

A. CALL TO ORDER/ROLL CALL

__ Scofield __ Cokeley __ Nisly __ Brislin __ Fairbanks __ Griffin

B. PLEDGE OF ALLEGIANCE

C. APPROVAL OF AGENDA (ADDITIONS/DELETIONS)

D. CITIZEN COMMENTS

E. APPOINTMENT OF CITY CLERK

1. Remove Jeff Schenk as acting City Clerk and appoint Katie Marcum as City Clerk

Motion _____ Second _____ Vote _____

F. CONSENT AGENDA

1. Approval of Minutes - Regular Council Meeting, February 26, 2024
2. Approval of Invoices
3. Approval of Temporary Event Permit for ATV fun run

Motion _____ Second _____ Vote _____

G. ACTION ITEMS

1. Approval to add Katie Marcum as an authorized signer on City Bank accounts at Farmers Bank & Trust, Simmons Bank, and all certificates of deposit.

Motion _____ Second _____ Vote _____

2. Adopt Resolution 24-01 Designating 1st National Bank as an additional bank to serve as a designated depository bank.

Motion _____ Second _____ Vote _____

3. Approve contract with Plot Marketing for phase 2 of the rebranding process.

Motion _____ Second _____ Vote _____

4. Adopt resolution 24-02 Approving the publication of the resolution in the Ninnescah Valley News to schedule a public meeting regarding the

Motion _____ Second _____ Vote _____

5. Adopt resolution 24-03 for providing for standards for procurement, bidding, and contract awards for the USDA grant.

Motion _____ Second _____ Vote _____

6. Accept the Kansas Department of Transportations updated City Connecting Link Maintenance Agreement.

Motion _____ Second _____ Vote _____

H. DISCUSSION ITEMS

1. Discuss the use of Industrial Revenue Bonds (IRB) to assist with the application for funding assistance for development with Interfaith Housing and Manske & Associates.
2. Betty Trailer Park - Completion of abatement

I. CITY ADMINISTRATOR'S REPORT

J. GOVERNING BODY COMMENTS

K. ADJOURNMENT

SUBMITTED BY: Jeff Schenk, City Administrator

MEETING DATE: March 25, 2024

AGENDA ITEM: Consent Agenda

BACKGROUND:

Consent agendas are designed to take routine business items, non-controversial items, and other matters where a consensus has been reached and combine them into one single motion and vote.

DESCRIPTION:

Items on the consent agenda should not be discussed or debated by the governing body. Any member of the governing body may elect to pull an item from the consent agenda for a separate vote.

PROPOSED ITEMS:

- Approval of Minutes from the following meetings:
 - February 26, 2024, Regular Council Meeting
- Approval of Invoices

RECOMMENDATION:

Motion to approve the consent agenda as presented.

ATTACHMENTS:

Exhibit A - Minutes from February 26, 2024, Regular Council Meeting

Exhibit B - AP Invoices

Exhibit C - Temporary Event Permit for ATV fun run

Present: Mayor Paul Scofield, Councilmembers: Kyle Cokeley, Matt Nisly, Dina Brislin. City Attorney Mark Tremaine, City Administrator Jeff Schenk, Police Chief Darrin Pickering, City Superintendent Ronnie Pederson, and Fire Chief Greg Henke

Absent: Councilman John Fairbanks

A. CALL TO ORDER/ROLL CALL

_X_Scofield _X_Cokeley _X_Nisly _X_Brislin _A_Fairbanks _Vacant

B. PLEDGE OF ALLEGIANCE

C. APPROVAL OF AGENDA (ADDITIONS/DELETIONS)

There were no additions or deletions to the agenda.

D. CITIZEN COMMENTS

1. Public Comments

There were no citizen comments.

2. Comments regarding USDA application

Per City Administrator Jeff Schenk, the USDA application for two new police vehicles (Dodge Charger and Dodge Durango) need to be available for public comment. Per Police Chief Darrin Pickering, this application process was started by the previous City Administrator, Joseph Turner.

E. CONSENT AGENDA

1. Approval of Minutes – Regular Council Meeting, February 26, 2024
2. Approval of Invoices

Motion: Nisly

Second: Brislin

Vote: 3-0

F. ACTION ITEMS

1. Appointment of Valerie Griffin to City Council – followed by Oath

Motion: Brislin

Second: Cokeley

Vote: 3-0

2. Adopt Land Bank Policy

Motion: Cokeley

Second: Nisly

Vote: 4-0

3. Approve purchase of new mower for Public Works

Motion: Brislin

Second: Nisly

Vote: 4-0

G. **DISCUSSION ITEMS**

1. City-wide cleanup and garage sale
Date to be set at a later meeting.
2. Establish performance measures for City Administrator
Jeff Schenk presented a list to the City Council of possible performance projects and requested their input regarding what he should be focusing on in the year ahead as the City Administrator. Councilmember Dina Brislin asked how the 2023 Financial Audit was proceeding. City Administrator Schenk relayed that November of 2023 is being reevaluated, and that Adams Brown in Hutchinson is developing a process to help with the 2023 evaluation. Councilman Kyle Cokeley asked Jeff Schenk if there were any current applications for the office of South Hutchinson City Clerk. Jeff Schenk said that there were two individuals that had expressed an interest in the position. Mayor Paul Scofield relayed that City Administrator Schenk should focus on completing the 2023 financial audit rather than other projects at this time. Per Councilmember Matt Nisly, he would like to see Jeff Schenk give a report of the details for future projects after those projects are decided upon by the City Council. Jeff Schenk said that he would develop a different project list and send the revised list to Council members via E-mail for their approval.

H. **CITY ADMINISTRATOR'S REPORT**

1. Changing Phone Services
Per City Administrator Jeff Schenk, City of South Hutchinson's current phone service provider, Vaspian, is inefficient. Jeff is meeting with several other providers to replace Vaspian as the current provider. Jeff would like to see each department have their own separate phone number as well as providing a number for conference calls. Also, the fax service would be removed from the City Hall building.
2. Update on Adams Brown
Jeff Schenk reported that Adams Brown in Hutchinson is currently working on the City of South Hutchinson's finances. They are working on developing best practices and procedures regarding Accounts Payable and Accounts Receivable. Councilmember Dina Brislin asked Jeff Schenk for the dollar amount that has been spent by South Hutchinson for the services of Adams Brown year-to-date. Schenk said that he did not have an amount to report at this time.

Dina Brislin inquired as to the progress of addressing a dilapidated and dangerous property at 6th and Poplar in South Hutchinson. Jeff Schenk said that the process of addressing the issue was in the final stages, and that the matter should find resolution by the next City Council meeting.

Jeff Schenk reported that PEC, Professional Engineering Consultants, is the current City of South Hutchinson engineering firm. Schenk said that PEC will no longer be employed by the City of South Hutchinson as there is an undesirable "designer fee" in their contract. JEO Consulting Group will become the new engineering firm for the city.

I. GOVERNING BODY COMMENTS

Mayor Paul Scofield inquired about the progress of acquiring new street signs for South Hutchinson. City Administrator Jeff Schenk said that the new street signs are currently in the construction process.

J. EXECUTIVE SESSION

1. City Administrator's performance review

Motion: Brislin

Second: Nisly

Vote: 4-0

"I move that the governing body recess into executive session regarding performance evaluation of the city administration, pursuant to K.S.A. 75-4319(b)(1) to discuss personnel matters of nonelected personnel; to include the governing body, with the open meeting to resume at 6:59 p.m. in the city council chambers."

Open Meeting Resumed at 7:00 p.m.

K. ADJOURNMENT

Nisly motioned to adjourn the meeting at 7:00 p.m.

Motion: Nisly

Second: Cokeley

Vote: 4-0

INVOICES PAID (3/6/2024 – 3/6/2024)

Gen Gov	Description	Vendor	Inv. Amt	Ck Date
101-101-6000	Electricity	Evergy	\$72.77	3/6/2024
101-101-6011	Local Gov Network 2024 Membership	FNBO	\$650.00	3/6/2024
101-101-7001	Fuel	FNBO	\$79.17	3/6/2024
101-101-7001	Meals	FNBO	\$201.76	3/6/2024
101-101-7000	Maintenance Supplies	FNBO	\$19.54	3/6/2024
101-101-7001	Meals	FNBO	\$36.92	3/6/2024
101-101-6004	Deliverables	FNBO	\$227.90	3/6/2024
101-101-7001	Meals	FNBO	\$47.52	3/6/2024
101-101-7001	Meals	FNBO	\$33.68	3/6/2024
101-101-7000	Prime Membership Fee	FNBO	\$14.99	3/6/2024
101-101-6004	Cougar Mountain Upgrade	FNBO	\$29.92	3/6/2024
101-101-6004	2023 W-2 eFile Fee	FNBO	\$62.37	3/6/2024
101-101-7001	Meals	FNBO	\$16.00	3/6/2024
101-101-7000	Office Supplies	FNBO	\$85.13	3/6/2024
101-101-7000	Deliverables	FNBO	\$31.64	3/6/2024
101-101-7000	Office Supplies	FNBO	\$14.88	3/6/2024
101-101-6002	Postage	FNBO	\$583.00	3/6/2024
101-101-6000	Electricity	Evergy	\$199.30	3/6/2024
101-101-6002	City Attorney Services	Mark Tremaine	\$2,000.00	3/6/2024
101-101-7005	City Admin Stipend	Jeff Schenk	\$225.00	3/6/2024
			\$4,631.49	

Police	Description	Vendor	Inv. Amt	Ck Date
101-102-7002	Water & Delivery	Culligan	\$73.00	3/6/2024
101-102-7003	Fuel	Bridgman Oil	\$975.65	3/6/2024
101-102-6012	Registration for 2024 KNOA Training Conf	FNBO	\$250.00	3/6/2024
101-102-6012	Registration for 2024 KNOA Training Conf	FNBO	\$250.00	3/6/2024
101-102-6012	Training – Leavenworth, KS	FNBO	\$495.00	3/6/2024
101-102-6012	KS Assn Chiefs of Police 2024 Leadership	FNBO	\$250.00	3/6/2024
101-102-7006	Supplies-Car Charger for HP Laptop	FNBO	\$34.99	3/6/2024
101-102-6002	Prime Membership Fee	FNBO	\$14.99	3/6/2024
101-102-7004	Helmet Cover & Streamlight	FNBO	\$143.12	3/6/2024
101-102-6000	Electricity	Evergy	\$541.68	3/6/2024
			\$3,028.43	

Street	Description	Vendor	Inv. Amt	Ck Date
101-103-6002	Tires-Grasshopper Mower	Cooper Tire Service Inc	\$192.16	3/6/2024
101-103-7002	Parts	Fairview Service	\$108.30	3/6/2024
101-103-7002	Chainsaw Spark Plug & Oil	Fairview Service	\$37.53	3/6/2024
101-103-7003	Fuel	Bridgman Oil	\$209.60	3/6/2024
101-103-7002	Water & Delivery	Culligan	\$14.00	3/6/2024
101-103-6000	Electricity	Evergy	\$97.45	3/6/2024
101-103-6000	Electricity	Evergy	\$489.59	3/6/2024
			\$1,148.63	

Fire	Description	Vendor	Inv. Amt	Ck Date
101-104-7002	Supplies	FNBO	\$137.94	3/6/2024
101-104-7002	Supplies	FNBO	\$203.15	3/6/2024
101-104-6000	Electricity	Evergy	\$300.27	3/6/2024
			\$641.36	

Parks	Description	Vendor	Inv. Amt	Ck Date
101-105-6000	Electricity	Evergy	\$123.67	3/6/2024

\$123.67

Court	Description	Vendor	Inv. Amt	Ck Date
101-106-6016	City Prosecutor Services	Mark Tremaine	\$1,100.00	3/6/2024
101-106-6016	Judge Services	Rick Roberts	\$1,100.00	3/6/2024
			\$2,200.00	

GENERAL TOTAL **\$11,773.58**

Water	Description	Vendor	Inv. Amt	Ck Date
201-000-7003	Fuel	Bridgman Oil	\$69.43	3/6/2024
201-000-7002	Water & Delivery	Culligan	\$14.00	3/6/2024
201-000-6000	Electricity	Evergy	\$30.16	3/6/2024
201-000-6002	Water Samples Postage	FNBO	\$9.60	3/6/2024
201-000-7001	KS Rural Water Assn Conference Registration	FNBO	\$270.00	3/6/2024
201-000-6000	Electricity	Evergy	\$3,427.08	3/6/2024
			\$3,820.27	

Sewer	Description	Vendor	Inv. Amt	Ck Date
301-000-7003	Fuel	Bridgman Oil	\$51.38	3/6/2024
301-000-7002	Water & Delivery	Culligan	\$14.00	3/6/2024
301-000-6000	Electricity	Evergy	\$160.64	3/6/2024
301-000-7001	Wastewater Test	FNBO	\$25.00	3/6/2024
301-000-7001	Wastewater Test	FNBO	\$25.00	3/6/2024
301-000-7001	Wastewater Test	FNBO	\$25.00	3/6/2024
301-000-7001	KS Rural Water Assn Conference Registration	FNBO	\$270.00	3/6/2024
301-000-6000	Electricity	Evergy	\$9,846.96	3/6/2024
			\$10,417.98	

Bond Payments	Description	Vendor	Inv. Amt	Ck Date
			\$0.00	

ASAP	Description	Vendor	Inv. Amt	Ck Date
			\$0.00	

Community Center	Description	Vendor	Inv. Amt	Ck Date
811-000-6000	Electricity	Evergy	\$250.55	3/6/2024
			\$250.55	

Capital Equip (reserve)	Description	Vendor	Inv. Amt	Ck Date
901-000-8023	B-91 Parts/Supplies	FNBO	\$120.80	3/6/2024
901-000-8023	B-91 Under-Helmet Wireless Headsets	FNBO	\$1,890.00	3/6/2024
			\$2,010.80	

Non-Departmental	Description	Vendor	Inv. Amt	Ck Date
101-109-6000	Electricity	Evergy	\$38.90	3/6/2024
101-109-6000	Electricity	Evergy	\$6,208.28	3/6/2024
			\$6,247.18	

GRAND TOTAL **\$34,520.36**

INVOICES PAID (3/20/2024 – 3/25/2024)**Gen Gov**

	Description	Vendor	Inv. Amt	Ck Date
101-101-7000	Printing	Office Plus	\$130.40	3/25/2024
101-101-6000	TV-Cable	Cox Communications	\$16.78	3/25/2024
101-000-4043	McVey Sister-In-Law Memorial	Justina Tice Memorial Fund	\$50.00	3/25/2024
101-101-6002	Contract Work	Michele Nightingale	\$570.00	3/25/2024
101-101-5005	Name Plate	Office Plus	\$6.25	3/25/2024
101-101-6000	Internet Services	Ideatek Communications	\$30.25	3/25/2024
101-101-6000	Utilities – Gas Service	Kansas Gas Service	\$487.44	3/25/2024
			\$1,291.12	

Police

	Description	Vendor	Inv. Amt	Ck Date
101-102-7009	Nameplates – Siemens / Gaines	Galls, LLC	85.28	3/25/2024
101-102-7009	Mens Command Shirt w/ Zipper	Galls, LLC	\$92.18	3/25/2024
101-102-7009	Mens Hidden Cargo Pocket Pants	Galls, LLC	\$98.81	3/25/2024
101-102-7009	Lawpro Oxford Hi Gloss	Galls, LLC	\$54.82	3/25/2024
101-102-6008	20 Gal Compressor	Lowe's	\$284.05	3/25/2024
101-102-7000	Office Supplies	Office Plus	\$106.37	3/25/2024
101-102-6012	CPR Training	RC Watson	\$120.00	3/25/2024
101-102-6002	Janitorial Services	Tabitha Maxfield	\$150.00	3/25/2024
101-102-6005	Cell Phone Service	Verizon	\$240.06	3/25/2024
101-102-6008	Jump-N-Carry 425 CCA	Carquest Auto Parts Store	\$164.99	3/25/2024
101-102-6000	Cable TV Service	Cox Communications	\$50.36	3/25/2024
101-102-6002	EVO-Plan 90 & FVPRO-Plan 90	Digital Ally	\$792.00	3/25/2024
101-102-6000	Internet Services	Ideatek Communications	\$30.25	3/25/2024
101-102-6000	Utilities – Gas Service	Kansas Gas Service	\$1,564.24	3/25/2024
101-102-6005	Cell Phone Service	Verizon	\$164.40	3/25/2024
			\$3,997.81	

Street

	Description	Vendor	Inv. Amt	Ck Date
101-103-7002	Brooms Wide Sweep	Red Equipment, LLC	\$1,388.00	3/25/2024
101-103-6002	Construction Demo	Reno County Solid Waste	\$111.30	3/25/2024
101-103-7002	Loader Cutting Edges	Foley Equipment Co	\$315.84	3/25/2024
101-103-6000	Internet Services	Ideatek Communications	\$30.25	3/25/2024
101-103-6000	Utilities – Gas Service	Kansas Gas Service	\$1,260.46	3/25/2024
101-103-7001	CPR Training	RC Watson	\$120.00	3/25/2024
101-103-6002	Uniforms	Unifirst Corporation	\$28.91	3/25/2024
101-103-6002	Uniforms	Unifirst Corporation	\$28.91	3/25/2024
101-103-6002	Uniforms	Unifirst Corporation	\$28.91	3/25/2024
			\$3,312.58	

Fire

	Description	Vendor	Inv. Amt	Ck Date
101-104-7002	Rope & Pulley	Westlake Ace Hardward	\$22.48	3/25/2024
101-104-6004	Annual Subscription Fee	Emergency Networking	\$2,100.00	3/25/2024
101-104-6011	Department Membership	KS State Firefighters Assn	\$50.00	3/25/2024
101-104-8000	Custom FXR Turnout Coats & Pants	Municipal Emergency Serv	\$7,975.00	3/25/2024
101-104-6000	Internet Services	Ideatek Communications	\$30.25	3/25/2024
101-104-6000	Utilities – Gas Service	Kansas Gas Service	\$534.65	3/25/2024
101-104-6005	Cell Phone Service	Verizon	\$144.33	3/25/2024
			\$10,856.71	

Court

	Description	Vendor	Inv. Amt	Ck Date
101-106-6018	Municipal Court Monthly Billing	StrongPoint Law	\$900.00	3/25/2024
101-106-6004	Inmate Healthcare Services	Wellpath LLC	\$18.00	3/25/2024

101-106-6004	Healthcare Services	Hutchinson Reg Med Ctr	\$45.45	3/25/2024
101-106-6004	ETHC Collection Charge	Hutchinson Reg Med Ctr	\$22.00	3/25/2024
101-106-6015	Collections Remittance	Office of the State Treas	\$643.00	3/25/2024
101-106-7001	Mileage Reimbursement	Katie Marcum	\$61.57	3/25/2024
101-106-6004	Dog Boarding	Prairie Vista Veterinary	\$164.50	3/25/2024
101-106-6017	Housing of Inmates	Reno Co Sheriff's Dept	\$400.00	3/25/2024
			\$2,254.52	

GENERAL TOTAL \$21,712.74

Water	Description	Vendor	Inv. Amt	Ck Date
201-000-6002	Cement Services	Mid America Redi-Mix	\$393.90	3/25/2024
201-000-6002	Cement Services	Mid America Redi-Mix	\$569.08	3/25/2024
201-000-7002	Omni Retro, 2" Hymax	Core & Main LP	\$919.75	3/25/2024
201-000-6002	Telemetry System Service Contract	Micro Comm Inc	\$2,900.00	3/25/2024
201-000-7002	Clamps	Carquest Auto Parts Store	\$14.19	3/25/2024
201-000-6002	Regular Locate Fee – 38 Locates	Kansas One Call	\$22.80	3/25/2024
201-000-7001	CPR Training	RC Watson	\$120.00	3/25/2024
201-000-6002	Uniforms	Unifirst Corporation	\$28.91	3/25/2024
201-000-6002	Uniforms	Unifirst Corporation	\$28.91	3/25/2024
201-000-6002	Uniforms	Unifirst Corporation	\$28.91	3/25/2024
201-000-6005	Phone Service	Verizon	\$24.79	3/25/2024
201-000-6005	Cell Phone Service	Verizon	\$170.11	3/25/2024
			\$5,221.35	

Sewer	Description	Vendor	Inv. Amt	Ck Date
301-000-7002	UV Lamps & Cleaners	Xylem Water Solutions USA	\$6,392.00	3/25/2024
301-000-7002	Washdown Hose Repair	B&B Hydraulics	\$32.96	3/25/2024
301-000-6002	Tires – 2021 Dodge PU	Cooper Tire Service Inc	\$713.66	3/25/2024
301-000-6000	Utilities – Electricity	Evergy	\$56.49	3/25/2024
301-000-7002	Vactor Hose Reel PSI Gauge	Key Equipment & Supply Co	\$59.32	3/25/2024
301-000-7002	Sewer Paint	Lowe's	\$51.70	3/25/2024
301-000-6002	Project No 217055-033-Professional Serv	Prof Engineering Consultant	\$287.50	3/25/2024
301-000-7002	Liftstation Parts	Ray Lindsey Company	\$1,150.70	3/25/2024
301-000-6002	Wastewater Grit	Reno County Solid Waste	\$168.00	3/25/2024
301-000-6002	Lab Analysis	SDK Laboratories	\$650.00	3/25/2024
301-000-7002	Socket; Towel Canisters	Carquest Auto Parts Store	\$72.63	3/25/2024
301-000-6002	Regular Locate Fee – 38 Locates	Kansas One Call	\$22.80	3/25/2024
301-000-7001	CPR Training	RC Watson	\$120.00	3/25/2024
301-000-6002	Uniforms	Unifirst Corporation	\$28.91	3/25/2024
301-000-6002	Uniforms	Unifirst Corporation	\$28.91	3/25/2024
301-000-6002	Uniforms	Unifirst Corporation	\$28.91	3/25/2024
301-000-6005	Phone Service	Verizon	\$272.69	3/25/2024
301-000-6005	Cell Phone Service	Verizon	\$81.48	3/25/2024
			\$10,218.66	

Bond Payments

\$0.00

ASAP	Description	Vendor	Inv. Amt	Ck Date
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801-000-6004	Bond Refund	Parker Bruce	\$115.00	3/25/2024
801-000-6004	Bond Refund	Michael Henry	\$135.00	3/25/2024
			\$250.00	

Community Center

811-000-6000	Utilities – Gas Service	Kansas Gas Service	\$386.47	3/25/2024
			\$386.47	

Capital Equip (reserve)

	Description	Vendor	Inv. Amt	Ck Date
901-000-8028	UPS, Battery Enclosure, Etc	R.E. Pedrotti Company Inc	\$8,336.00	3/25/2024
901-000-8022	Mower	Fairview Service	\$20,486.71	3/25/2024
901-000-8023	Batt Impres LIION	Motorola Solutions, Inc.	\$696.51	3/25/2024
901-000-8023	Microphone, Remote Speaker Mic	Motorola Solutions, Inc.	\$612.36	3/25/2024
901-000-8021	Batt Impre LIION	Motorola Solutions, Inc.	\$696.51	3/25/2024
901-000-8023	Charger, Desktop Single Unit	Motorola Solutions, Inc.	\$443.25	3/25/2024
			\$31,271.34	

Non-Departmental

	Description	Vendor	Inv. Amt	Ck Date
101-109-6026	Trash Service	Nisly Brothers Trash Serv	\$9,586.25	3/25/2024
			\$9,586.25	

Community Center

	Description	Vendor	Inv. Amt	Ck Date
		GRAND TOTAL	\$78,646.81	

TEMPORARY EVENT PERMIT

This permit authorizes a Temporary Permit for an event located within the City Limits of South Hutchinson Ks.

Fee: _____

Applicants Name and Address: Interfaith Housing, 1326 East A Hutchinson KS
67501

Contact Phone Numbers: (620) 259-9906

Type of Event: ATV Fun Run

Location of Event: Community Building

Date of Event: April 20th 2024

Times (start and end): _____

Is the event to take place on City Property? YES

Services Needed: _____

If any part of the event is to take place on city property, applicant must furnish a Certificate of Liability Insurance in a minimum amount of \$1,000,000. The Certificate of Insurance must be furnished 30 days prior to the event.

Applicant' Signature: Ashley Cline - CFO

PASSED AND APPROVED BY THE GOVERNING BODY OF THE CITY OF SOUTH HUTCHINSON, KANSAS THIS _____, DAY OF _____.

[Signature]

City Superintendent

[Signature]

Police Chief

[Signature]

Fire Chief

Mayor

ATTEST:

Michele Nightingale, City Clerk

PREPARED BY: Jeff Schenk, City Administrator

MEETING DATE: March 25, 2024

AGENDA ITEM: Adding 1st National Bank as a Depository Bank

BACKGROUND:

The City of South Hutchinson has used Simmons Bank as their primary depository bank for the last 20+ years. That was largely due to Simmons having a physical location in South Hutchinson.

DESCRIPTION:

We met with 1st National Bank on January 18th and met their team. During the meeting they discussed some of the options that they have and asked about the current services we are provided. After discussion they developed a personalized plan for South Hutchinson and made a side-by-side comparison with South Hutchinson's current utilization of funds. They returned on March 6th to give us their review of our account.

RECOMMENDATION:

City staff recommends the council approve Resolution 21-01 designating 1st National Bank as an bank depository for the City of South Hutchinson and authorize the mayor to sign.

RESOLUTION NO. 24-01

**A RESOLUTION OF THE CITY OF SOUTH HUTCHINSON,
KANSAS, DESIGNATING DEPOSITORY BANK**

WHEREAS, section 1-402(a) of the City Code of the City of South Hutchinson, Kansas, authorizes the governing body of the City of South Hutchinson, Kansas, to designate a depository bank; and

WHEREAS, the governing body of the City of South Hutchinson, Kansas desires to make such a designation.

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

Section 1. Designation of Depository Bank. Pursuant to section 1-402(a) of the City Code of the City of South Hutchinson, Kansas, the governing body of the City of South Hutchinson, Kansas, hereby designates First National Bank of Hutchinson, Hutchinson, Kansas, to serve as a depository of its funds.

Section 2. Effective Date. This Resolution shall be in full force and effect from and after its adoption.

PASSED, APPROVED AND ADOPTED by the governing body of the City of South Hutchinson, Kansas, this 25th day of March, 2024.

Paul Scofield, Mayor

ATTEST:

Katie Marcum, City Clerk

PREPARED BY: Jeff Schenk, City Administrator

MEETING DATE: March 25, 2024

AGENDA ITEM: Contract with Plot Marketing for Phase 2

BACKGROUND:

The City of South Hutchinson hired Plot Marketing for Phase 1 of the South Hutchinson rebranding process. That involved community engagement and participation. Using that they were able to compile a good amount of data on who the City is and what direction they would like to see us go.

DESCRIPTION:

Plot has given a proposal to move into phase 2 of the rebranding process. This proposal lays out what the phase will entail. Plot is here to discuss this contract as well.

RECOMMENDATION:

City staff recommends the council approve the contract with Plot Marketing for phase 2 of the rebranding process and authorize the mayor to sign.

PREPARED BY: Jeff Schenk, City Administrator

MEETING DATE: March 25, 2024

AGENDA ITEM: resolution 24-02 approval of publication in Ninnescah

BACKGROUND:

The City of South Hutchinson has had several violations sent to the property at 603 N Poplar Street and meetings with the property owner. Some of them are 12/8/2021, 8/9/2022, and 11/3/2022. The property owner has failed to comply with any schedule provided. A letter was sent out 10/23/2023 requesting a detailed timeline to address all abatements on the property be submitted by 11/9/2023. No timeline was delivered.

DESCRIPTION:

This resolution will be posted in the Ninnescah Valley News. It establishes a time and place for a public hearing regarding the property at 603 N Poplar St. This is to allow the owner and other interested parties to attend the meeting and to appeal against the demolition of the property.

RECOMMENDATION:

City staff recommends the council approve Resolution 24-02 and authorize the mayor to sign.

Published in the Ninnescah Valley Newspaper on March 29, 2024

RESOLUTION NO. 24-02

A RESOLUTION FIXING TIME AND PLACE, AND PROVIDING FOR NOTICE OF A HEARING BEFORE THE GOVERNING BODY OF THE CITY OF SOUTH HUTCHINSON, KANSAS, AT WHICH THE OWNER; HIS OR HER AGENT; LIEN HOLDERS OF RECORD; OCCUPANTS; AND ANY OTHER PARTY IN INTEREST OF STRUCTURES LOCATED WITHIN SAID CITY AND DESCRIBED HEREIN MAY APPEAR AND SHOW CAUSE WHY SUCH STRUCTURES SHOULD NOT BE CONDEMNED AS UNSAFE OR DANGEROUS STRUCTURES AND ORDERED REPAIRED OR DEMOLISHED.

WHEREAS, the Public Officer 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 unsafe and dangerous.

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

That a hearing will be held on May 13, 2024, before the Governing Body of the City of South Hutchinson at 6:00 o'clock p.m. in the City Council Chambers, City Hall, 2 S. Main, South Hutchinson, Kansas, at which time the owner, his or her agent, any lien holders of record, any occupant and any other parties in interest, as that term is defined by law, of the structures 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,

may appear and show cause why such structures should not be condemned as unsafe or dangerous structures and ordered repaired or demolished.

BE IT FURTHERED RESOLVED, that the City Clerk shall cause this resolution to be published once each week for two consecutive weeks on the same day of the week and shall give notice of the aforesaid hearing in the manner provided by law.

PASSED, APPROVED AND ADOPTED by the governing body of the City of South Hutchinson, Kansas, this 25th day of March, 2024.

Paul Scofield, Mayor

ATTEST:

Katie Marcum, City Clerk

PREPARED BY: Jeff Schenk, City Administrator

MEETING DATE: March 25, 2024

AGENDA ITEM: Resolution 24-03 adopt USDA purchasing policy

BACKGROUND:

The City of South Hutchinson has a 2015 Explorer that is aged out and the chief of police does not currently have a dedicated car.

DESCRIPTION:

This grant will allow us to replace the aged-out Ford Explorer and get a dedicated car for the Chief of Police. The grant will pay \$50k toward the purchase. This resolution is to adopt the USDA purchasing policy for the purchase of this vehicle.

RECOMMENDATION:

City staff recommends the council approve Resolution 24-03 and authorize the mayor to sign.

**RESOLUTION OF GOVERNING BODY ADOPTING AND PROVIDING FOR
STANDARDS FOR PROCUREMENT, BIDDING AND CONTRACT AWARDS**

WHEREAS, _____, of _____ County, Kansas has applied for a loan to be made or insured by the United States of America acting through the Rural Housing Service (herein called the Government) for the construction of facilities to be owned and operated by the _____, and the Government's regulations require that the _____ adopt standards (a) relating to the conduct of its officers, employees, and agents in contracting and in expending loan funds, and (b) establishing procurement and contracting procedures;

Now, Therefore Be It Resolved That _____ of _____ County, Kansas does hereby adopt the standards of conduct and procurement procedures set forth in those regulations of USDA Rural Development appearing in Title 7, Code of Federal Regulations, Section 1942.18 (J) Thru (K), provided however that in those instances where funds derived from loans made or insured by, or grants made by, the Government are not involved, prior consent or approval of the Government as provided in such regulations shall not be required.

This resolution adopted by the _____ of _____
(Governing Body) (Entity)
_____ of _____ County, Kansas this _____
day of _____, 20____.

Certificate

_____ of _____,
(Authorized Official) (Entity)
of _____ County, Kansas hereby certify that the foregoing resolution was adopted by
the _____ of said Entity on the date stated above at a meeting duly
(Governing Body)
held upon _____, notice or upon waiver of notice
signed by all members of said _____.

SEAL

(Secretary)

PREPARED BY: Jeff Schenk, City Administrator

MEETING DATE: March 25, 2024

AGENDA ITEM: Resolution 24-03 adopt USDA purchasing policy

BACKGROUND:

The State has maintenance agreements with the City's regarding who's responsible for what maintenance of the highway. This would be to replace the last agreement in 2000.

DESCRIPTION:

This update to the City Connecting Link Maintenance Agreement shows the additional area that we have annexed into the City. Typically, that section of highway becomes the property of the City, however with this agreement KDOT will continue to maintain K61 through South Hutch and US50 south of K61.

RECOMMENDATION:

City staff recommends the council authorize the resolution with KDOT updating the City Connecting Link Maintenance Agreement.