

-
- 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. Firehouse Subs Public Safety Foundation Grant Award

 - F. **CONSENT AGENDA**
 - 1. Approval of Minutes – Regular Meeting, February 7, 2022
 - 2. Approval of Invoices
 - 3. Approval of Community Center Rental Policy
 - 4. Approval to change name of Building Reserve Fund to Capital Improvement Reserve
 - 5. Approval to change name of Water Emergency Replacement Fund to Water Reserve
 - 6. Approval to change name of Sewer Emergency Replacement Fund to Sewer Reserve

Motion _____ Second _____ Vote _____

 - G. **ACTION ITEMS**
 - 1. Authorize Repairs Associated with December Windstorm Insurance Claim

Motion _____ Second _____ Vote _____

 - 2. Crack Sealing Authorization

Motion _____ Second _____ Vote _____

 - 3. Designation of Funds for Economic Development & Infrastructure

Motion _____ Second _____ Vote _____

 - 4. Authorization of Fund Transfers from Utility Funds to General Fund

Motion _____ Second _____ Vote _____

 - 5. Authorization of Fund Transfers to Reserve Accounts

Motion _____ Second _____ Vote _____

H. DISCUSSION ITEMS

1. Water Rights Perfection Plan Update
2. Road & Streets Maintenance Plan Update
3. Council Goals & Priorities
 - a. Fiscal Sustainability & Accountability
 - b. Economic Development
 - c. Employee Satisfaction & Retention
 - d. Quality of Life & Community Amenities
4. Woodie Seat Bridge

I. CITY ADMINISTRATOR'S REPORT

J. GOVERNING BODY COMMENTS

K. EXECUTIVE SESSION

L. ADJOURNMENT

Meeting Date: February 21, 2022
Department: Administration
Prepared By: Joseph Turner, City Administrator
Agenda Title: Firehouse Subs Public Safety Foundation Grant

Background/Analysis – Fire Chief Shae Barajas Brooks applied for and successfully received a \$5,724 grant from Firehouse Subs Public Safety Foundation to be used for the purchase of two sets of personal protective equipment, or bunker gear, for our firefighters.

We are grateful for these much-needed funds.

Megan Reece, the owner of the Hutchinson Firehouse Subs franchise, will be present to address the council.

Please join me in welcoming Ms. Reece and thanking her and the Firehouse Subs Public Safety Foundation for their generous support.

Exhibit A: Firehouse Subs Public Safety Foundation Grant Press Release 2-21-2022

PRESS RELEASE

February 21, 2022



CONTACT:

Shae Barajas Brooks
Fire Chief
(620) 899-9865
shaeb@southhutch.com

South Hutchinson Fire Department Receives Lifesaving Equipment Grant from Firehouse Subs Public Safety Foundation

SOUTH HUTCHINSON, KS – With the new year in full swing, South Hutchinson Fire Department is better equipped to keep residents in the City of South Hutchinson safe thanks to a grant from Firehouse Subs Public Safety Foundation. The \$5,724.00 grant will be used to purchase much-needed personal protective equipment, also known as bunker gear, for our volunteer firefighters and fulfill a critical need within the community.

“We are grateful for the generosity shown by Firehouse Subs and commend them for being truly invested in our community as a valued stakeholder,” Mayor Matt Nisly stated. *“Their commitment to improving public safety is extraordinary.”*

“We want to extend our gratitude to Firehouse Subs Public Safety Foundation and our local Firehouse Subs in Hutchinson for providing us with this grant,” said Chief Shae Barajas Brooks, with the South Hutchinson Fire Department. **“These funds will allow us to provide even greater support for the people of South Hutchinson.”**

The bunker gear will be used to fully equip two firefighters so that they are adequately protected from dangerous fires and other harmful conditions that impede rescue operations.

For the past 16 years, donations have been the driving force behind [Firehouse Subs Public Safety Foundation](#)® supporting first responders and public safety organizations nationwide. During the most recent grant cycle, the Foundation awarded 127 grants to public safety organizations across the country. The 127 grants totaling nearly \$3 million were given to organizations in need of critical lifesaving equipment and resources.

To donate and learn more about Firehouse Subs Public Safety Foundation, visit [FirehouseSubsFoundation.org](#).

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ABOUT FIREHOUSE SUBS PUBLIC SAFETY FOUNDATION

In 2005, the Firehouse Subs founders established the 501(c)(3), non-profit Firehouse Subs Public Safety Foundation. The charity provides lifesaving equipment, prevention education, scholarships and continued education, and disaster relief for first responders and public safety organizations, as well as support for

members of the military. Since inception, Firehouse Subs Public Safety Foundation has awarded more than \$65 million to hometown heroes in 49 states and Puerto Rico.

Firehouse Subs Public Safety Foundation is honored to be listed as a four-star nonprofit organization, the highest designation, by Charity Navigator. Charity Navigator is the nation's largest and most-utilized evaluator of charities. Grant allocations are made possible thanks to the overwhelming support of Firehouse Subs restaurants and generous donors. More than 70% of the funds raised for the Firehouse Subs Public Safety Foundation come from the generosity of Firehouse Subs guests and the restaurant brand. Please consider supporting a Firehouse Subs restaurant near you!

Meeting Date: February 21, 2022
Department: Administration
Prepared By: Joseph Turner, City Administrator
Agenda Title: Consent Agenda

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:

- Approval of Minutes from February 7, 2022 regular meeting
- Approval of Invoices
- Approval of updated Community Center Rental Policy
- Approval of reserve fund name changes

Recommendation – Motion to approve the consent agenda as presented.

Exhibit B – Minutes from February 7, 2022 Regular Meeting

Exhibit C – AP Invoices

Exhibit D – Community Center Rental Policy



A. CALL TO ORDER/ROLL CALL

X Nisly X Schmidt X Weber X Garretson __ Fairbanks X Scofield

B. PLEDGE OF ALLEGIANCE

C. APPROVAL OF AGENDA (ADDITIONS/DELETIONS)

D. CITIZEN COMMENTS

James Dull introduced that he is on the Reno Township Board and offered support to the Council.

E. HEARINGS, PRESENTATIONS, PROCLAMATIONS & RECOGNITIONS

1. American Packaging Tax Abatement Hearing
 - a. Hearing opened by mayor (no vote needed)
 - b. Public comment period opened and closed (no vote needed)
 - c. Approve tax abatement via Ordinance No. 22-01 (vote needed)

ACTION: Motion to approve Ordinance No. 22-01 American Packaging Tax Abatement.

Motion: Weber Second: Garretson

X Schmidt X Weber X Garretson __ Fairbanks X Scofield

- d. Hearing closed by mayor (vote needed)

Motion: Schmidt Second: Scofield Vote: 4-0

2. Promotion of Ronnie Pederson to Public Works Superintendent

F. CONSENT AGENDA

1. Approval of Minutes – Regular Meeting, January 19, 2022
2. Approval of Invoices

ACTION: Motion to approve the Consent Agenda.

Motion: Scofield

Second: Weber

Vote: 4-0

G. ACTION ITEMS

1. Our Lady of Guadalupe Alcohol Sales Issue.

ACTION: Motion to approve Our Lady of Guadalupe to proceed with getting permit.

Motion: Scofield

Second: Weber

Vote: 4-0

2. Ordinance No. 22-02 – Public Intoxication.

ACTION: Motion to approve Ordinance No. 22-02 Unlawful Intoxication in Public Place.

Motion: Schmidt Second: Weber

X Schmidt X Weber X Garretson __ Fairbanks X Scofield

3. Closure of checking account.

Exhibit B

ACTION: Motion to close the bank account labeled Equipment Reserve and transfer the funds to the Money Market account.

Motion: Garretson

Second: Scotfield

Vote: 4-0

H. DISCUSSION ITEMS

1. Community Center Rental Policy
2. Budget Primer
3. 2021 General Fund Budget Discussion
4. Police Department Budget Discussion
5. Council Goals & Priorities (Public Safety)

I. CITY ADMINISTRATOR'S REPORT

J. GOVERNING BODY COMMENTS

K. EXECUTIVE SESSION

L. ADJOURNMENT

Motion: Schmidt

Second: Scotfield

Vote: 4-0

**Invoice Approval List
February 21, 2022**

Gen Gov	Description	Vendor	Inv. Amt
101-101-6000	Electric Billing	Evergy	\$289.97
101-101-6000	Gas Billing	Kansas Gas	\$312.69
101-101-6002	Publication of hearing-tax abatement	Hutchinson News	\$129.12
101-101-6002	Insurance Fee	Freedom Claims	\$4,348.35
101-101-7000	Tape, ribbon, paper, envelopes	Office Plus	\$179.00
101-101-7000	Postage for machine	Reserve Account	\$200.00
101-101-7002	Chlorox wipes	Dollar General	\$9.00
101-101-7002	Paper towels	Office Plus	\$70.50
			\$5,538.63
Police	Description	Vendor	Inv. Amt
101-102-6000	Cable	Cox	\$39.87
101-102-6000	Gas Billing	Kansas Gas	\$771.59
101-102-6000	Electric Billing	Evergy	\$640.40
101-102-6002	Cleaning contract	Tabitha Maxfield	\$150.00
101-102-6002	Oil change, rotate tires	Allen Samuels	\$36.85
101-102-7000	Cables	Dynamic Electronics	\$33.98
101-102-7000	File jackets, notebooks, pens	Office Plus	\$121.63
101-102-7000	Postage for machine	Reserve Account	\$200.00
101-102-7002	Paper towels	Office Plus	\$70.50
101-102-7002	Bowl cleaner	Janitorial Supply	\$10.95
101-102-7003	Fuel	Bridgman	\$350.88
101-102-7009	Shirt and shoes	Galls	\$120.72
			\$2,547.37
Street	Description	Vendor	Inv. Amt
101-103-6000	Electric Billing	Evergy	\$578.19
101-103-6000	Gas Billing	Kansas Gas	\$881.22
101-103-7000	Postage for machine	Reserve Account	\$200.00
101-103-7002	Work boots-Beau	A5 Western	\$151.97
101-103-7002	Rubber clamp	Rose Motor	\$6.46
101-103-7003	Fuel	Bridgman	\$104.35
			\$1,922.19
Fire	Description	Vendor	Inv. Amt
101-104-6000	Cable	Cox	\$10.49
101-104-6000	Gas Billing	Kansas Gas	\$458.57
101-104-6000	Electric Billing	Evergy	\$349.57
101-104-6004	Shipping	Joy's	\$178.09
101-104-7000	Postage for machine	Reserve Account	\$100.00
101-104-7002	Ear muffs	Witmer	\$111.25
			\$1,207.97
Park	Description	Vendor	Inv. Amt
101-105-6000	Electric Billing	Evergy	\$101.29
			\$101.29

**Invoice Approval List
February 21, 2022**

Court	Description	Vendor	Inv. Amt
101-106-6004	Retrievals for court	Underground Vaults	\$29.25
101-106-6004	Animal care	Prairie Vista	\$93.95
101-106-6004	Inmate Care	Hutchinson Regional	\$22.00
101-106-6018	Court Apointed Attorney	Benjamin Fisher	\$150.00
			\$295.20
Non Dept	Description	Vendor	Inv. Amt
101-109-6000	Electric Billing	Evergy	\$5,891.64
			\$5,891.64
		GENERAL TOTAL	\$17,504.29
Water	Description	Vendor	Inv. Amt
201-000-6000	Electric Billing	Evergy	\$2,904.43
201-000-6002	Annual fee for meters	Core & Main	\$5,889.52
201-000-6002	Filing fee for water rights	Kansas Dept of Agriculture	\$100.00
201-000-7000	Postage for machine	Reserve Account	\$100.00
201-000-7002	Granular chlorine	Core & Main	\$32.23
201-000-7002	Work boots-Matt	A5 Western	\$147.24
201-000-7002	Bulbs	Sunflower	\$39.40
201-000-7003	Fuel	Bridgman	\$80.13
			\$9,292.95
Sewer	Description	Vendor	Inv. Amt
301-000-6000	Electric Billing	Evergy	\$10,604.61
301-000-6002	Annual fee for meters	Core & Main	\$5,889.52
301-000-6002	Lab analysis	SDK	\$598.00
301-000-6002	Repair air compressor in UV room	Industrial Compressor Service	\$607.80
301-000-6002	Repair generator	Foley Equipment	\$3,432.91
301-000-6003	Grit removal	Reno County Solid Waste	\$66.83
301-000-6004	Exam fees for Ty, Matt and Hunter	KDHE	\$75.00
301-000-7000	Postage for machine	Reserve Account	\$100.00
301-000-7000	Scissors, stapler, ink	Office Plus	\$105.06
301-000-7002	Rebuild pump	Central Electric Motor	\$1,925.00
301-000-7002	Battery back up	Dynamic	\$14.99
301-000-7002	Impeller for lift station	Ray Lindsey	\$1,447.07
301-000-7002	Filters	Decker Mattison	\$80.60
301-000-7003	Fuel	Bridgman	\$41.71
			\$24,989.10
Flood Control	Description	Vendor	Inv. Amt
402-000-6004	Levee Maintenance	City of Hutchinson	\$25,110.00
			\$25,110.00

Invoice Approval List
February 21, 2022

ASAP	Description	Vendor	Inv. Amt
801-000-6004	Restitution	South Hutch Municipal	\$350.00
			\$350.00
Comm Ctr	Description	Vendor	Inv. Amt
811-000-6000	Electric Billing	Everygy	\$233.99
811-000-6000	Gas Billing	Kansas Gas	\$205.71
811-000-6026	Return half of fee	Mike Campbell	\$75.00
811-000-7002	Bulbs	Sunflower	\$59.10
			\$573.80
Equip Res	Description	Vendor	Inv. Amt
901-000-8021	Decals for cars and front door	Innovative Tint	\$775.00
			\$775.00
Build Res	Description	Vendor	Inv. Amt
902-000-8028	Demo & Install disc system	Clean Infusion LLC	\$13,566.00
			\$13,566.00
		Grand Total	\$92,161.14

	COMMUNITY CENTER RENTAL POLICY	Page 1 of 3
	Original Issue Date: Unknown	Last Reviewed: 02/21/22

**SOUTH HUTCHINSON COMMUNITY CENTER
RENTAL POLICY AND PROCEDURES**

The South Hutchinson Community Center is available to the community on most days during the year. Events sponsored by the City shall be given priority access and fees shall be waived for such events.

The building is available to rent from 8:00 AM to Midnight and may be extended outside of these hours on a case-by-case basis subject to staff approval. No rental agreement shall be made more than a year in advance. Rentals are on a first come, first served basis. Renters must be 21 years or older. Reservations must be made during normal business hours at the City Office. Reservations can be taken over the phone, but payment must be received with two (2) business days to finalize the rental. **Rental reservations requested within the two (2) business day window must be made in person.**

Cost: \$150 rental fee per day with a \$250 deposit.

Payment Due Date: Payment fee and deposit must be paid at the time of the rental.

Cancellation: Any prospective user may cancel a previously agreed rental contract at any time. In the event a rental is canceled more than 24 hours before it is scheduled, an amount equal to one-half (1/2) of the agreed rental charge shall be refunded. For any rental canceled within 24 hours of its scheduled time, the City will retain the entire fee amount. In both cases the deposit will be refunded.

Keys: Keys for the facility must be issued by a City representative during business hours before the scheduled event. The individual receiving the key must be 18 years or older and have permission from the primary renter of the facility. Keys must be returned to the City office in person or to the key drop box with 72 hours of the end of the rental agreement.

Lost Key: Once issued, keys are the responsibility of the renting party. To replace a lost key before the scheduled rental is a \$25.00 fee due at the time of replacement. Failure to return a key for any reasons will result in the forfeiture of the deposit.

This facility, outdoor space and grounds are designated as non-smoking areas. Smoking or the use of E-Cigarettes in this facility will result in the loss of a deposit. Tobacco use in public parks and facilities is prohibited by Ordinance 17-887.

The premises must be used for lawful purposes. IRS registered nonprofits, churches or civic groups may use the facility for fundraising activities that support the organization’s mission.

	COMMUNITY CENTER RENTAL POLICY	Page 2 of 3
	Original Issue Date: Unknown	Last Reviewed: 02/21/22

Pyrotechnic devices including all fireworks are not allowed in the facility or on the grounds.

All tables, chairs and facility equipment will be returned to its original location in clean, operable condition prior to leaving the facility. The facility will be cleaned in an appropriate manner including the removal of trash, wiping of tables, chairs and surfaces, cleaning all floors within the facility. Renters will be responsible for any stains on the carpet. Any stains found on the floors caused by the renter or any attendee of the function will result in the loss of any deposit.

The use of silly string, scotch tape, or any adhesive shall be prohibited with the loss of any deposit.

The facility shall be vacated at the agreed time. The agreed time includes setting up, tearing down and cleaning time and is noted on the rental agreement. Early access to the facility for setting up is prohibited. In the event that the facility is in used during the renters designated rental time and the party refused to leave, the renter is responsible for notifying the City immediately or calling 911 for police assistance.

It is unlawful for any person to play, use or operate on the streets, alleys, or public grounds of the City a loud speaker or sound amplifier that disrupts the peace of the surrounding area.

The renter will hold the City harmless for any damages to any person, persons or property that occur during the rental period as a result of the action of the renter or any of the attendees of the function. Renters assume responsibility for supervision of all persons at the facility and provide adult chaperons (age 18 or older) for any group that includes minors at minimum ratio of one adult per 15 minors.

The City reserves the right to close the facility for any reason deemed necessary and refund any reservation fees due to facility closure. The City reserves the right to deny rental to individuals or groups based on previous history of failing to observe the rules for renting the facility or those that do meet the guidelines spelled out above.

TO HAVE YOUR DEPOSIT RETURNED, YOU MUST COMPLETE THE FOLOWING ITEMS:

- Renter must properly clean the building prior to leaving, including wiping all tables, chairs, surfaces, cleaning restrooms, vacuuming the carpet and dumping the trash.
- Renter pays for any damage to the building or its contents.
- Returns the key to the City Office located at 2 South Main in person or in the drop box in the drive thru within 72 hours after use.
- Places the temperature settings for heat, set at 60 degrees and for air conditioning at 72 degrees upon leaving the building.

	COMMUNITY CENTER RENTAL POLICY	Page 3 of 3
	Original Issue Date: Unknown	Last Reviewed: 02/21/22

- Provide an individual, at least 18 years of age, who shall check out and maintain custody of the building key.

Rentals are available at:
City Office
2 South Main
South Hutchinson, KS

Monday – Friday
8:00 AM to 5:00 PM
(620) 663-7104

EFFECTIVE DATE

This policy shall take effect once adopted by vote of the City Council and signed by the Mayor. Amended by the City Council on February 21st, 2022.

Matt Nisly, Mayor

Denise McCue, City Clerk

Meeting Date: February 21, 2022
Department: Administration
Prepared By: Joseph Turner, City Administrator
Agenda Title: Authorize Insurance Claim and Baseball Field Repairs

Background/Analysis – At the previous meeting I informed the Council that our insurance agent advised us to make a claim for the damage sustained in the December windstorm. The cost of repairing the baseball field light pole exceeds my spending authority even though our true cost will be just our deductible expense.

Staff reviewed the attached estimates that are summarized below:

- Phillips Southern Electric \$23,663.00 + potential additional expenses
- Boman Electric \$21,130.00 + potential additional expenses
- Zenor Electric \$15,846.00 + \$8,500 in potential additional expenses

Analyzing the bids is a little difficult because the total damage cannot be quantified before work is performed. There is a belief that extensive conduit damage to other poles may have occurred when the lone pole fell and yanked on the electrical wiring throughout the system.

City staff has worked extensively in the past with Zenor Electric and has identified the company as the preferred option.

Financial Impact – No material impact outside of insurance deductible payment.

Recommendation – Motion to authorize insurance claim and contract with Zenor Electric to complete the light pole installation and electrical repairs at the baseball field.

Exhibit E – Vendor estimates for light pole installation and electrical repairs

Ronnie Pederson

From: Jason Phillips <Jason@phillips-southern.org>
Sent: Friday, January 14, 2022 8:02 AM
To: Ronnie Pederson
Cc: Elethia Griggs
Subject: RE: Softball Complex City of South Hutchinson-Additional Repairs

Ronnie,

Sorry for the delay in getting you this quote. The original installation is Musco Sport Lighting, which I have requested a quote for replacement parts, and have not received any pricing at this point. I have provide all the information off the old fixtures and followed up a few times.

But I did get pricing for an alternate fixture that is a similar 1500W HID fixture, so please see below for pricing and description for replacement:

Sports Light Pole Replacement

- New 70' Class 3 Treated Wood Pole Installed
- New 6-Fixture Steel Crossarm
- 6 EA. New 1500W HID Fixtures 240V
- New 12"x12"x6" NEMA 3R Junction Box
- New 30A 240V NEMA 3R Disconnect
- New Conduit Riser with Conductors
- Remove old pole stub, so new pole can be installed
- Tie new pole into existing field circuitry
- Aim fixtures to blend in field lighting

\$19,678.00

Please let me know if you want us to proceed with the repair, the poles and fixtures are out 30 days after material is released. Sales tax will be added if we don't received a Project Exception Certificate.

Thank you,

Jason Phillips, President
Phillips Southern Electric Co., Inc.
650 E. Gilbert Wichita, KS 67211
316-265-4186 Tel.
316-265-1942 Fax

From: Ronnie Pederson <ronniep@southhutch.com>
Sent: Friday, January 14, 2022 7:52 AM
To: Jason Phillips <Jason@phillips-southern.org>
Cc: Elethia Griggs <Elethia@phillips-southern.org>
Subject: Re: Softball Complex City of South Hutchinson-Additional Repairs

That is correct on the conduit and ballast box. Do you have a quote as well on the pole and light replacement also

Sent from my Verizon, Samsung Galaxy smartphone
Get [Outlook for Android](#)

From: Jason Phillips <Jason@phillips-southern.org>
Sent: Friday, January 14, 2022 7:28:48 AM
To: Ronnie Pederson <ronniep@southhutch.com>
Cc: Elethia Griggs <Elethia@phillips-southern.org>
Subject: Softball Complex City of South Hutchinson-Additional Repairs

Ronnie,

Al had mentioned that there was two other items that needed addressed at the complex. There was a pole that the conduit and wiring had come loose and looks like it needs to be replaced. And there was a second pole where the ballast box was open at the top of the pole. We can replace the conduit riser and close up the box for **\$3,985.00**. It looked like both these items were the result of the same storm/winds that took down the pole at this same complex.

Please let me know as well.

Thanks,

Jason Phillips, President
Phillips Southern Electric Co., Inc.
650 E. Gilbert Wichita, KS 67211
316-265-4186 Tel.
316-265-1942 Fax

Boman Electric, LLC
 2101 East 4th AVE
 Hutchinson, KS 67501

Estimate

Date	Estimate #
1/10/2022	1144

Office:620-259-8109
 Fax:620-259-8299
 Mike Boman:620-200-3769
 mike@bomanelectric.com

Name / Address
City of South Hutchinson, KS 2 S. Main South Hutchinson, KS 67505

			Project
Description	Qty	Rate	Total
<p>Project: Ballfield pole light replacement. Per: Ronnie Pederson</p> <p>Estimate includes labor, material, equipment, and delivery for the following scope of work.</p> <ul style="list-style-type: none"> -Delivery of new 70' pole for replacement. -Install of 6 new LED flood lights (500watt 75,000 lumen) -Install of lighting brackets and crossarm. -Install new 240volt disconnect on pole to power new lights. -Install of conduit and wire from disconnect to lights. -Aim lights after pole is set. <p>Also includes labor and materials for new conduit and wiring install to repair broken conduit on pole toward right field. Does not include any lamp or ballast replacement or additional rental time of lift to make sure all lights are working. Lift rental in below price is for 1 day to aim new fixtures and repair conduit/wire on this pole. Additional cost for lift rental will be \$700 per day.</p> <p>NOTES: -Pole will be set to the side of existing pole appx 5'. Concrete will need to be cut out and repoured if desired. Owner to cut out concrete and demo. Owner to remove old pole that is broken off in ground if desired.</p>			
		Subtotal	
		Sales Tax (0.0%)	
		Total	

Phone #
620-200-3769

Boman Electric, LLC
 2101 East 4th AVE
 Hutchinson, KS 67501

Estimate

Date	Estimate #
1/10/2022	1144

Office:620-259-8109
 Fax:620-259-8299
 Mike Boman:620-200-3769
 mike@bomanelectric.com

Name / Address
City of South Hutchinson, KS 2 S. Main South Hutchinson, KS 67505

			Project
Description	Qty	Rate	Total
-We are not confident on where the underground wires are fed from, any repair or relocation of conduit or install/repair of wiring will be time and material due to unknown conditions. -Owner to dispose of old pole, lights, brackets. -Project quoted as tax exempt. Exempt certificate required for exemption. If not available, tax will be added to final invoice. -Fencing might need taken down in area to get equipment onto field for aiming and setting pole.			
70' pole and Delivery		7,250.00	7,250.00
Lighting Package.		5,400.00	5,400.00
Lift Rental and Delivery.		1,000.00	1,000.00
Digger, pole setting truck.		800.00	800.00
Labor		5,500.00	5,500.00
Misc. materials. Disconnect, fuses, conduit, wire, fittings, etc.		1,180.00	1,180.00
		Subtotal	\$21,130.00
		Sales Tax (0.0%)	\$0.00
		Total	\$21,130.00

Phone #
620-200-3769



1203 West 4th
 Hutchinson, KS 67501
 620-662-4694

Estimate

Date	Estimate #
1/10/2022	5465

City of South Hutchinson
 2 South Main
 South Hutchinson, KS 67505-1508

Description	Cost
Payment for man hours Zenor Electric spends on your job.	3,600.00
Pole	3,186.00
Lights	5,940.00
Cost of material purchased for your job.	3,120.00
<p>Base electrical price to remove existing broken pole base if possible, install new 70' class 3 wood pole, install new 14' angle iron crossarm and braces at the top of the pole, straighten existing service conduit and reattach to the pole, install new fused disconnect at the bottom of the pole, install conduit and wire up to crossarm, and install 6 new LED outdoor sports flood lights.</p> <p>To re-secure existing conduits going up the other 11 light poles add \$8,500.00. If wire, bulbs, or ballasts need to be replaced, price will be adjusted for the labor and material used.</p>	

Please sign below to accept estimate.
 Price is valid for 7 calendar days.

Subtotal	\$15,846.00
Sales Tax (8.25%)	\$0.00
Total	\$15,846.00

 Customer Signature

 Zenor Signature

Meeting Date: February 21, 2022
Department: Administration
Prepared By: Joseph Turner, City Administrator
Agenda Title: Crack Sealing Authorization

Background/Analysis – Ordinarily, we would follow procurement guidelines and gather estimates before selecting a vendor to complete a service or repair.

However, the City of Hutchinson put out for bid their annual road maintenance plan that included chip seal and crack sealing in November and awarded the contract to Circle C Paving. Circle C is currently in Hutchinson performing crack sealing work in preparation for the chip seal work that will be performed during the summer.

City staff is currently discussing the possibility of tagging our 2022 road maintenance work onto the Hutchinson contract since they will already be in the area. Staff is looking for permission to waive our normal procurement process and enter into an agreement with Circle C Paving to complete our crack sealing work.

Financial Impact – Cost estimates are unknown at this time but would be paid out of special purpose funds dedicated to street improvements.

Recommendation – Motion to authorize city administrator to enter into an agreement with Circle C Paving to complete crack sealing services.

Meeting Date: February 21, 2022
Department: Administration
Prepared By: Joseph Turner, City Administrator
Agenda Title: Economic Development & Infrastructure Improvements

Background/Analysis – The South Hutchinson Governing Body supports economic development growth initiatives and incentives while also striving to promote a business-friendly environment that minimizes bureaucracy and regulation. Additionally, the body has communicated a desire to see the City work more collaboratively with other government agencies, organizations, and stakeholder groups in the region.

The Reno County/Hutchinson Chamber of Commerce works to recruit new businesses to the region, while also helping existing businesses expand. The Chamber has communicated its desire to apply for various types of grants and will request letters of support from local governments and stakeholders.

By explicitly earmarking funds towards economic development, our support letters will carry more weight and improve the strength of the Chamber's grant applications. Ultimately, we believe this will make our region more competitive and leverage our funds with matching contributions to improve our local economy.

Staff proposes that the City of South Hutchinson allocate \$500,000 for the purposes of economic development and infrastructure improvements with a priority being placed on proposals that include matching funds from other government and private sources.

Ideally, the funds would be set aside within general and enterprise reserve accounts and designated towards economic development.

Financial Impact – No immediate impact as these funds will be set aside for potential use subject to securing grant and matching funds that leverages the City's investment.

Recommendation – Motion to allocate \$500,000 for the purposes of economic development and infrastructure improvements to be split equally in reserve accounts between the general fund, water utility, and sewer utility.

Meeting Date: February 21, 2022
Department: Administration
Prepared By: Joseph Turner, City Administrator
Agenda Title: Authorization of Utility Fund Transfers to General Fund

Background/Analysis – At our previous meeting I discussed my desire to treat our public utilities (e.g., water and sewer) similar to how we treat our private utilities with respect to levying a franchise fee. It was suggested that we charge a five (5) percent internal fee. The City of Hutchinson places a franchise fee on their public utilities.

If the governing body supports this idea, then city staff would need to begin researching the process in more detail and examine the different options available for the 2022 fiscal year. Additionally, I would suggest that the council look at retroactively achieving the same result for 2021 by approving a transfer from the water and sewer utility funds to the general fund in the amount of five (5) percent of gross revenues for each department.

Kansas law allows utility funds to make direct transfers into the General Fund.

In 2021, the water and sewer departments grossed \$778,683 and \$1,276,681, respectively. A transfer from both utilities to the general fund would equal \$102,768.

Water Fund: $\$778,683 * 5\% = \$38,934$
 Sewer Fund: $\$1,276,681 * 5\% = \$63,834$

Financial Impact – Increases the general fund carryover balance by \$102,768.

Recommendation – Motion to authorize city administrator to make the following transfers in an amount not to exceed the stated sums listed below:

Water Fund	\$38,934	Transfer into 101 – General Fund
Sewer Fund	\$63,834	Transfer into 101 – General Fund

Meeting Date: February 21, 2022
Department: Administration
Prepared By: Joseph Turner, City Administrator
Agenda Title: Authorization of Transfers to Reserve Funds

Background/Analysis – We have previously discussed my desire to transfer money out of our general and enterprise funds, which are budgeted funds, and into our various reserve accounts, which are non-budgeted funds and not subject to the constraints of an authorized spending authority. This is because we have excessively large carryover balances and the manner in which our budget has been constructed in the past blurs the line between annual operating and capital expenses.

It is easy for the layman to look at our budget and have the mistaken impression that our resources available are greater than they are because this blurring causes one-time funds to appear as if they are available to be budgeted on an annual recurring basis.

The remaining authorized spending authority in each fund is listed below:

- General Fund \$857,000
- Water Fund \$700,000
- Sewer Fund \$1,117,000

The above amounts have not been adjusted to reflect any changes in the event that Item G4 was approved by the governing body. If Item G4 was approved, the sums must be adjusted as follows:

- General Fund \$857,000
- Water Fund \$700,000 - \$39,000 = \$661,000
- Sewer Fund \$1,117,000 - \$64,000 = \$1,053,000

Financial Impact – Significantly decreases the carryover balance in each of the three funds, but equally increases the reserve accounts for each. Although the carryover decreases, each fund will still begin 2022 with a higher carryover than stated in our budget which is a positive.

Recommendation – If council approved Item G4, the following recommendation is suggested.

Motion to authorize city administrator to make the following transfers in an amount not to exceed the stated sums listed below:

General Fund	\$857,000	Transfer into 902 – Capital Improvement Reserve
Water Fund	\$661,000	Transfer into 204 – Water Reserve
Sewer Fund	\$1,053,000	Transfer into 303 – Sewer Reserve

If the council did not approve Item G4, the following recommendation is suggested.

Motion to authorize city administrator to make the following transfers in an amount not to exceed the stated sums listed below:

General Fund	\$857,000	Transfer into 902 – Capital Improvement Reserve
Water Fund	\$700,000	Transfer into 204 – Water Reserve
Sewer Fund	\$1,117,000	Transfer into 303 – Sewer Reserve

Exhibit F – End of Year 2021 Summary of Funds (unaudited)

Period Ending 12/31/2021***		A	C	D	C-D	F	G	F-G	D-G	A+D-G Cash +
Fund		Beginning Cash Balance	Revenue Budget	Revenue YTD	Revenue Balance	Expenditure Budget	Expense YTD	Uncumb. Balance	Rev. less Expd.	Revenue - Expenses
101	General Fund	1,871,776.83	1,975,258	2,267,839.93	(292,581.93)	2,710,621	1,853,511.19	857,109.81	414,328.74	2,286,105.57
201	Water Utility	474,019.49	700,000	778,683.09	(78,683.09)	1,179,895	479,180.52	700,714.48	299,502.57	773,522.06
204	Water Emergency	477,422.49		-	-	-	397,967.49	-	(397,967.49)	79,455.00
301	Sewer Utility	843,334.25	1,255,000	1,276,681.07	(21,681.07)	2,069,778	952,087.75	1,117,690.25	324,593.32	1,167,927.57
303	Sewer Emergency	112,210.10		-	-	-	1,948.50	-	(1,948.50)	110,261.60
401	Special Highway	109,352.07	64,520	83,115.01	(18,595.01)	130,817	98,021.22	32,795.78	(14,906.21)	94,445.86
402	Flood Control	1,230.28	30,704	27,012.68	3,691.32	29,315	8,310.00	21,005.00	18,702.68	19,932.96
403	Street/Economic Dev Sale	179,766.01	110,000	152,488.98	(42,488.98)	249,807	14,002.48	235,804.52	138,486.50	318,252.51
501	Employee Benefits	27,476.85	59,935	56,167.75	3,767.25	61,000	51,241.71	9,758.29	4,926.04	32,402.89
502	Employee Health	184,321.13	60,000	34,978.32	25,021.68	202,738	25,701.51	-	9,276.81	193,597.94
601	Bond and Interest	35,531.55	1,035,994	1,036,963.29	(969.29)	1,033,713	983,713.75	49,999.25	53,249.54	88,781.09
701	Convention and Tourism	-	70,000	34,783.00	35,217.00	70,000	34,783.00	35,217.00	-	-
702	Donations	7,026.43		1.00	(1.00)	-	1,294.37	-	(1,293.37)	5,733.06
703	Special Park	3,757.94	150	-	150.00	4,043	-	4,043.00	-	3,757.94
705	CID Loves	5,874.99		23,621.54	(23,621.54)	-	23,507.59	-	113.95	5,988.94
801	ASAP	26,804.97		18,269.84	(18,269.84)	-	15,784.54	-	2,485.30	29,290.27
802	Diversion	7,724.49	3,500	2,175.00	1,325.00	13,930	-	13,930.00	2,175.00	9,899.49
805	Special Events	837.48		-	-	-	-	-	-	837.48
806	Special Law Fund	1,453.12		-	-	-	-	-	-	1,453.12
808	ARPA Funds	-		189,845.79	(189,845.79)	-	-	-	189,845.79	189,845.79
811	Community Center	11,236.81		15,590.00	(15,590.00)	-	12,821.33	-	2,768.67	14,005.48
812	Technology	4,210.00		2,185.00	(2,185.00)	-	2,127.56	-	57.44	4,267.44
901	Capital Equipment Reserve	390,539.38		236,900.87	(236,900.87)	-	120,310.72	-	116,590.15	507,129.53
902	Building Reserve Fund	560,399.43		136,754.08	(136,754.08)	-	24,039.19	-	112,714.89	673,114.32
911	Temp Notes 2021	-		300,000.00	(300,000.00)	-	300,000.00	-	-	-
913	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	(1,330,662.63)	7,755,657	5,417,507.81	3,078,067.38	1,278,215.82	6,614,521.91

Meeting Date: February 21, 2022
Department: Administration
Prepared By: Joseph Turner, City Administrator
Agenda Title: Water Rights Perfection Plan Update

Background/Analysis – The Governing Body identified infrastructure and the perfection of the City’s various water right allocations as a high priority during previous discussions of goals and priorities.

The table below illustrates the status of our municipal wells and irrigated farmland with respect to perfecting our water rights. Since 1993, we have only pumped one of our three wells to its maximum potential (highlighted in green) making it eligible for perfection. The other two wells must be perfected by 2023, however, we are allowed to apply for two additional five-year extensions.

Our remaining tract of irrigated farmland has reached the perfection deadline but is eligible for a two-year extension due to drought years declared during our perfection period. We have applied for and expect to be granted an extension.

Regardless, we should have been far more diligent in our efforts to perfect these water rights and should not have allowed the matter to drag out this close to our deadlines.

Municipal Water Rights Perfection Schedule								
Well #	Authorized Quantity (acre feet)	Authorized Quantity (gal.)	Greatest Quantity Used to Date (gal.)	Year	Perfected	Perfection Deadline	Extension Deadline	Conversion Ratio
City	1,072.37	349,433,000	358,127,400	2011	Eligible	2023	2033	n/a
3	428.45	139,610,000	201,270,000	2008	Eligible	2023	2033	n/a
4	442.87	144,310,000	116,775,700	2008	NO	2023	2033	n/a
5	454.53	148,110,000	118,601,400	2000	NO	2023	2033	n/a
	1,325.85	432,030,000	436,647,100	n/a	n/a			
Irrigated Water Rights Perfection Schedule								
	Authorized Quantity (acre feet)	Authorized Quantity (gal.)	Greatest Quantity Used to Date (gal.)	Year	Perfected	Perfection Deadline	Extension Deadline	Municipal Conversion Ratio (79.7%)
Ag Land	180.60	58,848,691	54,459,151	2020	NO	2021	2023*	46,902,406.41
Sludge Field	139.00	45,293,289	45,293,289	-	YES	n/a	n/a	36,098,751.33
								83,001,157.74
*We have submitted an extension application and expect approval								

Superintendent Ronnie Pederson and I have put in place a plan to perfect wells #4 and #5 in 2022 and 2023, respectively. We have also discussed the matter in detail with the farmer who has leased our land to do everything in our power to perfect those rights as well.

Each month, I will report to the governing body where we stand with respect to the quantity of gallons pumped from each well. Please see the table below for a breakdown of January's usage.

2022 Water Usage (gal.)				
	Well #3	Well #4	Well #5	Total
January	3,901,600	10,857,400	5,757,600	20,516,600
February	0	0	0	0
March	0	0	0	0
April	0	0	0	0
May	0	0	0	0
June	0	0	0	0
July	0	0	0	0
August	0	0	0	0
September	0	0	0	0
October	0	0	0	0
November	0	0	0	0
December	0	0	0	0
	3,901,600	10,857,400	5,757,600	20,516,600
Auth. Qty.	139,610,000	144,310,000	148,110,000	349,433,000
Amt. to Perfect	n/a	133,452,600	142,352,400	n/a

Barring a mechanical failure or weather issues, it is my expectation that we will be able to perfect the two municipal wells and the irrigated farmland by 2023.

Meeting Date: February 21, 2022
Department: Administration
Prepared By: Joseph Turner, City Administrator
Agenda Title: Road & Street Maintenance Plan Update

Background/Analysis – The Governing Body identified infrastructure and various street improvement and maintenance items as a high priority during previous discussions of goals and priorities. Specifically, this included:

- Development a road and street maintenance plan
- Crack sealing of our roads citywide
- Chip and seal streets
- Assess Main St and determine future course of action and price estimates

Below is an update on the progress that has been made by city staff since these objectives were identified.

I contacted Hutchinson City Manager Jeff Cantrell and requested assistance from their team of engineering and street experts. Cantrell graciously made his staff available. On Wednesday, February 9th, Superintendent Ronnie Pederson and I met with Kreg Luman and Jeff Schenk, their streets superintendent and engineering construction manager, respectively.

They spent the bulk of the day with us as we peppered them with questions. The main takeaways are the following:

- Hutchinson currently has the bulk of their residential roads on an 8-year chip and seal rotation. Our roads may be able to go longer than 8-years given the low volume of traffic, but we are going to adopt their model and have staff reevaluate in the future.
- Main St. was treated with NovaChip in 2013 and Schenk gave it high marks. He believes we can probably go another two years or so with its current condition before any further investment is needed.
 - We are going to research whether any seals can be applied to NovaChip. If so, that would extend the life of the surface another 5 to 7 years.
 - However, NovaChip will not accept an overlay and our entire Main St. will need to be milled before another layer of NovaChip or overlay can be laid down
- Schenk recommended we have an engineer evaluate our French drain system along the east side of Main St. before we invest any significant dollars in a seal/overlay
- Schenk recommended some core samples of Blanchard be taken before determining the best treatment options and striping it.
 - He also recommended removing the eyebrows with our grader to improve drainage and future water damage.

- Luman felt our gravel roads that were improved in 2018 are holding up well and was encouraged by the results witnessed in light of the unique technique that was used to build them. They just need to be crack sealed.
- Luman endorsed our idea to have staff make the concrete road repairs on Adams and believes it will be an excellent opportunity to help staff level up their skill set.

Hutchinson put their 2022 chip and seal project out to bid in November. Pederson and I are in conversations with the winning bidder, Circle C, to see what options may exist for us to get scheduled for chip and seal work when they plan to be up in the area this summer to do the Hutchinson work.

They are currently in town doing the crack sealing preparation work for this project (see Agenda Item G2).

We also discussed potential opportunities for our two cities to coordinate future road improvement projects to potentially reduce the costs for both parties.

I am in the process of working on a more detailed maintenance plan with cost estimates to present to the Council at a later date. Assistance from the City of Hutchinson has been incredibly beneficial towards accomplishing this objective. Superintendent Pederson and I are truly grateful.

Meeting Date: February 21, 2022
Department: Administration
Prepared By: Joseph Turner, City Administrator
Agenda Title: Council Goals & Priorities

Background/Analysis – I have enclosed the entire list of proposed goals and priorities for further review, including infrastructure and public safety. For the purposes of this meeting, we are going to primarily focus on the last four categories:

- Fiscal Responsibility & Sustainability
- Economic Development
- Employee Retention & Satisfaction
- Quality of Life and Community Amenities

Members of the council are encouraged to add additional items during the discussion for further consideration.

Exhibit G – Master List of Council Goals & Priorities

Fiscal Year 2022 City Council Goals & Objectives

Council Focus Area	Depart/Division	Objectives	Priority	Expected Deliverables for 2022
Infrastructure	All	GIS/Asset Management	High	Choose GIS/asset management vendor and map/catalogue or physical assets
Infrastructure	All	CIP Program	High	Put together a 5-year Capital Improvement Plan outlining future/desired projects
Infrastructure	Streets	Scott Blvd bridge	High	Complete replacement
Infrastructure	Streets	Road Maintenance Plan	High	Develop plan to repair/maintain existing road infrastructure
Infrastructure	Streets	Road Maintenance	High	Complete annual/scheduled road maintenance (e.g., chip seal, mill & overlay, etc.)
Infrastructure	Streets	Main St. Resurfacing	High	Assess preferred repair/maintenance options and gather price estimates
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	Adams Street Repairs	Medium	Concrete patch Adams at intersections of E & F
Infrastructure	Streets	Street Sign Replacement	Medium	Order and replace street signs
Infrastructure	Streets	Valley Gutters	Low	Replace concrete valley gutters
Infrastructure	Streets	Avenue B	Low	Looking at possibly completing concrete work in-house
Infrastructure	Streets	Avenue F Resurfacing	Low	Assess/evaluate after Scott Blvd bridge replacement
Infrastructure	Streets	Hwy 50/96 Roundabout	Low	Elevate only if we can secure grant funding
Infrastructure	Streets	Des Moines West	Low	Expand turning radii/Progress highly correlated to roundabout project
Infrastructure	Streets	Des Moines West	Low	Replace deteriorating asphalt with concrete improvements
Infrastructure	Streets	Scott Boulevard road	Low	Assess/evaluate after Scott Blvd bridge replacement
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 maintenance plan/schedule/agreement
Infrastructure	Water (Storage)	Water Towers	High	Complete any mission critical safety/sanitary repairs
Infrastructure	Water (Storage)	Water Towers	Low	Complete any aesthetic maintenance/repairs
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
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

Fiscal Year 2022 City Council Goals & Objectives

Council Focus Area	Depart/Division	Objectives	Priority	Expected Deliverables for 2022
Infrastructure	Stormwater	Garber Surveying Project	Medium	Need concerted push to get homes enrolled to take advantage of it
Infrastructure	Stormwater	Avenue B	Medium	Assessment of concrete overlay
Infrastructure	Stormwater	Floodplain Philosophy	Low	Governing body believes City has invested enough resources on floodplain issues
Infrastructure	Stormwater	Wood Report	Low	Implement Wood Report option(s)
Infrastructure	Stormwater	Pumping Station	Low	Wood Report stated that pumping station was not economically feasible
Public Safety	Municipal Court	Department Review	High	End hemorrhaging/Get revenues in excess of expenses
Public Safety	Police Department	Hwy 50/96	High	Stricter enforcement of traffic laws to address safety concerns at interchange
Public Safety	Fire Department	Department Review	Medium	Conduct a thorough review of department operations/provide an assessment report
Public Safety	Police Department	Department Review	Medium	Conduct a thorough review of department operations/provide an assessment report
Fiscal Responsibility	Administration	Fiscal Sustainability	High	Complete fiscal sustainability and accountability assessment: Review existing revenue types, uses and limitations, and explore new revenue opportunities Determine the most reasonable means to grow existing revenue sources Encourage ideas for improving operational efficiencies Fully project and address deferred maintenance needs Review bonding options and limitations to addressing future capital needs Prudently maximize idle funds investment options
Fiscal Responsibility	Administration	Surplus Property	High	Dispose of surplus property (in process)
Fiscal Responsibility	Police Department	Municipal Court	High	See Public Safety goals and objectives
Fiscal Responsibility	Administration	Contracted Services	High	Review/solicit bids (e.g., IT, audit, legal/muni court, engineering, and insurance services)
Fiscal Responsibility	Administration	Market South Hutch	High	Conduct a thorough review of Market South Hutch expenditures/return on investment
Fiscal Responsibility	Multiple	Grants	Medium	Pursue grant opportunities to leverage resources
Fiscal Responsibility	Administration	Public Partnerships	Medium	Partner w/other agencies to consolidate operations and be more efficient
Fiscal Responsibility	Administration	Private Partnerships	Medium	Explore ways City can partner with private entities to generate revenue/cut expenses
Fiscal Responsibility	Administration	Update Fee Schedule	Low	Review our fees to ensure they are capturing the cost of services provided
Fiscal Responsibility	Administration	Review Expenses	Low	Passively monitor expenses /haven't seen significant waste for the most part thus far
Fiscal Responsibility	Administration	Franchise Agreements	Low	Review franchise agreements
Economic Development	Administration	Regional Partnerships	High	Collaborate with and support regional partners (e.g., letters of support, financial participation)
Economic Development	Administration	Business Recruitment/Expansion	High	Support private sector business with expansion plans (e.g., letters of support, incentives, etc.)
Economic Development	Administration	Housing Starts	High	Get new homes built in Prairie Ridge and infill lots
Economic Development	Administration	Incentive Programs	High	Review/update incentive programs
Economic Development	Administration	Business Loans	Medium	Offer low/no-interest loans to businesses (e.g., micro loans, façade improvements, etc.)
Economic Development	Administration	Access to Capital	Medium	Explore ways we can provide cheap access to capital to spur ecoddev projects
Economic Development	Administration	Land Acquisition	Low	Seek to acquire land when beneficial
Economic Development	Administration	Commercial Park	Low	Work with developer to assist efforts where possible

Fiscal Year 2022 City Council Goals & Objectives

Council Focus Area	Depart/Division	Objectives	Priority	Expected Deliverables for 2022
Employees	Satisfaction	Work Schedule	High	Summer hours for public works staff
Employees	Personnel	Job Descriptions	High	Review/update job descriptions
Employees	Personnel	Employee Handbook	Medium	Review/update employee handbook
Employees	Satisfaction	Work Schedule	Medium	Explore 4/10 and 9/80 work schedules for City Hall and Public Works staff
Employees	Compensation	Salary Survey	Medium	Conduct wage/salary survey
Employees	Satisfaction	Employee Recognition	Medium	Implement employee recognition programs
Employees	Compensation	Benefits Survey	Medium	Conduct a benefits/perks survey
Quality of Life	Parks	Baseball Field Improvements	High	Repair/rehabilitate soil/dirtwork
Quality of Life	Parks	Baseball Lease	High	Review/update the baseball field lease agreement
Quality of Life	Community Events	Fireworks Show	High	Put on a community fireworks show and Independence Day event
Quality of Life	Community Events	Halloween Trunk or Treat	High	Continue this event and look for ways to expand it
Quality of Life	Code Enforcement	Nuisance Abatement	High	Enforce codes to improve aesthetics and quality of our neighborhoods
Quality of Life	Code Enforcement	Dilapidated Buildings	High	Develop measures to address dilapidated buildings and remove blight
Quality of Life	Code Enforcement	Home Improvement Loans	Medium	Explore creation of home improvement loan program
Quality of Life	Amenities	Broadband	Medium	Explore ways to bring fiber/high-quality broadband to community
Quality of Life	Community Events	Community Center Events	Medium	Develop events/interaction with public at community center (e.g., safety courses, training, community breakfasts, movie night in the park)
Quality of Life	Community Events	National Night Out	Medium	Police department/community outreach
Quality of Life	Parks	Wooden Bleachers	Low	Repair or replace with metal bleachers
Quality of Life	Parks	Community Center Grass Area	Low	Make improvements to the grass area west of the community center (e.g., manicured grass/trees, volleyball, pickleball, horseshoes, frisbee golf, dog park)
Quality of Life	Community Events	Salt Fest	Low	Explore reviving Salt Fest
Quality of Life	Parks	Voss Park Playground	Low	Use poured in place rubber matting instead of wood chips
Quality of Life	Parks	Ballfields Playground	Low	Use poured in place rubber matting instead of wood chips
Quality of Life	Parks	Westside Park	Low	Build a park on west side of town

Meeting Date: February 21, 2022
Department: Administration
Prepared By: Joseph Turner, City Administrator
Agenda Title: Woodie Seat Bridge

Background/Analysis – The City of Hutchinson is exploring several different options when it comes to the Woodie Seat Bridge. This includes repairing and maintaining it as it is currently configured, tearing it down, or rebuilding it under several different configurations.

The various proposals have been attached for governing body consideration.

Discussion will center around what, if any, preference our governing body has with respect to future configuration and its potential impact on the City of South Hutchinson and whether there is a desire to communicate these preferences or concerns to Hutchinson officials.

Exhibit H – Woodie Seat Bridge Options/Scenarios

OPTION 1: ONE-LANE CONNECTION WITH STOP CONTROL



DESCRIPTION:

Single lane approach from Woodie Seat to Avenue A, ending in a stop-controlled, T-intersection.

PROS:

- 2 bridges removed
- Fewer accidents than existing
- 20-yr societal savings of \$2.16M
- Four acres of land made available

CONS:

- PM rush hour traffic delays
- Avenue B is closed at Woodie Seat

Phase	Description	Cost
1	Woodie Seat Improvements, Ave F to Ave C	\$1,890,000
2	One Lane Connection to Avenue A	\$4,094,000
3	Avenue C Bridge Repairs	\$1,210,000
	Option Total	\$7,194,000

NOTES: _____

OPTION 2: TWO-LANE CONNECTION WITH STOP CONTROL



DESCRIPTION:

Two lane approach from Woodie Seat to Avenue A, ending in a stop-controlled, T-intersection.

PROS:

- 2 bridges removed
- Fewer accidents than existing
- 20-yr societal savings of \$1.28M
- Four acres of land made available

CONS:

- Very high delay for future traffic
- Avenue B is closed at Woodie Seat

Phase	Description	Cost
1	Woodie Seat Improvements, Ave F to Ave C	\$1,890,000
2	Two Lane Connection to Avenue A	\$4,209,000
3	Avenue C Bridge Repairs	\$1,210,000
	Option Total	\$7,309,000

NOTES: _____

OPTION 3: SINGLE LANE ROUNDABOUT



DESCRIPTION:

Convert Woodie Seat/Ave A interchange into roundabout

PROS:

- Improved safety
- Lowest delay
- 2 bridges removed
- Decreased vehicle speed through intersection
- Four acres of land available
- Reduced noise, speed, emissions, etc.

CONS:

- Avenue B is closed at Woodie Seat

Phase	Description	Cost
1	Woodie Seat Improvements, Ave F to Ave C	\$1,890,000
2	Roundabout	\$4,130,000
3	Avenue C Bridge Repairs	\$1,210,000
	Option Total	\$7,230,000

NOTES: _____

OPTION 4: "NO-BUILD"



DESCRIPTION:

Woodie Seat remains in current configuration; road maintenance, bridge repairs, bridge replacement are required

PROS:

- Avenue B remains unchanged

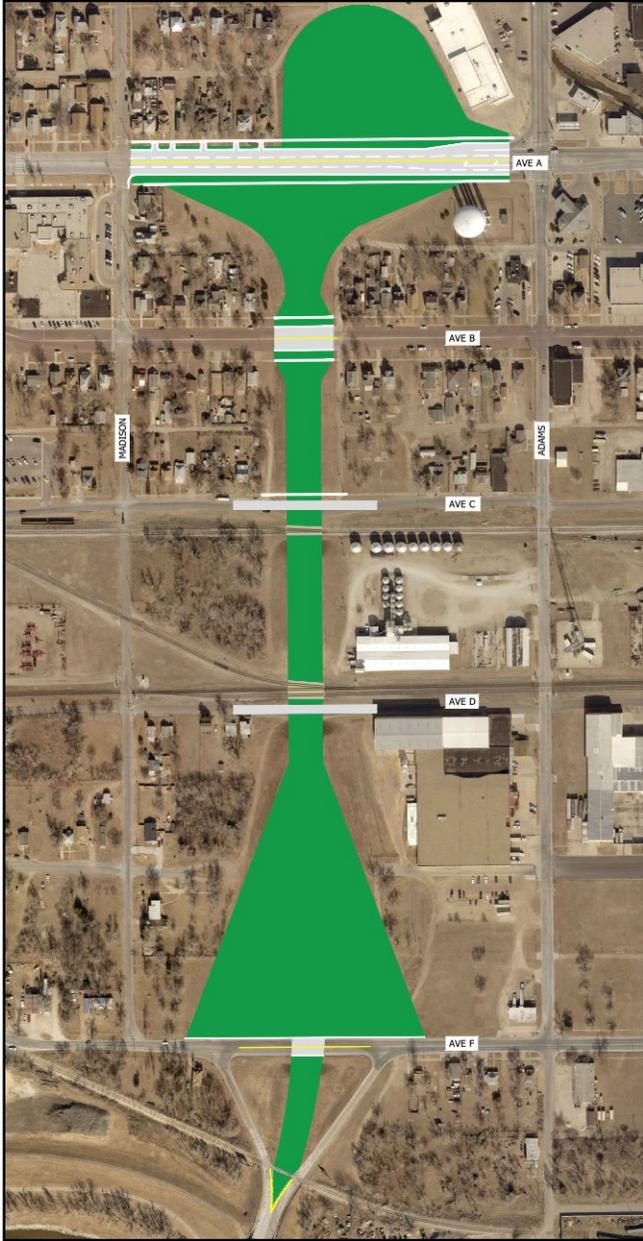
CONS:

- No safety improvements
- No pedestrian improvements
- Two additional bridges to maintain
- Highest construction cost

Phase	Description	Cost
1	Woodie Seat Surface Improvements, Ave F to A	\$3,220,000
2	Avenue B Bridge Replacement	\$2,860,000
3	Avenue A Bridge Repairs	\$770,000
4	Avenue C Bridge Repairs	\$1,210,000
Option Total		\$8,060,000

NOTES: _____

OPTION 5: REMOVE WOODIE SEAT FREEWAY AT AVENUE F



DESCRIPTION:

Remove Woodie Seat Freeway at Avenue F including all bridges

PROS:

- Eliminate future infrastructure maintenance costs of bridges and elevated highway system
- Lowest future maintenance cost of all options
- No closure of Avenue B
- Improvements to Avenue F, Adams, and Monroe
- Entry to City on South Main

CONS:

- Reroute traffic (10,000+ ADT) to other surface streets
- Railroad implications
- Option has not been studied—further project delay

Phase	Description	Cost
1	Improvements to Monroe	\$410,000
2	Improvements to Adams	\$1,400,000
3	Improvements to Avenue F	\$1,100,000
4	Demolish Woodie Seat	\$4,140,000
Option Total		\$7,050,000

NOTES: _____

ENGINEER'S RECOMMENDATION

Option 3 - Single Lane Roundabout



2022 Monthly Water and Sewer Accounts

Month	Res Acct.	Com Act	Total	New	Disonnect	Late
January	851	213	1064	9	9	112 Res 11 Comm
February						
March						
April						
May						
June						
July						
Aug						
September						
October						
November						
December						

Activity Report Feb. 21st, 2022

- SHFD Firefighters attended Free Fire Training at Mulvane Fire Dept.
- SHFD has assisted on several of the Grass Fires the last few weeks.
- Applied for Gear Lockers, New AED, and Vehicle Stabilization Struts on the OneOk Grant.
- Applying for the AFG Fire Prevention Grant
- Putting together a Pancake Feed Fundraiser for the FD
- Thank you to Dragon Towing for assisting and training with the FD on Vehicle Extrication on 02/14.

Calls from 02/02/22 – 02/16/22

EMS Incidents	19
Medical Assist	4
Natural Vegetation Fire	4
Person in Distress	4
Service Call	1
System Malfunction	1
Canceled En Route	4
False Alarm	1
Unintentional System	2
40 Calls total	

Total for 2022: 110



CITY ADMINISTRATOR'S REPORT

To: Honorable Mayor and City Council

From: Joseph Turner, City Administrator

Re: City Administrator Report for February 21st Regular City Council Meeting

Date: February 18, 2022

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

Infrastructure (Streets)

Pothole at intersection of 1st and Main impacting the French drain system along east side of Main was repaired by an outside vendor. Members of our team were on-site observing and learning so that we can complete future repairs in-house. We believe we can now conduct these repairs in the future.

Superintendent Pederson and I met with Hutchinson streets and engineering staff to assess our roads. It was a very productive interaction, and I will have more to say on the related discussion agenda item. With that said, I am incredibly grateful and appreciate Hutchinson City Manager Jeff Cantrell for generously allowing his staff to assist us.

Infrastructure (Water)

Our staff completed our annual valve exercising program this week and have catalogued the valves needing repairs which will be addressed later this year.

Pederson and I met with a vendor that services water tanks to discuss issues related to our two water towers. I will provide more information at our next meeting as a discussion item.

Infrastructure (Wastewater)

I submitted our proposed schedule of compliance to KDHE. It features a 28-month timeline. Tyson requested a 48-month timeline that PEC and city staff deemed excessive. We should receive a final determination for this timeline within 30 days.

Pederson and I had an introductory meeting with a local company that may be able to help us reduce our sludge treatment expenses. The process would entail trucking our product out in tankers to a local site and significantly reduce our expenses for polymer and electricity. This would involve federal carbon credits, sampling, and a breakout analysis of our wastewater treatment process and the costs associated with each step before we will know more.

Public Safety

Chief Barajas Brooks secured a \$5,700 grant from Firehouse Subs for bunker gear.

We are slated to take delivery of our new police vehicle for upfitting in a few weeks. We will also need to transfer ownership of the Ford Explorer hybrid that we are trading out in the next couple weeks, so we will most likely be down to two patrol vehicles for a short period of time.

Our USDA grant to offset some of these costs is moving forward. I am now told that even if we take possession of the vehicle before the grant is awarded, we will still receive funding if it is approved. Congressional debates over budget funding have delayed the process, but I am still cautiously optimistic.

Chief Pickering and our department are actively working the recent vandalism spree.

Economic Development

I have met several times with the Hutch Chamber, Hutchinson and Reno County officials, and local stakeholders to discuss various economic development matters, discuss letters of support for grant applications, and how we can all work together to recruit new businesses. I also met with a local business that wants to build a rail spur in our industrial park.

I also submitted two grant applications to the Kansas SPARK committee for funding consideration. One proposal focused on building a broadband fiber network. The other focused on an idea I had to spur homebuilding in our Prairie Ridge development. The advisory panel handling the applications for economic revitalization identified housing availability and affordability as the most important need in that category.

Additionally, I met with a local interest to discuss other opportunities to incentivize home building in Prairie Ridge. I will have more information about this at a later date.

Bond Rating

Moody's contacted me to discuss our financial condition and to update our bond rating. We have had several exchanges and will keep you updated.

Surplus Property

Our surplus property auctions have gone very well and exceeded our expectations. The first auction featured a smorgasbord of miscellaneous items and has ended. The total bids for that auction were \$18,040. The second auction featuring the grader and water truck ends on Tuesday. Current bids for those items are \$57,000 and \$1,600, respectively.

Miscellaneous

I will meet with our insurance agent to discuss our annual renewal on the 23rd. Our annual audit will begin March 7th. I contacted our vendor for a codification update. I hope to have the first draft of materials in the next 60 days.