

- A. **CALL TO ORDER/ROLL CALL**  
\_\_Garretson \_\_Schmidt \_\_Nisly \_\_Brislin \_\_Fairbanks \_\_Scofield
- B. **PLEDGE OF ALLEGIANCE**
- C. **APPROVAL OF AGENDA (ADDITIONS/DELETIONS)**
- D. **CITIZEN COMMENTS**
- E. **CONSENT AGENDA**
1. Approval of Minutes – Regular Council Meeting, September 25, 2023
  2. Approval of Invoices
  3. Approval of Cereal Malt Beverage License (Kwik Shop, 8 N Main St)
  4. Approval of Cereal Malt Beverage License (Kwik Shop, 1006 S Main St)
  5. Approval of Cereal Malt Beverage License (Dollar General, 501 N Main St)
  6. Update Personnel Policy, Leave Policies, A, a and c. Change wording from “employees next anniversary date” to January 1<sup>st</sup>” to be inline with Resolution 23-01
- Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_
- F. **DISCUSSION ITEMS**
1. KDOT consult meeting
  2. Platting and re-platting inside the City limits
  3. Economic Development incentive packages
  4. Update on KDHE consent order
  5. Update on Woodie Seat construction
- G. **CITY ADMINISTRATOR’S REPORT**
- H. **GOVERNING BODY COMMENTS**
- I. **ADJOURNMENT**

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

**MEETING DATE:** October 9, 2023

**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:
  - September 25, 2023, Regular Council Meeting
- Approval of Invoices
- Approval of Cereal Malt Beverage License (Kwik Shop, 8 N Main St)
- Approval of Cereal Malt Beverage License (Kwik Shop, 1006 S Main St)
- Approval of Cereal Malt Beverage License (Dollar General, 501 N Main St)
- Update Personnel Policy, Leave Policies, A, a and c. Change wording from “employees next anniversary date” to January 1<sup>st</sup>”

**RECOMMENDATION:**

Motion to approve the consent agenda as presented.

**ATTACHEMENTS:**

**Exhibit A** – Minutes from September 25, 2023, Regular Council Meeting

**Exhibit B** – AP Invoices

**Exhibit B** – Resolution 23-01, Personnel Handbook Amendment

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**COUNCIL MEETING WAS HELD AT THE COMMUNITY CENTER**

**Present: Councilmembers Jeremy Schmidt, Matt Nisly, Dina Brislin, John Fairbanks, Paul Scofield, City Administrator Jeff Schenk, City Attorney Mark Tremaine, City Superintendent Ronnie Pederson, Police Chief Darrin Pickering, and Officer Ryan**

**Absent: Mayor Brian Garretson**

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

\_A\_Garretson \_X\_Schmidt \_X\_Nisly \_X\_Brislin \_X\_Fairbanks \_X\_Scofield

**B. PLEDGE OF ALLEGIANCE**

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

Deletions: Delete June Invoices from Agenda Packet.

**D. CITIZEN COMMENTS**

There were no citizen comments.

**E. CONSENT AGENDA**

1. Approval of Minutes – Regular Council Meeting, September 18, 2023
2. Approval of Invoices

**Motion: Nisly**

**Second: Scofield**

**Vote: 5-0**

**F. ACTION ITEMS**

1. Motion to approve the City Administrator enter into a contract with Plot Marketing

**Motion: Nisly**

**Second: Fairbanks**

**Vote: 5-0**

**G. DISCUSSION ITEMS**

City Administrator Jeff Schenk introduced Jason & Sarah Yoder and Maddie Fankhauser from Plot Marketing. Jason, Sarah and Maddie gave a presentation on how their company can assist the city with rebranding, providing a continuous theme for unity within the city. They discussed how their marketing company would assist with graphics, designs, creating a new website, and press releases to name a few services. The rebranding of the city would come in three phases with phase one being to refresh the visual for the city and putting together a focus group consisting of stakeholders, business leaders, school board members, to name a few. They would also create a ‘landing page’ which would show google ads, Facebook retargeting, email campaigns and updates on the city. Phase two would deal with branding, messaging, and launching. Phase three would consist of targeted marketing and continued support.

Councilman Fairbanks asked what types of events Plot Marketing would advertise for the city. They stated they would do promotions through Facebook and the landing page and website and create a new slogan for the city.

Councilman Schmidt asked if the city would own all of the content Plot Marketing would develop for the city. Jason stated the city would own all of the content, along with any photos that were taken during the contracted period.

Councilwoman Brislin inquired as to the focus group and what Plot's goals would be in creating said group. Maddie stated they would start with a small focus group and talk about the city's mission, make sure residents have a voice and inquire as to what they would like to see in their community.

Councilman Schmidt asked Jeff Schenk what role he thought Market South Hutch would play in this project. Jeff stated this project was not funded through Market South Hutch at this time. Jeremy Schmidt stated there should be a level of communication between the city and Market South Hutch and Jeff stated there would be later conversations.

Councilmen Schmidt and Nisly asked Plot Marketing of the true cost for this project. Plot Marketing and Jeff Schenk agreed that it would vary based on the needs/wants of the community. There are several projects that need addressed in town, such as painting the water towers. The budget will be looked at to determine said projects. Plot Marketing stated the retaining cost would be approximately \$4,000/month for the first 3 months. After that time, it would be project based at a one-time cost, most likely lower than the \$4,000/month. After phase three, Plot Marketing would still be involved bi-weekly or as their assistance was needed.

Councilman Schmidt stated the current website needs to have the city's archives available and to make sure all sections have current information.

#### **H. CITY ADMINISTRATOR'S REPORT**

Jeff Schenk stated he spoke with Lincoln Roth regarding the zoning of his upcoming property acquisition. Jeff asked for permission from the council for a special use permit and a letter to Lincoln in support of this purchase and zoning conditions. The council agreed to provide a letter to Mr. Roth.

#### **I. GOVERNING BODY COMMENTS**

The council agreed there should be a limit to the number of storage facilities on Main Street with proper phases in place moving forward and making sure there were certain green space requirements.

Councilman Fairbanks spoke to the condition of the carpet at the Community Center. Jeff Schenk suggested replacing the carpet with a different type of floor covering. He also stated Fresh Co would begin tracking episodes, and damages and reporting the condition of the Community Center when they do their regular cleanings.

J. **ADJOURNMENT**

Scofield motioned to adjourn the meeting at 6:44 p.m.

**Motion: Scofield**

**Second: Nisly**

**Vote: 5-0**

(Attest): [Michele Nightingale](#)  
Michele Nightingale, City Clerk

INVOICES PAID (10/01/2023 thru 10/06/2023)

Gen Gov	Description	Vendor	Inv. Amt	Ck Date
101-101-6000	Sep Electricity	Evergy	\$349.76	10/6/2023
101-101-6000	Oct Internet Service	Ideatek	\$30.25	10/6/2023
101-101-6002	City Attorney Services	Mark Tremaine	\$2,000.00	10/3/2023
101-101-6002	2022 Annual Reporting	Gilmore & Bell	\$1,500.00	10/6/2023
101-101-6002	Com Qrt Int/Ext Gen Pest Control	The Bug Guys	\$645.00	10/6/2023
101-101-7000	Office Supplies JS	First Bank Card	\$24.40	10/2/2023
101-101-7000	Office Supplies-Amazon MN	First Bank Card	\$61.38	10/2/2023
101-101-7000	Window Envelopes	Office Plus	\$159.00	10/6/2023
101-101-7001	Meal JS	First Bank Card	\$17.68	10/2/2023
101-101-7001	Meal,Conference Hotel JS	First Bank Card	\$228.97	10/2/2023
101-101-7002	Bottled 5 Gall Water	Culligan	\$21.00	10/6/2023
101-101-7005	Car & Phone Allowance	Jeff Schenk	\$225.00	10/3/2023
101-101-7015	Keyboard	First Bank Card	\$44.97	10/2/2023
			<b>\$5,307.41</b>	

Police	Description	Vendor	Inv. Amt	Ck Date
101-102-6000	Sep Electricity	Evergy	\$599.65	10/6/2023
101-102-6000	Oct Internet Service	Ideatek	\$30.25	10/6/2023
101-102-6002	Amazon Membership Fee	First Bank Card	\$14.99	10/2/2023
101-102-6004	Soap	Janitorial Supply	\$63.96	10/2/2023
101-102-6004	October Janitorial Services	Tabitha Maxfield	\$150.00	10/2/2023
101-102-6005	Sep Mobile Service	Verizon	\$164.30	10/6/2023
101-102-6005	JetPacks	Verizon	\$240.06	10/6/2023
101-102-6007	2015 Charger Engine Mounts	Allen Samuels	\$458.42	10/2/2023
101-102-6012	Police Training	First Bank Card	\$1,675.93	10/2/2023
101-102-7000	Notary Journal - Gaines (Amazon)	First Bank Card	\$12.74	10/2/2023
101-102-7001	Conference Baggage, Fuel, Food Fees	First Bank Card	\$129.60	10/2/2023
101-102-7002	Bottled 5 Gall Water	Culligan	\$42.00	10/6/2023
101-102-7003	Sep Fuel	Bridgman	\$1,926.24	10/6/2023
101-102-7009	Uniform Cleaning - Ryan	Giant Laundry	\$7.00	10/6/2023
101-102-7009	Boots for Lance Hirt	First Bank Card	\$97.50	10/2/2023
			<b>\$5,612.64</b>	

Street	Description	Vendor	Inv. Amt	Ck Date
101-103-6000	Sep Electricity	Evergy	\$429.22	10/6/2023
101-103-6000	Oct Internet Service	Ideatek	\$30.25	10/6/2023
101-103-6002	Road Patch	Mid America Redi Mix	\$219.95	10/6/2023
101-103-6002	Tire Repair	Cooper Tire	\$28.35	10/6/2023
101-103-6003	Uniform/Materials	Unifirst	\$110.28	10/6/2023
101-103-7002	Orr Nissan - Bruce Graham Windshield	First Bank Card	\$615.63	10/2/2023
101-103-7002	Bottled 5 Gall Water	Culligan	\$14.00	10/6/2023
101-103-7002	Super Lube	Petron Plus	\$195.00	10/6/2023
101-103-7003	Sep Fuel	Bridgman	\$998.92	10/6/2023
			<b>\$2,641.60</b>	

Fire	Description	Vendor	Inv. Amt	Ck Date
101-104-6000	Sep Electricity	Evergy	\$483.22	10/6/2023
101-104-6000	Oct Internet Service	Ideatek	\$30.25	10/6/2023
101-104-6004	Active 911 License	First Bank Card	\$10.60	10/2/2023
101-104-6005	Sep Mobile service	Verizon	\$144.30	10/6/2023
101-104-7002	Bottled 5 Gall Water	Culligan	\$16.80	10/6/2023
101-104-7003	Sep Fuel	Bridgman	\$43.50	10/6/2023

**\$728.67**

<b>Court</b>	<b>Description</b>	<b>Vendor</b>	<b>Inv. Amt</b>	<b>Ck Date</b>
101-106-6016	Judge Services	Rick Roberts	\$1,100.00	10/3/2023
101-106-6016	Prosecutor Services	Mark Tremaine	\$1,100.00	10/3/2023
101-106-6018	Batch Collection #79388	Office of State Treasurer	\$832.00	10/6/2023
101-106-6018	Attorney Services	Strong Point	\$900.00	10/6/2023
101-106-7001	Conference Mileage/Meals	Katie Marcum	\$259.89	10/6/2023

**\$4,191.89**

**GENERAL TOTAL \$18,482.21**

<b>Water</b>	<b>Description</b>	<b>Vendor</b>	<b>Inv. Amt</b>	<b>Ck Date</b>
201-000-6000	Sep Electricity	Evergy	\$6,035.08	10/6/2023
201-000-6000	Locate Fees	Kansas One Call	\$26.40	10/6/2023
201-000-6002	USPS Water Samples Mailing	First Bank Card	\$31.90	10/2/2023
201-000-6003	Uniform/Materials	Unifirst	\$110.28	10/6/2023
201-000-6005	Sep Mobile Service	Verizon	\$170.11	10/6/2023
201-000-7000	USPS Stamps	First Bank Card	\$102.00	10/2/2023
201-000-7002	Ball Curb	Core & Main	\$1,006.53	10/6/2023
201-000-7002	Bottled 5 Gall Water	Culligan	\$14.00	10/6/2023
201-000-7003	Sep Fuel	Bridgman	\$365.21	10/6/2023

**\$7,861.51**

<b>Sewer</b>	<b>Description</b>	<b>Vendor</b>	<b>Inv. Amt</b>	<b>Ck Date</b>
301-000-6000	Sep Electricity	Evergy	\$9,589.29	10/6/2023
301-000-6000	Locate Fees	Kansas One Call	\$26.40	10/6/2023
301-000-6002	Pace Analytical Invoice, Stamps	First Bank Card	\$2,334.45	10/2/2023
301-000-6002	Trails West Lift Station	Zenor	\$1,237.17	10/6/2023
301-000-6003	Uniform/Materials	Unifirst	\$110.28	10/6/2023
301-000-6005	Sep Mobile Service	Verizon	\$373.27	10/6/2023
301-000-7002	Bottled 5 Gall Water	Culligan	\$14.00	10/6/2023
301-000-7002	SafeGrip Latex Gloves	Labsource	\$285.00	10/6/2023
301-000-7003	Sep Fuel	Bridgman	\$514.44	10/6/2023
301-000-8011	SH WW Treatment Plant Phosph.	PEC	\$9,345.00	10/6/2023

**\$23,829.30**

<b>Bond &amp; Interest</b>	<b>Description</b>	<b>Vendor</b>	<b>Inv. Amt</b>	<b>Ck Date</b>
601-000-8003	2016 Bond Principal	KS State Treasurer	\$150,000.00	10/2/2023
601-000-8004	2016 Bond Interest	KS State Treasurer	\$33,550.00	10/2/2023

**\$183,550.00**

<b>Non-Departmental</b>	<b>Description</b>	<b>Vendor</b>	<b>Inv. Amt</b>	<b>Ck Date</b>
101-109-6000	Sep Electricity	Evergy	\$5,924.18	10/6/2023

**\$5,924.18**

<b>Community Center</b>	<b>Description</b>	<b>Vendor</b>	<b>Inv. Amt</b>	<b>Ck Date</b>
811-000-6000	Sep Electricity	Evergy	\$406.59	10/6/2023
811-000-6004	Sep Janitorial Service	Fresh Co	\$350.00	10/6/2023
811-000-6026	Rental Refund Fee	Emilea Harris	\$75.00	10/6/2023

**\$831.59**

<b>Bond Cost of Issuance</b>	<b>Description</b>	<b>Vendor</b>	<b>Inv. Amt</b>	<b>Ck Date</b>
912-000-6024	Bond Cost of Issuance	CUSIP Global Services	\$271.00	10/6/2023

**\$271.00**

<b>Park</b>	<b>Description</b>	<b>Vendor</b>	<b>Inv. Amt</b>	<b>Ck Date</b>
101-105-6000	Sep Electricity	Everygy	\$122.83	10/6/2023
101-105-6004	Sep Janitorial Service	Fresh Co	\$50.00	10/6/2023
101-105-7002	Ball Park Paint	First Bank Card	\$270.16	10/2/2023
101-105-7002	SOS Dimensional Lumber	Lowe's	\$144.30	10/6/2023
101-105-7003	Sep Fuel	Bridgman	\$11.71	10/6/2023
101-105-7004	Meal for UW Day	First Bank Card	\$88.72	10/2/2023
			<b>\$687.72</b>	

<b>CID Love's</b>	<b>Description</b>	<b>Vendor</b>	<b>Inv. Amt</b>	<b>Ck Date</b>
705-000-6004	CID Qrt 3 Taxes	Love's Travel Stop	\$7,403.63	10/6/2023
			<b>\$7,403.63</b>	

**GRAND TOTAL** **\$248,841.14**



**RESOLUTION NO. 23-01**

**A RESOLUTION AMENDING THE PERSONNEL POLICY OF THE CITY OF SOUTH HUTCHINSON, KANSAS**

**WHEREAS**, personnel policies and procedures may be adopted and amended at the discretion of the Governing Body of the City of South Hutchinson, Kansas; and

**WHEREAS**, the purpose of the personnel policies is to provide guidance regarding the fair and consistent administration of city personnel; and

**WHEREAS**, the Governing Body of the City of South Hutchinson, Kansas deems it to be in the best interest of the employees of the City of South Hutchinson, Kansas to amend said personnel policies and adopt the same as amended.

NOW THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF SOUTH HUTCHINSON, KANSAS:

**SECTION 1: SECTION V – Wages, Benefits, Leave and Alternative Compensation, Leave Policies, Section A. Vacation Leave, subsections j., k., and l. of the Personnel Policies of the City of South Hutchinson, Kansas, are hereby added and shall read as follows:**

j. Based on a forty (40) hour work week, vacation leave for full-time employees shall be accrued as follows:

<i>Years of Continuous Employment with the City</i>	<i>Annual Accrual of Hours</i>
0-4 years	80 hours
5-9 years	120 hours
10+ years	160 hours

k. Full-time employees shall be permitted to roll over to the next year up to 40 hours of accrued vacation leave.

l. All vacation leave accrual shall be calculated on January 1 of each year. Vacation accrual for employees hired during the previous year shall be prorated accordingly

**SECTION 2: SECTION V – Wages, Benefits, Leave and Alternative Compensation, Leave Policies, Section B. Sick Leave, subsection g. of the Personnel Policies of the City of South Hutchinson, Kansas, is hereby amended to read as read as follows:**

g. Sick leave may be accumulated to a maximum of 120 working days or 960 hours. Employees with at least 240 hours of accumulated sick leave may sell up to 40 hours of said accumulated sick leave back to the City.

**SECTION 3:** That all other parts of any prior resolution which conflict with this Resolution are hereby repealed.

**SECTION 4:** This resolution shall become effective upon its passage and adoption by the governing body.

PASSED, APPROVED AND ADOPTED by the Governing Body of the City of South Hutchinson, Kansas on this 12<sup>th</sup> day of June, 2023.

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Brian Garretson, Mayor

ATTEST: \_\_\_\_\_  
Michele Nightingale, City Clerk