



*AGENDA
CITY COUNCIL MEETING
COUNCIL CHAMBERS - HUTCHINSON, KANSAS
NOVEMBER 15, 2016
9:00 A.M.*

1. ROLL CALL

Piros de Carvalho ____ Soldner ____ Inskeep ____ Dechant ____ Daveline ____

2. PLEDGE OF ALLEGIANCE TO THE FLAG

3. PRAYER

4. PETITIONS, REMONSTRANCES, AND COMMUNICATIONS

- a.** Oral communications from the audience. (Please limit your remarks to five (5) minutes and to items NOT on the agenda.)

5. CONSENT AGENDA

- a.** Approval of Minutes of November 1, 2016 City Council meeting.
- b.** Approval of appointments to the Hutchinson Convention/Visitors Bureau Board of the following:
- Michele McCartney, 225 East 14th, to fill the term of Becky Christner for the term beginning 1/01/2017 through 12/31/2018.
 - Tracy Tanley, 7705 East 4th, to fill the term of Charles Johnston for the term beginning 1/01/2017 to 12/31/2017.
 - Ryan Hockenbery, 640 N. Broadview, Wichita, Kansas, to fill the term of Rayne Templeton for the term beginning 1/01/2017 to 12/31/2017.
- c.** Approval of October financial reports.
- d.** Approval of appropriation ordinance in the amount of \$1,823,327.21.

Action – Motion to **approve** the Consent Agenda and authorize the Mayor to sign.

Motion _____ Second _____
Piros de Carvalho ____ Soldner ____ Inskeep ____ Dechant ____ Daveline ____

6. PUBLIC HEARING

a. Hutchinson Regional Medical Center Industrial Revenue Bonds.

Action – Motion to **open** public hearing.

Motion _____ Second _____
Piros de Carvalho _____ Soldner _____ Inskeep _____ Dechant _____ Daveline _____

Action – Motion to **close** public hearing.

Motion _____ Second _____
Piros de Carvalho _____ Soldner _____ Inskeep _____ Dechant _____ Daveline _____

7. RECEPTION FOR FIRE CHIEF KIM FORBES

8. NEW BUSINESS

a. Consider 2017 Down Payment Match Incentive program requirements and agreement with Interfaith Housing Services.

Action – Motion to **accept and approve/amend and approve/return to staff** the recommendation of the Housing Commission to approve the program requirements for the 2017 Down Payment Match Incentive; and authorize the Mayor to sign an agreement with Interfaith Housing Services (IHS) for program operations.

Motion _____ Second _____
Piros de Carvalho _____ Soldner _____ Inskeep _____ Dechant _____ Daveline _____

b. Consider contract with Burns & McDonnell for Obee monitoring wells.

Action – Motion to **approve/not approve** the Professional Services Agreement with Burns & McDonnell for the Scope of Services in the amount of \$36,040 plus defined Optional Tasks 1, 2 and 3 as subsequently required; and authorize the Mayor to sign.

Motion _____ Second _____
Piros de Carvalho _____ Soldner _____ Inskeep _____ Dechant _____ Daveline _____

c. Consider sale of fire station property on West 4th Avenue.

Action – Motion to **agree/not agree** with the staff recommendation to proceed with the sale of the fire station property located at 2806 West 4th Avenue through

private sale handled by City staff and that, in the event parties cannot reach agreement on a price acceptable to the Governing Body, the property shall remain posted and advertised for sale.

Motion _____ Second _____
Piros de Carvalho _____ Soldner _____ Inskeep _____ Dechant _____ Daveline _____

- d. Consider *appointment of City official to the Economic Development Advisory Council.***

Action – Motion to submit the name of _____ for consideration as the City representative on the Economic Development Advisory Council.

Motion _____ Second _____
Piros de Carvalho _____ Soldner _____ Inskeep _____ Dechant _____ Daveline _____

- e. Update on Sports Arena project and contingencies.**

9. REPORT OF CITY OFFICIALS

- a. Council**

- b. City Manager**

10. ADJOURNMENT

Motion _____ Second _____
Piros de Carvalho _____ Soldner _____ Inskeep _____ Dechant _____ Daveline _____

AGENDA
JOINT STUDY SESSION WITH PLANNING COMMISSION
COUNCIL CHAMBERS – HUTCHINSON, KANSAS
NOVEMBER 15, 2016
5:00 P.M.

- 1. Consider review of the 2017-2037 Comprehensive Plan Future Land Use Map.**

COUNCIL COMMUNICATION	
FOR MEETING OF	11-15-16
AGENDA ITEM	5a
FOR ACTION	✓
INFORMATION ONLY	

CITY OF
HUTCHINSON

MINUTES
CITY COUNCIL MEETING
COUNCIL CHAMBERS – HUTCHINSON, KANSAS
NOVEMBER 1, 2016
9:00 A.M.

1. The Governing Body of the City of Hutchinson, Kansas met in regular session at 9:00 a.m. on Tuesday, November 1, 2016 in the City Council Chambers with Mayor Daveline presiding. Councilmembers Soldner, Dechant, Inskeep and Piros de Carvalho were present.

2. The Pledge of Allegiance to the flag was recited.

3. The prayer was given by Pastor Darryl Peterson of Grace Christian Church.

4. Proclamations

a. A Proclamation for Veterans Appreciation Month was accepted by Rod White, Post Commander of the VFW. Mr. White invited everyone to the Veterans Day Program; and to see the new Veterans Memorial in South Hutchinson.

5. Petitions, Remonstrances and Communications

a. Oral communications from the audience. (Please limit your remarks to five (5) minutes and to items NOT on the agenda.)

There were no oral communications from the audience.

6. Consent Agenda

a. Approval of Minutes of October 18, 2016 City Council meeting.

b. Approval of appropriation ordinance in the amount of \$3,895,135.38.

Motion by Councilmember Soldner, second by Councilmember Dechant, to approve the Consent Agenda and authorize the Mayor to sign. The motion passed unanimously.

7. Public Hearing

a. Public Easement Vacation for 2509 Lundman Drive.

Motion by Councilmember Piros de Carvalho, second by Councilmember Dechant, to open public hearing. The motion passed unanimously.

Jeff Peterson, Senior Civil Engineer, spoke. Discussion ensued.

Motion by Councilmember Inskeep, second by Councilmember Soldner, to close public hearing. The motion passed unanimously.

Motion by Councilmember Piros de Carvalho, second by Councilmember Inskeep, to approve the vacation of the existing 10-foot-wide public easement located on the west 10 feet of the north 291 feet of Lot 14 in the Lundman Subdivision, based upon positive responses from utilities and City Departments. The motion passed unanimously.

8. New Business

a. Presentation regarding Compensation Plan. Tom Sanders, Human Resources Director, spoke. A background was given of the 2008 comprehensive study. Prior to development of the new system, all supervisors were allowed input; and an anonymous survey was done. Mr. Sanders presented the results of that survey; and goals of the new system were addressed. Mr. Sanders discussed the market-based system; and said it is becoming much more common in the public sector.

Gail Meriweather, Vice President and Principal Consultant of Gallagher/Fox-Lawson, spoke. Ms. Meriweather said she conducted individual interviews with directors on various matters; and also talked with union representatives. They developed a survey for various municipalities; and used published salary surveys as well. Results of the survey were presented which showed the range maximums were significantly lower, especially in public works, parks and others. Most entities have an open range system rather than a step system. With regard to the median salary, the City is comparable. When looking at variable pay, the City is significantly above the market with regard to injury leave benefits, longevity pay, etc. Ms. Meriweather said they are recommending the adoption of a market based compensation system, open salary ranges, etc.

Mayor Daveline said it is important to convey this has been a subject the City Council and management have been involved in for many, many months. This has been a very comprehensive process. The Mayor asked Mr. Sanders and Ms. Meriweather to address the performance management system. Ms. Meriweather addressed this saying there will be a road map for each job; and what is expected in that position.

John Deardoff, City Manager, said the step system is a merit increase; and employees progress through that system. He believes there is a perception that it is automatic. Mr. Deardoff said as we go forward, our challenge is to put together

an effective performance review process. Union groups will be a part of developing that tool. Mr. Deardoff said he wants to create a system that is very understandable; and pointed to a specific job.

Mr. Sanders said he and the City Manager spent a great deal of time last week meeting with department heads and managers to conclude this project. At the first of the year, they will be developing the teams to develop the performance management systems for their specific areas. Some departments already do a good job; and may only take a few months to develop the system. Other departments may take much longer.

Discussion ensued.

b. Consider rezoning request for property on Dillon Avenue. Jana McCarron, Director of Planning and Development, spoke. Ms. McCarron said the property owner wants to downgrade the zoning for the purpose of operating a private arboretum and accessory event venue.

Connie Richman, property owner, also spoke. Ms. Richman said they purchased the property at auction; and it is a hidden gem. They have had a lot of interest from people in using the venue, but it will be limited to maybe ten events per year. Discussion ensued.

Motion by Councilmember Piros de Carvalho, second by Councilmember Dechant, to approve the recommendation of the Planning Commission to approve the request to rezone 38.851 acres of land located to the west of K-61 Highway in the vicinity of Dillon Avenue, from R-3 Moderate Density Residential District to TA Transitional Agricultural Rural District based on due consideration of the factors below, adopt an ordinance for publication; and authorize the Mayor to sign. The motion passed unanimously.

c. Consider final plat for Sun Valley. Jana McCarron, Director of Planning and Development, spoke.

Motion by Councilmember Soldner, second by Councilmember Piros de Carvalho, to approve the recommendation of the Planning Commission to approve the final plat for Sun Valley subdivision with the conditions as presented. The motion passed unanimously.

d. Consider Sanitary Sewer Easement from Tiona Truck Line, Inc. Jana McCarron, Director of Planning and Development, spoke. Discussion ensued.

Motion by Councilmember Dechant, second by Councilmember Inskeep, to approve a sanitary sewer easement granted from Tiona Truck Line, Inc. to the City of Hutchinson; and authorize the Mayor to sign. The motion passed unanimously.

e. Consider request for Conditional Use Permit for truck repair and truck and trailer storage facility. Jana McCarron, Director of Planning and Development, spoke. Discussion ensued.

Motion by Councilmember Dechant, second by Councilmember Piros de Carvalho, to approve the recommendation of the Planning Commission to approve the conditional use permit for a truck repair and truck and trailer storage (trucking) facility at 00000 E. Blanchard Avenue (Lot 1, Block A, of the Sun Valley Addition) pursuant to the factors and conditions as listed. The motion passed unanimously.

f. Consider extensions for demolition properties. Trent Maxwell, Building Official, spoke. An update on each of the properties was given. Discussion ensued.

Shawn Harper, owner of 300 West 9th, showed councilmembers updated pictures of the property. He is asking for his property be removed from the list as he and his wife are the only ones working the property; and they will not be able to complete the project within 30 days. He said the property is no longer a blight to the community; and they just want to be able to complete the project on a less accelerated timeline. With winter coming on they are trying to finish up on the outside; and will then continue working on the inside. Trent Maxwell said the back side of the property is still not weathertight; and not complete like the rest of the property. Mr. Harper said he will be able to complete that section within the next week. Councilmember Piros de Carvalho said she is comfortable taking the property off the list. Additional discussion ensued. Mr. Maxwell indicated he would prefer giving the 30-day extension; and if he continues to see progress, then remove the property from the demolition list at that time.

Preston Pelkey, one of the owners of the property at 1117 Milcon, spoke. He said when the property was purchased, they had no idea it was on the condemnation list. He indicated the structure is sound; and there has been a lot of money invested in the property. Mr. Pelkey said they have had to change contractors, but will have all of their final inspections done within 30 days.

Felicia Denowski, daughter of the homeowner at 1015 East Avenue C, spoke. She said insulation and electrical are done; and they are in the process of making improvements to the sewer system. She said once the plumber is done, they will be able to put up sheetrock and move in to the property.

Additional discussion ensued. Councilmember Piros de Carvalho asked about the League of Kansas Municipalities taking measures to streamline this process. Mr. Deardoff said he believes the bill was approved, but doesn't know that it changed anything a lot. Councilmember Dechant said if council feels good about the properties, why not remove them from the list. He suggested addressing them individually rather than placing them all together. Mayor Daveline said there

is a lot of latitude; and being consistent with the retention of all of the properties for the 30-day extension seems to be the most consistent way to handle this.

Motion by Councilmember Inskeep, second by Councilmember Piros de Carvalho, to approve a 30-day extension for 722 West Avenue A, 1015 East Avenue C, 628 East Avenue F, 1117 Milcon Street, 1026 East 2nd Avenue, 300 West 9th Avenue, 218 South Reformatory Street and 723 East 7th Avenue to continue rehabilitation of the structures. The motion passed unanimously.

g. Discussion of Public Engagement Results for the 2017-2037 Comprehensive Plan. Jana McCarron, Director of Planning and Development, spoke. Ms. McCarron said Ron Fisher of Fisher Coaching, conducted 11 meetings with local groups. She said the response from these meetings was very positive. She said overall people were very enthusiastic and value our community; and they did not receive many negative comments. Ms. McCarron said the kick-off meeting was held July 28; and there were over 120 participants. She also spoke about the community survey, saying they received 1,344 responses, most of which came from individuals in the upper age brackets. Ms. McCarron went on to review the survey results.

The drawing for the \$100 gift card was done by Mayor Daveline; and he announced the winner as Diane Sanders.

Ms. McCarron outlined the next steps to be taken. Mayor Daveline said people became involved, there was a lot of positivity, etc. Discussion ensued.

9. Report of City Officials

a. Council

- Councilmember Piros de Carvalho said she will be having someone join her for the next several months at Council meetings, announcing she is pregnant.
- Councilmember Inskeep said he had the occasion to go to the grand opening at one of the stores at the mall; and there is a lot of activity there.
- Councilmember Dechant had no comments.
- Councilmember Soldner said based on the pictures on Facebook, Boo at the Zoo was a very popular event over the weekend. Congratulations to the staff there.

- Mayor Daveline said he was coming out of the golf course parking lot Saturday afternoon and there were hundreds of young families in line to participate at Boo for the Zoo. He said this was a great event; and speaks well of our park system. He also talked about the Dunham Sports project; and said he had the opportunity to speak at length with the Executive Vice President. The Mayor asked him what put Hutchinson on the radar; and was told they look at demographics and retail sales. He said they have been looking at Hutchinson for over a year; and was very impressed by the community.

b. City Manager

The City Manager had no comments.

10. EXECUTIVE SESSION

a. Motion by Councilmember Inskeep, second by Councilmember Piros de Carvalho, to recess into executive session pursuant to the preliminary discussions relating to acquisition of real property exception, K.S.A. 75-4319(b)(6) to discuss a possible real estate acquisition; and pursuant to the consultation with an attorney for the public body or agency which would be deemed privileged in the attorney-client relationship exception, K.S.A. 75-4319(b)2) to discuss pending litigation, the open meeting to resume in the City Council chamber at 11:30 o'clock a.m. The motion passed unanimously.

11. ADJOURNMENT

Motion by Councilmember Piros de Carvalho, second by Councilmember Soldner, to adjourn. The motion passed unanimously.



COUNCIL COMMUNICATION	
FOR MEETING OF	11-15-16
AGENDA ITEM	5b
FOR ACTION	
INFORMATION ONLY	

MEMORANDUM

TO: Jon Daveline, Mayor
FROM: Meryl Dye, Assistant City Manager *M.Dye*
CC: LeAnn Cox, CVB Director
DATE: November 7, 2016
SUBJECT: Appointments to the Greater Hutchinson Convention/Visitors Bureau Board

BACKGROUND:

The Convention and Visitors Bureau Advisory Board consists of no more than 15 members appointed by the Mayors of Hutchinson and South Hutchinson. Members whose terms are for 3 years may succeed themselves without limitation. Terms for hotel/motel and attraction representatives are for 3 years with one position in each category being a single 1-year term on a rotation basis. Categories and number of representatives include four positions from hotels/motels (3 Hutchinson, 1 So. Hutchinson); five positions from Hutchinson attractions; three business at large positions with single 2-year terms (2 Hutchinson, 1 So. Hutchinson); and three ex-officio representatives from the City of Hutchinson, City of So. Hutchinson and the Hutchinson/Reno Co. Arts and Humanities Council.

RECOMMENDATIONS:

The CVB recommends appointments as follows:

Michele McCartney, 225 East 14th, Hutchinson, KS is eligible for appointment to fill the term of Becky Christner for the Kansas Cosmosphere position for the term beginning 01/01/2017 through 12/31/2019. This position is for an Attraction with a term of unlimited succession.

Tracy Tanley, 7705 East 4th, Hutchinson, KS is eligible for appointment to fill the term of Charles Johnston for term beginning 01/01/2017 to 12/31/2017. This is a one-year rotational term for an Attraction. Ms. Tanley represents The Alley.

Ryan Hockenberry, 640 N. Broadview, Wichita, KS is eligible for appointment fill the term of Rayne Templeton for the term beginning 01/01/2017 to 12/31/2017. This a one-year rotational term for a Hotel. Mr. Hockenberry represents the Holiday Inn Express.

ACTION REQUIRED:

Approve the appointments of Michele McCartney, Tracy Tanley and Ryan Hockenberry to the Greater Hutchinson Convention/Visitors Bureau Board.



November 7, 2016

Meryl Dye
City of Hutchinson
P.O. Box 1567
Hutchinson, KS 67504-1567

RE: CVB Advisory Board

Dear Meryl:

Enclosed is the CVB Advisory Board Application for Michele McCartney, at the Cosmosphere. Michele has been chosen to fill the Cosmosphere position for term January 1, 2017-December 31, 2019. (Replacing Dianne Blick)

If you have any questions, please let me know.

Sincerely,

A handwritten signature in black ink that reads "LeAnn Cox". The signature is written in a cursive, flowing style.

LeAnn Cox
Vice President of Operations & Tourism

117 N. Walnut / P.O. Box 519
Hutchinson, KS 67504-0519
(620) 662-3391/Fax (620) 662-2168

APPLICATION FOR APPOINTMENT TO BOARDS/COMMISSIONS/COMMITTEES



APPLICANT INFORMATION

Name of Board/Commission/Committee Preference: (Please complete one application for each board, commission, or committee membership) CVB Advisory Board Position

Are you presently serving on a City board, commission, or committee? If so, which one(s)? (Please provide expiration term date)
Visual Communications Advisory Committee with HCC - no expiration term date

Name: Michele McCartney

Residence address: 225 East 14th Avenue

City: Hutchinson	State: KS	ZIP Code: 67501
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Home Phone:	Cell Phone: same	Email:
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EMPLOYMENT INFORMATION

Are you presently employed where you may be reached for committee purposes: Yes No

Name of Business: Cosmosphere International SciEd Center & Space Museum

Address: 1100 North Plum

City: Hutchinson	State: KS	ZIP Code: 67501
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Work Phone: 620.665.9303	Email: michelem@cosmo.org
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RESIDENCY AND PROPERTY TAX INFORMATION

Please advise whether you own or rent your place of residence, or possess any other real estate property within the city limits of Hutchinson. Also, please indicate whether all current and prior year real estate and personal property taxes are paid.

Residence: Own Rent

Property (Residence) Taxes Paid:	Current: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Prior Years: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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Other Real Estate Property Taxes Paid:	Current: <input type="checkbox"/> Yes <input type="checkbox"/> No	Prior Years: <input type="checkbox"/> Yes <input type="checkbox"/> No
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Do you agree to maintain payment of property taxes on all real estate owned by you while serving as a member of this Board/Commission/Committee: Yes

STATEMENT OF INTEREST

Please indicate below your reasons for wanting to serve on this particular board, commission, or committee. Tell us what special knowledge, skills, experience, or background you possess that you believe are applicable to this board.

Statement (additional pages may be included):

I've been the creative design manager at the Cosmosphere for almost nine years and I know what an asset it is to this community and what it brings in terms of tourism to Kansas. I'm excited to bring that knowledge to the CVB Advisory Board, along with my visual design and marketing skills.

I understand that I am expected to attend regularly scheduled meetings of the board for which I am appointed, and that frequent non-attendance may result in termination of my appointment. I understand that I must reside in, or own or rent real property within the City of Hutchinson, unless rules governing this board provide exception for me to reside, own or rent real property outside the City of Hutchinson but within Reno County. I understand that all data supplied on this application is a matter of public record and will be disclosed upon request. I affix my signature as to assure that all my taxes are up-to-date and/or paid in accordance with applicable law.

Signature of Applicant <i>Michele McCartney</i>	Date November 4, 2016
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**Return completed application and supplemental materials to:
City Manager's Office, P O Box 1567, Hutchinson, KS 67504-1567**



November 7, 2016

Meryl Dye
City of Hutchinson
P.O. Box 1567
Hutchinson, KS 67504-1567

RE: CVB Advisory Board

Dear Meryl:

Enclosed is the CVB Advisory Board Application for Tracy Tanley, The Alley Hutchinson. Tracy has been chosen to fill the 1-year rotating Hutchinson attraction position for term January 1, 2017-December 31, 2017. (Replacing Charles Johnston)

If you have any questions, please let me know.

Sincerely,

A handwritten signature in black ink that reads "LeAnn Cox". The signature is written in a cursive, flowing style.

LeAnn Cox
Vice President of Operations & Tourism

117 N. Walnut / P.O. Box 519
Hutchinson, KS 67504-0519
(620) 662-3391/Fax (620) 662-2168

APPLICATION FOR APPOINTMENT TO BOARDS/COMMISSIONS/COMMITTEES

*City of
Hutchinson*

APPLICANT INFORMATION

Name of Board/Commission/Committee Preference: (Please complete one application for each board, commission, or committee membership)

CVB Advisory Board

Are you presently serving on a City board, commission, or committee? If so, which one(s)? (Please provide expiration term date)

No

Name: *Tracy Tanley*

Residence address: *7705 E 4th*

City: *Hutchinson*

State: *KS*

ZIP Code: *67501*

Home Phone: (

Cell Phone:

Email: *ttanley@thealleyhutchinson.com*

EMPLOYMENT INFORMATION

Are you presently employed where you may be reached for committee purposes: Yes No

Name of Business: *The Alley*

Address: *1221 E 23rd Ave*

City: *Hutchinson*

State: *KS*

ZIP Code: *67502*

Work Phone: *620-259-8770*

Email: *ttanley@thealleyhutchinson.com*

RESIDENCY AND PROPERTY TAX INFORMATION

Please advise whether you own or rent your place of residence, or possess any other real estate property within the city limits of Hutchinson. Also, please indicate whether all current and prior year real estate and personal property taxes are paid.

Residence: Own Rent

Property (Residence) Taxes Paid:

Current:

Yes
 No

Prior Years: Yes No

Other Real Estate Property Taxes Paid:

Current:

Yes
 No

Prior Years: Yes No

Do you agree to maintain payment of property taxes on all real estate owned by you while serving as a member of this Board/Commission/Committee: Yes

STATEMENT OF INTEREST

Please indicate below your reasons for wanting to serve on this particular board, commission, or committee. Tell us what special knowledge, skills, experience, or background you possess that you believe are applicable to this board.

Statement (additional pages may be included):

*previously served on this board
general manager of the Alley*

I understand that I am expected to attend regularly scheduled meetings of the board for which I am appointed, and that frequent non-attendance may result in termination of my appointment. I understand that I must reside in, or own or rent real property within the City of Hutchinson, unless rules governing this board provide exception for me to reside, own or rent real property outside the City of Hutchinson but within Reno County. I understand that all data supplied on this application is a matter of public record and will be disclosed upon request. I affix my signature as to assure that all my taxes are up-to-date and/or paid in accordance with applicable law.

Signature of Applicant

Tracy Tanley

Date

11-4-2016

Return completed application and supplemental materials to:
City Manager's Office, P O Box 1567, Hutchinson, KS 67504-1567



November 9, 2016

Meryl Dye
City of Hutchinson
P.O. Box 1567
Hutchinson, KS 67504-1567

RE: CVB Advisory Board

Dear Meryl:

Enclosed is the CVB Advisory Board Application for Ryan Hockenberry, Holiday Inn Express. Ryan has been chosen to fill the 1-year rotating Hutchinson hotel position for term January 1, 2017 thru December 31, 2017. (Replacing Rayne Templeton)

If you have any questions, please let me know.

Sincerely,

A handwritten signature in black ink that reads "LeAnn Cox". The signature is written in a cursive, flowing style.

LeAnn Cox
Vice President of Operations & Tourism

117 N. Walnut / P.O. Box 519
Hutchinson, KS 67504-0519
(620) 662-3391/Fax (620) 662-2168

APPLICATION FOR APPOINTMENT TO BOARDS/COMMISSIONS/COMMITTEES



APPLICANT INFORMATION

Name of Board/Commission/Committee Preference: (Please complete one application for each board, commission, or committee membership) CUB Advisory Board

Are you presently serving on a City board, commission, or committee? If so, which one(s)? (Please provide expiration term date) No

Name: Ryan Hockenberry

Residence address: 640 N. Broadview

City: Wichita

State: KS

ZIP Code: 67208

Home Phone

Cell Phone: Same

Email

EMPLOYMENT INFORMATION

Are you presently employed where you may be reached for committee purposes: Yes No

Name of Business: Holiday Inn Express & Suites

Address: 911 Porter St

City: Hutchinson

State: KS

ZIP Code: 67501

Work Phone: 8620-259-9666

Email: ryan.hockenb@ gmail.com

RESIDENCY AND PROPERTY TAX INFORMATION

Please advise whether you own or rent your place of residence, or possess any other real estate property within the city limits of Hutchinson. Also, please indicate whether all current and prior year real estate and personal property taxes are paid.

Residence: Own Rent

Property (Residence) Taxes Paid:

Current:
 Yes
 No

Prior Years: Yes No

Other Real Estate Property Taxes Paid:

Current:
 Yes
 No

Prior Years: Yes No

Do you agree to maintain payment of property taxes on all real estate owned by you while serving as a member of this Board/Commission/Committee: Yes

STATEMENT OF INTEREST

Please indicate below your reasons for wanting to serve on this particular board, commission, or committee. Tell us what special knowledge, skills, experience, or background you possess that you believe are applicable to this board.

Statement (additional pages may be included):

Please see attached.

I understand that I am expected to attend regularly scheduled meetings of the board for which I am appointed, and that frequent non-attendance may result in termination of my appointment. I understand that I must reside in, or own or rent real property within the City of Hutchinson, unless rules governing this board provide exception for me to reside, own or rent real property outside the City of Hutchinson but within Reno County. I understand that all data supplied on this application is a matter of public record and will be disclosed upon request. I affix my signature as to assure that all my taxes are up-to-date and/or paid in accordance with applicable law.

Signature of Applicant

Ryan Hockenberry

Date

11/8/16

Return completed application and supplemental materials to:
City Manager's Office, P O Box 1567, Hutchinson, KS 67504-1567

I have been doing a lot of research on the Hutchinson market since joining the area less than 2 months ago. I look forward to learning the market better and to be able to learn as much as possible from the CVB Advisory Board. I would be able to bring an extensive background from the hotel business, I have been in this business for almost 8 years and the last 4 years I have been a General Manager of a hotel and I'm willing to share some of the things I have learned along the way. I have worked with the CVB in the past in a different city and completely understand the role of CVB and look forward to a great partnership. I look forward to being a part of this board and to make this community great.

COUNCIL COMMUNICATION	
FOR MEETING OF	11-15-16
AGENDA ITEM	5C
FOR ACTION	✓
FOR INFORMATION ONLY	

City of Hutchinson

Finance Department

Interoffice Memorandum

To: Honorable Mayor and City Council
From: Frank Edwards, Director of Finance
Date: November 15, 2016
Re: October 2016 City Council Financial Reports

Each month the Finance Department provides three monthly reports consisting of 1) Statement of Cash Receipts, 2) Statement of Expenditures, 3) Statement of Cash Receipts, Expenditures and Cash Balances. These financial reports for October 2016 are submitted for your information and review.

The Statement of Cash Receipts is a Year-to-Date report of all cash received. Through October, the General Fund collections were \$29.5 Million. The key revenue items were Property Taxes of \$9.4 Million, or 94.6% of the 2016 budget, as 2nd half Property Tax payments were received in June. While motor vehicle taxes are paid throughout the year, the largest motor vehicle payment was received in September. YTD sales tax receipts, excluding the Sport Arena 0.35%, were \$10.1 Million, ahead of budget by \$60K. Franchise fees were \$4.3 Million. Special Revenue Funds, which includes the Recreation Commission and Sports Arena sales tax were \$8.0 Million. As of October 2016, the additional 0.35% sales tax collected in 2015 and 2016 totals \$3.61 Million, of which \$2.55 Million was paid toward the GO Bond debt in September. The Recreation Commission has collected 96.6% of the full year budget as 2nd half Property Tax payments were received in June. The Debt Service Fund is for collection of special assessments and taxes to support bonded City projects, October YTD collections are \$5.9 Million or 99.5% of the annual budget. The Enterprise Funds are for services that are intended to be fully self-supported. The largest of these funds are the Refuse Collection, Water and Sewer which account for approximately 92% of the Enterprise Fund collections. The collection within these funds was \$15.2 Million through October.

Of special note, the Capital Improvement Project fund has \$18.8 Million as of October, of which \$14.7 Million is from the Sports Arena bond proceeds of \$29.4 Million.

The Statement of Expenditures is a report of expenditures by the four fund categories mentioned in the preceding paragraph. For October, the General Fund YTD expenditures were \$26.1 Million compared to collections of \$29.5 Million. The Special Revenue Fund expenditures are listed by fund type for review and are impacted by seasonal usage in several of these funds.

City of Hutchinson
Statement of Cash Receipts - Actual versus Budget
Budgeted Funds
For the Period Ending October 31, 2016

	Original Budget	Cash Receipts	Over (Under) Budget	Percentage of Budget Collected	Percentage of Year Complete
General Fund					
Taxes					
Ad Valorem Property Tax	\$ 9,938,527	\$ 9,396,357	\$ (542,170)	94.54%	83.33%
Ad Valorem Vehicle Tax	1,420,291	1,046,284	(374,007)	73.67%	83.33%
Other Vehicle Taxes	67,290	9,901	(57,389)	14.71%	83.33%
In Lieu of Taxes	6,600	14,078	7,478	213.30%	83.33%
Delinquent Tax Collections	232,365	224,114	(8,251)	96.45%	83.33%
Local Sales Tax - Countywide	5,496,853	4,527,892	(968,961)	82.37%	83.33%
Local Sales Tax - Citywide	6,584,143	5,597,082	(987,061)	85.01%	83.33%
Intoxicating Liquor Tax	12,500	9,500	(3,000)	76.00%	83.33%
Other Revenue					
Franchise Fees	5,050,897	4,265,531	(785,366)	84.45%	83.33%
Intergovernmental	2,606,552	2,059,675	(546,877)	79.02%	83.33%
Licenses and Permits	559,200	501,679	(57,521)	89.71%	83.33%
Fines and Forfeitures	680,300	586,706	(93,594)	86.24%	83.33%
Use of Money & Property	21,000	14,641	(6,359)	69.72%	83.33%
Public Safety	102,500	79,662	(22,838)	77.72%	83.33%
Recreation and Concessions	112,000	90,258	(21,742)	80.59%	83.33%
Central Garage/Custodial Services	1,343,732	841,399	(502,333)	62.62%	83.33%
Miscellaneous Revenue	156,470	226,080	69,610	144.49%	83.33%
Interfund Transfers	15,000	15,000	-	100.00%	83.33%
Total General Fund	34,406,220	\$ 29,505,839	(4,900,381)	85.76%	83.33%
Special Revenue Funds					
Special Street	2,603,639	1,978,122	\$ (625,517)	75.98%	83.33%
Special Parks & Recreation	239,060	135,249	(103,811)	56.58%	83.33%
Special Alcohol Programs	97,209	81,466	(15,743)	83.80%	83.33%
Arena Sales Tax	501,623	2,613,205	2,111,582	0.00%	83.33%
Convention & Tourism Promotion	725,000	777,554	52,554	107.25%	83.33%
Fun Valley	317,463	201,643	(115,820)	63.52%	83.33%
Recreation Commission	1,219,876	1,178,949	(40,927)	96.64%	83.33%
Animal Shelter	419,537	346,095	(73,442)	82.49%	83.33%
Tax Incremental Financing	50,000	50,939	939	101.88%	83.33%
Community Improvement District	370,000	302,607	(67,393)	81.79%	83.33%
E 911 Surcharge	335,242	302,648	(32,594)	90.28%	83.33%
Total Special Revenue Fund	6,878,649	7,968,477	1,089,828	115.84%	83.33%
Debt Service Funds					
Bond and Interest	5,921,039	5,888,980	\$ (32,059)	99.46%	83.33%
Enterprise Funds					
Refuse Collection	2,321,385	1,960,704	\$ (360,681)	84.46%	83.33%
Golf Course	921,694	768,337	(153,357)	83.36%	83.33%
Airport	586,772	413,003	(173,769)	70.39%	83.33%
Water Utility	7,244,998	5,632,464	(1,612,534)	77.74%	83.33%
Sewer Utility	5,994,419	4,856,914	(1,137,505)	81.02%	83.33%
Storm Water Utility	2,401,000	1,550,416	(850,584)	64.57%	83.33%
Total Enterprise Fund	\$ 19,470,268	\$ 15,181,838	\$ (4,288,430)	77.97%	83.33%
Total Budgeted Funds	\$ 66,676,176	\$ 58,545,134	\$ (8,131,042)	87.81%	83.33%

City of Hutchinson
Statement of Expenditures - Actual versus Budget
Budgeted Funds
For the Period Ending October 31, 2016

	Original Budget	Expenditures	Over (Under) Budget	Percentage of Budget Expended	Percentage of Year Complete
General Fund:					
City Council	\$ 24,000	\$ 19,333	\$ 4,667	80.55%	83.33%
City Manager	351,877	287,590	64,287	81.73%	83.33%
Human Resources	505,777	428,716	77,061	84.76%	83.33%
Finance	394,092	308,900	85,192	78.38%	83.33%
Utility Billing	774,446	605,034	169,412	78.12%	83.33%
Purchasing	139,541	111,560	27,981	79.95%	83.33%
Information Technology	637,883	518,865	119,018	81.34%	83.33%
Planning	321,234	248,105	73,129	77.23%	83.33%
Downtown Development	136,166	114,473	21,693	84.07%	83.33%
Housing Development	150,365	102,572	47,793	68.22%	83.33%
City Attorney	206,686	164,149	42,537	79.42%	83.33%
Municipal Court	450,987	360,014	90,973	79.83%	83.33%
Public Works	1,283,179	967,420	315,759	75.39%	83.33%
Engineering	1,390,430	769,285	621,145	55.33%	83.33%
Central Garage	1,762,243	1,080,358	681,885	61.31%	83.33%
Street Lighting	752,268	614,697	137,571	81.71%	83.33%
Parks	3,626,035	2,469,548	1,156,487	68.11%	83.33%
Police	8,842,348	6,640,782	2,201,566	75.10%	83.33%
Fire	8,104,812	6,507,957	1,596,855	80.30%	83.33%
Inspection	635,498	528,165	107,333	83.11%	83.33%
Animal Control	179,827	114,150	65,677	63.48%	83.33%
Growth Fund	784,000	787,158	(3,158)	100.40%	83.33%
Economic Development	145,719	50,000	95,719	34.31%	83.33%
Non-Departmental	7,543,619	5,701,018	1,842,601	75.57%	83.33%
Overhead Cost Allocation	(3,444,233)	(3,444,233)	0	100.00%	83.33%
Total General Fund	35,698,799	26,055,616	9,643,183	72.99%	83.33%
Special Revenue Funds:					
Special Street	2,603,639	1,938,382	665,257	74.45%	83.33%
Special Park and Pool	239,060	135,265	103,795	56.58%	83.33%
Special Alcohol	90,000	90,000	-	100.00%	83.33%
Convention and Tourism	725,000	777,554	(52,554)	107.25%	83.33%
Fun Valley	317,463	201,792	115,671	63.56%	83.33%
Recreation Commission	1,219,876	1,177,917	41,959	96.56%	83.33%
Animal Shelter	419,537	346,531	73,006	82.60%	83.33%
Tax Incremental Financing	530,100	283,847	246,253	53.55%	83.33%
Community Improvement District	425,000	302,607	122,393	71.20%	83.33%
E-911 Surcharge	370,070	220,429	149,641	59.56%	83.33%
Total Special Revenue Funds	6,939,745	5,474,324	1,465,421	78.88%	83.33%
Debt Service Funds:					
Bond and Interest	5,587,508	5,832,312	(244,804)	104.38%	83.33%
Enterprise Funds:					
Refuse Collection	2,294,273	1,748,538	545,735	76.21%	83.33%
Golf Course	921,694	768,912	152,782	83.42%	83.33%
Airport	586,772	413,071	173,701	70.40%	83.33%
Water Utility	7,618,119	6,262,984	1,355,135	82.21%	83.33%
Sewer Utility	6,907,860	5,419,857	1,488,003	78.46%	83.33%
Storm Water Utility	2,294,716	2,153,132	141,584	93.83%	83.33%
Total Enterprise Funds	20,623,434	16,766,494	3,856,940	81.30%	83.33%
Total Budgeted Funds	\$ 68,849,486	\$ 54,128,746	\$ 14,720,740	78.62%	83.33%

City of Hutchinson
Statement of Cash Receipts, Expenditures and Cash Balance
All City Funds
For the Period Ending October 31, 2016

	Unencumbered Cash Balance January 1, 2016	Cash Receipts	Expenditures	Unencumbered Cash Balance October 31, 2016	Outstanding Encumbrances and Accounts Payable	Ending Cash Balance October 31, 2016
Governmental Type Funds						
General	\$ 6,653,549	\$ 29,505,839	\$ 26,055,616	\$ 10,103,772	\$ 32,390	\$ 10,136,162
Special Revenue Funds						
Special Street	-	1,978,122	1,938,382	39,740	490	40,230
Special Parks & Recreation	-	135,249	135,265	(16)	16	-
Special Alcohol Programs	13,129	81,466	90,000	4,595	-	4,595
Arena Sales Tax	997,336	2,613,205	2,569,850	1,040,691	-	1,040,691
Convention & Tourism Promotion	-	777,554	777,554	-	-	-
Fun Valley	-	201,643	201,792	(149)	149	-
Recreation Commission	(1,032)	1,178,949	1,177,917	-	24,486	24,486
Animal Shelter	-	346,095	346,531	(436)	436	-
Tax Incremental Financing	1,034,071	50,939	283,847	801,163	-	801,163
Community Improvement District	-	302,607	302,607	-	-	-
E 911 Surcharge	764,416	302,648	220,429	846,635	-	846,635
Federal and State Grants	312,803	511,806	463,894	360,715	-	360,715
Planning Projects	51,509	63,842	60026	55,325	0	55,325
Gossage Animal Shelter	-	3,280	57,198	(53,918)	-	(53,918)
Municipal Equipment Reserve	1,127,841	2,828,613	2,506,356	1,450,098	460,051	1,910,149
Debt Service Funds						
Bond and Interest	485,416	5,888,980	5,832,312	542,084	-	542,084
Enterprise Funds						
Refuse Collection	184,202	1,960,704	1,748,538	396,368	-	396,368
Golf Course	-	768,337	768,912	(575)	575	-
Airport	-	413,003	413,071	(68)	68	-
Water Utility	4,634,240	5,632,464	6,262,984	4,003,720	170,396	4,174,116
Sewer Utility	3,915,812	4,856,914	5,419,857	3,352,869	823	3,353,692
Storm Water Utility	1,631,299	1,550,416	2,153,132	1,028,583	-	1,028,583
Fiduciary Funds						
Hutchinson Community Foundation	101,835	5,474	9,552	97,757	-	97,757
Donations	204,609	423,813	163,693	464,729	-	464,729
Payroll Clearing	(26,605)	-	18,379	(44,984)	-	(44,984)
Fire Proceeds	47,862	-	47,862	-	-	-
Internal Service Funds						
Health & Dental Insurance	3,811,354	3,168,329	3,597,188	3,382,495	13,640	3,396,135
Risk Management	1,982,900	75,196	661,872	1,396,224	-	1,396,224
Worker's Compensation	1,603,621	1,468	361,675	1,243,414	-	1,243,414
Central Purchasing	66,064	207,743	191,100	82,707	-	82,707
Capital Project Funds						
Special Assessments	-	366,009	151,328	214,681	107,997	322,678
Capital Improvement Projects	5,575,448	35,839,436	22,607,585	18,807,299	15,300	18,822,599
Capital Improvement Reserve	10,846,826	4,567,651	1,735,293	13,679,184	-	13,679,184
Total All Funds	\$ 46,018,505	\$ 106,607,794	\$ 89,331,597	\$ 63,294,702	\$ 826,817	\$ 64,121,519

PREPARED 11/03/2016, 11:52:49
 PROGRAM: GM339L
 City of Hutchinson

EXPENDITURE APPROVAL LIST
 AS OF: 11/04/2016 CHECK DATE: 11/04/2016

COUNCIL COMMUNICATION	
FOR MEETING OF	11-15-16
AGENDA ITEM	5d
FOR ACTION	✓
INFORMATION ONLY	
HAND-ISSUED	
AMOUNT	

VEND NO	SEQ#	VENDOR NAME	INVOICE NO	VOUCHER NO	P.O. NO	BNK	CHECK/DUE DATE	ACCOUNT NO	ITEM DESCRIPTION	CHECK AMOUNT	HAND-ISSUED AMOUNT
0007323	00	AETNA-HARTFORD	0284009/NOV16	5008	V09345	01	10/31/2016	032-9210-432.21-70	NOV 16 INV	13,640.89	
VENDOR TOTAL *										13,640.89	
0005040	00	ALISHA CRUZ	1998CRUZ	5066	V09378	01	11/01/2016	048-0000-630.29-00	HBS 103016/A CRUZ	50.00	
VENDOR TOTAL *										50.00	
0007465	00	ALTVATER CONCRETE CONSTRUCTION INC	101016	5067	V09379	01	11/01/2016	001-7250-523.32-05	ST #3 CONCRETE WORK	525.00	
VENDOR TOTAL *										525.00	
0005040	00	AMBER MACARTHUR	2032MCARTHUR	5068	V09380	01	11/01/2016	048-0000-630.29-00	RICE 102916/A MACARTHUR	50.00	
VENDOR TOTAL *										50.00	
0001116	00	AMERICAN FENCE COMPANY	1951259	5069	V09381	01	11/01/2016	089-9900-650.29-00	FAIRGROUNDS FENCE/PO #160	EFT:	4,229.00
VENDOR TOTAL *										.00	4,229.00
0007072	00	ANDERSON ALIGNMENT SERVICE LLC	34367	5070	V09382	01	11/01/2016	001-6310-554.32-16	UNIT #274 ALIGNMENT	EFT:	38.00
			34375	5071	V09383	01	11/01/2016	001-6310-554.32-16	UNIT #143 ALIGNMENT	EFT:	46.50
			34379	5072	V09384	01	11/01/2016	001-6310-554.32-16	UNIT #584 TURN ROTORS	EFT:	110.00
VENDOR TOTAL *										.00	194.50
0005913	00	ANIMAL SHELTER	C194580#4	5009	V09346	01	10/31/2016	048-0000-630.29-01	JESSICA WILLIAM RESTITUTI	20.00	
			C185356#7	5176	V09484	01	11/03/2016	048-0000-630.29-01	RUBEN GOMEZ-PARRA RESTITU	30.00	
VENDOR TOTAL *										50.00	
0001256	00	APAC, INC - SHEARS DIV	16-08MONARCH	5010	V09347	01	10/31/2016	100-0000-680.29-65	MONARCH MEADOWS STREET	50,034.82	
			16-08MONARCH	5011	V09347	01	10/31/2016	100-0000-680.29-65	MONARCH MEADOWS SEWER	57,962.02	
VENDOR TOTAL *										107,996.84	
0000215	00	AT&T	6206649897OCT165012	V09348	01	10/31/2016	031-6991-567.26-40	OCT 16 FUN VALLEY CC		149.49	
VENDOR TOTAL *										149.49	
0001040	00	AT&T	2100721744NOV165073	V09385	01	11/01/2016	001-3100-452.26-40	NOV 16 VOICEMAIL		117.06	
			2100744402NOV165074	V09386	01	11/01/2016	001-7190-509.26-40	NOV 16 SERV/POLICE DIRECT		132.36	
			2100740551NOV165138	V09445	01	11/02/2016	346-7190-509.29-50	NOV 16 SERV/HRCEC		364.57	
VENDOR TOTAL *										613.99	
0000227	00	B & B HYDRAULICS, INC	3017679	5139	V09446	01	11/02/2016	001-6950-563.27-40	REPAIR PARTS	EFT:	40.53
			3017734	5177	V09485	01	11/03/2016	036-0000-640.29-00	BRUSH TRUCK PARTS	EFT:	30.63
			3017903	5178	V09486	01	11/03/2016	036-0000-640.29-00	BRUSH TRUCK PARTS	EFT:	43.40

890,944.48 +
 41,418.84 +
 269,216.54 +
 90.00 +
 621,657.35 +
 1,823,327.21 *

VEND NO	SEQ#	VENDOR NAME	INVOICE NO	VOUCHER NO	P.O. NO	BNK	CHECK/DUE DATE	ACCOUNT NO	ITEM DESCRIPTION	CHECK AMOUNT	EFT, EPAY OR HAND-ISSUED AMOUNT
0000227	00	B & B HYDRAULICS, INC									
3017828		5179 V09487	01	11/03/2016	036-0000-640.29-00			BRU#62 PARTS			EFT: 13.12
								VENDOR TOTAL *	.00		127.68
0007392	00	BEACHY, TYLER									
PMT#2BEACHY		5075 V09387	01	11/01/2016	001-7230-522.32-21			PMT #2 UNIFORM ALLOWANCE	250.00		
								VENDOR TOTAL *	250.00		
0000965	00	BILL HAEN WELDING									
0014255		5140 V09447	01	11/02/2016	001-6950-563.29-57			CUT CAST IRON	110.00		
								VENDOR TOTAL *	110.00		
0005318	00	BRENTAG SOUTHWEST, INC.									
BSW775726		5076 V09388	01	11/01/2016	051-6621-491.32-03			CHLORINE CYLINDERS	998.00		
								VENDOR TOTAL *	998.00		
0007393	00	BROOKS, MATT									
PMT#2BROOKS		5077 V09389	01	11/01/2016	001-7230-522.32-21			PMT #2 UNIFORM ALLOWANCE	250.00		
								VENDOR TOTAL *	250.00		
0006739	00	CARL KING PLUMBING									
14341		5013 V09349	01	10/31/2016	008-6920-570.27-30			REPAIR GAS LEAKS	136.00		
								VENDOR TOTAL *	136.00		
0005156	00	CENTRAL KANSAS VETERINARY CENTER									
233017		5078 V09390	01	11/01/2016	044-7420-700.29-57			RABIES	266.40		
233096		5079 V09391	01	11/01/2016	044-7420-700.29-52			SPAY/NEUTER	195.00		
								VENDOR TOTAL *	461.40		
0001602	00	CHENEY DOOR CO, INC									
0315399		5141 V09448	01	11/02/2016	001-7250-523.27-10			DOOR REPAIR ST #7	237.00		
								VENDOR TOTAL *	237.00		
0002740	00	CHIEF-LAW ENFORCEMENT SUPPLY									
284134		5080 V09392	01	11/01/2016	001-7130-502.32-21			HOLSTERS	398.45		
								VENDOR TOTAL *	398.45		
0003021	00	CMI, INC.									
828272		5081 V09393	01	11/01/2016	001-7130-502.32-14			MOUTH PIECES	106.61		
								VENDOR TOTAL *	106.61		
0002868	00	CONRAD FIRE EQUIPMENT, INC									
512393		5144 V09451	01	11/02/2016	001-7230-522.43-03			REMOVABLE HAND CRANK	158.58		
512291		5180 V09488	01	11/03/2016	036-0000-640.29-00			LOOSE EQUIP/BRUSH TRUCK	997.84		
								VENDOR TOTAL *	1,156.42		
0006343	00	CONSTELLATION NEW ENERGY									
0035938966SEP165015		V09350	01	10/31/2016	003-6420-559.26-20			SEP 16 SERV/PW	6.20		
0035938966SEP165016		V09350	01	10/31/2016	051-6624-492.26-20			SEP 16 SERV/PW	6.20		
0035938966SEP165014		V09350	01	10/31/2016	052-6510-494.26-20			SEP 16 SERV/WWTP	204.60		

VEND NO	SEQ#	VENDOR NAME							EFT, EPAY OR
INVOICE		VOUCHER P.O.	BNK	CHECK/DUE	ACCOUNT	ITEM	CHECK		HAND-ISSUED
NO		NO NO		DATE	NO	DESCRIPTION	AMOUNT		AMOUNT
0000686	00	FASTENAL CO							
KSHUT196414		5091 V09402	01	11/01/2016	001-6310-554.32-16	BULK FASTENERS	62.18		
						VENDOR TOTAL *	62.18		
0002406	00	FIRE-TRONICS, INC.							
12979		5149 V09456	01	11/02/2016	001-6940-561.29-57	FIRE ALAMRN INSPECTION	78.30		
						VENDOR TOTAL *	78.30		
0007423	00	FISHER COACHING							
11.1.2016		5092 V09403	01	11/01/2016	086-0000-660.29-00	COMM OUTREACH MEETING	283.33		
						VENDOR TOTAL *	283.33		
0005377	00	FORT BEND SERVICES, INC							
0205382		5093 V09404	01	11/01/2016	052-6510-494.32-03	POLMER/PO #160039	6,900.00		
						VENDOR TOTAL *	6,900.00		
0007395	00	GEHRING, JAKE							
PMT#2GEHRING		5094 V09405	01	11/01/2016	001-7230-522.32-21	PMT #2 UNIFORM ALLOWANCE	250.00		
						VENDOR TOTAL *	250.00		
0007466	00	GEOTECH ENVIRONMENTAL EQUIPMENT INC							
502219		5150 V09457	01	11/02/2016	051-6621-491.32-14	SAMPLING PUMP	1,677.62		
						VENDOR TOTAL *	1,677.62		
0000964	00	HACH COMPANY							
10152679		5095 V09406	01	11/01/2016	051-6621-491.32-13	CHLORINE REAGENT	657.17		
						VENDOR TOTAL *	657.17		
0001787	00	HELENA CHEMICAL CO							
64210725		5096 V09407	01	11/01/2016	008-6920-570.32-01	FESCUE	1,092.00		
						VENDOR TOTAL *	1,092.00		
0001021	00	HUTCHINSON CLINIC, PA							
396840		5152 V09459	01	11/02/2016	001-7230-522.21-40	FIREFIGHTER SURVEILLANCE	187.50		
396560		5153 V09460	01	11/02/2016	001-7230-522.21-40	FIREFIGHTER SURVEILLANCE	187.50		
395990		5154 V09461	01	11/02/2016	001-7230-522.21-40	FIREFIGHTER SURVEILLANCE	187.50		
396960		5183 V09491	01	11/03/2016	001-7230-522.21-40	FIREFIGHTER SURVEILLANCE	1,710.35		
396340		5155 V09462	01	11/02/2016	032-9210-432.21-90	WELLNESS PROGRAM	40.00		
						VENDOR TOTAL *	2,312.85		
0000996	00	HUTCHINSON COMMUNITY COLLEGE							
51002		5024 V09357	01	10/31/2016	001-6980-565.32-09	1/2 SPORTS ARENA MAINTENA	10,797.80		
						VENDOR TOTAL *	10,797.80		
0001013	00	HUTCHINSON PUBLISHING CO							
259538/30300		5156 V09463	01	11/02/2016	005-6710-490.24-10	RECYCLE GUIDE	EFT:	328.15	
						VENDOR TOTAL *	.00	328.15	
0001943	00	HUTCHINSON RECREATION COMMISSION							
103116		5018 V09351	01	10/31/2016	038-0000-699.21-10	TAX DISTRIBUTION	24,485.51		

VEND NO	SEQ#	VENDOR NAME	INVOICE	VOUCHER	P.O.	BNK	CHECK/DUE	ACCOUNT	ITEM	CHECK	EFT, EPAY OR
NO	NO	NO	NO	NO	NO	NO	DATE	NO	DESCRIPTION	AMOUNT	HAND-ISSUED
											AMOUNT
0000087	00	JUAN RODRIGUEZ									
REFUND/RODRIGUES		160				01	11/02/2016	044-0000-358.35-81	RETURN DOG/J RODRIGUEZ	130.00	
									VENDOR TOTAL *	130.00	
0000714	00	KANSAS CORRECTIONAL INDUSTRIES									
171329		5020				01	10/31/2016	046-0000-112.00-00	FIRE POSTERS	87.47	
									VENDOR TOTAL *	87.47	
0005611	00	KANSAS DEPT OF AGRICULTURE									
WATERRIGHTS		5065	V09377	01	10/31/2016	051-6621-491.29-57			VR-RN19/38496 WATER RIGHT	600.00	
									VENDOR TOTAL *	600.00	
0003517	00	KANSAS GAS SERVICE									
510227480OCT16		5021	V09354	01	10/31/2016	051-6621-491.26-20			OCT 16 SERV/WTC	40.32	
									VENDOR TOTAL *	40.32	
0001074	00	KANSAS ONE-CALL SYSTEM, INC									
6100308		5185	V09493	01	11/03/2016	051-6624-492.29-57			LOCATES	EFT:	149.00
6100308		5186	V09493	01	11/03/2016	052-6520-495.29-57			LOCATES	EFT:	149.00
6100308		5187	V09493	01	11/03/2016	057-6530-558.29-57			LOCATES	EFT:	149.00
									VENDOR TOTAL *	.00	447.00
0003363	00	KANSAS TRUCK EQ CO INC									
184970		5022	V09355	01	10/31/2016	001-6310-554.32-16			UNIT #472 PARTS	239.38	
									VENDOR TOTAL *	239.38	
0005040	00	KAY REITER									
1951REITER		5103	V09414	01	11/01/2016	048-0000-630.29-00			RICE 103016/K REITER	50.00	
									VENDOR TOTAL *	50.00	
0005913	00	KBI LAB FUND									
A100816FINAL		5192	V09495	01	11/03/2016	048-0000-630.29-01			ANTHONY NAVE RESTITUTION	100.00	
C191957#1		5193	V09496	01	11/03/2016	048-0000-630.29-01			RICK HUGHES RESTITUTION	75.00	
									VENDOR TOTAL *	175.00	
0007105	00	KOHL'S ILLINOIS, INC									
2016TAXREBATE		5161	V09469	01	11/02/2016	001-7620-618.29-00			ECON DEV TAX REBATE 2016	90,719.00	
									VENDOR TOTAL *	90,719.00	
0006504	00	LABSOURCE INC									
982467		5023		01	10/31/2016	046-0000-112.00-00			SAFETY GLOVES	2,236.60	
									VENDOR TOTAL *	2,236.60	
0007366	00	LAMBERT VET SUPPLY									
LVSI01711965		5104	V09415	01	11/01/2016	044-7420-700.32-13			MED SUPPLIES	65.65	
									VENDOR TOTAL *	65.65	
0007168	00	LINCOLN NATL LIFE INSURANCE CO, THE									
3336957707		5105		01	11/01/2016	015-0000-223.00-00			NOV 16 LIFE/VOL/STD	EFT:	2,805.91
3336958844		5106		01	11/01/2016	015-0000-223.00-00			NOV 16 AD&D STAND ALONE	EFT:	99.17

VEND NO	SEQ#	VENDOR NAME	INVOICE NO	VOUCHER NO	P.O. NO	BNK	CHECK/DUE DATE	ACCOUNT NO	ITEM DESCRIPTION	CHECK AMOUNT	EFT, EPAY OR HAND-ISSUED AMOUNT
0001162	00	RAY LINDSEY COMPANY									
2016052		5119 V09427	01	11/01/2016			052-6510-494.32-14	PUMP		4,552.00	
2016052		5120 V09427	01	11/01/2016			052-6510-494.22-20	FREIGHT		135.00	
VENDOR TOTAL *										4,687.00	
0007415	00	RICHARD, ANGELA									
110216MILEAGE		5199 V09502	01	11/03/2016			001-3000-451.22-40	MILEAGE/MCPHERSON		31.32	
VENDOR TOTAL *										31.32	
0001196	00	ROSE MOTOR SUPPLY CO INC									
250613B		5031 V09364	01	10/31/2016			001-6310-554.32-16	STOCK BRAKE PADS	EFT:		294.42
250844B		5122 V09429	01	11/01/2016			001-6310-554.32-16	UNIT #143 PARTS	EFT:		69.68
250911B		5123 V09430	01	11/01/2016			001-6310-554.32-16	UNIT #502 PARTS	EFT:		35.10
251557B		5200 V09503	01	11/03/2016			001-6310-554.32-16	STOCK PARTS	EFT:		208.32
VENDOR TOTAL *										.00	607.52
0002570	00	ROTARY CLUB									
EDWARDS/OCT-DEC5032		V09365	01	10/31/2016			001-3000-451.29-53	OCT-DEC DUES		154.00	
VENDOR TOTAL *										154.00	
0005913	00	ROXANNA COX									
C191873#3		5201 V09504	01	11/03/2016			048-0000-630.29-01	SAVANNAH BOGGS RESTITUTIO		20.00	
VENDOR TOTAL *										20.00	
0007181	00	S & Y ENTERPRISES									
013689		5033 V09366	01	10/31/2016			008-6920-570.32-07	CONCESSION PRODUCT		115.00	
VENDOR TOTAL *										115.00	
0005919	00	SAMANTHA MONTALBO									
H101610BDRET		5202 V09505	01	11/03/2016			048-0000-630.29-02	SAMANTHA MONTALBO BOND RE		50.00	
VENDOR TOTAL *										50.00	
0005919	00	SAMUEL HERNANDEZ									
MC1600112BDRET		5203 V09506	01	11/03/2016			048-0000-630.29-02	SAMUEL HERNANDEZ BOND RET		203.00	
VENDOR TOTAL *										203.00	
0001214	00	SAYLOR CLEANERS									
OCT16		5124 V09431	01	11/01/2016			001-7130-502.29-54	OCT 16 DRY CLEANING	EFT:		1,184.75
VENDOR TOTAL *										.00	1,184.75
0007420	00	SCHOOL SPECIALTY									
208117428591		5168	01	11/02/2016			046-0000-112.00-00	JANITORIAL SUPPLIES		133.92	
VENDOR TOTAL *										133.92	
0000071	00	SEW IN 2 IT DESIGNS									
102516		5125 V09432	01	11/01/2016			001-7130-502.29-57	SEW ON PATCHES		98.00	
VENDOR TOTAL *										98.00	
0003353	00	SIEBERT, RAY E.									
NOV16		5035 V09367	01	10/31/2016			001-7130-502.29-57	NOV 16 RADIO ANTENNA		400.00	

VEND NO	SEQ#	VENDOR NAME	INVOICE NO	VOUCHER NO	P.O. NO	BNK	CHECK/DUE DATE	ACCOUNT NO	ITEM DESCRIPTION	CHECK AMOUNT	EFT, EPAY OR HAND-ISSUED AMOUNT
0005040	00	SUMMER AHRENS									
2184	AHRENS	5126	V09433	01	11/01/2016		048-0000-630.29-00		RICE 102416/S AHRENS	50.00	
									VENDOR TOTAL *	50.00	
0007036	00	SUMMIT TRUCK GROUP									
409207301		5037	V09369	01	10/31/2016		001-6310-554.32-16		UNIT #2 REPAIRS	753.04	
409142198		5038	V09370	01	10/31/2016		001-6310-554.32-16		ENG #6 PARTS	547.88	
									VENDOR TOTAL *	1,300.92	
0006108	00	SUNFLOWER AG ENTERPRISES, LC									
161		5127	V09434	01	11/01/2016		052-6510-494.29-57		BIOSOLIDS HAULING/PO #160	9,997.83	
									VENDOR TOTAL *	9,997.83	
0001242	00	SUPERIOR BOILER WORKS INC									
1700002280		5128	V09435	01	11/01/2016		001-6970-564.43-16		BOILER GASKETS	27.60	
									VENDOR TOTAL *	27.60	
0007327	00	SURENCY LIFE AND HEALTH									
110216		5172	V09480	01	11/02/2016		032-9210-432.21-70		OCT 15 INV	1,031.70	
									VENDOR TOTAL *	1,031.70	
0001243	00	T & E OIL COMPANY INC									
000444283		5039	V09371	01	10/31/2016		001-6310-554.32-30		DIESEL FUEL	EFT:	14,681.28
									VENDOR TOTAL *	.00	14,681.28
0005544	00	THINK! TONER AND INK									
10051832		5173	V09481	01	11/02/2016		001-3100-452.31-05		TONER	150.98	
									VENDOR TOTAL *	150.98	
0000821	00	TRUCK CENTER COMPANIES									
730867E		5133	V09440	01	11/01/2016		001-6310-554.32-16		STOCK AIR FILTERS	EFT:	266.88
									VENDOR TOTAL *	.00	266.88
0001360	00	U S POSTMASTER									
NOV16-17POBOX		5165	V09473	01	11/02/2016		001-3050-455.22-10		PO BOX 1587 RENT	262.00	
									VENDOR TOTAL *	262.00	
0004790	00	UNIFIRST CORPORATION									
1169454OCT16		5057	V09372	01	10/31/2016		001-3050-455.29-54		OCT 16 UNIFORMS	155.08	
1169454OCT16		5051	V09372	01	10/31/2016		001-6150-574.29-54		OCT 16 UNIFORMS	190.16	
1169454OCT16		5056	V09372	01	10/31/2016		001-6215-552.29-54		OCT 16 UNIFORMS	49.88	
1169454OCT16		5042	V09372	01	10/31/2016		001-6320-555.29-54		OCT 16 UNIFORMS	283.47	
1169454OCT16		5055	V09372	01	10/31/2016		001-6470-557.29-54		OCT 16 UNIFORMS	32.24	
1169454OCT16		5049	V09372	01	10/31/2016		001-6940-561.29-54		OCT 16 UNIFORMS	364.19	
1169454OCT16		5046	V09372	01	10/31/2016		001-6950-563.29-54		OCT 16 UNIFORMS	128.96	
1169454OCT16		5048	V09372	01	10/31/2016		001-7191-511.29-54		OCT 16 UNIFORMS	16.12	
1169454OCT16		5044	V09372	01	10/31/2016		001-7230-522.29-54		OCT 16 UNIFORMS	59.52	
1169454OCT16		5045	V09372	01	10/31/2016		001-7230-522.29-54		OCT 16 UNIFORMS	144.80	
1169454OCT16		5053	V09372	01	10/31/2016		003-6420-559.29-54		OCT 16 UNIFORMS	467.60	
1169454OCT16		5054	V09372	01	10/31/2016		003-6430-559.29-54		OCT 16 UNIFORMS	16.12	

VEND NO	SEQ#	VENDOR NAME	BNK	CHECK/DUE	ACCOUNT	ITEM	CHECK	EFT, EPAY OR
INVOICE	VOUCHER	P.O.		DATE	NO	DESCRIPTION	AMOUNT	HAND-ISSUED
NO	NO	NO						AMOUNT
0004790	00	UNIFIRST CORPORATION						
1169454OCT16	5043	V09372	01	10/31/2016	008-6920-570.29-54	OCT 16 UNIFORMS	52.20	
1169454OCT16	5047	V09372	01	10/31/2016	008-6920-570.29-54	OCT 16 UNIFORMS	14.20	
1169454OCT16	5050	V09372	01	10/31/2016	009-6930-571.29-54	OCT 16 UNIFORMS	16.12	
1169454OCT16	5041	V09372	01	10/31/2016	044-7420-700.29-54	OCT 16 UNIFORMS	86.20	
1169454OCT16	5040	V09372	01	10/31/2016	050-6971-573.29-54	OCT 16 UNIFORMS	67.76	
1169454OCT16	5059	V09372	01	10/31/2016	051-6621-491.29-54	OCT 16 UNIFORMS	130.80	
1169454OCT16	5058	V09372	01	10/31/2016	051-6624-492.29-54	OCT 16 UNIFORMS	424.92	
1169454OCT16	5060	V09372	01	10/31/2016	052-6510-494.29-54	OCT 16 UNIFORMS	308.68	
1169454OCT16	5052	V09372	01	10/31/2016	052-6520-495.29-54	OCT 16 UNIFORMS	303.48	
						VENDOR TOTAL *	3,312.50	
0002693	00	UNRUH FIRE, INC.						
1769	5174	V09482	01	11/02/2016	036-0000-640.29-00	T3 PURCHASE/PO #160279	80,934.00	
						VENDOR TOTAL *	80,934.00	
0000377	00	VOCATIONAL TECH CENTER						
000031229	UT		04	11/03/2016	051-0000-110.01-00	REF CREDIT/2809 MORRIS	41.13	
						VENDOR TOTAL *	41.13	
0001299	00	WARNKEN ENTERPRISES						
28W-GW2016	5134	V09441	01	11/01/2016	051-6621-491.29-57	MOWING WEEK #28	EFT:	379.00
						VENDOR TOTAL *	.00	379.00
0004484	00	WESTAR ENERGY						
3013908723OCT16	5062	V09374	01	10/31/2016	001-7190-509.26-10	OCT 16 SERV/CIVIL DEF SIR	422.54	
						VENDOR TOTAL *	422.54	
0005913	00	WESTAR ENERGY						
MC1300810#9	5207	V09510	01	11/03/2016	048-0000-630.29-01	JOSHUA REDINGER RESTITUTI	100.00	
						VENDOR TOTAL *	100.00	
0001324	00	WESTERN SUPPLY CO						
1070100	5061	V09373	01	10/31/2016	036-0000-640.29-00	BRU# 62 PARTS	90.94	
1070208	5135	V09442	01	11/01/2016	036-0000-640.29-00	BR #62 PARTS	135.31	
1070206	5175	V09483	01	11/02/2016	036-0000-640.29-00	RETURN	10.26-	
						VENDOR TOTAL *	215.99	
0007432	00	WICHITA CONCRETE PIPE, INC.						
I0054283	5136	V09443	01	11/01/2016	057-6530-558.32-18	STORM PIPE	1,155.90	
						VENDOR TOTAL *	1,155.90	
0005913	00	WILLIAM NARRON						
C186072#37	5208	V09511	01	11/03/2016	048-0000-630.29-01	STEVEN OATHOUT RESTITUTIO	20.00	
						VENDOR TOTAL *	20.00	
0007399	00	YOUNG, MATT						
PMT#2YOUNG	5137	V09444	01	11/01/2016	001-7230-522.32-21	PMT #2 UNIFORM ALLOWANCE	250.00	
						VENDOR TOTAL *	250.00	

PREPARED 11/03/2016, 11:52:49
PROGRAM: GM339L
City of Hutchinson

EXPENDITURE APPROVAL LIST
AS OF: 11/04/2016 CHECK DATE: 11/04/2016

VEND NO	SEQ#	VENDOR NAME				ACCOUNT	ITEM	CHECK	EFT, EPAY OR
INVOICE		VOUCHER	P.O.	BNK	CHECK/DUE	NO	DESCRIPTION	AMOUNT	HAND-ISSUED
NO		NO	NO		DATE				AMOUNT
0007399	00								
							EFT/EPAY TOTAL ***		300,640.93
							TOTAL EXPENDITURES ****	590,303.55	300,640.93
							GRAND TOTAL *****		890,944.48

VEND NO INVOICE NO	SEQ# VOUCHER NO	VENDOR NAME P.O. NO	BNK CHECK/DUE DATE	ACCOUNT NO	ITEM DESCRIPTION	CHECK AMOUNT	EFT, EPAY OR HAND-ISSUED AMOUNT
0000947 110416	00 000984	FIREFIGHTER'S LOCAL 179	01 11/04/2016	015-0000-229.00-00	PAYROLL DATED 11 04 16	CHECK #: 2016341	3,322.59
					VENDOR TOTAL *	.00	3,322.59
0000941 110416	00 000985	FIREFIGHTER'S WELFARE FUND	01 11/04/2016	015-0000-224.00-00	PAYROLL DATED 11 04 16	1,071.97	
					VENDOR TOTAL *	1,071.97	
0000940 110416	00 000981	HUTCHINSON GOVERNMENT EMPLOYEE	01 11/04/2016	015-0000-228.00-00	PAYROLL DATED 11 04 16	CHECK #: 2016340	22,650.62
					VENDOR TOTAL *	.00	22,650.62
0000942 110416	00 000983	HUTCHINSON LODGE OF THE FOP	01 11/04/2016	015-0000-229.00-00	PAYROLL DATED 11 04 16	3,199.80	
					VENDOR TOTAL *	3,199.80	
0000557 110416	00 000979	ICMA RETIREMENT TRUST-457	01 11/04/2016	015-0000-232.00-00	PAYROLL DATED 11 04 16	CHECK #: 2016338	9,680.98
					VENDOR TOTAL *	.00	9,680.98
0000948 110416	00 000980	SERVICE EMPLOYEES UNION LOCAL	01 11/04/2016	015-0000-229.00-00	PAYROLL DATED 11 04 16	CHECK #: 2016339	838.87
					VENDOR TOTAL *	.00	838.87
0000949 110416	00 000982	UNITED WAY OF RENO COUNTY	01 11/04/2016	015-0000-227.00-00	PAYROLL DATED 11 04 16	654.01	
					VENDOR TOTAL *	654.01	
					HAND ISSUED TOTAL ***		36,493.06
					TOTAL EXPENDITURES ****	4,925.78	36,493.06
					GRAND TOTAL *****		41,418.84

VEND NO	SEQ#	VENDOR NAME	BNK	CHECK/DUE	ACCOUNT	ITEM	CHECK	EFT, EPAY OR
INVOICE	VOUCHER	P.O.		DATE	NO	DESCRIPTION	AMOUNT	HAND-ISSUED
NO	NO	NO						AMOUNT
0007298	00	AETNA INSURANCE						
101316	000963		01	10/28/2016	032-9210-432.29-04	INSURANCE CLAIMS	CHECK #: 2016331	54,964.16
102016	000964		01	10/28/2016	032-9210-432.29-04	INSURANCE CLAIMS	CHECK #: 2016332	63,810.77
102116	000965		01	10/28/2016	032-9210-432.29-04	INSURANCE CLAIMS	CHECK #: 2016333	20,767.12
102716	000966		01	10/28/2016	032-9210-432.29-04	INSURANCE CLAIMS	CHECK #: 2016334	64,339.97
						VENDOR TOTAL *	.00	203,882.02
0007323	00	AETNA-HARTFORD						
102516	000967		01	10/28/2016	032-9210-432.21-70	OCT STOP LOSS	CHECK #: 2016335	39,300.16
						VENDOR TOTAL *	.00	39,300.16
0000293	00	BLUE CROSS BLUE SHIELD OF KANSAS						
100716	000968		01	10/28/2016	032-9210-432.29-04	INSURANCE CLAIMS	CHECK #: 2016324	278.89
101416	000969		01	10/28/2016	032-9210-432.29-04	INSURANCE CLAIMS	CHECK #: 2016325	294.68
101416	000970		01	10/28/2016	032-9210-432.29-04	INSURANCE CLAIMS	CHECK #: 2016326	431.90
102816	000971		01	10/28/2016	032-9210-432.29-04	INSURANCE CLAIMS	CHECK #: 2016327	471.77
						VENDOR TOTAL *	.00	1,477.24
0000016	00	CITY BEVERAGE COMPANY INC						
283911	000975		01	10/28/2016	008-6920-570.32-40	BEER	CHECK #: 2016318	156.10
284723	000976		01	10/28/2016	008-6920-570.32-40	BEER	CHECK #: 2016319	82.85
286852	000977		01	10/28/2016	008-6920-570.32-40	BEER	CHECK #: 2016320	99.00
285538	000978		01	10/28/2016	008-6920-570.32-40	BEER	CHECK #: 2016321	431.40
						VENDOR TOTAL *	.00	769.35
0007464	00	CLAYTON HOLDINGS LLC						
2060	000959		01	10/28/2016	036-0000-640.29-00	FIRE TRUCK LEASE	CHECK #: 2016323	6,915.53
						VENDOR TOTAL *	.00	6,915.53
0000709	00	LDF SALES & DIST INC						
177059	000974		01	10/28/2016	008-6920-570.32-40	BEER	CHECK #: 2016322	132.00
						VENDOR TOTAL *	.00	132.00
0006858	00	PITNEY BOWES POSTAGE BY PHONE						
102716	000958		01	10/28/2016	048-0000-630.29-00	POSTAGE REFILL	CHECK #: 2016337	5,017.00
						VENDOR TOTAL *	.00	5,017.00
0007291	00	ROCKSTEP HUTCHINSON LLC						
102816	000973		01	10/28/2016	001-0000-370.37-11	CID TAX REIMB	CHECK #: 2016336	572.80-
102816	000972		01	10/28/2016	345-0000-651.29-57	CID TAX REIMB	CHECK #: 2016336	11,456.05
						VENDOR TOTAL *	.00	10,883.25
0007327	00	SURENCY LIFE AND HEALTH						
101416	000960		01	10/28/2016	032-9210-432.29-04	INSURANCE CLAIMS	CHECK #: 2016328	180.00
102116	000961		01	10/28/2016	032-9210-432.29-04	INSURANCE CLAIMS	CHECK #: 2016329	240.00
102816	000962		01	10/28/2016	032-9210-432.29-04	INSURANCE CLAIMS	CHECK #: 2016330	419.99
						VENDOR TOTAL *	.00	839.99
						HAND ISSUED TOTAL ***		269,216.54

PREPARED 10/28/2016, 11:10:25
PROGRAM: GM339L
City of Hutchinson

EXPENDITURE APPROVAL LIST
AS OF: 10/28/2016 CHECK DATE: 10/28/2016

VEND NO	SEQ#	VENDOR NAME							EFT, EPAY OR
INVOICE		VOUCHER P.O.	BNK	CHECK/DUE	ACCOUNT	ITEM	CHECK		HAND-ISSUED
NO		NO NO		DATE	NO	DESCRIPTION	AMOUNT		AMOUNT
0000985	00	WOOTEN, CHARLES ADAM							
328727		5007 V09344	01	10/28/2016	051-6624-492.32-07	CAKES/BOOTH RETIREMENT	90.00		
						VENDOR TOTAL *	90.00		
						TOTAL EXPENDITURES ****	90.00		
						GRAND TOTAL *****			90.00

VEND NO	SEQ#	VENDOR NAME	BNK	CHECK/DUE	ACCOUNT	ITEM	CHECK	EFT, EPAY OR
INVOICE	VOUCHER	P.O.		DATE	NO	DESCRIPTION	AMOUNT	HAND-ISSUED
NO	NO	NO						AMOUNT
0006624	00	A A SWEEPING SERVICE						
18	4901	V09246	01	10/26/2016	003-6430-559.29-52	STREET SWEEPING/PO #16005		
							EFT:	14,005.00
						VENDOR TOTAL *	.00	14,005.00
0007449	00	ACM REMOVAL-KANSAS, LLC						
2016-278	4768	V09134	01	10/24/2016	089-9900-650.29-00	ASBETOS REMOVAL/CONDEMED	5,980.00	
						VENDOR TOTAL *	5,980.00	
0000133	00	ADVANCE TERMITE & PEST CTRL, INC						
229302	4769	V09135	01	10/24/2016	001-7250-523.29-57	PRIAIRE DOG CTRL/CTC		EFT:
						VENDOR TOTAL *	.00	440.00
0000132	00	ADVERTISING SPECIALTIES						
051313	4975	V09314	01	10/26/2016	050-6971-573.24-60	QUASAR PENS		EFT:
						VENDOR TOTAL *	.00	441.18
0005439	00	AIRGAS USA, LLC						
9939576706	4770	V09136	01	10/24/2016	001-6995-693.29-57	CYLINDER RENTAL	3.00	
9056113098	4771	V09137	01	10/24/2016	001-7230-522.32-03	OXYGEN	45.00	
9939576825	4976	V09315	01	10/26/2016	050-6971-573.29-57	CYLINDER RENTAL	3.00	
						VENDOR TOTAL *	51.00	
0004816	00	ALAMAR UNIFORMS						
516083	4772	V09138	01	10/24/2016	036-0000-640.29-00	SILENCER/PO #160302		EFT:
						VENDOR TOTAL *	.00	2,435.00
0007155	00	ALLSTATE BENEFITS/PMT PROCESSING						
M0123243298	4979		01	10/27/2016	015-0000-217.00-00	OCT 16 INV	1,469.43	
						VENDOR TOTAL *	1,469.43	
0005913	00	ANIMAL SHELTER						
C185296#9	4902	V09247	01	10/26/2016	048-0000-630.29-01	SAMANTHA CROWLEY RESTITUT	25.00	
						VENDOR TOTAL *	25.00	
0000212	00	ASSOC OF ZOOS & AQUARIUMS						
111705	4860	V09205	01	10/25/2016	001-6945-562.29-53	ANNUAL DUES	2,319.00	
						VENDOR TOTAL *	2,319.00	
0006571	00	ASSOCIATED INSULATION, INC.						
20687	4857	V09202	01	10/25/2016	088-9900-650.29-00	SPORTS ARENA	3,410.00	
						VENDOR TOTAL *	3,410.00	
0002596	00	AT&T						
6206942580OCT164773	V09139	01	10/24/2016	001-3100-452.26-40	OCT 16 SERV	1,258.19		
6206942580OCT164789	V09139	01	10/24/2016	001-4110-461.26-40	OCT 16 SERV	61.58		
6206942580OCT164774	V09139	01	10/24/2016	001-6910-560.26-40	OCT 16 SERV	61.58		
6206942580OCT164775	V09139	01	10/24/2016	001-6910-560.26-40	OCT 16 SERV	61.58		
6206942580OCT164776	V09139	01	10/24/2016	001-6970-564.26-40	OCT 16 SERV	131.57		
6206942580OCT164777	V09139	01	10/24/2016	001-6970-564.26-40	OCT 16 SERV	123.16		
6206942580OCT164778	V09139	01	10/24/2016	001-6980-565.26-40	OCT 16 SERV	519.99		

VEND NO	SEQ#	VENDOR NAME							EFT, EPAY OR
INVOICE		VOUCHER P.O.	BNK	CHECK/DUE	ACCOUNT	ITEM	CHECK		HAND-ISSUED
NO		NO NO		DATE	NO	DESCRIPTION	AMOUNT		AMOUNT
0000349	00	CENTRAL WELDING & MACHINE, LLC							
5186		4981 V09320	01	10/27/2016	001-7230-522.27-50	LADDER REPAIR	80.00		
5139		4915 V09259	01	10/26/2016	003-6420-559.32-24	WATER TANK FRAME REPAIR	1,370.00		
						VENDOR TOTAL *	1,450.00		
0005040	00	CHARLENE CHILDS							
1993CHILDS		4916 V09260	01	10/26/2016	048-0000-630.29-00	HBS 102316/C CHILDS	50.00		
						VENDOR TOTAL *	50.00		
0001602	00	CHENEY DOOR CO, INC							
0314782		4977 V09316	01	10/26/2016	050-6971-573.27-10	DOOR REPAIR	157.00		
						VENDOR TOTAL *	157.00		
0002740	00	CHIEF-LAW ENFORCEMENT SUPPLY							
274956		4813 V09160	01	10/24/2016	001-7130-502.32-21	RAIN COATS	508.00		
264280		4814 V09161	01	10/24/2016	001-7130-502.32-21	WHISTLES, POUCHES	991.60		
						VENDOR TOTAL *	1,499.60		
0007451	00	CLAXTON FENCE LLC							
1682		4982 V09321	01	10/27/2016	035-9840-474.29-05	DAMAGE TO FENCE/DOL 09051	1,555.00		
						VENDOR TOTAL *	1,555.00		
0000459	00	COLLADAY HARDWARE CO							
6037548		4917 V09261	01	10/26/2016	044-7420-700.32-09	LITTER	182.70		
6036426A		4866		10/25/2016	046-0000-112.00-00	GLOVES	60.00		
						VENDOR TOTAL *	242.70		
0000377	00	COLLEY JEFF D							
000051187		UT		04 10/26/2016	051-0000-110.01-00	REF CREDIT/303 E CAMPBELL	22.72		
						VENDOR TOTAL *	22.72		
0006770	00	COLORBLEND WHLSE FLOWERBULBS							
199993		4867 V09212	01	10/25/2016	001-6950-563.32-01	FLOWER BULBS	2,396.25		
						VENDOR TOTAL *	2,396.25		
0000470	00	CONCRETE ACCESSORIES CO INC (M6)							
0787474		4868 V09213	01	10/25/2016	001-6310-554.32-16	STOCK BELTS	141.61		
						VENDOR TOTAL *	141.61		
0002868	00	CONRAD FIRE EQUIPMENT, INC							
511631		4815 V09162	01	10/24/2016	001-7230-522.32-14	WARNING LABELS	28.07		
512159		4983 V09322	01	10/27/2016	001-7230-522.27-40	SERVICE CHARGE	10.00		
						VENDOR TOTAL *	38.07		
0000487	00	COOPER TIRE SERVICE INC							
1227942		4995 V09332	01	10/27/2016	001-6310-554.32-16	UNIT #99 NEW TIRE	142.36		
1228014		4996 V09333	01	10/27/2016	001-6310-554.32-16	UNIT #78 TIRE REPAIR	25.75		
1228076		4997 V09334	01	10/27/2016	001-6310-554.32-16	ENG #3 TIRE REPAIR	33.75		
1228107		4998 V09335	01	10/27/2016	001-6310-554.32-16	UNIT #226 TIRE ROTATION	18.54		
1228254		4999 V09336	01	10/27/2016	001-6310-554.32-16	UNIT #166 TIRE REPAIRS	49.71		

VEND NO	SEQ#	VENDOR NAME	EFT, EPAY OR
INVOICE	VOUCHER	P.O.	HAND-ISSUED
NO	NO	NO	AMOUNT
		BNK CHECK/DUE	
		DATE	
		ACCOUNT	
		NO	
		ITEM	
		DESCRIPTION	
		CHECK	
		AMOUNT	
0000742	00	FOLEY EQUIPMENT CO.	
SS020006325	4872	V09217 01 10/25/2016	001-6310-554.32-16 UNIT #548 REPAIRS EFT: 222.00
PC000012228	4873	V09218 01 10/25/2016	001-6310-554.32-16 RETURNED PART EFT: 18.52
S8114001	4874	V09219 01 10/25/2016	036-0000-640.29-00 UNIT #186 REPLACEMENT/PO EFT: 133,000.00
			VENDOR TOTAL * .00 133,203.48
0000377	00	GALINDO MARTHA	
000077277	UT	04 10/25/2016	051-0000-110.01-00 REF CREDIT/1411 EASTLAND 13.48
			VENDOR TOTAL * 13.48
0001702	00	GARZA, STEVE	
110116KSCITYMO	4875	V09220 01 10/25/2016	001-6210-551.22-40 PER DIEM/TRAFFIC SCHOOL 60.00
			VENDOR TOTAL * 60.00
0005913	00	GERALDINE GARCIA	
C194579#17	4926	V09269 01 10/26/2016	048-0000-630.29-01 JORDAN JACKSON RESTITUTIO 20.00
			VENDOR TOTAL * 20.00
0005984	00	GOLDSTAG SECURITY	
9112	4876	V09221 01 10/25/2016	001-6945-562.29-57 SEP16 SECURITY/ZOO EFT: 600.00
			VENDOR TOTAL * .00 600.00
0000962	00	GRINER AND SCHMITZ INC	
20645	5000	V09337 01 10/27/2016	001-6210-551.27-50 GPS UNIT REPAIRS EFT: 407.58
			VENDOR TOTAL * .00 407.58
0001687	00	GROWTH INC	
11-161	4927	V09270 01 10/26/2016	001-7600-610.29-00 2016 SUBSIDY EFT: 4,265.51
			VENDOR TOTAL * .00 4,265.51
0005795	00	HD SUPPLY WATERWORKS LTD	
G216541	4984	V09323 01 10/27/2016	001-3050-455.32-19 WATER METER 1,005.07
			VENDOR TOTAL * 1,005.07
0006160	00	HIGHWAY 50 STORAGE	
980255	4877	V09222 01 10/25/2016	001-6945-562.29-57 OCT 16 STORAGE/ZOO 80.00
			VENDOR TOTAL * 80.00
0005539	00	HILL'S PET NUTRITION SALES, INC.	
226587816	4928	V09271 01 10/26/2016	044-7420-700.32-06 FOOD 94.86
226587817	4929	V09272 01 10/26/2016	044-7420-700.32-06 FOOD 33.63
			VENDOR TOTAL * 128.49
0001021	00	HUTCHINSON CLINIC, PA	
395140	4818	V09164 01 10/24/2016	001-7230-522.21-40 FIREFIGHTER SURV EXAMS 2,999.10
392320	4822	V09167 01 10/24/2016	001-7230-522.21-40 FIREFIGHTER SURV EXAMS 1,875.55
395130	4819	V09165 01 10/24/2016	032-9210-432.21-90 WELLNESS PROGRAM 40.00
395140	4817	V09164 01 10/24/2016	035-9840-474.21-40 PRE-EMPLOYMENT EXAMS 51.00
387400	4820	V09166 01 10/24/2016	035-9840-474.21-40 PRE-EMPLOYMENT EXAMS 180.00
392320	4821	V09167 01 10/24/2016	035-9840-474.21-40 PRE-EMPLOYMENT EXAMS 880.00

VEND NO	SEQ#	VENDOR NAME	EFT, EPAY OR
INVOICE	VOUCHER	P.O.	HAND-ISSUED
NO	NO	NO	AMOUNT
		BNK CHECK/DUE	
		DATE	
		ACCOUNT	
		NO	
		ITEM	
		DESCRIPTION	
		CHECK	
		AMOUNT	
0001021	00	HUTCHINSON CLINIC, PA	
		VENDOR TOTAL *	6,025.65
0006613	00	HUTCHINSON HOTEL LLC	
OCT16	4931	01 10/26/2016	001-0000-370.37-11 CID TOX REIMB/FAIRFIELD I EFT: 247.27
OCT16	4930	V09273 01 10/26/2016	345-0000-651.29-57 CID TAX REIMB/FAIRFIELD I EFT: 4,945.37
		VENDOR TOTAL *	.00 4,698.10
0005913	00	HUTCHINSON PUBLIC LIBRARY	
C181164FINAL	4936	V09276 01 10/26/2016	048-0000-630.29-01 DEXTER MILLER RESTITUTION 7.00
		VENDOR TOTAL *	7.00
0001023	00	HUTCHINSON RENO CO CONVENTION	
OCT16	4823	V09168 01 10/24/2016	030-9550-600.29-57 TRANSIENT GUEST TAX 147,289.23
		VENDOR TOTAL *	147,289.23
0007330	00	HUTCHINSON SUITES LLC	
OCT16	4933	01 10/26/2016	001-0000-370.37-11 CID TAX REIMB/HOLIDAY INN EFT: 7.11
OCT16	4932	V09274 01 10/26/2016	345-0000-651.29-57 CID TAX REIMB/HOLIDAY INN EFT: 142.12
		VENDOR TOTAL *	.00 135.01
0006614	00	HUTCHINSON 17TH LLC	
OCT16	4935	01 10/26/2016	001-0000-370.37-11 CID TAX REIMB/HOBBY LOBBY 266.15
OCT16	4934	V09275 01 10/26/2016	345-0000-651.29-57 CID TAX REIMB/HOBBY LOBBY 5,323.09
		VENDOR TOTAL *	5,056.94
0000547	00	IBT INC	
6886212	4878	V09223 01 10/25/2016	001-6310-554.32-16 STOCK FILTERS 49.88
6887049	4938	V09278 01 10/26/2016	001-6310-554.32-16 STOCK AIR FILTERS 95.01
6881031	4824	V09169 01 10/24/2016	001-7230-522.32-13 MEDICAL SUPPLIES 42.70
6886213	4937	V09277 01 10/26/2016	044-7420-700.32-13 MED SUPPLIES 3.90
		VENDOR TOTAL *	191.49
0006149	00	INSIGHT IMAGING, LLC	
1016-14	4939	V09279 01 10/26/2016	001-6990-566.29-57 TRAINING EFT: 548.85
1016-14	4940	V09279 01 10/26/2016	050-6971-573.29-57 TRAINING EFT: 548.85
		VENDOR TOTAL *	.00 1,097.70
0005913	00	J P PIPELINE	
MC090946#50	4941	V09280 01 10/26/2016	048-0000-630.29-01 JASON CUNNINGHAM RESTITUT 25.00
		VENDOR TOTAL *	25.00
0005608	00	JIM'S APPLIANCES, INC.	
055397	4825	V09170 01 10/24/2016	088-9900-650.29-00 VENT HOOD/ST #3 1,250.00
		VENDOR TOTAL *	1,250.00
0007462	00	KANSAS CONTROLS HTG & COOLING, LLC	
Q16996	4985	V09324 01 10/27/2016	003-6420-559.27-10 EXHAUST FAN REPAIR 269.16
Q16996	4987	V09324 01 10/27/2016	051-6624-492.27-10 EXHAUST FAN REPAIR 269.17
Q16996	4986	V09324 01 10/27/2016	052-6520-495.27-10 EXHAUST FAN REPAIR 269.17

VEND NO	SEQ#	VENDOR NAME	INVOICE NO	VOUCHER NO	P.O. NO	BNK	CHECK/DUE DATE	ACCOUNT NO	ITEM DESCRIPTION	CHECK AMOUNT	EFT, EPAY OR HAND-ISSUED AMOUNT
0007462	00	KANSAS CONTROLS HTG & COOLING, LLC	Q16997	4988	V09325	01	10/27/2016	089-9900-650.29-00	REPLACED SENSORS/PO #1602	6,728.00	
VENDOR TOTAL *										7,535.50	
0000714	00	KANSAS CORRECTIONAL INDUSTRIES	171235	4879	V09224	01	10/25/2016	003-6420-559.32-21	NEW EMPLOYEE T-SHIRT	9.00	
VENDOR TOTAL *										9.00	
0000813	00	KANSAS COSMOSPHERE & SPACE CNT	SEPI6SALESTAX	4942	V09281	01	10/26/2016	001-9500-620.21-80	SEP16 SALES TAX	EFT:	61,390.89
VENDOR TOTAL *										.00	61,390.89
0003517	00	KANSAS GAS SERVICE	510357261OCT16	4827	V09172	01	10/24/2016	050-6971-573.26-20	OCT 16 SERV/AIRPORT ADM B	40.70	
			51000326OCT16	4826	V09171	01	10/24/2016	051-6621-491.26-20	OCT 16 SERV/WATER TOWER G	66.39	
VENDOR TOTAL *										107.09	
0005586	00	KANSAS UNDERGROUND SALT MUSEUM	SEPI6SALESTAX	4943	V09282	01	10/26/2016	001-9500-620.21-80	SEP16 SALES TAX	9,301.65	
VENDOR TOTAL *										9,301.65	
0005040	00	KATY TAAPKIN	2178TAAPKIN	4880	V09225	01	10/25/2016	048-0000-630.29-00	RICE 102216/K TAAPKIN	25.00	
VENDOR TOTAL *										25.00	
0005913	00	KBI LAB FUND	P101576FINAL	4944	V09283	01	10/26/2016	048-0000-630.29-01	BRITTANY FRANZ RESTITUTIO	150.00	
VENDOR TOTAL *										150.00	
0005913	00	KELLY BRUCE	MC081223	4945	V09284	01	10/26/2016	048-0000-630.29-01	TITO ENRIQUEZ RESTITUTION	20.00	
VENDOR TOTAL *										20.00	
0005040	00	KELLY CROW	2091CROW	4881	V09226	01	10/25/2016	048-0000-630.29-00	HBS 102016/K CROW	50.00	
VENDOR TOTAL *										50.00	
0000843	00	KEY EQUIPMENT AND SUPPLY CO	248018	4946	V09285	01	10/26/2016	001-6310-554.32-16	UNIT #535 PARTS	54.60	
			247974	4947	V09286	01	10/26/2016	001-6310-554.32-16	FREIGHT	9.15	
VENDOR TOTAL *										63.75	
0004977	00	KRAFT ELECTRIC, INC.	152020	5001	V09338	01	10/27/2016	050-6971-573.27-10	WIRE OUTLETS FOR GARAGE D	792.26	
VENDOR TOTAL *										792.26	
0007366	00	LAMBERT VET SUPPLY	LVSI01708836	4948	V09287	01	10/26/2016	044-7420-700.32-13	MED SUPPLY	873.86	
			LVSI01686863	4949	V09288	01	10/26/2016	044-7420-700.32-13	MED SUPPLY	19.68	
			LVSI01686894	4950	V09289	01	10/26/2016	044-7420-700.32-13	MED SUPPLY	23.98	

VEND NO	SEQ#	VENDOR NAME	BNK	CHECK/DUE	ACCOUNT	ITEM	CHECK	EFT, EPAY OR
INVOICE	VOUCHER	P.O.		DATE	NO	DESCRIPTION	AMOUNT	HAND-ISSUED
NO	NO	NO						AMOUNT
0007366	00	LAMBERT VET SUPPLY						
LVSI01694896	4951	V09290	01	10/26/2016	044-7420-700.32-13	MEDICATION	107.94	
LVSI01697419	4952	V09291	01	10/26/2016	044-7420-700.32-13	VACCINES	850.97	
LVSI01701378	4953	V09292	01	10/26/2016	044-7420-700.32-13	VACCINES	212.88	
						VENDOR TOTAL *	2,089.31	
0000881	00	LOWEN CORPORATION						
2740992	4882	V09227	01	10/25/2016	036-0000-640.29-00	DECALS	EFT:	1,076.95
2744933	4883	V09228	01	10/25/2016	089-9900-650.29-00	DECALS	EFT:	183.33
						VENDOR TOTAL *	.00	1,260.28
0003618	00	MANN & COMPANY PA						
ST#5PMT#8	4884	V09229	01	10/25/2016	088-9900-650.29-00	ARCHITECTURAL SERV/ST #5	EFT:	1,575.00
						VENDOR TOTAL *	.00	1,575.00
0000908	00	MCKENZIES PAINT AND BODY SHOP INC						
9652	4828	V09173	01	10/24/2016	001-7130-502.29-55	TOWING	47.00	
						VENDOR TOTAL *	47.00	
0000909	00	MIDWEST IRON AND METAL INC						
140671	4829	V09174	01	10/24/2016	036-0000-640.29-00	BRUSH #62 PARTS	136.12	
						VENDOR TOTAL *	136.12	
0001071	00	MIDWEST SUPERSTORE FORD-LINCOLN						
8344FOW	4885	V09230	01	10/25/2016	001-6310-554.32-16	STOCK ANITFREEZE	108.00	
8321FOW	4886	V09231	01	10/25/2016	001-6310-554.32-16	UNIT #192 PARTS	77.66	
20365RENTAL	4830	V09175	01	10/24/2016	001-6950-563.22-40	RENTAL CAR/S STOCKTON	202.68	
						VENDOR TOTAL *	388.34	
0004605	00	MILLER, MATT						
101116MILEAGE	4887	V09232	01	10/25/2016	008-6920-570.22-40	MILEAGE/REGISTRATION HAYS	220.40	
						VENDOR TOTAL *	220.40	
0006276	00	NATIONAL TESTING NETWORK						
3574	4954	V09293	01	10/26/2016	001-2300-430.24-60	MEMBERSHIP	150.00	
						VENDOR TOTAL *	150.00	
0007390	00	PETHEALTH SERVICES (USA) INC						
SIUN9053189	4955	V09294	01	10/26/2016	044-7420-700.32-13	MICROCHIPS	635.00	
						VENDOR TOTAL *	635.00	
0005040	00	PHYLLIS HIRST						
1624HIRST	4888	V09233	01	10/25/2016	048-0000-630.29-00	RICE 102216/P HIRST	50.00	
						VENDOR TOTAL *	50.00	
0005913	00	PIC QUIK						
MC1600624FINAL	4956	V09295	01	10/26/2016	048-0000-630.29-01	MASON KINCAID RESTITUTION	9.40	
						VENDOR TOTAL *	9.40	
0001126	00	PRAIRIE VISTA VETERINARY HOSPITAL						

VEND NO	SEQ#	VENDOR NAME	INVOICE NO	VOUCHER NO	P.O. NO	BNK	CHECK/DUE DATE	ACCOUNT NO	ITEM DESCRIPTION	CHECK AMOUNT	EFT, EPAY OR HAND-ISSUED AMOUNT
0001126	00	PRAIRIE VISTA VETERINARY HOSPITAL	3977/SEP16	4889	V09234	01	10/25/2016	001-6945-562.21-70	VET SERVICES	340.68	
VENDOR TOTAL *										340.68	
0001145	00	PUR-O-ZONE INC	712075	4957	V09296	01	10/26/2016	001-6960-569.32-14	CLEANING SUPPLIES	EFT:	156.00
VENDOR TOTAL *										.00	156.00
0001157	00	RAMSEY PROPANE INC	67639A	4958	V09297	01	10/26/2016	003-6420-559.32-08	PROPANE	EFT:	25.20
			67420	4959	V09298	01	10/26/2016	003-6420-559.32-08	PROPANE	EFT:	14.60
			67549	4960	V09299	01	10/26/2016	003-6420-559.32-08	PROPANE	EFT:	18.44
			CREDIT	4961	V09300	01	10/26/2016	003-6420-559.32-08	CREDIT PROPANE	EFT:	45.37-
VENDOR TOTAL *										.00	12.87
0001178	00	RENO COUNTY SHERIFF DEPT	16TAXSALE	4990	V09327	01	10/27/2016	086-0000-660.29-00	LAND BANK TAX SALE	201.00	
VENDOR TOTAL *										201.00	
0005497	00	ROBERTS, DAVID E.	2016-10	4989	V09326	01	10/27/2016	001-5400-473.21-30	OCT 16 COURT APPT ATTORNE	1,600.00	
VENDOR TOTAL *										1,600.00	
0001196	00	ROSE MOTOR SUPPLY CO INC	249828B	4890	V09235	01	10/25/2016	001-6310-554.32-16	UNIT #192 PARTS	EFT:	113.20
			249886B	4891	V09236	01	10/25/2016	001-6310-554.32-16	UNIT #192 PARTS	EFT:	40.00
			249933B	4892	V09237	01	10/25/2016	001-6310-554.32-16	ENG #3 PARTS	EFT:	95.28
			250062B	4894	V09239	01	10/25/2016	001-6310-554.32-16	STOCK FUSES	EFT:	49.30
			249329B	4962	V09301	01	10/26/2016	001-6310-554.32-16	UNIT #42 PARTS	EFT:	22.26
			249476B	4963	V09302	01	10/26/2016	001-6310-554.32-16	UNIT #496 PARTS	EFT:	2.88
			249581B	4964	V09303	01	10/26/2016	001-6310-554.32-16	UNIT #42 PARTS	EFT:	15.97
			249672B	4965	V09304	01	10/26/2016	001-6310-554.32-16	UNIT #42 PARTS	EFT:	19.08
			249753B	4966	V09305	01	10/26/2016	001-6310-554.32-16	UNIT #42 PARTS	EFT:	2.88
			249917B	4967	V09306	01	10/26/2016	001-6310-554.32-16	STOCK PARTS	EFT:	238.69
			250214B	4968	V09307	01	10/26/2016	001-6310-554.32-16	STOCK HOSES	EFT:	95.56
			250037B	5002	V09339	01	10/27/2016	001-6310-554.32-16	UNIT #548 FASTENERS	EFT:	4.16
			250063B	5003	V09340	01	10/27/2016	001-6310-554.32-16	STOCK FUSES	EFT:	141.75
			250344B	5004	V09341	01	10/27/2016	001-6310-554.32-16	UNIT #274 PARTS	EFT:	241.54
			250552B	5005	V09342	01	10/27/2016	001-6310-554.32-16	STOCK TUBING	EFT:	39.26
			249984B	4893	V09238	01	10/25/2016	001-6320-555.32-14	SHOP TOOL	EFT:	6.36
VENDOR TOTAL *										.00	1,128.17
0003168	00	SAFELITE FULFILLMENT, INC.	05571-584838	4831	V09176	01	10/24/2016	001-7230-522.32-16	WINDSHIELD ENG #5	300.00	
VENDOR TOTAL *										300.00	
0007100	00	SCHENDEL PEST SERVICES	60325606	4969	V09308	01	10/26/2016	001-6970-564.29-57	OCT 16 PEST CTRL/MEM HALL	24.00	
			60325602	4832	V09177	01	10/24/2016	001-7250-523.29-57	OCT 16 PEST CTRL/FTRC	19.00	
			60325607	4978	V09317	01	10/26/2016	050-6971-573.29-57	OCT 16 PEST CTRL/AIRPORT	43.00	

VEND NO	SEQ#	VENDOR NAME							EFT, EPAY OR
INVOICE	VOUCHER	P.O.	BNK	CHECK/DUE	ACCOUNT	ITEM	CHECK		HAND-ISSUED
NO	NO	NO		DATE	NO	DESCRIPTION	AMOUNT		AMOUNT
0007100	00	SCHENDEL PEST SERVICES							
						VENDOR TOTAL *	86.00		
0001231	00	SENSUS METERING SYSTEMS							
ZA17009870	4833	V09178	01	10/24/2016	001-3050-455.29-57	AUTO READ SOFTWARE SUPPOR	1,893.15		
						VENDOR TOTAL *	1,893.15		
0007343	00	SOURCE, INCORPORATED OF MISSOURI							
319296	4834	V09179	01	10/24/2016	001-7130-502.32-14	CRADLEPOINT CONNECTOR	72.97		
						VENDOR TOTAL *	72.97		
0005109	00	SOUTHERN UNIFORM & EQUIPMENT							
40484	4835	V09180	01	10/24/2016	001-7130-502.32-21	CLOTHING	EFT:	551.90	
40244	4836	V09181	01	10/24/2016	001-7130-502.32-21	JACKET	EFT:	134.95	
40245	4837	V09182	01	10/24/2016	001-7130-502.32-21	JACKET	EFT:	124.95	
40247	4838	V09183	01	10/24/2016	001-7130-502.32-21	JACKET	EFT:	124.95	
40246	4839	V09184	01	10/24/2016	001-7130-502.32-21	CLOTHING	EFT:	124.95	
						VENDOR TOTAL *	.00	1,061.70	
0005913	00	STEVE MILLER							
C194492#3	4970	V09309	01	10/26/2016	048-0000-630.29-01	CASSANDRA ZELLER RESTITUT	20.00		
						VENDOR TOTAL *	20.00		
0001225	00	STRAWN CONTRACTING, INC							
4427	4840	V09185	01	10/24/2016	001-7310-480.29-57	REMOVE BRUSH/17 SWARENS	135.00		
4426	4841	V09186	01	10/24/2016	001-7310-480.29-57	REMOVE MATTRESS/521 W 11T	90.00		
4428	4842	V09187	01	10/24/2016	001-7310-480.29-57	REMOVE TRASH/518 W A	1,440.00		
4429	4843	V09188	01	10/24/2016	001-7310-480.29-57	BOARD UP/LANDMARK HOTEL	87.31		
						VENDOR TOTAL *	1,752.31		
0001229	00	STURDI-BILT							
40205	4844	V09189	01	10/24/2016	088-9900-650.29-00	SHED/ST #3	1,655.00		
						VENDOR TOTAL *	1,655.00		
0001237	00	STUTZMAN REFUSE DISPOSAL INC							
11470657	4845	V09190	01	10/24/2016	001-6995-693.26-60	REFUSE SERV/EASTSIDE	73.32		
						VENDOR TOTAL *	73.32		
0004913	00	SYMBOLARTS, LLC							
0267873	4846	V09191	01	10/24/2016	001-7130-502.32-21	BADGES	EFT:	625.00	
						VENDOR TOTAL *	.00	625.00	
0001243	00	T & E OIL COMPANY INC							
000443731	4895	V09240	01	10/25/2016	001-6310-554.32-28	UNLEAD FUEL	EFT:	14,380.37	
						VENDOR TOTAL *	.00	14,380.37	
0005913	00	TARGET AP RECOVERY							
MC1600204#1	4971	V09310	01	10/26/2016	048-0000-630.29-01	BRAIN CORKUM RESTITUTION	30.00		
						VENDOR TOTAL *	30.00		
0000119	00	TBS ELECTRONICS, INC							

VEND NO	SEQ#	VENDOR NAME	INVOICE	VOUCHER	P.O.	BNK	CHECK/DUE	ACCOUNT	ITEM	CHECK	EFT, EPAY OR
NO			NO	NO	NO		DATE	NO	DESCRIPTION	AMOUNT	HAND-ISSUED
											AMOUNT
0000119	00	TBS ELECTRONICS, INC									
00086647		4847 V09192	01	10/24/2016		001-7230-522.27-70		BATTERY PURCHASE		1,175.00	
								VENDOR TOTAL *		1,175.00	
0005913	00	THOMAS EDDINGTON									
MC1000002#9		4972 V09311	01	10/26/2016		048-0000-630.29-01		DAVID GREEN RESTITUTION		40.00	
								VENDOR TOTAL *		40.00	
0002595	00	THOMSON REUTERS - WEST									
834811212		4848 V09193	01	10/24/2016		001-7130-502.29-57		INFO CHARGES		144.32	
								VENDOR TOTAL *		144.32	
0006583	00	VERITIV OPERATING COMPANY									
9019872319		4849	01	10/24/2016		046-0000-112.00-00		JANITORIAL SUPPLIES		253.95	
9019876743		5006	01	10/27/2016		046-0000-112.00-00		JANITORIAL PRODUCTS		156.22	
								VENDOR TOTAL *		410.17	
0002384	00	VERIZON WIRELESS									
587087258OCT16		4850 V09195	01	10/24/2016		001-7110-500.26-40		OCT 16 SERV/POLICE	EFT:		2,470.96
								VENDOR TOTAL *		.00	2,470.96
0005913	00	WANDA RIOJAS									
C185295#5		4973 V09312	01	10/26/2016		048-0000-630.29-01		MARCUS MARTINEZ RESTITUTI		20.00	
								VENDOR TOTAL *		20.00	
0001299	00	WARNKEN ENTERPRISES									
29F-GW2016		4851 V09196	01	10/24/2016		001-7250-523.29-57		MOWING WEEK #29	EFT:		307.80
2012C216LIST25		4896 V09241	01	10/25/2016		001-7310-480.29-57		MOWING LIST 25	EFT:		724.50
								VENDOR TOTAL *		.00	1,032.30
0004484	00	WESTAR ENERGY									
5184110982OCT164991		V09328	01	10/27/2016		001-6810-453.26-10		OCT 16 SERV/22ND & MAIN		44.86	
5295117462OCT164854		V09199	01	10/24/2016		031-6991-567.26-10		OCT 16 SERV/FUN VALLEY		22.50	
7258328627OCT164855		V09200	01	10/24/2016		031-6991-567.26-10		OCT 16 SERV/FUN VALLEY		1,182.34	
9130079283OCT164852		V09197	01	10/24/2016		050-6971-573.26-10		OCT 16 SERV/9TH&AIRPORT		68.62	
0271585043OCT164853		V09198	01	10/24/2016		050-6971-573.26-10		OCT 16 SERV/FUEL FARM		26.40	
9640862567OCT164856		V09201	01	10/24/2016		050-6971-573.26-10		OCT 16 SERV/AIRPORT TOWER		29.78	
								VENDOR TOTAL *		1,374.50	
0005913	00	WESTAR ENERGY									
MC1300810#8		4974 V09313	01	10/26/2016		048-0000-630.29-01		JOSHUA REDINGER RESTITUTI		25.00	
								VENDOR TOTAL *		25.00	
0001324	00	WESTERN SUPPLY CO									
1069991		4992 V09329	01	10/27/2016		036-0000-640.29-00		BR #62 PARTS		15.66	
1070101		4993 V09330	01	10/27/2016		036-0000-640.29-00		RETURN		6.44-	
								VENDOR TOTAL *		9.22	
0005752	00	WINDSTREAM CORPORATION									
011101691OCT16		4994 V09331	01	10/27/2016		346-7190-509.29-50		OCT 16 SERV/HRCEC		6.08	

VEND NO	SEQ#	VENDOR NAME	INVOICE NO	VOUCHER NO	P.O. NO	BNK CHECK/DUE DATE	ACCOUNT NO	ITEM DESCRIPTION	CHECK AMOUNT	EFT, EPAY OR HAND-ISSUED AMOUNT
0005752	00	WINDSTREAM CORPORATION								
								VENDOR TOTAL *	6.08	
0006398	00	WOODARD MERCANTILE	101610140003	4897	V09242	01 10/25/2016	001-6945-562.32-06	ANIMAL FOOD	619.68	
								VENDOR TOTAL *	619.68	
0000985	00	WOOTEN, CHARLES ADAM	110116KSCITYMO	4898	V09243	01 10/25/2016	001-6210-551.22-40	PER DIEM TRAFFIC SCHOOL	60.00	
								VENDOR TOTAL *	60.00	
0001357	00	WRAY & SONS ROOFING INC	5202062	4899	V09244	01 10/25/2016	088-9900-650.29-00	REPLACE ROOF/FUN VALLEY	EFT:	85,504.00
								VENDOR TOTAL *	.00	85,504.00
								EFT/EPAY TOTAL ***		333,574.50
								TOTAL EXPENDITURES ****	288,082.85	333,574.50
								GRAND TOTAL *****		621,657.35

COUNCIL COMMUNICATION	
FOR MEETING OF	11-15-16
AGENDA ITEM	6a
FOR ACTION	✓
FOR INFORMATION ONLY	

City of Hutchinson

Finance Department

Memorandum

To: City Council and John Deardoff, City Manager

From: Frank Edwards, Director of Finance

Date: November 15, 2016

Re: Required Public Hearing - Hutchinson Regional Medical Center

As a condition to the issuance of tax-exempt bonds for the benefit of a private equity, the IRS requires such bonds be approved by 1) voter referendum or 2) by the proper elected officials (City Council) subsequent to a public hearing for which reasonable notice was provided.

Notice was provided and published in the Hutchinson News on October 25, 2016.

The City is a conduit in this process and has no liability.

Now the Council must conduct a public hearing on the issuance of the Hutchinson Regional Medical Center Bonds as required.



CITY COUNCIL AGENDA REPORT

DATE: November 8, 2016

SUBMITTED BY: Jana McCarron, AICP
Director of Planning and Development

COUNCIL COMMUNICATION	
FOR MEETING	November 15, 2016
AGENDA ITEM	8a
FOR ACTION	✓
INFORMATION ONLY	

REQUEST: Case #16-HOU-28
Approval of the 2017 Down Payment Match Incentive program requirements and authorization to enter into an agreement with Interfaith Housing Services for program operations.

CITY COUNCIL ACTION REQUIRED:

Motion to (accept and approve / amend and approve / return to Staff) the recommendation of the Housing Commission to approve the program requirements for the 2017 Down Payment Match Incentive and authorize the Mayor to sign an agreement with Interfaith Housing Services (IHS) for program operations.

HOUSING COMMISSION RECOMMENDATION:

On October 26, 2016, the Housing Commission discussed the proposed 2017 Down Payment Match Incentive program and recommended approval to the City Council (see **Exhibit 1**) by a vote of 6-0.

BACKGROUND:

During the 2017 budget process, City Council approved allocation of \$70,000 in funds for Housing Initiatives, with \$35,000 to fund a Down Payment Match Incentive program and the remaining funds to be spent on a zero-interest loan program for home repairs. Details of the zero-interest loan program are being ironed out.

In the meantime, Staff has worked with Interfaith Housing Services to develop a proposal for program operations for the Down Payment Match Incentive program, including operational requirements. A draft proposal was provided to the Housing Commission for consideration on October 26, 2016. A copy of the Housing Commission Staff Report, minus exhibits B-C, is attached to this report as **Exhibit 2**.

ANALYSIS:

The attached policy (**Exhibit 3**) outlines program requirements and operations. The Housing Commission proposes execution of an agreement with Interfaith Housing Services (**Exhibit 4**) for operation of the program. IHS's operational costs are \$250 per loan. The City will provide administrative oversight and ensure applicants meet City program requirements. The program will be available to current renters in Reno County for homes to be purchased in the Houston Whiteside, SW Bricktown and College Grove neighborhoods only.

FINANCIAL IMPACT:

Funds are budgeted as part of the 2017 Housing Initiatives funding. Potentially, 12 units will be brought into new home ownership. This is a pilot program. If the program is successful, additional funds may be requested in future years.

EXHIBITS:

- 1 – Draft Housing Commission Minutes – October 26, 2016
- 2 – Staff Report to the Housing Commission (minus Exhibits B-C)
- 3 – 2017 Down Payment Match Incentive Program Policy
- 4 – Agreement with Interfaith Housing Services for Down Payment Match Incentive Oversight



1. ROLL CALL

The Housing Commission meeting was called to order at 3:00 PM with the following members present: Lisa Gleason, Greg Binns, Richard Greever, Shelly Kiblinger, Aubrey Patterson, Jeff Thomson, and Sue Poltera. Luke McConnaughy, Scott Cooley, Mark Clark, Kevin Bleything, Anthony Finlay, Dan Rich, and Dianna Hart were absent. Steve Dechant, City Councilmember; Alicia Marsh, Interfaith Housing; and Mark Eaton, Land Bank member; were also in attendance. Staff in attendance were Jana McCarron, Director of Planning and Development; Amy Allison, Housing Program Coordinator; Aaron Barlow, Associate Planner; Roy Little, Code Enforcement Officer; and Charlene Mosier, Planning Technician.

2. APPROVAL OF MINUTES

The minutes of the September 28, 2016 meeting were approved on a motion by Greever, seconded by Binns, passed unanimously.

3. ANNOUNCEMENTS

3a. McCarron said the Reno County tax sale is tomorrow and members of the Land Bank will be in attendance to bid on properties.

3b. McCarron congratulated Amy saying that since the last meeting, Amy was married and her new last name is Allison.

4. UPDATES

4a. **Brush Up Hutch!**

Barlow reviewed the Brush Up Hutch! report. Thomson updated that one of the homes is under completion now and another is complete with their final receipts. Gleason said the SW Bricktown neighborhood is looking good. McCarron said it has been a pilot program to concentrate on the SW Bricktown neighborhood and not require income information. McCarron inquired as to expanding the pilot program requirements to other areas in the city. Commissioners voiced concern about simplifying the program too much. McCarron said staff will prepare a proposal for a future meeting. There is approximately \$10,000 available in the Brush Up Hutch! account. Thomson said his volunteers logged in about 12,000 hours in painting and repairs. He plans to find additional volunteers in the coming year.

4b. **Healthy Neighborhoods Initiative**

McCarron said Staff is preparing initial analysis for the next feature neighborhood and will meet with the neighborhood committee. Sign toppers have been ordered and she showed the commission the College Grove sign topper proof. SW Bricktown sign toppers are also on order. The College Grove neighborhood will be coordinating an event to unveil the signs. They have also selected a neighborhood project to paint crosswalks and will be meeting with a graphic artist.

Gleason said the Kansas Health Foundation and their board members toured the SW Bricktown center, walked the neighborhood and toured Ashmeade Park. Residents are now working on a cookbook as a fundraiser for the Ashmeade Park project and are focusing on a safer neighborhood by working with the Police Department to create a neighborhood watch.

4c. IPMC Code Violation Update

Roy Little gave an update on IPMC violations. He said the list has gone from 500 houses down to 71. He said 18 cases have been sent to court and two cases have been dismissed. Some notices came back and he is trying to locate the property owner. Usually the judge wants the issue corrected rather than imposing fines and often extensions of time have been given to improve the property. Little has taken some classes to be able to identify meth homes and deal with hoarders and squatters. He said Interfaith Housing Services has helped out tremendously with the improvement efforts.

4d. Rental Registration

McCarron said notices of renewal are being sent this week and landlords have until December 31, 2016 to renew their registration for the 2017 calendar year. Jennifer Keeling has been hired to help with the registration process this year. The cost for single family, duplexes and triplexes is \$20 per unit and apartments are \$15 per unit. Fred Salisbury has received quite a few consent forms to inspect the interior of rentals. The commission would like him to give an overview of the past year at a future meeting.

McCarron updated the commission that the new housing website has been launched and notices were sent to landlords of the changes for listing their homes on HutchAreaRents.

5. NEW BUSINESS

5a. 16-HOU-28, 2017 Down Payment Match Incentive

Allison reviewed the 2017 Down Payment Match Incentive program. The City Council approved allocating \$70,000 in the 2017 annual budget for development of housing initiatives resulting in recommending incentives for feature neighborhoods and the Houston Whiteside Historic District. The Down Payment Match Incentive will assist current renters in Reno County with a down payment when purchasing a home. The home for purchase must be located in the SW Bricktown, College Grove or Houston Whiteside Historic District. A maximum down payment match per house is \$2,500. The homebuyer must provide a minimum of 60% of the down payment, and there are no income restrictions. The homebuyer must reside in the home to be purchased for five years.

The City was approached by Interfaith Housing Services to develop the Down Payment Match Incentive program in coordination with their existing Hutchinson Area Homebuyers Club. Alicia Marsh from Interfaith reviewed the program. She said the Homebuyers Club provides new homebuyers entering the homeownership market with hands-on education and counseling to ensure they understand the home purchasing process. Online education classes are available for

\$99 and this is mandatory. Applicants must also attend a one-on-one counseling session of at least one hour that Interfaith Housing would administer.

Motion by Greever, seconded by Kiblinger to recommend to the City Council approval of the proposed 2017 Down Payment Match Incentive program and authorize an agreement with Interfaith Housing Services to partner in the program, passed unanimously by acclamation.

6. OTHER

6a. The next Housing Commission meeting is scheduled for Wednesday, November 16 , 2016 at 3:00 p.m.

7. ADJOURNMENT – The meeting adjourned at 3:56 PM.

Respectfully Submitted,
Charlene Mosier, Planning Technician



**Housing Commission
Staff Report**

MEETING DATE: 10/26/2016

October 11, 2016

TO: Hutchinson Housing Commission

FROM: Amy Denker, Housing Program Coordinator

THROUGH: Jana McCarron, Director of Planning & Development

SUBJECT: 16-HOU-28, 2017 Down Payment Match Incentive

STAFF RECOMMENDATION:

Staff recommends approval of this request.

MOTION:

Motion to recommend to the City Council (approval / approval with modifications / denial) of the proposed 2017 Down Payment Match Incentive program and authorize an agreement with Interfaith Housing Services to partner in the program.

BACKGROUND:

During the 2017 Annual Budget process, City Council approved allocating \$70,000 for Housing Initiatives. City Council requested the Housing Commission develop strategies as part of the process, resulting in the Housing Commission recommending two new incentives for feature neighborhoods and the City's residential historic district in 2017. One of the recommended 2017 Housing Initiatives was a **down payment match incentive**. The incentive will assist current renters in Reno County with affording a down payment when purchasing a home. The recommended requirements for the program are as follows:

- Applicant must be a current renter in Reno County
- The home for purchase must be located in the SW Bricktown, College Grove or Houston Whiteside Historic District Neighborhoods (Exhibit A)
- Maximum down payment match per loan is \$2,500
- Homebuyer must provide a minimum of 60% of the down payment
- No income restrictions
- Homebuyer must reside in the home to be purchased for five years

The City has been approached by Interfaith Housing Services to develop the Down Payment Match Incentive program in coordination with their existing Hutchinson Area Homebuyers Club (HAHBC). The HAHBC provides new homebuyers entering the homeownership market with hands-on education and counseling to ensure they understand the home purchasing process and housing market. IHS proposes providing applicants for the Down Payment Match Incentive funds with access to the HAHBC,

including access to the online and counseling resources, which IHS proposed to administer (Exhibit B).

ANALYSIS:

Staff proposes partnering with Interfaith Housing Services to offer the Down Payment Match Incentive funds through the Hutchinson Area Homebuyers Club. The following incentive guidelines are proposed in addition to those listed above:

1. All Applicants must participate in the HAHBC, which includes an intake meeting with Interfaith Staff, completion of the Ehome America Homebuyer Education Course, and final meeting with Interfaith Staff.
2. All applications will be approved by the City prior to disbursement of the down payment match funds
3. Interfaith Housing Services will receive an administration fee of \$250 per applicant.

The Ehome America Homebuyer Education Course is an online learning tool which covers the "15 Steps to Homeownership," discusses management of finances, and provides insight into the mortgage process. To pass the course, applicants must take tests and pass eighty percent of the questions. The estimated time to complete the online course is 5 hours.

Interfaith Staff will engage the applicant throughout the process by holding an intake and final meeting. The intake meeting will set the goals of the applicant and discuss the guidelines of the program. The final meeting will focus on the applicant's financial status and housing options.

A draft incentive policy is attached for further clarification (Exhibit C).

OPERATIONAL DUTIES:

Through the partnership with Interfaith Housing Services, the duties for the Down Payment Match Incentive are proposed as follows:

Interfaith Housing Services	City of Hutchinson
Promotion of the Program	Promotion of the Program
Applicant Recruitment	Final Approval of Applications
Application Completion Assistance	Incentive Tracking
Intake and Final Meetings	5-year Residency Requirement monitoring
Education Supervision	Financial Management
Closing Details	

NEXT STEPS:

Following the Housing Commission's positive recommendation of the proposal, the following steps will be taken to formally launch the 2017 Down Payment Match Incentive:

1. A draft agreement will be developed between the City of Hutchinson and Interfaith Housing Services.

2. The agreement and Housing Commission recommendation will be forwarded to City Council for consideration and approval.

ATTACHMENTS:

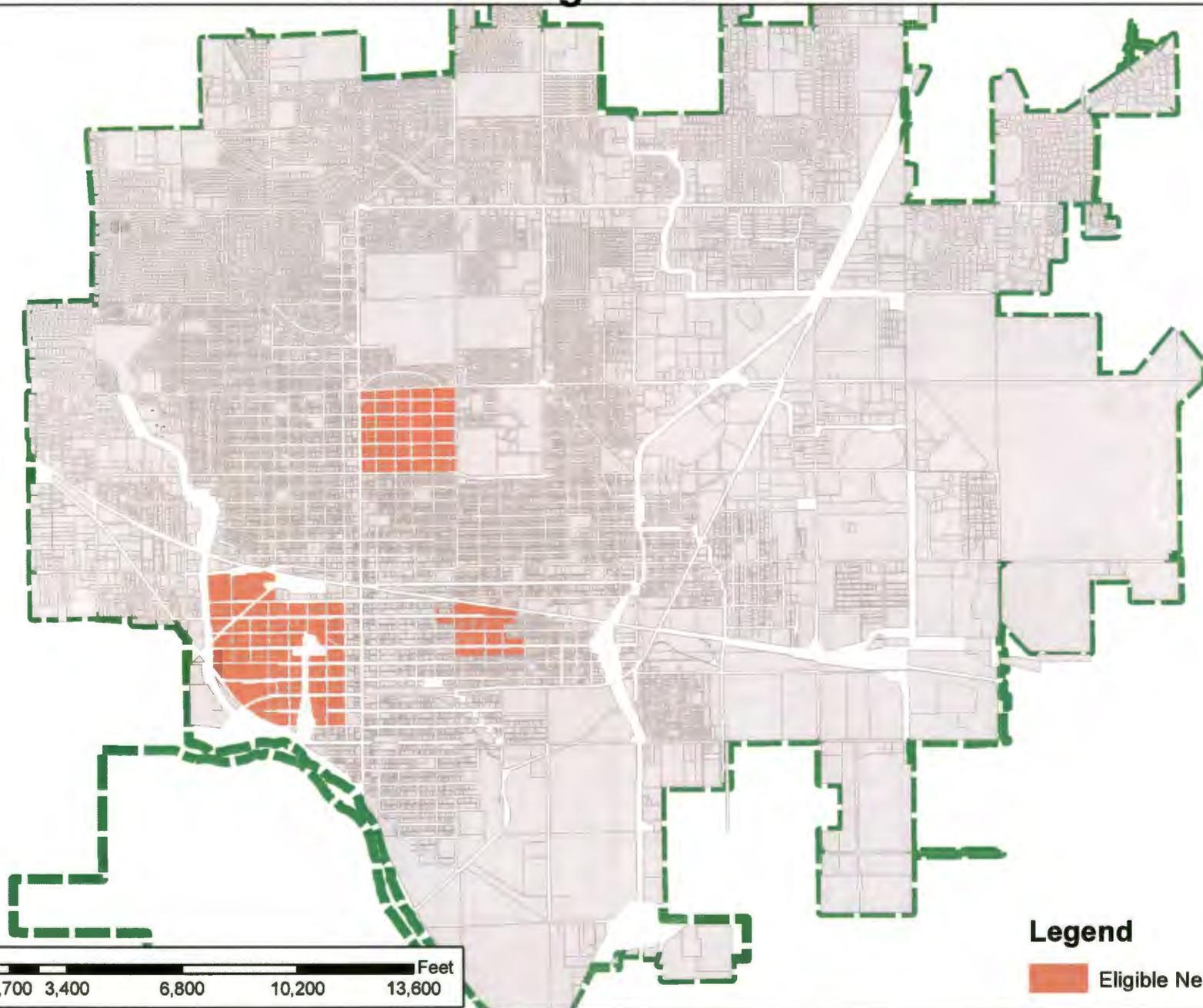
Exhibit A – Down Payment Match Incentive Neighborhood Boundaries

Exhibit B – IHS Proposal Homeownership Expansion Project

Exhibit C – Draft Down Payment Match Incentive Policy

2017 Down Payment Match Incentive Feature Neighborhoods

EXHIBIT A



Legend

 Eligible Neighborhoods

HOUSING COMMISSION
CITY OF HUTCHINSON, KANSAS
125 E AVENUE B / PO BOX 1657
HUTCHINSON KS 67504

620-694-2639

2017 DOWN PAYMENT MATCH INCENTIVE REQUIREMENTS

Purpose.

In order to create a higher demand for owner-occupied housing in choice neighborhood markets, the Housing Commission hereby establishes the Down Payment Match Incentive program to promote homeownership in Hutchinson. The Incentive is designed to assist current renters in affording homeownership through providing a partial match for their down payment.

Timing.

Applicants can apply for the Down Payment Match Incentive Program beginning March 2017 and concluding December 2017. Interfaith Housing will assist and accept all applications through the Hutchinson Area Homebuyers Club (HAHBC) and forward all completed applications to the City for final approval. Upon receiving approval, applicants shall proceed with closing on the property. Once all of the requirements of the contract have been met and a closing date has been set, Interfaith Housing will request checks in the amount of the approved match and program administration, which the City will issue. The down payment check will be delivered to the closing agent and the administration check will be sent to Interfaith Housing Services.

Program Provisions.

1. Current Reno County Renters are eligible for the Down Payment Match Incentive.
2. Prospective homes must be located within the boundaries of SW Bricktown, College Grove or Houston Whiteside Historic District neighborhoods to be eligible for the incentive.
3. Awardees must submit a Down Payment Match Incentive application and any supporting documentation to be considered for approval.
4. Awards shall be granted on a revolving basis, dependent upon the amount of funds remaining in the Down Payment Match Incentive account.
5. The maximum down payment match is \$2,500.
6. The approved down payment match may not exceed 40% of the total down payment and closing costs. The applicant must provide proof of sufficient funds for the remaining down payment and closing costs.
7. The applicant must live in the purchased home for 5 years. If the applicant defaults or moves within that five-year timeframe, the applicant must pay back one-fifth of the total match amount back to the City for each year that the agreement is not fulfilled.
8. The applicant must comply with any additional requirements set by Interfaith Housing Services, which have first been approved by the City.

Program Criteria.

Please see attached Home Purchase Payment Policy.

Payment.

1. Once the closing date has been set, Interfaith Housing Services will notify the City of the final down payment match amount approximately 14 days prior to closing or as soon as possible.
2. The City will issue and send the checks, as noted above.

Exhibit 4

Agreement with Interfaith Housing Services for Down Payment Match

CITY OF HUTCHINSON
2017 Down Payment Match Incentive
Program Operations Agreement

This Program Administration Agreement is made and entered into this _____ day of _____, 2016 between the City of Hutchinson (**PROGRAM ADMINISTRATOR**) and Interfaith Housing Services, Inc. (**PROGRAM OPERATOR**) for the 2017 Down Payment Match Incentive Program. In consideration of the mutual promises and agreements contained herein, the undersigned **PROGRAM ADMINISTRATOR** and **PROGRAM OPERATOR** agree to the following:

1. **PROGRAM ADMINISTRATOR** and **PROGRAM OPERATOR** shall comply with the Operational Duties outlined below:

PROGRAM OPERATOR	PROGRAM ADMINISTRATOR
Promotion of the Program	Promotion of the Program
Applicant Recruitment	Final Approval of Applications
Application Completion Assistance	Incentive Tracking
Intake and Final Meetings	5-year Residency Requirement monitoring
Education Supervision	Financial Management
Closing Details	

; and

2. **PROGRAM OPERATOR** shall facilitate and administer the requirements for the 2017 Down Payment Match Incentive Program Requirements as outlined in Exhibit 1; and
3. Said **PROGRAM OPERATOR** will insure that all applicants of the 2017 Down Payment Match Incentive meet the approved financial guidelines of the program as depicted in Exhibit 2; and
4. Upon completion of the approved requirements of the 2017 Down Payment Match Incentive, said **PROGRAM OPERATOR** shall submit the completed application to the **PROGRAM ADMINISTRATOR** for final approval; and

5. **PROGRAM ADMINISTRATOR** shall approve or deny the applications based on the 2017 Down Payment Match Incentive Requirements and supply **PROGRAM OPERATOR** with \$250 per approved applicant as the program operation fee; and
6. **PROGRAM ADMINISTRATOR** agrees to provide payment of the down payment match to the assigned title company prior to the closing date, in accordance with the policy (Exhibit 1).

IN WITNESS WHEREOF, the parties hereto have caused this 2017 Down Payment Match Incentive Program Operations Agreement to be executed on behalf of the **PROGRAM ADMINISTRATOR AND PROGRAM OPERATOR** the day and year first above written.

PROGRAM ADMINISTRATOR
City of Hutchinson, Kansas

Jon Daveline, Mayor

ATTEST:

Karen Weltmer, City Clerk

PROGRAM OPERATOR
Interfaith Housing Services, Inc.

By: _____
Title: _____

Exhibit 1
2017 Down Payment Match Incentive Program
Requirements

2017 DOWN PAYMENT MATCH INCENTIVE REQUIREMENTS

Purpose.

In order to create a higher demand for owner-occupied housing in choice neighborhood markets, the Housing Commission hereby establishes the Down Payment Match Incentive program to promote homeownership in Hutchinson. The Incentive is designed to assist current renters in affording homeownership through providing a partial match for their down payment.

Timing.

Applicants can apply for the Down Payment Match Incentive Program beginning March 2017 and concluding December 2017. Interfaith Housing will assist and accept all applications through the Hutchinson Area Homebuyers Club (HAHBC) and forward all completed applications to the City for final approval. Upon receiving approval, applicants shall proceed with closing on the property. Once all of the requirements of the contract have been met and a closing date has been set, Interfaith Housing will request checks in the amount of the approved match and program administration, which the City will issue. The down payment check will be delivered to the closing agent and the administration check will be sent to Interfaith Housing Services.

Program Provisions.

1. Current Reno County Renters are eligible for the Down Payment Match Incentive.
2. Prospective homes must be located within the boundaries of SW Bricktown, College Grove or Houston Whiteside Historic District neighborhoods to be eligible for the incentive.
3. Awardees must submit a Down Payment Match Incentive application and any supporting documentation to be considered for approval.
4. Awards shall be granted on a revolving basis, dependent upon the amount of funds remaining in the Down Payment Match Incentive account.
5. The maximum down payment match is \$2,500.
6. The approved down payment match may not exceed 40% of the total down payment and closing costs. The applicant must provide proof of sufficient funds for the remaining down payment and closing costs.
7. The applicant must live in the purchased home for 5 years. If the applicant defaults or moves within that five-year timeframe, the applicant must pay back one-fifth of the total match amount back to the City for each year that the agreement is not fulfilled.
8. The applicant must comply with any additional requirements set by Interfaith Housing Services, which have first been approved by the City.

Program Criteria.

Please see attached Home Purchase Payment Policy.

Payment.

1. Once the closing date has been set, Interfaith Housing Services will notify the City of the final down payment match amount approximately 14 days prior to closing or as soon as possible.
2. The City will issue and send the checks, as noted above.

Exhibit 2
Program Financial Guidelines



Interfaith Housing Services, Inc.

Serving in Faith

2017 Down Payment Match Incentive

Home Purchase Payment Policy

The following information and documentation must be submitted to IHS for a home purchase:

- Lender Pre-Approval / Approval Letter
- Signed Real Estate Purchase Contract & Addendum (if applicable)
- Closing Agent Name & Contact Information (phone number, mailing address, etc.)
- Preliminary Closing Disclosure, Loan Estimate, or similar documentation – for approval purposes
- Final, Signed Closing Disclosure – for documentation purposes

In order to ensure the home purchase is approved by IHS, the following requirements must be met:

- Loan consummation cannot take place prior to approval by IHS
- Borrower and/or co-borrower (must reside in the property being purchased) listed on the loan must be a Hutchinson Area Homebuyers Club (HAHBC) participant. If the participant is unable to be listed on the loan, he/she must be listed on the title (documentation will be required).
- Available funds are a combination of the participant's savings (60%) and the City of Hutchinson's allotted match (40%). The matching funds must be spent concurrently with the participant's savings and cannot exceed 40% of the personal savings amount. Any unused matching funds will not be provided.
- Borrower and/or co-borrower cannot receive more than \$250 cash back at closing. If excess funds cannot be used to lower the loan amount or be used as a principal reduction, the available funds must be adjusted to comply with the 60% matching ratio policy.
- Matching funds must be listed and appropriately labeled on the Closing Disclosure. The funds should be labeled as "HAHBC – City of Hutchinson Program Funds".
- First mortgage interest rate must be at or below 5.42%**.
- Mortgage term must be a minimum of 5 years and cannot exceed a maximum of 30 years.
- Lender fees (origination fee, document preparation fee, applicant fee, etc.) cannot exceed 4% of the mortgage amount for all mortgages associated with the transaction.
- Discount points (if applicable) cannot exceed 2.5% of the mortgage amount.
- No other debt may be paid off through closing (i.e. credit cards, loans, collections, etc.)

**NOTE: The mortgage interest rate maximum is based on 200 basis points over the conventional mortgage interest rate published in the Wall Street Journal on the first week of each calendar quarter. The interest rate will be adjusted accordingly for each quarter.

1326 East Avenue A · PO Box 1987 · Hutchinson, Kansas 67504-1987
620.662.8370 · FAX 620.662.8399 · Toll Free 877.447.5927
ihs@ihs-housing.org www.ihs-housing.org



COUNCIL COMMUNICATION	
FOR MEETING OF	11-15-16
AGENDA ITEM	8b
FOR ACTION	✓
INFORMATION ONLY	

INTER-OFFICE COMMUNICATION

DATE: November 7, 2016

TO: John Deardoff, City Manager
Brian Clennan, Director of Public Works

FROM: Don Koci, Superintendent of Water Treatment Systems

SUBJECT: Consideration of Professional Services Agreement with Burns & McDonnell for the Obee Road Superfund – Landfill Subsite Monitoring Program and Other Services

BACKGROUND

In 1985, after a preliminary assessment by KDHE/USEPA of groundwater VOC contamination found near the area of the former Obee Road Landfill located on the City's Airport property, the site was proposed for inclusion as a Superfund Site on the National Priorities List (NPL). The Obee Road Landfill site was then officially placed on the NPL, July 22, 1987.

In 1990, the City signed a consent agreement with the Kansas Department of Health and Environment (KDHE) to investigate the groundwater contamination at the Obee Landfill site, and the preliminary results indicated that the landfill was not a significant source of contamination due to low levels (below MCLs) of VOC contamination found in the groundwater below the site. In 1993 based on the investigation findings, the Obee Road Landfill site was placed into a Subsite separate from another VOC contamination source area that was identified near the 4th Avenue and Airport Road intersection that was deemed to be contributing higher VOC concentrations to groundwater. Due to the VOC contamination present in groundwater, downgradient domestic well water users were provided connection to the RWD#4 public water supply system. Since not all domestic well owners chose to connect to the public water supply, those private domestic wells were sampled both in 2000 and 2005, at which time no VOCs were detected. Following the 2005 sampling event only sampling from three monitoring wells at the Obee Landfill site was continued at 5-year intervals, since it was determined by KDHE that VOCs were not being detected at the landfill and were not migrating offsite.

The most recent 5-year review of the Obee Landfill Subsite conducted by KDHE and USEPA in 2015 determined that some additional testing and evaluation actions be done during the next 5-year review period. The additional action items were required by the USEPA due to the extended length of time that had passed since the last comprehensive sampling and analysis performed at the site. Some of the action items included were: onsite groundwater sampling and analyses for both VOCs and metals; evaluation of domestic well sampling needs; and determining a sampling frequency of onsite monitoring wells.

The City has chosen to contract with Burns & McDonnell for completing a number of the required action items due to their experience and familiarity with the site conditions. The City has previously contracted with Burns & McDonnell for all prior sampling events, groundwater modeling and reporting associated with the Obee Landfill Subsite. Additionally, Burns & McDonnell also provides consulting services for the other subsite

(Airport Road Subsite) of the Obee Superfund Site, which would allow for some data sharing and cost mitigation.

ISSUE

An Agreement for Professional Services with Burns & McDonnell is proposed for Environmental Services related to the Groundwater Monitoring Program to address the required KDHE/EPA 5-year review action items of the Landfill Subsite of the Obee Road Superfund Site.

The Scope of Services proposed includes an estimated \$36,040 amount for the Groundwater Sampling Plan preparation (\$7,880), Groundwater Sampling and Analysis work (\$14,860), and Groundwater Monitoring Report preparation (\$13,300).

The Scope of Services also includes the following Optional Tasks as needed for subsequent work that may be required by KDHE/EPA based upon the initial sampling event findings:

Optional Task 1 - Groundwater Sampling and Analysis - \$14,130

Optional Task 2 - Groundwater Monitoring Reports - \$10,100

Optional Task 3 - Domestic Well Sampling - \$9,610

FISCAL

Professional Services Agreement expenses will be paid from the Water Production and Treatment Budget of the Water Fund.

RECOMMENDATION

Staff recommends approval of the Professional Services Agreement with Burns & McDonnell for the specified Scope of Services in the amount of \$36,040 plus defined Optional Tasks 1, 2 and 3 as subsequently required.

CITY COUNCIL ACTION

Motion to (approve, not approve) the Professional Services Agreement with Burns & McDonnell for the Scope of Services in the amount of \$36,040 plus defined Optional Tasks 1, 2 and 3 as subsequently required, and authorize the Mayor to sign.

ATTACHMENTS

Three (3) copies of the Professional Services Agreement for original signatures.



**LETTER AGREEMENT FOR PROFESSIONAL SERVICES
(Doc. No. AE-7)**

October 25, 2016

Mr. Don Koci
City of Hutchinson
P.O. Box 1567
Hutchinson, Kansas 67504-1567

Re: Professional Engineering Services for Obee Road Landfill Subsite Groundwater Monitoring Program

Dear Mr. Koci,

In accordance with your request of October 6, 2016, we are pleased to submit our letter agreement for engineering Services on the referenced Project as follows. If acceptable, please sign where indicated and return a fully executed copy to the undersigned. Any changes you make are subject to our acceptance in writing. For purposes of this Agreement, City of Hutchinson is hereafter referred to as the CLIENT and Burns & McDonnell Engineering Company, Inc. is hereafter referred to as the CONSULTANT.

PROJECT:

CLIENT requests CONSULTANT to provide Services as set out in this Letter Agreement on the following Project.

- A. Environmental services related to the Groundwater Monitoring Program to address the KDHE/USEPA 5-yr review of the Landfill Subsite of the Obee Road Superfund Site located in the East Half of Section 10 in Township 23 South, Range 5 West, Reno County, Kansas.

SCOPE OF SERVICES:

The Services to be provided by CONSULTANT for CLIENT are as follows:

- A. The Services consist of the development of a sampling plan, groundwater sampling activities, and reporting as set out more fully in the attached Exhibit A.

RESPONSIBILITIES OF CLIENT:

It is our understanding CLIENT will provide the following:

- A. Assistance by placing at CONSULTANT's disposal all available information pertinent to the Scope of Services on this Project, including previous reports and any other data relative thereto. CONSULTANT shall rely on information made available by CLIENT as accurate without independent verification.

COMPENSATION:

- A. Amount of Payment

- 1. For Services performed, CLIENT shall pay CONSULTANT as follows:
 - a. For time spent by personnel, payment at the hourly rates indicated in the attached "Schedule of Hourly Professional Service Billing Rates" Form BMR1016. Such rates include overhead and profit. The rate schedule is effective to December 31, 2017, and will be increased annually thereafter.



City of Hutchinson
October 25, 2016
Page 2 of 3

- b. For photocopy, telephone, fax, normal computer usage and computer-aided drafting (CAD), and mail, a technology charge per labor hour as specified on the rate schedule in effect at the time the Service is provided.
 - c. For expenses incurred by CONSULTANT, such as authorized travel and subsistence, including airfare, food, lodging, automobile rental, commercial services, and incidental expenses, the cost to CONSULTANT.
 - d. For reproduction, company vehicle usage, and testing apparatus, amounts will be charged according to the CONSULTANT's standard rates in effect at the time the Service is provided.
 - e. For Services rendered by other firms or individuals as subcontractors to CONSULTANT, including but not limited to surveying, real property descriptions, soil borings, subsurface investigations, laboratory testing, field quality control tests, environmental data base search, photos, or other activities required or requested by CLIENT, the same will be billed at the cost to CONSULTANT plus ten percent (10%). Expenses incurred by such outside consultants in service to CLIENT shall be reimbursable in accordance with 1.c. above.
2. Taxes: Any sales or use taxes, or their equivalent, imposed by state, local or other authorities shall be in addition to the compensation stated under "Amount of Payment."
3. Total payment for the Scope of Services described herein is estimated to be Thirty-six Thousand and Forty Dollars (\$36,040), but is not a guaranteed maximum, however this amount shall not be exceeded without prior written consent of CLIENT. Optional Tasks not authorized at this time are identified in the Scope of Services, and these Optional Tasks may be authorized under this agreement with future written consent of CLIENT. Estimated compensation amounts for Optional Tasks based on rates defined in this section are identified in the Scope of Services.
4. Statements:
 - a. Monthly statements shall be submitted by CONSULTANT to CLIENT covering Services performed and expenses incurred during preceding month.
 - b. Statements will set forth: hours worked by each person, total hours worked and total labor billing, and a summary of expenses and charges. Upon request, documentation of reimbursable expenses included in the statement will be provided.



City of Hutchinson
October 25, 2016
Page 3 of 3

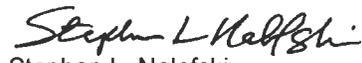
TERMS AND CONDITIONS:

The attached Terms and Conditions for Professional Services, Form AE-4 KCO dated 12/19/2013 is incorporated and made a part of this Agreement.

We appreciate the opportunity to present this Proposal. If it is acceptable, please sign and return one copy for our file.

Sincerely,


Craig O. Stevens
Senior Associate Hydrogeologist


Stephan L. Nalefski
Vice President

Enclosures:

- Exhibit A: Scope of Services
- Schedule of Hourly Professional Service Billing Rates
- Form AE-4 KCO Terms & Conditions dated 12/19/2013

ACCEPTED:

CITY OF HUTCHINSON

By: _____

Title: _____

Date: _____

Exhibit A
Scope of Services

The Scope of Services for this Project includes:

- 1) **Groundwater Sampling Plan** - A groundwater sampling plan will be prepared to sample and analyze groundwater from 15 existing monitoring wells at the Landfill Subsite of the Obee Road Superfund Site for metals and volatile organic compounds. The sampling event will be performed in conjunction with the December 2016 sampling being performed at the Airport Road Subsite. The plan will be prepared consistent with Kansas Department of Health and Environment (KDHE) guidance. A draft document will be submitted to the City for review, and review comments will be incorporated into the submittal to KDHE and United States Environmental Protection Agency (USEPA). Very limited comments on the sampling plan are anticipated from the agencies and correspondingly limited effort is included to address revisions to the plan (6 hours). One printed copy and one electronic copy of the sampling plan will be provided to the City, KDHE, and USEPA. A Health and Safety Plan will also be prepared for protection of field personnel performing the work at the airport and closed landfill property.
Estimated cost: \$7,880

- 2) **Groundwater Sampling and Analysis** - One groundwater sampling event will be performed in December 2016. Samples will be collected from up to 15 monitoring wells using KDHE-approved low-flow sampling protocol, and groundwater samples will be analyzed at a KDHE-certified laboratory for volatile organic compounds (VOCs) and RCRA metals plus hexavalent chromium. Both filtered and unfiltered samples will be analyzed for the metals. Quality control samples will consist of 1 duplicate, 1 MS, 1 MSD, 1 equipment rinsate blank, and 2 trip blanks. During the field effort, a round of water level and total depth measurements will be made.
Estimated cost: \$14,860

- 3) **Groundwater Monitoring Report** – One report will be prepared to document the results of the December 2016 sampling event. The report will include summary analytical tables for the VOCs and metals, a water table surface map, a map showing the distribution of VOC results, a map showing the distribution of metals results, a data validation summary, and text describing the procedures and results of the groundwater sampling and analysis. A draft document will be submitted to the City for review, and review comments will be incorporated into the submittal to KDHE and USEPA. Very limited comments on the report are anticipated from the agencies and correspondingly limited effort is included to address revisions to the report (6 hours). One printed copy and one electronic copy of the report will be provided to the City, KDHE, and USEPA.
Estimated cost: \$13,300

- 4) **Total Authorized Amount: \$36,040**

Optional Tasks not authorized at this time include:

Optional Task 1: Subsequent Groundwater Sampling and Analysis - One groundwater sampling event will be performed in 2017. Samples will be collected from up to 15 monitoring wells using KDHE-approved low-flow sampling protocol, and groundwater samples will be analyzed at a KDHE-certified laboratory for VOCs and RCRA metals plus hexavalent chromium. Both filtered and unfiltered samples will be analyzed for the metals. Quality control samples will consist of 1 duplicate, 1 MS, 1 MSD, 1 equipment rinsate blank, and 2 trip blanks. During the field effort, a round of water level and total depth measurements will be made. Estimated cost: \$14,130

Optional Task 2: Subsequent Groundwater Monitoring Report – One report will be prepared to document the results of the 2017 sampling event. The report will include summary analytical tables for the VOCs and metals, a water table surface map, a map showing the distribution of VOC results, a map showing the distribution of metals results, a data validation summary, and text describing the procedures and results of the groundwater sampling and analysis. A draft document will be submitted to the City for review, and review comments will be incorporated into the submittal to KDHE and USEPA. Very limited comments on the report plan are anticipated from the agencies and correspondingly limited effort is included to address revisions to the report (6 hours). One printed copy and one electronic copy of the report will be provided to the City, KDHE, and USEPA. Estimated cost: \$10,100

Optional Task 3: Domestic well sampling based on monitoring well sampling results and report findings will be performed in 2017. A brief electronic mail addendum to the sampling plan will be prepared to identify and obtain KDHE approval of planned communications with property owners, sampling procedures, and analytical methods. The list of domestic wells will be developed based on information provided by KDHE and verification based on Reno County ownership information available online. Notification letters and questionnaires will be mailed and follow-up contacts will be made to schedule appointments with landowners/tenants to sample wells. Homes will be visited to collect samples and limited follow-up visits for missed appointments are included (4 hours). Raw data will be provided to KDHE upon immediate receipt from the laboratory for state notifications of results to landowners. A summary letter report will be prepared consisting of a summary table, well location map, brief summary of sampling procedures, and attachments to include field forms and completed questionnaires. Estimated cost: \$9,610



TERMS AND CONDITIONS FOR PROFESSIONAL SERVICES

Table with 2 columns: Project/Client and Date of Letter, Proposal, or Agreement/Client Signature.

1. SCOPE OF SERVICES

For the above-referenced Project, Burns & McDonnell Engineering Company, Inc. (BMCD) will perform the services set forth in the above-referenced Letter, Proposal, or Agreement, in accordance with these Terms and Conditions.

2. PAYMENTS TO BMCD

A. Compensation will be as stated in the above-referenced Letter, Proposal, or Agreement. Statements will be in BMCD's standard format and are payable upon receipt.

B. Taxes as may be imposed on professional consulting services by state or local authorities shall be in addition to the payment stated in the above-referenced Letter, Proposal, or Agreement.

3. INSURANCE

A. During the course of performance of its services, BMCD will maintain Worker's Compensation insurance with limits as required by statute, Employer's Liability insurance with limits of \$1,000,000, and Commercial General Liability and Automobile Liability insurance each with combined single limits of \$1,000,000.

B. If the Project involves on-site construction, construction contractors shall be required to provide (or Client may provide) Owner's Protective Liability Insurance naming Client as a Named Insured and BMCD as an Additional Insured or to endorse Client and BMCD using ISO form CG 20 10 11 85 endorsement or its equivalent as Additional Insureds on all construction contractor's liability insurance policies covering claims for personal injuries and property damage in at least the amounts required of BMCD in 3A above.

C. Client and BMCD release each other and waive all rights of subrogation against each other and their officers, directors, agents, or employees for damage covered by property insurance during and after the completion of BMCD's services.

4. INDEMNIFICATION

A. To the extent allowed by law, Client will require all construction contractors to indemnify, defend, and hold harmless Client and BMCD from any and all loss where loss is caused or alleged to be caused in whole or in part by the construction contractors, their employees, agents, subcontractors or suppliers.

B. If this Project involves construction and BMCD does not provide consulting services during construction including, but not limited to, on-site monitoring, site visits, site observation, shop drawing review, AE-4 KCO T&C

and/or design clarifications, Client agrees to indemnify and hold harmless BMCD from any liability arising from this Project or Agreement, except to the extent caused by BMCD's negligence.

5. PROFESSIONAL RESPONSIBILITY- LIMITATION OF REMEDIES

A. BMCD will exercise reasonable skill, care, and diligence in the performance of its services and will carry out its responsibilities in accordance with customarily accepted professional practices. If BMCD fails to meet the foregoing standard, BMCD will perform at its own cost, the professional services necessary to correct errors and omissions reported to BMCD in writing within one year from the completion of BMCD's services for the Project.

B. In no event will BMCD be liable for any special, indirect, or consequential damages including, without limitation, damages or losses in the nature of increased Project costs, loss of revenue or profit, lost production, claims by customers of Client, and/or governmental fines or penalties.

C. BMCD's aggregate liability for all damages connected with its services for the Project not excluded by the preceding subparagraph, whether or not covered by BMCD's insurance, will not exceed \$100,000.

D. These mutually negotiated obligations and remedies stated in this Paragraph 5, Professional Responsibility - Limitation of Remedies, are the sole and exclusive obligations of BMCD and remedies of Client, whether liability of BMCD is based on contract, warranty, strict liability, tort (including negligence), indemnity, or otherwise.

6. PERIOD OF SERVICE AND SCHEDULE

The provisions of this Agreement have been agreed to in anticipation of the orderly and continuous progress of the Project through completion of the services stated in the Proposal. BMCD's obligation to render services hereunder will extend for a period that may reasonably be required for the completion of said services.

7. COMPUTER PROGRAMS OR MODELS

Any use, development, modification, or integration by BMCD of computer models or programs does not constitute ownership or a license to Client to use or modify such computer models or programs.

8. ELECTRONIC MEDIA AND DATA TRANSMISSIONS

A. Any electronic media (computer disks, tapes, etc.) or data transmissions furnished (including Project Web Sites or CAD file transmissions) are for Client information and convenience only. Such media or transmissions are not to be considered part of BMCD's instruments of service.

B. BMCD shall not be liable for loss or damage directly or indirectly, arising out of Client's use of electronic media or data transmissions.

9. DOCUMENTS

A. All documents prepared by BMCD pursuant to this Agreement are instruments of service in respect of the Project specified herein. They are not intended or represented to be suitable for reuse by Client or others in extensions of the Project beyond that now contemplated or on any other Project.

B. In the event that BMcD is to reuse, copy or adapt all or portions of reports, plans, or specifications prepared by others, Client represents that Client either possesses or will obtain permission and necessary rights in copyright, patents, or other proprietary rights and will be responsible for any infringement claims by others. Client warrants the completeness, accuracy, and efficacy of the information, data, and design provided by or through Client (including prepared for Client by others), for which BMcD shall rely on to perform and complete its services.

10. ESTIMATES, SCHEDULES, FORECASTS, AND PROJECTIONS

Estimates, schedules, forecasts, and projections prepared by BMcD relating to loads, interest rates and other financial analysis parameters, construction costs and schedules, operation and maintenance costs, equipment characteristics and performance, and operating results are opinions based on BMcD's experience, qualifications, and judgment as a professional. Since BMcD has no control over weather, cost and availability of labor, cost and availability of material and equipment, cost of fuel or other utilities, labor productivity, construction contractor's procedures and methods, unavoidable delays, construction contractor's methods of determining prices, economic conditions, government regulations and laws (including the interpretation thereof), competitive bidding or market conditions, and other factors affecting such estimates or projections, BMcD does not guarantee that actual rates, costs, quantities, performance, schedules, etc., will not vary significantly from estimates and projections prepared by BMcD.

11. POLLUTION

In view of the uncertainty involved in investigating and recommending solutions to environmental problems and the abnormal degree of risk of claims imposed upon BMcD in performing such services, notwithstanding the responsibility of BMcD set forth in Paragraph 5A to the maximum extent allowed by law, Client agrees to release, defend, indemnify and hold harmless BMcD and its officers, directors, employees, agents, consultants and subcontractors from all liability, claims, demands, damages, losses, and expenses including, but not limited to, claims of Client and other persons and organizations, reasonable fees and expenses of attorneys and consultants, and court costs, except where there has been a final adjudication that the damages were caused by BMcD's willful disregard of its obligations under this Agreement. Such indemnification includes claims arising out of, or in any way relating to, the actual, alleged, or threatened dispersal, escape, or release of, or failure to detect or contain, chemicals, wastes, liquids, gases, or any other material, irritant, contaminant, or pollutant.

12. ON-SITE SERVICES

A. Project site visits by BMcD during investigation, observation, construction or equipment installation, or the furnishing of Project representatives shall not make BMcD responsible for construction means, methods, techniques, sequences, or procedures; for construction safety precautions or programs; or for any construction contractor(s)' failure to perform its work in accordance with the contract documents.

B. Client shall disclose to BMcD the location and types of any known or suspected toxic, hazardous, or chemical materials or wastes existing on or near the premises upon which work is to be performed by BMcD's employees or subcontractors. If any hazardous wastes not identified by Client are discovered after a Project is undertaken, Client and BMcD agree that the scope of services, schedule, and compensation may be adjusted accordingly. Client agrees to release BMcD from all damages related to any pre-existing pollutant, contaminant, toxic, or hazardous substance at the site.

13. CHANGES

Client shall have the right to make changes within the general scope of BMcD's services, with an appropriate change in compensation and schedule, upon execution of a mutually acceptable amendment or change order signed by authorized representatives of Client and BMcD.

14. TERMINATION

Services may be terminated by Client or BMcD by seven (7) days' written notice in the event of substantial failure to perform in accordance with the terms hereof by the other party through no fault of the terminating party. If so terminated, Client shall pay BMcD all amounts due BMcD for all services properly rendered and expenses incurred to the date of receipt of notice of termination, plus reasonable

costs incurred by BMcD in terminating the services. In addition, Client may terminate the services for Client's convenience upon payment of twenty percent of the yet unearned and unpaid estimated, lump sum, or not-to-exceed fee, as applicable.

15. DISPUTES, NEGOTIATIONS, MEDIATION

A. If a dispute arises relating to the performance of the services to be provided and, should that dispute result in litigation, it is agreed that the substantially prevailing party (as determined in equity by the court) shall be entitled to recover all reasonable costs of litigation, including staff time, court costs, attorney's fees and other related expenses.

B. The parties shall participate in good faith negotiations to resolve any and all disputes. Should negotiations fail, the parties agree to submit to and participate in a third party-facilitated mediation as a condition precedent to resolution by litigation. Unless otherwise agreed to, mediation shall be conducted under the rules of the American Arbitration Association and shall be held in Kansas City, Missouri.

C. The parties agree that any dispute between them, including any action against an officer, director or employee of a party, arising out of or related to this Agreement, whether in contract or tort, not resolved through direct negotiation and mediation, shall be resolved by litigation in the state or federal courts located in Jackson County, Missouri, and each party expressly consents to jurisdiction therein. Any litigation to compel or enforce, or otherwise affect the mediation shall be in state or federal courts located in Jackson County, Missouri, and each party expressly consents to jurisdiction therein.

D. Causes of action between the parties shall accrue, and applicable statutes of limitation shall commence to run the date BMcD's services are substantially complete.

16. WITNESS FEES

A. BMcD's employees shall not be retained as expert witnesses, except by separate written agreement.

B. Client agrees to pay BMcD pursuant to BMcD's then current schedule of hourly labor billing rates for time spent by any employee of BMcD responding to any subpoena by any party in any dispute as an occurrence witness or to assemble and produce documents resulting from BMcD's services under this Agreement.

17. CONTROLLING LAW

This Agreement shall be subject to, interpreted and enforced according to the laws of the State of Missouri without regard to any conflicts of law provisions.

18. RIGHTS AND BENEFITS – NO ASSIGNMENT

BMcD's services will be performed solely for the benefit of Client and not for the benefit of any other persons or entities. Neither Client nor BMcD shall assign or transfer interest in this Agreement without the written consent of the other.

19. ENTIRE CONTRACT

These Terms and Conditions and the above-referenced Letter, Proposal, or Agreement contain the entire agreement between BMcD and Client relative to BMcD's services for the Project herein. All previous or contemporaneous agreements, representations, promises, and conditions relating to BMcD's services for the Project are superseded. Since terms contained in purchase orders do not generally apply to professional services, in the event Client issues to BMcD a purchase order, no preprinted terms thereon shall become part of this Agreement. Said purchase order documents, whether or not signed by BMcD, shall be considered only as an internal document of Client to facilitate administrative requirements of Client's operations.

20. SEVERABILITY

Any unenforceable provision herein shall be amended to the extent necessary to make it enforceable; if not possible, it shall be deleted and all other provisions shall remain in full force and affect.

- END -

Schedule of Hourly Professional Service Billing Rates

<u>Position Classification</u>	<u>Classification Level</u>	<u>Hourly Billing Rate</u>
General Office *	5	\$62.00
Technician *	6	76.00
Assistant *	7	87.00
	8	119.00
	9	139.00
Staff *	10	157.00
	11	171.00
Senior	12	189.00
	13	209.00
Associate	14	218.00
	15	231.00
	16	235.00
	17	240.00

NOTES:

1. Position classifications listed above refer to the firm's internal classification system for employee compensation. For example, "Associate", "Senior", etc., refer to such positions as "Associate Engineer", "Senior Architect", etc.
2. For any nonexempt personnel in positions marked with an asterisk (*), overtime will be billed at 1.5 times the hourly labor billing rates shown.
3. Project time spent by corporate officers will be billed at the Level 17 rate plus 25 percent.
4. For outside expenses incurred by Burns & McDonnell, such as authorized travel and subsistence, and for services rendered by others such as subcontractors, the client shall pay the cost to Burns & McDonnell plus 10%.
5. A technology charge of \$9.95 per labor hour will be billed for normal computer usage, computer aided drafting (CAD) long distance telephone, fax, photocopy and mail services. Specialty items (such as web and video conferencing) are not included in the technology charge.
6. Monthly invoices will be submitted for payment covering services and expenses during the preceding month. Invoices are due upon receipt. A late payment charge of 1.5% per month will be added to all amounts not paid within 30 days of the invoice date.
7. The services of contract/agency personnel shall be billed to Owner according to the rate sheet as if such contract/agency personnel is a direct employee of Burns & McDonnell.
8. The rates shown above are effective for services through December 31, 2016, and are subject to revision thereafter.

COUNCIL COMMUNICATION	
FOR MEETING OF	11-15-16
AGENDA ITEM	8C
FOR ACTION	✓
INFORMATION ONLY	



MEMORANDUM

TO: Hutchinson City Council

FROM: Meryl Dye, Assistant City Manager *M. Dye*

CC: John Deardoff, City Manager; Paul Brown, City Attorney; Kim Forbes, Fire Chief; Doug Hanen, Deputy Fire Chief

DATE: November 2, 2016

SUBJECT: **Sale of Fire Station Property on West 4th Avenue**

Background

The Fire Station located at 2806 West 4th Avenue was acquired by the City through the merger with Fire District #2 in 2000. Title was transferred to the City after five (5) years. The property includes a fire station building, a Quonset hut garage and a small storage building on about 4 acres outside of the city. An aerial map of the property is attached.

The Fire Station at this location is no longer staffed with fire crews. Furniture and equipment have been removed. The City no longer has a need for the buildings or land. The adjacent property owner immediately south on West 4th has expressed an interest in acquiring the building and land. No other parties have expressed interest.

Issue

City Council Policy No. 14 (attached) provides that if the City Manager proposes to sell real estate owned by the City, and the City Attorney has advised the City has the authority to do so, the City Manager shall advise the City Council of his/her recommendations for the sale. Also, City staff is to conduct an environmental assessment of the property. The City Council shall decide whether real estate property will be sold, and if so, whether the real estate property shall be sold by public sale, private sale, or sealed bids.

1. If the City Council decides to sell the property by public auction, a reputable auctioneer shall be retained by written contract to conduct the auction, obligating the auctioneer to conduct reasonable and common promotion and advertising of the auction sale.
2. If the property is to be sold by private sale, a professional appraisal of the property is required. The City Council shall decide whether the property shall be placed for sale through a real estate agency, which is a member of the Hutchinson Board of Realtors and belongs to the multi-list system, or through efforts of City staff. If the former, the City shall require a Realtor's "For Sale" sign to be placed on the real estate property. If the latter, City staff shall cause a "For Sale" sign to be placed on the real estate property, and shall also cause advertising describing the sale terms to be run in the newspaper for a minimum of two weekends and written notice of the terms of sale shall be sent to all owners of other property within 500 feet of the property to be sold.

3. If the City Council decides to proceed by sealed bids, a sign indicating the proposed sale by bids shall be placed on the property, and the intent to accept sealed bids shall be advertised in the newspaper and communicated in writing to all owners of other property within 500 feet of the property proposed to be sold.

Recommendation

Staff recommends obtaining a professional appraisal and to sell the property through private sale handled by city staff. Further, the following general conditions are recommended to be included in the final purchase contract:

1. Buyer shall accept the property, including all buildings and appurtenances, in the current condition, and that the City shall not make any repairs or improvements.
2. Buyer shall pay one-half of the cost of the appraisal.
3. Title insurance shall be paid by the Buyer, and Buyer must accept that if the title company cannot insure marketable fee simple title, the City will convey the property to Buyer by quitclaim deed.
4. Boundary survey and environmental survey will be completed at the City's expense not later than 30 days prior to the scheduled closing date.
5. Buyer shall comply with all applicable building code, zoning and land use, and other legal requirements of the City or Reno County, as such may apply.

Action

Motion to (agree/not agree) with the staff recommendation to proceed with the sale of the fire station property located at 2806 West 4th Avenue through private sale handled by City staff, and that, in the event parties cannot reach agreement on a price acceptable to the Governing Body, the property shall be remain posted and advertised for sale.

Attachments:

Aerial Map of W. 4th Fire Station
City Council Policy #14

2806 West 4th Ave.



Source: Esri, DigitalGlobe, GeoEye, AeroCast, USDA



Legend

-  2806 West 4th
-  Other Properties



HUTCHINSON CITY COUNCIL POLICY – 14

SUBJECT: SALE OF CITY-OWNED REAL ESTATE

DATE: February 25, 1992
Reviewed: July 20, 2001
Revised: November 15, 2005

PURPOSE: The purpose of this policy is to provide a set of uniform guidelines and procedures to follow when considering the sale of city-owned real estate property.

POLICY:

1. If the City Manager proposes to sell real estate owned by the City and if the City Attorney has advised the City Manger that the City has the authority to sell the real estate, the City Manager shall advise the City Council of his/her recommendations for sale.
2. The City Council shall decide whether the real estate property will be sold, and if so, shall then decide whether the real estate property shall be sold by public sale, private sale, or sealed bids.
3. If the City Council decides to sell by public auction sale, the City Manager shall cause a reputable auctioneer to be retained by written contract to conduct the auction. Said contract shall obligate the auctioneer to conduct reasonable and common promotion and advertising of the auction sale.
4. If the City Council decides to sell by private sale, the City Council may:
 - a. require the real estate property to be appraised by a competent real estate professional;
 - b. further decide whether the real estate property shall be placed for sale through a real estate agency which is a member of the Hutchinson Board of Realtors and which belongs to the multi-list system, or through efforts of City staff. If the former, the City shall require a Realtor's "For Sale" sign to be placed on the real estate property. If the latter, City may cause a "For Sale" sign to be placed on the real estate property, and may also cause advertising describing the sale terms to be run in the newspaper for a minimum of two weekends and written notice of the terms of sale may be sent to all owners of other property within 500 feet of the property proposed to be sold.
5. If the City Council decides to proceed by sealed bids, a sign indicating the proposed sale by bids shall be placed on the property, and the intent to accept sealed bids shall be advertised in the newspaper and communicated in writing to all owners of other property within 500 feet of the property proposed to be sold.

COUNCIL COMMUNICATION	
FOR MEETING OF	11-15-16
AGENDA ITEM	8d
FOR ACTION	✓
INFORMATION ONLY	



INTEROFFICE MEMORANDUM

TO: City Council
 FROM: John Deardoff, City Manager
 DATE: November 2, 2016
 RE: Appoint City Official- Economic Development Advisory Council-Chamber

Background.

The Chamber completed the Hutchinson Rising Capital Campaign this past summer and are making preparations for the implementation of the 2017-2021 Strategic Plan. One of the first steps in the process will be to establish the long-term Economic Development Advisory Council (EDAC). This group will be the primary group working on the annual plan of work, annual budget, etc. and reporting to the Chamber Board of Directors. The Capital Campaign Operations Committee has been asked to act as the Nomination Committee for the EDAC and are now actively working on nominees.

In recognition of the significant financial support the City provides towards the economic development efforts is being asked to submit a City representative to serve on the EDAC along with 12 to 15 other representatives from the investor group.

Issue.

The City Council is being asked to recommend a city official to serve on the EDAC. The appointee can be either an appointed or elected official.

Action

Motion to submit the name of _____ for consideration as the City representative on the EDAC.