

- 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, October 14, 2024
 - 2. Approval of Invoices

Motion _____ Second _____ Vote _____

- F. **DISCUSSION ITEMS**
 - 1. Officer recruitment and retention
 - 2. City Zoning Code updates.

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

SUBMITTED BY: Jeff Schenk, City Administrator

MEETING DATE: October 28, 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:
 - October 14, 2024, Regular Council Meeting
- Approval of Invoices

RECOMMENDATION:

Motion to approve the consent agenda as presented.

ATTACHMENTS:

Exhibit A - Minutes from October 14, 2024, Regular Council Meeting

Exhibit B - AP Invoices

A. **CALL TO ORDER/ROLL CALL**
__ Scofield X Cokeley X Nisly X Brislin __ Wylie X Griffin

B. **PLEDGE OF ALLEGIANCE**

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

D. **CITIZEN COMMENTS**

Bobbie Johnson, 100 West 6th Street, South Hutchinson, KS.

Johnson stated that she had an objection to a property sale by the City. Johnson stated that Betty's Mobile Home Park is up for sale, and the residents have yet to be notified. Councilmember Nisly asked if there was a purpose to the objection. Johnson stated that the property is about to go into litigation and stated that she is currently a tenant there and a former manager. The City Attorney, Cody Smith, replied that Johnson should probably speak with legal counsel regarding the issue.

Cameron Potucek, 601 North Poplar, South Hutchinson, KS

Cameron asked the Council why he was not involved with the proceedings from the Council meeting on September 9, 2024, involving his building at 601 North Poplar in South Hutchinson. City attorney Cody Smith then responded that the Council followed the statutory procedure, and that if Potucek believed that this was a moral violation, that he needed to address this with the State Legislature.

James Dull, 220 East 3rd, South Hutchinson, KS.

He is on the Reno County Township board by appointment. The west side of Hutchinson and South Hutchinson are in the taxing jurisdiction for Reno County Township. The Township building is located at 4th and Hendricks in Hutchinson. The building has a round metal top, and the roof is caving in and leaks. Checking with numerous contractors, the only fix is to install a beam in the middle and posts which will take away from usable space. Hutchinson had annexed that area, sometime in the past, which makes it part of the City of South Hutchinson. Just to get new covering for the building was going to cost somewhere around \$200,000. Checking with Hutchinson regarding regulations for parking with a hard surface would cost more than constructing a new building. Dull suggested looking for another property outside of Hutchinson, but within the township, so that people within the township would be paying for a building within the township. They looked at purchasing land at 4th and Wilshire to put up a building which would cost around \$250,000 just to begin with. The property used to be an old fire station, and it has come up for sale, which they would like to acquire. In order for the township to buy the land and construct a building, the voters within the township would have to approve it. Dull stated that the City of South Hutchinson would soon receive something in the mail stating what this question would look like on a ballot. It would not cost the taxpayers of Reno County any more than what they currently pay. Within the past two years, the mil levy has been lowered. Dull asked the Council for consideration on the ballot question and to put the question out into the public.

E. HEARINGS, PRESENTATIONS, PROCLAMATIONS & RECOGNITIONS

1. Randy Hoffmeier (Lindburg Vogel Pierce Faris Chartered) presents the 2023 audit. The City of South Hutchinson City Council received three reports from Lindburg Vogel Pierce Faris Chartered: Internal Control Letter, Governance Letter and Auditor's Report. The Governance Letter informed us of some auditor's adjustments that were made. One adjustment was to report payables for internet project, and the other was to record debt service payment for 2023 temporary notes that the City holds as an investment. The Council had requested transfers to reserve funds. The Internal Control Letter is a duplicate from 2023 which mentions office size and segregation of duties. Financial Statement was not reviewed. The audit began late but was in good shape once started; the audit was completed without much difficulty.

F. CONSENT AGENDA

1. Approval of Minutes – Regular Council Meeting, September 23, 2024
2. Approval of Invoices
3. Approval of Cereal Malt Beverage License (Dollar General, 501 N Main St)

Motion Nisly Second Cokeley Vote 3-0

G. ACTION ITEMS

1. Approve Urban Area Boundary Resolution to establish urban area boundary lines.

Motion Nisly Second Griffin Vote 3-0

2. Approve agreement with JEO for South Main pedestrian signal improvements

Motion Cokeley Second Nisly Vote 3-0

H. DISCUSSION ITEMS

1. Hutchinson Community Foundation Love where you live community workshop
They are looking for ideas to use grant money for in the community.
2. City of South Hutchinson Comprehensive Plan
The last plan was developed in 2016 to extend to 2040. Schenk stated that a majority of the short-term goals had already been implemented. Lists were distributed to Councilmembers regarding long-term goals; a strategic plan to be discussed later. The legwork would be done through KU.
3. Zoning Code update
Has to go to the Planning Commission in December.

I. CITY ADMINISTRATOR'S REPORT

PEC has suggested a digester replacement of \$95,000. They are going to design two with an optional 3rd to be approved by KDHE. Brad Roach would like to build a stick-built structure with stone, metal siding and a composite roof in Prairie Ridge. Setbacks are an issue. He has two combined lots and would like to know how to locate the structure. He needs feedback from the City before finalizing the design of the structure. Schenk agreed to meet with him to finalize. Schenk announced that City Clerk, Katie Marcum, has 25 years of service with the City, and that Bart Ferguson, with Public Works, has 30 years. A plaque will be awarded to Bart at a later time. Also, Schenk announced that the City of South Hutchinson was awarded \$273,600 from the Feds to finish the Trailhead Extension from the Main Street trail to the nature trail. The trailhead will be connected into the

Valley Pride area which will connect to the Jim Martinez Trail and to Carey and Rice Parks. There will be a Resolution beginning in November to finalize allocation of the ARPA funds.

J. **GOVERNING BODY COMMENTS**

K. **ADJOURNMENT**

Matt Nisly motioned for adjournment at 6:57 p.m.

Motion Nisly

Second Griffin

Vote 3-0

INVOICE APPROVAL LIST

10/28/2024

Gen Gov	Description	Vendor	Inv. Amt
101-100-6002	Cougar Software Assurance, Denali Support Hrs	Advantage Computers	\$1,382.66
101-101-6003	Printer Service	Better Image	\$190.95
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	\$5,165.06
101-101-6011	2024 CBO Sponsorship	Hutch/RN County Chamber of Commerce	\$125.00
101-101-6000	Gas Service	Kansas Gas Service	\$14.24
101-101-7004	Dangerous Structures Manual	League of KS Municipalities	\$22.87
101-101-7001	KACM Conference Registration	League of KS Municipalities	\$185.00
101-101-6002	Legal Publication	Prairie Publications	\$12.95
101-101-6004	Mats	UniFirst	\$18.18
			\$7,231.17
Police	Description	Vendor	Inv. Amt
101-102-5001	Insurance Premium	Blue Cross Blue Shield	\$4,273.39
101-102-7003	Fuel	Bridgman Oil	\$1,495.44
101-102-6000	Cable TV	Cox Communications	\$50.36
101-102-6007	Rack & Pinion, Tie Rods, Control Arms	Daniel Soto	\$1,855.00
101-102-6000	Gas Service	Kansas Gas Service	\$41.91
101-102-6007	Vehicle Service	Midway Motors	\$119.95
101-102-6001	Vehicle Insurance - Durango, Charger	ProValue Insurance	\$1,509.00
101-102-6007	Serpentine Belt, Idler Pulley	Rose Motor Supply	\$98.14
			\$9,443.19
Street	Description	Vendor	Inv. Amt
101-103-5001	Insurance Premium	Blue Cross Blue Shield	\$1,425.95
101-103-7003	Fuel	Bridgman Oil	\$865.02
101-103-6003	Service Call, Lift Inspection	Central Equipment	\$152.66
101-103-6004	Tractor PTO Guard	KanEquip Inc	\$587.76
101-103-6000	Gas Service	Kansas Gas Service	\$28.34
101-103-6002	Uniforms	UniFirst	\$52.94
			\$3,112.67
Fire	Description	Vendor	Inv. Amt
101-104-7003	Fuel	Bridgman Oil	\$521.64
101-104-6000	Gas Service	Kansas Gas Service	\$19.42
			\$541.06
Court	Description	Vendor	Inv. Amt
101-106-7000	Printer Cartridge	Better Image	\$165.00
101-106-5001	Insurance Premium	Blue Cross Blue Shield	\$301.36
101-106-7000	Receipt Books	Office Plus	\$31.28
101-106-6017	Inmate Billing	Reno County Sheriff's Dept	\$640.00
101-106-6018	Court Appointed Attorney Services	StrongPoing Law	\$900.00
101-106-6004	Court Retrieval	Underground Vaults & Storage	\$11.05
			\$2,048.69
Non-Departmental	Description	Vendor	Inv. Amt
101-109-6026	Trash Service	Nisly Brothers Trash Service	\$9,885.94
101-109-7004	Legal Publications	Prairie Publications	\$33.30
			\$9,919.24
		GENERAL TOTAL	\$32,296.02
Water	Description	Vendor	Inv. Amt
201-000-6002	Cougar Software, JUS Renewal, Denali Support	Advantage Computers	\$2,332.66

201-000-5001	Insurance Premium	Blue Cross Blue Shield	\$1,226.54
201-000-7003	Fuel	Bridgman Oil	\$656.20
201-000-7002	Oil Filter, Seat Cover, Lubricant, Gen Oil Filter	Carquest	\$292.37
201-000-6003	Service Call, Lift Inspection	Central Equipment	\$152.67
201-000-7002	Antifreeze	Discount RV Parts	\$17.70
201-000-7002	Marking Paint	Michael Todd & Company	\$151.58
201-000-7002	Tow Strap	Rose Motor Supply	\$62.47
201-000-6002	Diagnose water well issue	Salt City Electric	\$130.50
201-000-6002	Uniforms	UniFirst	\$52.96
201-000-7000	Permit 69 Refill	USPS	\$475.00
			\$5,550.65

Sewer	Description	Vendor	Inv. Amt
301-000-6002	Cougar Software, JUS Renewal, Denali Support	Advantage Computers	\$2,332.68
301-000-5001	Insurance Premium	Blue Cross Blue Shield	\$1,297.34
301-000-7003	Fuel	Bridgman Oil	\$842.74
301-000-7002	Fan Belt	Carquest	\$9.46
301-000-6003	Service Call, Lift Inspectioon	Central Equipment	\$152.67
301-000-7002	AC Service	Decker & Mattison	\$85.88
301-000-7002	Gas Detector	Fastenal Company	\$1,266.81
301-000-7002	Oil Filter	Prairieland Partners	\$10.09
301-000-6002	Wastewater Grit	Reno County Solid Waste	\$84.00
301-000-7002	Tow Strap	Rose Motor Supply	\$62.48
301-000-6002	Uniforms	UniFirst	\$52.96
301-000-7002	Chemicals	USA Bluebooks	\$28.78
301-000-7000	Permit 69 Refill	USPS	\$475.00
			\$6,700.89

Employee Benefits	Description	Vendor	Inv. Amt
501-000-5007	Insurance Premium	Dearborn Life Insurance Company	\$209.77
			\$209.77

ASAP	Description	Vendor	Inv. Amt
801-000-6004	Bond Refund	Trae Harris	\$100.00
801-000-6004	Bond Refund	Joyce Rempel	\$115.00
801-000-6004	Bond Applied - Rempel, Maples	South Hutchinson Municipal Court	\$1,035.00
			\$1,250.00

Community Center	Description	Vendor	Inv. Amt
811-000-6000	Gas Service	Kansas Gas Service	\$29.69
811-000-6004			
			\$29.69

Building Equip (reserve)	Description	Vendor	Inv. Amt
902-000-8020	Drill Well - City Hall	Darling Drilling	\$3,755.24
902-000-8024	Drill Well - City Park	Darling Drilling	\$9,503.17
			\$13,258.41

GRAND TOTAL **\$59,295.43**