

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

\_\_Brislin \_\_Cokeley \_\_Nisly \_\_Scofield \_\_Griffin \_\_Elliott

B. **PLEDGE OF ALLEGIANCE**

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

D. **CITIZEN COMMENTS**

E. **CONSENT AGENDA**

1. Approval of Minutes – Regular Council Meeting, April 28, 2025
2. Approval of Invoices
3. Approve Temporary Event Permit (Our Lady Guadalupe event)
4. Approve Temporary Event Permit (Our Lady Guadalupe softball)

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

F. **ACTION ITEMS**

1. Appoint Municipal Judge – Ethan Kaplan

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

2. Appoint City Prosecutor – Cody Smith

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

3. Appoint City Attorney – Cody Smith

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

4. Appoint City Treasurer – Sheila Stevens

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

5. Appoint City Clerk – Katie Marcum

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

6. Appoint Police Chief – Darrin Pickering

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

7. Appoint Fire Chief – Greg Henke

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

8. Approve Lease to own agreement with Jay Mitzner

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

9. Approve Farm Lease extension with Jared Oatney

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

10. Approve purchase of new server

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

**G. DISCUSSION ITEMS**

1. Office 365 licensing
2. Chip Seal Project
3. Food Truck Policy
4. SRF funding pre-application

**H. CITY ADMINISTRATOR'S REPORT**

**I. GOVERNING BODY COMMENTS**

**J. ADJOURNMENT**

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

**MEETING DATE:** May 12, 2025

**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:
  - April 28, 2025, Regular Council Meeting
- Approval of Invoices
- Approve Temporary Event Permit (Our Lady Guadalupe event)
- Approve Temporary Event Permit (Our Lady Guadalupe softball)

**RECOMMENDATION:**

Motion to approve the consent agenda as presented.

**ATTACHMENTS:**

**Exhibit A** – Minutes from April 28, 2025, Regular Council Meeting

**Exhibit B** – AP Invoices

- A. **CALL TO ORDER/ROLL CALL 6:00 p.m.**  
\_X\_Brislin \_\_Cokeley \_X\_Nisly \_X\_Scofield \_X\_Griffin \_\_Vacant  
Cokeley arrived late

B. **PLEDGE OF ALLEGIANCE**

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

Per City Administrator Jeff Schenk – Remove Action Item #2.

D. **CITIZEN COMMENTS N/A**

E. **CONSENT AGENDA**

1. Approval of Minutes – Regular Council Meeting, April 28, 2025
2. Approval of Invoices
3. Approval of Cereal Malt Beverage License (Plaza Go)
4. Approval of Cereal Malt Beverage License (Love's Travel Center)

Motion NISLY Second SCOFIELD Vote 3-0

F. **ACTION ITEMS**

1. Appoint Matt Elliott to the city council replacing Robert Wylie

Motion SCOFIELD Second NISLY Vote 3-0

2. Approve Resolution 25-02, intent for industrial revenue bond **-REMOVED-**

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

3. Approve purchase of new UTV for Fire Department

Motion COKELEY Second GRIFFIN Vote 5-0

4. Approve allocation of funds to support Chamber of Commerce new strategic plan

Motion GRIFFIN Second COKELEY Vote 5-0

G. **DISCUSSION ITEMS**

1. Land Bank Property at 310 East 3<sup>rd</sup> Avenue – Three neighbors would each like to have this property. This is to get an understanding of what the council would like to see done with this property. Council would like to see the house torn down and someone to build a new house on the property. They do not see expanding someone's yard or putting up a shop for a neighboring property as good use for a land bank property.
2. Replacing the server and Office 365 government licensing – City server is over 5 years old. Gavin is working on 3 quotes. The amount that we were asked to budget was \$75,000 and the quotes are looking at coming in significantly cheaper, in the \$40,000 range. Office 365 Government licensing is approximately \$240 per user and we need to get that switched over before the server is put in place so we are not transferring the data twice. We are looking at approximately \$6500 / year for this licensing. It includes encryption and will make the city function better since everyone will be on the same platform.

H. **CITY ADMINISTRATOR'S REPORT**

Restructure of the position that was formerly held by Ronnie Pederson. Matt Mock will be a working Public Works Superintendent, and we plan to move the other position into an Administrative Assistant to cover the administrative side and help with other tasks in the office such as software implementation, SOP writing, grant writing, etc. This will also help with sick and vacation days having someone else in the office that can fill in when needed. The council feels this would be a good move forward.

I. **GOVERNING BODY COMMENTS**

Valerie Griffin – Asked about the Plot Marketing \$4500 invoice. Jeff stated that was for Event Planning such as Freedom Fest, Trunk or Treat, etc.

Paul Scofield – Asked if Plot had put out any posts promoting the open council positions. Katie Marcum indicated that they had posted the vacant position that Matt Elliott filled but nothing else at this time.

Nisly – Asked about fire response to the Trash Company fire. Henke indicated that they are having issues with the new dispatch system and that we were not the only agency. The system is not dispatching out the appropriate response each time.

Kyle Cokeley – Is this upcoming weekend the Citywide cleanup and garage sales. How was the sign up handled as he received a complaint because individuals do not want to post their address on Facebook. Katie Marcum indicated in the past the city did take sign up and post it in the paper but last year and this year we did not as it is a lot of work, and we currently don't have the manpower and time to do that.

J. **EXECUTIVE SESSION**

I, Dina Brislin, Mayor, ask the City Council to recess into executive session with the City Attorney to discuss matters related to an employee with the City pursuant to the non-elected personnel exception in K.S.A. 75-4319(b)(1).

The open meeting will resume in the city council chambers in 10 minutes at 7:26 pm.

Motion **NISLY** Second **Scofield** Vote **5-0**

The council reconvenes at 7:26 p.m. in the council chambers with no action taken.

K. **ADJOURNMENT**

Nisly made a motion to adjourn the meeting at 7:27 p.m.

Motion **NISLY** Second **SCOFIELD** Vote **5-0**

## INVOICE APPROVAL LIST

5/12/2025

<b>Gen Gov</b>	<b>Description</b>	<b>Vendor</b>	<b>Inv. Amt</b>
101-100-7007	Name Plate - Blackburn	Office Plus	\$12.43
101-101-5000	Insurance Premium	Vision Care Direct	\$5.54
101-101-6000	Electric	Evergy	\$176.39
101-101-6000	Phone Service	IdeaTek	\$253.64
101-101-6002	Software Install	Dynamic Electronics	\$60.00
101-101-6002	Cleaning	FreshCo	\$150.00
101-101-6002	CMB Stamp Fee	KS Dept of Revenue - CMB	\$50.00
101-101-6002	City Attorney Service	Cody Smith	\$2,000.00
101-101-6004	Mats	Unifirst	\$47.70
101-101-6011	Dues, Contributions, Meals	Hutchinson Rotary Club	\$189.00
101-101-7000	HDMI Cable	Dynamic Electronics	\$24.10
101-101-7001	Staples, Tape, Paper	Office Plus	\$52.06
101-101-7005	Reimbursement	Jeff Schenk	\$225.00
101-101-7005	Reimbursement	Katie Marcum	\$75.00
101-101-7016	Yearly Fee	Wex Bank	\$75.00
			<b>\$3,395.86</b>

<b>Police</b>	<b>Description</b>	<b>Vendor</b>	<b>Inv. Amt</b>
101-102-5000	Insurance Premium	Vision Care Direct	\$108.30
101-102-6000	Electric	Evergy	\$415.08
101-102-6000	Phone Service	IdeaTek	\$309.46
101-102-6002	Water	Culligan	\$33.50
101-102-6002	Camera Installation	Dynamic Electronics	\$683.00
101-102-6002	Ammunition	Ram Manufacturing	\$1,135.00
101-102-6005	Cell Service, Jet Packs	Verizon	\$488.58
101-102-6007	Seal	Rose Motor Supply	\$7.97
101-102-6029	Ammunition	Ram Manufacturing	\$880.50
101-102-7000	HDMI Cable	Dynamic Electronics	\$29.99
101-102-7002	Spark Plugs, Gasket, Oil, Wiper Blades, Brake Pads	Carquest	\$743.56
101-102-7003	Fuel	Bridgman Oil	\$1,783.23
			<b>\$6,618.17</b>

<b>Street</b>	<b>Description</b>	<b>Vendor</b>	<b>Inv. Amt</b>
101-103-5000	Insurance Premium	Vision Care Direct	\$54.60
101-103-6000	Electric	Evergy	\$459.33
101-103-6002	Concrete	Mid America Redi-Mix	\$2,448.23
101-103-6004	Supplies, Fees	Unifirst	\$119.25
101-103-6005	Cell Service	Verizon	\$144.37
101-103-7002	Grease, Cabin Filter, Oil Filter, Air Filter, Fuel	Carquest	\$182.29
101-103-7002	Drive Shaft for Tractor	KanEquip Inc	\$2,249.67
101-103-7002	Grass Seed, Disc Grinders	Lowe's	\$151.86
101-103-7002	Bulbs, LED Bulbs	Sunflower Electric Supply	\$118.52
101-103-7003	Fuel	Bridgman	\$1,493.16
101-103-7009	Uniforms	Unifirst	\$100.10
			<b>\$7,521.38</b>

<b>Fire</b>	<b>Description</b>	<b>Vendor</b>	<b>Inv. Amt</b>
101-104-6000	Electric	Evergy	\$301.22
101-104-6000	Phone Service	IdeaTek	\$26.09
101-104-6004	Service Hydraulic Cutter	Rescue Specialists	\$575.00

101-104-7002	Water	Culligan	\$19.50
101-104-7003	Fuel	Bridgman Oil	\$337.11
			<b>\$1,258.92</b>

<b>Park</b>	<b>Description</b>	<b>Vendor</b>	<b>Inv. Amt</b>
101-105-6000	Electric	Evergy	\$112.98
			<b>\$112.98</b>

<b>Court</b>	<b>Description</b>	<b>Vendor</b>	<b>Inv. Amt</b>
101-106-6004	Drug Screen	Hutchinson Clinic	\$50.00
101-106-6004	Inmate Medical	Hutchinson Regional Medical Center	\$142.45
101-106-6004	911 Recording / Copy of CAD	Hutch Reno Co Emerg Comm	\$9.90
101-106-6004	Retrievals	Underground Vaults & Storage	\$10.60
101-106-6004	Inmate Medical	Wellpath	\$18.00
101-106-6016	Judge Services	Ethan Kaplan	\$1,100.00
101-106-6016	City Prosecutor Services	Cody Smith	\$1,100.00
101-106-6018	Court Appointed Attorney Service	Stephenson Law Office LLC	\$1,150.00
			<b>\$3,580.95</b>

<b>Non-Departmental</b>	<b>Description</b>	<b>Vendor</b>	<b>Inv. Amt</b>
101-109-6000	Electric	Evergy	\$5,810.84
			<b>\$5,810.84</b>

**GENERAL TOTAL** **\$28,299.10**

<b>Water</b>	<b>Description</b>	<b>Vendor</b>	<b>Inv. Amt</b>
201-000-7002	Generator Filters, Clear Paint	Carquest	\$154.12
201-000-5000	Insurance Premium	Vision Care Direct	\$10.80
201-000-6000	Electric	Evergy	\$4,146.72
201-000-6002	O Ring Kit, Back Flow Tester	Carl King Plumbing	\$228.45
201-000-6002	Postage	Joy's Packing & Shipping	\$68.67
201-000-6002	Water Test	KS Dept of Health & Environment	\$172.00
201-000-6004	Supplies, Fees	Unifirst	\$119.25
201-000-6005	Cell Service	Verizon	\$130.21
201-000-7002	Grinding Disc	Westlake	\$25.98
201-000-7003	Fuel	Bridgman Oil	\$1,242.62
201-000-7004	Bill Cards	Advantage Computer Ent Inc	\$610.00
201-000-7009	Uniforms	Unifirst	\$30.50
			<b>\$6,939.32</b>

<b>Sewer</b>	<b>Description</b>	<b>Vendor</b>	<b>Inv. Amt</b>
301-000-5000	Insurance Premium	Vision Care Direct	\$10.15
301-000-6000	Electric	Evergy	\$11,265.34
301-000-6000	Phone Service	IdeaTek	\$32.75
301-000-6002	Wastewater Grit	Reno County Solid Waste	\$84.00
301-000-6002	Locate Sewer Line	ROTO Rooter	\$225.00
301-000-6002	Lift Station Diagnosis	Salt City Electric	\$480.00
301-000-6002	Wastewater Lab Tests	SDK Laboratories	\$1,409.00
301-000-6003	Cylinder for Lab Tests	Core & Main	\$66.80
301-000-6004	Drug Screen	Hutchinson Clinic	\$50.00
301-000-6004	Supplies, Fees	Unifirst	\$119.25
301-000-6005	Lift Station Service	Verizon	\$300.36
301-000-7002	Fuel	Bridgman Oil	\$1,241.36

301-000-7002	Safety Vest	Colladay Hardware	\$20.49
301-000-7002	Batteries	Dynamic Electronics	\$22.80
301-000-7002	PVC Pipe Fittings	Western Supply	\$31.68
301-000-7002	Toilet Seat	Westlake	\$27.99
301-000-7004	Bill Cards	Advantage Computer Ent Inc	\$610.00
301-000-7009	Uniforms	Unifirst	\$82.20
			<b>\$16,079.17</b>

<b>ASAP</b>	<b>Description</b>	<b>Vendor</b>	<b>Inv. Amt</b>
801-000-6004	Bond Reimbursement- Burrola	Nick Oswald	\$150.00
801-000-6004	Bond Refund	Juan Sandoval	\$1,000.00
801-000-6004	Apply Bond - Burrola	South Hutchinson Municipal Court	\$100.00
			<b>\$1,250.00</b>

<b>ARPA</b>	<b>Description</b>	<b>Vendor</b>	<b>Inv. Amt</b>
808-000-7004	SH Digester Improvements	Professional Engineering Consultants	\$1,720.00
808-000-7004	Rebranding (2nd Half)	Plot	\$20,000.00
			<b>\$21,720.00</b>

<b>Community Center</b>	<b>Description</b>	<b>Vendor</b>	<b>Inv. Amt</b>
811-000-6000	Electric	Evergy	\$256.69
811-000-6004	Cleaning	FreshCo	\$450.00
			<b>\$706.69</b>

<b>Equipment Reserve</b>	<b>Description</b>	<b>Vendor</b>	<b>Inv. Amt</b>
901-000-8022	Snowplow & Installation	Ks Truck Equipment Company	\$8,742.00
			<b>\$8,742.00</b>

<b>Building Reserve</b>	<b>Description</b>	<b>Vendor</b>	<b>Inv. Amt</b>
902-000-8024	Park Irrigation Electrical	Salt City Electric	\$8,648.04
902-000-8024	Bore Electrical Service	Ty Contracting	\$11,003.16
			<b>\$19,651.20</b>

<b>GRAND TOTAL</b>	<b>\$103,387.48</b>
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# MEMORANDUM

**TO:** Honorable Mayor and City Council

**FROM:** Jeff Schenk, City Administrator

**DATE:** 5/12/2025

**RE:** Purchase of new server

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## BACKGROUND:

The existing server was purchased in 2020 with the intention of being replaced in 2023. We decided to extend the life of the server for 2 years until 2025. Last year in our 5-year plan we budgeted an estimated \$75,000 for a new server this year.

## PROJECT DESCRIPTION:

The new server will be a 5-year server. We are moving to office 365 government and that will move how our data is stored. That change over allowed us to greatly reduce the cost of the server. All options will be installed by our I.T. company.

## PROPOSED PURCHASE:

Equipment Reserve Account	HP	Dell	Lenovo
\$1,223,295.63	\$35,958.37	\$40,690.72	\$40,920.19

## RECOMMENDATION:

City staff recommends the council approve the purchase of the New server for the total of \$35,958.37 and authorize the mayor to sign.