

## City Council Meeting Agenda September 25, 2023, 6:00 p.m. 101 W Ave C, South Hutchinson, KS 67505

# REMINDER: COUNCIL MEETING WILL BE HELD AT THE COMMUNITY CENTER

Α.	CALL TO ORDER/	ROLL CALL		
	GarretsonSchr	nidtNislyBrislin _	_FairbanksScofield	
В.	PLEDGE OF ALLE	GIANCE		
C.	APPROVAL OF AC	GENDA (ADDITIONS/	DELETIONS)	
D.	CITIZEN COMME		,	
E.	CONSENT AGENI	OA .		
	<ol> <li>Approval of Minutes - Regular Council Meeting, September 18, 2023</li> <li>Approval of Invoices</li> </ol>			
	Motion	Second	Vote	
F.		e the City Administrator e	nter into a contract with Plot Marketing	g
	Motion	Second	Vote	
G.	DISCUSSION ITE	MS		
H.	CITY ADMINISTR	ATOR'S REPORT		
I.	<b>GOVERNING BOI</b>	DY COMMENTS		
J.	ADJOURNMENT			



# CITY COUNCIL AGENDA REPORT

ITEM: E 1-2

SUBMITTED BY: Jeff Schenk, City Administrator

MEETING DATE: September 25, 2023

AGENDA ITEM: Consent Agenda

## **BACKGROUND:**

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

#### **DESCRIPTION:**

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

## **PROPOSED ITEMS:**

- Approval of Minutes from the following meetings:
  - o September 18, 2023, Regular Council Meeting
- Approval of Invoices

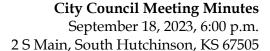
## **RECOMMENDATION:**

Motion to approve the consent agenda as presented.

#### **ATTACHEMENTS**:

Exhibit A - Minutes from September 18, 2023, Regular Council Meeting

Exhibit B - AP Invoices





Present: Mayor Brian Garrettson, Councilmembers Matt Nisly, Dina Brislin, John Fairbanks, Paul Scofield, City Attorney Mark Tremaine, City Administrator Jeff Schenk, City Superintendent Ronnie Pederson, Fire Chief Greg Henke

**Absent: Councilman Jeremy Schmidt** 

- A. CALL TO ORDER/ROLL CALL
  \_X\_Garretson A\_Schmidt \_X\_Nisly X\_Brislin \_X Fairbanks \_X\_Scofield
- B. PLEDGE OF ALLEGIANCE
- C. APPROVAL OF AGENDA (ADDITIONS/DELETIONS)

There were no additions or deletions to the agenda.

## D. CITIZEN COMMENTS

Sutton Kauffman stated he wanted to add to and improve the property at 5<sup>th</sup> & Poplar to include a salvage yard, and additional storage along with the towing company. Council agreed that was acceptable, with the condition they make the property cosmetically pleasing with appropriate fencing. Sutton stated they are on <sup>3</sup>/<sub>4</sub> of an acre and <sup>1</sup>/<sub>2</sub> acre would have an 8-foot chain link fence with slats.

Resident Bill Ford stated he was unhappy with the increased property assessment. Another resident, William Bruce agreed that assessments were higher than they had been. The council listened and agreed that they were high, and it was that way for quite a few people across Kansas, and Colorado. Council suggested they speak with the county and if needed, move onto the state with grievances.

## E. HEARINGS, PRESENTATIONS, PROCLAMATIONS & RECOGNITIONS

- 1. Presentation of the results of the 2022 Audit by Lindburg Vogel Pierce Faris
  - a. Presentation by Randy Hofmeier

Randy Hofmeier reviewed letters which were provided to the council. Randy stated the City was in good financial standing. He would like to see the audit take place earlier next year, such as in April rather than July.

#### F. CONSENT AGENDA

- 1. Approval of Minutes Regular Council Meeting, September 18, 2023
- 2. Approval of Invoices
- 3. Approval of appointments/reappointments to the South Hutchinson Housing Authority of the following:

- a. Ida Marie Castle, 441 N Washington, South Hutchinson, KS to a full two-year term beginning 9/19/2023 and ending 1/15/2026.
- b. RC Watson, 219 E Ave C, South Hutchinson, KS to a full two-year term beginning 9/19/2023 and ending 1/15/2026.
- c. Randy Ball, 218 E Marshall St, South Hutchinson, KS to a full two-year term beginning 9/19/2023 and ending 1/15/2026.

Motion: Nisly Second: Scofield Vote: 4-0

## G. **PUBLIC HEARING**

- 1. Public hearing regarding Resolution to Levy Property Tax Exceeding the Revenue Neutral Rate
  - a. Motion to **open** the public hearing.

Motion: Nisly Second: Brislin Vote: 4-0

\_A\_Schmidt \_Y\_Nisly \_Y\_Brislin \_Y\_Fairbanks \_Y\_Scofield

b. Motion to **close** the public hearing.

Motion: Nisly Second: Fairbanks Vote: 4-0

\_A\_Schmidt \_Y\_Nisly \_Y\_Brislin \_Y\_Fairbanks \_Y\_Scofield

c. Motion to **approve** a Resolution of the City of South Hutchinson, Kansas to levy a property tax rate exceeding the Revenue Neutral Rate: and authorize the mayor to sign.

Motion: Nisly Second: Brislin Vote: 4-0

\_A\_Schmidt \_Y\_Nisly \_Y\_Brislin \_Y\_Fairbanks \_Y\_Scofield

- 2. Public hearing regarding adoption of the 2024 budget.
  - a. Motion to **open** the public hearing.

Motion: Nisly Second: Brislin Vote: 4-0

\_A\_Schmidt \_Y\_Nisly \_Y\_Brislin \_Y\_Fairbanks \_Y\_Scofield

b. Motion to **close** the public hearing.

Motion: Nisly Second: Brislin Vote: 4-0

\_A\_Schmidt \_Y\_Nisly \_Y\_Brislin \_Y\_Fairbanks \_Y\_Scofield

## c. Motion to approve the 2024 budget as published

Motion: Nisly Second: Brislin Vote: 4-0

\_A\_Schmidt \_Y\_Nisly \_Y\_Brislin \_Y\_Fairbanks \_Y\_Scofield

#### H. DISCUSSION ITEMS

Jeff Schenk stated Lincoln Rolf would like to purchase the storage unit property at 204 N. Washington and add more units. Looking to spend \$350,000.00 on improvements and pavement. Councilmember Brislin would like to see the disposal of the old, abandoned, junk vehicles.

Jeff Schenk reported South Hutchinson Elementary School is looking to expand their Kindergarten classrooms at a 3 ½ ft. build out. Austin Parker is looking into whether or not a variance is needed. Jeff will keep the council informed of any developments.

#### I. CITY ADMINISTRATOR'S REPORT

Jeff Schenk wanted to thank United Way for their assistance with painting and refreshing the Lionette Field on Saturday, August 26, 2023. Approximately 20 volunteers came to assist on United Way Day.

Jeff Schenk voiced his concern over the decline of Betty's Mobile Home Park. The property looks like a camper lot, most dwellings with no skirting and they are not repairable. Lawns are cluttered and new ownership is needed. Jeff asked council for approval to enforce the code rules. Council agreed the rules need to be enforced and to proceed as necessary.

Jeff Schenk asked council to agree to have the Court Clerk deposit overpayments of court fees into the Donation Fund moving forward. The Court Clerk spends many hours calling and emailing said clients multiple times to try and refund these overpayments with minimal success. Council agreed to allow overpayments to be deposited into the Donation Fund.

Jeff Schenk asked permission from the Council for a City Ordinance to not allow human remains to be buried on private property within the city limits. Council agreed to this request.

Jeff Schenk inquired about allowing bow hunting on city property. Council agreed they would <u>not</u> allow bow hunting on city property for safety reasons and suggested a NO HUNTING sign be posted on said properties.

Jeff Schenk asked permission from council to have the next council meeting at the Community Center on September 25, 2023. The council agreed. Location change will be posted.

## J. GOVERNING BODY COMMENTS

There were no governing body comments.

## K. EXECUTIVE SESSION

1. Possible acquisition of Real Property

**Motion**: Nisly Second: Brislin Vote: 4-0

"I move that the governing body recess into executive session regarding possible acquisition of real property associated with economic development, pursuant to K.S.A. 75-4319(b)(6) for the preliminary discussions of the acquisition of real property; to include the city administrator, city attorney, Hutchinson Chamber President/CEO Debra Teufel and Hutchinson Chamber Economic Development & Downtown Manager Lacie Janzen; with the open meeting to resume at 7:10 p.m. in the city council chambers."

Open Meeting Resumed at 7:11 p.m.

2. Attorney-Client Privilege

Motion: Nisly Second: Fairbanks Vote: 4-0

"I move that the governing body recess into executive session for an advisory discussion with the city attorney, pursuant to K.S.A. 75-4319(b)(2) for consultation with the city attorney which would be deemed privileged in the attorney-client relationship; to include the city administrator and city attorney; with the open meeting to resume at 7:21p.m. in the city council chambers."

Open Meeting Resumed at 7:21 p.m.

## L. ADJOURNMENT

Nisly motioned to adjourn the meeting at 7:22 p.m.

(Attest): <u>Michele Nightingale</u>
Michele Nightingale, City Clerk

INVOICES PAID (6/8/2023 th	ru 6/21/2023)
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	114 O CL3 FAID (0/0/2023 till u 0/21/202			
Gen Gov	Description	Vendor	Inv. Amt	Ck Date
101-101-6000	June Gas Services	Ks Gas	\$48.69	6/21/2023
101-101-6000	May Electric	Evergy	\$268.29	6/13/2023
101-101-6000	Cable Service	COX	\$16.78	6/13/2023
101-101-6000	Monthly Voice Services	Vaspian	\$116.70	6/21/2023
101-101-6002	July Premiums	Freedom Claims	\$5,299.90	6/22/2023
101-101-6002	Janitorial Srvices	Fresh Co	\$150.00	6/13/2023
101-101-6002	PlazaGo CMB Renewal License Fee	KS Dept of Rev ABC Div.	\$25.00	6/13/2023
101-101-6002	Monthly Comp Support	Leading Edge	\$145.72	6/21/2023
101-101-6002	Admin License - Schenk	Leading Edge	\$67.50	6/21/2023
101-101-6004	Postage Meter Lease	Pitney Bowes	\$59.37	6/13/2023
101-101-6004	UPS/Surge Protector Replacement	Leading Edge	\$79.99	6/21/2023
101-101-7000	Office Supplies	Office Plus	\$139.47	6/13/2023
			\$6,417.41	
Police	Description	Vendor	Inv. Amt	
101-102-5001	June Premiums	BCBS	\$5,439.01	6/22/2023
101-102-5001	June Vision Ins.	VCD	\$256.72	6/22/2023
101-102-6000	May Electric	Evergy	\$430.00	6/13/2023
101-102-6000	Cable Service	COX	\$39.87	6/13/2023
101-102-6000	June Gas Services	Ks Gas	\$141.05	6/21/2023
101-102-6000	Monthly Voice Services	Vaspian	\$216.70	6/21/2023
101-102-6001	2023 Durange #2 Insurance	Pro Value	\$1,173.00	6/13/2023
101-102-6002	2023 Durango #2 Tags	Reno Co Treasurer	\$30.25	6/13/2023
101-102-6002	Monthly Comp Support	Leading Edge	\$949.40	6/21/2023
101-102-6002	Spam Filtering	Leading Edge	\$56.25	6/21/2023
101-102-6004	Postage Meter Lease	Pitney Bowes	\$59.37	6/13/2023
101-102-6004	AA Battery	DESS	\$26.40	6/13/2023
101-102-6004	Door Access Switch	Leading Edge	\$458.30	6/21/2023
101-102-6007	2015 Explorer	Carquest	\$400.38	6/13/2023
101-102-7000	Office Supplies	Office Plus	\$130.16	6/13/2023
101-102-7002	Hardware/Parts	Westlake Ace Hardware	\$23.92	6/13/2023
101-102-7003	May Fuel	Bridgman	\$1,943.11	6/13/2023
	,	Ü	\$11,773.89	
Street	Description	Vendor	Inv. Amt	
101-103-5001	June Premiums	BCBS		6/22/2023
101-103-5001	June Vision Ins	VCD		6/22/2023
101-103-6000	May Electric	Evergy	\$406.11	
101-103-6000	June Gas Services	Ks Gas	\$99.07	6/21/2023
101-103-6000	Monthly Voice Services	Vaspian	\$50.00	6/21/2023
101-103-6002	Uniform Service	Unifirst	\$122.63	6/13/2023
101-103-6002	Monthly Comp Support	Leading Edge	\$130.60	6/21/2023
101-103-6004	Postage Meter Lease	Pitney Bowes	\$59.37	6/13/2023
101-103-7002	Shop Use/Stock	Carquest	\$59.88	6/13/2023
101-103-7002	Riding Mower Parts	Fairview	\$60.26	6/21/2023
101-103-7002	Idler	Fairview	\$41.36	6/21/2023
101-103-7002	Mosquito Sprayer Chems	Van Diest	\$812.65	6/21/2023
101-103-7003	May Fuel	Bridgman	\$102.11	6/13/2023
	-,	- <del>0</del>	\$3,380.73	-, -,
Fire	Description	Vendor	Inv. Amt	
101-104-6000	Cable Service	COX	\$10.49	6/13/2023
101-104-6000	May Electric	Evergy	\$362.97	6/13/2023

101-104-6000 101-104-6000 101-104-6000 101-104-7000 101-104-7002 101-104-7003 101-104-7009 Court 101-106-6004	June Gas Services Monthly Comp Support Monthly Voice Services UPS Ground Shipping Hardware/Parts May Fuel HCC Future Female FF Camp Uniforms  Description Inmate Health Care	Ks Gas Leading Edge Vaspian Joy's Packing & Shipping Westlake Ace Hardware Bridgman D's Duds Embroidery  Vendor Diamond Drug	\$17.81 \$3.59 \$104.33 \$350.00 <b>\$1,113.65</b> Inv. Amt	6/21/2023 6/21/2023 6/21/2023 6/13/2023 6/13/2023 6/13/2023 6/13/2023
101-106-6015	Muni Court Collections	Ks State Treasurer	\$945.50	6/13/2023
101-106-6017	May Inmate Housing	Reno Co Sheriff	\$1,200.00	6/21/2023
101-106-7000	Office Supplies	Office Plus	\$24.99	6/13/2023
			\$2,189.11	
		GENERAL TOTAL	\$24,874.79	
Park	Description	Vendor	Inv. Amt	
101-105-6000	May Electric	Evergy	\$124.59	6/13/2023
101-105-6004	Janitorial Services	Fresh Co	\$50.00	6/13/2023
			\$174.59	
Non-Departmental	Description	Vendor	Inv. Amt	
101-109-6000	May Electric	Evergy	\$5,873.56	6/13/2023
			\$5,873.56	
Water	Description	Vendor	Inv. Amt	
201-000-5001	June Premiums	BCBS		6/22/2023
201-000-5001	June Vision Ins	VCD		6/22/2023
201-000-6000	May Electric	Evergy		6/13/2023
201-000-6002	Monthly Comp Support	Leading Edge	\$174.45	6/21/2023
201-000-6003	Uniform Service	Unifirst	\$122.63	6/13/2023
201-000-6004	Postage Meter Lease	Pitney Bowes	\$59.37	6/13/2023
201-000-6004	Matt Mock - Boots	A5 Western LLC	\$185.24	6/13/2023
201-000-7002	Supplies	Core & Main	\$857.45	6/13/2023
201-000-7002	Well 5	Carquest	\$372.50	6/13/2023
201-000-7002	Hardware/Parts	Westlake Ace Hardware	\$36.98	6/13/2023
201-000-7002	6x20 REP CLP	Core & Main	\$379.71	6/21/2023
201-000-7002	Blue, Green Marking Paint	Michael Todd	\$150.48	6/21/2023
201-000-7003	May Fuel	Bridgman	\$400.99	6/13/2023
			\$9,613.84	
Sewer	Description	Vendor	Inv. Amt	
301-000-5001	June Premiums	BCBS	\$1,177.74	6/22/2023
301-000-5001	June Vision Ins	VCD	\$16.45	6/22/2023
301-000-6000	May Electric	Evergy	\$10,210.57	6/13/2023
301-000-6002	Troubleshoot VFD	Zenor Electric	\$312.50	6/13/2023
301-000-6002	Lab Analysis	SDK	\$604.00	6/13/2023
301-000-6002	AC Repair	Decker & Mattison	\$262.84	6/13/2013
301-000-6002	Accreditation	Ks Dept Health/Enviro	\$200.00	6/21/2023
301-000-6002	Monthly Comp Support	Leading Edge	\$174.45	6/21/2023
301-000-6002	Yearly PH/OD Meter Cal	QA Balance Services		6/21/2023
301-000-6003	Grit Removal	Reno Co Solid Waste	\$164.00	6/13/2023
301-000-6003	Uniform Service	Unifirst	\$122.64	6/13/2023
301-000-6004	Postage Meter Lease	Pitney Bowes	\$59.37	6/13/2023

301-000-6005	May Sewer Cell Services	Verizon	\$288.84 6/13/2023
301-000-7002	Inspect & Evaluate Mixer for repair	Fluid Equip (Cogent)	\$240.00 6/13/2023
301-000-7002	Pipe	Western Supply	\$99.73 6/13/2023
301-000-7002	Harware/Parts	Westlake Ace Hardware	\$8.99 6/13/2013
301-000-7002	Blue, Green Marking Paint	Michael Todd	\$150.48 6/21/2023
301-000-7002	Lift Station Parts	Smith & Loveless	\$502.39 6/21/2023
301-000-7002	Plumbing Fixtures	Westlake Ace Hardware	\$15.99 6/21/2023
301-000-7003	May Fuel	Bridgman	\$332.22 6/13/2023
			\$15,150.20
Employee Benefits	Description	Vendor	Inv. Amt
501-000-5007	Life Insurance	Dearbobrn	\$480.38 6/22/2023
			\$480.38
ASAP	Description	Vendor	Inv. Amt
801-000-4009	Cash Bond Return	Justin Ronzale Hodge	\$1,000.00 6/21/2023
801-000-6004	Restitution - Butts	Kwik Shop	\$27.00 6/13/2023
			\$1,027.00
Comm Ctr	Description	Vendor	Inv. Amt
811-000-6000	May Electric	Evergy	\$277.45 6/13/2023
811-000-6000	June Gas Services	Ks Gas	\$116.44 6/21/2023
811-000-6004	Janitorial Services	Fresh Co	\$500.00 6/13/2023
811-000-7002	Augered Stool	Roto Rooter	\$60.00 6/13/2023
			\$953.89
Equipment Reserve	Description	Vendor	Inv. Amt
901-000-8021	Outfit 2023 Durango #2	Superior Emergency	\$7,881.68 6/13/2023
901-000-8027	Hyd Ext	Core & Main	\$8,449.82 6/13/2023
			\$16,331.50
		GRAND TOTAL	\$74,479.75

## INVOICES PAID (9/15/2023 thru 9/22/2023)

Gen Gov	Description	Vendor	Inv. Amt	Ck Date
101-101-6000	August Gas Service	KS Gas	\$46.65	9/20/2023
101-101-6000	Phone Service	Vaspian	\$116.70	9/20/2023
101-101-6002	GO Bond Publication	Kansas Register	\$21.00	9/20/2023
101-101-6004	Forfeit Cash Bond	Caleb Owen	\$165.00	9/20/2023
101-101-6004	Shred Service	Underground Vault & Storage	\$46.00	9/20/2023
101-101-7002	Trash can liners	Janitorial Services	\$76.43	9/20/2023
			\$471.78	
Police	Description	Vendor	Inv. Amt	
	•		\$135.79	0/20/2022
101-102-6000	August Gas Service	KS Gas	,	9/20/2023
101-102-6000	Phone Service & Call Block	Vaspian	\$236.70	9/20/2023
101-102-6004	Shred Service	Underground Vault & Storage	\$46.00	9/20/2023
101-102-6004	Recepts, Box, Wire	Westlake Ace Hardware	\$61.35	9/20/2023
101-102-7002	Grass Seed	Westlake Ace Hardware	\$16.99	9/20/2023
			\$496.83	
Street	Description	Vendor	Inv. Amt	
101-103-6000	Phone Service	Vaspian	\$50.00	9/20/2023
101-103-6000	August Gas Service	KS Gas	\$92.57	9/20/2023
			\$142.57	
Fire	Description	Vondon	Inn. Amak	
101-104-6000	<b>Description</b> Phone Service	Vendor	Inv. Amt \$50.00	0/20/2022
		Vaspian	\$50.00 \$61.26	9/20/2023
101-104-6000	August Gas Service	KS Gas		9/20/2023
101-104-6004	Pump & Ladder Tests	Danko Emerg. Serv.	\$1,470.00	9/20/2023
101-104-7000	UPS Ground - Trace Analytics	Joy's Packing	\$17.81	9/20/2023
101-104-7002	Replace Turbo Charger	Daniel Soto	\$320.00	9/20/2023
			\$1,919.07	
		GENERAL TOTAL	\$3,030.25	
Water	Description	Vendor	Inv. Amt	
201-000-7002	Chlorine	Brenntag	\$1,672.73	9/20/2023
			\$1,672.73	
Sewer	Description	Vendor	Inv. Amt	
301-000-6002	A/C Pressure Control	Decker & Mattison	\$314.13	9/20/2023
301-000-6002	A/C Pressure Control	Decker & Mattison	\$314.13 \$314.13	9/20/2023
ASAP	Description	Vendor	Inv. Amt	
801-000-4009	Caleb Owen Case 20230225	SH Muni Court	\$85.00	9/20/2023
801-000-4009	Logan Roberts Case 20230298	SH Muni Court	\$250.00	9/20/2023
			\$335.00	
Community Center	Description	Vendor	Inv. Amt	
811-000-6000	August Gas Service	KS Gas	\$96.58	9/20/2023
	<b>3</b>	***	\$96.58	. ,
Doule	Description	Vand	Inv. Amt	
Park	Description	Vendor		0/20/2022
101-105-7002	Caulk	Westlake Ace Hardware	\$11.96	9/20/2023
			\$11.96	
		GRAND TOTAL	\$5,460.65	



#### BUSINESS OVERVIEW

Originally JYD, now Plot, our business recently saw a rebrand of it's own. Operating under the same guiding principles, the rebrand served as a very visible commitment to our customers and our future. Plot is driven by two things; Intentional Curiosity and Data. It is a willingness to ask the right questions, because no one customer is the same and neither are their goals. The marketing industry has changed. Measuring and adapting to data isn't a sales tactic anymore, it's a standard, and we're really good at it. Offering a variety of services, Plot has become a one-stop shop for those looking to augment their marketing, organize their data, or strategic leadership as a fractional CMO.



#### TEAM OVERVIEW



JASON YODER

Owner and CEO

Started the business 10 years ago.



MADDIE FANKHAUSER

Director of Sales and Marketing

Graduated K State with Sales Degree.



SARAH YODER

Sales and Account Maint

Career in Customer Service.



HANNAH MARKLE

Creative Director

Experienced Branding Background.

+

DENNIS UNSDERFER Website Development MADISON STIFFLER Copy and Social Media

ANDRE KAHMAYER Photo and Video

RECENT CUSTOMERS









JARROD MCCARROLL CEO, Weber Inc. Jarrod.Mccarroll@WeberWeb.com TANNA FAULKNER VP of Sales, DCI Tanna.Faulkner@DataCenterInc.com