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- A. **CALL TO ORDER/ROLL CALL**
__Garretson __Schmidt __Nisly __Schenk __Fairbanks __Scofield
- B. **PLEDGE OF ALLEGIANCE**
- C. **APPROVAL OF AGENDA (ADDITIONS/DELETIONS)**
- D. **CITIZEN COMMENTS**
- E. **HEARINGS, PRESENTATIONS, PROCLAMATIONS & RECOGNITIONS**
1. Veyra Honors Foundation Presentation
- F. **CONSENT AGENDA**
1. Approval of Minutes – Special Meeting, March 2, 2023
2. Approval of Minutes – Regular Meeting, March 13, 2023
3. Approval of Invoices
4. Authorize city administrator to sign Micro-Comm telemetry system service contract for water system

Motion _____ Second _____ Vote _____
- G. **ACTION ITEMS**
1. Insurance Policy Renewal

Motion _____ Second _____ Vote _____

2. Revision of Zoning & Subdivision Regulations

Motion _____ Second _____ Vote _____

3. City Administrator Recruitment

Motion _____ Second _____ Vote _____
- H. **DISCUSSION ITEMS**
1. Police Department Vehicle Swap with Public Works
2. City Attorney Update on Previous Zoning Discussions
3. Employee Compensation & Benefits
4. Miscellaneous Issues (time permitting)
- I. **CITY ADMINISTRATOR’S REPORT**
- J. **GOVERNING BODY COMMENTS**
- K. **EXECUTIVE SESSION**
1. Attorney-Client Privilege
- L. **ADJOURNMENT**

Meeting Date: March 27, 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 March 2, 2023 special meeting
- Approval of Minutes from March 13, 2023 regular meeting
- Approval of Invoices
- Authorize mayor to sign Micro-Comm telemetry service agreement

Recommendation – Motion to approve the consent agenda as presented.

Exhibit A – Minutes from March 2, 2023 special meeting

Exhibit B – Minutes from March 13, 2023 regular meeting

Exhibit C – AP Invoices

Exhibit D – Micro-Comm agreement



March 2, 2023 Special City Council Meeting Minutes

Present: Garretson, Schmidt, Nisley, Schenk, Fairbanks, Scofield

A. CALL TO ORDER/ROLL CALL

A Garretson X Schmidt X Nisly X Schenk X Fairbanks X Scofield

B. PLEDGE OF ALLEGIANCE

C. EXECUTIVE SESSION

1. Non-elected Personnel

Motion: Schmidt Second: Schenk Vote: 5-0

“I move that the governing body recess into executive session regarding employee performance issues, pursuant to K.S.A. 75-4319(b)(1) to discuss personnel matters of nonelected personnel; to include only the governing body; with the open meeting to resume at 7:31 p.m. in the city council chambers.”

2. Non-elected Personnel

Motion: Nisly Second: Fairbanks Vote: 5-0

“I move that the governing body recess into executive session regarding employee performance issues, pursuant to K.S.A. 75-4319(b)(1) to discuss personnel matters of nonelected personnel; to include only the governing body; with the open meeting to resume at 7:42 p.m. in the city council chambers.”

D. ADJOURNMENT

Councilman Schmidt motioned to adjourn the meeting at 7:45pm.

Motion: Schmidt Second: Fairbanks Vote: 5-0



March 13, 2023 City Council Meeting Minutes

Present: Garretson, Schmidt, Schenk, Fairbanks, Scofield
Absent: Nisly
Others Present: City Attorney Mark Tremaine, City Administrator Joseph Turner, Police Chief Darrin Pickering, City Superintendent Ronnie Pederson, Court Clerk Katie Marcum, Officer Matt Gabrielson

A. CALL TO ORDER/ROLL CALL

A Nisly X Schmidt X Schenk X Garretson X Fairbanks X Scofield

B. PLEDGE OF ALLEGIANCE

C. APPROVAL OF AGENDA (ADDITIONS/DELETIONS)

D. APPOINTMENT OF CITY CLERK

1. Appointment of Michele Nightingale as city clerk (followed by swearing in)

Motion: Scofield Second: Schmidt Vote: 4-0

2. Swearing in of City Clerk Michele Nightingale

Mayor Brian Garretson administered oath of office to Michele Nightingale

E. EXECUTIVE SESSION

1. Non-elected Personnel

Motion: Schmidt Second: Fairbanks Vote: 4-0

“I move that the governing body recess into executive session regarding developments with a contractual employee, pursuant to K.S.A. 75-4319(b)(1) to discuss personnel matters of nonelected personnel; to include the governing body and the city attorney; with the open meeting to resume at 6:12 p.m. in the city council chambers.”

2. Non-elected Personnel

Motion: Schenk Second: Scofield Vote: 4-0

“I move that the governing body recess into executive session regarding developments with a contractual employee, pursuant to K.S.A. 75-4319(b)(1) to discuss personnel matters of nonelected personnel; to include the governing body, the city administrator and the city attorney; with the open meeting to resume at 6:25 p.m. in the city council chambers.”

3. Approved Separation Agreement with City Administrator Joseph Turner

Motion: Schmidt Second: Schenk Vote: 4-0

F. CITIZEN COMMENTS

- 1. Luke VanFleteren representing SBA Towers spoke against the Harmoni Cell Tower

G. CONSENT AGENDA

- 1. Approval of Minutes – Regular Meeting, February 13, 2023
- 2. Approval of Minutes – Special Meeting, February 16, 2023
- 3. Approval of Invoices
- 4. Approval to add City Clerk Michele Nightingale as an authorized signer on City bank accounts at Farmers Bank & Trust, Simmons Bank, and all certificates of deposit
- 5. Rescind signing authority of any former City employee on all bank accounts at Farmers Bank & Trust, Simmons Bank, and all certificates of deposit

Motion: Schmidt Second: Scofield Vote: 4-0

H. ACTION ITEMS

- 1. Approval of conditional use permit application submitted by Harmoni Towers, LLC

Motion: Scofield Second: Schenk Vote: 3-1 (Nay: Schmidt)

- 2. Approval of building permit submitted by Harmoni Towers, LLC

Motion: Scofield Second: Schenk Vote: 3-2 (Nays: Schmidt, Fairbanks)
Mayor cast tie-breaking vote

I. DISCUSSION ITEMS

No discussion items

J. CITY ADMINISTRATOR’S REPORT

City Administrator Joseph Turner tendered his resignation

K. GOVERNING BODY COMMENTS

No comments by members of the Council

L. ADJOURNMENT

Scofield motioned to adjourn the meeting at 6:31pm.

Motion: Scofield Second: Fairbanks Vote: 4-0

(Attest): Michele Nightingale
Michele Nightingale, City Clerk

Gen Gov	Description	Vendor	Inv. Amt
101-101-6000	Internet Service	Idea Tek	\$110.00
101-101-6000	Phone Services	Vaspian	\$118.50
101-101-6000	Gas Service	KGAS	\$307.52
101-101-6000	Electricity	Evergy	\$260.60
101-101-6002	Attorney Services	Mark Tremaine	\$2,000.00
101-101-6002	IT Services-Monthly	Leading Edge - Gavin	\$145.72
101-101-6002	Janitorial Services	FreshCo	\$225.00
101-101-6004	Postage Meter Lease	Pitney Bowes	\$59.37
101-101-7000	Utility Clerk Office Key	Pat's Lock & Key	\$4.70
101-101-7005	Vehicle Allowance	Joe Turner	\$375.00
101-101-7015	Desk Speakers	Leading Edge - Gavin	\$23.99
			\$3,630.40
Police	Description	Vendor	Inv. Amt
101-102-5001	Health Insurance	BCBS	5439.01
101-102-6000	Phone Services	Vaspian	\$288.00
101-102-6000	Gas Service	KGAS	\$1,071.79
101-102-6000	Electricity	Evergy	\$540.60
101-102-6002	IT Services - Monthly	Leading Edge - Gavin	\$949.40
101-102-6002	Spam Filtering - PD	Leading Edge - Gavin	\$56.25
101-102-6002	Remington 870 Gun	Gun Bros.	\$450.00
101-102-6002	Lithium Battery	DACK Outdoors	\$345.96
101-102-6004	Taser 7 Cert Bundle	AXON	\$2,880.00
101-102-6004	Postage Meter Lease	Pitney Bowes	\$59.37
101-102-6005	Jet Pack Phone Service - PD	Verizon	\$240.06
101-102-6005	Phone Services	Verizon	\$164.12
			\$12,484.56
Street	Description	Vendor	Inv. Amt
101-103-5001	Health Insurance	BCBS	1368.13
101-103-6000	Gas Service	KGAS	\$821.13
101-103-6000	Phone Services	Vaspian	\$85.00
101-103-6000	Electricity	Evergy	\$794.90
101-103-6002	IT Services - Monthly	Leading Edge - Gavin	\$130.60
101-103-6004	Postage Meter Lease	Pitney Bowes	\$59.37
101-103-7002	Mower Filter	Carquest	\$7.86
101-103-7002	6th St. Sidewalk Repair	Mid America Redi-Mix	\$513.08
			\$3,780.07
Fire	Description	Vendor	Inv. Amt
101-104-6000	Phone Services	Vaspian	\$67.50
101-104-6000	Gas Service	KGAS	\$338.18
101-104-6000	Electricity	Evergy	\$336.09
101-104-6002	IT Services - Monthly	Leading Edge - Gavin	\$140.68
101-104-6004	Fire Suite Subscription	Emergency Networking	\$1,995.00
101-104-6004	Grit Removal	Reno Co Solid Waste	\$164.00
101-104-6005	Phone Services	Verizon	\$144.24
101-104-7002	Supplies (liners/wash foam)	Janitorial Supply	\$124.85
			\$3,310.54
Court	Description	Vendor	Inv. Amt
101-106-6004	Inmate Healthcare	Wellpath	\$18.00

101-106-6004	Subpoena Processing	Bank Midwest	\$7.50
101-106-6004	KBI Forensic Services	KBI	\$400.00
101-106-6004	Document Storage Retrieval	Underground Vault & Storage	\$24.60
101-106-6004	Inmate Healthcare	HRMC	\$276.47
101-106-6015	Muni Court Collection Batch	Office of the State Treasurer	\$1,274.50
101-106-6016	Judge Services	Larry Bolton	\$1,100.00
101-106-6016	Attorney Services	Rick Roberts	\$1,100.00
101-106-6018	Public Defender Services	Strong Point Law	\$900.00
101-106-6018	Trial	Ben Fisher	\$150.00
101-106-7015	Computer - Katie Marcum	Leading Edge - Gavin	\$1,481.01
			\$6,732.08
		GENERAL TOTAL	\$29,937.65

Park	Description	Vendor	Inv. Amt
101-105-6000	Electricity	Evergy	\$109.07
			\$109.07

Non-Departmental	Description	Vendor	Inv. Amt
101-109-6000	Electricity	Evergy	\$6,047.77
			\$6,047.77

Water	Description	Vendor	Inv. Amt
201-000-5001	Health Insurance	BCBS	\$1,200.66
201-000-6000	Electricity	Evergy	\$3,103.06
201-000-6002	IT Services - Monthly	Leading Edge - Gavin	\$174.45
201-000-6002	Red Door Hangers	Wayne's Printing	\$92.75
201-000-6004	Postage Meter Lease	Pitney Bowes	\$59.37
201-000-6005	Phone Services	Verizon	\$169.81
201-000-7002	Chlorine	Brenntag	\$1,711.28
201-000-7002	Battery	DESS LLC	\$47.52
			\$6,558.90

Water Emergency Replacement	Description	Vendor	Inv. Amt
204-000-6002	Well 4 Generator Hookup	Boman	\$4,940.00
			\$4,940.00

Sewer	Description	Vendor	Inv. Amt
301-000-5001	Health Insurance	BCBS	\$1,177.74
301-000-6000	Electricity	Evergy	\$12,526.35
301-000-6002	IT Services - Monthly	Leading Edge - Gavin	\$174.45
301-000-6002	KDHE Schedule Compliance	PEC (Prof. Engineering Cons)	\$485.00
301-000-6002	Lab Analysis	SDK Laboratories	\$598.00
301-000-6004	Postage Meter Lease	Pitney Bowes	\$59.37
301-000-6005	Phone Services	Verizon	\$81.38
301-000-6005	Phone Services	Verizon	\$294.84
301-000-7002	Blower Belts	Carquest	\$56.74
301-000-7002	Pleated Filters	Decker & Mattison	\$88.69
301-000-7002	Battery	DESS LLC	\$47.52
301-000-7002	Auto Dialer	USA Bluebook	\$227.99
			\$15,818.07

Sewer Emergency Replacement	Description	Vendor	Inv. Amt
303-000-8000	2023 Service Truck	Davis Moore	\$71,680.00
			\$71,680.00

Employee Benefits	Description	Vendor	Inv. Amt
501-000-5007	Life Insurance	Dearborn	\$514.35
			\$514.35
Bond & Interest	Description	Vendor	Inv. Amt
601-000-8004	GO Ref & IMP BDS SR2016	Office of the State Treasurer	\$33,550.00
			\$33,550.00
ASAP	Description	Vendor	Inv. Amt
			\$0.00
Comm Ctr	Description	Vendor	Inv. Amt
811-000-6000	Electricity	Evergy	\$260.68
811-000-6000	Gas Service	KGAS	\$196.21
811-000-6004	Janitorial Services	FreshCo	\$500.00
			\$956.89
Technology Fund	Description	Vendor	Inv. Amt
812-000-6004	Software Support	Advantage Computer	\$675.00
			\$675.00
Equip. Reserve	Description	Vendor	Inv. Amt
			\$0.00
Ins. Proceeds Fund	Description	Vendor	Inv. Amt
			\$0.00
		GRAND TOTAL	\$170,787.70

MICROCOMM

15895 S. Pflumm Rd.

Olathe, KS 66062

(913) 390-4500

FAX: (913) 390-4550

www.micro-comm-inc.com

3/3/23

received
3/9/23

Attn Matt Stiles
South Hutchinson City of
Water Dept. - 2 South Main St.
South Hutchinson KS 67505

Extended Service Warranty Proposal

Dear Matt:

According to our records, your Micro-Comm telemetry system service contract number(s) SC0304 will expire on 5/28/23. For \$2900.00 which includes damage caused by lightning, Micro-Comm will provide part replacement, phone support, and internet troubleshooting, for job number(s) 90-042.

Please read and review the following:

Terms and Conditions of the Service Plan:

1. Micro-Comm, Inc. shall be liable only for the cost or repair of any Micro-Comm manufactured equipment including radio, power supply, batteries, RTU and CTU Battery backup units, relays, phone dialers; light bulbs, external modems, MC L5A and Keller Well Transducers, Minco sensors, relays, and associated equipment required for system operation as designed (see below #6).
2. In the event of equipment failures or equipment damaged by lightning. Micro-Comm will supply troubleshooting, using phone and internet log in to determine parts necessary to complete repairs and return system to previous level of operation. Parts will be shipped by the quickest method available to job site. Customer shall supply labor for removal and installation of equipment at customer's premises. Return of defective equipment to Micro-Comm is customer responsibility.
3. In the event exact replacement parts are no longer available, Micro-Comm will (at its discretion) replace the existing equipment or components with similar or "current production" materials to restore the control system back to its original level of operation. Prior to replacement, Micro-Comm will identify the materials to be used, estimate labor to update software, records, drawings and software documentation. Update labor rate of \$100 hour will apply, any new or additional features that are available with this replacement equipment will be offered to the customer for an additional expense, parts plus labor to be quoted upon request.
4. This plan is void and does not apply if damage to equipment is caused by: flooding, high winds, tornado, hurricanes, freezing, fire, chemical damage, vandalism, improper Installation, improper maintenance, accident, alteration, abuse, or misuse, (by other than Micro-Comm, Inc. or it's designates).
5. Micro-Comm's sole obligation in case of its equipment failure will be to provide the service specified above. Micro-Comm will not be liable for any consequential or Incidental damage to system failures. Micro-Comm will not be liable for downtime, i.e. Overtime labor and travel to and from sites.
6. The plan is for Micro-Comm manufactured parts only. The following list is an example of Items; not covered: Non-Micro Comm PLC's, VFD's, BW probes, Omega sensors, chart recorders, chart pens, and paper, phase monitors, pump alternators. Flow meters, flow sensors, chemical feed and chemical monitoring equipment., computers, keyboards, monitors, Computer battery backup units, printers, routers, switches, external wiring, and cabling.

- 7 The Service Plan coverage provided by Micro-Comm, Inc. begins when current system warranty ends and provides coverage for one calendar year from warranty end date. Warranty end date will be extended when a signed copy of Service Plan and payment are received. Non-Warranty Customer warranty date will be assigned when a signed copy of Service Plan and payment has been received.

Micro-Comm's normal service rates are \$150/hour with a four-hour minimum on site service, plus \$75/hour travel time to and from job site, expenses (airfare, car rental, parking + 10%), \$250 overnight (meals and lodging), or \$75-day meals and expenses charge.

Software changes and remote site modifications can be purchased for \$750 per modification, plus \$125 per hour to bring drawings, records, and software up to date for requested changes, quotes will be supplied for requested changes. System upgrades and expansion work can be requested through our sales department.

Under the terms of this service plan, a reduced service rate is provided as part of coverage. \$100/hour with a four-hour minimum, plus \$50/hour travel time, expenses (airfare, car rental, parking + 10%), and \$250 overnight (meals and lodging), or \$50-day meals and expenses charge for onsite service. ISP router assistance, internet configuration, network router/switch assistance, and new or backup computer setup of equipment not provided by Micro-Comm will be billed at \$100/hour with a four-hour minimum will apply.

Software changes (adding outputs, inputs, flow meter change out, chemical pumps, control group modifications, station type changes) and remote site modifications will be included as part of service contract coverage. Customer will be charged \$90 per hour (4-hour minimum) to bring drawings, records, and software up to date for requested changes. Service Contract customers will receive a discount on new computers, software additions, and same version software updates completed by a Micro-Comm technician.

System upgrades and expansion work will receive a 10% cost savings through system service contract coverage. Discussion of these options and all service matters is available by contacting Mark Stockton, Service Manager, Micro-Comm, Inc. or our sales department at any time, convenient for you.

Should you choose to purchase/renew this service plan YOU MUST complete the form below, and return this letter to us with a check payable to Micro-Comm, Inc.

Customers that require an invoice number, please indicate requirement on the returned proposal with a P.O. Number and you will be invoiced as requested. Please write Service Plan number on your check and P.O. If you have any questions, feel free to contact me at any time.

Sincerely,

MICRO-COMM, INC.



Mark Stockton
Service Manager

15895 S. Pflumm Rd.
Olathe, Kansas 66062
913-390-4500 office
913-909-3195 cell
mstockton@mc-mail.com

Enclosure

I have read and fully understand the terms and conditions of the Service Plan as stated above.

Accepted by: _____

Date: ____ / ____ / ____

Amount of Check Enclosed: _____

Optional, P.O. Number: _____

Meeting Date: March 27, 2022
Department: Administration
Prepared By: Joseph Turner, City Administrator
Agenda Title: Insurance Policy Renewal

Background/Analysis – Attached is the updated insurance policy renewal information for 2023. The City’s insurance costs will increase by 15.48% in 2023.

Here is a breakdown of the policy components and the price changes:

Policy Type	2022	2023	+/-
Equipment Floater	\$ 6,525	\$ 6,648	\$ 123
Business Auto	\$ 18,159	\$ 22,262	\$ 4,103
Property	\$ 41,611	\$ 48,770	\$ 7,159
Cyber Security Liability	\$ 660	\$ 660	\$ -
General Liability	\$ 7,115	\$ 7,476	\$ 361
Crime-Employee Theft	\$ 166	\$ 166	\$ -
Law Enforcement Liability	\$ 2,860	\$ 3,167	\$ 307
D&O Linebacker	\$ 4,643	\$ 5,247	\$ 604
			\$ -
	\$ 81,739	\$ 94,396	\$ 12,657
		15.48%	

The biggest driver in the increase is that our insurance carrier has increased the valuation of multiple properties. This information is broken down below:

	2022	2023	+/-
- City Hall	\$ 563,000	\$ 769,831	\$ 206,831
- Water Tower	\$ 2,200,000	\$ 2,519,733	\$ 319,733
- Water Tower #2	\$ 883,000	\$ 1,023,226	\$ 140,226
- Public Safety Building	\$ 1,800,000	\$ 2,678,902	\$ 878,902
			\$ 1,545,692

I have some philosophical differences in how our insurance carrier assigns values to various pieces of City property and I believe alternative insurance options should be explored by the next administrator to see if it is possible to reduce our annual insurance expense.

Financial Impact – Increase of \$12,657, or 15.48%.

Recommendation – Staff recommends the Council authorize the city administrator to sign all relevant documents and remit payment for our annual insurance policy.

Exhibit E – Insurance Policy Proposal & Statement



PO Box 1747
 Hutchinson, KS 67504-1747
 Phone: 800.362.2104

City Of South Hutchinson
 2 S Main St
 South Hutchinson, KS 67505-1508

Statement		Exhibit E - I Amount Paid <input type="text"/>
Account Number SOUTHUT-04	Amount Due \$0.00	Statement As Of 3/23/2023
Contact: Patti LaGreca		VOGDA1

STATEMENT

Invoice #	Due Date	Policy Number	Policy Type	Description	Amount	Balance
105559	04/01/2023	8C58999	Equipment Floater	Renewal Business Premium - 2023 Equipment Floater	\$6,648.00	\$6,648.00
105560	04/01/2023	8E58999	Business Auto	Renewal Business Premium - 2023 Business Auto	\$22,262.00	\$22,262.00
105561	04/01/2023	8A58999	Property	Renewal Business Premium - 2023 Property	\$48,770.00	\$48,770.00
105562	04/01/2023	8Q58999	Cyber Security Liability	Renewal Business Premium - 2023 Cyber	\$660.00	\$660.00
105563	04/01/2023	8D58999	General Liability	Renewal Business Premium - 2023 General Liability	\$7,476.00	\$7,476.00
105564	04/01/2023	8F58999	Crime-Employee Theft	Renewal Business Premium - 2023 Crime	\$166.00	\$166.00
105565	04/01/2023	8G58999	Law Enforcement Liability	Renewal Business Premium - 2023 Law Enforcement Liability	\$3,167.00	\$3,167.00
105566	04/01/2023	8K58999	D&O-Linebacker PO & EPL	Renewal Business Premium - 2023 D&O/Linebacker	\$5,247.00	\$5,247.00

Pre-Bill	0-30	31-60	61-90	Over 90	Total Due
\$94,396.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

For your convenience ACH and Credit Card payments can be made online with ProValue+

Insurance Policy Renewal - YoY Comparison

Policy Type	2022	2023	+/-
Equipment Floater	\$ 6,525	\$ 6,648	\$ 123
Business Auto	\$ 18,159	\$ 22,262	\$ 4,103
Property	\$ 41,611	\$ 48,770	\$ 7,159
Cyber Security Liability	\$ 660	\$ 660	\$ -
General Liability	\$ 7,115	\$ 7,476	\$ 361
Crime-Employee Theft	\$ 166	\$ 166	\$ -
Law Enforcement Liability	\$ 2,860	\$ 3,167	\$ 307
D&O Linebacker	\$ 4,643	\$ 5,247	\$ 604
		\$ -	-
	\$ 81,739	\$ 94,396	\$ 12,657
		15.48%	

*Property increased by \$7,000 largely due to increases in valuation by insurance company:

	2022	2023	+/-
- City Hall	\$ 563,000	\$ 769,831	\$ 206,831
- Water Tower	\$ 2,200,000	\$ 2,519,733	\$ 319,733
- Water Tower #2	\$ 883,000	\$ 1,023,226	\$ 140,226
- Public Safety Building	\$ 1,800,000	\$ 2,678,902	\$ 878,902
			\$ 1,545,692



INSURANCE RENEWAL REVIEW

APRIL 2023

City Of South Hutchinson

PROVALUE INSURANCE

DAVE VOGEL | 620-899-0599 | DVOGEL@PROVALUEINS.COM





LOCATION SCHEDULE

LOCATION #	BLDG #	ADDRESS
0	0	Blanket Coverage Information
1	1	2 S MAIN ST SOUTH HUTCHINSON KS 67505-1508 City Office
2	1	503 E AVENUE C SOUTH HUTCHINSON KS 67505-1833 Storage Building
2	2	503 E AVENUE C SOUTH HUTCHINSON KS 67505-1833 Storage Building
3	1	TOWER DRIVE HUTCHINSON KS 67501 Water Tower
4	1	725 E Ave D SOUTH HUTCHINSON KS 67505 Waste Treatment Plant Incl Support Struct Bldgs
4	2	725 E Ave D SOUTH HUTCHINSON KS 67505 Maintenance Building
4	3	725 E Ave D SOUTH HUTCHINSON KS 67505 Storage Building
5	1	500 E AVENUE C SOUTH HUTCHINSON KS 67505 Shop & Storage Building
6	1	220 S Washington SOUTH HUTCHINSON KS 67505 Lift Station
7	1	401 N Washington SOUTH HUTCHINSON KS 67505 Lift Station
8	1	10 E BLANCHARD AVE SOUTH HUTCHINSON KS 67505-1632 Public Safety Building
8	2	10 E BLANCHARD AVE SOUTH HUTCHINSON KS 67505-1632 Public Safety Building
8	3	10 E BLANCHARD AVE SOUTH HUTCHINSON KS 67505-1632 Evidence Storage
8	4	10 E BLANCHARD AVE SOUTH HUTCHINSON KS 67505-1632 Evidence Storage
9	1	291 FRIENDSHIP RD SOUTH HUTCHINSON KS 67505 Lift Station
10	1	NW1/4 S11 T24 R6 SOUTH HUTCHINSON KS 67505 Well House No. 3
10	2	NW1/4 S11 T24 R6 SOUTH HUTCHINSON KS 67505 Well House No. 4





10	3	NW1/4 S11 T24 R6 SOUTH HUTCHINSON KS 67505 Well House No. 5 Including Generator
11	1	E 6TH AVE AT N MAIN ST SOUTH HUTCHINSON KS 67505 Traffic Signal
12	1	N ADAMS ST AT APOLLO DR Hutchinson KS 67505 Water Tower
13	1	100 W Avenue C SOUTH HUTCHINSON KS 67505 Stands-Dugouts-Etc. City Park and Ball Field
14	1	13 W 6TH AVE SOUTH HUTCHINSON KS 67505-1330 Lift Station
15	1	WABASH ST AT S MAPLE ST SOUTH HUTCHINSON KS 67505 Lift Station
16	1	18 E 3Rd Ave SOUTH HUTCHINSON KS 67505-1408 Lift Station
17	1	13 N MAPLE ST SOUTH HUTCHINSON KS 67505-1616 Lift Station
18	1	INSURED PREMISES/OPERATIONS SOUTH HUTCHINSON KS 67505 Lift Station
19	1	120 E 7TH AVE SOUTH HUTCHINSON KS 67505-1032 Lift Station
20	1	500 Wilbeck Dr SOUTH HUTCHINSON KS 67505 Lift Station
21	1	301 DISCOVERY LOOP HUTCHINSON KS 67501 Monument
22	1	1 S Main St HUTCHINSON KS 67501-5421 Traffic Signal
23	1	20 E BLANCHARD AVE SOUTH HUTCHINSON KS 67505-1632 Garage
24	1	924 S Main St SOUTH HUTCHINSON KS 67505-2130 Traffic Signal
25	1	7 E Avenue B South Hutchinson KS 67505 Pavilion & Bathrooms & Water Park
26	1	500 W Avenue D South Hutchinson KS 67505-1935 Shop
27	1	101 W Avenue C South Hutchinson KS 67505-1905 Community Building
28	1	302 Discovery Loop South Hutchinson KS 67505 Veterans Memorial
29	1	3118 W 6Th Ave Hutchinson KS 67501 Light Tower/Pole





COMMERCIAL PROPERTY

PROPERTY LIMITS

LOC #	BLDG #	SUBJECT OF INSURANCE	AMOUNT	DED	VALUATION	CAUSE OF LOSS
0	0	Blanket	\$12,240,824		RC	Special
1	1	City Office <i>\$563k</i>	\$769,831	25,000	RC	Special
1	1	City Office BPP	\$40,559	25,000	RC	Special
2	1	Storage Building	\$12,013	25,000	RC	Special
2	1	Storage Building BPP	\$3,688	25,000	RC	Special
2	2	Storage Building	\$138,149	25,000	RC	Special
2	2	Storage Building BPP	\$9,833	25,000	RC	Special
3	1	Water Tower <i>\$2.2M</i>	\$2,519,733	25,000	RC	Special
4	1	Waste Treatment Plant Incl Support Struct Bldgs	\$18,354,225	25,000	ACV	Special
4	1	Waste Treatment Plant Incl Support Struct Bldgs BPP	\$61,454	25,000	RC	Special
4	2	Maintenance Building	\$210,150	25,000	RC	Special
4	2	Maintenance Building BPP	\$30,727	25,000	RC	Special
4	3	Storage Building	\$36,867	25,000	RC	Special
5	1	Shop & Storage Building	\$223,440	25,000	RC	Special
5	1	Shop & Storage BPP	\$49,162	25,000	RC	Special
6	1	Lift Station	\$256,760	25,000	RC	Special
6	1	Lift Station Generator	\$26,632	25,000	RC	Special
7	1	Lift Station <i>\$1.8M</i>	\$117,788	25,000	RC	Special
8	1	Public Safety Building	\$2,678,902	25,000	RC	Special
8	1	Public Safety BPP	\$144,870	25,000	RC	Special
8	1	Public Safety Metal Fence	\$29,584	25,000	RC	Special





8	2	Public Safety-Generator	\$41,144	25,000	RC	Special
8	3	Evidence Storage	\$198,255	25,000	RC	Special
8	4	Evidence Storage BPP	\$34,768	25,000	RC	Special
9	1	Lift Station	\$126,283	25,000	RC	Special
10	1	Well House No. 3	\$49,036	25,000	RC	Special
10	1	Well House No. 3 BPP	\$68,829	25,000	RC	Special
10	2	Well House No. 4	\$49,036	25,000	RC	Special
10	2	Well House No. 4 BPP	\$68,829	25,000	RC	Special
10	3	Well House No. 5 Including Generator	\$102,754	25,000	RC	Special
10	3	Well House No. 5 Including Generator BPP	\$95,866	25,000	RC	Special
11	1	Traffic Signal	\$272,465	25,000	RC	Special
12	1	Water Tower <i>\$883k</i>	\$1,023,226	25,000	RC	Special
13	1	Stands-Dugouts-Etc. City Park and Ball Field	\$250,638	25,000	RC	Special
13	1	Stands-Dugouts-Etc. City Park and Ball Field-Playground Equipment	\$20,669	25,000	RC	Special
14	1	Lift Station	\$133,225	25,000	RC	Special
15	1	Lift Station	\$155,126	25,000	RC	Special
16	1	Lift Station	\$133,225	25,000	RC	Special
17	1	Lift Station	\$133,225	25,000	RC	Special
18	1	Lift Station	\$133,225	25,000	RC	Special
19	1	Lift Station	\$133,225	25,000	RC	Special
20	1	Lift Station	\$153,226	25,000	RC	Special
21	1	Monument	\$38,210	25,000	RC	Special
22	1	Traffic Signal	\$272,465	25,000	RC	Special
23	1	Garage	\$31,524	25,000	RC	Special
24	1	Traffic Signal	\$68,115	25,000	RC	Special





25	1	Pavilion & Bathrooms & Water Park Building	\$44,371	25,000	RC	Special
25	1	Pavilion & Bathrooms & Water Park-Open Property	\$128,349	25,000	RC	Special
25	1	Pavilion & Bathrooms & Water Park-Playground Equipment	\$41,613	25,000	RC	Special
26	1	Shop	\$67,657	25,000	RC	Special
26	1	Shop	\$25,621	25,000	ACV	Special
27	1	Community Building	\$599,914	25,000	RC	Special
27	1	Community Building BPP	\$11,589	25,000	RC	Special
28	1	Veterans Memorial	\$115,895	25,000	RC	Special
29	1	Light Tower/Pole	\$59,084	25,000	RC	Special

EXTENSIONS OF COVERAGE

COVERAGE DESCRIPTION	COVERAGE LIMIT	DEDUCTIBLE
Muni Building and Personal Property	\$50,000	

Equipment Breakdown Coverage





GENERAL LIABILITY

GENERAL LIABILITY LIMITS

General Aggregate Limit	\$1,000,000
Products/Completed Operations Aggregate Limit	\$1,000,000
Personal/Advertising Injury Limit	\$500,000
Each Occurrence	\$500,000
Fire Damage Limit	\$500,000
Medical Expense Limit	\$10,000
Policy Type	Occurrence
Property Damage Deductible	\$500 Per Claim
Employee Benefits Deductible	\$500,000 1,000 Per Employee



ADDITIONAL COVERAGES:

COVERAGE DESCRIPTION

General Liability Elite Extension

HAZARD SCHEDULE

LOC #	CLASS CODE	RATING CLASSIFICATION	RATING BASIS	EXPOSURE
1	99943	WATER COMPANIES	Payroll - Per \$1,000/Pay	126,310
1	87702	SEXUAL ABUSE OR SEXUAL MISCONDUCT	Population	2,486
1	87718	PESTICIDE OR HERBICIDE APPLICATOR COVERAGE	Flat Charge	1
1	87852	MUNICIPAL - VIOLENT EVENT RESPONSE COVERAGE	Population	2,486
1	87825	EMPLOYEE BENEFITS LIABILITY COVERAGE	Per Employee	23
1	87523	TOWN LIABILITY- PREM/OPS IN PROGRESS INCL WORK SUBCONTR TO OTHERS	Per Capita	2,486



LINEBACKER LIABILITY

LIMITS OF LIABILITY

Each Loss	\$500,000
Aggregate For Each Policy Term	\$1,000,000
Insured's Deductible Each Claim	\$2,000

Retroactive Date: 04/01/1988

Coverage is Provided for All Board and All Employees



LAW ENFORCEMENT LIABILITY

LIMITS OF INSURANCE

Each Occurrence	\$500,000
Aggregate Limit	\$1,000,000
Medical Expense (Any One Person)	\$5,000
Deductible Per Occurrence	\$2,500

LAW ENFORCEMENT SCHEDULE

LOC #	CLASS CODE	RATING CLASSIFICATION	RATING BASIS	EXPOSURE
1	88500	Peace Officers/Full Time	Per Each	7





CYBERSOLUTIONS LIABILITY

LIMITS OF LIABILITY

DATA COMPROMISE COVERAGE - RESPONSE EXPENSES LIMIT	\$ 50,000 ANNUAL AGGREGATE
LEGAL REVIEW SUBLIMIT	\$ 25,000
FORENSIC IT REVIEW SUBLIMIT	\$ 25,000
NAMED MALWARE SUBLIMIT	\$ 50,000
PUBLIC RELATIONS SUBLIMIT	\$ 10,000
REGULATORY FINES AND PENALTIES	\$ 25,000
PCI FINES AND PENALTIES	\$ 25,000
DEDUCTIBLE	\$ 1,000
DATA COMPROMISE DEFENSE AND LIABILITY LIMIT NAMED MALWARE SUBLIMIT	\$ 50,000 ANNUAL AGGREGATE \$ 50,000
DEDUCTIBLE	\$ 1,000
IDENTITY RECOVERY COVERAGE - IDENTITY RECOVERY LIMIT	\$ 25,000 ANNUAL AGGREGATE
EXPENSE REIMBURSEMENT DEDUCTIBLE	\$ 0
CYBER COVERAGE - COMPUTER ATTACK LIMIT	\$ 100,000 ANNUAL AGGREGATE
LOSS OF BUSINESS SUBLIMIT	\$ 50,000
PUBLIC RELATIONS SUBLIMIT	\$ 10,000
CYBER EXTORTION	\$ 10,000
MISDIRECTED PAYMENT FRAUD	\$ 5,000
DEDUCTIBLE	\$ 1,000
NETWORK SECURITY DEFENSE AND LIABILITY LIMIT DEDUCTIBLE	\$ 100,000 ANNUAL AGGREGATE \$ 1,000
ELECTRONIC MEDIA LIABILITY DEDUCTIBLE	\$ 100,000 ANNUAL AGGREGATE \$ 1,000



CRIME & FIDELITY

LIMITS OF LIABILITY

Employee Theft – Blanket (Per Loss) \$100,000 Limit Per Occurrence
\$1,000 Deductible Per Occurrence

Faithful Performance of Duty Coverage \$10,000 Limit Per Loss

Inc Spec Non-Comp Officers As Employees
All Board Members Excluding Treasurer





EQUIPMENT FLOATER

COVERAGE

DEDUCTIBLE & ADDITIONAL INFO

Scheduled Total Scheduled Amount \$559,250
 Actual Cash Value Deductible \$500

SCHEDULED EQUIPMENT

ITEM #	YEAR/MAKE/MODEL	DESCRIPTION	ID & SERIAL #	AMT OF INS
1	1988 Caterpillar 120G	Motor Grader w/Cab & Accessories (PW)	87V08820	50,000
2	John Deere	Backhoe Tractor (PW)	T0310SE852274	25,000
3	(10) Scott 9800	Air Packs w/Cylinders @ \$1000 Each (FD)		10,000
4	2003 Super Shot 125D	Crack Sealer (PW)	1C9SY101331418139	30,000
5	Sullair S/N 00414667	Portable Air Compressor w/Trailer (PW)	00603005855	10,000
6	2007 New Holland 6030 S/N YGWLL0073	Tractor w/Loader - Model 840TL (PW)	Z7BDD1440	40,000
7	2007 (2) Godwin 0747629/13	6' Trailer Mounted Prime Pumps (PW)	7477340	50,000
8	2008 S300	Bobcat w/Pallet Fork & Bucket (PW)	531140644	30,000
9	2008 Grasshopper 430D	Lawn Mower (PW)	5819208	5,000
10	2010 Schulte XH1500 III	10' Speed 15' Mower (PW)	C30610852005	20,020
11	2011 Caterpillar 928HZ	Wheel Loader (PW)	CXK01268	100,000
12	2011 Polaris Ranger XP 800 LE	Rescue ATV- w/Special Equip (FD)	4XATH76A7B2174502	11,471

PROVALUE INSURANCE | P.O. BOX 1747 | HUTCHINSON, KS 67504
 620.662.5406 DIRECT | 800.362.2104 TOLL-FREE
 contact@provalueins.com | www.provalueinsurance.com





13	2013 TNT Rescue	Spreader (FD)	SN281563	5,450
14	2015 Grasshopper 729BT	Tractor/Mower & Attachments (PW)	6417625	5,000
15	Kohler #5488GE - 100RE0ZJD	Generator - 2780 hrs/100KW (PW)	2175651	13,850
16	Kohler #5492GE - 100RE0ZJD	Generator - 4093 hrs/100KW (PW)	2169392	13,850
17	1997 MUU#1447 Harsh 19.5	Manure Spreader Mntd '96 Mack Truck (PW)	9718015	25,000
18	2016 727	Tractor Mower w/Accessories (PW)	6619343	5,000
19		Grasshopper 928D Mower (PW)	S-5616575	5,000
20	2018 Scott X4 Pro SCBA	Air-Pak w/CGA Cylinders, etc (FD)		30,759
21	2020 Briggs & Stratton 27HP w/Trash Pumps	Hydraulic Power Unit & Accessories (PW)	021720027	13,600
22		Misc Equipment Under \$5,000		60,250
835	\$500 DEDUCTIBLE \$1K PER ITEM/\$30K PER OCC	CONTRACTORS EQUIPMENT SMALL TOOLS	UNSCHEDULED	30,000
840	\$500 DEDUCTIBLE \$185K PER ITEM/\$185K/OCC	EQUIP LEASED OR RENTED FROM OTHERS	UNSCHEDULED	185,000
798	\$500 DEDUCTIBLE ADD'L DEBRIS REMOVL-\$5,000	SCHEDULED PROPERTY/FLOATER	POLLUTANT CLEANUP & REMOVAL	10,000
1001	Scott	(2) Air Packs (PW)		2,000
1002		Miscellaneous Property		3,654
1003	200 LAC 240 VAC	Weather Sirens Mounted on Pole (4) (PW)		40,000





1004	VHF	(11) FD Mobile/Port Radios@\$400 ea (PW)		4,400
1005	Eagle Imager	Infrared Camera		1,000
1006		Crime Scene Equipment		30,000
1007	2011 SHPD-Radios 800 MHZ (ACV) (27) Ports @ \$2700 ea	(39) Radios-(12) Mobiles @1900 ea (PD)		101,400
1008	2012 Honda 2000 Watt EU20001A1	Generator w/500 Watt Lite Kit (PD)	EAA52369528	1,400
1009	Flir Fire Service K-40 Thermal Imaging	Camera Kit/Case/Accessor (FD)	63501823	3,995
1010	Girbau Inc	Express Dry Gear Dryer-Continental (FD)		9,600
1011	Girbau RMG070 "GFLEX" Hard Mount	Washer/Extractor-Continental (FD)		7,000
1012		Masimo Rad-57 W/SPCO (FD)		4,150
1013		PROPERTY IN TRANSIT OR OFF-PREMISES		208,599

UNSCHEDULED EQUIPMENT

DESCRIPTION	MAX ITEM AMOUNT	AMOUNT OF INS
Small Tools	1,000	30,000
Leased/Rented Equip Others	185,000	185,000
Employee Tools (ACV)		5,000
Newly Purchased Equip-30% of CAT Limit		





BUSINESS AUTO

COVERAGE / LIMITS / AUTO SYMBOLS

Combined Single Limit Bodily Injury and Property Damage	\$500,000	1
Medical Payments	\$1,000	7
Uninsured Motorist (UM)	\$500,000	6
Underinsured Motorist (UIM)	\$500,000	6
Hired Auto Liability	Y	
Non Owned Auto Liability	Y	

VEHICLE SCHEDULE

VEH #	YEAR/MAKE/MODEL	VIN	COMP	COLL	SPEC COL
1	2000 HOMEMADE FLAT BED	1234			\$1,000
2	1997 ACT TRAILER	45XTB1621VACC2737		\$1,000	\$1,000
3	1997 STARLITE TRAILER	13YFS1826YC065097		\$1,000	\$1,000
4	2000 ACT 16 TRLR	45XTB1627YAC06535		\$1,000	\$1,000
5	1970 FORD HIGH RANGER	F61CCJ12837			
6	1989 FORD DUMP TRUCK	1FDYW82A8KVA08144			
7	2003 CHEV 3/4 TON PICKUP	1GCHC29U03E257114			
8	2003 CHEVROLET WHITE 3/4	1GCHC24UX3E266300			





9	2005 VACTOR 2110X SEWER CLEANER	2FZAATDC05AN80288	\$1,000	\$1,000
10	2005 CHEVROLET SILVERADO	2GCEK19B451324946		
11	1995 FORD TANDEM AXEL DUMP	1FDYW82E6SVA44594		
12	2005 PIERCE CONTENDER	4P1CC01M15A004928	\$1,000	\$1,000
13	1996 MACK SPREADER	1M2P267C2TM027415	\$1,000	\$1,000
14	2008 FLAT TRAILER (ATV)	3CVU71292131954		
15	2009 CHEVROLET SILVERADO	1GCEC14X19Z227488	\$1,000	\$1,000
16	2011 CHEVY 3500 SILVERADO	1GC5KZCG2BZ136111	\$1,000	\$1,000
17	2011 CHEVY 3500 SILVERADO	1GC5KZCG5BZ141173	\$1,000	\$1,000
18	2012 MAXEY ANGLETOP	5GXAG1217CM015322	\$1,000	\$1,000
19	2013 KAWASAKI MULE	KAF400BDF		
20	2013 FORD F550 FIRE	1FD0W5HTIDEB59110	\$1,000	\$1,000
21	1991 HARSCO M923A2	2305686	\$1,000	\$1,000
22	2014 KAWASAKI MULE	JK1AFCM18EB516085		
23	2014 KAWASAKI MULE	JK1ARCM12EB516275		
24	2007 SPTN 75 LADDER	4S7AU2F957C057571	\$1,000	\$1,000
25	2015 MAGNUM LIGHT TOWER	5AJLS1418FB500212	\$1,000	\$1,000
26	2015 RAVO 5 ISERI WANDER HOS	XL95FCHB7FA020011	\$1,000	\$1,000





27	1995 FORD LNT8000 DUMP	1FDYW82E1SVA44602		
28	2006 GATOR UTILITY	M0HP4GX041477		
29	2017 CHEVY COMMAND	1GB6GUBG9H1110286	\$1,000	\$1,000
30	2017 LAMAR TRAILER	5RVSH1214HHP05234	\$1,000	\$1,000
31	2020 DODGE DURANGO	1C4RDJFG5LC165437	\$1,000	\$1,000
32	2014 DODGE CHARGER	2C3CDXAG2EH367933	\$1,000	\$1,000
33	2015 DODGE CHARGER	2C3CDXAG6FH890969	\$1,000	\$1,000
34	2021 DODGE RAM 1500 C	1C6RR7XT3MS523357	\$1,000	\$1,000
35	2022 DODGE DURANGO	1C4SDJFT2NC135393	\$1,000	\$1,000
36	2015 FORD EXPLORER	1FM5K8AR9FGC09096	\$1,000	\$1,000
37	2009 FORD CROWN VICT	2FAHP71V09X140118	\$1,000	\$1,000
38	2009 FORD CROWN VICT	2FAHP71V29X140119	\$1,000	\$1,000
39	2022 RAM 2500	3C6UR5HJ7NG345960	\$1,000	\$1,000

ADDITIONAL COVERAGES

COVERAGE DESCRIPTION

Auto Elite Extension

Vactor Mfg Inc – Additional Insured Designated Person/Organization



PREMIUM SUMMARY

COVERAGE	PREMIUM AMOUNT
Commercial Property	\$48,770
Commercial General Liability	\$ 7,476
Linebacker – Claims Made	\$ 5,247
Law Enforcement Liability	\$ 3,167
CyberSolutions	\$ 660
Gov't Crime/Fidelity Package	\$ 166
Commercial Inland Marine	\$ 6,648
Business Auto	\$22,262
TOTAL	\$94,396



Meeting Date: March 27, 2022
Department: Administration
Prepared By: Joseph Turner, City Administrator
Agenda Title: Revision of Zoning & Subdivision Regulations

Background/Analysis – Our zoning and subdivision regulations are more than twenty years old and unable to be viewed and searchable electronically.

Recent developments have increasingly shown that our regulations need to be updated to better reflect the wishes of the governing body and our residents.

I have discussed the matter at length with attorney Austin Parker, in particular context related to the cell tower discussion. He has presented a proposal that will update our regulations rather quickly at a very competitive price.

An updated and easily searchable code will allow staff to process requests and communicate issues with applicants.

The entire cost of the proposal is slated to be under \$10,000. I am comfortable working with Parker and confident in his abilities to produce a quality product.

Financial Impact – \$9,250

Recommendation – Staff recommends the Council authorize the mayor to enter into an agreement with Austin Parker for professional services related to zoning and subdivision regulations in an amount not to exceed \$10,000.

Exhibit F – Proposal by Attorney Austin Parker

AUSTIN K. PARKER
Attorney at Law
8101 College Blvd., Suite 100
Overland Park, Kansas 66210

March 21, 2022

Mr. Joseph Turner
City Administrator
City of South Hutchinson
2 South Main
South Hutchinson, Kansas 67505
Email: joseph.t@southhutch.com

DELIVERED VIA ELECTRONIC MAIL

RE: Proposal for the Performance of Revisions to the Zoning Code and Subdivision Regulations for the City of South Hutchinson, Kansas

Dear Joe:

Following up on my conversations with you and Mark Tremaine, I wanted to submit a proposal for a comprehensive review and revision of portions of the City's Zoning Code and Subdivision Regulations. In addition, I understand that it is the City's desire (a) to place a moratorium on the construction of self-storage units pending the update of the Zoning Code and Subdivision Regulations and (b) to develop a business zoning overlay district covering portions of the City. I have incorporated the performance of these additional tasks into this proposal.

Given the variable nature of time that it will take to perform this work, instead of charging the city on a per hour basis, I have instead broken charges out into flat-fee payments due upon my completion of certain tasks. It is extremely likely that this will result in a substantial positive savings to the City of South Hutchinson, Kansas. The following is a list of tasks and a timeline for their completion:

1. Prepare an ordinance placing a moratorium on the construction of new self-storage units pending the City's update of the Zoning Code and Subdivision Regulations and email the same to City Attorney Tremaine for presentation to the City Council (\$500 – due upon approval of this Proposal by the City) – Complete within thirty (30) days of approval of this Proposal by the City
2. Receive, scan and convert the existing Zoning Code and Subdivision Regulations to a Microsoft Word Document for review and amendment (\$1000 – due upon approval of this Proposal by the City) – Complete within thirty (30) days of approval of this Proposal by the City
3. Review converted Zoning Code and Subdivision Regulations and insert basic suggested changes in preparation for joint Planning Commission and City Council work session (\$2500 – due upon approval of this Proposal by the City) – Complete within forty-five (45) days of Letter execution
4. Present basic suggested revisions in person at a joint Planning Commission and City Council work session and receive feedback concerning additional desired revisions to Zoning Code and Subdivision Regulations, including Business Overlay district (\$2500 – due upon completion of the joint work session) – Complete within sixty (60) days of approval of this Proposal by the City
5. Prepare Zoning Code Amendment Hearing Notice documents and make additional desired revisions to the Zoning Code and Subdivision Regulations received during joint work session and send back to the City Attorney for presentation to the Planning Commission and City Council (\$2250 – due upon submission of the amended Zoning Code and Subdivision Regulations to the City Attorney after the joint work session) – Complete within seventy-five (75) days of approval of this Proposal by the City
6. Appear virtually (for a total of one hour each time) before the Planning Commission and City Council to assist in the presentation of the Zoning Code and Subdivision Regulations for adoption (\$500 –

due upon submission of the amended Zoning Code and Subdivision Regulations to the City Attorney after the joint work session)

While my normal billable rate is \$450 per hour, reduced to \$250 per hour because of my longstanding relationship with the city, I have agreed to perform this work for the stated flat fees to assist the City in its budgeting for these tasks. I note that this will result in a substantial savings to the City in comparison to non-customized Zoning Code and Subdivision Regulations. (I have seen similar code revisions cost more than four (4) times the prices quoted in this proposal.

Please mail all payments to the following address for processing:

Parker & Parker LLC
8101 College Blvd., Suite 100
Overland Park, Kansas 66210

Work will commence upon approval of this Proposal and receipt of the first payment in the amount of \$4000. As always, I have truly enjoyed my opportunity to assist the city with special counsel legal services on these tasks. If the terms and conditions of this letter are acceptable to the City, please execute this Letter in the space provided below.

Sincerely,



Austin K. Parker

Execution of the Proposal by the City of South Hutchinson

IN WITNESS WHEREOF, the foregoing Proposal for the performance of revisions to the Zoning Code and Subdivision Regulations of the City of South Hutchinson, Kansas was approved by the Governing Body of the City of South Hutchinson, Kansas on the 27th day of March, 2023, and is hereby executed on behalf of the City of South Hutchinson, Kansas on this 27th day of March, 2023.

Matthew Nisly, Mayor

SEAL

ATTEST:

City Clerk

Meeting Date: March 27, 2022
Department: Administration
Prepared By: Joseph Turner, City Administrator
Agenda Title: City Administrator Recruitment

Background/Analysis – The governing body needs to provide staff direction and/or determine how it would like to proceed with respect to recruiting a new city administrator.

Issues that need to be discussed:

A. Recruitment Options

- a. Hire a public sector recruiter to handle the entire process
- b. Form a sub-committee of the city council to perform the recruitment
- c. Ask staff to conduct the recruitment in-house
- d. Some other alternative process

B. Timeline/Start Date Considerations

If there is a desire to hire a city administrator and ensure their start date overlaps with my departure to aid in the transition, note that currently employed city managers will need to give a 30 to 60 day minimum notice to their employer with 30 days being most common.

C. Budgeting Costs

There are two different types of recruiters you can hire. The first option is to engage the services of local/regional experts at a significantly reduced cost. For example, you could enlist the services of the League of Kansas Municipalities or Don Osenbaugh for something in the ballpark of \$7,500.

Alternatively, you could hire a national recruiter with an anticipated cost of \$25,000.

If the governing body seeks to utilize an in-house option, there is still going to be expenses associated with running advertisements on various websites/job boards across the country that specialize in city management. This is going to be about \$1,000 to \$1,500.

D. Salary Range Expectations

I consider myself an expert on city manager compensation and I can tell you that salaries for city managers have risen considerably over the last 24-months. This is due to the demographic changes and the tsunami of retirements as older professionals exit the workforce.

Additionally, the risks associated with the occupation have increased dramatically and the average tenure of a city manager has shrunk considerably due to increasing political volatility and other factors that make private sector opportunities more appealing.

Individuals in Kansas without any previous city management experience, including recent MPA graduates with “assistant to” experience are landing contracts with salaries near \$90,000 plus benefits in communities with populations that are less than South Hutchinson.

While it is not required to place a salary range in a job posting, a vague reference to “DOE” will not entice individuals to apply, especially those with more experience.

Moreover, the number of applicants has dwindled considerably. Several years ago, it was the norm to get 50+ applications for city manager positions. Now, only elite communities with great reputations and competitive compensation packages generate that level of interest.

It is not uncommon for city administrator vacancies in Kansas to elicit 10-12 applicants.

Financial Impact – Varies.

Recommendation – Staff defers to the governing body for direction and guidance on this matter.



PUBLIC WORKS REPORT

To: Honorable Mayor and City Council

From Ronnie Pederson, Public Works Superintendent

Re: Public Works Superintendent report for March 27th, 2023 City Council Meeting

Date: March 23rd, 2023

Streets

- Replaced 5 old style green traffic bulbs to LED bulbs at cross walk on south Main.
- Alley work.
- Removed damaged sidewalk at Collins bus and repoured new.
- Ball Park mower repairs.
- Installed new thermostat at community building.
- Picked up trash and debris along Scott boulevard, Blanchard, 6th street.
- Cleaned up mud volleyball pits.

Water

- Weekly checks and inspections.
- One call utility locates.
- Water residuals.
- State water samples collected and sent for analysis.
- Multiple water meter checks and reads.
- Changed chlorine cylinders at water wells.
- Changed out water meter setter at 28 Detroit.
- Changed out meter pit 118 W D.
- Continued lead and copper inspection and cleanout of water meter pits.
- Flushed dead ends.
- Well #4 Cat gen electrical completed and startup of new generator completed. (online)

PUBLIC WORKS REPORT (Cont.)

Wastewater

- Daily and weekly checks and inspections completed.
- Monthly maintenance completed at wastewater facility and lift stations.
- Pulled soil samples from sludge field.
- One call utility locates.
- Wasted sludge at wastewater facility.
- Monthly KDHE state test collected and sent for analysis.
- Cleaned clarifiers and UV bulbs.
- Painted press room floors, UV room floor, press room piping and gear boxes, polymer room floor, blower room floor.
- Replaced belts on PD digester blower.
- Unplugged both pumps at Wilbeck lift station.

Code Enforcement

- 9 Building permits were issued as of January 1st of 2023. Total evaluation of construction is \$578,594.91. Building permit fees collected for those building permits were \$1,458.00.
- January inspections completed (Qty 11) \$165.00 inspection fees.
- February inspections completed (Qty 16) \$240.00 inspection fees. (Qty 3) No charge inspections for new home construction).
- March inspections completed as of today (Qty 7) \$105 inspection fees.