

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

F. CONSENT AGENDA

1. Approval of Minutes – Council Meeting, May 8, 2023
2. Approval of Invoices
3. Approval of Cereal Malt Beverage License (Loves Travel Center 3 Des Moines)
4. Approval of Cereal Malt Beverage License (Stuckey’s Travel Center 1515 S. Main)

Motion _____ Second _____ Vote _____

G. ACTION ITEMS

1. Personnel Policy Changes

Motion _____ Second _____ Vote _____

2. Purchase of a Brush Truck for Fire Department

Motion _____ Second _____ Vote _____

H. DISCUSSION ITEMS

I. CITY ADMINISTRATOR’S REPORT

J. GOVERNING BODY COMMENTS

K. EXECUTIVE SESSION

1. Preliminary Discussion on Acquisition of Real Property
2. Non-elected Personnel

L. ADJOURNMENT

Meeting Date: May 8, 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 May 8, 2023, regular meeting
- Approval of Invoices

Recommendation – Motion to approve the consent agenda as presented.

Exhibit A – Minutes from May 8, 2023, regular meeting

Exhibit B – AP Invoices



**Present: Garretson, Schmidt, Nisly, Schenk, Scofield,
Darrin Pickering, Police Chief, Greg Henke, Fire Chief and Ronnie Pederson, City
Superintendent, City Administrator Joseph Turner, and City Attorney Mark
Tremaine**

Absent: Fairbanks

A. CALL TO ORDER/ROLL CALL

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

B. PLEDGE OF ALLEGIANCE

C. APPROVAL OF AGENDA (ADDITIONS/DELETIONS)

Change K1. from Non-elected Personnel to Preliminary discussion regarding acquisition of real estate.

D. CITIZEN COMMENTS

Bobbie Johnson spoke on behalf of Betty’s Mobile Home Park asking the city to give them adequate time to repair 2 mobile homes and bring them up to code after failing inspections. Chaffin Electric would work on these homes but not until they were brought up to code for Evergy to restore power. Currently these mobile homes have a 50amp and they need a 100amp per Evergy.

City Superintendent, Ronnie Pederson, presented the council with photos of said code violations and stated he could not pass these inspections. The council agreed with Ronnie after hearing his comments and viewing the photos.

The council agreed to give the mobile home residents 30 days to bring up to code, then reassess the situation.

Citizens involved stated they would call Chaffin Electric to begin the process.

E. HEARINGS, PRESENTATIONS, PROCLAMATIONS & RECOGNITIONS

1. Jake Fletchall & Steve Rippie of the South Hutchinson Fire Department spoke about the Firefighter Relief Association (FRA-which is an entity outside the FD) and asked the city’s assistance for 15% of their yearly premiums which vary from \$400-\$800 for 24-hour coverage.

The council agreed to cover 15% of their yearly premiums. Steve Rippie provided the City Clerk with the current invoice and will do so each year moving forward.

F. CONSENT AGENDA

1. Approval of Minutes – Council Meeting, April 24, 2023
2. Approval of Invoices – Jeremy Schmidt asked for clarification on the \$7,360.00 invoice for repairs to Daniel Soto for the Fire Dept which was answered by the City Administrator, Joseph Turner.

Motion: Schmidt

Second: Nisly

Vote: 4-0

G. ACTION ITEMS

1. Mayoral Slate of Appointments:

- Mark Tremaine, City Attorney
- Mark Tremaine, City Prosecuting Attorney
- David “Rick” Roberts, Municipal Court Judge
- Michele Nightingale – City Clerk
- Sheila Stevens – City Treasurer
- Darrin Pickering – Police Chief
- Greg Henke – Fire Chief
- City Website – Official Newspaper
- Simmons Bank – Official Depository

Motion: Scofield Second: Schenk Vote: 4-0

H. DISCUSSION ITEMS – None

I. CITY ADMINISTRATOR’S REPORT – None

J. GOVERNING BODY COMMENTS

The council had a discussion regarding department heads coming to council meetings to present their monthly reports with the upcoming transition in administration. It was determined that each department head would present a written report once a month. If any pressing matters need to be discussed it should then be presented orally.

K. EXECUTIVE SESSION

1. Preliminary discussion regarding acquisition of real estate

Motion: Schmidt Second: Nisly Vote: 4-0

“I move that the governing body recess into executive session regarding possible purchase of real property, pursuant to K.S.A. 75-4319(b)(6) for the preliminary discussions of the acquisition of real property; to include the city administrator and city attorney; with the open meeting to resume at 6:35 p.m. in the city council chambers.”

L. ADJOURNMENT

Schmidt motioned to adjourn the meeting at 6:37 p.m.

Motion: Schmidt Second: Nisly Vote: 4-0

(Attest): Michele Nightingale
Michele Nightingale, City Clerk

INVOICES PAID (5/08/2023 thru 5/19/2023)

Gen Gov	Description	Vendor	Inv. Amt	Ck Date
101-101-6000	Monthly Service	Cox	\$16.78	5/15/2023
101-101-6002	Attorney Services	Mark Tremaine	\$2,000.00	5/9/2023
101-101-6004	Annual Ext. Sevice Call	Dragonslayer	\$18.57	5/15/2023
101-101-6004	Reimbursement - Reno Co	Joe Turner	\$21.00	5/9/2023
101-101-7000	Postage Meter Reserve	Pitney Bowes	\$200.00	5/15/2023
101-101-7005	Vehicle Allowance	Joe Turner	\$352.40	5/9/2023
101-101-7015				
			\$2,608.75	
Police	Description	Vendor	Inv. Amt	
101-102-6000	Monthly Service	Cox	\$39.87	5/15/2023
101-102-6004	Annual Ext. Sevice Call	Dragonslayer	\$125.97	5/15/2023
101-102-7000	Postage Meter Reserve	Pitney Bowes	\$200.00	5/15/2023
			\$365.84	
Street	Description	Vendor	Inv. Amt	
101-103-6004	Annual Ext. Sevice Call	Dragonslayer	\$169.41	5/15/2023
101-103-7000	Postage Meter Reserve	Pitney Bowes	\$200.00	5/15/2023
			\$369.41	
Fire	Description	Vendor	Inv. Amt	
101-104-6000	Monthly Service	Cox	\$10.49	5/15/2023
101-104-6002	FRA 15% 24-hr Coverage	SH Fireman's Relief Assoc.	\$375.15	5/15/2023
101-104-6004	Annual Ext. Sevice Call	Dragonslayer	\$73.27	5/15/2023
101-104-7000	Postage Meter Reserve	Pitney Bowes	\$100.00	5/15/2023
			\$558.91	
Court	Description	Vendor	Inv. Amt	
101-106-6004	Inmate Care - Diana Ford	VEP Hutch Emer Med	\$90.35	5/15/2023
101-106-6004	Inmate Care - Diana Ford	Wellpath	\$18.00	5/15/2023
101-106-6016	Final Judge Services	Larry Bolton	\$1,100.00	5/9/2023
101-106-6016	Attorney Services	Rick Robert	\$1,100.00	5/9/2023
101-106-6016	Prosecutor Services	Mark Tremaine	\$1,100.00	5/9/2023
			\$3,408.35	
		GENERAL TOTAL	\$7,311.26	
Water	Description	Vendor	Inv. Amt	
201-000-6004	Annual Ext. Sevice Call	Dragonslayer	\$31.62	5/15/2023
201-000-7000	Postage Meter Reserve	Pitney Bowes	\$100.00	5/15/2023
			\$131.62	
Sewer	Description	Vendor	Inv. Amt	
301-000-6004	Annual Ext. Sevice Call	Dragonslayer	\$392.16	5/15/2023
301-000-7000	Postage Meter Reserve	Pitney Bowes	\$100.00	5/15/2023
			\$492.16	
Conv/Tour	Description	Vendor	Inv. Amt	
701-000-6004	Transient Guest Tax	Market SH	\$3,669.10	5/15/2023

\$3,669.10

Donations	Description	Vendor	Inv. Amt
702-000-6004	Fireworks Show Entertainment	Inflate-O-Fun	\$1,015.00 5/15/2023
702-000-6004	Fireworks Show Entertainment	Sugar Sweet Bounce House	\$775.00 5/15/2023
			\$1,790.00

ASAP	Description	Vendor	Inv. Amt
801-000-4009	Pfaff - Forfeit Cash Bond	SH Municipal Court	\$150.00
			\$150.00

GRAND TOTAL \$13,544.14

Meeting Date: May 22, 2023
Department: Administration
Prepared By: Joseph Turner, City Administrator
Agenda Title: Personnel Policy Changes

Background/Analysis – At the March 27 meeting, the governing body directed the city administrator to update the personnel policy to reflect changes to vacation benefits and related issues. To summarize that discussion, the following changes were agreed upon and need to be formally approved by the council:

1. Vacation Accrual Formula Changes

Currently, we have the following rate of accrual:

6 months	40 hours
1 year	40 hours
2 years	80 hours
8 years	120 hours
15 years	160 hours

Proposed rate of accrual:

0-4 years	80 hours
5-9 years	120 hours
10+ years	160 hours

2. Allow employees to rollover up to 1 week of vacation time
3. Allow employees with at least 240 hours of sick time to sell up to 40 hours of that time back to the city
4. Retroactive vacation time awarded to recently hired employees
 - a. All employees with less than two years of service time would be credited with or begin earning the equivalent of 10 days of vacation time per year of service
 - b. All other employees with less than two years of service time on January 1, 2021 would receive 1 week of vacation credit.

Another issue that was not discussed at that time but merits consideration today is the anniversary date for vacation time renewal. It is currently based on the anniversary date of your hire instead of having every employee on the same schedule, which would make things much easier from a human resources and tracking perspective.

It would be my desire to:

5. Put every employee on the same vacation renewal schedule

Financial Impact – Varies based on the number of employees who opt to utilize the buyback provisions and whether vacation time taken by patrol officers is backfilled with salaried administrative staff, other full-time officers, or part-time officers.

Recommendation – Staff recommends council authorize these changes to the employee personnel manual and authorize city administrator to award retroactive vacation time to qualified employees.

Meeting Date: May 22, 2023
Department: Administration
Prepared By: Joseph Turner, City Administrator
Agenda Title: Fire Department Brush Truck

Background/Analysis – Fire Chief Greg Henke would like to purchase a smaller brush truck from the Hutchinson Fire Department and sell the current brush truck in our inventory.

Our current truck is a very large 6x6 that is unsafe to operate for most individuals in our department. Additionally, the parts needed for repairs on this vehicle can be difficult to come by and the vehicle has limited capabilities.

The used unit we would be purchasing from Hutchinson FD is a pickup style vehicle which would make it more nimble and provide greater utility for our needs. This includes usage along the riverbed. The vehicle is much easier to drive and much safer to operate for our personnel. Additionally, it will be more effective in combating grassfires and responding to other calls for service.

Chief Henke believes it would cost approximately \$20,000 to purchase and upfit the vehicle.

However, he is confident that he can sell the 6x6 and cover most, if not all, of the \$20,000.

The purchase time frame of the brush unit from HFD will depend on when they receive the three new brush units that they are currently waiting on.

Financial Impact – Initial upfront cost of approximately \$20,000 until these funds are recaptured after selling our existing vehicle. No impact on annual operating budget as these funds would come from our reserve account.

Recommendation – Staff recommends council authorize the city administrator to spend up to \$25,000 on the purchase and upfitting of a used Hutchinson Fire Department brush truck and the disposition of the surplus property via auction at the direction of the fire chief.