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- A. **CALL TO ORDER/ROLL CALL**
__Nisly __Schmidt __Schenk __Garretson __Fairbanks __Scofield
- B. **PLEDGE OF ALLEGIANCE**
- C. **APPROVAL OF AGENDA (ADDITIONS/DELETIONS)**
- D. **CITIZEN COMMENTS**
- E. **HEARINGS, PRESENTATIONS, PROCLAMATIONS & RECOGNITIONS**
1. Election of Mayor
 - a. Motion to open nominations for Mayor
 - b. Motion to close nominations for Mayor
 - c. Motion to elect Mayor (majority vote)
 2. Election of President of the Council
 - a. Motion to open nominations for President of the Council
 - b. Motion to close nominations for President of the Council
 - c. Motion to elect President of the Council
- F. **CONSENT AGENDA**
1. Approval of Minutes – Regular Meeting, December 12, 2022
 2. Approval of Invoices
- Motion _____ Second _____ Vote _____
- G. **ACTION ITEMS**
1. Authorize City Administrator Joseph Turner to become Acting City Clerk
- Motion _____ Second _____ Vote _____
- H. **DISCUSSION ITEMS**
1. City Hall Staffing & Hours of Operations
 2. Board of Zoning Appeals Updates
- I. **CITY ADMINISTRATOR’S REPORT**
- J. **GOVERNING BODY COMMENTS**
- K. **EXECUTIVE SESSION**
- L. **ADJOURNMENT**

Meeting Date: January 9, 2023
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 December 12, 2022, regular meeting
- Approval of Invoices

Recommendation – Motion to approve the consent agenda as presented.

Exhibit A – Minutes from December 12, 2022, Regular Meeting

Exhibit B – AP Invoices



Regular City Council Meeting Minutes

For December 12, 2022, 6:00 p.m.
2 S Main, South Hutchinson, KS 67505

The City of South Hutchinson council met in regular session Monday, December 12, 2022, at 6 pm in the council chambers of City Hall. Mayor Matt Nisly called meeting to order with a quorum present.

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

Those present in the council chambers: Mayor Matt Nisly, Councilman Jeremy Schmidt, Councilman Brian Garretson, Councilman Jeff Schenk, Councilman John Fairbanks, and Councilman Paul Scofield.

Others in attendance: City Administrator Joseph Turner, City Attorney Mark Tremaine, City Clerk Jeanelle Simpson, City Clerk Becky Bevilacqua, Public Super Intendent Ronnie Pederson, Police Chief Darrin Pickering, and Fire Chief Shae Brooks.

B. **PLEDGE OF ALLEGIANCE**

Everyone stood and said pledge to the flag of the United States of America.

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

D. **CITIZEN COMMENTS**

Citizen Kevin Blume spoke to represent motorcycle riders in the area. He requested the South Hutchinson river access to motorcycle riders be reopened. He suggested signs and monitoring by PD could be a solution to keep things in order.

City Administrator Joseph Turner raised concerns about who would pay for damages. As of right now it falls on the City of Hutchinson. He also informed the cost to re-open would be approximately \$30,000.00. Joseph also proposed there might be a way to offset some of the costs by charging fees to riders.

Kevin Blume retorted, if there needs to be a fee to offset the cost it would be just like any other license fees

Council members suggested trash and parking have been an issue in the past

Nisly suggested to Kevin Blume to make a formal proposal and get back with the council.

E. **HEARINGS, PRESENTATIONS, PROCLAMATIONS & RECOGNITIONS**

1. Appointment of Becky Bevilacqua as City Clerk with an effective date of December 30, 2022.

Motion to appoint Becky Bevilacqua as City Clerk effective December 30, 2022 was made by Schmidt and seconded by Schenk. Those in favor signified by saying "aye," and those opposed by saying, "no." Motion passed 5-0.

F. CONSENT AGENDA

1. Approval of Minutes – Regular Meeting, November 29, 2022
2. Approval of Invoices
3. Approval of Cereal Malt Beverage License (Kwik Shop – 8 N Main St.)
4. Approval of Cereal Malt Beverage License (Kwik Shop – 1006 S Main St.)
5. Approval of Cereal Malt Beverage License (Dollar General – 501 N Main St.)
6. Approval of Commercial Trash Hauler’s License (Stutzman Refuse Disposal)
7. Approval of Commercial Trash Hauler’s License (Nisly Brothers)
8. Approval to add City Administrator Joseph Turner and Becky Bevilacqua as authorized signer on accounts at Farmers Bank & Trust, Simmons Bank, and all certificates of deposit.
9. Approval to remove City Clerk Jeanelle Simpson as an authorized signer on all banking accounts, including Simmons Bank, and certificates of deposit with an effective date of December 30, 2022.

Councilman Jeremy Schmidt motioned to approve the consent agenda. Councilman Jeff Schenk seconded the motion. Those in favor signified by saying “aye,” and those opposed by saying, “no.” Motion passed 5-0.

10. ACTION ITEMS

1. Ordinance No. 22-09 Wastewater Utility Rates

Councilman Jeff Schenk motioned to approve Ordinance No. 22-09 Wastewater Utility Rates. Councilman John Fairbanks seconded the motion. Those in favor signified by saying “aye,” and those opposed by saying, “no.” Motion passed 5-0.

2. Ordinance No. 22-10 Water Utility Rates

3. Councilman Jeremy Schmidt motioned to approve Ordinance No. 22-10 Water Utility Rates. Councilman John Fairbanks seconded the motion. Those in favor signified by saying “aye,” and those opposed by saying, “no.” Motion passed 5-0.

11. DISCUSSION ITEMS

1. Open Arms Day care at 6th and Main

Owner is facing issues with the USDA meal program reimbursement based on the building being zoned commercial. In order to qualify it must be a residential building and can not be converted from a commercial to residential property. The owner is to request an extension from USDA. The city could possibly try and assist the owner by rezoning, but this would only offset a fraction of operating costs. The city would lose revenue if this happened. It was suggested the owner speak with planning and zoning to see if they can assist.

12. CITY ADMINISTRATOR’S REPORT

Report is in the packet and can be found at the following weblink to the City of South Hutchinson website: [Council Packet 12.12.22](#) (chrome-

extension://efaidnbmnnnibpcajpcglclefindmkaj/https://www.southhutch.com/documents/414/December_12__2022_Council_Meeting_Agenda_Packet__FINAL_.pdf).

13. GOVERNING BODY COMMENTS

Councilman Fairbanks-none
Councilman Schenk-Merry Christmas!
Councilman Garretson-none
Councilman Schmidt-none
Councilman Scofield-none

14. EXECUTIVE SESSION

1. Attorney-Client Privilege

Councilman Schmidt moved that the governing body recess into executive session regarding current litigation, pursuant to K.S.A. 75-4319(b)(2) for consultation with the city attorney which would be deemed privileged in the attorney-client relationship; to include the city council, city administrator and city attorney; with the open meeting to resume at 6:46 p.m. in the city council chambers.

2. Non-elected personnel

Councilman Schmidt moved that the governing body recess into executive session regarding the city administrator, pursuant to K.S.A. 75-4319(b)(1) to discuss personnel matters of nonelected personnel; to include the city council, city administrator and to include the city attorney; with the open meeting to resume at 7:08 p.m. in the city council chambers.

15. ADJOURNMENT

Councilman Schmidt motioned for the meeting to adjourn. The motion was seconded by Councilman Scofield. All those in favor signified by saying “aye,” and those opposed by saying “no.” Motion passed 5-0.

Meeting adjourned at 7:08 pm.

(Attest): _____
Joseph Turner (Acting City Clerk)

**Invoice Approval List
December 26, 2022**

Gen Gov	Description	Vendor	Inv. Amt
101-101-6002	Dec CMB Payments	KS Dept of Revenue	\$75.00
101-101-6000	TV Services	Cox Communications	\$33.56
101-101-6002	Cell tower legal expense	Parker & Parker	\$4,500.00
101-101-6002	Ideatek Public info research	Parker & Parker	\$750.00
101-101-6002	Legal services annual report	Gilmore & Bell	\$1,500.00
101-101-6004	Office 365 Addition,	Leading Edge	\$139.50
101-101-7000	Office Supplies	Office Plus	\$166.72
			\$7,164.78
Police	Description	Vendor	Inv. Amt
101-102-6000	TV Services	Cox Communications	\$100.72
101-102-7002	Drinking Water	Culligan	\$21.00
101-102-7003	Fuel	Bridgman Oil	\$567.68
101-102-6004	UBIQUITI Unifi Access	Leading Edge	\$629.97
101-102-6004	Janitorial Services	Tabitha Maxfield	\$150.00
101-102-7009	November purchases	Galls, LLC	\$157.55
			\$1,626.92
Street	Description	Vendor	Inv. Amt
101-103-6003	Uniforms	Unifirst Corporation	\$22.87
101-103-7002	Concrete Blade Walk Behind Saw	United Rentals	\$378.88
101-103-7003	Fuel	Bridgman Oil	\$297.98
			\$699.73
Fire	Description	Vendor	Inv. Amt
101-104-7002	Drinking Water	Culligan	\$22.40
101-104-7009	December Purchases	Galls, LLC	\$174.85
			\$197.25
Court	Description	Vendor	Inv. Amt
101-106-6004	Retrievals	Underground Vaults & Storage	\$16.00
101-106-7000	Office Supplies	Office Plus	\$329.74
			\$345.74
		GENERAL TOTAL	\$10,034.42
Water	Description	Vendor	Inv. Amt
201-000-6003	Uniforms	Unifirst Corporation	\$22.87
201-000-7002	Sensus Analytic Annual Fee	Core & Main	\$5,574.44
201-000-7003	Fuel	Bridgman Oil	\$178.82
			\$5,776.13
Sewer	Description	Vendor	Inv. Amt
301-000-6002	Lab Analysis	SDK Laboratories	\$598.00
301-000-6003	Grit Removal	Reno County Solid Waste	\$164.00

**Invoice Approval List
December 26, 2022**

301-000-7003	Uniforms	Unifirst Corporation	\$22.87
301-000-7002	ISC Sensor 4A-O2	Mid-Continent Safety	\$245.00
			\$1,029.87
Spec. Hwy	Description	Vendor	Inv. Amt
401-000-6002	Class 1 AE Concrete	Mid America Redi-Mix	\$5,057.39
			\$5,057.39
	Description	Vendor	Inv. Amt
701-000-6004	Oct Payment	Market South Hutchinson	\$6,316.28
			\$6,316.28
Comm Ctr	Description	Vendor	Inv. Amt
811-000-6026	Community Room Refund	Judy Morris	\$150.00
811-000-7002	Key made for Comm Bldg	Pat's Key & Lock	\$2.32
			\$152.32
Cap. Imp.	Description	Vendor	Inv. Amt
902-000-8021	Door Repairs	EZ Lift	\$6,495.00
			\$6,495.00
		Grand Total	\$34,861.41

**Invoice Approval List
December 27, 2022**

Gen Gov	Description	Vendor	Inv. Amt
101-101-6000	Gas Bill	Kansas Gas	\$299.21
			\$299.21
Police	Description	Vendor	Inv. Amt
101-102-6000	Gas Bill	Kansas Gas	\$874.78
			\$874.78
Street	Description	Vendor	Inv. Amt
101-103-6000	Gas Bill	Kansas Gas	\$510.55
			\$510.55
Fire	Description	Vendor	Inv. Amt
101-104-6002	FD Drug Screen	Hutchinson Clinic	\$100.00
101-104-6000	Gas Bill	Kansas Gas	\$341.47
			\$441.47
Court	Description	Vendor	Inv. Amt
101-106-6017	Jail Fees for Inmates	Reno County SO	\$1,520.00
			\$1,520.00
		GENERAL TOTAL	\$3,646.01
Water	Description	Vendor	Inv. Amt
201-000-6001	Insure New Water Truck	Provalue Insurance	\$393.00
			\$393.00
ASAP	Description	Vendor	Inv. Amt
801-000-6004	Restitution - Bond Forfeiture	South Hutch MuniCourt	\$250.00
			\$250.00
Comm Ctr	Description	Vendor	Inv. Amt
811-000-6026	Gas Bill	Kansas Gas	\$187.99
			\$187.99
		Grand Total	\$4,477.00

**Invoice Approval List
December 28, 2022**

Gen Gov	Description	Vendor	Inv. Amt
101-101-6002	Computer Support (Monthly)	Leading Edge	\$138.07
101-101-6000	Phone Service (Monthly)	Vaspian	\$118.50
101-101-6002	Building Permits	Wayne's Printing	\$40.00
			\$296.57
Police	Description	Vendor	Inv. Amt
101-102-6000	Phone Service (Monthly)	Vaspian	\$288.00
101-102-6002	Computer Support (Monthly)	Leading Edge	\$899.59
101-102-6003	Copy Machine Maint.	Better Image	\$250.00
101-102-6004	2015 Ford Explorer Maint.	Allen Samuels	\$496.89
101-102-6004	Tire Repair	Cooper Tire	\$26.75
101-102-6005	Jetpacks	Verizon	\$240.06
			\$2,201.29
Street	Description	Vendor	Inv. Amt
101-103-6000	Phone Service (Monthly)	Vaspian	\$85.00
101-103-6000	Computer Support (Monthly)	Leading Edge	\$123.74
101-103-6003	Uniforms	Unifirst Corporation	\$45.74
101-103-7002	Concrete Blade Walk Behind Saw	United Rentals	\$350.00
101-103-7002	Drinking Water	Culligan	\$14.00
			\$618.48
Fire	Description	Vendor	Inv. Amt
101-104-6000	Phone Service (Monthly)	Vaspian	\$67.50
101-104-6000	Computer Support (Monthly)	Leading Edge	\$133.30
101-104-6003	Thermal Camera Install (B-92)	Daniel Soto	\$480.00
101-104-6003	Front-end Repairs (B-92)	Daniel Soto	\$2,160.00
101-104-6003	Driver-side Step Repair (B-92)	Daniel Soto	\$480.00
101-104-7002	Drinking Water	Culligan	\$39.70
101-104-7002	Supplies	Janitorial Supply	\$119.28
101-104-7002	Fire Extinguisher Refill	Dragonslayers	\$69.90
101-104-7009	FireDex Dex-Pro Gloves	1st Due Emergency Reponse	\$189.99
101-104-8000	Air-Pak X3 Pro & Cylinder	Municipal Emergency Servcies	\$7,990.00
			\$11,729.67
Court	Description	Vendor	Inv. Amt
101-106-6017	Jail Fees	Reno County Sheriff's Office	\$1,400.00
			\$1,400.00
		GENERAL TOTAL	\$16,246.01
Non-Departmental	Description	Vendor	Inv. Amt
101-109-6026	Refuse Payment	Nisly Brothers	\$9,176.39
			\$9,176.39
Water	Description	Vendor	Inv. Amt

**Invoice Approval List
December 28, 2022**

201-000-6000	Computer Support (Monthly)	Leading Edge	\$165.30
201-000-6002	Water Sample Testing	KDHE	\$72.00
201-000-6003	Uniforms	Unifirst Corporation	\$45.74
201-000-7002	Full Circle Clamps	Core & Main	\$649.28
201-000-7002	Drinking Water	Culligan	\$14.00
201-000-7002	Shovels	Tractor Supply	\$102.96
201-000-7004	Williams Street Repair/Water Leak	Mid-America Redi-Mix	\$698.89
201-000-7001	KRWA Membership Dues	Kansas Rural Water Assoc.	\$460.00
			\$2,208.17
Sewer	Description	Vendor	Inv. Amt
201-000-6000	Computer Support (Monthly)	Leading Edge	\$165.30
301-000-7002	Vactor Hose Reel	Key Equipment	\$1,083.01
301-000-6002	Lift Station/ 3rd & Main	Roto ooter	\$95.00
301-000-7003	Uniforms	Unifirst Corporation	\$45.74
301-000-7002	Drinking Water	Culligan	\$14.00
301-000-7002	Portable Heaters	Tractor Supply	\$45.98
301-000-7001	KRWA Membership Dues	Kansas Rural Water Assoc.	\$460.00
			\$1,909.03
Spec. Hwy	Description	Vendor	Inv. Amt
401-000-6002	Highway Lighting Repairs	Phillips Southern	\$1,600.50
			\$1,600.50
Street/Sales Tax	Description	Vendor	Inv. Amt
403-000-6002	Crack Sealing	Powered by ME	\$42,840.00
			\$42,840.00
Cap. Equip.	Description	Vendor	Inv. Amt
902-000-8023	Fire Helmets	Danko Emergency Equip	\$5,100.00
902-000-8023	Radio/Communicatins Equip.	Motorola Solutions	\$3,271.71
			\$8,371.71
		Grand Total	\$82,351.81