city of south hutchinson
2 south main
south hutchinson, kansas 67505
620-663-7104

1/5/2026 @ 6:00 pm at city hall

A. CALL TO ORDER/ROLL CALL

Erin Cokeley____Mark Estes____Jim Chastain____Marge Bryant_____
Pam Crank____Kraig Blackwelder____Chad Duvall____Mike Blackburn_____

B. Approval of Agenda (additions/deletions)

C. Approval of minutes for December 1st, 2025

Motion Second Vote

D. Public Hearings

No public hearings.

E. Action Items

No action items.

F. Discussion Items

1. City will be putting together an RFP for aid on the comprehensive plan.

G. New Business

No new business.

H. ADJOURNMENT

Motion Second Vote

Next regularly scheduled February 2nd, 2026
Prepared by Paige Harman Administrative Assistant

CALL TO ORDER/ROLL CALL

The South Hutchinson Planning Commission met in regular session. The following members were present:

- Erin Cokeley
- Mark Estes
- Jim Chastain
- Kraig Blackwelder
- Chad Duvall
- Mike Blackburn
- Pam Crank

Marge Bryant was not present.

APPROVAL OF MINUTES

Approval of minutes for November 3rd, 2025
Commissioner Chastain moved, seconded by Commissioner Duvall.
Vote: 7-0, Motion Carried.

PUBLIC HEARINGS

No public hearings.

ACTION ITEMS

Action Item No. 1 – Approval of improvement project of new benches and picnic tables in the parks department. Not to exceed FY26 Budget, and to stay under $15,000
Commissioner Blackwelder moved, seconded by Commissioner Estes.
Vote: 7-0, Motion Carried.
Planning and Zoning Administrator:

- Administrative Assistant Paige Harman stated that out of the two bids the City received that only one company would be able to be utilized to apply for the grant. The reason is that the one company makes their picnic tables and benches not from tires and the grant states that at least 50% of the materials must come from tires. Paige proposed cutting the number of tables and benches down, so that the bid did not exceed $15,000 and stayed under the parks department CIP budget. It is important to note if we did get the grant that 50% of the cost would be covered, but it is not guaranteed we would get the grant when applying. The picnic tables would be utilized at the Community Center patio and ball fields. The benches would be placed on the new

trail being constructed and on the current trail. Currently there are no picnic tables at the Community Center or ball fields and there are no benches on the trail. By providing these items in our park areas we would be improving the quality of life of those who utilize them. Harman would like to continue Parks' capital improvement projects in the new year by looking to apply for another grant to create a dog park.

Commissioner Discussion:

- Commissioner Blackburn asked about Capital Improvement Funds for this project and other projects the city has going on. Blackburn stated if we did not get the grant, that we should get more bids from local companies that make picnic tables and benches.
- Commissioner Cokeley stated going with the Chaplain bid made sense for now in the event being able to apply for the grant. Cokeley would like to see 3 more quotes if we did not get the grant prior to purchasing or spending funds.
- Commissioner Chastain mentioned looking at the kennel club as a partner for a dog park.

Action Item No. 2 – Approve applying for Waste Tire Grant Application - Tables and Benches SFY 2026 (50% reimbursement)

Commissioner Estes moved, seconded by Commissioner Chastain.

Vote: 7-0, Motion Carried.

Planning and Zoning Administrator:

- Administrative Assistant Paige Harman stated she would look to get a new bid for less tables and benches from Chaplain Tires that would be under $15,000 prior to applying for the grant. The grant is not guaranteed if the City applies, but if selected it would cover 50% of the cost for these items.

FINDINGS OF FACT

For Action Item No. 1, the Commission made the following findings in accordance with K.S.A 12-757 and

1. **Notice:** No notice needed to be posted.
2. **Review Criteria:** The Commission considered:
    a. Conformance with the City's Comprehensive Plan.
    b. FY26 Parks Budget
    c. Quotes from two companies (Sunflower Poly and Chaplin Tire Recycling, INC.)
    d. Brochure from Sunflower Poly
    e. Brochure from Chaplin Tire Recycling, INC.

3. **Conclusion:** The commission determined that utilizing the parks department capital improvement funds to purchase park benches and benches if we won the grant would be recommended to city council for approval. If we do not win the grant, we would like to see more local company bids for park benches and tires.

For Action Item No. 2, the Commission made the following findings in accordance with K.S.A 12-757 and

4. **Notice:** No notice needed to be posted.
5. **Review Criteria:** The Commission considered:
    a. Conformance with the City's Comprehensive Plan.
    b. Grant application information and deadline date information
6. **Conclusion:** The commission approved the City applying for the grant using Chaplin Tire Recycling, INC.'s new bid.

DISCUSSION ITEMS

Planning and Zoning Administrator:

- Administrative Assistant Paige Harman stated that the City plans to put out an RFP to contract planners for aiding in creating a new comprehensive plan for the city. Harman went through the current comprehensive plan chapter by chapter asking for feedback or concerns about anything that would need to be amended right now. Harman went over the implementation chapter of action items and policies that were set by covering what has been completed, what is in progress, and what was not started to give the commission an idea of how the current comprehensive plan has been implemented. Harman answered commissioner Blackburn by stating that the city will be presenting to the commission current capital projects and upcoming projects to be started in 2026 to the commission in the new year. Moving forward the planning commission will be receiving copies of budgets for capital improvement projects, but to make note there is not just one capital improvement budget because it is broken down into each department. Department heads every year make up their budget and the budget gets approved by the city council. All capital improvement projects that improve public infrastructure, utilities, or public facilities current and future will be shown before the planning commission for approval or disapproval recommendation to council. Harman responded to commissioner Duvall point that it would be changing because the approval of the projects should be through them first and then final say would be to council.

Commissioner Discussion:

- Commissioner Crank mentioned that when we do start new comprehensive plan in 2026, she has not some notes for updating protocols, spelling checks, setting new goals, and overall updates to current changes in the City.
- Commissioner Cokeley mentioned looking at the City working more with youth in the community and youth outreach programs. Cokeley agreed with Commissioner Chastain statement about having hot topic questions and issues to bring people into a town hall to talk about items needing to be in our comprehensive plan.
- Commissioner Chastain mentioned having hot topic questions and goals published to get a better outcome of residents to townhall meetings to aid in the creation of the comprehensive plan.
- Commissioner Blackburn asked about capital improvement plans and projects currently in the City. Blackburn asked about budgets for capital improvement projects.
- Commissioner Duvall pointed out Policy # E.2.B.1 (pg. 20) states that the City will develop a comprehensive plan that include priority projects, new development, promote economic growth and enhance quality of life. The approval of these projects and budget belongs to city council.

NEW BUSINESS

No new business.

ADJOURNMENT

Commissioner Chastain moved, seconded by Commissioner Crank.
Vote: 7-0, Motion Carried.

Minutes Prepared By:
Paige Harman, Administrative Assistant