

A. CALL TO ORDER/ROLL CALL

\_\_Cokeley \_\_Elliott \_\_Griffin \_\_Gaines \_\_Pettay

B. PLEDGE OF ALLEGIANCE

C. APPROVAL OF AGENDA (ADDITIONS/DELETIONS)

D. CITIZEN COMMENTS

E. HEARINGS, PRESENTATIONS, PROCLAMATIONS & RECOGNITIONS

1. Presentation of 2024 Audit

F. CONSENT AGENDA

1. Approval of Minutes – Regular Council Meeting, May 25, 2026
2. Approval of Invoices
3. Appoint Carissa Paxton to Planning Commission to expire December 31, 2029
4. Approve Resolution 26-04 for vehicle abatement
5. Approve Resolution 26-05 for vehicle abatement
6. Approve 2024 transfers as budgeted

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

G. ACTION ITEMS

1. Approve Safe Streets For All (SS4A) agreement with JEO

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

2. Approve Ordinance 26-02 updating food truck fees

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

3. Approve updated language to personnel handbook

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

4. Approve contract with Lindburg, Vogel, Pierce, Faris for 2025 Audit

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

5. Approve agreement with Reno County for residential housing growth

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

6. Approve contract addendum with Sensus

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

H. DISCUSSION ITEMS

1. Resolution for ARPA

I. CITY ADMINISTRATOR'S REPORT

J. GOVERNING BODY COMMENTS

K. ADJOURNMENT



- A. CALL TO ORDER/ROLL CALL 6:00 pm  
    \_X\_Cokeley \_X\_Elliott \_X\_Griffin \_X\_Gaines \_A\_Pettay
- B. PLEDGE OF ALLEGIANCE
- C. APPROVAL OF AGENDA (ADDITIONS/DELETIONS)  
    Addition – Consent Agenda – Temporary Event Permit – Freedom Fest  
    Addition – Consent Agenda – Temporary Alcohol Permit – Freedom Fest – Leadership  
        Reno County  
    Deletion – Urban 3 Presentation
- D. CITIZEN COMMENTS N/A
- E. HEARINGS, PRESENTATIONS, PROCLAMATIONS & RECOGNITIONS  
    1. Urban 3 Presentation

F. CONSENT AGENDA

1. Approval of Minutes – Regular Council Meeting, May 11, 2025
2. Approval of Invoices
3. Appoint Municipal Judge – Ethan Kaplan
4. Appoint City Prosecutor – Greg Graffman
5. Appoint City Attorney – Greg Graffman
6. Appoint City Treasurer – Sheila Stevens
7. Appoint City Clerk – Katie Marcum
8. Appoint Police Chief – Lance Hirt
9. Appoint Fire Chief – Greg Henke
10. Special Event Permit for 6/7/2026 car\bike\truck show (Reno County Veterans Memorial)

Motion **ELLIOTT**

Second **GAINES**

Vote **4-0**

G. ACTION ITEMS

1. Approve Ordinance 26-05 adopting a temporary moratorium on data centers and BESS to allow staff to adopt city regulations

Motion **COKELEY**

Second **GAINES**

Vote **4-0**

The following individuals spoke in regards to enacting a data center / BESS moratorium

Valerie Griffin – Council

Matthew Elliott – Council

Jeff Schenk – City Administrator

Erin Hodson - Resident

H. DISCUSSION ITEMS

1. Sign Ordinance – Personnel are working on a new sign ordinance to only allow large billboard signs to be placed on specifically zoned properties within the city.

2. Personnel Policy Updates – On Call policy and PPE policy review. The council stated that they did not have any issues with the policy that was presented. But they would like to see the Police and Public Works have the same amount of PPE available.
3. SEH Update – Brent Clark from SEH, introduced himself and explained what his company does and what they are currently working on for the City of South Hutchinson.

#### I. CITY ADMINISTRATOR'S REPORT

Development agreement was waiting on the legal description from Garber and that has now been completed.

City Administrator has completed department head budget meetings

Spoke with the auditors about adding Risk Management and Economic Development accounts for future budgeting. The auditors were on board with this, and it will be completed after the 2025 audit / transfers are completed.

#### J. GOVERNING BODY COMMENTS

**ELLIOTT** – Asked if we had heard if there was still potentially an offer to purchase the hotel? City Administrator stated that there has been general conversation and lot of different ideas, but we have received no concrete indications that a deal has been made.

Has the new truck that was ordered been received yet? Matt Mock stated no. Elliott said he was following up on this due to the non-profit that was interested in it. Jeff stated that he hasn't received any proposals yet from the non-profit.

Also there has been some talk about flooded roads after rain, especially on Maple. Matt Mock stated that the city crews were all trained today on the Vector truck and we will be getting that on the schedule.

ATV's / Dirt Bikes on the roadways. After the accident with the high schoolers on ATV's. They weren't following the already laid out city ordinance. This needs to be enforced under the current ordinances.

E Scooters, E Bikes, Pocket Bikes could still potentially be issues on the roadway – are they covered by state law? Do we need to make a new ordinance to cover these?

**COKELEY** – Stated he would like the agenda sent out earlier, as it was sent on Saturday and she should be sent on Friday.

Also asked where we were with Department head reviews. City Administrator stated he was working on them as he now has the dates for when they are due.

K. ADJOURNMENT

ELLIOTT made a motion to adjourn the meeting at 7:08 pm.

Motion ELLIOTT

Second GAINES

Vote 4-0

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**INVOICE APPROVAL LIST**

**5/26/2026**

**Gen Gov**

	<b>Description</b>	<b>Vendor</b>	<b>Inv. Amt</b>
101-101-5000	Vision Ins	Vision Care Direct	\$20.94
101-101-6000	Electric	Evergy	\$339.17
101-101-6000	Internet	Ideatek	\$242.52
101-101-6002	IT Service	Gavin Lusk Consulting	\$455.46
101-101-6002	2024 Bnk reconciliations for april & may	Loyd Group	\$750.00
101-101-6004	Postage Machine Lease	Quadient	\$31.43
101-101-6004	Mats	Unifirst	\$44.16
101-101-6005	Phone Service	Verizon	\$83.10
101-101-6016	City Attorney	Graffman & Smith LLC	\$4,968.25
101-101-7000	Paper	Office Plus	\$95.50
101-101-7000	Envelopes, Receipt Books	Waynes Printing	\$933.33
101-101-7005	Reimbursement	Paige Harman	\$25.00
101-101-7005	Reimbursement	Jeff Schenk	\$225.00
			<b>\$8,213.86</b>

**Police**

	<b>Description</b>	<b>Vendor</b>	<b>Inv. Amt</b>
101-102-5000	Vision Ins	Vision Care Direct	\$78.60
101-102-6000	Electric	Evergy	\$460.47
101-102-6000	Internet	Ideatek	\$311.55
101-102-6002	IT Service	Gavin Lusk Consulting	\$478.15
101-102-6002	Cleaning Service	Tamra Yost	\$150.00
101-102-6005	Phone Service, Jet Pack	Verizon	\$403.18
101-102-7003	Fuel	Bridgman Oil	\$1,197.82
			<b>\$3,079.77</b>

**Street**

	<b>Description</b>	<b>Vendor</b>	<b>Inv. Amt</b>
101-103-5000	Vision Ins	Vision Care Direct	\$49.90
101-103-6000	Electric	Evergy	\$546.41
101-103-6002	Drug Screening	Hutchinson Clinic	\$50.00
101-103-6002	IT Service	Gavin Lusk Consulting	\$436.90
101-103-6002	Concrete	Mid America Redi-Mix	\$1,567.00
101-103-6003	Can-Am Bulb	Agri Center	\$8.81
101-103-6003	Sweeper	B&B Hydraulics	\$134.27
101-103-6003	Mower Parts	KanEquip	\$58.87
101-103-6004	Postage Machine Lease	Quadient	\$31.43
101-103-6004	Fees/Supplies	Unifirst	\$103.36
101-103-7002	Sprinklers, toilet repair	Lowe's	\$162.22
101-103-7003	Fuel	Bridgeman Oil	\$1,740.40
			<b>\$4,889.57</b>

**Fire**

	<b>Description</b>	<b>Vendor</b>	<b>Inv. Amt</b>
101-104-6000	Electric	Evergy	\$365.09
101-104-6000	Internet	Ideatek	\$26.45
101-104-6002	IT Service	Gavin Lusk Consulting	\$448.15
101-104-6003	Windland Package, Blade Nozzle	Dinges Fire Company	\$2,175.50
101-104-6004	Drug Screening - pre employment	Hutchinson Clinic	\$150.00
101-104-6004	Postage Machine Lease	Quadient	\$31.43
101-104-6005	Phone Service	Verizon	\$144.40
101-104-6007	CanAm Service	Agri Center	\$167.41
101-104-6008	Supply	Lowe's	\$120.21
101-104-7002	Weld Service	Lampton Welding Supply	\$164.46
101-104-7003	Fuel	Bridgeman Oil	\$740.28
101-104-7004	Water	Culligan	\$19.50

**\$4,552.88**

<b>Park</b>	<b>Description</b>	<b>Vendor</b>	<b>Inv. Amt</b>
101-105-6000	Electric	Evergy	\$129.23
101-105-6003	Splash Pad Transmitter	Fountain Pople Inc	\$353.79
101-105-7002	Mulch	Lowe's	\$884.80
			<b>\$1,367.82</b>

<b>Court</b>	<b>Description</b>	<b>Vendor</b>	<b>Inv. Amt</b>
101-106-5000	Vision Ins	Vision Care Direct	\$3.00
101-106-6002	IT Service	Gavin Lusk Consulting	\$7.50
101-106-6004	Postage Machine Lease	Quadient	\$31.43
101-106-6015	Fee Funds	Office of the State Trasurer	\$748.00
101-106-6016	Judge Service	Ethan Kaplan	\$1,100.00
101-106-6018	Public Defender	Stephenson Law	\$2,300.00
			<b>\$4,189.93</b>

<b>Non Departmental</b>	<b>Description</b>	<b>Vendor</b>	<b>Inv. Amt</b>
101-109-6000	Electric	Evergy	\$5,895.46
101-109-7004	Irrigation	Inman Irrigation	\$40,176.37
101-109-7004	IT Service	Gavin Lusk Consulting	\$22.50
101-109-7004	Freedom Fest	Plot	\$1,250.00
			<b>\$47,344.33</b>

**GENERAL TOTAL \$73,638.16**

<b>Water</b>	<b>Description</b>	<b>Vendor</b>	<b>Inv. Amt</b>
201-000-5000	Vision Ins	Vision Care Direct	\$10.14
201-000-6000	Electric	Evergy	\$3,349.42
201-000-6002	Water Sample Shipping	Joy's Packing & Shipping	\$20.88
201-000-6002	Locates Fee	Kansas One Call	\$27.27
201-000-6002	IT Service	Gavin Lusk Consulting	\$440.65
201-000-6003	Trailer Tire	Tom & Dan's Tire	\$333.14
201-000-6004	Postage Machine Lease	Quadient	\$31.44
201-000-6004	Fees/Supplies	Unifirst	\$103.36
201-000-6005	Phone Service	Verizon	\$130.30
201-000-7000	Receipt Books	Waynes Printing	\$206.33
201-000-7002	Oil	Bridgeman Oil	\$230.83
201-000-7002	Valves/ Hydrant, Reagent	Core & Main	\$853.92
201-000-7002	Cutting Blade	National Sign Company	\$187.15
201-000-7002	Water Meters	Wichita Winwater Works	\$781.79
201-000-7003	Fuel	Bridgeman Oil	\$1,512.24
201-000-7009	Uniforms	Unifirst	\$28.16
201-000-7011	Chlorine Gas	Brenntag North America LLC	\$1,856.40
			<b>\$10,103.42</b>

<b>Sewer</b>	<b>Description</b>	<b>Vendor</b>	<b>Inv. Amt</b>
301-000-5000	Vision Ins	Vision Care Direct	\$1.04
301-000-6000	Electric	Evergy	\$10,039.28
301-000-6000	Internet	Ideatek	\$29.81
301-000-6002	Drug Screening	Hutchinson Clinic	\$50.00
301-000-6002	Locates Fee	Kansas One Call	\$27.26
301-000-6002	IT Service	Gavin Lusk Consulting	\$444.61
301-000-6004	Postage Machine Lease	Quadient	\$31.44
301-000-6004	Fees/Supplies	Unifirst	\$103.36

301-000-6005	Lifter	Verizon	\$300.48
301-000-7000	Receipt Books	Waynes Printing	\$206.34
301-000-7002	Oil	Bridgeman Oil	\$230.83
301-000-7002	Grass Seed, Lift station Part	Lowe's	\$404.73
301-000-7002	IVR Duster	Office Plus	\$38.94
301-000-7002	Lift Station Parts	Smith & Loveless	\$570.80
301-000-7003	Fuel	Bridgeman Oil	\$1,512.46
301-000-7009	Uniforms	Unifirst	\$35.20
301-000-7011	Lift Station Cleaner	Industrial Chem Labs	\$863.76
			<b>\$14,828.64</b>

<b>ASAP</b>	<b>Description</b>	<b>Vendor</b>	<b>Inv. Amt</b>
801-000-6004	Bond	Lane Jacques	\$250.00
801-000-6004	Bond	Kyla Ann Larralde	\$300.00
801-000-6004	Bond - Allen , Williamson	So. Hutch Municipal Court	\$335.00
			<b>\$885.00</b>

<b>ARPA</b>	<b>Description</b>	<b>Vendor</b>	<b>Inv. Amt</b>
808-000-7004	ARPA	JEO Consulting	\$470.00
808-000-7004	ARPA	Professional Engineering Consultant	\$2,200.00
			<b>\$2,670.00</b>

<b>Freedom Fest</b>	<b>Description</b>	<b>Vendor</b>	<b>Inv. Amt</b>
805-000-6002	4 hours freedom fest	Axe It Up	\$600.00
805-000-7004	Zip Ties	Rose Motor Supply	\$13.90
805-000-7004	Portable Barrier	Uline	\$1,612.10
			<b>\$2,226.00</b>

<b>Community Center</b>	<b>Description</b>	<b>Vendor</b>	<b>Inv. Amt</b>
811-000-6000	Electric	Evergry	\$304.65
			<b>\$304.65</b>

<b>Building Reserve</b>	<b>Description</b>	<b>Vendor</b>	<b>Inv. Amt</b>
902-000-8024	Mulch	Lowe's	\$442.40
			<b>\$442.40</b>

<b>GRAND TOTAL</b>			<b>\$105,098.27</b>
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**INVOICES PAID (6/8/2023 thru 6/21/2023)**

<b>Gen Gov</b>	<b>Description</b>	<b>Vendor</b>	<b>Inv. Amt</b>	<b>Ck Date</b>
101-101-6000	June Gas Services	Ks Gas	\$48.69	6/21/2023
101-101-6000	May Electric	Evergy	\$268.29	6/13/2023
101-101-6000	Cable Service	COX	\$16.78	6/13/2023
101-101-6000	Monthly Voice Services	Vaspian	\$116.70	6/21/2023
101-101-6002	July Premiums	Freedom Claims	\$5,299.90	6/22/2023
101-101-6002	Janitorial Srvices	Fresh Co	\$150.00	6/13/2023
101-101-6002	PlazaGo CMB Renewal License Fee	KS Dept of Rev ABC Div.	\$25.00	6/13/2023
101-101-6002	Monthly Comp Support	Leading Edge	\$145.72	6/21/2023
101-101-6002	Admin License - Schenk	Leading Edge	\$67.50	6/21/2023
101-101-6004	Postage Meter Lease	Pitney Bowes	\$59.37	6/13/2023
101-101-6004	UPS/Surge Protector Replacement	Leading Edge	\$79.99	6/21/2023
101-101-7000	Office Supplies	Office Plus	\$139.47	6/13/2023
			<b>\$6,417.41</b>	

<b>Police</b>	<b>Description</b>	<b>Vendor</b>	<b>Inv. Amt</b>	<b>Ck Date</b>
101-102-5001	June Premiums	BCBS	\$5,439.01	6/22/2023
101-102-5001	June Vision Ins.	VCD	\$256.72	6/22/2023
101-102-6000	May Electric	Evergy	\$430.00	6/13/2023
101-102-6000	Cable Service	COX	\$39.87	6/13/2023
101-102-6000	June Gas Services	Ks Gas	\$141.05	6/21/2023
101-102-6000	Monthly Voice Services	Vaspian	\$216.70	6/21/2023
101-102-6001	2023 Durange #2 Insurance	Pro Value	\$1,173.00	6/13/2023
101-102-6002	2023 Durango #2 Tags	Reno Co Treasurer	\$30.25	6/13/2023
101-102-6002	Monthly Comp Support	Leading Edge	\$949.40	6/21/2023
101-102-6002	Spam Filtering	Leading Edge	\$56.25	6/21/2023
101-102-6004	Postage Meter Lease	Pitney Bowes	\$59.37	6/13/2023
101-102-6004	AA Battery	DESS	\$26.40	6/13/2023
101-102-6004	Door Access Switch	Leading Edge	\$458.30	6/21/2023
101-102-6007	2015 Explorer	Carquest	\$400.38	6/13/2023
101-102-7000	Office Supplies	Office Plus	\$130.16	6/13/2023
101-102-7002	Hardware/Parts	Westlake Ace Hardware	\$23.92	6/13/2023
101-102-7003	May Fuel	Bridgman	\$1,943.11	6/13/2023
			<b>\$11,773.89</b>	

<b>Street</b>	<b>Description</b>	<b>Vendor</b>	<b>Inv. Amt</b>	<b>Ck Date</b>
101-103-5001	June Premiums	BCBS	\$1,368.13	6/22/2023
101-103-5001	June Vision Ins	VCD	\$68.56	6/22/2023
101-103-6000	May Electric	Evergy	\$406.11	6/13/2023
101-103-6000	June Gas Services	Ks Gas	\$99.07	6/21/2023
101-103-6000	Monthly Voice Services	Vaspian	\$50.00	6/21/2023
101-103-6002	Uniform Service	Unifirst	\$122.63	6/13/2023
101-103-6002	Monthly Comp Support	Leading Edge	\$130.60	6/21/2023
101-103-6004	Postage Meter Lease	Pitney Bowes	\$59.37	6/13/2023
101-103-7002	Shop Use/Stock	Carquest	\$59.88	6/13/2023
101-103-7002	Riding Mower Parts	Fairview	\$60.26	6/21/2023
101-103-7002	Idler	Fairview	\$41.36	6/21/2023
101-103-7002	Mosquito Sprayer Chems	Van Diest	\$812.65	6/21/2023
101-103-7003	May Fuel	Bridgman	\$102.11	6/13/2023
			<b>\$3,380.73</b>	

<b>Fire</b>	<b>Description</b>	<b>Vendor</b>	<b>Inv. Amt</b>	<b>Ck Date</b>
101-104-6000	Cable Service	COX	\$10.49	6/13/2023
101-104-6000	May Electric	Evergy	\$362.97	6/13/2023

101-104-6000	June Gas Services	Ks Gas	\$73.78	6/21/2023
101-104-6000	Monthly Comp Support	Leading Edge	\$140.68	6/21/2023
101-104-6000	Monthly Voice Services	Vaspian	\$50.00	6/21/2023
101-104-7000	UPS Ground Shipping	Joy's Packing & Shipping	\$17.81	6/13/2023
101-104-7002	Hardware/Parts	Westlake Ace Hardware	\$3.59	6/13/2023
101-104-7003	May Fuel	Bridgman	\$104.33	6/13/2023
101-104-7009	HCC Future Female FF Camp Uniforms	D's Duds Embroidery	\$350.00	6/13/2023
			<b>\$1,113.65</b>	

<b>Court</b>	<b>Description</b>	<b>Vendor</b>	<b>Inv. Amt</b>	
101-106-6004	Inmate Health Care	Diamond Drug	\$18.62	6/21/2023
101-106-6015	Muni Court Collections	Ks State Treasurer	\$945.50	6/13/2023
101-106-6017	May Inmate Housing	Reno Co Sheriff	\$1,200.00	6/21/2023
101-106-7000	Office Supplies	Office Plus	\$24.99	6/13/2023
			<b>\$2,189.11</b>	
		<b>GENERAL TOTAL</b>	<b>\$24,874.79</b>	

<b>Park</b>	<b>Description</b>	<b>Vendor</b>	<b>Inv. Amt</b>	
101-105-6000	May Electric	Evergy	\$124.59	6/13/2023
101-105-6004	Janitorial Services	Fresh Co	\$50.00	6/13/2023
			<b>\$174.59</b>	

<b>Non-Departmental</b>	<b>Description</b>	<b>Vendor</b>	<b>Inv. Amt</b>	
101-109-6000	May Electric	Evergy	\$5,873.56	6/13/2023
			<b>\$5,873.56</b>	

<b>Water</b>	<b>Description</b>	<b>Vendor</b>	<b>Inv. Amt</b>	
201-000-5001	June Premiums	BCBS	\$1,200.66	6/22/2023
201-000-5001	June Vision Ins	VCD	\$44.65	6/22/2023
201-000-6000	May Electric	Evergy	\$5,628.73	6/13/2023
201-000-6002	Monthly Comp Support	Leading Edge	\$174.45	6/21/2023
201-000-6003	Uniform Service	Unifirst	\$122.63	6/13/2023
201-000-6004	Postage Meter Lease	Pitney Bowes	\$59.37	6/13/2023
201-000-6004	Matt Mock - Boots	A5 Western LLC	\$185.24	6/13/2023
201-000-7002	Supplies	Core & Main	\$857.45	6/13/2023
201-000-7002	Well 5	Carquest	\$372.50	6/13/2023
201-000-7002	Hardware/Parts	Westlake Ace Hardware	\$36.98	6/13/2023
201-000-7002	6x20 REP CLP	Core & Main	\$379.71	6/21/2023
201-000-7002	Blue, Green Marking Paint	Michael Todd	\$150.48	6/21/2023
201-000-7003	May Fuel	Bridgman	\$400.99	6/13/2023
			<b>\$9,613.84</b>	

<b>Sewer</b>	<b>Description</b>	<b>Vendor</b>	<b>Inv. Amt</b>	
301-000-5001	June Premiums	BCBS	\$1,177.74	6/22/2023
301-000-5001	June Vision Ins	VCD	\$16.45	6/22/2023
301-000-6000	May Electric	Evergy	\$10,210.57	6/13/2023
301-000-6002	Troubleshoot VFD	Zenor Electric	\$312.50	6/13/2023
301-000-6002	Lab Analysis	SDK	\$604.00	6/13/2023
301-000-6002	AC Repair	Decker & Mattison	\$262.84	6/13/2013
301-000-6002	Accreditation	Ks Dept Health/Enviro	\$200.00	6/21/2023
301-000-6002	Monthly Comp Support	Leading Edge	\$174.45	6/21/2023
301-000-6002	Yearly PH/OD Meter Cal	QA Balance Services	\$207.00	6/21/2023
301-000-6003	Grit Removal	Reno Co Solid Waste	\$164.00	6/13/2023
301-000-6003	Uniform Service	Unifirst	\$122.64	6/13/2023
301-000-6004	Postage Meter Lease	Pitney Bowes	\$59.37	6/13/2023

301-000-6005	May Sewer Cell Services	Verizon	\$288.84	6/13/2023
301-000-7002	Inspect & Evaluate Mixer for repair	Fluid Equip (Cogent)	\$240.00	6/13/2023
301-000-7002	Pipe	Western Supply	\$99.73	6/13/2023
301-000-7002	Harware/Parts	Westlake Ace Hardware	\$8.99	6/13/2013
301-000-7002	Blue, Green Marking Paint	Michael Todd	\$150.48	6/21/2023
301-000-7002	Lift Station Parts	Smith & Loveless	\$502.39	6/21/2023
301-000-7002	Plumbing Fixtures	Westlake Ace Hardware	\$15.99	6/21/2023
301-000-7003	May Fuel	Bridgman	\$332.22	6/13/2023
			<b>\$15,150.20</b>	

<b>Employee Benefits</b>	<b>Description</b>	<b>Vendor</b>	<b>Inv. Amt</b>	
501-000-5007	Life Insurance	Dearbohrn	\$480.38	6/22/2023
			<b>\$480.38</b>	

<b>ASAP</b>	<b>Description</b>	<b>Vendor</b>	<b>Inv. Amt</b>	
801-000-4009	Cash Bond Return	Justin Ronzale Hodge	\$1,000.00	6/21/2023
801-000-6004	Restitution - Butts	Kwik Shop	\$27.00	6/13/2023
			<b>\$1,027.00</b>	

<b>Comm Ctr</b>	<b>Description</b>	<b>Vendor</b>	<b>Inv. Amt</b>	
811-000-6000	May Electric	Evergy	\$277.45	6/13/2023
811-000-6000	June Gas Services	Ks Gas	\$116.44	6/21/2023
811-000-6004	Janitorial Services	Fresh Co	\$500.00	6/13/2023
811-000-7002	Augered Stool	Roto Rooter	\$60.00	6/13/2023
			<b>\$953.89</b>	

<b>Equipment Reserve</b>	<b>Description</b>	<b>Vendor</b>	<b>Inv. Amt</b>	
901-000-8021	Outfit 2023 Durango #2	Superior Emergency	\$7,881.68	6/13/2023
901-000-8027	Hyd Ext	Core & Main	\$8,449.82	6/13/2023
			<b>\$16,331.50</b>	

**GRAND TOTAL** **\$74,479.75**

**RESOLUTION NO. 26-04**

**A RESOLUTION FINDING THAT A NUISANCE EXISTS AT 117 East Avenue F, SOUTH HUTCHINSON, KANSAS, DUE TO THE PRESENCE OF AN INOPERABLE MOTOR VEHICLE, AND DIRECTING THAT THE SAME BE ABATED PURSUANT TO SECTION 8-310 OF THE SOUTH HUTCHINSON MUNICIPAL CODE.**

WHEREAS, the City of South Hutchinson, Kansas, has received a complaint and conducted an inspection of the property located at 117 East Avenue F, South Hutchinson, Kansas; and

WHEREAS, the Code Enforcement Officer has determined that an inoperable and unregistered motor vehicle exists upon said property in violation of Section 8-303 of the South Hutchinson Municipal Code, which prohibits the accumulation or storage of junked, wrecked, or inoperable vehicles except as permitted therein; and

WHEREAS, on 3/10/2026, the Code Enforcement Officer issued a Notice of Violation and Order to Abate (Case No. 26-27) to Joseph M. Reed, the record owners of the property, directing that the vehicle be registered and demonstrated operable, or placed in an enclosed structure, or removed from the premises by 3/20/2026; and

WHEREAS, the property owners failed to abate the nuisance condition within the time provided; and

WHEREAS, pursuant to Section 8-310 of the South Hutchinson Municipal Code, after the expiration of ten (10) days following service of the Notice of Violation, the Governing Body may cause a resolution to be served upon the responsible parties ordering removal or abatement of the vehicle within ten (10) days and advising them of their right to request a hearing before the Governing Body.

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

Section 1. That the presence of an unregistered and inoperable white vehicle located upon the property at 117 East Avenue F, South Hutchinson, Kansas, constitutes a nuisance and violation of Section 8-303 of the South Hutchinson Municipal Code.

Section 2. That Joseph Reed, the owners of said property, are hereby ordered to abate the nuisance by one of the following methods within ten (10) days after service of this Resolution:

1. Register the vehicle and demonstrate that it is operable; or
2. Place the vehicle in a fully enclosed structure; or
3. Remove the vehicle from the premises.

Section 3. That the owners are hereby notified that they have the right to request a hearing before the Governing Body within ten (10) days after service of this Resolution. Any request for a hearing must be in writing and filed with the City Clerk. If a timely request for a hearing is received, the City Clerk shall schedule the hearing at the next available City Council meeting, providing at least five (5) days' notice to the property owner.

Section 4. If the nuisance is not abated and no hearing is requested within the ten-day period, the City may enter upon the property and remove or cause removal of the vehicle, with the cost thereof assessed against the property as provided by law.

Section 5. This Resolution shall be in full force and effect from and after its adoption by the Governing Body.

ADOPTED by the Governing Body of the City of South Hutchinson, Kansas, this 08 day of June, 2026.

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Kyle Cokeley, Mayor

ATTEST:

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Katie Marcum, City Clerk

**RESOLUTION NO. 26-05**

**A RESOLUTION FINDING THAT A NUISANCE EXISTS AT 205 South Maple Street, SOUTH HUTCHINSON, KANSAS, DUE TO THE PRESENCE OF AN INOPERABLE MOTOR VEHICLE, AND DIRECTING THAT THE SAME BE ABATED PURSUANT TO SECTION 8-310 OF THE SOUTH HUTCHINSON MUNICIPAL CODE.**

WHEREAS, the City of South Hutchinson, Kansas, has received a complaint and conducted an inspection of the property located at 205 South Maple Street, South Hutchinson, Kansas; and

WHEREAS, the Code Enforcement Officer has determined that an inoperable and unregistered motor vehicle exists upon said property in violation of Section 8-303 of the South Hutchinson Municipal Code, which prohibits the accumulation or storage of junked, wrecked, or inoperable vehicles except as permitted therein; and

WHEREAS, on 3/23/2026, the Code Enforcement Officer issued a Notice of Violation and Order to Abate (Case No. 26-92) to Joshua & Amelia Kauffman, the record owners of the property, directing that the vehicle be registered and demonstrated operable, or placed in an enclosed structure, or removed from the premises by 4/2/2026; and

WHEREAS, the property owners failed to abate the nuisance condition within the time provided; and

WHEREAS, pursuant to Section 8-310 of the South Hutchinson Municipal Code, after the expiration of ten (10) days following service of the Notice of Violation, the Governing Body may cause a resolution to be served upon the responsible parties ordering removal or abatement of the vehicle within ten (10) days and advising them of their right to request a hearing before the Governing Body.

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

Section 1. That the presence of an unregistered and inoperable white vehicle located upon the property at 205 South Maple Street, South Hutchinson, Kansas, constitutes a nuisance and violation of Section 8-303 of the South Hutchinson Municipal Code.

Section 2. That Joshua & Amelia Kauffman, the owners of said property, are hereby ordered to abate the nuisance by one of the following methods within ten (10) days after service of this Resolution:

1. Register the vehicle and demonstrate that it is operable; or
2. Place the vehicle in a fully enclosed structure; or
3. Remove the vehicle from the premises.

Section 3. That the owners are hereby notified that they have the right to request a hearing before the Governing Body within ten (10) days after service of this Resolution. Any request for a hearing must be in writing and filed with the City Clerk. If a timely request for a hearing is received, the City Clerk shall schedule the hearing at the next available City Council meeting, providing at least five (5) days' notice to the property owner.

Section 4. If the nuisance is not abated and no hearing is requested within the ten-day period, the City may enter upon the property and remove or cause removal of the vehicle, with the cost thereof assessed against the property as provided by law.

Section 5. This Resolution shall be in full force and effect from and after its adoption by the Governing Body.

ADOPTED by the Governing Body of the City of South Hutchinson, Kansas, this 08 day of June, 2026.

---

Kyle Cokeley, Mayor

ATTEST:

---

Katie Marcum, City Clerk



**AGREEMENT  
BETWEEN CLIENT AND JEO CONSULTING GROUP, INC.  
FOR  
PROFESSIONAL SERVICES**

THIS IS AN AGREEMENT effective as of June 8, 2026 ("Effective Date") between the City of South Hutchinson, Kansas ("Client") and JEO Consulting Group, Inc. ("JEO").

Client's project, of which JEO's services under this Agreement are a part, is generally identified as follows:

**SS4A Safety Action Plan** ("Project").

JEO Project Number: 241196.00

Client and JEO further agree as follows:

**ARTICLE 1 - SERVICES OF JEO**

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**1.01 Scope**

- A. JEO shall provide, or cause to be provided, the services set forth in **Exhibit A**.

**ARTICLE 2 - CLIENT'S RESPONSIBILITIES**

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**2.01 Client Responsibilities**

- A. Client responsibilities are outlined in Section 3 of Exhibit B.

**ARTICLE 3 - COMPENSATION**

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**3.01 Compensation**

- A. Client shall pay JEO as set forth in Exhibit A and per the terms in Exhibit B.
- B. The fee for the Project is: \$175,000.
- C. The Standard Hourly Rates Schedule shall be adjusted annually (as of approximately January 1st) to reflect equitable changes in the compensation payable to JEO. The current hourly rate schedule can be provided upon request.

**ARTICLE 4 - EXHIBITS AND SPECIAL PROVISIONS**

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**4.01 Exhibits**

Exhibit A – Scope of Services  
Exhibit B – General Conditions

**4.02 Total Agreement**

A. This Agreement (consisting of pages 1 to 2 inclusive, together with the Exhibits identified as included above) constitutes the entire agreement between Client and JEO and supersedes all prior written or oral understandings. This Agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement.

City of South Hutchinson, KS

JEO Consulting Group, Inc.

\_\_\_\_\_

  
\_\_\_\_\_

By: Kyle Cokeley

By: Sasha Haehn

Title: Mayor

Title: Project Manager

Date Signed: \_\_\_\_\_

Date Signed: 6/4/2020

Address for giving notices:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Address for giving notices:  
JEO Consulting Group, Inc.  
214 N. St. Francis Avenue  
Wichita, KS 67202



**SCOPE OF SERVICES:  
Exhibit A**

***Safe Streets for All Safety Action Plan  
South Hutchinson, KS***

**PROJECT DESCRIPTION**

The City of South Hutchinson (City) is developing a city-wide action plan under the U.S. Federal Highway Administration's Safe Streets and Roads for All (SS4A) Action Plan Grant. This project will include data collection and analysis of the safety of South Hutchinson's streets to identify multimodal transportation alternatives and develop a holistic, well-defined plan to reduce roadway fatalities and serious injuries in the City.

**TASK 1. PROJECT MANAGEMENT**

JEO's Project Manager will serve as the point of contact, maintain the project schedule and budget, coordinate the project team's work and regular progress meetings, and provide regular progress reports with invoices. Regular communication outside of progress meetings with the City's project manager/point of contact will be continuous throughout the project.

***Deliverables: Bi-monthly progress meetings, agendas, and meeting notes, monthly progress reports, and invoices***

**TASK 2. PROJECT MEETINGS**

***Kick-Off Meetings***

Once notice-to-proceed has been received, JEO will schedule, attend, and facilitate a project team kick-off meeting with the City of South Hutchinson (City) staff and, if appropriate, other key stakeholders. The City's Project Manager will supply a list of attendees, and JEO will notify those listed. The main purpose of this meeting will be to identify the project's overall goals and expectations, discuss existing data sources, establish the varying levels of public participation based on the International Association of Public Participation's (IAP2) Spectrum of Participation, communication channels, roles of city & CE staff in engagement processes, and high-level public involvement planning that will facilitate the development of the project's public participation (P2) plan.

A separate kick-off meeting will be held for the Steering/Advisory Committee (the Committee), whose purpose is to champion, guide, and contribute to the development and, ultimately, the implementation of the final plan. The project goals will be shared at the Committee kick-off meeting.

A meeting agenda will be provided at least 24 hours before, and meeting minutes will be provided following each kick-off meeting.

### ***Progress Meetings***

JEO will schedule and attend all progress meetings. Based on a 10-month schedule, this scope allows for up to five (5) progress meetings. Progress meetings will be primarily virtual and will be scheduled according to the City's discretion regarding day of the week or time of day. A meeting agenda will be provided at least 24 hours in advance, and meeting minutes will be provided after each progress meeting.

Other meetings or phone calls with City staff will be required periodically and will be included in the scope of services but will not count toward the five (5) progress meetings total.

### ***Final Presentations***

JEO will attend the final presentations with the Committee, Planning Commission, and City Council in-person. Presentation slides summarizing the final plan will be prepared and approved by City staff before presentation by JEO staff. The presentation slides will be provided to the City for their use.

*Deliverables: Meeting agendas, meeting minutes, and presentation slides*

## **TASK 3. PROBLEM IDENTIFICATION**

### ***State of Practice and Data Review***

JEO will collect and review existing programs, policies, and activities, and provide a summary of current efforts to address transportation safety, including strategies other jurisdictions use to improve safety, identifying programs with evidence of measurable success, and assessing the most effective and efficient methods for achieving outcomes.

JEO will:

1. Review local and statewide plans, studies, and initiatives related to roadway safety and develop recommendations for improved collaboration to address safety analysis, project development, and implementation more effectively across the city.
2. Assess the quality and completeness of available data – including crash, transportation, land use, demographic, and the street assessment completed by JEO in 2024. If analysis methods require more information, JEO may recommend additional data collection.
3. Based on the literature, policy, and data review, recommend the best analysis strategies and data requirements.

Relevant information on safety initiatives, safety targets and performance measures, safety issues, and funding opportunities will be included in the summaries.

JEO will research relevant literature and best practices from other states, cities, or counties. Emphasis will be placed on sources related to data-driven, analytical, and equitable approaches to transportation systems safety. Key findings of the included literature will be summarized and used to guide the subsequent tasks. Best practices identified across the sources will be distilled and synthesized into recommendations as they are developed.

### ***Crash Data Analysis and Review***

JEO will collect (Source: KDOT Crash Database) and review crash, traffic volume, and roadway data for the most recent, available five (5) to ten (10) year period to understand critical safety issues and provide insight into trends, causes, and patterns of transportation safety throughout the city and its immediate sphere of influence.

JEO will:

1. Analyze existing conditions and historical trends that provide a baseline level of crashes involving fatalities and serious injuries. This includes an analysis of crash locations, severity, contributing factors, and crash types by relevant road users (vehicles, motorcycles, pedestrians, bicycle riders, etc.).
2. Analyze systemic and specific safety needs (e.g., high-risk road features, specific safety needs of relevant road users, public health approaches, analysis of the built environment, demographic and structural issues, etc.).
3. Summarize crash characteristics and determine the most likely contributing factors, matching crash activity with roadway characteristics such as speed limits, intersection controls, roadway lighting, pedestrian crossings, railroad crossings, etc., for each road user (vehicles, motorcycles, bicycle riders, and pedestrians).
4. Use best practices, methods, and datasets identified in Task 3 to inform the Action Plan, including:
  - a. Trends in crash data and population data
  - b. Prevalence of crash types, especially those resulting in fatalities and serious injuries.
  - c. Distribution of crashes, including geospatial analysis of crashes and road typologies or system characteristics
  - d. Data that connects prevalent risk and crash characteristics to agency policy and processes, including implementing proven safety countermeasures, identifying projects or locations for priority funding, and supporting local project development

In sum, JEO will identify:

1. High-injury Network (reactive approach)
  - a. High-injury Corridors (such as the highest fatal and severe injuries crashes, rates, or other). This leads to spot analyses.
  - b. High-injury Intersections (such as the highest fatal and severe injuries crashes, rates, or other). This leads to spot analyses.
2. High-injury Risk Factors (proactive approach)
  - a. Factors associated with roadway configuration, traffic control, and environmental. This leads to systemic analyses.
  - b. Factors associated with demographics and behavior. This leads to education and enforcement initiatives.
3. Priority Network
  - a. The high-injury network, high-risk network, and public input from task 5 will inform the development of the Priority Network.
  - b. The Priority Network will identify priority intersections and street segments for which targeted countermeasures and recommendations will be developed in tasks 6 and 7.

*Deliverables: Statistical analysis summary, systemic analysis summary, maps (e.g., crashes, high-injury risk factors, high-injury network, priority network); and a task summary for the State of Practice & Data Review and the Crash Data Analysis & Review, to be developed for inclusion as a chapter of the final plan documentation.*

#### **TASK 4. STAKEHOLDER AND PUBLIC ENGAGEMENT**

JEO will prepare a public participation (P2) plan for implementing a comprehensive and authentic public engagement process. The project team will determine the level of public participation included in the P2 using the IAP2 Spectrum of Public Participation. The plan will outline key strategies to build robust engagement with the South Hutchinson community and gain valuable feedback and buy-in for the Action Plan. The P2 plan will be updated throughout the project's life and will be based on best management practices outlined by the IAP2.

JEO will include the following as part of the strategy for the final P2 plan:

1. Describe the purpose of the SS4A study with local context.
2. Determines levels of engagement by stakeholder group, according to the IAP2 Spectrum of Public Participation.
3. Identify vulnerable road users and ensure input is received from these traditionally underrepresented communities.
4. Identify any risks associated with conducting the SS4A study and public engagement.
5. Ensure the plan includes opportunities for the community to learn about the project and provide feedback throughout the plan development process.

JEO has outlined the following outreach tactics to be completed as part of the SS4A Action Plan:

1. Collateral updates – JEO will provide content for up to five (5) promotions for the City to share on social channels. This includes any related social media graphics needed to accommodate each posting, up to five (5).
2. Public surveys – JEO will develop up to two (2) surveys to distribute to citizens via the City of South Hutchinson social media accounts, at pop-up events, focus groups, and through the Committee members and their communication networks.
  - a. The initial survey will present citizens with the high-injury network and will be conducted within the first 120 days of the project to gather public feedback on general transportation safety concerns when using the City's transportation network, whether driving, using transit, walking, biking, or another non-motorized mode of travel. Results will be gathered and analyzed, then presented to the City during a progress meeting.
  - b. A second survey will present high-injury risk factors and propose countermeasures. Survey questions will validate risk factors through lived experience and provide an opportunity to weigh in on potential countermeasures. Feedback from this survey

will be summarized and factored into the prioritization of mitigation and future safety projects.

3. Pop-up Tables – JEO, in coordination with the City, will support the development of materials for the City to use at a project information table at identified community events. JEO staff will attend up to two (2) pop-up table events and support the City in hosting additional pop-up tables.
4. Focus group discussions—JEO will host up to five (5) focus group discussions regarding roadway safety to engage various interest groups in the community. The City will provide a preliminary list of proposed focus group participants, and JEO will solicit interest during the first survey. The focus group discussions will be hosted at central locations relevant to the focus group.

*Deliverables: Public Information Materials, Pop-up/Engagement Event Summary, Focus Group Summary, Public Involvement Chapter of Safety Action Report*

*Public Involvement Services assumes that the following items are not included:*

- Development or USPS-standardization of a distribution list(s) for direct mailing.
- Print and post public meeting awareness materials if the quantity exceeds 500 (per mailing).

## **TASK 5. STRATEGY AND IMPLEMENTATION**

### ***Diagnosis and Countermeasure Selection***

Based on the Priority Network identified in Task 4; JEO will study up to ten (10) intersections and/or corridors for recommendations that may lead to spot improvement projects. This will include considering FHWA’s Proven Safety Countermeasures, as well as other resources.

Based on the risk factors associated with roadway geometry, traffic control, and environmental factors identified in Task 4, JEO will consider recommendations that may lead to systemic improvement projects. This will include maps that locate these risk factors across the city and consideration of the FHWA’s Proven Safety Countermeasures and other resources. Lower-cost safety solutions and pedestrian routes to school will be key pieces of the planning process and final plan.

Based on the risk factors associated with demographic and behavioral factors identified in Task 4, JEO will consider recommendations that may lead to education and enforcement initiatives. This will include consultation with the Committee and consideration of NHTSA’s Countermeasures That Work and other resources.

These strategies and countermeasures will focus on a Safe System Approach and effective interventions and consider multidisciplinary activities. JEO will also develop methods to measure progress over time and ensure transparency in efforts to reduce roadway fatalities and serious injuries.

### ***Project Prioritization, Implementation, and Evaluation***

JEO will identify a comprehensive set of projects and strategies to address the identified safety-related needs.

Based on spot improvement projects identified in the Diagnosis and Countermeasure Selection, JEO will develop a methodology with input from the Committee for prioritizing capital improvement projects.

Based on systemic improvement projects identified in the Diagnosis and Countermeasure Selection, JEO will collect information to help the City prioritize and promote citywide solutions. This may include known crash modification factors, cost, and coverage (such as number of intersections or miles of corridor)

Based on educational and enforcement initiatives identified in the Diagnosis and Countermeasure Selection, JEO will include recommended programs for consideration by the City and other members of the Committee.

JEO will provide guidance to implement the projects, policies, programs, and further study opportunities identified in Task 5.

In sum, JEO will identify potential projects for future grant applications, measures that can be included in regular maintenance cycles, potential updates to city design standards to align better safety best practices, make recommendations for education and enforcement programs, and develop a pedestrian plan.

*Deliverables: A task summary will be developed for the Diagnosis & Countermeasure Selection and for Project Prioritization, Implementation, and Evaluation, to be included as a chapter of the final plan documentation.*

## **TASK 6. FINAL ACTION PLAN**

### ***Draft and Finalization of Action Plan***

JEO will prepare a draft of the Safe Streets for All Action Plan (Plan) for the City's review and comment. This draft is to be provided as an electronic PDF. Comments received from the City will be incorporated into the final plan. Upon final review and the City's consent, JEO will develop a visually appealing report that is easy for policymakers and stakeholders to understand, and that communicates action-plan strategies and recommendations. The report should be usable both digitally and in hard copy. This may take the form of separate print and web formats. Specifically, JEO should develop a final report that:

1. Is organized and communicates a clear message graphically and with accompanying text.
2. Is easy to read and understand.
3. Explain key implications related to policies, programs, practices, strategies, infrastructure projects, funding, and other recommendations. JEO shall provide the City with appropriate presentation materials for final review and approval of the Plan. For up to three (3) occurrences, JEO will assist city staff in presenting the plan to relevant groups or governing bodies.

**Executive Summary/Fact Sheet**

Upon completing the Plan, JEO shall develop a brief executive summary or fact sheet in PDF format that relays all pertinent information in an easy-to-follow manner. The summary should be concise and highly graphic, highlighting major assumptions, strategies, and recommendations.

*Deliverables: Publicly accessible dashboard for City website; draft and final Action Plan documents in high-resolution, PDF format; meeting summaries and technical analyses will be included as an appendix of the plan document; executive summary/fact sheet*

**CITY RESPONSIBILITIES**

The City of South Hutchinson will supply the following information:

- Assemble the Committee made up of representatives from the City, law enforcement, school, citizenry, hospital, emergency management, and others at the discretion of the City
- Land use and demographic data
- Aerial mapping (if already available)
- Relevant GIS Data (if available)

**PROJECT FEE**

The proposed services will be completed on a time-and-expense basis, not to exceed \$175,000.

Task costs are summarized as follows:

TASK 1: Project Management	\$11,210
TASK 2: Project Meetings	\$23,375
TASK 3: Problem Identification	\$28,350
TASK 4: Stakeholder and Public Engagement	\$47,250
TASK 5: Strategy and Implementation	\$41,645
TASK 6: Final Action Plan	\$23,170
<b>TOTAL:</b>	<b>\$175,000</b>

Note: Although dollar values have been provided for each task, JEO shall retain the right to reallocate monies to other tasks, subject to the maximum total fee shown above.

**SCHEDULE**

The Project Schedule includes completion of the final report by May 1, 2027, for adoption by the City. This assumes notice to proceed no later than July 1, 2026, for a ten-month project.

**JEO CONSULTING GROUP INC ■ JEO ARCHITECTURE INC****GENERAL CONDITIONS**

**1. SCOPE OF SERVICES:** JEO Consulting Group, Inc. ("JEO") shall perform the services described in Exhibit A. JEO shall invoice the client for these services at the fee stated in Exhibit A.

**2. ADDITIONAL SERVICES:** JEO can perform work beyond the scope of services, as additional services, for a negotiated fee or at fee schedule rates.

**3. CLIENT RESPONSIBILITIES:** The client shall provide all criteria and full information as to the client's requirements for the project; designate and identify in writing a person to act with authority on the client's behalf in respect to all aspects of the project; examine and respond promptly to JEO's submissions; and give prompt written notice to JEO whenever the client observes or otherwise becomes aware of any defect in work.

Unless otherwise agreed, the client shall furnish JEO with right-of-access to the site in order to conduct the scope of services. Unless otherwise agreed, the client shall also secure all necessary permits, approvals, licenses, consents, and property descriptions necessary to the performance of the services hereunder. While JEO shall take reasonable precautions to minimize damage to the property, it is understood by the client that in the normal course of work some damage may occur, the restoration of which is not a part of this agreement.

Client is responsible for paying the sales tax/fees on services provided, if sales tax/fees are required by the jurisdiction of the project. This amount may not be included in the fee for the project.

**4. TIMES FOR RENDERING SERVICES:** JEO's services and compensation under this agreement have been agreed to in anticipation of the orderly and continuous progress of the project through completion. Unless specific periods of time or specific dates for providing services are specified in the scope of services, JEO's obligation to render services hereunder shall be for a period which may reasonably be required for the completion of said services.

If specific periods of time for rendering services are set forth or specific dates by which services are to be completed are provided, and if such periods of time or date are changed through no fault of JEO, the rates and amounts of compensation provided for herein shall be subject to equitable adjustment. If the client has

requested changes in the scope, extent, or character of the project, the time of performance of JEO's services shall be adjusted equitably.

**5. INVOICES:** JEO shall submit invoices to the client monthly for services provided to date and a final bill upon completion of services. Invoices are due and payable within 30 days of receipt. Invoices are considered past due after 30 days. Client agrees to pay a finance charge on past due invoices at the rate of 1.0% per month, or the maximum rate of interest permitted by law.

If the client fails to make any payment due to JEO for services and expenses within 30 days after receipt of JEO's statement, JEO may, after giving 7 days' written notice to the client, suspend services to the client under this agreement until JEO has been paid in full all amounts due for services, expenses, and charges.

**6. STANDARD OF CARE:** The standard of care for all services performed or furnished by JEO under the agreement shall be the care and skill ordinarily used by members of JEO's profession practicing under similar circumstances at the same time and in the same locality. JEO makes no warranties, express or implied, under this agreement or otherwise, in connection with JEO's services.

JEO shall be responsible for the technical accuracy of its services and documents resulting therefrom, and the client shall not be responsible for discovering deficiencies therein. JEO shall correct such deficiencies without additional compensation except to the extent such action is directly attributable to deficiencies in client furnished information.

**7. REUSE OF DOCUMENTS:** Reuse of any materials (including in part plans, specifications, drawings, reports, designs, computations, computer programs, data, estimates, surveys, other work items, etc.) by the client on a future extension of this project, or any other project without JEO's written authorization shall be at the client's risk and the client agrees to indemnify and hold harmless JEO from all claims, damages, and expenses including attorney's fees arising out of such unauthorized use.

**8. ELECTRONIC FILES:** Copies of Documents that may be relied upon by the client are limited to the printed copies (also known as hard copies) that are signed or sealed by JEO. Files in electronic media format of text,

# JEO CONSULTING GROUP INC ■ JEO ARCHITECTURE INC

## GENERAL CONDITIONS

data, graphics, or of other types that are furnished by JEO to the client are only for convenience of the client. Any conclusion or information obtained or derived from such electronic files shall be at the user's sole risk.

- a. Because data stored in electronic media format can deteriorate or be modified inadvertently or otherwise without authorization of the data's creator, the party receiving electronic files agrees that it shall perform acceptance tests or procedures within 30 days, after which the receiving party shall be deemed to have accepted the data thus transferred. Any errors detected within the 30 day acceptance period shall be corrected by the party delivering the electronic files. JEO shall not be responsible to maintain documents stored in electronic media format after acceptance by the client.
- b. When transferring documents in electronic media format, JEO makes no representations as to long term compatibility, usability, or readability of documents resulting from the use of software application packages, operating systems, or computer hardware differing from those used by JEO at the beginning of the project.
- c. The client may make and retain copies of documents for information and reference in connection with use on the project by the client.
- d. If there is a discrepancy between the electronic files and the hard copies, the hard copies govern.
- e. Any verification or adaptation of the documents by JEO for extensions of the project or for any other project shall entitle JEO to further compensation at rates to be agreed upon by the client and JEO.

**9. SUBCONSULTANTS:** JEO may employ consultants as JEO deems necessary to assist in the performance of the services. JEO shall not be required to employ any consultant unacceptable to JEO.

**10. INDEMNIFICATION:** To the fullest extent permitted by law, JEO and the client shall indemnify and hold each other harmless and their respective officers, directors, partners, employees, and consultants from and against any and all claims, losses, damages, and expenses (including but not limited to all fees and charges of engineers, architects, attorneys, and other professionals, and all court or arbitration or other dispute resolution costs) to the extent such claims, losses, damages, or expenses are caused by the indemnifying parties' negligent acts, errors, or omissions. In the event claims, losses, damages, or expenses are caused by the joint or concurrent

negligence of JEO and the client, they shall be borne by each party in proportion to its negligence.

**11. INSURANCE:** JEO shall procure and maintain the following insurance with limits not less than shown during the performance of services under this agreement:

- a. Workers' Compensation: Statutory
- b. Employer's Liability
  - i. Each Accident: \$500,000
  - ii. Disease, Policy Limit: \$500,000
  - iii. Disease, Each Employee: \$500,000
- c. General Liability
  - i. Each Occurrence (Bodily Injury and Property Damage): \$1,000,000
  - ii. General Aggregate: \$2,000,000
- d. Auto Liability
  - i. Combined Single: \$1,000,000
- e. Excess or Umbrella Liability
  - i. Each Occurrence: \$1,000,000
  - ii. General Aggregate: \$1,000,000
- f. Professional Liability:
  - i. Each Occurrence: \$1,000,000
  - ii. General Aggregate: \$2,000,000

g. All policies of property insurance shall contain provisions to the effect that JEO and JEO's consultants' interests are covered and that in the event of payment of any loss or damage the insurers shall have no rights of recovery against any of the insureds or additional insureds thereunder.

h. For projects with construction services, the client shall require the contractor to purchase and maintain general liability and other insurance as specified in the Contract Documents and to cause JEO and JEO's consultants to be listed as additional insured with respect to such liability and other insurance purchased and maintained by the contractor for the project.

i. The client shall reimburse JEO for any additional limits or coverages that the client requires for the project.

**12. TERMINATION:** This agreement may be terminated by either party upon 7 days prior written notice. In the event of termination, JEO shall be compensated by client for all services performed up to and including the termination date. The effective date of termination may be set up to thirty (30) days later than otherwise provided to allow JEO to demobilize personnel and equipment from the site, to complete tasks whose value would otherwise be lost, to prepare notes as to the status of completed and uncompleted tasks, and to assemble project materials in orderly files.

**ORDINANCE NO. 26-02**

**AN ORDINANCE CREATING ARTICLE 8 OF CHAPTER 5 OF THE CODE OF THE CITY OF SOUTH HUTCHINSON, KANSAS, RELATING TO MOBILE FOOD VENDORS; ESTABLISHING LICENSING REQUIREMENTS, FEES, OPERATING STANDARDS, SUSPENSION AND REVOCATION PROCEDURES, AND PENALTIES; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the City of South Hutchinson currently regulates certain temporary vendors through Article 3 of Chapter 5 of the City Code relating to transient vendors; and

**WHEREAS**, the Governing Body recognizes that mobile food vendors, commonly referred to as food trucks, have become a common form of temporary food service and commerce within Kansas communities; and

**WHEREAS**, the Governing Body finds that regulations specific to mobile food vendors are necessary to protect the public health, safety, and welfare and to ensure that such vendors operate in a manner that does not create traffic hazards, sanitation concerns, or interference with surrounding businesses and properties; and

**WHEREAS**, the Governing Body further finds that establishing a licensing system and operational standards for mobile food vendors will promote orderly business activity while supporting local economic development and special events within the City.

**BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF SOUTH HUTCHINSON, KANSAS:**

**SECTION 1.** Chapter 5 of the Code of the City of South Hutchinson, Kansas, is hereby amended by creating Article 8, to read as follows:

**“ARTICLE 8. MOBILE FOOD VENDORS**

**5-801. Definitions.**

For purposes of this article, the following words and phrases shall have the meanings respectively ascribed to them in this section:

- (a) **“City”** means the City of South Hutchinson, Kansas.
- (b) **“City clerk”** means the city clerk of the city, or the clerk’s designee.
- (c) **“Improved surface”** means an asphalt, concrete, gravel, or other all-weather vehicular surface that is designed and maintained to support vehicle traffic without creating mud, ruts, dust, or erosion that would unreasonably affect adjoining property or the public right-of-way.
- (d) **“Mobile food vendor”** means any person, business, corporation, association, or other entity, however organized, that offers food and/or beverages for sale to the public from a self-contained motor vehicle, trailer, cart, or other mobile food unit.

A mobile food vendor regulated under this article shall not be regulated as a transient vendor under Article 3 of this chapter.

- (e) **“Operate”** means to sell, offer for sale, display for sale, serve, prepare, or distribute food or beverages from a mobile food unit, and includes parking, standing, or locating the unit for such purpose.
- (f) **“Special event”** means an event for which the city has issued a special event permit, or an event sponsored or expressly approved in writing by the city.

**5-802. License required.**

It shall be unlawful for any person to operate a mobile food vendor within the city without first obtaining a mobile food vendor license from the city clerk.

A separate license shall be required for each mobile food unit.

A license issued under this article shall be valid only for the date or dates, location or locations, and hours approved by the city, shall be nontransferable, and shall be displayed in a conspicuous location on the mobile food unit during all times of operation.

**5-803. Application for license; required information and documents.**

An applicant for a license under this article shall submit a written application to the city clerk on a form provided by the city. The application shall contain, at a minimum, the following information and documentation:

- (a) The name of the business; the name, address, telephone number, and email address of the owner or authorized operator; and, upon request of the city, government-issued identification for the owner or operator.
- (b) A description of the mobile food unit, including the make, model, color, and state license plate number of any vehicle or trailer to be used.
- (c) The date or dates, requested hours of operation, and the specific location or locations where the applicant proposes to operate.
- (d) A general description of the food and beverages to be sold.
- (e) A copy of the applicant’s current Kansas sales tax registration certificate, or proof of exempt status.
- (f) A copy of the applicant’s current Kansas food service license, permit, or other authorization required by the Kansas department of agriculture or other applicable agency.
- (g) Written permission from the owner or lawful occupant of the property on which the mobile food vendor will operate, if the proposed operation will occur on private property not owned by the applicant.

- (h) Proof of inspection and approval of the proposed location and setup by the city when necessary to address zoning, construction, or site safety considerations.
- (i) Proof of inspection and approval of the mobile food unit by the city fire department to verify compliance with applicable fire and life safety requirements.
- (j) A signed statement by the applicant certifying that all information contained in the application is true and correct and that the applicant agrees to comply with this article and all other applicable laws, regulations, and permit conditions.
- (k) A copy of the operator's valid driver's license and proof of commercial general liability insurance covering the operation of the mobile food vendor. Such insurance shall have minimum limits of:
  - 1) Five hundred thousand dollars (\$500,000) combined single limit for bodily injury or property damage per occurrence; and
  - 2) One million dollars (\$1,000,000) general aggregate.

The City of South Hutchinson may require that it be named as an additional insured on such policy.

**5-804. Review and issuance of license.**

- (a) Upon receipt of a completed application, the city clerk may circulate the application to the police department, fire department, zoning administrator, or other city officials for review as reasonably necessary to determine compliance with this article and other applicable laws.
- (b) No license shall be issued until all required inspections and documentation required under Section 5-803 have been completed and approved.
- (c) The city clerk may issue the license if the application is complete and the proposed operation complies with this article, applicable zoning regulations, fire and life safety requirements, and all other applicable laws.
- (d) The city clerk may deny an application if the application is incomplete, contains false or misleading information, fails to include required documentation, or proposes an operation that would violate this article or other applicable law.

**5-805. License fee.**

The following license fees shall apply to mobile food vendors operating within the city:

- (a) Daily license. A mobile food vendor may obtain a daily license for a fee of fifty dollars (\$50.00) per day.
- (b) Monthly license. A mobile food vendor may obtain a monthly license for a fee of two hundred dollars (\$200.00) which shall authorize operation for up to thirty

(30) consecutive days.

- (c) Annual license. A mobile food vendor may obtain an annual license for a fee of four hundred dollars (\$400.00) which shall authorize operation for the calendar year in which the license is issued.
- (d) Event-based licensing. A mobile food vendor may obtain a license for a specific event for a fee of twenty-five dollars (\$25.00) per event. No event license shall authorize operation for more than ten (10) consecutive days at the same location.
- (e) Payment required. All license fees shall be paid in full prior to issuance of a license and shall be nonrefundable once the license is issued.

**5-806. Operating regulations.**

All mobile food vendors operating within the city shall comply with the following requirements:

- (a) A mobile food vendor shall operate only during the hours approved on the license. No overnight parking of a mobile food unit shall be permitted unless expressly authorized in writing by the city as part of a special event or other city-approved activity.
- (b) A mobile food vendor shall operate only at the approved location stated on the license and only on an improved surface, unless a different surface is expressly approved in writing by the city for a special event.
- (c) A mobile food vendor shall not operate within the public right-of-way or on other city-owned property, except as part of a special event or other written approval by the city.
- (d) A mobile food vendor shall not operate in a manner that obstructs or interferes with traffic, sidewalks, driveways, parking circulation, fire lanes, fire hydrants, utility access, ingress or egress, or emergency access, and shall not create a safety hazard.
- (e) A mobile food vendor shall comply with all applicable zoning, building, fire, health, sanitation, and noise regulations, and with all federal, state, and local laws applicable to the operation.
- (f) The mobile food unit shall be maintained in a clean, safe, and sanitary condition and in good repair, free from peeling or flaking paint, and otherwise not pose a threat to public health, safety, or welfare.
- (g) The operator shall provide and maintain adequate trash receptacles for customer use and shall remove, at the end of each period of operation, all trash, debris, grease, wastewater, and other waste associated with the operation. No grease, wastewater, or other liquid waste shall be discharged onto the ground, into any

gutter, or into any storm sewer.

- (h) Electricity, generators, propane, and other fuel or utility connections shall be installed, maintained, and used in a safe manner and in compliance with applicable codes. Power generation shall be the responsibility of the mobile food vendor unless another lawful arrangement is approved by the property owner and the city.
- (i) No sign shall be placed in a public right-of-way. Any signage associated with the mobile food vendor shall comply with applicable city sign regulations.
- (j) The operator shall allow authorized city employees and law enforcement officers to inspect the mobile food unit and operating site during hours of operation for purposes of determining compliance with this article and other applicable laws.
- (k) For special events where the city designates or limits vendor spaces, assignments may be made on a first-come, first-served basis or under such other allocation method as the city may establish for the event.”

**5-807. Suspension and revocation.**

- (a) The city clerk may suspend or revoke a license issued under this article for any violation of this article, any material misrepresentation in the application, or any violation of applicable health, fire, safety, or zoning requirements.
- (b) If the city clerk, a law enforcement officer, or the fire chief determines that continued operation poses an immediate threat to public health or safety, the license may be summarily suspended and the mobile food vendor shall immediately cease operation until the city authorizes the operation to resume.
- (c) Written notice of suspension or revocation shall be provided to the license holder and shall state the grounds for the action. A license holder may appeal the suspension or revocation to the governing body by filing a written notice of appeal with the city clerk within ten (10) calendar days after service of the notice. The governing body’s decision shall be final.

**5-808. Violations and penalties.**

Any person who violates any provision of this article shall be deemed guilty of an ordinance violation and, upon conviction, shall be punished as provided in the general penalty provisions of the city code. Each day that a violation continues shall constitute a separate offense. The remedies provided in this section shall be cumulative and shall not prevent the city from seeking injunctive or other lawful relief.

**SECTION 2.** If any section, subsection, sentence, clause, or phrase of this ordinance is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this ordinance.

**SECTION 3.** This ordinance shall take effect and be in force upon its passage and publication on the South Hutchinson City website, [www.southhutch.com](http://www.southhutch.com), the official city newspaper.

**PASSED AND APPROVED** by the Governing Body of the City of South Hutchinson, Kansas,  
this 9th day of March, 2026.

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Kyle Cokeley, Mayor

ATTEST:

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Katie Marcum, City Clerk

## MEMORANDUM

**TO: City Council**

**FROM: Jeff Schenk, City Administrator**

**DATE: 6/8/2025**

**RE: Personnel Handbook update**

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**BACKGROUND:**

The personnel handbook was created around 2011. It was to establish expectations of being employed by the City of South Hutchinson. It covers expectations of each employee, the City, and the council. It has been amended several time.

**PROJECT DESCRIPTION:**

This amendment is to update Sections I (dress code) and V (Call-out pay).

**PROPOSED CHANGES:**

Section I.

Dress Code

Since all employees are representatives of the organization, the City requires each employee's dress, grooming, and personal hygiene be appropriate to the work situation. As such, employees shall dress in a manner that is normally acceptable in similar business establishments. Employees may be required to meet special dress, grooming, and hygiene standards depending on the nature of their job. Public works employees and police officers may receive reimbursement according to the City's Personal Protective Equipment Policy.

Section V.

Call-Out Pay

Positions in the City may be required to be available "on-call" after normal working hours. Employees called back to work from off duty shall receive a minimum of two (2) hours pay at their regular pay rate, regardless of the actual time worked. A designated "on-call" employee will receive \$20.00 per day while assigned to on-call status. The on-call employee will be paid regular pay when called out. Overtime eligibility shall be calculated in accordance with City policy and applicable law. Employees on-call will follow the Call-Out Pay Policy.

**RECOMMENDATION:**

City staff recommends the council approve the changes as presented

LINDBURG VOGEL PIERCE FARIS, CHARTERED  
Certified Public Accountants

CITY OF SOUTH HUTCHINSON, KANSAS

CONTRACT FOR AUDIT SERVICES

Year Ended December 31, 2025



Guy A. Scofield, CPA  
Nick L. Mueiting, CPA  
Billy J. Klug, CPA  
Brent L. Knoche, CPA  
Brian W. Mapel, CPA  
Jeffrey D. Reece, CPA  
Brady H. Byrnes, CPA  
Alex P. Larson, CPA  
Kayleen E. Million, CPA

The Mayor and City Council  
City of South Hutchinson, Kansas

We are pleased to confirm our understanding of the services we are to provide the City of South Hutchinson, Kansas (the City) for the year ended December 31, 2025. The engagement letter embodies the entire agreement regarding the services to be rendered by Lindburg Vogel Pierce Faris, Chartered to the City.

### Audit Scope and Objectives

We will audit the summary statement of receipts, expenditures, and unencumbered cash (the financial statement) and the disclosures of the City, which collectively comprise the basic financial statement as of December 31, 2025, and for the year then ended. This financial statement shall be presented on the regulatory basis of accounting to meet the financial reporting requirements of the State of Kansas, as described in the *Kansas Municipal Audit and Accounting Guide*, and will require that the governing body approve a resolution waiving the generally accepted accounting principles requirement.

We have also been engaged to report on supplementary information that accompanies the City's financial statement. We will subject the following supplementary information to the auditing procedures applied in the audit of the financial statement and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statement or to the financial statement itself, and other additional procedures in accordance with auditing standards generally accepted in the United States of America (GAAS) and will provide an opinion on it in relation to the financial statement as a whole:

- summary of expenditures – actual and budget
- the individual fund schedules of receipts and expenditures - actual and budget

The objectives of our audit are to obtain reasonable assurance as to whether the financial statement as a whole is free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statement is fairly presented, in all material respects, in conformity with the regulatory basis of accounting financial reporting provisions permitted in the *Kansas Municipal Audit and Accounting Guide*, which is a comprehensive basis of accounting other than U.S. generally accepted accounting principles, and report on the fairness of the supplementary information referred to in the third paragraph when considered in relation to the financial statement as a whole.

Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment a reasonable user makes based on the financial statements.

### **Auditor's Responsibilities for the Audit of the Financial Statement**

We will conduct our audit in accordance with GAAS and will include tests of your accounting records and other procedures we consider necessary to enable us to express such opinion. As part of an audit in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will also evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statement, including disclosures, and determine whether the financial statement represents the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statement is free of material misstatement, whether from errors, fraudulent financial reporting, misappropriation of assets, or violations of laws or governmental regulations that are attributable to the City or to acts by management or employees acting on behalf of the City.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with GAAS. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statement. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to matters that might arise during any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the City's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting transactions in the accounts, and will also include confirmations with selected agencies, individuals, creditors, and financial institutions. We may also request written representation from your attorney as part of the engagement.

Our audit of the financial statements does not relieve you of your responsibilities.

### **Audit Procedures – Internal Control**

We will obtain an understanding of the entity and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statement, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

### **Audit Procedures – Compliance**

As part of obtaining reasonable assurance about whether the financial statement is free of material misstatement, we will perform tests of the City's compliance with the provisions of applicable laws, regulations, contracts and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

### **Other Services**

We will also prepare the regulatory basis financial statement, disclosures, and supplementary information of the City based on information provided by you. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgement, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

### **Responsibilities of Management for the Financial Statement**

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles, and for the preparation and fair presentation in the financial statement, in conformity with the regulatory basis of accounting financial reporting provisions permitted in *Kansas Municipal Audit and Accounting Guide*, including all informative disclosures that are appropriate for the regulatory basis of accounting.

Management is responsible for making drafts of the financial statement, all financial records and related information available to us and for the accuracy and completeness of that information, including identification of federal awards expended and other information from outside of the general and subsidiary ledgers. You are also responsible for providing us with access to all information of which you are aware that is relevant to the fair presentation of the financial statement, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; additional information that we may request for the purpose of the audit; and unrestricted access to persons within the government from whom we determine it is necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statement and related matters.

Your responsibilities include adjusting the financial statement to correct material misstatements and for confirming to us in the representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statement taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving management, employees who have significant roles in internal control, and others where the fraud could have a material effect on the financial statement. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the City complies with applicable laws, regulations, contracts, agreements, and grants.

You are also responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with the regulatory basis of accounting. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statement with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the representation letter that you are responsible for presentation of the supplementary information in accordance with the regulatory basis reporting provisions of the *Kansas Municipal Audit and Accounting Guide*; you believe the supplementary information, including its form and content, is fairly presented in accordance with the regulatory basis reporting provisions; the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

You agree to assume all management responsibilities for the financial statement preparation services and any other nonaudit services we provide; oversee those services by designating an individual, preferably within senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

#### **Engagement Administration, Fees, and Other**

Alex Larson is the engagement shareholder and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it. We expect to begin our audit in August following year-end, and to issue our report before October 31, 2026.

Our fee for services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.). Our standard hourly rates vary according to the degree of responsibility involved, and the experience level of personnel assigned to your audit. The above fee is based upon anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Our invoices for progress payments may be presented from time to time during the engagement and a final invoice will be presented upon filing our report. Invoices will be payable the first of the following month.

Additional services requested, but not addressed in this engagement letter will be based on the actual hours required at our standard rates. We may also issue a separate engagement letter covering the additional services. Any other work not covered by this agreement, including but not limited to assistance with preparation of the City's budget and consultation with City personnel about accounting procedures and other matters, shall be done at your request on the basis of our regular rates.

The audit documentation for the engagement is the property of Lindburg Vogel Pierce Faris, Chartered and constitutes confidential information. However, we may be requested to make audit documentation available to the State of Kansas or other regulatory agencies pursuant to law or regulation. We will notify you of any such request. If requested, access to such audit documentation will be under supervision of our staff. Further, upon request, we may provide selected audit documentation to the aforementioned parties. These parties may intend, or decide to distribute the copies or information contained therein to others, including governmental agencies.

**Reporting**

We will issue a written report upon completion of our audit of the City's financial statement. Our report will be addressed to the Mayor and City Council of the City of South Hutchinson, Kansas. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinion or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinion on the regulatory basis financial statement is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or withdraw from this engagement.

At the conclusion of the audit, bound copies and a pdf copy of our report on your financial statement will be furnished to you for distribution as you desire.

We appreciate the opportunity to be of service to the City of South Hutchinson, Kansas and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign both copies of this letter and return one copy to us.

Respectfully submitted,

LINDBURG VOGEL PIERCE FARIS, CHARTERED  
Certified Public Accountants



Alex P. Larson, CPA

**RESPONSE:**

This letter correctly sets forth the understanding of the City of South Hutchinson, Kansas.

\_\_\_\_\_  
Mayor

ATTEST: \_\_\_\_\_  
City Clerk

Date: \_\_\_\_\_

**DESIGNATION OF INDIVIDUAL RESPONSIBLE TO OVERSEE NONAUDIT SERVICES:**

We designate \_\_\_\_\_ as the individual responsible to oversee nonaudit services.

## **DEVELOPMENT AGREEMENT FOR RESIDENTIAL HOUSING GROWTH**

THIS AGREEMENT is made and entered into this \_\_\_\_ day of \_\_\_\_\_ 2026, by and between RENO COUNTY, KANSAS, a public entity, hereinafter referred to as the "County," and the CITY OF SOUTH HUTCHINSON, KANSAS, also a public entity, hereinafter referred to as "Grantee."

### **RECITALS:**

**WHEREAS**, residential housing development is a long-standing issue impacting Reno County, and increasing residential development is in the long-term interest of the County for the purpose of expanding the property tax base, developing the local economy, and improving the quality of life for Reno County Residents;

### **WITNESSETH:**

#### **A. Payment Contingent on Completion and Sale.**

Reno County agrees to pay Grantee a cash contribution in the amount of \$7,000.00 per residential unit constructed within the "Prairie Ridge" subdivision of the City of South Hutchinson, Kansas, ("Subdivision") and subject to the terms of this Agreement.

#### **B. The Incentive Payment shall be made only after:**

- (1.) the residential unit has been substantially completed as evidenced by the issuance of a certificate of occupancy; and
- (2.) the residential unit has been sold through an arms-length transaction to an unrelated third-party.

#### **C. Grant Payment Reduces Purchase Price.**

The Developer shall apply the Incentive Payment to directly reduce the purchase price of the residential unit. The closing statement for the sale, acknowledged by the buyer, shall reflect a reduction in the purchase price in the amount of the Incentive Payment, with such amount clearly noted as being paid by Reno County as a development incentive.

#### **D. Documentation Required.**

As a condition of payment, the Developer shall provide the County with the following:

- A copy of the recorded deed to the purchaser;

- A copy of the final closing statement showing the reduced purchase price and buyer credit; and
- A Copy of the certificate of occupancy;

**E. Program Limits**

The total combined amount of grants from Reno County to Grantee shall not exceed \$63,000.00 and shall be paid from the county's Economic Development Budget. Each grant shall be awarded for the purpose of assisting with the construction and sale of nine separate residential units according to the following schedule, to-wit:

Six separate residential units within the Subdivision shall be completed and sold prior to December 31, 2027, with an additional three separate residential units within the Subdivision to be completed and sold prior to December 31, 2028.

**TERM OF AGREEMENT**

The term of this Agreement begins on the date of execution and continues until December 31, 2028, unless terminated sooner as provided herein. This Agreement may be extended only by approval of the Board of County Commissioners at a meeting of that body, followed by a written execution of such extension.

BOARD OF COUNTY  
 COMMISSIONERS OF RENO  
 COUNTY, KANSAS

DATED: \_\_\_\_\_

By: \_\_\_\_\_  
 Ron Hirst, Chair

CITY OF SOUTH HUTCHSON,  
 KANSAS, GRANTEE

DATED: \_\_\_\_\_

By: \_\_\_\_\_  
 , Mayor

FIRST AMENDMENT TO THE  
ADVANCED METERING INFRASTRUCTURE AGREEMENT  
("First Amendment")

This First Amendment is made this \_\_\_ day of \_\_\_\_\_ 2026 ("Effective Date"), by and between Sensus USA Inc., a corporation of the State of Delaware with offices at 639 Davis Drive, Morrisville, North Carolina 27560 ("Sensus"), and City of South Hutchinson ("Customer").

WHEREAS, Sensus and Customer entered into the Advanced Metering Infrastructure Agreement on January 12, 2016 ("Agreement"); and

WHEREAS, The Agreement expired and the parties constructively entered into an extension of the Agreement; and

WHEREAS, the parties now desire to amend and restate the terms of their relationship by executing this First Amendment.

NOW THEREFORE, in consideration of the mutual covenants, terms, and conditions set forth in this First Amendment, the parties hereto mutually covenant and agree to amend the Agreement as follows:

1. **Defined Terms.** Any terms used in this First Amendment as defined terms, and which are not defined herein, shall have the meanings given to those terms in the Agreement.
2. **Term.** By way of this First Amendment, the parties agree that the second paragraph of the Agreement is replaced in its entirety with the following:

This Agreement shall commence on the Effective Date and continue for/until: Ten (10) years ("Initial Term"). At the end of the Initial Term, this Agreement shall automatically renew an additional term of five (5) years ("Renewal Term"), unless the Customer provides written notice to Sensus of its desire to not renew the Agreement one hundred twenty (120) days before the end of the then existing Term. The "Term" shall refer to both the Initial Term and each Renewal Term.

3. **Non-Appropriation of Funds.** By way of this First Amendment, a new Section P has been added to the Agreement as follows:

P. In the event the Customer is not granted an appropriation of funds at any time during the Term and operating funds are not otherwise available to the Customer to make the payments due under this Agreement, Customer may terminate the Agreement by giving Sensus one hundred twenty (120) days' prior written notice. Such notice, once delivered to Sensus, is irrevocable. Customer acknowledges that; (a) Customer shall pay all applicable fees, including any unpaid Software as a Service fees due in the current calendar year, and (b) Sensus' and Customer's obligations hereunder shall cease.

4. **Entire Agreement.** The Agreement, as amended by this First Amendment, constitutes and contains the entire understanding and agreement of the parties. To the extent that the provisions of this First Amendment are inconsistent with the Agreement, the terms of this First Amendment shall control. Except as expressly amended or modified in this First Agreement, all other terms and conditions of the Agreement shall remain in full force and effect and this First Amendment shall be binding upon the parties.

IN WITNESS WHEREOF, the parties hereto have caused this First Amendment to be signed by their respective officers, authorized as of the day and year written above.

**SENSUS USA INC.**

**CITY OF SOUTH HUTCHINSON**

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_



# Bid Proposal for South Hutchinson Sensus AMI Agreement 1st Amendment

<b>CUSTOMER</b>	<p><b>CITY OF SOUTH HUTCHINSON</b> 500 EAST AVE C SOUTH HUTCHINSON, KS 67505</p>	<p><b>Job</b> South Hutchinson Sensus AMI Agreement 1st Amendment South Hutchinson, KS Bid Date: 05/13/2026 Bid #: 4940114</p>
<b>CONTACT</b>	<p><b>Sales Representative</b> Preston Hodges (M) 620-382-6141 (T) 620-241-3865 (F) 620-241-8635 Preston.Hodges@coreandmain.com</p>	<p><b>Core &amp; Main</b> 600 Old 81 Highway McPherson, KS 67460 (T) 6202413865</p>
<b>NOTES</b>		



## Bid Proposal for South Hutchinson Sensus AMI Agreement 1st Amendment

**CITY OF SOUTH HUTCHINSON**

**Job Location:** South Hutchinson, KS

**Bid Date:** 05/13/2026

**Core & Main Bid #:** 4940114

**Core & Main**

600 Old 81 Highway

McPherson, KS 67460

**Phone:** 6202413865

**Fax:** 6202418635

Seq#	Qty	Description	Units	Price	Ext Price
10	1	YR 11 RNI SAAS 3/2/26-3/1/27	LF	12,246.73	12,246.73
30	1	YR 11 SA SAAS 1/1/26-12/31/26	EA	5,631.04	5,631.04
50	1	YR 12 RNI SAAS 3/2/27-3/1/28	EA	12,613.86	12,613.86
70	1	YR 12 SA SAAS 1/1/27-12/31/28	EA	5,790.97	5,790.97
90	1	YR 13 RNI SAAS 3/2/2803/1/29	EA	12,992.27	12,992.27
110	1	YR 13 SA SAAS 1/1/28-12/31/29	EA	5,964.69	5,964.69
130	1	YR 14 RNI SAAS 3/2/29-3/1/30	EA	13,382.03	13,382.03
150	1	YR 14 SA SAAS 1/1/29-12/31/30	EA	6,143.63	6,143.63
170	1	YR 15 RNI SAAS 3/2/30-3/1/31	EA	13,783.49	13,783.49
190	1	YR 15 SA SAAS 1/1/30-12/31/31	EA	6,327.93	6,327.93
				<b>Sub Total</b>	<b>94,876.64</b>
				<b>Tax</b>	<b>0.00</b>
				<b>Total</b>	<b>94,876.64</b>

UNLESS OTHERWISE SPECIFIED HEREIN, PRICES QUOTED ARE VALID IF ACCEPTED BY CUSTOMER AND PRODUCTS ARE RELEASED BY CUSTOMER FOR MANUFACTURE WITHIN THIRTY (30) CALENDAR DAYS FROM THE DATE OF THIS QUOTATION. CORE & MAIN LP RESERVES THE RIGHT TO INCREASE PRICES TO ADDRESS FACTORS, INCLUDING BUT NOT LIMITED TO, GOVERNMENT REGULATIONS, TARIFFS, TRANSPORTATION, FUEL AND RAW MATERIAL COSTS. DELIVERY WILL COMMENCE BASED UPON MANUFACTURER LEAD TIMES. ANY MATERIAL DELIVERIES DELAYED BEYOND MANUFACTURER LEAD TIMES MAY BE SUBJECT TO PRICE INCREASES AND/OR APPLICABLE STORAGE FEES. THIS BID PROPOSAL IS CONTINGENT UPON BUYER'S ACCEPTANCE OF SELLER'S TERMS AND CONDITIONS OF SALE, AS MODIFIED FROM TIME TO TIME, WHICH CAN BE FOUND AT: <https://coreandmain.com/terms-of-sale/>

THIS BID MAY INCLUDE GLOBALLY SOURCED (IMPORTED) MATERIALS THAT ARE SUBJECT TO CHANGING TARIFFS. PRICES ARE SUBJECT TO CHANGE DUE TO POTENTIAL ADDITIONAL TARIFFS IMPOSED BY THE U.S. GOVERNMENT. IF IMPOSED, PRICES WILL INCREASE BY THE SAME PERCENTAGE AND WILL BE EFFECTIVE ON THE DATE THAT THE NEW TARIFFS ARE IMPLEMENTED. THESE ITEMS SHOULD BE PURCHASED WITH HASTE TO AVOID ANY ADDITIONAL RISING TARIFF COSTS.



city of south Hutchinson  
Fire

20 East Blanchard  
south Hutchinson, Kansas 67505  
620-663-7104  
fax: 620-663-7168

## May 2026 activity report

- . Attended Reno County Chiefs meeting in Pleasantville
- . 4 members graduated from HCC Fire science
- . Went to South Hutch Elem school for lunch with kids
- . Attended South Hutch Elem school end of year fun day
- . UTV and 3 members went to Ashland KS with Reno County task force for wildland fires
- . Trained in EMT skills
- . Trained in Rescue operations
- . 245 runs to date
- . 1716 hours of department training year to date

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## PUBLIC WORKS MONTHLY REPORT

From Matt Mock, Public Works Superintendent

Date: May 1, 2026 – May 31, 2026

### **Streets**

Picked up trash along 6<sup>th</sup>, Blanchard, west Des Moines, Scott Blv.

Fixed Grasshopper deck, clean mowers, and serviced

Training on New dump trucks and Vactor

Put on new decals on all equipment

Worked on sprinklers at splash pad

Dirt work at city lot on 3<sup>rd</sup> street

Mowed city lots, splash pad, 7<sup>th</sup> street, 3<sup>rd</sup> street, main street bike trail, community building, salt and veteran's memorial, well, towers, Pd, Fire

Did month and weekly check list

Fixed water leak at Ballfields

Mowed all the ditches and city property and fields

Mowed 603 N Poplar, 202 W Ave D

Fixed backhoe hydraulic lines

Worked on irrigation at office

Darrel confined space training 2 days

Edged hike bike trail

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Concrete work at Blanchard and Elm

Worked on school crosswalk lights

Put new park benches together

Serviced New holland tractor

Burned brush pile

Helped water Department change out back flow at water park

Painted and installed bike rack at office

No parking signs behind F and Main removed in alley

Cleaned canals up on Main Street

Removed snow route signs off Des Moines st.

New tree at Pd

### **Water**

Weekly checks and inspections completed.

One call utility locates.

Water residuals.

513 S Washington changed out meter valve

Changed out back flow at splash pad

Cleaned and serviced fire hydrants

Painted fire hydrants from Des Moines to F street, also valley pride area

Red Tag shut offs

Sprayed weeds at Ball fields, public works, community building, PD, fire dept, splash pad, wastewater plant, wells, towers

Training on new dump trucks and Vector

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Flushed dead ends

Concrete work at Blanchard and Elm

Cleaned and dug out wash down pit

Repaired windshield and head light on Can Am

124 Forest filled pool

Ran the sweeper for 5 days

Cleaned south shop, east shop, mower shop

Edged hike bike trail

Help put down mulch down at splash pad

### **Wastewater**

Daily and weekly inspections

One call utility locates.

Monthly KDHE state test collected and sent for analysis (2 to Salina)

Cleaned clarifiers and UV bulbs/channels.

Called and checked lift station phones.

KDHE DMR report

Painted Uv room walls and floor

Cleaned lift stations

Concrete at Blanchard and Elm

Helped with mulch and splash pad

Michael training on backhoe and confined space

Cleaned 1000 ft of sewer lines

Ran waster daily

Mowed wastewater plant

Let Dig Rite and Nisly in to dump wastewater

Training on new dump trucks and Vactor

Cleaned troubled sewer lines (School, maple street to splash pad, tails west to Tysons, 6th and poplar to Mckenzie's)

Clean drying bed out

Cleaned blower filters

Cleaned and greased spreader truck

Painted all Yellow poles and handrails

Pumped sludge from digester 3 to 4

Replaced wash down hydrant at drying bed

Cleaned ballfield bathrooms

Fixed wastewater irrigation

Got UV ballast quotes and ordered

Washed and detailed service truck

Helped put down mulch at splash pad

**Project coming up.**

Clean up the city for freedom fest

Paint Blower tubs

Cleaning of ditches



city of south Hutchinson  
2 south main  
south Hutchinson, Kansas 67505  
620-663-7104  
fax: 620-663-7168

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**INCIDENTS FOR THE MONTH OF  
MAY**

911 Hangup	5	Lost Property	2	Trash Dumping	0
Accident	3	Medical	1	Trespass	1
Accident H&R	2	Mental Subject	4	Trouble w/Subject	6
Accident Injury	3	Miscellaneous	14	Unknown	8
Alarm Burg	0	Mutual Aid / Assist	3	Warrant Service	3
Alarm Panic	1	Noise Complaint	0	Welfare Check	14
Animal Bite/Scratch	1	NOISE COMPLAINT- PAST	0	<b>TOTAL:</b>	<b>186</b>
Animal Complaint	9	Open Door-Window	0		
Armed Person	0	Overdose	1	Citation Totals	21
Building Check	11	Parking Complaint	1		
Burglary	0	PFA-Restraining Order	0		
Burglary - Auto	0	Public Assist	13		
Card-Respiratory Arrest/Death	1	Runaway	2		
Civil Matter	1	Search Warrant	0		
Civil Process	0	Sex Offense - Adult	0		
Community Engagement	4	Sex Offense - Juvenile	0		
Custody Dispute	0	Shooting	0		
Damage to Property/Vandalism	0	Stolen Vehicle	0		
Deceased Person	0	STRUCTURE FIRE	0		
Disabled Vehicle	2	Suicidal Subject	0		
Disturbance	16	SUSPICIOUS ACTIVITY	0		
DISTURBANCE-PAST	1	SUSPICIOUS ACTIVITY- PAST	0		
Drug Activity	0	Suspicious Event	7		
FI	4	Theft	2		
Forgery	2	THEFT-PAST	1		
Found Property	0	Threats	0		
Funeral Escort	1	THREATS-PAST	1		
Gunshots in Area	0	Traffic Complaint	3		
Harassment	2	Traffic Control	0		
Jail Transport	0	Traffic Hazard	1		
Juvenile Complaint	2	Traffic Stop	27		
JUVENILE SEX OFFENSE-PAST	0				

Notes: