

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

__ Scofield __ Cokeley __ Nisly __ Brislin __ Wylie __ Griffin

B. **PLEDGE OF ALLEGIANCE**

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

D. **CITIZEN COMMENTS**

E. **CONSENT AGENDA**

1. Approval of Minutes – Regular Council Meeting, May 13, 2024
2. Approval of Invoices
3. Appoint Kraig Blackwelder (209 S Valley Pride Rd) to the Planning Commission
4. Approval of Temporary Event Permit (David Aumiller 28 w Ave C)
5. Approval of Temporary Event Permit (City of South Hutchinson Lionette Field)
6. Approval of Cereal Malt Beverage License (Roseann Wooten, Wooten's Sweet Cakes LLC, DBA Bubbles & Brew Mobile Bar) Freedom Fest
7. Approval of Cereal Malt Beverage License (Our Lady Guadalupe) Sierra club softball extravaganza
8. Approval of Temporary Event Permit (Darrin Pickering)

Motion _____ Second _____ Vote _____

F. **ACTION ITEMS**

1. Allocate \$35,000 of ARPA money for the Safe Street 4 All Grant.

Motion _____ Second _____ Vote _____

2. Adopt Ordinance 24-04, Amending Chapter 7, Article 3, Sections 7-302(a) and 703(e) regarding fireworks sales.

Motion _____ Second _____ Vote _____

3. Adopt Resolution 24-06, Establishing a timeline for repair of property at 603 N Poplar St.

Motion _____ Second _____ Vote _____

4. Adopt the May, 28, 2024, updated Community Center Rental Policy

Motion _____ Second _____ Vote _____

G. **DISCUSSION ITEMS**

1. Betty's Mobile Home Park
 - a. Permanent RV's
2. Letter of approval for USD 309 daycare
3. Wichita Tractor masonry fence
4. Woodie Seat estimated to reopen on July 1st
5. Housing Assessment underway

6. Selling Fire Department 6-wheeler

H. **CITY ADMINISTRATOR'S REPORT**

I. **GOVERNING BODY COMMENTS**

J. **EXECUTIVE SESSION**

1. City Administrator Performance Review

K. **ADJOURNMENT**

SUBMITTED BY: Jeff Schenk, City Administrator

MEETING DATE: June 10, 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:
 - May 13, 2024, Regular Council Meeting
- Approval of Invoices
- Appoint Kraig Blackwelder (209 S Valley Pride Rd) to the Planning Commission
- Approve special event permit (David Aumiller 28 w Ave C).
- Approval of Temporary Event Permit (City of South Hutchinson Lionette Field)
- Approval of Cereal Malt Beverage License (Roseann Wooten, Wooten's Sweet Cakes LLC, DBA Bubbles & Brew Mobile Bar) Freedom Fest
- Approval of Cereal Malt Beverage License (Our Lady Guadalupe) Sierra club softball extravaganza
- Approval of Temporary Event Permit (Darrin Pickering)

RECOMMENDATION:

Motion to approve the consent agenda as presented.

ATTACHMENTS:

Exhibit A - Minutes from May 13, 2024, Regular Council Meeting

Exhibit B - AP Invoices

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

_X_Scofield _X_Cokeley _X_Nisly _X_Brislin _X_Wylie _X_Griffin

B. **PLEDGE OF ALLEGIANCE**

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

D. **CITIZEN COMMENTS**

E. **CONSENT AGENDA**

1. Approval of Minutes – Regular Council Meeting, April 22, 2024
2. Approval of Invoices
3. Approval of Temporary Event Permit (Our Lady Guadalupe)
4. Approval of Temporary alcohol license (Our Lady Guadalupe)
-Father Weldon spoke about Fiesta briefly and stated it would be June 8th – 9th this year.
5. Approval of Cereal Malt Beverage License (Love’s Travel Stop, 3 W Des Moines Ave)

Motion NISLY Second BRISLIN Vote 5-0

F. **ACTION ITEMS**

1. Approve resolution 24-06 approving organization resolution and agreement for credit card program with UMB bank.

Motion NISLY Second COKELEY Vote 5-0

2. Approve Purchase of two wastewater facility pumps.

Motion COKELEY Second BRISLIN Vote 5-0

3. Open Public Meeting regarding the property at 603 N Poplar Street

Motion NISLY Second COKELEY Vote 5-0

Public meeting was opened for comments. Cameron Potucek lives at 601 N Poplar which is part of 603 N Poplar complex. 5 different addresses linked to that complex. 601, 601A, 601B, 603, 605 North Poplar. Finalized the deal on that at the beginning of 2023. Had been trying to purchase the property from K&K Investments. States he has been dealing with multiple city administrators and code enforcement officers since obtaining the property. Got stuck in legal battle for 1 ½ years which cost him an extra \$20000 to keep the property and be able to get it into his name. He states he is nervous as to what today’s hearing would bring.

Potucek states he had the same plan that he was going to present to Jeff, to try to get a new building permit to deal with the issues presented. Praying that the city would let him talk with Jeff and get a plan together to keep doing the repairs on the building that he has been working on for the last year.

Brislin asks what his timeline is? Potucek states it depends on what repair you are talking about. Purchased that building in such a state of disarray for quite some time.

States he cleared 40,000 pounds of trash out of the building and that takes a long time as he doesn't have any help, he states he paid a lot of taxes on the building, and he just got a job 2 months ago.

Nisly asks what he has done besides clear trash out? Potucek states that he replaced 2 windows and repaired the entire front door at the office at 605. Put up a fence on the south corner and put all his junk back there, minor roof repairs, painted the office area, covered broken windows in 603 with metal sheeting. He states he has huge windows that are supposed to go in there, any time he starts doing repairs he would get a letter from an attorney stating that he was going to be removed from the building. He didn't think he should put money into the building if he wasn't even going to own it. Now he is at the point that if the city wants to bulldoze it why should he do any repairs to it.

Brislin asks if the legal issues are over with? Potucek states yes, the building is completely in his name, and he is the party responsible for it. Nisly asks when he took full ownership? Potucek indicated he took ownership January 3rd of 4th of 2023.

Nisly asks what his plan was for the building. Potucek states he is not quite sure at this time, but he had moved his entire machine shop in there and was planning to do machining out of it, but with everything that has happened he is not sure. He states that his plan was to live there and live in this town and do machine work and do ATV repairs out of there.

Griffin asks when you originally purchased this what was your goal? Potucek states he has a business license, it is wholesale, he wasn't going to have any employees, but his plan was to run a machine shop out of there.

Ronnie Pederson states there is an abatement notice from Matt Mock from 12/08/2021, for the appearance of inoperable and not registered vehicles, health nuisance and dangerous and unfit structure which is on the current one. Mock states that most of the items were moved, but the dangerous structure part was never taken care of. Ronnie indicates 08/30/2022 previous city administrator Joe Turner and Ronnie spoke with Potucek about the property, emailed him back to confirm the findings of the meeting that they had. We agreed that 09/13/2022 there would be a 2-week timeline to clean up the material debris on the exterior of the property. 10/25/2022 would be the 8-week timeframe on erecting a fence on the west side of the property. Good faith agreement that these things were going to be done. None of those were met at that time. Next meeting was 11/03/2022 Matt and Ronnie met with Potucek at City Hall. Time frame for broken windows would be fixed by 12/01, plywood would be removed from windows 12/01, holes in building walls would be repaired by 12/01, painting would begin on the structure and bare wood areas would be repaired by 12/01/2022. None of those items were done at that time. 04/11/2023 Ronnie spoke with Potucek, started out about him going through a legal battle to get the property into his name. The conversation went south very quickly and was short. He didn't seem very happy about what he had to pay out to purchase the building and had a few choice words for Ronnie and the meeting was over at that point. He emailed back, apologized and stated he was working on the property. Stated he would be shifting his efforts to completing the building permits, but he wasn't sure if they were still valid or not. Ronnie stated the permit expired 11/03/2023, fence, remove wood floor from upper floor of overhang, paint outside of building, repair facias and paint 6th street exterior of apartments. Ronnie stated he has noticed that there is some work being done on fence without permit currently and nothing has been completed at this time. Schenk sent out a letter on 03/25/2024 without a response.

Potucek stated before 2023 he wasn't sure if was even going to own the building. Scofield asks what kind of agreement was entered into. Potucek stated it was a Land Contract. Scofield stated the seller is your mortgage holder, so you purchased it at the time you entered the land contract and are responsible for the property from that time on. Nisly stated we are establishing that he is the responsible party for the property from the time of signing the land contract. According to Tremaine, there needs to first be a determination of whether the structure is unfit for habitation. Then a resolution needs to be drawn up and adopted to either repair or to remove the structure. A reasonable timeline needs to be approved to address the unsafe/unfit structure. Per Scofield, the residence is zoned commercial. According to Ronnie Pederson, when a residence changes hands, there needs to be a certificate of occupancy when a business changes to something other than initially determined, and there must be a full inspection of the premises. Ronnie presented outside photos of the residence in question stating that the property was a danger to the community and unfit. Greg Henke stated that he could work in unison with Ronnie and offer advice as to fire safety during an inspection of the property. Scofield commented that cooperation from Cameron to address the issues of the unsafe structure has been nonexistent. Potucek stated that the issues with the property are cosmetic, not structural. Nisly suggested that a full inspection of the property before addressing any issues would be better than just addressing exterior issues at the outset. Potucek insisted that interior issues are nonexistent and that he will begin with exterior issues. Potucek asked if the City of South Hutchinson had ulterior motives concerning his building. Brislin stated that the City of South Hutchinson is simply trying to protect Potucek's investment. She asked if he would be willing to meet with the City Inspector, Ronnie Pederson. Potucek stated that he would like everything that is expected from him regarding his residence in writing. Nisly apologized for his tone to Potucek. Brislin stated that the Council wants to see South Hutchinson citizens succeed. Nisly said that if Potucek cooperates and communicates with Pederson to address the unsafe structure, that the City of South Hutchinson will work with Potucek. Nisly asked Potucek if Pederson could go into the interior of the building to make inspections, and Potucek asked if he had a choice. Tremaine stated that Potucek does have a choice. He also stated that if entry was not allowed, a Administrative warrant could be obtained from the District Attorney to gain access to the interior of the building.

4. Close Public Meeting regarding the property at 603 N Poplar Street.

Motion BRISLIN Second NISLY Vote 5-0

5. Make a motion to order that the property at 603 N Poplar is deemed unsafe.

Motion GRIFFIN Second WYLIE Vote 5-0

G. **DISCUSSION ITEMS**

1. Set goals and objectives for City Administrator
 - Jeff Schenk asked the council if they had a listing of priorities for him to address. The council all agreed that budgeting is currently the #1 priority.
 - Schenk stated that the City Clerk and himself had discussed the software package and have decided not to move forward with the entire city software upgrade, that we would be obtaining the Court software as well as Digital Ticketing for the Police Department.
 - Schenk stated that he had contacted the auditors to schedule, and Randy was supposed to contact him with a date.

- Nisly asked what needed to be a priority? Is there something broken or is there any employee issues?
- Cokeley asked if there was anything else in Water / Wastewater that is broken, or needs repaired that we could look at moving forward with. Schenk replied that the digesters at the wastewater plant need to be replaced, but the company working on our facilities assessment may have a better idea of how that can be replaced more efficiently.
- Schenk stated that he is working on the street program (chip sealing) and was hoping to get pricing with the City of Hutchinson so that the gaps in the street can be addressed.
- Street signs project is underway. They are updating poles to breakaway bars as needed throughout town.

H. CITY ADMINISTRATOR'S REPORT

1. Disc Golf Course has been laid out with flags. The projected course will be 6000 feet. People are getting excited about it, and we are looking at the grand opening on June 29th. Concrete pads need to be poured with a total of 18 holes. Businesses can buy a hole which will pay for maintenance of that hole, or someone can purchase one in the memory of a family member. Only 1 hole will not be available for purchase as Matt Newton designed the course for the city free (approx. \$4500 savings) and he requested that we name a hole in memory of his family member that got him started in disc golf, which was agreed upon. Schenk still needs to iron out agreements with Tony Schleck and Jay Mitzner regarding property access or acquisition.
2. David Aumiller contacted Schenk regarding closing the road in front of his residence on June 29th for a dance. Barricades will already be up for Freedom Fest. He filled out a temporary event permit. The council did not see any issues with this.
3. Real RV Storage (Scott Blvd) wants to put in a 3000-gallon wastewater storage tank on their facility and they would need to have it pumped, they plan to build a second building on their property with a bathroom. It would be too expensive to run a wastewater line from their property to the wastewater plant due to the railroad tracks. Conditions were discussed that they need to make sure it would meet all criteria that the county would require. Also, the city will need to draw up a waiver for the property owner to sign that would take liability off the city if there were a failure of the tank or spillage and that it would be their responsibility for the clean-up.

I. GOVERNING BODY COMMENTS

Brislin – Saturday morning there was an accident at US50 / Main and it took 15 minutes for the fire department to get there. She wanted an explanation of why. Fire Chief Henke explained that it all depends on how and when they are dispatched as to how long their response time will be. There are different levels of escalation, and it has to reach a certain level before the fire department will actually be dispatched to the scene.

Cokeley – Stated he received notification from a resident that there have been several side by sides and dirt bikes in the drainage ditch. Police Chief Pickering stated the Police department has been trying to address this situation but by the time they get to the location the individuals are usually gone. He also stated that we don't need to have them tearing up the dike. Cokeley stated that they seem to be doing this from 6:30 to dark and he knows the rules for the ATV/UTV requirements in town. States he knows they have permits for a reason and he doesn't believe that they have those.

Griffin asks what the rules on those are. City Clerk Marcum states that she will get her copies of those ordinances for review.

J. EXECUTIVE SESSION

K. ADJOURNMENT

Motion to adjourn made by Dina Brislin at 7:45 p.m.

Motion **BRISLIN**

Second **COKELEY**

Vote **5-0**

INVOICE APPROVAL LIST

5/28/2024

Gen Gov	Description	Vendor	Inv. Amt
101-101-6000	TV- Cable	Cox Communications	\$16.78
101-101-6002	Insurance Premium	Freedom Claims Management	\$10,616.23
101-101-6000	Internet	IdeaTek	\$27.50
101-101-7004	Paper Towels	Janitorial Supply	\$134.96
101-101-6002	CMB License - Loves	KS Dept of Revenue - CMB	\$25.00
101-101-6011	City Attorney Association Fee	League of KS Municipalities	\$65.00
101-101-6002	Training / Bank Reconciliation	Denise McCue	\$2,050.00
101-101-7005	Mileage Reimbursement	Denise McCue	\$402.00
101-101-7004	Coffee / Deliver	Metropolitan Coffee	\$53.00
101-101-7000	Name Plates, Hole Punch, Binder, Lbl Mkr	Office Plus	\$136.76
101-101-6004	Postage Meter Lease	Pitney Bowes	\$59.37
101-101-6002	Insect Services	The Bug Guys	\$135.00
101-101-6004	Mats	Unifirst	\$16.50
101-101-6000	Phone Service	Vaspian	\$79.85
101-101-6002	Glass Repair	Weber Auto Glass	\$335.47
101-101-7002	Bolt Snaps	Westlake Ace Hardware	\$17.56
			\$14,170.98

Police	Description	Vendor	Inv. Amt
101-102-7000	Copier Maintenance	Better Image	\$185.00
101-102-5001	Insurance Premium	Blue Cross Blue Shield	\$3,171.51
101-102-6000	TV-Cable	Cox Communications	\$50.36
101-102-7002	Water	Culligan of South Central KS	\$52.50
101-102-6000	Internet	IdeaTek	\$27.50
101-102-7002	Toilet Bowl Cleaner / Towels	Janitorial Supply	\$36.86
101-102-6004	Postage Meter Lease	Pitney Bowes	\$59.37
101-102-6002	Insect Services	The Bug Guys	\$150.00
101-102-6000	Phone Service	Vaspian	\$166.08
			\$3,899.18

Street	Description	Vendor	Inv. Amt
101-103-5001	Insurance Premium	Blue Cross Blue Shield	\$1,057.17
101-103-6003	Light Bulbs	City of Hutchinson	\$51.63
101-103-6002	Repair Tire - Farm	Cooper Tire Service	\$189.19
101-103-7002	Timken Set	KanEquip Inc	\$216.07
101-103-6004	Postage Meter Lease	Pitney Bowes	\$59.37
101-103-7002	Oil, Edger Blade, Cap	Prairieland Partners	\$94.00
101-103-6002	Uniforms	Unifirst	\$47.22
101-103-6000	Phone Service	Vaspian	\$36.73
101-103-6000	Internet	IdeaTek	\$27.50
			\$1,778.88

Fire	Description	Vendor	Inv. Amt
101-104-6000	Internet	IdeaTek	\$27.50
101-104-6002	Office 365 Renewal	Leading Edge Technology Partners	\$99.60
101-104-6004	Insect Services	The Bug Guys	\$150.00
101-104-6000	Phone Service	Vaspian	\$36.74
			\$313.84

Park	Description	Vendor	Inv. Amt
101-105-6000	Padlocks	CK's Lock & Key	\$335.04

101-105-7002	Globe Valve	Western Supply	\$198.93
			\$533.97
Court	Description	Vendor	Inv. Amt
101-106-6018	Court Appointed Attorney Services	StrongPoint Law	\$900.00
			\$900.00
Non-Departmental	Description	Vendor	Inv. Amt
101-109-6000	Zoning Code / Subdivision Regulations	Parker & Parker LLC	\$5,750.00
			\$5,750.00
		GENERAL TOTAL	\$27,346.85
Water	Description	Vendor	Inv. Amt
201-000-5001	Insurance Premium	Blue Cross Blue Shield	\$1,057.17
201-000-6002	Chlorine	Brenntag Southwest	\$1,683.23
201-000-7002	Lube	Carquest	\$8.50
201-000-7002	1" Water Meters	Core & Main	\$590.93
201-000-6003	Chlorine Cannister Fill	Dragonslayers Fire Ext Service	\$469.00
201-000-6004	Postage Meter Lease	Pitney Bowes	\$59.37
201-000-6002	Uniforms	UniFirst	\$47.22
			\$3,915.42
Sewer	Description	Vendor	Inv. Amt
301-000-5001	Insurance Premium	Blue Cross Blue Shield	\$1,057.17
301-000-6004	Postage Meter Lease	Pitney Bowes	\$59.37
301-000-6002	Wastewater Grit	Reno County Solid Waste	\$210.00
301-000-6002	Uniforms	UniFirst	\$47.24
			\$1,373.78
Special Highway Fund	Description	Vendor	Inv. Amount
401-000-6002	Concrete - 3 Cubic Yards	Mid America Redi Mix	\$451.85
			\$451.85
Flood Control	Description	Vendor	Inv. Amt
402-000-6004			\$0.00
			\$0.00
Street Sales	Description	Vendor	Inv. Amt
403-000-7013			\$0.00
			\$0.00
Employee Benefits	Description	Vendor	Inv. Amt
501-000-5007	Disability Insurance	Dearborn Life Ins Company	\$394.46
			\$394.46
ASAP	Description	Vendor	Inv. Amt
801-000-6004	Restitution	Lawrence Case	\$100.00
801-000-6004	Restitution - Andrew Ward	South Hutch Municipal Court	\$500.00
801-000-6004	Restitution - Bradley Holmes	South Hutch Municipal Court	\$250.00
			\$850.00
		GRAND TOTAL	\$34,332.36

INVOICE APPROVAL LIST

6/10/2024

Gen Gov	Description	Vendor	Inv. Amt
101-101-5000	Vision Insurance	Vision Care Direct	\$1.84
101-101-6000	Internet	IdeaTek	\$27.50
101-101-6001	Golf Tourney Sponsorship	FNBO	\$300.00
101-101-6002	Prep Payroll / AP	Adams Brown	\$4,305.00
101-101-6002	720 Tax Filing	Dept of Treasury (IRS)	\$128.80
101-101-6002	Camera / Lock Software Install	DESS LLC	\$131.25
101-101-6002	Cleaning Service	FreschCo Cleaning & Restoration	\$225.00
101-101-6002	Computer Support	Leading Edge Technology Partners	\$331.46
101-101-6002	Legal Publications	Prairie Publications	\$37.00
101-101-6002	Attorney Service	Mark Tremaine	\$2,000.00
101-101-6004	Mats	Unifirst	\$16.50
101-101-7000	Wylie Business Cards	FNBO	\$22.99
101-101-7000	Water, Office Org, Monitor Mount	FNBO	\$467.06
101-101-7000	Paper Towels	Office Plus	\$149.98
101-101-7001	Meal	FNBO	\$38.91
101-101-7001	Meals, Fuel	FNBO	\$393.06
101-101-7004	Labor Law Posters	FNBO	\$591.51
101-101-7005	Reimbursement	Jeff Schenk	\$225.00
101-101-7005	Reimbursement	Katie Marcum	\$75.00
			\$9,467.86

Police	Description	Vendor	Inv. Amt
101-102-5000	Vision Insurance	Vision Care Direct	\$139.06
101-102-6000	Internet	IdeaTek	\$27.50
101-102-6002	Amazon Subscription	FNBO	\$14.99
101-102-6002	Computer Support / Spam Filter	Leading Edge Technology Partners	\$386.71
101-102-6007	Brake Pad Kit	Allen Samuels	\$295.07
101-102-6011	Golf Tourney Sponsorship	FNBO	\$300.00
101-102-7000	First Aid Kits	FNBO	\$192.30
101-102-7001	Meals / Fuel / Hotel	FNBO	\$464.02
101-102-7002	Stick Vacuum	FNBO	\$448.98
101-102-7002	Water	Culligan	\$53.00
101-102-7002	Toilet Bowl Cleaner	Janitorial Supply	\$8.36
101-102-7003	Fuel	Bridgman Oil	\$2,153.61
101-102-7004	Ammo	FNBO	\$540.00
101-102-7009	Boots / Uniform Fastener	FNBO	\$167.97
101-102-7009	Uniform Pants	Godfrey's	\$169.98
101-102-7009	Duty Belt	Galls	\$60.00
101-102-7010	Charging Cables	FNBO	\$11.88
			\$5,433.43

Street	Description	Vendor	Inv. Amt
101-103-5000	Vision Insurance	Vision Care Direct	\$59.40
101-103-6000	Internet	IdeaTek	\$27.50
101-103-6002	Computer Support	Leading Edge Technology Partners	\$306.46
101-103-6002	Towing Chevy 2500	McKenzie's Paint & Body Shop	\$150.00
101-103-6002	Uniforms	Unifirst	\$47.22
101-103-7000	First Aid Kits	FNBO	\$525.03
101-103-7002	Mowing Tractor Beacon	Agri Center	\$145.80
101-103-7002	Mobil Delvac	Bridgman Oil	\$1,238.40
101-103-7002	Red Line/ Lubricant / Idler / Throttle Cbl	Fairview Service	\$140.90

101-103-7002	CPVC Pipe / Cleaning Supplies / Ratchett Stra	Lowe's	\$181.30
101-103-7002	Car Wash Soap	Pressure Washer Sales & Services	\$91.66
101-103-7002	Propane	Red Rock Auto Center	\$17.19
101-103-7002	Culvert Pipe	J&J Drainage	\$555.00
101-103-7003	Fuel	Bridgman Oil	\$3,605.95
101-103-7004	Water	Culligan	\$14.00
			\$7,105.81

Fire	Description	Vendor	Inv. Amt
101-104-6000	Internet	IdeaTek	\$27.50
101-104-6002	Drug Screen	Hutchinson Clinic	\$50.00
101-104-6002	Computer Support	Leading Edge Technology Partners	\$306.46
101-104-6004	Active Alert Subscription	FNBO	\$441.00
101-104-7000	Ink Cartridges, Pens, Vacuum	FNBO	\$244.29
101-104-7000	Water	Culligan	\$16.80
101-104-7004	Detergent, Superglue, Oximeter	FNBO	\$209.68
			\$1,295.73

Park	Description	Vendor	Inv. Amt
101-105-7002	Braided Tubing	Lowe's	\$51.12
101-105-7002	Ball Park Mower - Tire Repair	Tom & Dan's Tire Service	\$12.00
			\$63.12

Court	Description	Vendor	Inv. Amt
101-106-6004	Court Clerk Job Posting	FNBO	\$121.41
101-106-6016	Judge Service	Rick Roberts	\$1,100.00
101-106-6016	Prosecutor Service	Mark Tremaine	\$1,100.00
101-106-7000	Document Stand	Office Plus	\$17.99
101-106-7000	Rowe Business Cards	FNBO	\$51.73
101-106-7001	KACM Membership	FNBO	\$50.00
			\$2,441.13

Non-Departmental	Description	Vendor	Inv. Amt
101-109-6026	Trash Service	Nisly Brothers Trash Service	\$9,624.81
			\$9,624.81

GENERAL TOTAL **\$35,431.89**

Water	Description	Vendor	Inv. Amt
201-000-5000	Vision Insurance	Vision Care Direct	\$6.36
201-000-5001	Postage - Water Samples	FNBO	\$34.85
201-000-6002	Computer Support	Leading Edge Technology Partners	\$306.46
201-000-6002	Marking Flags	Reno Cnty Conservation District	\$21.50
201-000-6002	Uniforms	Unifirst	\$47.22
201-000-7000	First Aid Kits	FNBO	\$396.97
201-000-7002	PVC Setters (x2)	Core & Main	\$3,584.54
201-000-7002	Car Wash Soap	Pressure Washer Sales & Services	\$91.67
201-000-7002	AGC 3/4 Amp	Dess LLC	\$6.00
201-000-7003	Fuel	Bridgman Oil	\$2,855.90
201-000-7004	Water	Culligan	\$14.00
			\$7,365.47

Sewer	Description	Vendor	Inv. Amt
301-000-5000	Vision Insurance	Vision Care Direct	\$19.04

301-000-6002	Computer Support	Leading Edge Technology Partners	\$306.46
301-000-6002	Marking Flags	Reno Cnty Conservation District	\$21.50
301-000-6002	Uniforms	Unifirst	\$47.24
301-000-6002	Lift Station Fence Repair - Vandalism	Sallee Lawn Care	\$1,613.87
301-000-6003	Annual PM Service	Central Power Systems & Service	\$1,948.50
301-000-7000	First Aid Kits	FNBO	\$396.97
301-000-7001	Sewer Test	FNBO	\$25.00
301-000-7002	Ball Valve / Supplies	Lowe's	\$49.37
301-000-7002	Car Wash Soap	Pressure Washer Sales & Service	\$91.67
301-000-7003	Fuel	Bridgman Oil	\$2,983.80
301-000-7004	Water	Culligan	\$14.00
			\$7,517.42

ASAP	Description	Vendor	Inv. Amt
801-000-6004	Bond Applied - Roxanne Hall	South Hutch Municipal Court	\$200.00
801-000-6004	Bond Applied - Micco Hernandez	South Hutch Municipal Court	\$500.00
			\$700.00

Community Center	Description	Vendor	Inv. Amt
811-000-6004	Cleaning	FreshCo Cleaning & Restoration	\$200.00
811-000-6026	CC Cancellation Reimbursement	Madison Anthony	\$75.00
811-000-7002	Cinch Slide	Lowe's	\$16.42
			\$291.42

Capital Equip (reserve)	Description	Vendor	Inv. Amt
901-000-8023	Fire - Brush Pants (x8)	Witmer Public Safety Group	\$1,984.00
			\$1,984.00

GRAND TOTAL **\$53,290.20**

ORDINANCE NO. 24-04

AN ORDINANCE AMENDING CHAPTER 7, ARTICLE 3, SECTIONS 7-302(a) AND 703(e) OF THE CODE OF THE CITY OF SOUTH HUTCHINSON, KANSAS, RELATED TO THE DISCHARGE AND SALE OF FIREWORKS

WITNESSETH:

WHEREAS, the Governing Body of the City of South Hutchinson, Kansas, has determined that Chapter 7, Article 3, Sections 7-302(a) and 7-303(e) of the Code of the City of South Hutchinson, Kansas, regulating the dates and times that fireworks can be sold and discharged within the City of South Hutchinson should be amended.

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF SOUTH HUTCHINSON, KANSAS, AS FOLLOWS:

SECTION 1. Chapter 7, Article 3, Section 7-302(a) of the City Code of the City of South Hutchinson, Kansas is hereby amended to read as follows:

7-302. Discharge unlawful; exception.

(a) DOT Division 1.4G Consumer Fireworks as defined by the Federal Department of Transportation, the State of Kansas and approved by the South Hutchinson Fire Chief are permitted in any year to be discharged between the hours of 8:00 a.m. to 11:00 p.m. from June 30th to July 4th inclusive, EXCEPT:

(1) In years when July 4th falls on a Thursday, said fireworks are permitted to be discharged between the hours of 8:00 a.m. to 11:00 p.m. from June 29th to July 4th inclusive, and

(2) In years when July 4th falls on a Friday, said fireworks are permitted to be discharged between the hours of 8:00 a.m. to 11:00 p.m. from June 30th to July 5th inclusive.

SECTION 2. Chapter 7, Article 3, Section 7-303(e) of the City Code of the City of South Hutchinson, Kansas is hereby amended to read as follows:

7-303. DOT Division 1.4G Consumer Fireworks; Sale and Regulation thereof.

(e) Approved fireworks may be offered for sale to individuals within the city limits of The City of South Hutchinson, Kansas, with approved permit, on the following dates, to-wit, June 30th to July 4th from 8:00 a.m. to 11:00 p.m., inclusive, EXCEPT:

(1) In years when July 4th falls on a Thursday, approved fireworks may be offered for sale from June 29th to July 4th from 8:00 a.m. to 11:00 p.m. inclusive, and

(2) In years when July 4th falls on a Friday, approved fireworks may be offered for sale from June 30th to July 5th from 8:00 a.m. to 11:00 p.m. inclusive.

SECTION 3. All other ordinances, or parts thereof, or City policies inconsistent with Sections 1 and 2 hereof, are hereby repealed and held for naught.

SECTION 4. This Ordinance shall be effective upon its passage and publication on the South Hutchinson City website, www.southhutch.com, the official city newspaper.

PASSED, APPROVED AND ADOPTED by the governing body of the City of South Hutchinson, Kansas, this 28th day of May, 2024.

Paul Scofield, Mayor

ATTEST:

Katie Marcum, City Clerk

RESOLUTION 24-06

A RESOLUTION FINDING THAT THE STRUCTURE LOCATED AT LOTS 1, 2, 3 AND THE SOUTH 6 INCHES OF LOT 4, BLOCK 1, PUTERBAUGH'S ADDITION TO THE CITY OF SOUTH HUTCHINSON, RENO COUNTY, KANSAS, TOGETHER WITH THE NORTH 10 FEET OF 6TH AVENUE AS VACATED BY ORDINANCE 321, FILED JUNE 18, 1975 AND RECORDED IN BOOK 161, PAGE 245 IS UNSAFE OR DANGEROUS; AND DIRECTING THAT THE STRUCTURE BE REPAIRED AND THE PREMISES BE MADE SAFE AND SECURE

WHEREAS, the City Administrator of the City of South Hutchinson, Kansas, did on the 25th day of March, 2024, file with the Governing Body of Said City, a statement in writing that the structures, herein described, are abandoned, dangerous, unsafe or unfit for human habitation; and

WHEREAS, the governing body did by Resolution No. 24-02 dated the 25th day of March, 2024, fix the time and place of a hearing at which the owner, his or her agent, and lien holders, any occupants and all other parties of interest of such structure could appear and show cause why the house should not be condemned and ordered repaired or demolished, and provided for giving notice thereof as provided by law; and,

WHEREAS, Resolution No. 24-02 was published in the official city paper on March 29, 2024 and April 5, 2024, and a copy of said resolution was served upon all persons entitled thereto as provided by law; and,

WHEREAS, on the 13th day of May, 2024, the governing body did conduct the hearing scheduled in Resolution No. 24-02 and took evidence from the following: the City Administrator on behalf of the City of South Hutchinson.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF SOUTH HUTCHINSON, KANSAS:

1. The governing body hereby finds that the structure located at Lots 1, 2, 3 and the South 6 inches of Lot 4, Block 1, Puterbaugh's Addition to the City of South Hutchinson, Reno County, Kansas, TOGETHER WITH the North 10 feet of 6th Avenue as vacated by Ordinance No. 321, filed June 18, 1975 and recorded in Book 161, Page 245, and commonly known and referred to as the structure located at 603 N. Poplar, South Hutchinson, Reno County, Kansas 67505, unsafe and dangerous and directs that such structure is to be repaired and the premises made safe and secure, or in the alternative directs that the structure be demolished and removed.

2. Repair or removal of said structure shall commence immediately. The owner shall report to the Governing Body within ninety (90) days of the date of this resolution to

provide an update regarding the completion of repairs or removal. At such time, the Governing Body may in its sole discretion allow the owner additional time to complete repairs.

3. If the owner of such structure fails to commence the repair or removal of such structure within the time stated or fails to diligently prosecute the same until the work is completed, the governing body will cause the structure to be razed and removed. The costs of razing and removing the structure or making the structure safe and secure, less salvage if any, shall be collected pursuant to K.S.A. 12-1755 in the manner provided by K.S.A 12-1, 115, and amendments thereto, or shall be assessed as a special assessment against the lot or parcel of land upon which the structure is located or by both, all as provided by law.

BE IT FURTHERED RESOLVED that the City Clerk shall cause this resolution to be published once in the official paper and mail a copy to the owners, agents, lien holders, occupants, and other parties in interest.

Adopted this 28th day of May, 2024

Paul Scofield, Mayor

ATTEST: _____
Kaite Marcum, City Clerk

	COMMUNITY CENTER RENTAL POLICY	Page 1 of 3
	Original Issue Date: 2015	Last Reviewed: 05/24/2024

Purpose:

The purpose of the community center rental policy is to establish written rules and procedures to ensure fair and equitable use of the facility.

Availability:

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

Procedures:

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

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

Cancellation: Any prospective user may cancel a previously agreed rental contract at any time. In the event a rental is canceled 5 or more working days before it is scheduled, an amount equal to one-half (1/2) of the agreed rental charge shall be refunded. For any rental canceled within those 5 working days of its scheduled time, the City will retain the entire fee amount. In both cases the deposit will be refunded.

Keys: Keys for the facility must be issued by a city representative during business hours before the scheduled event. The individual receiving the key must be 18 years or older and have permission from the primary renter of the facility. Keys must be returned to the City office in person or to the key drop box within 72 hours of the end of the rental agreement. No refund of the deposit will happen prior to receiving the key.

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

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

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

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

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

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

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

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

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

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

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

- Renter must properly clean the building prior to leaving, including wiping all tables, chairs, surfaces, cleaning restrooms, vacuuming the carpet, and dumping the trash.
- **Not stuck or attached anything to the walls.**
- Renter pays for any damage to the building or its contents.
- Returns the key to the City Office located at 2 South Main in person or in the drop box in the drive-thru within 72 hours after use.
- Places the temperature settings for heat, set at 60 degrees and for air conditioning at 72 degrees upon leaving the building.
- Provide an individual, at least 18 years of age, who shall check out and maintain custody of the building key.

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

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

EFFECTIVE DATE

This policy shall take effect once adopted by vote of the City Council and signed by the Mayor.
Amended by the City Council on May 28, 2024.

Paul Scofield, Mayor

Katie Marcum, City Clerk