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- 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, November 25, 2024
 - 2. Approval of Invoices
 - 3. Approval of Commercial Trash Hauler’s License (Stutzman’s)
 - 4. Approval of Mobile Home Park License (326 S Elm)
 - 5. Approval of Cereal Malt Beverage License (Kwik Shop North Main)
 - 6. Approval of Cereal Malt Beverage License (Kwik Shop South Main)Motion _____ Second _____ Vote _____

 - F. **ACTION ITEMS**
 - 1. Approve moving all full-time police officers from KPERS to KP&F
Motion _____ Second _____ Vote _____

 - 2. Approve repair of Well #4 by Sargent Drilling
Motion _____ Second _____ Vote _____

 - G. **DISCUSSION ITEMS**
 - 1. FEMA disaster relief for windstorm.
 - 2. ARPA Allocations

 - H. **CITY ADMINISTRATOR’S REPORT**
 - I. **GOVERNING BODY COMMENTS**
 - J. **ADJOURNMENT**

SUBMITTED BY: Jeff Schenk, City Administrator

MEETING DATE: November 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:
 - November 12, 2024, Regular Council Meeting
- Approval of Invoices
- Approval of Commercial Trash Hauler's License (Stutzman's)
- Approval of Mobile Home Park License (236 S Elm)
- Approval of Cereal Malt Beverage License (Kwik Shop N Main)
- Approval of Cereal Malt Beverage License (Kwik Shop S Main)

RECOMMENDATION:

Motion to approve the consent agenda as presented.

ATTACHMENTS:

Exhibit A – Minutes from November 12, 2024, Regular Council Meeting

Exhibit B – AP Invoices

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

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

B. **PLEDGE OF ALLEGIANCE**

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

D. **CITIZEN COMMENTS**

Cameron Potucek, 603 North Poplar, South Hutchinson, KS

Requests that the City Council consider repealing Ordinance 24-05 which condemns the structure at 603 North Poplar. Per Councilmember Nisly, the City Council has given Potucek three years to address the issue. Mayor Scofield stated that the issue has been peacefully resolved, and that the process of condemnation is going forward. Per City Attorney, Cody Miller, the process has followed Kansas statute, and Potucek will still hold title to the property.

E. **CONSENT AGENDA**

1. Approval of Minutes – Regular Council Meeting, October 28, 2024
2. Approval of Invoices
3. Appoint Chad Duvall (2100 West Blanchard) to the Planning Commission.

Motion NISLY Second BRISLIN Vote 3-0

F. **ACTION ITEMS**

1. Approve moving all full-time police officers from KPERS to KP&F beginning January 1, 2025

Paige Ashley, State representative for KPERS and KP&F, discussed the benefits of being enrolled in KP&F as opposed to the current enrollment in KPERS. Per City Administrator Schenk, the vote will be moved to the next Council meeting on November 25th due to the quorum.

Motion _____ Second _____ Vote _____

2. Approve cancellation of agreement No. 142-98 with KDOT
Reverts repair and maintenance costs back to KDOT for highway lighting.

Motion BRISLIN Second GRIFFIN Vote 3-0

3. Approve water well inspection testing
Sargent Irrigation and Well Drilling was approved to inspect three water wells.

Motion NISLY Second GRIFFIN Vote 3-0

4. Approve contract with PEC to begin design of the digester rehabilitation project

Motion **BRISLIN**

Second **GRIFFIN**

Vote **3-0**

G. **DISCUSSION ITEMS**

1. Talk about property drainage retention requirements.
Proposed plan to be submitted in January 2025 for funding from Federal Flood Plain Grant and Build Grant to take 187 homes out of the Flood Plain. This would require on-site retention from businesses.

H. **CITY ADMINISTRATOR'S REPORT**

Per Administrator Schenk, South Hutchinson business owner, Frank Sell, Jr., has proposed an idea to the city to turn an area near the grain elevators where dirt was removed into an RC Racetrack. Also, Schenk would like to develop a plan to create a basketball/pickleball court on the south side of the Ball diamonds using funds from the City's Park Reserve.

Schenk asked the Council to consider getting PEC onboard with zoning code updates, and to relay to him any of their suggestions as PEC will be writing the overlays for Main and Poplar streets.

Schenk reported that last year's claim amount was high, and that the cost for health insurance for city employees will be increasing in 2025; dental and vision costs will remain the same.

Per Schenk, a boundary and guidelines need to be set, by the Council, for a gentleman who submitted a permit to hunt the City's cotton fields to control the Geese population.

I. **GOVERNING BODY COMMENTS**

Per Councilmember Brislin, Sarah Hyatt with All Pro Plumbing had inquired whether she had missed a deadline to apply for incentives. Administrator Schenk asked for contact information to get in touch with her and stated that there are no city incentives, only state at this time.

Councilmember Nisly inquired whether the "boarding up" is continuing at 603 North Poplar. Administrator Schenk mentioned that the door locks had been changed. Also, Nisly stated that he was contacted by someone concerned about the street corners at Avenue B and Poplar being "chunked out." Nisly was asked if the corners could be concreted in. Administrator Schenk replied that money could be spent for this eventually, but the chip seal project for the streets is priority.

J. **ADJOURNMENT**

Nisly motioned to adjourn the meeting at 7:16 p.m.

Motion **NISLY**

Second **BRISLIN**

Vote **3-0**

INVOICE APPROVAL LIST

11/25/2024

Gen Gov	Description	Vendor	Inv. Amt
101-101-5001	Insurance Premium	Blue Cross Blue Shield	\$97.48
101-101-6000	Cable TV	Cox Communications	\$16.78
101-101-6002	Insurance Premium	Freedom Claims	\$4,200.18
101-101-6000	Gas Service	Kansas Gas Service	\$40.06
101-101-6002	Dollar General - CMB Renewal	Kansas Dept of Revenue	\$25.00
101-101-6004	Postage Meter Lease	Pitney Bowes	\$59.37
101-101-6002	Insect Services	The Bug Guys	\$135.00
101-101-7000	Business Card Books, Facial Tissue	UMB Card Services	\$37.96
101-101-7001	Food, Fuel, Hotel	UMB Card Services	\$912.52
101-101-6004	Mats	UniFirst	\$27.27
101-100-7001	Receipt Books	Wayne's Printing	\$580.00
			\$6,131.62

Police	Description	Vendor	Inv. Amt
101-102-5001	Insurance Premium	Blue Cross Blue Shield	\$2,107.24
101-102-6000	Cable TV	Cox Communications	\$50.36
101-102-7009	Jacket, Shirts	Gall's	\$203.90
101-102-6000	Gas Service	Kansas Gas Service	\$128.89
101-102-6004	Postage Meter Lease	Pitney Bowes	\$59.37
101-102-6002	Insect Services	The Bug Guys	\$150.00
101-102-6002	Postage, Officer Listing, Name Plate	UMB Card Services	\$284.04
101-102-6004	Candy - Trunk or Treat	UMB Card Services	\$585.63
101-102-6012	Taser Instructor Course	UMB Card Services	\$495.00
101-102-7000	Ink Cartridges	UMB Card Services	\$189.56
101-102-7001	Food	UMB Card Services	\$57.58
101-102-7006	Vehicle Seat Covers	UMB Card Services	\$1,410.00
101-102-7009	Boots, Tourniquet, Molle Attachment	UMB Card Services	\$483.63
			\$6,205.20

Street	Description	Vendor	Inv. Amt
101-103-6002	Street Signs	Advertising Specialties & Design	\$672.97
101-103-5001	Insurance Premium	Blue Cross Blue Shield	\$1,425.95
101-103-7002	Cold Patch	Crafco Inc	\$810.00
101-103-6002	Locates	Kansas One Call	\$20.80
101-103-6000	Gas Service	Kansas Gas Service	\$81.68
101-103-6002	Dead End Street Signs	Michael Todd & Company	\$311.40
101-103-6004	Postage Meter Lease	Pitney Bowes	\$59.37
101-103-6002	Uniforms	UniFirst	\$79.41
101-103-6002	Acetylene Bottle	United Rentals	\$22.54
			\$3,484.12

Fire	Description	Vendor	Inv. Amt
101-104-7009	Shirts, Sweatshirts	D's Duds	\$1,124.22
101-104-6000	Gas Service	Kansas Gas Service	\$60.65
101-104-6002	Insect Services	The Bug Guys	\$150.00
101-104-7000	Ink Cartridges	UMB Card Services	\$316.00
101-104-7001	Conference Fees	UMB Card Services	\$175.00
101-104-7002	Hose Parts	UMB Card Services	\$1,459.38
			\$3,285.25

Court	Description	Vendor	Inv. Amt
101-106-5001	Insurance Premium	Blue Cross Blue Shield	\$301.36
101-106-6004	ETCH Collection (Inmate)	Hutchinson Regional Medical Center	\$46.64
101-106-6004	Animal Services	Prairie Vista Veterinary Hospital	\$189.18
101-106-6017	Inmate Billing	Reno County Sheriff's Department	\$440.00

101-106-6004	Retrievals	Underground Vaults & Storage	\$26.90
			\$1,004.08
Non-Departmental	Description	Vendor	Inv. Amt
101-109-7004	Postcards, Chamber Meeting, Postage	UMB Card Services	\$1,704.00
			\$1,704.00
		GENERAL TOTAL	\$21,814.27
Water	Description	Vendor	Inv. Amt
201-000-5001	Insurance Premium	Blue Cross Blue Shield	\$1,226.54
201-000-7002	Pipe Clamp	Core & Main	\$150.01
201-000-7002	Toilet Paper, Paper Towels, Bowl Cleaner	Janitorial Supply	\$71.47
201-000-6002	Locates	Kansas One Call	\$20.80
201-000-7002	Concrete	Mid America Redi-Mix	\$539.83
201-000-6004	Postage Meter Lease	Pitney Bowes	\$59.37
201-000-6003	Vactor Diagnosis	PrairieLand Partners	\$249.58
201-000-7001	KMAAG Seminar	UMB Card Services	\$484.00
201-000-7004	30 Year Award	UMB Card Services	\$80.53
201-000-6002	Certification Renewal, Water Sample Postage	UMB Card Services	\$50.00
201-000-6002	Uniforms	UniFirst	\$79.44
201-000-7002	PVC Meter Pits, Lids	Wichita Winwater Works	\$300.73
			\$3,312.30
Sewer	Description	Vendor	Inv. Amt
301-000-5001	Insurance Premium	Blue Cross Blue Shield	\$1,297.34
301-000-6003	Shop Supplies	Central Power Systems & Service	\$113.63
301-000-7002	Toilet Paper, Paper Towels, Bowl Cleaner	Janitorial Supply	\$71.47
301-000-6002	Locates	Kansas One Call	\$20.80
301-000-6004	Postage Meter Lease	Pitney Bowes	\$59.37
301-000-6003	Vactor Diagnosis	PrairieLand Partners	\$249.58
301-000-6002	Wastewater Grit	Reno County Solid Waste	\$126.00
301-000-6003	IRP - VFD / Wire Repair	Salt City Electric	\$696.00
301-000-6002	Lab Analysis	SDK Laboratories	\$656.00
301-000-7001	ICMA Learning Lab	UMB Card Services	\$544.00
301-000-7002	Paint, Antifreeze	UMB Card Services	\$930.58
301-000-6002	Uniforms	UniFirst	\$79.44
			\$4,844.21
Employee Benefits	Description	Vendor	Inv. Amt
501-000-5007	Insurance Premium	Dearborn Life Insurance Company	\$364.13
			\$364.13
ASAP	Description	Vendor	Inv. Amt
801-000-6004	Restitution	Sean Crow	\$500.00
			\$500.00
Community Center	Description	Vendor	Inv. Amt
811-000-6000	Gas Service	Kansas Gas Service	\$82.56
811-000-6026	Rental Fee Return	Kat Riley	\$150.00
			\$232.56
Capital Equip (reserve)	Description	Vendor	Inv. Amt
901-000-8020	SH Architectural Facility Assessment	JEO Consulting	\$1,750.00
			\$1,750.00
Building Equip (reserve)	Description	Vendor	Inv. Amt
902-000-8028	SH Wastewater Phosphorous System	Professional Engineering Consultants	\$3,115.00
			\$3,115.00
		GRAND TOTAL	\$35,932.47

MEMORANDUM

TO: Honorable Mayor and City Council
FROM: Jeff Schenk, City Administrator
DATE: 11/22/2024
RE: Repair Water Well #4

BACKGROUND:

After discussion with the public works superintendent, I realized that the water wells had not been inspected if far too long. This typically leads to serious repairs because of lack of proper maintenance. The inspection has been completed and we are currently down 1 of our 3 wells. We require 2 to supply the water needed.

PROJECT DESCRIPTION:

This project will replace the current original motor with a new motor that will be able to have a variable frequency drive (VFD) added to it. It is believed that if we hook to Hutchinson's water supply that a VFD will be required. The VFD also has several other benefits. The housings all have to be replaced as well and there is some cleanup required of the remaining parts.

PROPOSED PURCHASE:

Water Reserve Account	Estimated cost of repair
\$911,625.36	\$43,151.55

RECOMMENDATION:

City staff recommends the council approve the repair of Well #4 in the amount of \$43,151.55 and authorize the mayor to sign.



