

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

__Garretson __Schmidt __Nisly __Brislin __Fairbanks __Scofield

B. **PLEDGE OF ALLEGIANCE**

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

D. **CITIZEN COMMENTS**

E. **HEARINGS, PRESENTATIONS, PROCLAMATIONS & RECOGNITIONS**

1. Presentation of the results of the 2022 Audit results by Lindburg Vogel Pierce Faris
 - a. Presentation by Randy Hofmeier

F. **CONSENT AGENDA**

1. Approval of Minutes – Regular Council Meeting, September 18, 2023
2. Approval of Invoices
3. Approval of appointments/reappointments to the South Hutchinson Housing Authority of the following:
 - a. Ida Marie Castle, 441 N Washington, South Hutchinson, KS to a full two-year term beginning 9/19/2023 and ending 1/15/2026.
 - b. RC Watson, 219 E Ave C, South Hutchinson, KS to a full two-year term beginning 9/19/2023 and ending 1/15/2026.
 - c. Randy Ball, 218 E Marshall St, South Hutchinson, KS to a full two-year term beginning 9/19/2023 and ending 1/15/2026.

Motion _____ Second _____ Vote _____

G. **PUBLIC HEARING**

1. Public hearing regarding Resolution to Levy Property Tax Exceeding the Revenue Neutral Rate

- a. Motion to **open** the public hearing.

Motion _____ Second _____
__Garretson __Schmidt __Nisly __Brislin __Fairbanks __Scofield

- b. Motion to **close** the public hearing.

Motion _____ Second _____
__Garretson __Schmidt __Nisly __Brislin __Fairbanks __Scofield

- c. Motion to **approve** a Resolution of the City of South Hutchinson, Kansas to levy a property tax rate exceeding the Revenue Neutral Rate: and authorize the mayor to sign.

Motion _____ Second _____
__Garretson __Schmidt __Nisly __Brislin __Fairbanks __Scofield

2. Public hearing regarding adoption of the 2024 budget.

a. Motion to **open** the public hearing.

Motion _____ Second _____
__Garretson __Schmidt __Nisly __Brislin __Fairbanks __Scofield

b. Motion to **close** the public hearing.

Motion _____ Second _____
__Garretson __Schmidt __Nisly __Brislin __Fairbanks __Scofield

c. Motion to **approve** the 2024 budget as published

Motion _____ Second _____
__Garretson __Schmidt __Nisly __Brislin __Fairbanks __Scofield

- H. **DISCUSSION ITEMS**
- I. **CITY ADMINISTRATOR'S REPORT**
- J. **GOVERNING BODY COMMENTS**
- K. **EXECUTIVE SESSION**
- L. **ADJOURNMENT**

SUBMITTED BY: Jeff Schenk, City Administrator

MEETING DATE: September 18, 2023

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:
 - August 28, 2023, Regular Council Meeting
- Approval of Invoices
- Approval of appointments/reappointments to the South Hutchinson Housing Authority of the following:
 - Ida Marie Castle, 441 N Washington, South Hutchinson, KS to a full two-year term beginning on 9/19/2023 to 1/15/2026.
 - RC Watson, 219 E Ave C, South Hutchinson, KS to a full two-year term beginning on 9/19/2023 to 1/15/2026.
 - Randy Ball, 218 E Marshall St, South Hutchison, KS to a full two-year term beginning on 9/19/2023 to 1/15/2026.

RECOMMENDATION:

Motion to approve the consent agenda as presented.

ATTACHEMENTS:

Exhibit A – Minutes from August 28, 2023, Regular Council Meeting

Exhibit B – AP Invoices

Present: Mayor Brian Garretson, Councilmembers Jeremy Schmidt, Dina Brislin, John Fairbanks, Paul Scofield. City Attorney Mark Tremaine, City Administrator Jeff Schenk, Police Chief Darrin Pickering, City Superintendent Ronnie Pederson, Court Clerk Katie Marcum, and Fire Chief Greg Henke

Absent: Councilman Matt Nisly

A. **CALL TO ORDER/ROLL CALL**
_X_Garretson _X_Schmidt _A_Nisly _X_Brislin _X_Fairbanks _X_Scofield

B. **PLEDGE OF ALLEGIANCE**

C. **APPROVAL OF AGENDA**
There were no additions or deletions to the agenda.

D. **CITIZEN COMMENTS**
There were no citizen comments.

E. **CONSENT AGENDA**
1. Approval of Minutes - Regular Council Meeting, August 14, 2023
2. Approval of Invoices

Motion: Scofield Second: Brislin Vote: 4-0

F. **ACTION ITEMS**
1. Adopt Ordinance 23-02: Adopting the 2023 Standard Traffic Ordinance

Consideration of AN ORDINANCE REGULATING TRAFFIC WITHIN THE CORPORATE LIMITS OF THE CITY OF SOUTH HUTCHINSON, KANSAS; INCORPORATING BY REFERENCE THE STANDARD TRAFFIC ORDINANCE FOR KANSAS CITIES, 50th EDITION, *WITH CERTAIN OMISSIONS, CHANGES AND ADDITIONS; PRESCRIBING ADDITIONAL REGULATIONS; PROVIDING CERTAIN PENALTIES AND REPEALING ORDINANCES NUMBERED 22-05.

Motion: Schmidt Second: Scofield Vote: 4-0

2. Adopt Ordinance 23-03: Adopting the 2023 Uniform Public Offense Code

Consideration of AN ORDINANCE REGULATING PUBLIC OFFENSES WITHIN THE CORPORATE LIMITS OF THE CITY OF SOUTH HUTCHINSON, KANSAS; INCORPORATING BY REFERENCE THE UNIFORM PUBLIC OFFENSE CODE FOR KANSAS CITIES, 39TH EDITION; PROVIDING CERTAIN PENALTIES AND REPEALING ORDINANCES NUMBERED 22-06.

Motion: Scofield

Second: Brislin

Vote: 4-0

3. Accept waiver of CID assessment proceedings and have Ideatek execute waiver

WAIVER OF MAXIMUM ASSESSMENT PROCEEDINGS

Motion: Schmidt

Second: Brislin

Vote: 4-0

4. Ordinance 23-04: Assessment ordinance of CID Assessment

ORDINANCE LEVYING MAXIMUM SPECIAL ASSESSMENTS ON CERTAIN PROPERTY TO PAY THE COSTS OF COMMUNITY IMPROVEMENT DISTRICT IMPROVEMENTS IN THE CITY OF SOUTH HUTCHINSON, KANSAS, AS HERETOFORE AUTHORIZED BY ORDINANCE NO. 22-03 OF THE CITY; AND PROVIDING FOR THE COLLECTION OF SUCH SPECIAL ASSESSMENTS.

Motion: Schmidt

Second: Scofield

Vote: 4-0

5. Adopt Resolution 23-04: Authorizing the Sale of GO bonds

A RESOLUTION AUTHORIZING THE OFFERING FOR SALE OF TAXABLE GENERAL OBLIGATION BONDS OF THE CITY OF SOUTH HUTCHINSON, KANSAS.

Motion: Schmidt

Second: Brislin

Vote: 4-0

6. Adopt Resolution 23-05: Approving a development agreement

**A RESOLUTION APPROVING A DEVELOPMENT AGREEMENT
RELATING TO THE CONSTRUCTION AND OPERATION OF A FIBER
OPTIC COMMUNICATIONS NETWORK IN THE CITY.**

Motion: Schmidt

Second: Scofield

Vote: 4-0

Thomas Garrett from IdeaTek, Brett Shogren from Stifel Financial and Mitch Walter from Gilmore & Bel were present to answer questions regarding the partnership between the city and IdeaTek, the sale of GO Bond and the timeline for completion of said project.

G. DISCUSSION ITEMS

1. 2024 Budget review

City Administrator Jeff Schenk stated he had met with Adams Brown CPA and each department head to discuss the upcoming budget for 2024. During open discussion, councilmember Jeremy Schmidt inquired as to why the Fire Department had a smaller budget for equipment reserve. Chief Henke reported it is due to a better mechanic who can maintain the vehicles for a longer life span so multiple repairs wouldn't be necessary. Mayor Garretson and the council agreed to the proposed 2024 budget.

H. CITY ADMINISTRATOR'S REPORT

Jeff Schenk stated he would advertise the proposed 2024 budget in the Ninescah Valley paper tomorrow.

Mr. Schenk confirmed with the council we are open on Columbus Day, October 9 and will hold the regularly scheduled council meeting.

Jeff Schenk asked the council to look at the calendar for upcoming meetings in November and December and consider moving one or two and cancelling December 26, 2023 due to the Christmas break.

Mr. Schenk reported the United Way Day was held on Saturday, August 26, 2023, and was very successful. Roughly 20 United Way volunteers painted bleachers, the gazebo and press box at Lionette Field and it is coming along nicely with the upgrades. Jeff would like to reach out to Hutch Rec for opportunities for South Hutch to better utilize our facilities.

Jeff commented that the 4th of July Committee met with interested parties, and they were pleased with the turnout.

City Superintendent Ronnie Pederson announced that Alex Mast would like an extended permit during the week of the Kansas State Fair to set up and market his golf carts near the Lighthouse Landing property. The council agreed to the extension.

Mr. Schenk provided the council with a copy of our current procurement policy when seeking quotes from companies and asked for input as to the “practical” quote of no more than \$2,500 for department heads or if it could be changed. Councilman Schmidt stated he was comfortable with \$5,000 and the “competitive price” could be 5% of the total.

I. GOVERNING BODY COMMENTS

Councilmember John Fairbanks inquired as to the \$20 charge for Wi-Fi at the Community Center and whether that could be included with the \$150 rental fee. Jeff stated he would look into that.

J. ADJOURNMENT

Schmidt motioned to adjourn the meeting at 6:59 p.m.

Motion: Schmidt

Second: Scotfield

Vote: 4-0

(Attest): *Michele Nightingale*
Michele Nightingale, City Clerk

INVOICES PAID (9/01/2023 thru 9/14/2023)

Gen Gov	Description	Vendor	Inv. Amt	Ck Date
101-101-5000	Vision Insurance - Sept	VCD	\$5.54	9/1/2023
101-101-6000	August Electricity	Evergy	\$508.80	9/6/2023
101-101-6000	Sept Internet Service	Ideatek	\$27.50	9/6/2023
101-101-6000	Cable Service	Cox	\$16.78	9/12/2023
101-101-6002	City Attorney Services	Mark Tremaine	\$2,000.00	9/4/2023
101-101-6002	Prime Membership	First Bank Card	\$29.98	9/1/2023
101-101-6002	August Janitorial Services	Fresh Co	\$150.00	9/6/2023
101-101-6002	Notice of Budget Hearing publication	Prairie Publications	\$66.60	9/6/2023
101-101-6002	CPA Assistance w/Bank Reconciliation	Adams Brown	\$5,330.00	9/12/2023
101-101-6002	2022 Audit & Financial Services	Lindburg Vogel Pierce Faris	\$16,350.00	9/12/2023
101-101-6004	Postage Meter Lease	Pitney Bowes	\$59.37	9/6/2023
101-101-6011	ICMA Membership, Donation	First Bank Card	\$488.00	9/1/2023
101-101-7000	Office Supplies	First Bank Card	\$38.07	9/1/2023
101-101-7000	Office Supplies	First Bank Card	\$172.13	9/1/2023
101-101-7000	Tags, bands, pens, staples	Office Plus	\$84.15	9/12/2023
101-101-7001	Meals, ICMA Conference	First Bank Card	\$899.90	9/1/2023
101-101-7004	First Aid Kit Items	Dollar General	\$23.05	9/1/2023
101-101-7005	Car & Phone Allowance	Jeff Schenk	\$225.00	9/4/2023
			\$26,474.87	

Police	Description	Vendor	Inv. Amt	Ck Date
101-102-5000	Vision Insurance - Sept	VCD	\$240.16	9/1/2023
101-102-6000	August Electricity	Evergy	\$763.11	9/6/2023
101-102-6000	Sept Internet Service	Ideatek	\$27.50	9/6/2023
101-102-6000	Cable Service	Cox	\$39.87	9/12/2023
101-102-6002	Evidence Envelopes	Wayne's	\$8.28	9/1/2023
101-102-6002	Remove Equip from Crown Vic	Superior Emerg Resp	\$250.00	9/1/2023
101-102-6002	September Janitorial Services	Tabitha Maxfield	\$150.00	9/1/2023
101-102-6002	USPS/Prime	First Bank Card	\$50.09	9/1/2023
101-102-6002	Filter, Wheel nut	Carquest	\$6.88	9/6/2023
101-102-6002	Surety Bond - Notary - Gaines	Nationwide	\$50.00	9/6/2023
101-102-6004	Postage Meter Lease	Pitney Bowes	\$59.37	9/6/2023
101-102-6004	Notary Stamp - Gaines	Unifirst	\$25.99	9/12/2023
101-102-6004	LEO Test form, manual, S/H	Stanard & Associates	\$106.00	9/12/2023
101-102-6004	2 Tires	Tom & Dan's Tire Service	\$332.24	9/12/2023
101-102-6005	JetPacks	Verizon	\$240.06	9/6/2023
101-102-6005	August Phone Service	Verizon	\$164.06	9/6/2023
101-102-7000	Office Supplies	First Bank Card	\$17.29	9/1/2023
101-102-7000	Cyan (color) cartridge	Better Image	\$185.00	9/12/2023
101-102-7000	Refills, Highlighters, envelopes	Office Plus	\$29.79	9/12/2023
101-102-7001	Meal, Baggage Fee	First Bank Card	\$120.36	9/1/2023
101-102-7002	Bottled Water	Culligan	\$42.00	9/1/2023
101-102-7003	Aug Fuel Charges	Bridgman	\$3,050.34	9/6/2023
101-102-7009	Boots - McVey	First Bank Card	\$164.95	9/1/2023
			\$6,123.34	

Street	Description	Vendor	Inv. Amt	Ck Date
101-103-5000	Vision Insurance-Sept	VCD	\$68.56	9/1/2023
101-103-6000	August Electricity	Evergy	\$457.79	9/6/2023
101-103-6000	Sept Internet Service	Ideatek	\$27.50	9/6/2023
101-103-6003	August Services	Unifirst	\$133.19	9/6/2023
101-103-6004	Postage Meter Lease	Pitney Bowes	\$59.37	9/6/2023
101-105-6005	August Phone Service	Verizon	\$144.23	9/6/2023
101-103-7002	Filters, mirror, lube	Carquest	\$96.89	9/6/2023
101-103-7003	August Fuel Charges	Bridgman	\$1,013.74	9/6/2023
			\$2,001.27	

Fire	Description	Vendor	Inv. Amt	Ck Date
101-104-6000	August Electricity	Evergy	\$606.70	9/6/2023
101-104-6000	Sept Internet Service	Ideatek	\$27.50	9/6/2023
101-104-6000	Cable Service	Cox	\$10.49	9/12/2023
101-104-6002	Drug Screen - Carter Kaus	Hutch Clinic	\$50.00	9/1/2023
101-104-6004	Annual Inspection	Precision Fire Service	\$1,942.80	9/12/2023
101-104-7003	August Fuel Charges	Bridgman	\$1,217.48	9/6/2023
			\$3,854.97	

Court	Description	Vendor	Inv. Amt	
101-106-6004	Pocket Press	First Bank Card	\$108.90	9/1/2023
101-106-6004	Inmate Medication Dispense	Diamond Drug	\$32.67	9/12/2023
101-106-6015	Batch Collection #78590	State Treasurer	\$733.00	9/6/2023
101-101-6016	Prosecutor Services	Mark Tremaine	\$1,100.00	9/4/2023
101-106-6016	Judge Services	Rick Roberts	\$1,100.00	9/4/2023
101-106-6017	August Inmate Housing	Reno Co Sheriff	\$1,200.00	9/12/2023
			\$4,274.57	
		GENERAL TOTAL	\$42,729.02	

Water	Description	Vendor	Inv. Amt	
201-000-5000	Vision Insurance - Sept	VCD	\$44.65	9/1/2023
201-000-6000	August Electricity	Evergry	\$7,206.28	9/6/2023
201-000-6000	Locate Fees	Kansas One Call	\$39.60	9/6/2023
201-000-6002	USPS Water Samples	First Bank Card	\$9.85	9/1/2023
201-000-6002	Insurance for 99 Dump Truck	Pro Value	\$208.00	9/1/2023
201-000-6003	August Services	Unifirst	\$133.19	9/6/2023
201-000-6004	Postage Meter Lease	Pitney Bowes	\$59.37	9/6/2023
201-000-6005	Case, Protector for phone	First Bank Card	\$74.57	9/1/2023
201-000-6005	August Phone Service	Verizon	\$184.82	9/6/2023
201-000-7002	Oil Filter	Carquest	\$5.24	9/6/2023
201-000-7002	Water Supplies	Lowe's	\$61.99	9/1/2023
201-000-7002	Meter Setter No Lead	Core & Main	\$1,163.90	9/12/2023
201-000-7003	August Fuel Charges	Bridgman	\$1,225.31	9/6/2023
			\$10,416.77	

Sewer	Description	Vendor	Inv. Amt	
301-000-5000	Vision Insurance-Sept	VCD	\$16.45	9/1/2023
301-000-6000	August Electricity	Evergry	\$12,082.64	9/6/2023
301-000-6000	Locate Fees	Kansas One Call	\$39.60	9/6/2023
301-000-6002	Airolator Mixer	Fluid Equip	\$480.00	9/1/2023
301-000-6002	KDHE Schedule of Compliance	PEC	\$385.00	9/1/2023
301-000-6002	Lab Analysis - August	SDK Labs	\$643.00	9/12/2023
301-000-6003	August Services	Unifirst	\$133.19	9/6/2023
301-000-6003	Grit Removal	Reno Co Solid Waste	\$164.00	9/12/2023
301-000-6004	Postage Meter Lease	Pitney Bowes	\$59.37	9/6/2023
301-000-6005	August Phone Service	Verizon	\$81.36	9/6/2023
301-000-6005	August Inseego Dialers Service	Verizon	\$292.44	9/6/2023
301-000-7002	Sewer Supplies	Lowe's	\$16.13	9/1/2023
301-000-7002	Red, yellow and blue buffer	USA Bluebook	\$104.65	9/1/2023
301-000-7002	Blower belts, air filter	Carquest	\$106.31	9/6/2023
301-000-7003	August Fuel Charges	Bridgman	\$1,390.80	9/6/2023
301-000-8011	WW Treatment Plant Phos	PEC	\$6,230.00	9/1/2023
			\$22,224.94	

Community Center	Description	Vendor	Inv. Amt	
811-000-6000	August Electricity	Evergry	\$504.38	9/6/2023
811-000-6004	August Janitorial Services	Fresh Co	\$500.00	9/6/2023
811-000-6026	Community Center Rental Refund	Kim Newton (loss of baby)	\$150.00	9/12/2023
			\$1,154.38	

General	Description	Vendor	Inv. Amt	
101-000-4043	Back to School Event	First Bank Card	\$3,520.18	9/1/2023
			\$3,520.18	

Park	Description	Vendor	Inv. Amt	
101-105-6000	August Electricity	Evergry	\$124.14	9/6/2023
101-105-6004	August Janitorial Services	Fresh Co	\$100.00	9/6/2023
101-105-7002	Paint & Supplies - Ballpark	First Bank Card	\$655.40	9/1/2023
101-105-7002	Park Supplies	Lowe's	\$334.15	9/1/2023
101-105-7002	Antifreeze	Carquest	\$41.40	9/6/2023
			\$1,255.09	

Non-Departmental	Description	Vendor	Inv. Amt	
101-109-6000	August Electricity	Evergry	\$5,940.44	9/6/2023
101-109-6026	August Refuse Service	Nisly Bros	\$9,514.59	9/1/2023
			\$15,455.03	

Capital Improvement	Description	Vendor	Inv. Amt	
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902-000-8022	Telespar, Anchor, Bolts	J&A Traffic Products	\$10,536.90	9/6/2023
902-000-8023	Tree Removal & Ground Stump	Corwin Tree Service	\$900.00	9/12/2023
			\$11,436.90	
		GRAND TOTAL	\$108,192.31	

SUBMITTED BY: Jeff Schenk, City Administrator

MEETING DATE: September 18, 2023

AGENDA ITEM: 2024 Budget Revenue Neutral Rate (RNR) Budget Hearing and Resolution to Levy Property Tax Exceeding the Revenue Neutral Rate

BACKGROUND:

The Kansas Legislature Passed Senate Bill 13 which went into effect on January 1, 2021. The bill repealed the property tax lid law applicable to cities and counties and certain budget requirements applicable to other municipalities, establishes notice and public hearing requirements for certain taxing subdivisions seeking to collect property taxes in excess of the subdivision's revenue-neutral rate, prohibits valuation increases resulting solely from normal maintenance of existing structures, and expands the allowed acceptance of partial payments or payment plans for property taxes. The bill is in effect upon publication in the Kansas Register.

DESCRIPTION:

The 2024 budget presented today will show maintaining the mill levy which exceeds our RNR. We are proceeding with the requirements of Senate Bill 13 in order to exceed our RNR.

	2023 Budget	2024 Budget	RNR
General Fund	26.499	32.340	30.486
Bond and Interest	14.000	7.978	7.978
Employee Benefits	2.000	2.178	2.178
Flood Control	1.000	1.004	1.004
Total	43.499	43.500	41.646

To exceed our revenue neutral rate, we have followed the requirements of Senate Bill 13. The council passed a resolution notifying the County Clerk of our intent to exceed the RNR before July 20th. We published a notification in the Ninescah Valley Newspaper on September 1st and posted the notification on our City website. The next step is to conduct an RNR public hearing. Before closing the public hearing, the council may pass the attached resolution to exceed the RNR.

RECOMMENDATION:

If the council approves the mill levy as proposed, staff recommends approval of Resolution 23-06 as provided.

NOTICE OF HEARING TO EXCEED REVENUE NEUTRAL RATE AND BUDGET HEARING

The governing body of
City of South Hutchinson

will meet on September 18, 2023 at 6:00 PM at City Hall South Hutchinson, KS for the purpose of hearing and answering objections of taxpayers relating to the proposed use of all funds, the amount of ad valorem tax, and the Revenue Neutral Rate. Detailed budget information is available at City Hall South Hutchinson, KS and will be available at this hearing.

BUDGET SUMMARY

Proposed Budget 2024 Expenditures and Amount of 2023 Ad Valorem Tax establish the maximum limits of the 2024 budget. Estimated Tax Rate is subject to change depending on the final assessed valuation.

FUND	Prior Year Actual for 2022		Current Year Estimate for 2023		Proposed Budget for 2024			
	Expenditures	Actual Tax Rate*	Expenditures	Actual Tax Rate*	Budget Authority for Expenditures	Amount of 2023 Ad Valorem Tax	Proposed Estimated Tax Rate*	
General	2,413,371	26.939	2,417,884	26.499	4,006,769	876,026	32.340	
Debt Service	1,061,564	14.311	859,926	14.000	833,738	216,118	7.978	
Employee Benefits	37,739	1.250	54,000	2.000	106,000	58,992	2.178	
Flood Control	25,110	1.000	25,170	1.000	54,300	27,197	1.004	
Special Highway	51,672		50,000		224,012			
Water Utility	677,363		753,713		899,100			
Sewer Utility	1,026,344		1,185,100		1,191,100			
Convention & Tourism	30,054		70,000		70,000			
Special Park	0		0		4,009			
Diversion	2,288		20,000		29,900			
Street/Economic Dev Sales Tax	101,157		106,500		614,209			
Non-Budgeted Funds-A	858,628		0		0			
Non-Budgeted Funds-B	69,473		0		0			
Non-Budgeted Funds-C	11,737		0		0			
Totals	6,366,500	43.500	5,542,293	43.499	8,033,137	1,178,333	43.500	
Revenue Neutral Rate**							41.646	
Less: Transfers	1,432,312		1,149,766		1,266,400			
Net Expenditure	4,934,188		4,392,527		6,766,737			
Total Tax Levied	1,086,411		1,128,154		xxxxxxxxxxxx			
Assessed Valuation	24,974,049		25,935,288		27,087,631			
Outstanding Indebtedness, January 1,								
G.O. Bonds	8,700,000		7,880,000		7,160,000			
Revenue Bonds	0		0		0			
Other	0		0		0			
Lease Purchase Principal	0		0		0			
Total	8,700,000		7,880,000		7,160,000			

*Tax rates are expressed in mills
** Revenue Neutral Rate as defined by KSA 79-2988

Michele Nightingale
Official Title: City Clerk

Resolution No. 23-06

A RESOLUTION OF THE CITY OF SOUTH HUTCHINSON, KANSAS TO LEVY A PROPERTY TAX RATE EXCEEDING THE REVENUE NEUTRAL RATE NEUTRAL RATE

WHEREAS, the Revenue Neutral Rate for the City of South Hutchinson was calculated as 41.646 mills by the Reno County Clerk; and

WHEREAS, the budget proposed by the Governing Body of the City of South Hutchinson will require the levy of a property tax rate exceeding the Revenue Neutral Rate; and

WHEREAS, the Governing Body held a hearing on September 18, 2023 allowing all interested taxpayers desiring to be heard an opportunity to give oral testimony; and

WHEREAS, the Governing Body of the City of South Hutchinson, having heard testimony, still finds it necessary to exceed the Revenue Neutral Rate.

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

The City of South Hutchinson shall levy a property tax rate exceeding the Revenue Neutral Rate of 41.646 mills.

This resolution shall take effect and be in force immediately upon its adoption and shall remain in effect until future action is taken by the Governing Body.

ADOPTED this 18th day of September 2023 and signed by the Mayor.

Brain Garretson, Mayor

Attest:

City Clerk

SUBMITTED BY: Jeff Schenk, City Administrator

MEETING DATE: September 18, 2023

AGENDA ITEM: 2024 Budget Hearing and Adoption of the 2024 Budget

BACKGROUND:

Kansas State Statute 79-2929 requires a 10-day official notice be published in the newspaper and on the website and requires a public hearing be held before the City Council prior to adopting the budget.

DESCRIPTION:

The Notice of Public Hearing for the proposed 2024 budget as required by stated statute is attached. The notice has been published in the Ninnescah Valley Newspaper on September 1, 2023 and was available on our website at https://clients.municipalimpact.com/documents/414/Press_Release_exceeding_RNR.pdf. The budget meets all state requirements. The City Council will open the public hearing to all public comments. Approval will happen during the Council Agenda item. The 2024 budget as presented in the attached budget certificate is now ready for approval.

The 2024 budget presented today

	2023 Budget	2024 Budget	RNR
General Fund	26.499	32.340	30.486
Bond and Interest	14.000	7.978	7.978
Employee Benefits	2.000	2.178	2.178
Flood Control	1.000	1.004	1.004
Total	43.499	43.500	41.646

No changes have been made to the published proposed budget.

The budget cannot be increased beyond the published notice of public hearing, but council can decrease the maximum expenditures before approving the public hearing.

RECOMMENDATION:

Staff recommends approval of the 2024 budget as published.

South Hutchinson Facilities Master Plans and Rate Studies Request for Qualifications

Project Description:

The project includes the development of individual master plans and identification of future improvement projects for the water system, wastewater system, City Hall facility, police and fire facilities, and aquatics facilities. The development of the master plans will require the evaluation, analysis, and prioritization of improvements needed based on current condition and estimated timelines for life expectancy of existing infrastructure. Consultant deliverables will include opinions of cost for improvement alternatives.

Following the completion of the water system and wastewater system master plans, rate studies will be completed utilizing the information from the master plans. The rate studies will be used to establish appropriate water and sewer rates to maintain and improve the infrastructure.

- Water System:
 - Water Supply:
 - Well No. 3 [1978] in 15'x17' concrete block building
 - Well No. 4 [1978] in 13'x15' concrete block building
 - Well No. 5 [1978] in 13'x15' concrete block building
 - Chlorine injection at each well site
 - Water Storage:
 - 750,000-gallon, fluted column tank, water tower [1999] last recoated in 2013
 - 125,000-gallon, double ellipsoidal tank, water tower [1972] last recoated in approximately 2002-2004 interior only, outside 30+ years.
 - Water Distribution:
 - Approximately 30.8 miles of water distribution mains
 - And 249 Fire Hydrants
- Wastewater System:
 - Collection System
 - Approximately 18.8 miles of gravity sewer
 - Approximately 2 miles of force main
 - Lift Stations:
 - 10 lift stations [2002, 2002, 1986, 2002, 2006, 2002, 2006, 2001, 1997, 1997]
 - Combination of vacuum primed and submersible pump lift stations
 - Wastewater Treatment Facility:
 - Activated sludge treatment [2004]
 - Aerobic sludge handling facility [1997]
 - Ultraviolet [UV] disinfection system [2016] and building [1997]

- City Hall Facility
 - City Hall building [unknown] with addition [unknown]
- Police and Fire Facility
 - Fire building [unknown] with Police addition [2002]
- Aquatics Facility
 - Splash pad and building [2013]

Proposal Requirements:

In order to maintain consistency and to aid in the evaluation of the submittals, proposals shall adhere to following requirements:

- Proposals may not exceed 30 pages single-sided with individual sections adhering to the page limits shown below. Tabs or divider pages will not be included in the page count.
 - Cover Letter: 1 page maximum
 - Cover Page: 1 page maximum
 - Firm Qualifications: 2 page maximum
 - Project Understanding and Approach: 10 pages maximum
 - Organizational Chart and PM Qualifications: 2 pages maximum
 - Preliminary Schedule: 2 pages maximum
 - Past Performance and References: 6 pages maximum
 - Resumes for Key Team Members: 6 pages maximum.
- Price is not a factor and should not be included in the proposal. Scope and fee will be negotiated following firm selection.

Evaluation Factors:

The City of South Hutchinson intends to select a single firm to complete the project. Proposals will be evaluated based on the factors listed below to identify the most qualified firm in order of preference as first, second, third, etc. Interested consulting firms must be pre-qualified with KDOT for water and wastewater engineering and must be able to, or have the ability to partner with an accredited architectural firm that can, demonstrate municipal facility study work.

1. Qualifications and expertise of the firm
2. Project understanding and approach
3. Organizational chart and qualifications of the Project Manager
4. Preliminary schedule
5. Past performance and references
6. Resumes for key team members.

Submittal Schedule and Deadlines:

Please submit 4 bound copies of your firm's proposal on or before November 9, 2023, at 4:00 PM to the City of South Hutchinson, KS 67505. Additionally, the City requests a digital copy of your proposal be emailed to jeffs@southhutch.com.

Preliminary evaluation and ranking of proposals will take place on or about November 30, 2023. Top firms may be required to participate in interviews.

Firm Selection:

The highest ranked firm will be asked to enter into scope and fee negotiations with the City of South Hutchinson. If the City of South Hutchinson cannot reach agreement with the top ranked firm, it will terminate negotiations with said firm and commence negotiations with the next highest ranked firm until an agreement is reached or the City decides to pursue other alternatives.

For questions about this request for qualifications or if additional information is needed, please contact me at (620) 663-7104, or email questions to jeffs@southhutch.com prior to October 27, 2023.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jeff Schenk". The signature is stylized and somewhat cursive, with a prominent initial "J" and "S".

Jeff Schenk
City Administrator
City of South Hutchinson