

- 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. Oath of Office for Brian Garretson and Paul Scofield

- F. **CONSENT AGENDA**
 - 1. Approval of Minutes – Regular Meeting, December 20, 2021
 - 2. Approval of Invoices
 - 3. Approval of Procurement Policy

- G. **UNFINISHED BUSINESS**
- H. **NEW BUSINESS**
 - 1. Fire Chief Stipend/COLA

- I. **CITY ADMINISTRATOR’S REPORT**
- J. **GOVERNING BODY COMMENTS**
- K. **EXECUTIVE SESSION**
- L. **ADJOURNMENT**

Meeting Date: January 10, 2022
Department: Administration
Prepared By: Joseph Turner, City Administrator
Agenda Title: Oath of Office for Brian Garretson & Paul Scofield

Background/Analysis – Brian Garretson, Matt Nisly, and Paul Scofield were elected to the city council in November 2021. All three must be sworn-in to begin their new council terms.

Mayor Nisly is slated to be out of town on the 10th and will be given the oath of office at the next council meeting.

Financial Impact – None.

Recommendation – City Clerk Denise McCue will give the Oath of Office to Councilmembers Garretson and Scofield.

MEETING DATE: January 10, 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:

- The special city council meeting scheduled for December 20th did not occur due to lack of quorum
- The procurement policy was discussed and consensus reached at the previous council meeting. See Exhibit C.

Recommendation – Motion to approve the consent agenda as presented.

Exhibit A – Minutes from December 20, 2021 Regular Meeting

Exhibit B – AP Invoices

Exhibit C – Procurement Policy



City Council Special Meeting
South Hutchinson City Council
December 20, 2021, 5:30 p.m.
2 S. Main
South Hutchinson, KS 67505

NO QUORUM – MEETING CANCELED

A. **CALL TO ORDER/ROLL CALL**
__Nisly __Schmidt __Weber __Garretson __Fairbanks __Scofield

B. **PLEDGE OF ALLEGIANCE**

C. **EXECUTIVE SESSION**

1. Non-elected Personnel: KSA 75-4319(b)(1)

The governing body will meet with department heads to discuss performance of city administrator as part of the six-month review process.

D. **ADJOURNMENT**

After adjournment, the regularly scheduled council meeting will begin at 6 p.m.

- A. **CALL TO ORDER/ROLL CALL**
X Nisly X Schmidt Weber X Garretson X Fairbanks X Scofield
- B. **PLEDGE OF ALLEGIANCE**
- C. **APPROVAL OF AGENDA**
- D. **CITIZEN COMMENTS**
Sheila Fondaw- Spoke in support of a full-time fire department
David Shinn-Expressed a desire to work with the city to build a park or skate park
- E. **HEARINGS, PRESENTATIONS, PROCLAMATIONS & RECOGNITIONS**
1. Celebration of Allen Branscom’s Retirement (27 years of service)
- F. **CONSENT AGENDA**
1. Approval of Minutes – Regular Meeting, December 6, 2021
2. Approval of Invoices
3. Approval of Cereal Malt Beverage License (Kwik Shop – 8 N Main St.)
4. Approval of Cereal Malt Beverage License (Kwik Shop – 1006 S Main St.)
5. Approval of Commercial Trash Hauler’s License (C&S Rolloff)
6. Approval of Commercial Trash Hauler’s License (Stutzman Refuse Disposal)
7. Approval of Commercial Trash Hauler’s License (Nisly Brothers)
8. Approval of Mobile Home Park License (Greenlawn MHP)
9. Approval of Mobile Home Park License (Betty’s MHP North & South)
- ACTION:** Motion to approve the Consent Agenda.
Motion: Scofield **Second:** Fairbanks **Vote:** 4-0
- G. **UNFINISHED BUSINESS**
- H. **NEW BUSINESS**
1. Disposal of Surplus Equipment
ACTION: Motion to approve the Sale of the 1986 Road Grader.
Motion: Scofield **Second:** Fairbanks **Vote:** 5-0
2. Transfer of Funds Authorization
ACTION: Motion to authorize the City Administrator to transfer unspent funds.
Motion: Scofield **Second:** Fairbanks **No:** Schmidt and Garretson **No:** Nisly to break the tie **Vote:** 2-3
- Some members of the council expressed concerns that the city administrator had not provided a specific number for the requested transfers.
3. Procurement Policy Review- Policy was reviewed with a general consensus on changes to be brought back before the Council for final approval.
4. Discussion Items

- *City Council orientation/workshop session-Meeting in January
- *American Packaging Tax Abatement Update-Met with Tony and continuing the process.
- *KDHE/Tyson Foods/Wastewater Update-Working with PEC engineering to be in compliance.

I. CITY ADMINISTRATOR’S REPORT

J. GOVERNING BODY COMMENTS

K. EXECUTIVE SESSION

1. Non-elected Personnel: KSA 75-4319(b)(1)

Motion for an executive session pursuant to K.S.A. 75-4319 to discuss Personnel matters for 30 minutes to include Ronnie Pederson and Shae Brooks.

Motion: Schmidt *Second:* Garretson *Vote:* 4-0

Motion was made to call the meeting back to order.

Motion: Schmidt *Second:* Garretson *Vote:* 4-0

L. ADJOURNMENT

Motion: Schmidt *Second:* Garretson *Vote:* 4-0

**Invoice Approval List
January 10, 2022**

Gen Gov	Description	Vendor	Inv. Amt
101-101-6000	Phone System	Vaspian	\$118.50
101-101-6002	Attorney Service	Stan Juhnke	\$2,000.00
101-101-6002	Computer Support	Leading Edge Technology	\$99.34
101-101-6002	CMB fees to State	KS Dept of Revenue	\$50.00
101-101-6003	Cleaning Contract	FreshCo	\$150.00
101-101-6011	Membership	League of Kansas	\$1,752.13
101-101-7000	Notary books	First Bank Card	\$13.94
101-101-7001	Meal for Allen's retirement	First Bank Card	\$180.07
101-101-7004	Christmas gift cards	First Bank Card	\$246.70
101-101-7005	Reimbursement	Joseph Turner	\$350.00
			\$4,960.68

Police	Description	Vendor	Inv. Amt
101-102-6000	Phone System	Vaspian	\$288.00
101-102-6002	Computer Support	Leading Edge Technology	\$860.85
101-102-6002	Name plate	Apollo	\$15.50
101-102-6002	Drug test	Hutchinson Clinic	\$50.00
101-102-6002	Personality evaluation	Stanard	\$270.00
101-102-6004	Cleaning Contract	Tabitha Maxfield	\$150.00
101-102-6004	Christmas meal	First Bank Card	\$200.98
101-102-6005	Mifi-air cards/cell phones	Verizon	\$285.41
101-102-6006	Dispatch service	City of Hutchinson	\$18,297.00
101-102-7000	Notary books, USB adapter	First Bank Card	\$57.97
101-102-7000	Cartridge	Better Image	\$89.00
101-102-7000	Envelopes, binders	Office Plus	\$47.64
101-102-7002	Water	Culligan	\$20.25
101-102-7003	Fuel	Bridgman	\$800.70
101-102-7003	Fuel	Bridgman	\$59.60
101-102-7004	Christmas gift cards	First Bank Card	\$525.00
101-102-7006	Repair exhaust on Dodge	Allen Samuels	\$180.00
101-102-7006	Filter	Carquest	\$3.14
101-102-7009	Boots and pants	First Bank Card	\$330.46
			\$22,531.50

Street	Description	Vendor	Inv. Amt
101-103-6000	Phone System	Vaspian	\$85.00
101-103-6002	Computer Support	Leading Edge Technology	\$85.00
101-103-6003	Uniform cleaning	Unifirst	\$102.30
101-103-6004	10 year cylinder lease	Lampton	\$623.92
101-103-6005	Cell phones	Verizon	\$48.96
101-103-7003	Fuel	Bridgman	\$164.49
101-103-7003	Fuel	Bridgman	\$123.33
101-103-7004	Christmas gift cards	First Bank Card	\$225.00
			\$1,458.00

Fire	Description	Vendor	Inv. Amt
101-104-6000	Phone System	Vaspian	\$67.50
101-104-6002	Computer support	Leading Edge Technology	\$94.56
101-104-6002	Drug test	Hutchinson Clinic	\$50.00
101-104-6004	Hood, face mask, eyeshields	Witmer	\$371.66
101-104-6004	Starter fluid, vinyl stickers, fuel hose	First Bank Card	\$101.68
101-104-6005	Tablets and cell phone	Verizon	\$144.51
101-104-6006	Dispatch service	City of Hutchinson	\$18,297.00

**Invoice Approval List
January 10, 2022**

101-104-6014	CPR training	RC Watson	\$275.00
101-104-7001	Hotel	First Bank Card	\$96.45
101-104-7002	Water	Culligan	\$15.90
101-104-7002	Check and clean heater	Decker Mattison	\$85.00
101-104-7002	Water, cat litter, oil	Dollar General	\$46.80
101-104-7002	Battery	Carquest	\$136.20
101-104-7002	Bulbs, towels, batteries	Westlake	\$85.90
101-104-7002	Stethoscope, oximeter	Westlake	\$116.97
101-104-7002	Gloves, disinfectant	Janitorial Supply	\$144.82
101-104-7003	Fuel	Wex	\$182.38
101-104-7004	Christmas gift card	First Bank Card	\$75.00
101-104-7011	Moto mix	Westlake	\$39.99
			\$20,427.32

Court	Description	Vendor	Inv. Amt
101-106-6015	Court fees to State	Kansas State Treasurer	\$582.50
101-106-6016	Judge Service	Larry Bolton	\$1,100.00
101-106-6016	Attorney service	Rick Roberts	\$1,100.00
101-106-6017	December Jail fees	Reno County Sheriff	\$360.00
101-106-6018	Court Apt Atty	Shawnah Bennett	\$375.00
101-106-7001	Membership	KS Assoc for Court Management	\$50.00
			\$3,567.50

Non Dept	Description	Vendor	Inv. Amt
101-109-6026	Refuse Payment	Nisly Brothers	\$8,835.55
			\$8,835.55

GENERAL TOTAL \$61,780.55

Water	Description	Vendor	Inv. Amt
201-000-6000	Locates	Kansas One Call	\$31.80
201-000-6002	Computer Support	Leading Edge Technology	\$139.78
201-000-6003	Uniform cleaning	Unifirst	\$102.30
201-000-6005	Cell phones	Verizon	\$104.52
201-000-7000	Postage for utility bills	USPS	\$600.00
201-000-7002	Battery, rotor, brake cleaner	Carquest	\$454.58
201-000-7002	Water	Culligan	\$13.50
201-000-7002	Shipping	First Bank Card	\$7.95
201-000-7002	Chlorine test pillows	Core & Main	\$64.10
201-000-7002	Shipping-Asbestos test	Joy's	\$224.43
201-000-7002	Meter Boxes	Ferguson Waterworks	\$184.80
201-000-7003	Diesel-wells	Bridgman	\$558.94
201-000-7003	Fuel	Bridgman	\$137.45
201-000-7003	Fuel	Bridgman	\$122.26
201-000-7004	Christmas gift cards	First Bank Card	\$150.00
201-000-8013	Water protection fee	KS Dept of Revenue	\$2,110.47
			\$5,006.88

Water Emerg	Description	Vendor	Inv. Amt
204-000-6002	Payment 4-Ave F waterline	McCullough	\$110,465.24
			\$110,465.24

**Invoice Approval List
January 10, 2022**

Sewer	Description	Vendor	Inv. Amt
301-000-6000	Locates	Kansas One Call	\$31.80
301-000-6000	Phones	Verizon	\$316.56
301-000-6002	Computer Support	Leading Edge Technology	\$139.78
301-000-6002	Repair trn sys/replace IRP pump	Zenor	\$3,939.05
301-000-6003	Uniform cleaning	Unifirst	\$102.30
301-000-6005	Cell phones	Verizon	\$130.76
301-000-7000	Postage for utility bills	USPS	\$600.00
301-000-7002	Fuse	Carquest	\$2.78
301-000-7002	Filter	Steffens	\$17.88
301-000-7002	Water	Culligan	\$13.50
301-000-7003	Fuel	Bridgman	\$110.55
301-000-7003	Fuel	Bridgman	\$28.37
301-000-7004	Christmas gift cards	First Bank Card	\$225.00
			\$5,658.33

Special Hwy	Description	Vendor	Inv. Amt
401-000-7002	Heater hose, dimmer switch	Carquest	\$149.26
401-000-7002	Green paint	Crown Paint	\$120.00
401-000-7002	Water	Culligan	\$13.50
401-000-7002	Propane	Red Rock	\$32.17
401-000-7002	Connctetors, switch	Rose Motor	\$14.15
401-000-7002	Concrete, fiber mexh	Mid-America Redi Mix	\$1,269.00
401-000-7002	Property labels	Waynes	\$220.50
401-000-7002	New tires-Chevy	Tom & Dan's	\$606.20
			\$2,424.78

ASAP	Description	Vendor	Inv. Amt
801-000-6004	Restitution	South Hutch Municipal	\$70.00
			\$70.00

Com Ctr	Description	Vendor	Inv. Amt
811-000-6004	Cleaning Contract	FreshCo	\$475.00
811-000-6026	Refund half of fee	Gladys Meadows	\$75.00
			\$550.00

Equip Res	Description	Vendor	Inv. Amt
901-000-8028	RAS pump	JCI	\$23,328.00
			\$23,328.00

GRAND TOTAL \$209,283.78

	PROCUREMENT POLICY	Page 1 of 7
	Original Issue Date: 11/16/2010	Last Reviewed: 01/10/22

PURPOSE

The purpose of the City of South Hutchinson Procurement Policy is to provide a complete source of purchasing information and detailed procedures for the centralized purchasing of all commodities, contractual services and equipment, in accordance with the references and as approved by the City Council. The policy serves as a guide to those who are granted purchasing privileges on behalf of the City of South Hutchinson.

APPLICATION

Department Head positions are authorized to make purchases for the city up to \$2,500. Any purchase exceeding \$2,500 or for professional services and fixed assets must be approved either by the City Administrator or City Council before making the purchase. When practical, Department Heads should obtain three quotes prior to making purchases. Quotes received for purchases can be accomplished via phone, in person, in writing or via fax, but need to be recorded.

The City Administrator is authorized to approve and make purchases for the City of South Hutchinson up to \$15,000. Any purchase exceeding \$15,000 must be approved by the City Council prior to making the purchase.

PROCUREMENT PROCEDURES

Small Purchases (\$15,000 to \$100,000)

This method is used when goods or services cost in the aggregate more than \$15,000 but no more than \$100,000.

- (1) Price or rate quotes are obtained from an adequate number of qualified sources (generally three). Written specifications are provided to assure all responders are bidding on the same product or service.
- (2) Documentation regarding the businesses contacted and the prices submitted are maintained.
- (3) Written documentation regarding basis for selection and cost are maintained.
- (4) Any and all bids may be rejected when there are sound documented business reasons in the best interest of the City of South Hutchinson. All unsuccessful bidders must be notified.

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Competitive Sealed Bids (Over \$100,000)

Competitive sealed bids are initiated by publishing an Invitation for bids (IFB) on the City's website when the cost is estimated to be over \$100,000. Publication on the city website must be with a minimum of 30 days prior to the bid date except with the approval of the City Council. The City Council is the approving authority for all competitive sealed bids. All bids shall be opened publicly at the time and place stated in the invitation for bids.

- (1) Detailed specifications for the goods or services to be procured and prepared. The primary basis for award is cost and quality.
- (2) All bids received are tabulated and reviewed according to the written criteria given to prospective bidders. The contract awarded must be a fixed-price contract.
- (3) Preparation and signing of a contract formalizing a scope of work and the terms of compensation is required (after confirming the contractor is not on the Federal debarred list).
- (4) Any and all bids may be rejected when there are sound documented business reasons in the best interest of the City of South Hutchinson. All unsuccessful bidders must be notified.
- (5) Bid bonds, performance bonds, payments bonds, or other equivalent security shall be required to protect the City's interests. Any such bonding requirements shall be set forth in the bid notice. Bonds shall be provided by a surety company authorized to do business in Kansas, or the equivalent in cash, or otherwise supplied in a form satisfactory to the City. Unsuccessful bidders or offerors shall be entitled to the return of any cash deposit.

COMPETITIVE NEGOTIATIONS

Competitive negotiations are initiated by publishing a Request for Proposals (RFP) or Request for Qualifications (RFQ). At a minimum, all qualified firms should be notified. The RFP is used when price is a factor in selection; the RFQ is used when price is considered after selection (this is usually applicable only for architectural and engineering services). Adequate time is allowed for preparation of RFP or RFQ for at least 30 days. Copies of RFP or RFQ will be published on the city website a minimum of 30 days prior to review. Copies will also be available at the city office.

- (1) In both the RFP and RFQ, the services to be procured are clearly defined, as are the factors to be used in evaluation and selection. A written basis of selection must be prepared.

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- (2) All proposals received are to be reviewed according to the written criteria given to prospective bidders and the review should be in writing, basis of selection must be documented.
- (3) For RFQ's, an invitation is made to one or more respondents to negotiate a price or fee.
- (4) Preparation and signing of a contract formalizing a scope of work and the terms of compensation is required.
- (5) All unsuccessful bidders must be notified in writing.

NON-COMPETITIVE NEGOTIATIONS

Non-competitive negotiations are used only when (1) the use of competitive negotiations is not feasible, such as only one supplier, (2) there is some public emergency, or (3) the results of the competitive negotiations are inadequate.

- (1) Negotiations are conducted with the selected company regarding a scope of work and price.
- (2) Preparation and signing of a contract formalizing a scope of work and the terms of compensation is required.
- (3) Sole source purchases must be approved by the City Administrator or City Council.

EMERGENCY SITUATIONS

It is recognized that emergency situations occasionally arise in City operations. In emergency situations it is up to the judgment of the City Administrator or Department Head to make a responsible decision regarding obtaining required goods and services.

These emergency situations arise when an immediate decision may preclude excessive costs at a later date and in some situations even save individual lives or injuries. The City Administrator and all Department Heads are charged with the responsibility to determine if an emergency situation exists and to make necessary decisions if higher authority is unavailable.

COOPERATIVE BIDDING & STATE AWARDS

It is sometimes beneficial to group the City's requirements with the like requirements of other cities, counties, or agencies. This results in lower costs to all parties while maintaining the

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integrity of each entity's bidding requirements.

The State of Kansas bids many common requirements and makes the award results available to any governmental agency. State bid awards enable government agencies to purchase goods and services at a reduced price due to quantity discounts and do not require the bidding process by individual agencies. State bids are considered to meet the sealed bid requirements of the city's procurements policy.

The City Staff shall make every reasonable effort to purchase goods and services from suppliers located within the City of South Hutchinson or Reno County if the goods or services needed by the City are available from such suppliers at a competitive price, and if the goods and services are of the level of quality expected by the City.

CONTRACTS

Preparation and signing of a contract formalizing a scope of work and the terms of compensation is required for all contracts over \$5,000. At a minimum, all contracts must include the following:

- (1) Effective date of contract.
- (2) Name and addresses of the locality and firm.
- (3) Names of representatives of locality and firm who will act as liaison for administration of the contract.
- (4) Citation of the authority of the city/county under which the contract is entered into and source of funds.
- (5) Conditions and terms under which contract may be terminated by either party, both termination for cause and termination for convenience, and remedies for violation/breach of contract.

ETHICS IN PUBLIC CONTRACTING

Criminal Penalties

To the extent that violations of the requirements set forth in this section constitute violations of Kansas State Statutes they shall be punishable as provided by those statutes. Such penalties shall be in addition to the civil sanctions set forth in this section.

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Employee Conflict of Interest

Public employees must discharge their duties impartially so as to assure fair competitive access to governmental purchasing by responsible contractors. Moreover, they should conduct themselves in such a manner as to foster public confidence in the integrity of the City purchasing organization.

Any attempt to realize personal gain through public employment by conduct inconsistent with the proper discharge of the employee's duties is a breach of a public trust.

Gratuities and Kickbacks

- (1) **Gratuities:** It shall be unethical for any person to offer, give, or agree to give any current or former City employee a gratuity or offer of employment in order to manipulate, influence or circumvent any decision, recommendation, or purchase request made by the City. This includes influencing the content of any specification or purchasing standard to favor any party or group. It shall be unethical for any current or former City employee to solicit, demand, accept, a gratuity or an offer of employment in exchange for undue influence, manipulation or circumvention of any decision, recommendation, or purchase request made by the City.

Gratuities shall be defined as offers of employment or any gift, meal, trip, good or service that exceeds \$30.00 in value. Gifts provided to the City will be distributed equitably among all employees by a method approved by the City Administrator.

- (1) **Kickbacks:** It shall be unethical for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or any person associated with the contractor, as an inducement for the award of a subcontract or order.

Use of Confidential Information

It shall be unethical for any employee, former employee, or representative of the City to knowingly use confidential information for actual or anticipated personal gain, or for the actual or anticipated personal gain of any other person.

Sanctions

- (1) **Employees:** Employees found to have violated one or more of the ethical standards in this policy shall be subject to the disciplinary sanctions prescribed in the City of South Hutchinson Personnel Manual, up to and including termination.

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(2) Nonemployees: The City Administrator may impose any one or more of the following sanctions on a nonemployee for violations of the ethical standards:

- (a) written warnings or reprimands.
- (b) termination of contracts, not entered into by the City Council.
- (c) banning or suspending vendors from City business.

(3) City Council Contracts: The City Council may impose any one or more of the following sanctions on a nonemployee for violations of ethical standards:

- (a) written warnings or reprimands.
- (b) termination of contracts.
- (c) banning or suspending vendors from City business.

Recovery of Value Transferred or Received in Breach of Ethical Standards

- (1) General Provisions: The value of anything transferred or received in breach of the ethical standards of this policy by a City employee or a nonemployee may be recovered from both City employee and non-employee.
- (2) Recovery of Kickbacks by the City: Upon a showing that a subcontractor made a kickback to a prime contractor or a higher tier subcontractor in connection with the award of a subcontract or order, it shall be conclusively presumed that the amount of the kickback was included in the price of the subcontract or order and ultimately borne by the City. Kickbacks will be recoverable from the recipient. In addition, that amount may also be recovered from the subcontractor making such kickbacks. Recovery from one offending party shall not preclude recovery from other offending parties.

DISPOSAL OF CITY PROPERTY

Disposal of city property or goods shall follow the following requirements:

- 1.) Goods with an expected value of less than \$5,000 may be disposed of in the most appropriate manner with the authorization of the City Administrator.
- 2.) Upon approval of the City Council, goods with an expected value of over \$5,000 may be disposed of in the most appropriate manner approved by the City Council or authorized by the City Administrator.
- 3.) All items which might be donated to another town or non-profit organization shall require approval of the City Council.
- 4.) All interest in real property, both leasehold and fee interest, will require approval of City Council.

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Sale proceeds resulting from the disposal of city property shall be placed in the appropriate fund. Each Department shall establish a procedure for maintaining an up-to-date property and inventory record of all equipment, except expendables, held by the city. The City Administrator or City Clerk must be advised of any disposal in order to maintain insurance records.

MISCELLANEOUS FINANCIAL ISSUES

City Purchasing Records

- (1) Contract File: All contracts shall be maintained for the City in a file by the City Clerk.
- (2) Retention of Purchasing Records: All purchasing records shall be retained and disposed of by the City in accordance with records retention guidelines and schedules as required by Kansas statutes.

City Issued Checks

The Mayor, City Treasurer, City Clerk or a designated alternate must sign all checks. One of the three signatures may be a stamped signature - two must be original.

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 January 10, 2022.

Matt Nisly, Mayor

Denise McCue, City Clerk

MEETING DATE: January 10, 2022
DEPARTMENT: Administration
PREPARED BY: Joseph Turner, City Administrator
AGENDA TITLE: Fire Chief Stipend/COLA

Background/Analysis – Per ordinance, fire chief salary and compensation is set by the City Council. Previously, the City Council communicated approval of a 3% COLA increase in the annual stipend amount.

The part-time fire chief currently earns \$18,000 per year. The 3% COLA increases this compensation to \$18,540.

Financial Impact – No material impact.

Recommendation – Motion to increase the annual fire chief stipend to \$18,540.

SOUTH HUTCHINSON POLICE DEPARTMENT

END OF SHIFT REPORT COMPILATION & HIGHLIGHTS

December 17th to December 30th

TOTAL CALLS FOR SERVICE: 122

TWO OFFICER CALLS: 21

TOTAL CITATIONS: 13

TRAFFIC STOPS: 36

COMMUNITY ENGAGEMENTS: 8

ARRESTS: 5

- **Warrant - 3**
- **Case Related - 2**

ACCIDENTS: 3

JUVENILE CASES: 0 reported

THEFTS: 1

- **Stolen vehicle from Tyson's. Later recovered at Plaza Go, similar to the last stolen vehicle report.**

BURGLARIES: 0 reported

DV INCIDENTS: 2

MISCELLANEOUS:

- **24 – building checks**
- **Matt Mock and Perry Martin reported citizens of Hutchinson, dumping brush at our public works. We'll continue monitoring this.**
- **Disturbances and drug related issues at Hutchi Bell Hotel. Management calls but never seems to follow through with surveillance footage or advising people of trespass.**

OUTSIDE AGENCY INCIDENTS: 7

- **Assisted HPD with 3**
 - **Suspicious activity.**

- **Shoplifting case that resulted in the recovering \$1500 worth of merchandise, warrant arrests and cocaine.**
- **Traffic control at a structure fire.**

- **Assisted RNSO with 3**
 - **Back up on traffic stops.**
 - **Assisted Drug Unit with search warrant in the city.**
 - **Attempted to locate a person of interest for a case made in the county.**

- **Assisted SHFD with 1**
 - **Traffic control for a fire at Tyson's.**

EQUIPMENT ISSUES:

- **Still having issues with Digital Ally body cameras. Difficult communicating with tech support in finding a fix.**
- **Camera systems in the vehicles are now acting up and officers are having difficulty getting them to work properly.**
- **Problems with Ford Explorer not starting and having multiple alerts on the dash console. Was taken to Allen Samuels and seems to be working properly, at least for now.**
- **Durango needed new struts and routine maintenance.**

Fire Department Jan 10th, 2022 Annual Report

- Attached is a yearly breakdown of call volume for SHFD.
- SHFD had a total of 629 calls for 2021 and logged 4,075 hours of training for Fire Personnel.
- The City of South Hutchinson’s ISO Public Protection Classification will increase to 4/4X on April 01, 2022. See attached chart.
- 2021-SHFD gave Mutual Aid to other depts on 23 separate calls, SHFD received Mutual Aid from Hutchinson Fire and Dist. 8 on Feb 13th for a structure fire in -15-degree weather.
- Going forward into 2022 here is a short list of goals and upcoming events.

- Future Female Fire Camp
- Host a Fire School in May
- Joint training in Vehicle Extrication, Landing Zones, and water Rescue.
- Fire Extinguisher Classes for community
- CPR classes for community
- Work on helping with developing a 9/11 Memorial
- Work with PD on National Night out and other community events

Calls from 12/15/21 – 01/04/22

EMS Incidents	26
Medical Assist	2
Natural Vegetation Fire	3
Person in Distress	3
Public Service Asst	2
Service Call	1
Chemical Release	1
Combustible Spill	1
Canceled En Route	2
Electrical/equipment Prob	10
False Alarm	2
Overpressure Rupture	1
Unintentional System	2
56 Calls total	

Total for 2021: 629

Total for 2022: 8



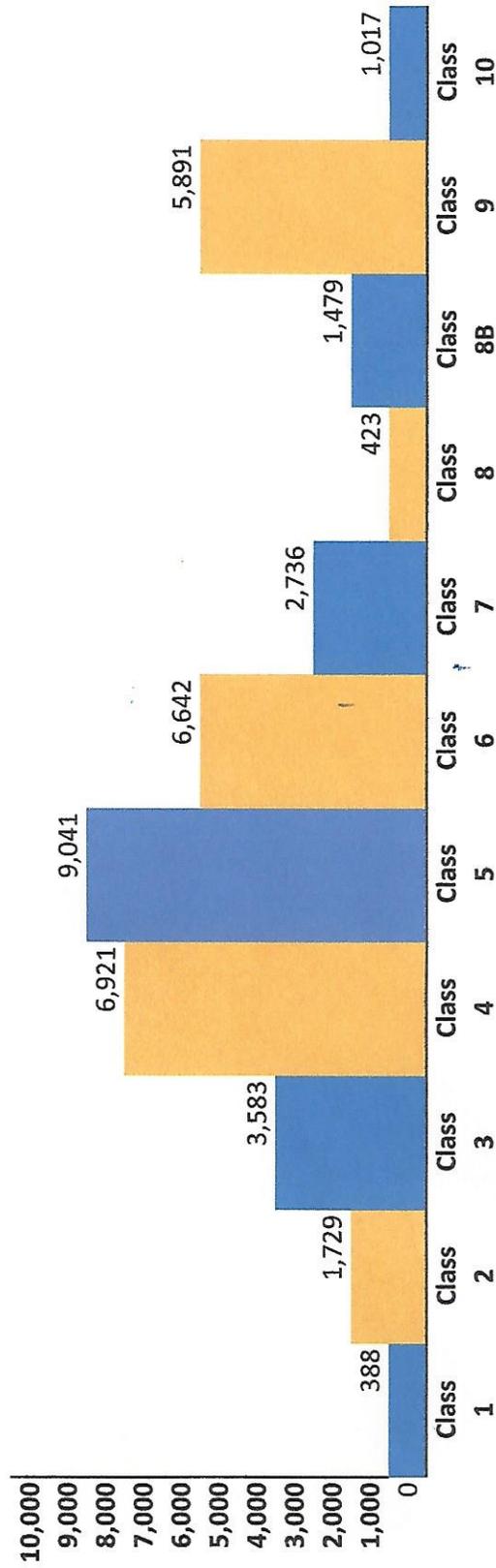
South Hutchinson
Fire Department

	<u>2016</u>		<u>2017</u>		<u>2018</u>		<u>2019</u>		<u>2020</u>		<u>2021</u>	
Annual Breakdown of Department calls by #'s and Percentage	Count	Perct. of Incidents										
Fire	21	5.52%	29	6.92%	30	7.57%	28	6.60%	32	5.75%	34	5.40%
Overpressure Rupture, Explosion, Overheat											1	0.15
Rescue & Emergency Medical Service with MVA	259	68.15%	298	71.12%	269	67.92%	303	71.46%	397	71.40%	419	66.61%
Hazardous Condition	14	3.68%	16	3.81%	16	4.04%	13	3.06%	10	1.79%	30	4.76%
Service Call	49	12.89%	38	9.06%	36	9.09%	31	7.31%	32	5.75%	56	8.90%
Good Intent Call	18	4.73%	22	5.25%	20	5.05%	18	4.24%	51	9.17%	35	5.56%
False Alarm & False Call	11	2.89%	15	3.58%	23	5.80%	27	6.36%	23	4.13%	26	4.13%
Severe Weather	1	0.26%	1	0.23%	1	0.25%	3	0.70%				
Special Incident Type	7	1.84%			1	0.25%	1	0.23%	11	1.97%	28	4.45%
Total Incidents	380		419		396		424		556		629	

Public Protection Classification

Distribution of PPC Grades

The 2020 published countrywide distribution of communities by the PPC Grade is as follows:



The City of South Hutchinson will be moving from a Class 3 to a Class 4/4X on April 01, 2022.

CITY ADMINISTRATOR'S REPORT

To: Honorable Mayor and City Council

From: Joseph Turner, City Administrator

Re: City Administrator Report for January 10th Regular City Council Meeting

Date: January 7, 2022

Happy New Year. It was a fairly quiet and uneventful span of days since our last meeting.

Police Department

Tristen Ryan started on January 2nd, 2022, as a new hire with the South Hutchinson Police Department. Tristen is 25 years old and served four years in the Marine Corps as an infantryman. Tristen attended Goddard High School and grew up around law enforcement. He is slated to enter the academy in late January.

KDHE Consent Order Update

PEC constructed a rough timeline for the KDHE Consent Order and provided it to the City and Tyson Foods for comment. The significant time markers are listed below and span approximately 28 months:

- o Schedule of compliance sent to KDHE 1/14/22 with KDHE approval by 2/15/22
- o Development of discharge agreement and City Ordinance 5/16/22 (3 months)
- o Design of improvements 5/16/23 (12 months)
- o Construction complete by 5/16/24 (12 months)

Tyson has pushed back on this schedule and we are in the process of setting up a call to address their issues of concern.

Wind/Storm Damage

We are still in the process of attempting to secure estimates on the damage from the December windstorm to ascertain whether we should file an insurance claim. Vendors have been very slow to respond.

Economic Development/Tax Abatements

My expectation is that we will have a hearing scheduled for the American Packaging tax abatement at either of the next two council meetings. Additionally, I met with the bank representative that holds the loan for the Plaza Go truck stop to get an update on the potential foreclosure. The foreclosure action was cancelled as they believe they have a strong buyer with a planned transaction closing in January. I also met with local business owners and/or their representatives to discuss how the city might be able to assist with their growth/expansion.

Public Works Update

Our public works department has undergone significant changes in the last three months with a focus on cross-training personnel and assessing departmental needs.

Beau Myers recently transitioned from the police department to the public works department. He successfully acquired his CDL and has already been involved in snow plowing efforts. Additionally, it is worth noting that every employee in our department has now been trained to plow snow and given seat time. In the past, our department has siloed workers into three separate divisions (e.g., streets, water, and sewer) with minimal exposure and cross-training.

That is changing and employees are now expected to be proficient on all basic/fundamental tasks within each division.

Water Valve Exercising Program

The last time there was any meaningful water valve exercising program was back in 2012. And it is unclear when the entire city inventory of valves were actually exercised. It is a best practice to have all valves exercised annually.

All valves west of Main Street have been exercised and staff has compiled a list of those that need replacing. All valves on the east side of town will be exercised and assessed in 2022.

Meter Pit Examination

Every meter pit in the city has now been inspected and assessed. We have been looking to see which pits need to be cleaned out and repaired, which setters that have had temporary repairs need to be replaced, and to look for any lead and copper lines that should be replaced. This data will be compiled into a master list and used to develop a repair plan.

We believe this is the first time in the city's history that a system-wide inspection of these meter pits has been conducted. Prior to this inspection departmental leadership had failed to maintain an inventory of needed repairs and primarily focused on band-aid style repairs.

Staffing

The department had 8 full-time positions and no seasonal employees when I arrived. We are currently operating with only 6 full-time employees. Paring back staffing levels, in this case through attrition, forces an organization to become more innovative and efficient. With that said, I believe the department has been mismanaged for some time and been woefully inefficient. It is my expectation that we will add an employee by spring. However, we will use this intermediate period to assess operations with more clarity.