

-
- A. **CALL TO ORDER/ROLL CALL**
__ Scofield __ Cokely __ Nisly __ Brislin __ Fairbanks __ Vacant

 - B. **PLEDGE OF ALLEGIANCE**
 - C. **APPROVAL OF AGENDA (ADDITIONS/DELETIONS)**
 - D. **CITIZEN COMMENTS**
 - 1. Public Comments
 - 2. Comments regarding USDA application

 - E. **CONSENT AGENDA**
 - 1. Approval of Minutes – Regular Council Meeting, February 26, 2024
 - 2. Approval of Invoices

Motion _____ Second _____ Vote _____

 - F. **ACTION ITEMS**
 - 1. Appointment of Valerie Griffin to City Council

Motion _____ Second _____ Vote _____

 - 2. Adopt Land Bank Policy

Motion _____ Second _____ Vote _____

 - 3. Approve purchase of new mower for Public Works.

Motion _____ Second _____ Vote _____

 - G. **DISCUSSION ITEMS**
 - 1. City wide cleanup and garage sale.
 - 2. Establish performance measures for City Administrator

 - H. **CITY ADMINISTRATOR’S REPORT**
 - 1. Changing Phone Services
 - 2. Update on AdamsBrown

 - I. **GOVERNING BODY COMMENTS**
 - J. **EXECUTIVE SESSION**
 - 1. City Administrators performance review.

 - K. **ADJOURNMENT**

SUBMITTED BY: Jeff Schenk, City Administrator

MEETING DATE: February 26, 2024

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:
 - February 12, 2024, Regular Council Meeting
- Approval of Invoices

RECOMMENDATION:

Motion to approve the consent agenda as presented.

ATTACHMENTS:

Exhibit A - Minutes from February 12, 2024, Regular Council Meeting

Exhibit B - AP Invoices

City Council Meeting Minutes

February 12, 2024

2 S Main, South Hutchinson, KS 67505

Present: Mayor Paul Scofield, Councilmembers Kyle Cokeley, Matt Nisly, Dina Brislin, John Fairbanks, City Administrator Jeff Schenk, City Superintendent Ronnie Pederson, Court Clerk Katie Marcum, Fire Chief Greg Henke, Police Chief Darrin Pickering, City Attorney Mark Tremaine

A. CALL TO ORDER/ROLL CALL

 X_Scofield X_Cokeley X_Nisly X_Brislin X_Fairbanks Vacant

B. PLEDGE OF ALLEGIANCE

C. APPROVAL OF AGENDA (ADDITIONS/DELETIONS)

There were no additions or deletions per Jeff Schenk

D. CITIZEN COMMENTS

There were no citizen comments

E. CONSENT AGENDA

1. Approval of Minutes – Regular Council Meeting, January 22, 2024
2. Approval of Invoices
3. Approval of Cereal Malt Beverage License (Plaza Go)
4. Approval of Cereal Malt Beverage License (Love’s Travel Center)

Motion: Nisly

Second: Cokeley

Vote: 4-0

F. ACTION ITEMS

1. Authorize City Administrator Jeff Schenk to be acting City Clerk.

Motion: Nisly

Second: Brislin

Vote: 4-0

2. Rescind signing authority of former City Clerk Michele Nightingale on all bank accounts at Farmer Bank and Trust, Simmons Bank, and all certificates of deposit.

Motion: Nisly

Second: Brislin

Vote: 4-0

3. Approve Ordinance 24-03 modifying Requests for Information.

Scofield: Cokeley: Yea Nisly: Yea Brislin: Yea Fairbanks: Yea

The motion passed.

G. DISCUSSION ITEMS

1. Discussion on allowing Septic on property while not serviced by the City.
 - a. There was consensus among the council to allow this.
2. Schedule an executive session to evaluate the performance of the City Administrator.
 - a. Mayor Scofield asked for this to happen at the next council meeting
3. Discuss Sewer users that do not pay but do not have water service.

City Council Meeting Minutes

February 12, 2024

2 S Main, South Hutchinson, KS 67505

- a. Send a letter to the property owner and tenant that the service will be disconnected if continued non-payment.
4. Zoning of property at the end of Williams Avenue.
 - a. Allow the company to use that property for a future asphalt or concrete plant.

CITY ADMINISTRATOR'S REPORT

1. Update on the rebranding of South Hutchinson.

The goal is to rebrand the City of South Hutchinson so that everyone feels welcome to South Hutchinson and belongs to a community that is warm and inviting to all; to make the city a destination, not a pass-thru. After mailing flyers and receiving input from the local community, most residents of South Hutchinson like the community but would like to feel more represented. Residents would like to see more of a downtown area being developed. A Focus Group has been put together to create a new town slogan as well as a color scheme to go along with the rebranding of the City. Three points of interest have been evaluated: 1) Community, 2) Small Town and 3) Hub. The focus is to build a sense of community as well as growth. It was mentioned that there will be a Town Hall meeting to discuss these issues further on Thursday, February 15, 2024, at 6:00 PM at the South Hutchinson Community Center. Councilmembers were reminded to adhere to KOMA while attending this meeting and not to discuss City business outside of Council Meetings. The goal is to hear feedback from the community residents at the Town Hall meeting.

Jeff mentioned that Interfaith Housing is building several duplexes in South Hutchinson with the potential help of grants through the state. When asked, the council agreed that they would be willing to let the property owner use a IRB for construction.

H. GOVERNING BODY COMMENTS

Dina Brislin mentioned that a resident would like to purchase a plot of land from the City of South Hutchinson Land Bank. Jeff Schenk said that he would work on setting up a policy as there is not one currently for such. Paul Scofield would like consistent criteria established.

Kyle Cokeley mentioned that the rocks laid by the Public Works employees in the allies of South Hutchinson have shifted to either side of the allies, due to traffic, and need reworked. Ronnie Pederson mentioned that he is aware of the situation and is working to resolve the problem.

I. ADJOURNMENT

John Fairbanks motioned to adjourn the meeting at 6:50 p.m.

Motion: Fairbanks Second: Nisly Vote: 4-0

INVOICES PAID (2/26/2024 – 2/26/2024)

Gen Gov	Description	Vendor	Inv. Amt	Ck Date
101-101-6000	Monthly TV Service	Cox Communications	\$16.78	2/26/2024
101-101-6000	Gas Service	Kansas Gas Service	\$304.39	2/26/2024
101-101-6000	Extensions	Vaspian	\$116.70	2/26/2024
101-101-6002	Notice of Public Meeting	Prairie Publications Inc	\$12.95	2/26/2024
101-101-6002	O&E Report	Security 1 st Title LLC	\$225.00	2/26/2024
101-101-6002	Pest Service	The Bug Guys	\$135.00	2/26/2024
101-101-7000	Paper	Office Plus	\$91.98	2/26/2024
			\$902.80	

Police	Description	Vendor	Inv. Amt	Ck Date
101-102-6000	Monthly Charges	Cox Communications	\$50.36	2/26/2024
101-102-6000	Gas Service – 10 E Blanchard	Kansas Gas Service	\$733.04	2/26/2024
101-102-6000	Gas Service – 10 ½ E Blanchard	Kansas Gas Service	\$274.02	2/26/2024
101-102-6000	Extensions	Vaspian	\$236.70	2/26/2024
101-102-6002	Pest Service	The Bug Guys	\$150.00	2/26/2024
101-102-6007	Oil Filter	Carquest	\$3.49	2/26/2024
101-102-6007	Strut/Gas Mag Severe (Strut Returned)	Carquest	\$314.87	2/26/2024
101-102-6007	Strut Returned	Carquest	(\$64.99)	2/26/2024
101-102-6012	KORA & Police Records Webinar	League of KS Municipalities	\$25.00	2/26/2024
101-102-7003	Fuel	Bridgman Oil Co	\$486.43	2/26/2024
			\$2,208.92	

Street	Description	Vendor	Inv. Amt	Ck Date
101-103-6000	Gas Service	Kansas Gas Service	\$807.64	2/26/2024
101-103-6000	Extensions	Vaspian	\$50.00	2/26/2024
101-103-6002	Uniforms	Unifirst	\$28.91	2/26/2024
101-103-6002	Uniforms	Unifirst	\$28.91	2/26/2024
101-103-7002	Wheel Cylinder Kit	Carquest	\$19.82	2/26/2024
101-103-7002	Batteries	Carquest	\$214.38	2/26/2024
101-103-7002	Belt Tensioner	Carquest	\$55.43	2/26/2024
101-103-7002	Tires	Cooper Tire Service Inc	\$200.85	2/26/2024
101-103-7003	Fuel	Bridgman Oil Co	\$65.74	2/26/2024
			\$1,471.68	

Fire	Description	Vendor	Inv. Amt	Ck Date
101-104-6000	Gas Service	Kansas Gas Service	\$341.64	2/26/2024
101-104-6000	Extensions	Vaspian	\$50.00	2/26/2024
101-104-6004	Pest Service	The Bug Guys	\$150.00	2/26/2024
			\$541.64	

Court	Description	Vendor	Inv. Amt	Ck Date
101-106-6004	Translation	Alex Lizalde	\$60.00	2/26/2024
101-106-6004	Translation	Alex Lizalde	\$60.00	2/26/2024
101-106-6004	Medications Dispensed	Diamond Drugs Inc	\$398.35	2/26/2024
101-106-6004	Boarding / Euthanasia	Prairie Vista Veterinary	\$167.00	2/26/2024
101-106-6004	Boarding	Prairie Vista Veterinary	\$56.37	2/26/2024
101-106-6017	Bookings	Reno Co Sheriff's Office	\$2,360.00	2/26/2024
101-106-6018	Attorney Fees	StrongPoint Law	\$900.00	2/26/2024
101-106-7001	KORA & Police Records Webinar	League of KS Municipalities	\$25.00	2/26/2024
			\$4,026.72	

GENERAL TOTAL **\$9,151.76**

Water	Description	Vendor	Inv. Amt	Ck Date
201-000-6002	Chlorine	Brenntag Southwest Inc	\$1,660.23	2/26/2024
201-000-6002	Iperls/Hymax	Core & Main LP	\$919.75	2/26/2024
201-000-6002	Water Samples	Joy's Packing & Shipping	\$18.89	2/26/2024
201-000-6002	Class 1AE/Delivery Charge	Mid America Redi-Mix Inc	\$569.08	2/26/2024
201-000-6002	Class 1AE	Mid America Redi-Mix Inc	\$393.90	2/26/2024
201-000-6002	Uniforms	Unifirst	\$28.91	2/26/2024
201-000-6002	Uniforms	Unifirst	\$28.91	2/26/2024
201-000-7003	Fuel	Bridgman Oil Co	\$114.48	2/26/2024
			\$3,734.15	

Sewer	Description	Vendor	Inv. Amt	Ck Date
301-000-6002	Uniforms	Unifirst	\$28.91	2/26/2024
301-000-6002	Uniforms	Unifirst	\$28.91	2/26/2024
301-000-7003	Fuel	Bridgman Oil Co	\$162.79	2/26/2024
			\$220.61	

Bond Payments	Description	Vendor	Inv. Amt	Ck Date
601-000-8004	Bond Interest	Kansas State Treasurer	\$26,525.00	2/26/2024
601-000-8004	Bond Interest	Kansas State Treasurer	\$8,431.25	2/26/2024
			\$34,956.25	

ASAP	Description	Vendor	Inv. Amt	Ck Date
801-000-6004	Bond	SH Municipal Court	\$250.00	2/26/2024
801-000-6004	Bond	SH Municipal Court	\$100.00	
			\$350.00	

Community Center	Description	Vendor	Inv. Amt	Ck Date
811-000-6000	Gas Service	Kansas Gas Service	\$205.22	2/26/2024
			\$205.22	

Capital Equip (reserve)	Description	Vendor	Inv. Amt	Ck Date
901-000-8027	Liftgate	Kansas Truck & Equipment	\$4,601.00	2/26/2024
			\$4,601.00	

Non-Departmental	Description	Vendor	Inv. Amt	Ck Date
101-109-6000	Refuse Service	Nisley Bros	\$9,597.22	2/26/2024
			\$9,597.22	

GRAND TOTAL **\$62,816.21**

Policy on Land Bank Property Disposition

Purpose: The purpose of this policy is to establish guidelines for the efficient and transparent disposition of properties owned by the Land Bank.

Scope: This policy applies to all properties owned by the Land Bank that are to be sold or otherwise disposed of.

Disposition Authority: The Land Bank Board of trustees shall have the authority to approve the disposition of properties owned by the Land Bank. Disposition may include sale, lease, donation, or any other form of transfer.

Disposition Criteria: Properties owned by the Land Bank shall be disposed of in a manner consistent with the following criteria:

Properties shall be disposed of in a manner that maximizes their value to the community and promotes community development goals with an emphasis on promoting new development and economic development.

Disposition shall be conducted in a fair and transparent manner, with opportunities for public input and participation.

Preference shall be given to proposals that demonstrate the ability to develop the property in a manner that is consistent with local and/or future desired land use plans and zoning regulations.

Disposition shall be conducted in a manner that minimizes the risk of speculation or land banking.

Disposal Methods: The Land Bank may dispose of properties through the following methods:

Public Auction: Properties may be sold through a public auction process, conducted in accordance with applicable laws and regulations.

Request for Proposals (RFP): Properties may be sold or leased through an RFP process, where interested parties submit proposals outlining their intended use of the property and demonstrating their ability to carry out the proposed use.

Direct Sale: In some cases, properties may be sold directly to a qualified buyer without a competitive process, based on criteria established by the Land Bank Board.

Disposition Process: The disposition process shall include the following steps:

Identification of Properties: The Land Bank shall maintain an inventory of properties eligible for disposition.

Marketing: Properties shall be marketed to potential buyers or developers through appropriate channels, which may include the Land Bank's website, public notices, and other means.

Application or Bid Submission: Interested parties shall be required to submit an application or bid in accordance with the specific requirements of the disposition method.

Review and Selection: Applications or bids shall be reviewed and evaluated based on the criteria established for the specific disposition method.

Approval: The Land Bank Board shall approve the disposition of properties in accordance with its authority.

Monitoring and Compliance: The Land Bank shall monitor the use of properties following disposition to ensure compliance with any conditions of sale or lease. Non-compliance may result in the reacquisition of the property by the Land Bank.

Public Access: Information about properties available for disposition, as well as the disposition process, shall be made readily available to the public to promote transparency and public participation.

Review and Revision: This policy shall be reviewed periodically and revised as necessary to ensure its effectiveness and compliance with applicable laws and regulations.

Effective Date: This policy shall be effective immediately.

This policy is intended to guide the Land Bank in the responsible and effective disposition of properties to achieve its mission of revitalizing communities and promoting economic development.



Land Bank Property Donation Form

A property owner who desires to donate property to the Land Bank should complete this form and submit it to the Property Donation Form to the City Administrator by email at jeffs@southhutch.com, or by mail or in person at 2 S Main St, South Hutchinson, KS 67505.

<p>The City of South Hutchinson will review the information and may contact the property owner to gather additional details, if necessary. The City Administrator will bring the information before the Land Bank’s Board of Trustees. The Board of Trustees will determine whether the acceptance of the property will further the goals of the Land Bank.</p>	
Owner’s Information	
Owner’s Name:	
Owner’s Address:	
Owner’s Phone Number:	
Owner’s Email Address:	
Property Information	
Property Address:	
Structures on Property:	<input type="checkbox"/> Yes <input type="checkbox"/> No

MEMORANDUM

TO: Jeff Schenk, City Administrator
FROM: Ronnie Pederson, Public Works Superintendent
DATE: 2/26/24
RE: Grasshopper Mower Purchase

BACKGROUND:

The Public works dept has a 2008 72-inch grasshopper diesel mid mount mower that is used for rough cut mowing. This mower typically sees the roughest areas in town like open fields and ditches. The mid mount style mower is also used at the wastewater facility due to the steep inclines around the plant which front mount mowers have a difficult time handling. The diesel motor provides better fuel economy and longer service intervals than gasoline engines. City staff recommend replacing this mower due to its age and condition.

PROJECT DESCRIPTION:

City staff recommend replacing the Grasshopper mower with the exact brand and style of mower because the city has three other front mount Grasshopper mowers that carry some of the same parts. These mowers have proven to be very dependable seeing this one has served the city for 15 years now.

PROPOSED PURCHASE:

Equipment Reserve Account	Cost of mower	Trade-in value of old mower
\$208,699.88	\$20,486.71	\$2,900.00

RECOMMENDATION:

City staff recommends the council approve the purchase of the Grasshopper 72-inch mid mount mower from The Grasshopper Company at the final cost of \$20,486.71.



CITY OF SOUTH HUTCHINSON

2 South Main
 South Hutchinson, Kansas 67505
 620-663-7104
 Fax 620-663-7168

City of South Hutchinson
 Quote Form

Please submit to City Administrator with quote documentation attached.

Date: 2/20/24 Requesting department: Street (Public Works)

Account number: _____ Funds in account: _____

Description of Item\service\project: 72 inch rear discharge mid mount mower

Final quoted price: \$ \$20,486.71

Authorizing personnel signature: _____

Quote #1

Company	Grasshopper	
Contact	Brent Dobson	
Phone Number	(620) 345-6301	
Email Address	bdobson@grasshoppermoer.com	
Price Quote	\$20,486.71	With \$2,900 Trade in allowance \$17,586.71

Quote #2

Company	John Deere	
Contact	Wade Dosch	
Phone Number	(620) 662-8681	
Email Address	wdosch@plpjd.com	
Price Quote	\$23,416.14	No trade in allowance

Quote #3

Company	Fairview Services	
Contact	Keith N	
Phone Number	(620) 663-1482	
Email Address		
Price Quote	\$18,992.00	With \$2,900 trade in allowance \$16,092.00

Grasshopper QuikQuote #10001N03336



Vendor:
Moridge Mfg. Inc.
 105 Old Highway 82 S.
 P.O. Box 810
 Moundridge, KS 67107

Contact:
Brent Dobson
 bdobson@grasshoppermower.com

Quoted by
Brent Dobson
 P: (620) 345-8621

Brent Dobson
Government Accounts
 E: bdobson@grasshoppermower.com
 P: 620-345-6301

Quoted for
City of South Hutchinson
 2 S. Main
 South Hutchinson
 E: mock@southhutch.com
 P: 620-663-7104



Models may be shown with optional equipment that may or may not appear on your specific quote
Model 400D-1.3L with 72" 4X Rear Discharge Deck
 Quoted: Jan 3, 2024
GovMVMT
 Contract ID: #C-2023-00000066
 Contract Period: 09/01/2023-08/31/2028

Power Unit & Deck

	List	Contract
Model 400D-1.3L (534192) 1.3L MaxTorque? Diesel Engine; "no-gears" hydraulic pump-and-wheel-motor transmission; heavy-duty extra-deep 72" cutting deck; Premier Suspension Seat and shock-absorbing footrest	\$23,730.00	\$18,034.80
72" 4X Rear Discharge Deck – In lieu of standard 72" deck for 400D-1.3L. (534374)	\$395.00	\$335.75

List Total: \$26,614.60

Contract: \$20,486.71

Grand Total: \$20,486.71

Stipulation(s):
 ✓ Additional Stipulations:
 C: Dave Pitman D: Fairview

Wholegoods

	List	Contract
533542 – Tweels - 24 x 12-12 - Set of 2 (in lieu)	\$1,310.00	\$1,113.50
503188 – Canopy, Aluminum, for OPS and ROPS	\$550.00	\$467.50
503629 – Speed-Trimming Roller Kit (LT)	\$135.00	\$114.75
503638 – Speed-Trimming Roller Kit (RT)	\$95.00	\$80.75

Make PO to: Moridge Mfg. Inc.

Fax PO to:
Email PO to:
bdobson@grasshoppermower.com

PO #: _____

Approved by: _____

Signature: _____

Date: _____

Parts (1X-4X, KU, 6X-9X)

	List	Contract
603976-2 –Puncture-Proof Tire Kit 13 x 6.5-6 (QTY 2)	\$399.60	\$339.66

*\$ 17,586.71
 with \$2,900
 Trade in allowance*



JOHN DEERE

Quote Summary

Prepared For:
CITY OF SOUTH HUTCHINSON,KS
2 S MAIN ST
SOUTH HUTCHINSON, KS 67505
Business: 620-663-2421

Prepared By:
Wade Dosch
PrairieLand Partners, LLC
1800 South Lorraine
Hutchinson, KS 67501
Phone: 620-662-8681
wdosch@plpjd.com

Payment on new equipment is due 30 days after factory delivery date.

Quote Id: 30180033
Created On: 03 January 2024
Last Modified On: 03 January 2024
Expiration Date: 10 January 2024

Equipment Summary	Selling Price	Qty	Extended
JOHN DEERE Z997R DIESEL NA	\$ 22,453.17 X	1 =	\$ 22,453.17
JOHN DEERE Z997R DIESEL NA	\$ 23,416.14 X	1 =	\$ 23,416.14
Equipment Total			\$ 45,869.31

Quote Summary

Equipment Total	\$ 45,869.31
SubTotal	\$ 45,869.31
Est. Service Agreement Tax	\$ 0.00
Total	\$ 45,869.31
Down Payment	(0.00)
Rental Applied	(0.00)
Balance Due	\$ 45,869.31

Salesperson : X _____

Accepted By : X _____



JOHN DEERE

Selling Equipment

Quote Id: 30180033

Customer: CITY OF SOUTH HUTCHINSON,KS

JOHN DEERE Z997R DIESEL NA

Hours:

Stock Number:

Code	Description	Qty
091STC	Z997R DIESEL NA	1
Standard Options - Per Unit		
001A	United States/Canada	1
1150	26x12x12 Pneumatic Turf Tires	1
1523	72 In. 7 GAUGE FastBack™ PRO Rear Discharge Deck	1
Other Charges		
	Freight	1
	EnviroCrate	1

JOHN DEERE Z997R DIESEL NA

Hours:

Stock Number:

Code	Description	Qty
091STC	Z997R DIESEL NA	1
Standard Options - Per Unit		
001A	United States/Canada	1
1151	26x12N12 Michelin X Tweel Turfs	1
1523	72 In. 7 GAUGE FastBack™ PRO Rear Discharge Deck	1
Other Charges		
	Freight	1
	EnviroCrate	1

Matt Mock

From: Keith Nisly <keith@fairviewservicecenter.com>
Sent: Friday, January 5, 2024 3:51 PM
To: Matt Mock
Cc: 'Dave Pitman'
Subject: Grasshopper trade in

Hi,

This is a trade in valuation on the Grasshopper 430D with s/n5819208, I would value it at \$2,900 on a trade in value in its current condition.



*Thank You!!
Keith L Nisly
620-200-0854
620-663-1482 - Station
keithnisly@icloud.com
Thank you for your business!!*



*Trade in only
Valued for
Grasshopper / Hustler
Trade in
Allowance*