000	Flags, tape, staples, pens	Office Plus	\$64.05	1/8/2024	12/31/2023
101-102-7000	Purchase Power Postage	Pitney Bowes Purchase	\$63.89	1/19/2024	
101-102-7004	January Janitorial Services	Tabitha Maxfield	\$150.00	1/11/2024	
101-102-7009	Men's Apex Pant	Galls	\$99.94	1/18/2024	12/31/2023
			<b>\$28,847.21</b>		

<b>Street</b>	<b>Description</b>	<b>Vendor</b>	<b>Inv. Amt</b>	<b>Ck Date</b>	
101-103-5000	Jan Vision Coverage	Vision Care Direct	\$101.56	1/18/2024	
101-103-5001	January Premiums	BCBS	\$2,006.15	1/18/2024	
101-103-6000	Electricity Dec Usage	Evergy	\$494.04	1/8/2024	12/31/2023
101-103-6000	Jan Internet Services	Idea Tek	\$30.25	1/11/2024	
101-103-6000	12/4/23-1/4/24 Service	KS Gas	\$522.53	1/19/2024	
101-103-6000	Monthly Phone Service	Vaspian	\$50.00	1/19/2024	
101-103-6002	Traffic Signal Maintenance	City of Hutch	\$1,500.00	1/11/2024	
101-103-7002	Snowblade	White Star Machinery	\$215.01	1/11/2024	
101-103-7002	Salt Spreader Truck part	Michael Todd Co	\$55.69	1/19/2024	
101-103-7002	Ice melt, safety glasses, gloves	Colladay	\$613.97	1/19/2024	
101-103-7002	Battery	Car Quest	\$238.50	1/8/2024	12/31/2023
			<b>\$5,827.70</b>		

<b>Fire</b>	<b>Description</b>	<b>Vendor</b>	<b>Inv. Amt</b>	<b>Ck Date</b>	
101-104-6000	Electricity Dec Usage	Evergy	306.33	1/8/2024	12/31/2023
101-104-6000	Jan Cable Service	Cox	10.49	1/19/2024	

101-104-6000	Jan Internet Services	Idea Tek	\$30.25	1/11/2024	
101-104-6000	12/4/23-1/4/24 Service	KS Gas	\$258.71	1/19/2024	
101-104-6000	Monthly Phone Service	Vaspian	\$50.00	1/19/2024	
101-104-6002	Drug Screen - Austin Warren	Hutch Clinic	\$50.00	1/18/2024	12/31/2023
101-104-6002	Brush Truck Tag/Taxes	Reno Co Treasurer	\$30.25	1/19/2024	
101-104-6006	Dispatch Services 2024	City of Hutch	\$20,605.00	1/11/2024	
101-104-6011	SHFD Membership Dues 2024	RN CO Fire Chief's Assoc	\$250.00	1/11/2024	
			<b>\$21,591.03</b>		

<b>Court</b>	<b>Description</b>	<b>Vendor</b>	<b>Inv. Amt</b>	<b>Ck Date</b>	
101-106-6004	Storage, refile, scan, copies	Underground Vault	302.19	1/8/2024	12/31/2023
101-106-6004	Lease Rental E/A	Underground Vault	233.16	1/11/2024	
101-106-6004	Veterinary Services	PrairieVista	227.21	1/18/2024	12/31/2023
101-106-6015	Collection Batch - Dec	State Treasurer	\$656.00	1/8/2024	12/31/2023
101-106-6016	Judge Services-Jan	Rick Roberts	\$1,100.00	1/5/2024	
101-106-6016	Prosecutor Services-Jan	Mark Tremaine	\$1,100.00	1/5/2024	
101-106-6017	Dec Inmate Housing	RN CO Sheriff's Office	\$2,120.00	1/18/2024	12/31/2023
101-106-7001	2024 Judge Dues - Rick Roberts	KMJA	\$25.00	1/11/2024	
101-106-7015	Switch:5 Port Desktop	Dess	\$89.00	1/8/2024	12/31/2023
			<b>\$5,852.56</b>		

**GENERAL TOTAL \$77,051.32**

<b>Water</b>	<b>Description</b>	<b>Vendor</b>	<b>Inv. Amt</b>	<b>Ck Date</b>	
201-000-5000	Jan Vision Coverage	Vision Care Direct	\$20.37	1/18/2024	
201-000-5001	January Premium	BCBS	\$776.67	1/18/2024	
201-000-6000	Electricity Dec Usage	Evergy	\$3,138.40	1/8/2024	12/31/2023
201-000-6000	Locate Fees - December	Ks One Call	\$28.80	1/8/2024	12/31/2023
201-000-6002	Water Samples	KDHE	\$72.00	1/8/2024	12/31/2023
201-000-7000	Purchase Power Postage	Pitney Bowes Purchase	\$63.89	1/19/2024	
201-000-7002	Flex hose, antifreeze	Rose Motors	\$58.36	1/11/2024	
			<b>\$4,158.49</b>		

<b>Sewer</b>	<b>Description</b>	<b>Vendor</b>	<b>Inv. Amt</b>	<b>Ck Date</b>	
301-000-5000	Jan Vision Coverage	Vision Care Direct	\$25.17	1/18/2024	
301-000-5001	January Premium	BCBS	\$1,427.67	1/18/2024	
301-000-6000	Electricity Dec Usage	Evergy	\$10,539.95	1/8/2024	12/31/2023
301-000-6000	Locate Fees - December	Ks One Call	\$28.80	1/8/2024	12/31/2023
301-000-6002	Calendars	Office Plus	\$81.35	1/8/2024	12/31/2023
301-000-6002	Lab Analysis - Dec	SDK	\$634.00	1/8/2024	12/31/2023
301-000-6003	Technical Support	Utility HelpNet	\$220.00	1/11/2024	
301-000-6003	Dec Grit Removal	Reno CO Solid Waste	\$164.00	1/18/2024	12/31/2023
301-000-6005	Mobile Services Dec	Verizon	\$57.15	1/8/2024	12/31/2023
301-000-7000	Purchase Power Postage	Pitney Bowes Purchase	\$63.89	1/19/2024	
301-000-7002	Battery	Dess	\$58.85	1/19/2024	
301-000-7002	Bulbs	Sunflower Electric	\$47.52	1/11/2024	
301-000-7002	Flex hose, antifreeze	Rose Motors	\$58.36	1/11/2024	
			<b>\$13,406.71</b>		

<b>Bond &amp; Interest</b>	<b>Description</b>	<b>Vendor</b>	<b>Inv. Amt</b>	<b>Ck Date</b>	
601-000-8004	Go Bond Series 2019	State Treasurer	\$27,900.00	1/19/2024	
601-000-8004	Go Ref & IMP Bond SR 2012	State Treasurer	\$6,925.00	1/19/2024	
			<b>\$34,825.00</b>		

<b>Diversion</b>	<b>Description</b>	<b>Vendor</b>	<b>Inv. Amt</b>	<b>Ck Date</b>	
802-000-6004	2024 Investigation System Pkg	LeadsOnline	\$2,154.00	1/11/2024	
			<b>\$2,154.00</b>		

<b>Capital Equip (reserve)</b>	<b>Description</b>	<b>Vendor</b>	<b>Inv. Amt</b>	<b>Ck Date</b>	
901-000-8023	Brush Truck (FD)	Hutch Fire Dept	\$15,000.00		



**\$15,000.00**

<b>Capital Improvement</b>	<b>Description</b>	<b>Vendor</b>	<b>Inv. Amt</b>	<b>Ck Date</b>
902-000-8021	Install Door Access	Dess	\$13,229.00	1/8/2024 12/31/2023
902-000-8021	Install Door Access	Dess	\$3,206.00	1/11/2024
			<b>\$16,435.00</b>	

<b>IdeaTek Fiber Optic 2023</b>	<b>Description</b>	<b>Vendor</b>	<b>Inv. Amt</b>	<b>Ck Date</b>
910-000-6004	Community Improvement 009	IdeaTek	\$581,429.69	1/11/2024
			<b>\$581,429.69</b>	

<b>Non-Departmental</b>	<b>Description</b>	<b>Vendor</b>	<b>Inv. Amt</b>	<b>Ck Date</b>
101-109-6000	Electricity Dec Usage	Evergy	\$5,963.25	1/8/2024 12/31/2023
			<b>\$5,963.25</b>	

<b>Community Center</b>	<b>Description</b>	<b>Vendor</b>	<b>Inv. Amt</b>	<b>Ck Date</b>
811-000-6000	Electricity Dec Usage	Evergy	\$221.78	1/8/2024 12/31/2023
811-000-6000	12/4/23-1/4/24 Service	KS Gas	\$164.92	1/19/2024
			<b>\$386.70</b>	

<b>Parks</b>	<b>Description</b>	<b>Vendor</b>	<b>Inv. Amt</b>	<b>Ck Date</b>
101-105-6000	Electricity Dec Usage	Evergy	\$108.26	1/8/2024 12/31/2023
			<b>\$108.26</b>	

<b>Employee Benefits</b>	<b>Description</b>	<b>Vendor</b>	<b>Inv. Amt</b>	<b>Ck Date</b>
501-000-5006	2024 Work Comp Ins Premium	KMIT	\$25,986.00	1/11/2024
501-000-5007	Feb Life Ins Coverage	Dearborn	\$417.04	1/18/2024
			<b>\$26,403.04</b>	

**GRAND TOTAL \$777,321.46**

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

**MEETING DATE:** January 22, 2024

**AGENDA ITEM:** Facilities Master Plan and Rates Study

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**BACKGROUND:**

The City of South Hutchinson City Council has requested a facilities master plan and rate study to develop a long-term maintenance plan and determine the rates that need to be charged for utilities to maintain the existing infrastructure.

**DESCRIPTION:**

The infrastructure being studied include two water towers, three water wells, the wastewater treatment facility, City Hall, Police and Fire building, community center, and splash pad. Once there is an understanding of what is needed to maintain the existing utility infrastructure, then the consultant will be able to help determine the rate that needs to be charged to continue to provide the services. The study of the other infrastructures will help us to know what needs to be budgeted to maintain them into the future.

**RECOMMENDATION:**

City staff recommends the council approve the contact with JEO in the amount of \$165,000. Pending acceptance of markups by JEO, and authorize the mayor to sign.

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

**MEETING DATE:** January 22, 2024

**AGENDA ITEM:** Purchase Tyler Software

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**BACKGROUND:**

The Courts and police are going to Tyler Software to be compatible with the County.

**PROJECT DESCRIPTION:**

Moving the courts and police to Tyler software will make us compatible with the County and create efficiencies. At this time the City would like to move to Tyler's budgeting, court, police, permitting, code enforcement, and utility billing software.

**PROPOSED PURCHASE:**

After discussion with Tyler, they will allow this to be phased in over two years. With Courts and Police done in 2024 and the rest of the cost in 2025.

Upfront startup cost	Total Cost in 2025	Final Cost
\$36,531	\$124,034	<b>\$160,565</b>

**RECOMMENDATION:**

City staff recommends the council approve beginning the transition to Tyler software in the amount of \$160,565 to be paid out as its phased in over the next two years and authorize the mayor to sign.

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

**MEETING DATE:** January 22, 2024

**AGENDA ITEM:** SHPD department restructure

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**BACKGROUND:**

The City of South Hutchinson City Council has requested an evaluation of the South Hutchinson Police Department. After reviewing the departmental budget costs to prepare for 2024 and 2025. The safety of the officers along with the overtime came into question.

**DESCRIPTION:**

The police department believes that it can greatly reduce overtime by adding an additional position. Not only will creating this position reduce overtime, but it will also increase the safety of the officers and allow for more patrol time on the streets, increasing safety in the neighborhood. This will be at minimal cost due to already having enough vehicles to accommodate this change.

**RECOMMENDATION:**

City staff will begin the process of describing each position and proving the efficiencies. Following analysis, move into the implementation phase.