

- 
- 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**
  - F. **CONSENT AGENDA**
    - 1. Approval of Minutes – Regular Meeting, June 20, 2022
    - 2. Approval of Invoices

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_
  
  - G. **ACTION ITEMS**
  
  - H. **DISCUSSION ITEMS**
    - 1. Revenue Neutral Rate/County Valuation
    - 2. Scott Boulevard Bridge
    - 3. Independence Day Celebrations & Fireworks Show Debrief
  
  - I. **CITY ADMINISTRATOR’S REPORT**
  - J. **GOVERNING BODY COMMENTS**
  - K. **EXECUTIVE SESSION**
    - 1. Employee-Employer Negotiations
    - 2. Non-elected Personnel
  
  - L. **ADJOURNMENT**

**Meeting Date:** July 5, 2022  
**Department:** Administration  
**Prepared By:** Joseph Turner, City Administrator  
**Agenda Title:** Consent Agenda

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**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 June 20, 2022 regular meeting
- Approval of Invoices

**Recommendation** – Motion to approve the consent agenda as presented.

**Exhibit A** – Minutes from June 20, 2022 Regular Meeting

**Exhibit B** – AP Invoices

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

\_\_ Nisly X Schmidt X Weber X Garretson X Fairbanks \_\_ Scofield

**B. PLEDGE OF ALLEGIANCE**

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

- D. CITIZEN COMMENTS**-Keith Goertzen and Mr. Mills were present to ask the council about the purchase of ground 2 miles South of South Hutchinson for an Industrial Park.

Zak Kirk with Hutch Home Plate-regarding beer Garden on July 2<sup>nd</sup> at the City Park.

Action: Motion to have the City Administrator and City Attorney consult to allow the request.

Motion: Fairbanks                      Second: Weber                      Vote: 3-0

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

1. Presentation of 2021 Annual Audit Report and Financial Statements

**F. CONSENT AGENDA**

1. Approval of Minutes – Regular Meeting, June 6, 2022  
2. Approval of Invoices

Motion: Weber                      Second: Fairbanks                      Vote: 3-0

**G. ACTION ITEMS**

1. Sewer Manhole Rehabilitation Project

Action: Motion to authorize the City Administrator to enter into an agreement with UMC, LLC in an amount not to exceed \$135,000 and waive the procurement policy sealed bid requirements.

Motion: Fairbanks                      Second: Weber                      Vote: 3-0

2. Resolution 22-589 – Designation of Official Newspaper

Action: Motion to approve Resolution 22-589 designating the Ninnescah Valley News as our official newspaper.

Motion: Fairbanks                      Second: Schmidt                      Vote: 3-0

3. Purchase Agreement for Sale of Parcel

Action: Motion to approve the sale of a piece of land generally located at the northwest corner of the intersection of S. Washington Street and W Avenue C.

Motion: Fairbanks                      Second: Schmidt                      Vote: 3-0

4. IdeaTek's Petition to Create a Community Improvement District

Action: Motion to approve the Community Improvement District Petition submitted by IdeaTek.

Motion: Fairbanks                      Second: Weber                      Vote: 3-0

5. Resolution 22-590

Action: Motion to approve Resolution 22-590 calling and providing for the giving of notice of a Public Hearing on the advisability of Creating a Community Improvement District.

Motion: Fairbanks                      Second: Weber                      Vote: 3-0

H. **DISCUSSION ITEMS**

- 1. Independence Day Fireworks Show
- 2. Miscellaneous Items

I. **CITY ADMINISTRATOR’S REPORT**

J. **GOVERNING BODY COMMENTS**

K. **EXECUTIVE SESSION**

- 1. Attorney-Client Privilege

I, President of the Council, Garretson, move 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 Administrator and City Attorney; with the open meeting to resume at 7:34 p.m. in the City Council Chambers.

The regular session of the meeting resumed at 7:34 p.m.

L. **ADJOURNMENT**

*Motion:* Schmidt                      *Second:* Fairbanks                      *Vote:* 3-0

**Invoice Approval List  
July 5, 2022**

<b>Gen Gov</b>	<b>Description</b>	<b>Vendor</b>	<b>Inv. Amt</b>
101-101-6000	Phone System	Vaspian	\$118.50
101-101-6002	Computer Support	Leading Edge Technology	\$111.00
101-101-6002	Attorney service	Mark Tremaine	\$2,000.00
101-101-6004	Brochures	First Bank Card	\$641.48
101-101-7000	Postage for Meter	Reserve Account	\$200.00
101-101-7002	Water	Culligan	\$20.25
101-101-7005	Reimbursement	Joseph Turner	\$350.00
			<b>\$3,441.23</b>
<b>Police</b>	<b>Description</b>	<b>Vendor</b>	<b>Inv. Amt</b>
101-102-6000	Phone System	Vaspian	\$288.00
101-102-6002	Computer Support	Leading Edge Technology	\$872.51
101-102-6002	Amazon membership & shipping	First Bank Card	\$31.04
101-102-6002	Service Durango, Ram and Charge	Allen Samuels	\$1,027.36
101-102-6004	Tie mounts	First Bank Card	\$8.99
101-102-6012	Training	First Bank Card	\$350.00
101-102-7000	Postage for Meter	Reserve Account	\$200.00
101-102-7001	Hotel and meals	First Bank Card	\$431.90
101-102-7002	Water	Culligan	\$20.25
101-102-7002	Bleach	Dollar General	\$20.25
101-102-7003	Fuel	Bridgman	\$450.72
101-102-7009	Magazine holder, belt keepers	Galls LLC	\$163.81
101-102-7009	Helmet mount	First Bank Card	\$20.89
			<b>\$3,885.72</b>
<b>Street</b>	<b>Description</b>	<b>Vendor</b>	<b>Inv. Amt</b>
101-103-6000	Phone System	Vaspian	\$85.00
101-103-6002	Computer Support	Leading Edge Technology	\$96.67
101-103-6002	Rebuild alternator	B&B Auto Electric	\$176.58
101-103-6003	Uniform cleaning	Unifirst	\$81.97
101-103-7000	Postage for Meter	Reserve Account	\$200.00
101-103-7002	Hose and megacrimp	B&B Hydraulics	\$38.80
101-103-7002	Weed eater head	Fairview	\$36.98
101-103-7002	Tractor hose	Agri Center	\$36.02
101-103-7002	Cement	Mid America Redi Mix	\$1,817.13
101-103-7002	Water	Culligan	\$17.44
101-103-7002	Hose, extension cords, trash bags	Lowe's	\$397.56
101-103-7003	Diesel	Bridgman	\$1,834.17
101-103-7003	Fuel	Bridgman	\$174.44
			<b>\$4,992.76</b>
<b>Fire</b>	<b>Description</b>	<b>Vendor</b>	<b>Inv. Amt</b>
101-104-6000	Phone System	Vaspian	\$67.50
101-104-6002	Computer support	Leading Edge Technology	\$106.23
101-104-7000	Binders	First Bank Card	\$32.10
101-104-7000	Postage for Meter	Reserve Account	\$100.00
101-104-7001	Sandwiches	First Bank Card	\$89.97
101-104-7002	Paint, nails, gas cap	Westlake	\$72.76
101-104-7002	Water, saw, soap, cups	First Bank Card	\$583.89
101-104-7002	Water	Culligan	\$15.90
101-104-7004	Mop, tissue, gloves	Janitorial Supply	\$186.30

**Invoice Approval List  
July 5, 2022**

101-104-7015	Printer and keyboard	First Bank Card	\$237.48
101-104-8000	Gloves	Witmer	\$293.24
			<b>\$1,785.37</b>
<b>Court</b>	<b>Description</b>	<b>Vendor</b>	<b>Inv. Amt</b>
101-106-6004	Inmate Care	Hutchinson Regional	\$191.04
101-106-6004	Animal Care	Prairie Vista	\$105.10
101-106-6004	Inmate Care	Wellpath	\$18.00
101-106-6016	Judge Service	Larry Bolton	\$1,100.00
101-106-6016	Attorney service	Rick Roberts	\$1,100.00
101-106-6018	Court Apt Atty	Benjamin Fisher	\$75.00
			<b>\$2,589.14</b>
		<b>GENERAL TOTAL</b>	<b>\$16,694.22</b>
<b>Water</b>	<b>Description</b>	<b>Vendor</b>	<b>Inv. Amt</b>
201-000-6002	Computer Support	Leading Edge Technology	\$151.45
201-000-6003	Uniform cleaning	Unifirst	\$81.97
201-000-7000	Postage for Meter	Reserve Account	\$100.00
201-000-7001	Lunch-training	First Bank Card	\$9.25
201-000-7002	Pump parts	Central Electric	\$59.00
201-000-7002	Postage for water samples	First Bank Card	\$8.70
201-000-7002	Clamps, pump parts	Westlake	\$34.13
201-000-7002	Windsock, eye wash, flags	USA Bluebook	\$469.30
201-000-7002	Black plastic pipe	Lowe's	\$80.94
201-000-7002	Water	Culligan	\$17.43
201-000-7003	Diesel	Bridgman	\$1,834.17
201-000-7003	Fuel	Bridgman	\$148.46
201-000-8013	Water protection fee	Kansas Dept of Revenue	\$1,861.82
			<b>\$4,856.62</b>
<b>Sewer</b>	<b>Description</b>	<b>Vendor</b>	<b>Inv. Amt</b>
301-000-6002	Computer Support	Leading Edge Technology	\$151.45
301-000-6002	Service generator	Central Power	\$2,954.35
301-000-6002	Repair belt drive	Zenor Electric	\$2,840.00
301-000-6003	Uniform cleaning	Unifirst	\$81.98
301-000-6003	Grit removal	Reno County Solid Waste	\$41.00
301-000-7000	Postage for Meter	Reserve Account	\$100.00
301-000-7001	Lunch-training	First Bank Card	\$9.26
301-000-7002	Paint	Crown Paint	\$166.48
301-000-7002	Flags	USA Bluebook	\$34.65
301-000-7002	Water	Culligan	\$17.43
301-000-7002	Rubber boots	First Bank Card	\$74.99
301-000-7002	Cable ties, drill bits	Westlake	\$80.23
301-000-7003	Diesel	Bridgman	\$1,834.16
301-000-7003	Fuel	Bridgman	\$103.94
			<b>\$8,489.92</b>
<b>ASAP</b>	<b>Description</b>	<b>Vendor</b>	<b>Inv. Amt</b>
801-000-6004	Restitution	South Hutch Municipal	\$350.00
801-000-6004	Restitution	James Cunningham	\$1,425.00
801-000-6004	Restitution	Thomas Lish	\$250.00
			<b>\$2,025.00</b>

**Invoice Approval List  
July 5, 2022**

<b>Com Ctr</b>	<b>Description</b>	<b>Vendor</b>	<b>Inv. Amt</b>
811-000-7002	Tissue, towels	Janitorial Supply	\$129.47
			<b>\$129.47</b>
		<b>GRAND TOTAL</b>	<b>\$32,195.23</b>

**Meeting Date:** July 5, 2022  
**Department:** Administration  
**Prepared By:** Joseph Turner, City Administrator  
**Agenda Title:** Revenue Neutral Rate/County Valuation

**Background/Analysis** – Budget season is upon us, and we have the option of passing a budget that does or does not exceed the revenue neutral rate (RNR). The RNR refers to the amount of property tax revenue collected by the City via the mill levy. To stay “revenue neutral,” the City must collect the same amount of revenue in 2023 as it did in 2022.

That means that if property valuations go up, the mill levy must be reduced. It also means that revenue from new construction added to the tax roll must be offset through a mill levy reduction to decrease total revenues.

Taken to its logical extension and conclusion, a city will likely go bankrupt if it opts to never exceed the revenue neutral rate because ad valorem taxes are a significant share of the revenue generated in the general fund. Increases in the cost of doing business (e.g., inflation, salary increases, etc.) not captured by an increase in revenue from increases in county assessment valuations will eventually overwhelm the budget.

Because the cost of doing business increases each year, a governing body must believe or be prepared to do the following if it truly wants to seek out a revenue neutral budget:

1. Believe that there is waste and inefficiency within the organization that needs to be rooted out and eliminated
2. Generate additional revenue by raising fees for various services/amenities
3. Willing to cut expenses, programs, offerings, or staffing

**South Hutchinson Valuation & Revenue Neutral Rate**

The FY 2022 mill levy rate was set at 43.500 mills. South Hutchinson property values increased modestly, and this resulted in a RNR mill levy rate of 41.886 (see Exhibit C). One mill in South Hutchinson is worth approximately \$25,000. To stay revenue neutral, we would need to cut approximately \$40,000 from our budget.

Our valuations in South Hutchinson are evenly split between residential and commercial. Reno County Clerk Donna Patton provided me with the following information:

Agricultural	25,323
Commercial	10,626,711
Farm Homesite	768
Not-for-Profit	33,806
Residential	10,442,085
Vacant	151,409
	21,280,102

Consequently, residential/private citizen taxpayers would see a cumulative reduction of approximately \$17,000 in their taxes, or about \$6.80 per capita if the governing body approved a revenue neutral budget.

### **Timelines**

If the governing body desires to pass a revenue neutral budget, we would have to submit our final budget by August 25<sup>th</sup>.

If the governing body declares its intent to exceed the revenue neutral rate, the budget would need to be submitted by October 1<sup>st</sup>. This declaration must be made by July 20<sup>th</sup>.

It is important to note that even if the governing body declares an intent to exceed the RNR, it can still pass a budget that is revenue neutral. Thus, even if the governing body steadfastly believes in staying revenue neutral, there is a benefit to declaring an intent to exceed the RNR because it buys us more time to look at revenues and expenses before ultimately submitting our budget.

### **Conclusion**

This organization as currently constructed cannot afford to go revenue neutral at this point. It is my recommendation that the Council declare its intent to exceed the RNR at the July 18<sup>th</sup> meeting.

### **Exhibit C – Reno County Clerk’s Valuation Sheet**

Tax Year:  
2022

COUNTY CLERK'S BUDGET INFORMATION FOR THE 2023 BUDGET  
CMBLT032

Date - Time:  
2022/06/03 - 8:18.13

SOUTH HUTCHINSON TOTAL

Municipality

1. Estimated Assessed Valuation Information as of July 1, 2022

	Estimated Assd Valuation	Territory Added	Property With Changed Use
Real Estate	21,279,392	0	21,495
Personal Property	1,418,912	0	0
Oil and Gas	0	0	0
State Assessed Utilities	3,236,262	0	0
Severed Minerals	0	0	0
<b>Total</b>	<b>25,934,566</b>	<b>0</b>	<b>21,495</b>
New Improvements	82,732	0	
Remodel	2,264	0	

2. All Personal Property excluding Watercraft 1,418,912

3. Actual Tax Rates Levied for the 2022 Budget

Fund	Rate
SOUTH HUTCHINSON BOND & INTEREST	14.311000
SOUTH HUTCHINSON EMPLOYEE BENEFITS	1.250000
SOUTH HUTCHINSON FLOOD CONTROL MAIN	1.000000
SOUTH HUTCHINSON GENERAL	26.939000
	<u>43.500000</u>
<b>Revenue Neutral Rate:</b>	<b>41.886000</b>

4. Final Assessed Valuation from November 1, 2021 Abstract 24,974,049

5. All Personal Property excluding Watercraft for 2021 1,590,938

6. Gross Earning (Intangible) Tax Estimate 0.00

7. Neighborhood Revitalization District Valuation Subject to Rebates 624,228

8. 2021 Column (2020 Tax) Delq % for SOUTH HUTCHINSON GENERAL Fund 1.42 %

9. 2021 Column (2020 Tax) Delq % for Special Assessments 6.44 %

Tax Increment Financing - TIF/RHID:

TIF/RHID Base Assessed Valuation 0

TIF/RHID Current Assessed Valuation 0

*TIF/RHID is not subtracted from Real Estate Value.*

10. Watercraft Taxes 738.52

If you have any Recreation Commissions funds listed on this page, please send a copy of this page to the Recreation Commission.

06/03/2022

Date

Provided by

RENO COUNTY

Name of County

**Meeting Date:** July 5, 2022  
**Department:** Administration  
**Prepared By:** Joseph Turner, City Administrator  
**Agenda Title:** Scott Boulevard Bridge

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**Background/Analysis** – The Scott Boulevard bridge tear down and replacement will commence very soon. Reno County Public Works Director Don Brittain announced that it is his intent to close the bridge on Friday, July 8<sup>th</sup>.

Now is a good time to talk about some issues related to this project.

### **Budget Impact**

When we passed the 2022 budget we had no idea what was going to happen with respect to the bridge or what it would cost and we did not budget for this project, per se. However, I created areas of flexibility so that we could pay for the project without amending the budget.

In our 2022 budget, I projected a general fund balance carryover of \$1,091,305. Our actual carryover was \$1,486,765, or \$395,460 to the good. The awarded bid for the project was \$392,985. Without even counting the \$150,000 KDOT grant funding we are covered and can easily accommodate this expense.

### **Timeline**

The contractor has approximately 60 business days to complete the project once work commences. Mr. Brittain is optimistic that the project will take significantly less time.

### **Traffic Considerations**

In the short term, it is likely that residents will experience an uptick in volume during peak periods of Reno County yard operations because every single vehicle going in and out of their facility will be traveling down Avenue F. However, outside of those peak time periods traffic should decrease significantly.

### Closure of Avenue F

Last year when I was speaking to residents about the bridge issue, there was a contingent of residents that sought to close down Avenue F at the railroad tracks permanently to reduce the volume of traffic and noise in their neighborhood. There were also some residents who voiced a desire to keep the road open because they cited safety concerns about the interchange traffic at Main St. and Hwy 50.

I have also received communication from some residents who at a minimum would like to see Avenue F shut down at the tracks for an extended period of time to force commuters to change their driving habits. There is a belief that commuters often take short cuts through our residential neighborhoods along Plum and Avenue F when traveling on Scott Boulevard.

Additionally, we have had significant tractor trailer traffic along Avenue F despite there being weight limits on the bridge. However, I think this has waned a little bit since the property at 600 Andrew went into foreclosure and the business operating in it moved out of town.

#### Weight Limits/Truck Routes

With the new bridge being built, the governing body may wish for staff to take a detailed look at designated truck routes and weight limits within our community to increase public safety, improve the quality of life for our residents, and preserve our costly infrastructure to minimize future expense.

#### **Conclusion**

Staff awaits any guidance or direction on these issues.

**Meeting Date:** July 5, 2022  
**Department:** Administration  
**Prepared By:** Joseph Turner, City Administrator  
**Agenda Title:** Independence Day/Fireworks Show Event Debrief

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**Background/Analysis** – During the planning of the Independence Day Celebration and Fireworks Show we encountered various issues that merit discussion. I also wanted to use this time to do a quick after-action report and address any issues that may have occurred during the event.

### **Alcohol Sales/Beer Garden**

Kansas has some rather convoluted laws governing the sale and consumption of alcohol. At the local level the way we handle alcohol issues is also very confusing for staff.

I would like to get some clear direction from the council as to how it would like to handle alcohol sales at events in the future because this is going to be a recurring issue.

### **Food Trucks/Vendors**

South Hutchinson is very lax in how it handles a variety of matters, including food truck and mobile food vendor sales. We do not have any permitting or licensing requirements.

### **Park Improvements**

With the council having expressed a desire for more community events, and now that we have a rather large event under our belt, does the Council want staff to start exploring options to improve park facilities or amenities (e.g., electrical outlets, lighting, planting of trees, grass improvements, volleyball courts, etc.)?

We have also discussed forming a citizen committee or something similar to explore this subject.

### **Future Events**

The planning process elicited pleas from some quarters for the return of Salt Fest and other events and/or sports leagues like mud volleyball. Would the Council like to see a return of Salt Fest in addition to a fireworks show, a Salt Fest and Fireworks Show centered around the 4<sup>th</sup> of July or just stick to expanding and building upon an annual 4<sup>th</sup> of July event for the time being?

## PUBLIC WORKS REPORT

To: Honorable Mayor and City Council  
From: Ronnie Pederson, Public Works Superintendent  
Re: Public Works Superintendent report for July 5<sup>th</sup>, 2022, City Council Meeting  
Date: June 30<sup>th</sup>, 2022

### Streets

- Mowed irrigated city property.
- Mowed rough cut city property.
- Tractor mowing.
- Cleaned ditches on Washington street.
- Dirt work at city park around water meter pits and ditch work.
- Dug mud volleyball pits at park and installed nets.
- Rebuilt alternator on mowing tractor and water hose repair.
- Sprayed weeds throughout city.
- Repaired sign at bluestem and savannah.
- Crack sealing is still in progress.
- Prep work for July 2<sup>nd</sup> city fireworks event. (Prepared barricades and parking areas)
- Reinstalled stop sign on West 6<sup>th</sup>
- Cleaned drainage ditch on south main tunnel.
- Cut eyebrows off west Des Moines for water drainage.
- Sprayed for mosquitoes at city park and ball field for firework show.
- Preconstruction meeting on Scott Blvd. for bridge replacement with Mies construction.

### Water

- Weekly checks and inspections completed.
- Checked for water leak on Glass Manor. (Customer side)
- Water leak repair at police station.
- Started painting water wells.
- Repaired water service leak at 10 Walnut. (After hours emergency leak)

### Wastewater

- Daily and weekly checks and inspections.
- Monthly KDHE state wastewater samples collected and sent for analysis.
- Set up whole effluent toxicity test for permit compliance with pace analytical for July sample collection and testing.
- Cleaned UV bulbs/ channels/ clarifier.
- Bart, Ty, and Hunter are enrolled to attend the Electrical motors and variable speed drive class presented by KRWA at the South Hutchinson community building on July 13<sup>th</sup> and 14<sup>th</sup> to receive hours for continued operator training for water and wastewater certified operators.

## **CITY ADMINISTRATOR'S REPORT**

**To:** Honorable Mayor and City Council

**From:** Joseph Turner, City Administrator

**Re:** City Administrator Report for July 5<sup>th</sup> Regular City Council Meeting

**Date:** July 1, 2022

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### **Independence Day Celebration & Fireworks Show**

Staff has spent considerable time preparing, planning and coordinating the big event. This includes landscaping and maintenance work, digging volleyball pits, mosquito fogging, and dealing with a myriad of logistics issues and concerns related to vendors.

### **Scott Boulevard Bridge**

Reno County Public Works Director Don Brittain announced that the bridge would be closed starting July 8<sup>th</sup>. We are hopeful that the project will be completed no later than the end of September.

### **Officer Tristen Ryan**

On behalf of Chief Darrin Pickering and the South Hutchinson Police Department, I am pleased to announce that Officer Tristen Ryan graduated from the police academy on Friday.