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*AGENDA  
CITY COUNCIL MEETING  
COUNCIL CHAMBERS – HUTCHINSON, KANSAS  
JANUARY 17, 2017  
9:00 A.M.*

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**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 January 3, 2017 City Council meeting.
- b. Approval of License Agreement with Gregory Johnson for “Grand Slam” sculpture.
- c. Approval of License Agreement with Debra Zelenak for “Guidance” sculpture.
- d. Approval of appointments to the Downtown Hutchinson Revitalization Partnership Board of the following:  
Anne Dowell, 4304 Foothill Drive, for reappointment to a first full term beginning 1/01/2017 to 1/01/2020.  
Melanie Green, 47 Willowbrook, for reappointment to a second full term beginning 1/01/2017 to 1/01/2020.  
Cliff Wray, 6521 N. Plum, for reappointment to a second full term beginning 1/01/2017 to 1/01/2020.  
Greg Woodyard, 807 Joshua, for appointment to replace Kris Doswell for a first full term beginning 1/01/2017 to 1/01/2020.  
Sara Guerian, 2215 N. Madison, for appointment to a first full term beginning 1/01/2017 to 1/01/2020.
- e. Approval of appropriation ordinance in the amount of \$1,212,778.83.

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

Motion \_\_\_\_\_ Second \_\_\_\_\_  
Piros de Carvalho \_\_\_\_\_ Soldner \_\_\_\_\_ Inskeep \_\_\_\_\_ Dechant \_\_\_\_\_ Daveline \_\_\_\_\_

**6. NEW BUSINESS**

- a. Consider *Hutchinson Land Bank Annual Report for 2016.***

**Action** – Motion to ***accept and approve/amend and approve/return to the Land Bank Board of Trustees*** the recommendation of the Land Bank Board of Trustees to accept the 2016 Annual Report of the Hutchinson Land Bank.

Motion \_\_\_\_\_ Second \_\_\_\_\_  
Piros de Carvalho \_\_\_\_\_ Soldner \_\_\_\_\_ Inskeep \_\_\_\_\_ Dechant \_\_\_\_\_ Daveline \_\_\_\_\_

- b. Consider *2017 Zero-Interest Home Repair Loan Program.***

**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 Zero-Interest Home Repair Loan program; and authorize the Mayor to sign an agreement with Peoples Bank and Trust for program operations.

Motion \_\_\_\_\_ Second \_\_\_\_\_  
Piros de Carvalho \_\_\_\_\_ Soldner \_\_\_\_\_ Inskeep \_\_\_\_\_ Dechant \_\_\_\_\_ Daveline \_\_\_\_\_

- c. Consider *contract with CDM Smith for Wastewater Treatment Facility project.***

**Action** – Motion to ***approve*** authorizing the City Manager to sign an agreement for professional engineering services (Equipment Procurement Services, Design & Billing Services, Construction Related Services) with CDM-Smith for an amount not to exceed \$300,000.00.

Motion \_\_\_\_\_ Second \_\_\_\_\_  
Piros de Carvalho \_\_\_\_\_ Soldner \_\_\_\_\_ Inskeep \_\_\_\_\_ Dechant \_\_\_\_\_ Daveline \_\_\_\_\_

- d. Consider *Purchase Agreement for People's Choice Sculpture.***

**Action** – Motion to ***approve*** the Purchase Agreement with Patricia Vader for the sculpture named "Stay."

Motion \_\_\_\_\_ Second \_\_\_\_\_  
Piros de Carvalho \_\_\_\_\_ Soldner \_\_\_\_\_ Inskeep \_\_\_\_\_ Dechant \_\_\_\_\_ Daveline \_\_\_\_\_

- e. Consider **City Manager contract for 2017.**

**Action** – Motion to **approve** the contract for the City Manager for 2017; and authorize the Mayor to sign.

Motion \_\_\_\_\_ Second \_\_\_\_\_  
Piros de Carvalho \_\_\_\_\_ Soldner \_\_\_\_\_ Inskip \_\_\_\_\_ Dechant \_\_\_\_\_ Daveline \_\_\_\_\_

**7. REPORT OF CITY OFFICIALS**

- a. **Council**

- b. **City Manager**

- Update on sale of West 4<sup>th</sup> fire station.

**8. EXECUTIVE SESSION**

- a. Motion to recess into executive session pursuant to the employer-employee negotiations exception, K.S.A. 75-4319(b)(3) in order to discuss pending issues related to the 2018 contract negotiations with the City's bargaining units; the open meeting to resume in the City Council chamber at \_\_\_\_\_ o'clock a.m.

Motion \_\_\_\_\_ Second \_\_\_\_\_  
Piros de Carvalho \_\_\_\_\_ Soldner \_\_\_\_\_ Inskip \_\_\_\_\_ Dechant \_\_\_\_\_ Daveline \_\_\_\_\_

**9. ADJOURNMENT**

Motion \_\_\_\_\_ Second \_\_\_\_\_  
Piros de Carvalho \_\_\_\_\_ Soldner \_\_\_\_\_ Inskip \_\_\_\_\_ Dechant \_\_\_\_\_ Daveline \_\_\_\_\_

COUNCIL COMMUNICATION	
FOR MEETING OF	1-17-17
AGENDA ITEM	5a
FOR ACTION	✓
INFORMATION ONLY	

CITY OF  
HUTCHINSON

*MINUTES*  
*CITY COUNCIL MEETING*  
*COUNCIL CHAMBERS – HUTCHINSON, KANSAS*  
*JANUARY 3, 2017*  
*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, January 3, 2017 in the City Council Chambers with Mayor Daveline presiding. Councilmembers Soldner, Dechant, Inskip and Piro 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. 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.)

Richard Kramer, 600 East Avenue E, talked about the Petition he sent out to the councilmembers, City Manager, and others. He said government is to protect our rights, not set out exceptions; and there are too many exceptions. He asked the council to repeal the tax for the Sports Arena, saying it's theft from the people. He also asked for a repeal of the destruction of buildings under poor maintenance, as the building are people's private property. Mr. Kramer also asked for a repeal of the tax on runoff (stormwater), as well as a repeal of all ordinances that are destructive to the people of the City of Hutchinson.

5. Consent Agenda
  - a. Approval of Minutes of December 20, 2016 City Council meeting.
  - b. Approval of appointment of Jerome Kahn, 1824 Nickerson Blvd., to fill the expired term of Chris Givan, for the term beginning 9/11/2016 to 9/11/2019.
  - c. Approval of appropriation ordinance in the amount of \$3,854,304.96.

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

6. Ordinances and Resolutions

a. Consider City elections moving to the fall. Paul Brown, City Attorney, spoke. Mayor Daveline asked how this will affect the term for the Mayor. Mr. Brown said it will change from April to January. Additional discussion ensued regarding changes to the at-large position, partisan and non-partisan elections, etc. Councilmember Inskeep said he objects to this as the people voted and said here are your terms, but agrees we have no options.

Richard Kramer, 600 East Avenue E, said the City can stand up and say we won't comply. Mayor Daveline said we will take the advice of the City Attorney. Paul Brown, City Attorney, said the authority a city has is granted to it by the State of Kansas; and without that, we wouldn't exist.

Motion by Councilmember Inskeep, second by Councilmember Dechant, to approve a Charter Ordinance exempting the City of Hutchinson, Kansas, from the provisions of K.S.A. 12-1040, relating to the City Manager form of government; exempting the City of Hutchinson, Kansas from the provisions of K.S.A. 12-104(a); amending and repealing existing Section 2.7 Annual Organizational Meeting of Charter Ordinance No. 38; and authorize the Mayor to sign. The motion passed unanimously.

b. Consider Ordinance amending the Table of Land Use Categories. Jana McCarron, Director of Planning and Development, spoke. Ms. McCarron said she did research on adult day care; and it has been around for about 30 years. She said this is not overnight care or a nursing home, but helps people who need additional assistance during the day. Ms. McCarron said the cost is about \$79.00 per day in Kansas, which is slightly higher than the US average.

Mayor Daveline asked about the location of the facility; and who will be operating the facility. Ed Spexarth of J. P. Weigand and Sons, said 1125 North Main is the former Medical Center; and it has been vacant for several years. He said the operator is a person that is licensed in the medical field, still has a job; and until this is approved would like to keep that job so they are not willing to disclose the person's identity. Mayor Daveline asked about the time schedule. Mr. Spexarth said it will probably be 60 to 90 days until the facility is operational. Discussion ensued. Councilmember Soldner said she is pleased to see this happen; and believes it will be helpful to a lot of people in town. Mr. Spexarth said this is great for caregivers as it allows them to still work during the day. Councilmember Inskeep said he researched the cost; and said it is minimal compared to a full time facility. Additional discussion ensued.

Motion by Councilmember Piros de Carvalho, second by Councilmember Soldner, to accept and approve the recommendation of the Planning Commission to approve amendments to Section 27-406 of the Zoning Regulations of the Code of the City of Hutchinson, Kansas; and authorize the Mayor to sign the Ordinance. The motion passed unanimously.

7. Report of City Officials

a. Council

- Councilmember Piros de Carvalho had no comments.
- Councilmember said it may be due to the New Year, but the trails were full when he was out yesterday. He also wished everyone a Happy New Year.
- Councilmember Dechant wished everyone a Happy New Year.
- Councilmember Soldner said Happy New Year.
- Mayor Daveline said the City Manager makes a presentation every year called the State of the City address. This will be held on January 18, 2017 at 7:00 a.m. at the Atrium. He said it is open to the general public; and reservations can be made through the Chamber of Commerce.

b. City Manager

Mr. Deardoff said there will be a meeting this Thursday with the Mayor, Vice Mayor and the Topeka legislative delegation.

Mr. Deardoff also gave an update on the rental registration program. He said as of last week approximately 64% of properties were registered.

The City Manager said in his weekly report he mentioned a study session on January 10, but said it's up to the council if they wish to do so. He said this would be for discussion of the traffic calming policy. Discussion ensued. It was decided to have the study session on January 10, 2017 from 8:00 a.m. until 10:00 a.m.

8. Adjournment

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

COUNCIL COMMUNICATION	
FOR MEETING OF	1-17-17
AGENDA ITEM	5b
FOR ACTION	✓
INFORMATION ONLY	

CITY CONTRACT NO. \_\_\_\_\_

**LICENSE AGREEMENT**

THIS AGREEMENT is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2017, by and between:

**THE CITY OF HUTCHINSON, KANSAS**, a municipal corporation, hereinafter sometimes referred to as "City"

and

**Gregory Johnson**, hereinafter sometimes referred to as "Artist".

WHEREAS, the City of Hutchinson has established a SculptureWalk on Main Street between Avenue C and 7<sup>th</sup> Avenue; and

WHEREAS, Artist wishes to display a sculpture to be included as a part of the SculptureWalk; the parties agree as follows:

1. Purpose. Artist agrees to exhibit Artist's sculpture titled "**Grand Slam**" in a specific public location as determined by the City within the SculptureWalk located upon the City's right of way in Hutchinson, Kansas.

2. Term. The exhibition dates for the above sculpture shall be from June 2017 through May 2018. Artist shall remove sculpture at the conclusion of the term of the exhibition. Artist's sculpture shall remain at the designated exhibition site throughout the entire term; and Artist agrees not to remove said sculpture prior to the expiration of said term.

3. Base Plate. A base plate for the display of Artist's sculpture shall be constructed and provided by City. Artist shall be responsible for delivery and installation of the sculpture to the provided base plate.

4. Installation of Sculpture to Base Plate at Exhibition Base Site. Artist or designated representative of Artist will coordinate with the City representative for the installation of the sculpture to the base plate at the exhibition site.

5. Removal of Sculpture. Artist or designated representative of Artist will be responsible for the removal and any expenses associated with said removal of said sculpture from the base site location upon the expiration of the above term.

6. Maintenance. Artist shall maintain the sculpture at Artist's sole cost and expense. City shall maintain the base plate at the exhibit site location. In the event of damage or destruction to the sculpture that may be compensated by the City-provided insurance coverage, a claim will be submitted on behalf of the City for repair to said sculpture. To the extent that the City-provided insurance coverage provides for repairs to said sculpture, repairs shall be compensated from insurance proceeds. In the event of damage or destruction to the sculpture which is not covered by the City-provided insurance coverage, Artist shall make all repairs. In the event the damage renders sculpture hazardous to the public, the sculpture must be repaired to a condition not to be considered hazardous to the public within twenty-four (24) hours of being notified by City. In the event said repairs are not accomplished within twenty-four (24) hours after notice by City, the sculpture will be removed from exhibition at the expense of Artist. Failure to comply with this section shall be deemed grounds for termination of this Agreement.

7. Notice of Termination. Artist acknowledges the license to exhibit the aforesaid sculpture upon the City's right of way may be revoked at any time by City. Upon revocation of said license agreement, Artist consents to the removal of said sculpture by City. In the event Artist does not reclaim the aforesaid sculpture within thirty (30) days of notice of termination, City may dispose of said sculpture as determined to be in the best interests of City. All notices to terminate this agreement by the City or notices to reclaim said sculpture by Artist shall be sent by certified mail, postage prepaid pursuant to paragraph 12 of this agreement.

8. Insurance. Artist shall retain ownership of said sculpture; and City shall provide property insurance coverage for said sculpture. City shall not be responsible for any amounts of damage beyond the coverage provided by the City's insurance. Any damages in excess of the City-provided insurance shall be the responsibility of Artist. City will not reimburse Artist for additional property insurance coverage.

9. Hold Harmless and Indemnity Provision. Artist shall hold City harmless and indemnify it against all claims, regardless of the theory of liability, arising from installing, locating, maintaining or removing said Artist's sculpture within the City's right of way at the above stated exhibit site. Artist, on behalf of itself and its successors and assigns, hereby releases the City from any liability for damage to, or destruction of Artist's sculpture and further releases City from liability for any injury to Artist, designated representative of Artist, Artist's sculpture and from any other consequential damage resulting from the installation, location, maintenance, repair, replacement or removal of Artist's sculpture regardless of the cause of said damage or destruction; except as provided above in paragraphs 6 and 8 regarding the City-provided property insurance coverage. No additional structures other than Artist's sculpture described in this agreement may be installed or constructed at the exhibit site.

10. Governing Law. This agreement shall be governed by and construed in accordance with the laws of the State of Kansas. Exclusive jurisdiction of venue for any claim or action arising out of or relating to this agreement shall be in the Reno County District Court of the State of Kansas or the United States District Court – Wichita, Kansas Division.

11. Entire Agreement. This contract constitutes the entire agreement between the parties; and the parties are not and shall not be bound by any stipulations, representations, agreements or promises, oral or otherwise, not found in this contract. Any amendments to this contract shall be made in writing and signed by both parties.

12. Notice. All notices required hereunder shall be given by United States certified mail, postage prepaid and addressed to the party at the address below:

City of Hutchinson  
ATTN: City Clerk  
P. O. Box 1567  
Hutchinson, Kansas 67504-1567

And if to the Artist:

Gregory Johnson  
7235 Sweetgrass Court  
Cumming, GA 30041

IN WITNESS WHEREOF, the parties have executed this License Agreement on the day and year stated above.

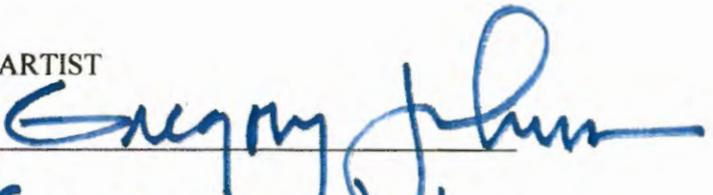
CITY OF HUTCHINSON, KANSAS

\_\_\_\_\_  
Jon Daveline, Mayor

ATTEST:

\_\_\_\_\_  
Karen Weltmer, City Clerk

ARTIST

  
\_\_\_\_\_  
Gregory Johnson  
(Printed Name)

COUNCIL COMMUNICATION	
FOR MEETING OF	1-17-17
AGENDA ITEM	5c
FOR ACTION	✓
INFORMATION ONLY	

CITY CONTRACT NO. \_\_\_\_\_

**LICENSE AGREEMENT**

THIS AGREEMENT is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2017, by and between:

**THE CITY OF HUTCHINSON, KANSAS**, a municipal corporation, hereinafter sometimes referred to as "City"

and

**Debra Zelenak**, hereinafter sometimes referred to as "Artist".

WHEREAS, the City of Hutchinson has established a SculptureWalk on Main Street between Avenue C and 7<sup>th</sup> Avenue; and

WHEREAS, Artist wishes to display a sculpture to be included as a part of the SculptureWalk; the parties agree as follows:

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5. Removal of Sculpture. Artist or designated representative of Artist will be responsible for the removal and any expenses associated with said removal of said sculpture from the base site location upon the expiration of the above term.

6. Maintenance. Artist shall maintain the sculpture at Artist's sole cost and expense. City shall maintain the base plate at the exhibit site location. In the event of damage or destruction to the sculpture that may be compensated by the City-provided insurance coverage, a claim will be submitted on behalf of the City for repair to said sculpture. To the extent that the City-provided insurance coverage provides for repairs to said sculpture, repairs shall be compensated from insurance proceeds. In the event of damage or destruction to the sculpture which is not covered by the City-provided insurance coverage, Artist shall make all repairs. In the event the damage renders sculpture hazardous to the public, the sculpture must be repaired to a condition not to be considered hazardous to the public within twenty-four (24) hours of being notified by City. In the event said repairs are not accomplished within twenty-four (24) hours after notice by City, the sculpture will be removed from exhibition at the expense of Artist. Failure to comply with this section shall be deemed grounds for termination of this Agreement.

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8. Insurance. Artist shall retain ownership of said sculpture; and City shall provide property insurance coverage for said sculpture. City shall not be responsible for any amounts of damage beyond the coverage provided by the City's insurance. Any damages in excess of the City-provided insurance shall be the responsibility of Artist. City will not reimburse Artist for additional property insurance coverage.

9. Hold Harmless and Indemnity Provision. Artist shall hold City harmless and indemnify it against all claims, regardless of the theory of liability, arising from installing, locating, maintaining or removing said Artist's sculpture within the City's right of way at the above stated exhibit site. Artist, on behalf of itself and its successors and assigns, hereby releases the City from any liability for damage to, or destruction of Artist's sculpture and further releases City from liability for any injury to Artist, designated representative of Artist, Artist's sculpture and from any other consequential damage resulting from the installation, location, maintenance, repair, replacement or removal of Artist's sculpture regardless of the cause of said damage or destruction; except as provided above in paragraphs 6 and 8 regarding the City-provided property insurance coverage. No additional structures other than Artist's sculpture described in this agreement may be installed or constructed at the exhibit site.

10. Governing Law. This agreement shall be governed by and construed in accordance with the laws of the State of Kansas. Exclusive jurisdiction of venue for any claim or action arising out of or relating to this agreement shall be in the Reno County District Court of the State of Kansas or the United States District Court – Wichita, Kansas Division.

11. Entire Agreement. This contract constitutes the entire agreement between the parties; and the parties are not and shall not be bound by any stipulations, representations, agreements or promises, oral or otherwise, not found in this contract. Any amendments to this contract shall be made in writing and signed by both parties.

12. Notice. All notices required hereunder shall be given by United States certified mail, postage prepaid and addressed to the party at the address below:

City of Hutchinson  
ATTN: City Clerk  
P. O. Box 1567  
Hutchinson, Kansas 67504-1567

And if to the Artist:

Debra Zelenak  
88 Sacajawea Ave.  
Lander, WY 82520

IN WITNESS WHEREOF, the parties have executed this License Agreement on the day and year stated above.

CITY OF HUTCHINSON, KANSAS

\_\_\_\_\_  
Jon Daveline, Mayor

ATTEST:

\_\_\_\_\_  
Karen Weltmer, City Clerk

ARTIST

  
\_\_\_\_\_

Debra S. Zelenak  
\_\_\_\_\_  
(Printed Name)

COUNCIL COMMUNICATION	
FOR MEETING OF	1-17-17
AGENDA ITEM	3d
FOR ACTION	✓
INFORMATION ONLY	



## MEMORANDUM

**TO:** Jon Daveline, Mayor

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

**CC:** Jim Seitnater, Downtown Development Manager

**DATE:** December 23, 2016

**SUBJECT:** **Appointments to the Downtown Hutchinson Revitalization Partnership Board**

### BACKGROUND:

The mission of the Partnership is to unite the private and public sectors to coordinate and leverage the activities of key organizations and entities involved in the enhancement of downtown Hutchinson, to institutionalize the effort to revitalize downtown Hutchinson, and see that the Hutchinson Downtown Economic Enhancement Strategy 2000 is done. The Board of Directors shall consist of no more than twelve (12) members represent the following interests: downtown business owners (3), downtown property owners (2), downtown bank (1), downtown cultural organization (1), chamber of commerce (1), community leaders (4). Ex-officio members include the city manager, one councilmember, the Reno County administrator, the CEO of the Chamber of Commerce, and the Downtown Development director. Each appointment is for three years and each individual is limited to two consecutive full terms.

### RECOMMENDATIONS:

The board of DHRP recommends appointment as follows:

**Anne Dowell, 4304 Foothill Drive, Hutchinson**, is eligible for reappointment to a first full term beginning 01/01/2017 to 01/01/2020. Ms. Dowell is a Downtown business owner.

**Melanie Green, 47 Willowbrook, Hutchinson**, is eligible for reappointment to a second full term beginning 01/01/2017 to 01/01/2020. Ms. Green is a Downtown business owner.

**Cliff Wray, 6521 N. Plum, Hutchinson**, is eligible for reappointment to a second full term beginning 01/01/2017 to 01/01/2020. Mr. Wray is a Downtown property owner.

**Greg Woodyard, 807 Joshua St., Hutchinson**, is eligible for appointment to replace Kris Doswell for a first full term beginning 01/01/2017 to 01/01/2020. Mr. Woodyard is Downtown bank representative.

**Sara Guerian, 2215 N. Madison St., Hutchinson**, is eligible for appointment to a first full term beginning 01/01/2017 to 01/01/2020. Ms. Guerian will serve as the Promotion Committee Chair.

**Jackson Swearer, 100 N. Main - #709, Hutchinson,** is eligible for appointment to a first full term beginning 01/01/2017 to 01/01/2020. Mr. Swearer is a Downtown resident.

**Sara Bass, 3 Banyard Drive, Hutchinson,** is eligible for appointment to a first full term beginning 01/01/2017 to 01/01/2020. Ms. Bass will represent Media/Events.

**Bob Ross, 1506 W. 18<sup>th</sup>, Hutchinson,** is eligible for appointment to a first full term beginning 01/01/2017 to 01/01/2020. Mr. Ross is a Downtown business representative.

**ACTION REQUIRED:** Approve the appointments of Anne Dowell, Melanie Green, Cliff Wray, Greg Woodyard, Sara Guerian, Jackson Swearer, Sara Bass and Bob Ross to the board of the Downtown Hutchinson Revitalization Partnership, Inc.

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# MEMORANDUM

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**DATE:** December 21, 2016  
**TO:** City Council  
**FROM:** Downtown Manager, Jim Seitnater

**SUBJECT:** Approval by the City Council of Anne Dowell who served the un-expired term of Marcia Fletcher thru 1/1/2017 to her first full term starting 1/1/2017 thru 1/1/2020. Greg Woodyard to fill the Downtown Bank position of two-term and retiring Kris Doswell. Approval of 2nd terms for current DHRP board members Cliff Wray and Melanie Green. Adding new board positions for the Promotion Committee Chairman (Currently Sara Guerian), Sara Bass, Jackson Swearer and Bob Ross to the DHRP Board for terms starting 1/1/2017 thru 1/1/2020.

## BACKGROUND

In 2001 the Downtown Hutchinson Revitalization Partnership was formed and approved by the City Council to unite the private and public sectors to coordinate and leverage the activities of the key organizations and entities involved in Downtown Hutchinson; to institutionalize their effort to revitalize Downtown Hutchinson. In 2013 the membership and Board of Directors of Downtown Hutchinson passed new By-Laws which maintains much of the original strategies for Downtown's Revitalization and added more flexibility in the size and composition of the Board of Directors to take actions to better reflect the current and future mix of business and residents that reside in today's Downtown Hutchinson.

## RECOMMENDATION

The board members attending their December 14, 2016 meeting have approved and highly recommend to the City Council the approval of the following individuals to join them in serving on the Downtown Hutchinson Revitalization Partnership Board.

Anne Dowell to serve her First Full Term (replacing Marcia Fletcher) from 1/1/2017 to 1/1/2020  
Greg Woodyard to serve his First Term (replacing Kris Doswell) from 1/1/2017 to 1/1/2020  
The Promotion Committee Chair (Sara Guerian) to serve First Term from 1/1/2017 to 1/1/2020  
Jackson Swearer to serve his First Term (Downtown Resident) from 1/1/2017 to 1/1/2020  
Sara Bass to serve her First Term (Media/Events) from 1/1/2017 to 1/1/2020  
Bob Ross to serve his First Term (Business) from 1/1/2017 to 1/1/2020

Current Board Member Melanie Green to serve her 2<sup>nd</sup> full term until 01/01/2020  
Current Board Member Cliff Wray to serve his 2<sup>nd</sup> full term until 01/01/2020

## MOTION

Approve/not approve Anne Dowell, Melanie Green, Cliff Wray, Greg Woodyard, The Promotion Committee Chair (Sara Guerian), Sara Bass, Jackson Swearer and Bob Ross to serve their new terms on the board of The Downtown Hutchinson Revitalization Partnership (DHRP).

# 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) **DHRP**

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

Name: **Anne Dowell**

Residence address: **4304 Foothill Dr.**

City: **Hutchinson** State: **KS** ZIP Code: **67502**

Home Phone: **(Cell) Phone:** Email: **adowell@apronstringsstore.com**

## EMPLOYMENT INFORMATION

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

Name of Business: **Apron Strings**

Address: **15. main**

City: **Hutchinson** State: **KS** ZIP Code: **67501**

Work Phone: **259-7339** Email: **above**

## 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):

Serve first full term, currently serving the un-expired term of Marcia Fletcher

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 <b>Anne Dowell</b>	Date <b>11-16-16</b>
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**Return completed application and supplemental materials to:  
City Manager's Office, P O Box 1567, Hutchinson, KS 67504-1567**

## 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)

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

Name: Melanie Green

Residence address: 47 Willowbrook

City: Hutchinson State: KS ZIP Code: 67502

Home Phone: \_\_\_\_\_ Email: mg@bluebirdbookstore.com

### EMPLOYMENT INFORMATION

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

Name of Business: Bluebird Books

Address: 2 S Main

City: Hutchinson State: KS ZIP Code: 67501

Work Phone: 609-259-6868 Email: mg@bluebirdbookstore.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: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Prior Years: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Other Real Estate Property Taxes Paid:	Current: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Prior Years: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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):

I am a downtown retail business owner located in the heart of our revitalization. I am very invested in downtown as it is critical to the success of my business as well as the quality of my community.

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 Melanie Green Date 22 Dec 2016

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

# 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)

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

Name: Cliff Wray  
 Residence address: 6521 N Plum  
 City: Hutchinson State: Ks ZIP Code: 67502  
 Home Phone: Cell Phone: Email: cliff@wrayandsons.com

## EMPLOYMENT INFORMATION

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

Name of Business: Wray & Sons Rfs. Co  
 Address: 229 E 3rd  
 City: Hutchinson State: Ks ZIP Code: 67501  
 Work Phone: 6637107 Email:

## 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
Other Real Estate Property Taxes Paid:	Current: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Prior Years: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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):  
Downtown Building owner  
Requesting A 2<sup>nd</sup> Full Term

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: [Signature] Date: 11-16-16

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

# 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) Downtown Hatch

Are you presently serving on a City board, commission, or committee? If so, which one(s)? (Please provide expiration term date)  
None

Name: Gregory W. Woodyard

Residence address: 807 Joshua St.

City: Hutchinson

State: KS

ZIP Code: 67502

Home Phone:

Cell Phone:

Email: greg.woodyard@FNBHutch.kan

## EMPLOYMENT INFORMATION

Are you presently employed where you may be reached for committee purposes?  Yes \_\_\_ No

Name of Business: FNB of Hutchinson

Address: 1 N. Main

City: Hutchinson

State: KS

ZIP Code: 67501

Work Phone: 620-694-2351

Email: Same as above

## 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): Just wanting to start being involved in the Hatch community. I have served on various others board before the move to Hatch, and I really want to see the downtown thrive.

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

Date

11/16/16

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

# 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) Downtown Board

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

Name: Sara Gremian

Residence address: 2215 N Madison St.

City: Hutchinson

State: KS

ZIP Code: 67502

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email: sara@serendipityhutch.com

### EMPLOYMENT INFORMATION

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

Name of Business: Serendipity Cupcakes

Address: 29.5 Main St.

City: Hutchinson

State: KS

ZIP Code: 67501

Work Phone: 7082787

Email: same

### 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):

To continue to grow our downtown + to improve communication btwn stores/businesses, + customers.

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

Sara Gremian

Date 12-12-14

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

# 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) DHRP

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

Name: Jackson Switzer

Residence address: 100 N. Main #709

City: Hutchinson State: Ks ZIP Code: 67501

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## EMPLOYMENT INFORMATION

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

Name of Business: IHS

Address: 1326 E Ave A

City: Hutchinson State: Ks ZIP Code: 67501

Work Phone: 620-662-8370 Email: jacksons@ihs-housing.org

## 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 type="checkbox"/> Yes <input type="checkbox"/> No	Prior Years: <input type="checkbox"/> Yes <input type="checkbox"/> No
----------------------------------	---	---

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 live living in downtown! I think my experience as a downtown resident and my involvement in housing and community development through my work at IHS will be applicable.

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 [Signature] Date 12/04/15

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

## 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) Downtown Hutchinson

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

Name: Sarah J. Bass

Residence address: 3 Banyard Drive

City: South Hutchinson State: KS ZIP Code: 67505

Home Phone: o Cell Phone: ← Email: sbass@hutchnews.com

### EMPLOYMENT INFORMATION

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

Name of Business: The Hutchinson News

Address: 300 W. 2nd Avenue

City: Hutchinson State: KS ZIP Code: 67501

Work Phone: 620-694-5777 Email: sbass@hutchnews.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. I do not own property in Hutchinson

Residence:  Own  Rent I own my home in South Hutchinson. Reno

Property (Residence) Taxes Paid:	Current: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	county resident for 35 years. Prior Years: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
----------------------------------	--	---

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 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	Date <u>12-13-2016</u>
------------------------	------------------------

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

December 13, 2016

City Manager's Office  
P.O. Box 1567  
Hutchinson, KS 67504

RE: Statement of Interest

Hello,

I would like to be considered for a position on the Downtown Development Board. I have a good amount of experience managing events both big and small (which I would like to put to use), plus I have a solid understanding of our city's past and a vision for where I would like to see us in the future.

I have lived in South Hutchinson for 35 years and know Hutchinson and Reno County very well (plus, all my taxes are paid, so that's a bonus right?). I'm energetic, fun loving, and would like to be more involved in the community.

Thank you for your consideration.

Sincerely,

Sara Bass

# 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) DOWNTOWN REVITALIZATION PARTNERSHIP

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

Name: ROBERT M. ROSS

Residence address: 1506 W 18TH AVE

City: Hutchinson

State: KS

ZIP Code: 67502

Home Phone:

Cell Phone:

Email:

## EMPLOYMENT INFORMATION

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

Name of Business: DATA CENTER INC

Address: 200 W 2ND AVE

City: Hutchinson

State: KS

ZIP Code: 67501

Work Phone: 670-694-1135

Email: RROSS@DATACENTERINC.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):

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

Date

12/7/2016

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

Downtown Hutchinson Revitalization Partnership Board

December 8, 2016

By Robert R Ross

My reasons for serving on this board would be the following:

1. I have been involved as a board member for the Hutchinson/Reno County Chamber of commerce serving for a term of 3 years, ending December 31, 2016. During that tenure I served on the Executive Board for 2 years, one year as Board Member at Large and one year as Treasurer. I have been involved in and promoting the recent programs of economic growth and business support of Hutchinson and Reno County.
2. I have been attending the Downtown Promotion Committee meetings for several years and involved in supporting and participating in the activities scheduled by that committee as well as representing the Downtown Kiwanis Club who have organized joint events with the Downtown Promotion Committee.
3. I have been keenly supporting Downtown Hutchinson as well as the whole community as I have made it my home, even though I only have been a citizen starting since 2004.
4. I have been an executive with a Downtown Technical Services business for 18 years.
5. I have served as a Board Member and President of the Downtown Kiwanis Club.
6. I am an alumni of the Leadership Reno County program.
7. My skills in working with people and businesses will contribute to the mission and vision of this organization and I will offer and share what expertise I may have in assisting in the direction to continue the Growth of Downtown Hutchinson and making it a "Destination"

PREPARED 01/06/2017, 14:09:57  
 PROGRAM: GM339L  
 City of Hutchinson

EXPENDITURE APPROVAL LIST  
 AS OF: 01/06/2017 CHECK DATE: 01/06/2017

COUNCIL COMMUNICATION	
FOR MEETING OF	1-17-17
AGENDA ITEM	5e
FOR ACTION	✓
INFORMATION ONLY	

VEND NO	SEQ#	VENDOR NAME	BNK	CHECK/DUE	ACCOUNT	ITEM	CHECK	
INVOICE	VOUCHER	P.O.		DATE	NO	DESCRIPTION	AMOUNT	HAND-ISSUED
NO	NO	NO						AMOUNT
0006550	00	AARON W. WALTON						
17UNIF/WALTON	000071		01	01/06/2017	001-7230-522.32-21	2017 UNIFORM ALLOWANCE	425.00	
						VENDOR TOTAL *	425.00	
0006550	00	ADAM M. STEWART						
17UNIF/STEWART	000026		01	01/06/2017	001-7230-522.32-21	2017 UNIFORM ALLOWANCE	425.00	
						VENDOR TOTAL *	425.00	
0006550	00	ANDREW BRAND						
17UNIF/BRAND	000055		01	01/06/2017	001-7230-522.32-21	2017 UNIFORM ALLOWANCE	425.00	
						VENDOR TOTAL *	425.00	
0006550	00	BRADLEY J. HIEBERT						
17UNIF/HIEBERT	000059		01	01/06/2017	001-7230-522.32-21	2017 UNIFORM ALLOWANCE	425.00	
						VENDOR TOTAL *	425.00	
0006550	00	BRECK A. HELLER						
17UNIF/HELLER	000037		01	01/06/2017	001-7230-522.32-21	2017 UNIFORM ALLOWANCE	425.00	
						VENDOR TOTAL *	425.00	
0006550	00	BRIAN D. MENCL						
17UNIF/MENCL	000065		01	01/06/2017	001-7230-522.32-21	2017 UNIFORM ALLOWANCE	425.00	
						VENDOR TOTAL *	425.00	
0006550	00	BRYAN A. GOBLE						
17UNIF/GOBLE	000014		01	01/06/2017	001-7230-522.32-21	2017 UNIFORM ALLOWANCE	425.00	
						VENDOR TOTAL *	425.00	
0006550	00	CALEB MILLER						
17UNIF/MILLER	C000043		01	01/06/2017	001-7230-522.32-21	2017 UNIFORM ALLOWANCE	425.00	
						VENDOR TOTAL *	425.00	
0006550	00	CALEN DUNN						
17UNIF/DUNN	000013		01	01/06/2017	001-7230-522.32-21	2017 UNIFORM ALLOWANCE	425.00	
						VENDOR TOTAL *	425.00	
0006550	00	CAROLYN K. HERNDON						
17UNIF/HERNDON	000017		01	01/06/2017	001-7230-522.32-21	2017 UNIFORM ALLOWANCE	425.00	30,600.00 +
						VENDOR TOTAL *	425.00	98,373.94 +
0006550	00	CHAD L. ALLEN						
17UNIF/ALLEN	000010		01	01/06/2017	001-7230-522.32-21	2017 UNIFORM ALLOWANCE	425.00	535,858.43 +
						VENDOR TOTAL *	425.00	325,485.74 +
0006550	00	CHRISTOPHER D. PARSONS						
17UNIF/PARSONS	000044		01	01/06/2017	001-7230-522.32-21	2017 UNIFORM ALLOWANCE	425.00	192,226.13 +
						VENDOR TOTAL *	425.00	30,234.59 +
0006550	00	CHRISTOPHER M. LEDBETTER						
17UNIF/LEDBETTE	000062		01	01/06/2017	001-7230-522.32-21	2017 UNIFORM ALLOWANCE	425.00	1,212,778.83 *

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
0006550	00	CHRISTOPHER M. LEDBETTER						
						VENDOR TOTAL *	425.00	
0006550	00	CODY YOUNG						
17UNIF/YOUNG	000052		01	01/06/2017	001-7230-522.32-21	2017 UNIFORM ALLOWANCE	425.00	
						VENDOR TOTAL *	425.00	
0006550	00	COLIN KENNEDY						
17UNIF/KENNEDY	000019		01	01/06/2017	001-7230-522.32-21	2017 UNIFORM ALLOWANCE	425.00	
						VENDOR TOTAL *	425.00	
0006550	00	CORBY R. MILLER						
17UNIF/MILLERCO	000066		01	01/06/2017	001-7230-522.32-21	2017 UNIFORM ALLOWANCE	425.00	
						VENDOR TOTAL *	425.00	
0006550	00	CRAIG A. WALLE						
17UNIF/WALLE	000070		01	01/06/2017	001-7230-522.32-21	2017 UNIFORM ALLOWANCE	425.00	
						VENDOR TOTAL *	425.00	
0006550	00	CRAIG W. ROTHE						
17UNIF/ROTHE	000068		01	01/06/2017	001-7230-522.32-21	2017 UNIFORM ALLOWANCE	425.00	
						VENDOR TOTAL *	425.00	
0006550	00	DALTON BLACK						
17UNIF/BLACK	000011		01	01/06/2017	001-7230-522.32-21	2017 UNIFORM ALLOWANCE	425.00	
						VENDOR TOTAL *	425.00	
0006550	00	DANIEL E. SMITH						
17UNIF/SMITH D	000024		01	01/06/2017	001-7230-522.32-21	2017 UNIFORM ALLOWANCE	425.00	
						VENDOR TOTAL *	425.00	
0006550	00	DANNY R. CHAMBERS JR.						
17UNIF/CHAMBERS	000057		01	01/06/2017	001-7230-522.32-21	2017 UNIFORM ALLOWANCE	425.00	
						VENDOR TOTAL *	425.00	
0006550	00	DAVID A. GOERING						
17UNIF/GOERING	000035		01	01/06/2017	001-7230-522.32-21	2017 UNIFORM ALLOWANCE	425.00	
						VENDOR TOTAL *	425.00	
0006550	00	DAVID MANCILLAS						
17UNIF/MANCILLA	000063		01	01/06/2017	001-7230-522.32-21	2017 UNIFORM ALLOWANCE	425.00	
						VENDOR TOTAL *	425.00	
0006550	00	DONALD S. HOBBS						
17UNIF/HOBBS	000060		01	01/06/2017	001-7230-522.32-21	2017 UNIFORM ALLOWANCE	425.00	
						VENDOR TOTAL *	425.00	
0006550	00	DOUGLAS J. REEVES						
17UNIF/REEVES	000046		01	01/06/2017	001-7230-522.32-21	2017 UNIFORM ALLOWANCE	425.00	
						VENDOR TOTAL *	425.00	
0006550	00	DOUGLAS L. HANEN						

VEND NO	SEQ#	VENDOR NAME							EFT, EPAY OR HAND-ISSUED AMOUNT
INVOICE NO	VOUCHER NO	P.O. NO	BNK	CHECK/DUE DATE	ACCOUNT NO	ITEM DESCRIPTION	CHECK AMOUNT		
0006550	00	DOUGLAS L. HANEN							
17UNIF/HANEN	000002		01	01/06/2017	001-7230-522.32-21	2017 UNIFORM ALLOWANCE	425.00		
						VENDOR TOTAL *	425.00		
0006550	00	EDVAR G. AGUIRRE							
17UNIF/AGUIRRE	000030		01	01/06/2017	001-7230-522.32-21	2017 UNIFORM ALLOWANCE	425.00		
						VENDOR TOTAL *	425.00		
0006550	00	GARRETT C. EDIGER							
17UNIF/EDIGER	000034		01	01/06/2017	001-7230-522.32-21	2017 UNIFORM ALLOWANCE	425.00		
						VENDOR TOTAL *	425.00		
0006550	00	GARY D. MARTINEZ							
17UNIF/MARTINEZ	000064		01	01/06/2017	001-7230-522.32-21	2017 UNIFORM ALLOWANCE	425.00		
						VENDOR TOTAL *	425.00		
0006550	00	GARY P. BAUDOIN							
17UNIF/BAUDOIN	000054		01	01/06/2017	001-7230-522.32-21	2017 UNIFORM ALLOWANCE	425.00		
						VENDOR TOTAL *	425.00		
0006550	00	GERALD L. WIENS							
17UNIF/WIENS	000072		01	01/06/2017	001-7230-522.32-21	2017 UNIFORM ALLOWANCE	425.00		
						VENDOR TOTAL *	425.00		
0006550	00	GREGORY A. HENKE							
17UNIF/HENKE	000016		01	01/06/2017	001-7230-522.32-21	2017 UNIFORM ALLOWANCE	425.00		
						VENDOR TOTAL *	425.00		
0006550	00	GREGORY R. LANKER							
17UNIF/LANKER	000040		01	01/06/2017	001-7230-522.32-21	2017 UNIFORM ALLOWANCE	425.00		
						VENDOR TOTAL *	425.00		
0006550	00	IAN R. ARNDT							
17UNIF/ARNDT	000053		01	01/06/2017	001-7230-522.32-21	2017 UNIFORM ALLOWANCE	425.00		
						VENDOR TOTAL *	425.00		
0006550	00	JAMES D. CARROLL JR.							
17UNIF/CARROLL	000032		01	01/06/2017	001-7230-522.32-21	2017 UNIFORM ALLOWANCE	425.00		
						VENDOR TOTAL *	425.00		
0006550	00	JASON L. HAWKS							
17UNIF/HAWKS	000015		01	01/06/2017	001-7230-522.32-21	2017 UNIFORM ALLOWANCE	425.00		
						VENDOR TOTAL *	425.00		
0006550	00	JASON L. WEBB							
17UNIF/WEBB	000028		01	01/06/2017	001-7230-522.32-21	2017 UNIFORM ALLOWANCE	425.00		
						VENDOR TOTAL *	425.00		
0006550	00	JEFF M. MILLER							
17UNIF/MILLER	000020		01	01/06/2017	001-7230-522.32-21	2017 UNIFORM ALLOWANCE	425.00		



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
0006550	00	NATHAN M. TECH						
17UNIF/TECH	000069		01	01/06/2017	001-7230-522.32-21	2017 UNIFORM ALLOWANCE	425.00	
						VENDOR TOTAL *	425.00	
0006550	00	NICHOLAS R. WHITE						
17UNIF/WHITE	000051		01	01/06/2017	001-7230-522.32-21	2017 UNIFORM ALLOWANCE	425.00	
						VENDOR TOTAL *	425.00	
0006550	00	PATRICK O. WEATHERS						
17UNIF/WEATHERS	000049		01	01/06/2017	001-7230-522.32-21	2017 UNIFORM ALLOWANCE	425.00	
						VENDOR TOTAL *	425.00	
0006550	00	PATRICK R. O'NEAL						
17UNIF/ONEAL	000023		01	01/06/2017	001-7230-522.32-21	2017 UNIFORM ALLOWANCE	425.00	
						VENDOR TOTAL *	425.00	
0006550	00	RANDELL T. SMITH						
17UNIF/SMITH R	000025		01	01/06/2017	001-7230-522.32-21	2017 UNIFORM ALLOWANCE	425.00	
						VENDOR TOTAL *	425.00	
0006550	00	RAYMOND C. CASANOVA						
17UNIF/CASANOVA	000056		01	01/06/2017	001-7230-522.32-21	2017 UNIFORM ALLOWANCE	425.00	
						VENDOR TOTAL *	425.00	
0006550	00	REX R. ALBRIGHT						
17UNIF/ALBRIGHT	000006		01	01/06/2017	001-7230-522.32-21	2017 UNIFORM ALLOWANCE	425.00	
						VENDOR TOTAL *	425.00	
0006550	00	RICKY R. DOWERS						
17UNIF/DOWERS	000012		01	01/06/2017	001-7230-522.32-21	2017 UNIFORM ALLOWANCE	425.00	
						VENDOR TOTAL *	425.00	
0006550	00	ROBERT C. WATSON						
17UNIF/WATSON	000027		01	01/06/2017	001-7230-522.32-21	2017 UNIFORM ALLOWANCE	425.00	
						VENDOR TOTAL *	425.00	
0006550	00	RONALD C. KAUFMAN JR.						
17UNIF/KAUFMAN	000061		01	01/06/2017	001-7230-522.32-21	2017 UNIFORM ALLOWANCE	425.00	
						VENDOR TOTAL *	425.00	
0006550	00	RYAN S. WINTERS						
17UNIF/WINTERS	000073		01	01/06/2017	001-7230-522.32-21	2017 UNIFORM ALLOWANCE	425.00	
						VENDOR TOTAL *	425.00	
0006550	00	SCOTT L. WILKENS						
17UNIF/WILKENS	000029		01	01/06/2017	001-7230-522.32-21	2017 UNIFORM ALLOWANCE	425.00	
						VENDOR TOTAL *	425.00	
0006550	00	SHAWN E. KELLEY						
17UNIF/KELLEY	000018		01	01/06/2017	001-7230-522.32-21	2017 UNIFORM ALLOWANCE	425.00	

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
0006550	00	SHAWN E. KELLEY							
						VENDOR TOTAL *	425.00		
0006550	00	TIMOTHY J. MORRIS							
17UNIF/MORRIS	000021		01	01/06/2017	001-7230-522.32-21	2017 UNIFORM ALLOWANCE	425.00		
						VENDOR TOTAL *	425.00		
0006550	00	TIMOTHY P. PITTS							
17UNIF/PITTS	000067		01	01/06/2017	001-7230-522.32-21	2017 UNIFORM ALLOWANCE	425.00		
						VENDOR TOTAL *	425.00		
0006550	00	TONY L. ARPIN							
17UNIF/ARPIN	000003		01	01/06/2017	001-7230-522.32-21	2017 UNIFORM ALLOWANCE	425.00		
						VENDOR TOTAL *	425.00		
0006550	00	TRAVIS W. KERSCHNER							
17UNIF/KERSCHNE	0000039		01	01/06/2017	001-7230-522.32-21	2017 UNIFORM ALLOWANCE	425.00		
						VENDOR TOTAL *	425.00		
0006550	00	TROY D. MUELLER							
17UNIF/MUELLER	000022		01	01/06/2017	001-7230-522.32-21	2017 UNIFORM ALLOWANCE	425.00		
						VENDOR TOTAL *	425.00		
0006550	00	WENDELL W. GOERTZEN							
17UNIF/GOERTZEN	0000036		01	01/06/2017	001-7230-522.32-21	2017 UNIFORM ALLOWANCE	425.00		
						VENDOR TOTAL *	425.00		
0006550	00	WESLEY P. STEWART							
17UNIF/STEWART	000047		01	01/06/2017	001-7230-522.32-21	2017 UNIFORM ALLOWANCE	425.00		
						VENDOR TOTAL *	425.00		
0006550	00	WILLIAM B. LANG							
17UNIF/LANG	000007		01	01/06/2017	001-7230-522.32-21	2017 UNIFORM ALLOWANCE	425.00		
						VENDOR TOTAL *	425.00		
0006550	00	ZACHARY HEATH							
17UNIF/HEATH	000058		01	01/06/2017	001-7230-522.32-21	2017 UNIFORM ALLOWANCE	425.00		
						VENDOR TOTAL *	425.00		
						TOTAL EXPENDITURES ****	30,600.00		
						GRAND TOTAL *****			30,600.00

PREPARED 01/06/2017, 11:00:47  
PROGRAM: GM319L  
City of Hutchinson

EXPENDITURE APPROVAL LIST  
AS OF: 01/06/2017 CHECK DATE: 01/06/2017

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
0001943	00	HUTCHINSON RECREATION COMMISSION						
2016/SUBSIDY	001387	01 01/06/2017	009-6930-571.29-57	2016 SUBSIDY			40,000.00	
2016SUBSIDY	001386	01 01/06/2017	031-6991-567.29-57	2016 SUBSIDY			58,373.94	
						VENDOR TOTAL *	98,373.94	
						TOTAL EXPENDITURES ****	98,373.94	
					GRAND TOTAL	*****		98,373.94



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	
0000227	00	B & B HYDRAULICS, INC							
3019386	001308			01 01/06/2017	001-6310-554.32-16	UNIT #570 PARTS	EFT:	85.46	
3019501	001309			01 01/06/2017	001-6310-554.32-16	UNIT #88 PARTS	EFT:	22.98	
3019630	001310			01 01/06/2017	001-6310-554.32-16	UNIT #88 PARTS	EFT:	343.13	
3019526	001339			01 01/06/2017	050-6971-573.32-24	LOADER HOSE	EFT:	29.37	
						VENDOR TOTAL *	.00	480.94	
0006855	00	BDP INDUSTRIES							
8585	001311			01 01/06/2017	052-6510-494.32-14	BEARINGS	1,212.10		
8585	001312			01 01/06/2017	052-6510-494.22-20	FREIGHT	175.03		
8608	001313			01 01/06/2017	052-6510-494.27-30	INSTALLATION OF BEARINGS	2,965.00		
						VENDOR TOTAL *	4,352.13		
0004504	00	BLUBAUGH, ECHO							
011117	0004	X00004		01 01/03/2017	001-6950-563.22-40	PER DIEM/TRAINING/TOPEKA	92.00		
						VENDOR TOTAL *	92.00		
0006370	00	BOWMAN PHD, DAVID R.							
121316	001344			01 01/06/2017	001-7110-500.21-70	OFFICER EVALS	EFT:	947.00	
						VENDOR TOTAL *	.00	947.00	
0000274	00	BRIDGMAN OIL COMPANY							
59751	001314			01 01/06/2017	001-6310-554.32-16	OIL STOCK	201.60		
						VENDOR TOTAL *	201.60		
0004309	00	CAIN, MICHAEL P.							
REIME/LOWES	001374			01 01/06/2017	001-7250-523.32-14	DRILL BIT/LOWES	17.97		
						VENDOR TOTAL *	17.97		
0000429	00	CCMFOA OF KANSAS							
2017MEMBERSHIP	0005	X00005		01 01/03/2017	001-3000-451.29-53	2017 MEMBERSHIP	75.00		
						VENDOR TOTAL *	75.00		
0005156	00	CENTRAL KANSAS VETERINARY CENTER							
235346	001315			01 01/06/2017	044-7420-700.29-52	NEUTER	75.00		
235241	001316			01 01/06/2017	044-7420-700.29-52	SPAY/NEUTER	162.20		
235242	001317			01 01/06/2017	044-7420-700.29-57	RABIES DISCOUNT	11.60		
235244	001318			01 01/06/2017	044-7420-700.29-52	SPAY/NEUTER	313.00		
						VENDOR TOTAL *	538.60		
0006715	00	CENTRAL NEBRASKA PACKING, INC							
030067	001267			01 01/06/2017	001-6945-562.32-06	ANIMAL FOOD	790.00		
						VENDOR TOTAL *	790.00		
0000087	00	CHOLE YOCKY							
REFUND/YOCKY	001319			01 01/06/2017	044-0000-358.35-81	RETURN CAT	30.00		
						VENDOR TOTAL *	30.00		
0000481	00	CONCRETE ENTERPRISES INC							
90120406	001268			01 01/06/2017	001-6945-562.32-05	CONCRETE/ZOO	303.00		

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
0000481	00	CONCRETE ENTERPRISES INC						
						VENDOR TOTAL *	303.00	
0000473	00	CONTINENTAL RESEARCH CORP						
443516-CRC-1	001320		01	01/06/2017	052-6510-494.32-03	CHEMICAL ADDITIVE	462.06	
						VENDOR TOTAL *	462.06	
0000487	00	COOPER TIRE SERVICE INC						
1230699	001269		01	01/06/2017	001-6310-554.32-16	UNIT #202 TIRE ROTATION	18.54	
1GS230700	001270		01	01/06/2017	001-6310-554.32-16	UNIT #228 NEW TIRES	570.44	
1230769	001271		01	01/06/2017	001-6310-554.32-16	UNIT #186 TIRE REPAIR	69.44	
1230697	001272		01	01/06/2017	001-6310-554.32-16	UNIT #203 TIRE REPAIR	20.60	
1230728	001345		01	01/06/2017	001-6310-554.32-16	UNIT #260 ALIGNMENT	82.35	
						VENDOR TOTAL *	761.37	
0003542	00	DONDLINGER & SONS						
PMT#4RUNWAY1735001340			01	01/06/2017	088-9900-650.29-00	RUNWAY 17-35	42,876.43	
						VENDOR TOTAL *	42,876.43	
0002697	00	DOONAN TRUCK & EQ OF WICHITA. INC.						
WP343913	001321		01	01/06/2017	001-6310-554.32-16	UNIT #9 PARTS	222.58	
						VENDOR TOTAL *	222.58	
0006381	00	FE MORAN SECURITY SOLUTIONS						
875263	0038	X00021	01	01/05/2017	001-6970-564.29-57	2017 SECURITY/MEM HALL	810.00	
875427	0037	X00020	01	01/05/2017	031-6991-567.29-57	2017 SECURITY/FUN VALLEY	564.00	
						VENDOR TOTAL *	1,374.00	
0000694	00	FEE INSURANCE GROUP INC						
400434	0006	X00006	01	01/03/2017	035-9840-474.25-84	2017 STORAGE TANK PREMIUM	186.00	
						VENDOR TOTAL *	186.00	
0000719	00	FIRST NATIONAL TRAVEL						
7882252873	001346		01	01/06/2017	001-6945-562.22-40	TRAVEL/VANZANT	320.20	
						VENDOR TOTAL *	320.20	
0007423	00	FISHER COACHING						
1.1.2017	0007	X00007	01	01/03/2017	086-0000-660.29-00	CONSULT FEES	540.00	
						VENDOR TOTAL *	540.00	
0004900	00	FORKER SUTER LLC						
159457	001382		01	01/06/2017	001-5400-473.21-31	DEC16 MUN CT PROSECUTOR	3,442.00	
						VENDOR TOTAL *	3,442.00	
0005377	00	FORT BEND SERVICES, INC						
0206375	001322		01	01/06/2017	052-6510-494.32-03	POLYMER	6,900.00	
						VENDOR TOTAL *	6,900.00	
0007487	00	FREEDOM COMMUNICATION TECHNOLOGIES						
1693	001323		01	01/06/2017	001-7191-511.29-57	AUTO TUNES	2,400.00	





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
0006233	00	LAW OFFICE OF BENJAMIN FISHER	11/17/249	001384		01	01/06/2017	001-5400-473.21-30	DEC 16 CT APPT ATTORNEY	1,600.00	
VENDOR TOTAL *										1,600.00	
0000865	00	LEAGUE OF KS MUNICIPALITIES									
17-07	0013	X00013	01	01/03/2017				001-1100-410.29-53	2017 DUES		EFT: 7,824.35
17-45	0011	X00011	01	01/03/2017				001-2100-420.29-53	2017 KACM DUES/DYE		EFT: 210.00
17-35	0012	X00012	01	01/03/2017				001-2100-420.29-53	2017 KACM DUES/DEARDOFF		EFT: 210.00
17-07	0014	X00013	01	01/03/2017				001-2100-420.29-53	2017 DUES		EFT: 312.60
17-07	0015	X00013	01	01/03/2017				001-2300-430.29-53	2017 DUES		EFT: 312.60
17-07	0016	X00013	01	01/03/2017				001-3000-451.29-53	2017 DUES		EFT: 312.60
17-07	0017	X00013	01	01/03/2017				001-3050-455.29-53	2017 DUES		EFT: 782.44
17-07	0018	X00013	01	01/03/2017				001-4100-460.29-53	2017 DUES		EFT: 312.60
17-07	0019	X00013	01	01/03/2017				001-4110-461.29-53	2017 DUES		EFT: 312.60
17-07	0020	X00013	01	01/03/2017				001-5000-471.29-53	2017 DUES		EFT: 312.60
17-07	0021	X00013	01	01/03/2017				001-6100-550.29-53	2017 DUES		EFT: 312.60
17-07	0022	X00013	01	01/03/2017				001-6210-551.29-53	2017 DUES		EFT: 312.60
17-07	0023	X00013	01	01/03/2017				001-7110-500.29-53	2017 DUES		EFT: 312.60
17-07	0024	X00013	01	01/03/2017				001-7210-520.29-53	2017 DUES		EFT: 312.60
17-07	0025	X00013	01	01/03/2017				001-7310-480.29-53	2017 DUES		EFT: 312.60
17-07	0026	X00013	01	01/03/2017				051-6621-491.29-53	2017 DUES		EFT: 782.44
17-07	0027	X00013	01	01/03/2017				051-6624-492.29-53	2017 DUES		EFT: 782.44
17-07	0028	X00013	01	01/03/2017				052-6510-494.29-53	2017 DUES		EFT: 2,667.49
17-07	0029	X00013	01	01/03/2017				052-6520-495.29-53	2017 DUES		EFT: 2,667.49
VENDOR TOTAL *										.00	19,365.25
0000893	00	MCCURDY MOTOR & WRECKER SERVICE	5473	0041	X00024	01	01/05/2017	001-7130-502.29-55	TOWING	30.00	
VENDOR TOTAL *										30.00	
0006423	00	MERIAL LIMITED	6348528	001327		01	01/06/2017	044-7420-700.32-13	FLEA TREATMENT	946.20	
VENDOR TOTAL *										946.20	
0004538	00	MES-MIDAM	1092491	001328		01	01/06/2017	001-7230-522.32-03	PLUG		EFT: 15.00
1091373			001329			01	01/06/2017	001-7230-522.32-16	NAME PATCH		EFT: 53.20
VENDOR TOTAL *										.00	68.20
0000904	00	MID-KANSAS TENT AND AWNING	18272	001377		01	01/06/2017	001-7230-522.27-50	TARP REPAIR	45.00	
VENDOR TOTAL *										45.00	
0007476	00	MOHAWK RESOURCES LTD.	40364	001278		01	01/06/2017	001-6320-555.43-16	TURF KIT FOR GARAGE LIFT	3,124.25	
40364			001279			01	01/06/2017	001-6320-555.43-16	TURF KIT FOR GARAGE LIFT	417.37	
VENDOR TOTAL *										3,541.62	
0000943	00	MOTOROLA SOLUTIONS, INC.	92281719	001280		01	01/06/2017	001-7191-511.32-14	RADIO SUPPLIES	76.00	

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
0000943	00	MOTOROLA SOLUTIONS, INC.						
						VENDOR TOTAL *	76.00	
0005040	00	NANCY SCOTT						
1906SCOTT	001281		01	01/06/2017	048-0000-630.29-00	RICE 123116/N SCOTT	50.00	
						VENDOR TOTAL *	50.00	
0006350	00	NATIONAL SCREENING BUREAU						
1612147	0042	X00025	01	01/05/2017	035-9840-474.21-43	DRUG TESTING	EFT:	630.00
						VENDOR TOTAL *	.00	630.00
0001130	00	NUNNS CONSTRUCTION, INC.						
PMT#3ST#5	001378		01	01/06/2017	088-9900-650.29-00	ST #5	140,175.00	
						VENDOR TOTAL *	140,175.00	
0004352	00	OFS, INC						
44500	001330		01	01/06/2017	052-6510-494.32-03	FERROUS CHLORIDE	EFT:	3,076.02
						VENDOR TOTAL *	.00	3,076.02
0007486	00	OGENA SOLUTIONS LLC						
OGUS-4809	001282		01	01/06/2017	044-7420-700.43-16	FOAMERS	146.41	
						VENDOR TOTAL *	146.41	
0007153	00	OMEGA RAIL MANAGEMENT, INC						
17-185561	001358		01	01/06/2017	051-6624-492.28-10	ANNUAL CROSSING FEE	616.50	
						VENDOR TOTAL *	616.50	
0001077	00	ORKIN - SALINA						
152353686	0043	X00026	01	01/05/2017	001-6940-561.29-57	JAN17 PEST CTRL/HBS	23.00	
152353277	0044	X00027	01	01/05/2017	001-6940-561.29-57	JAN17 PEST CTRL/AVE A PAR	23.00	
152352906	0045	X00028	01	01/05/2017	001-6940-561.29-57	JAN17 PEST CTRL/RICE PARK	23.00	
						VENDOR TOTAL *	69.00	
0001092	00	PATS KEY & LOCK						
49932	001283		01	01/06/2017	001-6310-554.32-16	UNIT #542 KEY CYLINDER	28.95	
						VENDOR TOTAL *	28.95	
0006618	00	PNC EQUIPMENT FINANCE, LLC						
171333000/JAN17	0032	X00016	01	01/03/2017	008-6920-570.28-50	GOLF CART LEASE	2,343.60	
						VENDOR TOTAL *	2,343.60	
0006473	00	PRAIRIE FIRE COFFEE						
904424	001359		01	01/06/2017	008-6920-570.32-41	CONCESSION PRODUCT	EFT:	42.90
						VENDOR TOTAL *	.00	42.90
0001140	00	PROFESSIONAL CLEANING SYSTEM I						
97805	001284		01	01/06/2017	001-6940-561.27-30	REPAIRS	238.78	
						VENDOR TOTAL *	238.78	
0002249	00	PROPANE CENTRAL LLC						

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
0002249	00	PROPANE CENTRAL LLC						
U0887446	001285		01	01/06/2017	001-6995-693.32-29	PROPANE	368.94	
I003443	001341		01	01/06/2017	050-6971-573.29-57	CYLINDER RENTAL	36.00	
						VENDOR TOTAL *	404.94	
0001145	00	PUR-O-ZONE INC						
716439	001331		01	01/06/2017	001-6960-569.43-17	AIR MOVER	EFT:	429.00
						VENDOR TOTAL *	.00	429.00
0007319	00	QUINONEZ, PABLO						
011117TOPEKA	0033	X00017	01	01/03/2017	001-6950-563.22-40	PER DIEM/TRAINING/TOPEKA	92.00	
						VENDOR TOTAL *	92.00	
0001173	00	RENO COUNTY HEALTH DEPT						
9841	001360		01	01/06/2017	035-9840-474.21-41	VACCINATIONS	146.00	
						VENDOR TOTAL *	146.00	
0005582	00	RENO COUNTY SOLID WASTE DEPT						
10702	001332		01	01/06/2017	052-6510-494.26-60	DEWATERED SOLIDS DISPOSAL	205.36	
						VENDOR TOTAL *	205.36	
0001196	00	ROSE MOTOR SUPPLY CO INC						
257724B	001286		01	01/06/2017	001-6310-554.32-16	ENG #3 PARTS	EFT:	35.15
259084B	001287		01	01/06/2017	001-6310-554.32-16	UNIT #145 PARTS	EFT:	34.65
259187B	001288		01	01/06/2017	001-6310-554.32-16	BRU #31 BATTERIES	EFT:	153.80
259453B	001290		01	01/06/2017	001-6310-554.32-16	RETURNED PARTS	EFT:	31.65-
259452B	001291		01	01/06/2017	001-6310-554.32-16	RETURNED PARTS	EFT:	34.65-
259454B	001292		01	01/06/2017	001-6310-554.32-16	UNIT #145 PARTS	EFT:	9.45
259477B	001293		01	01/06/2017	001-6310-554.32-16	UNIT #7 PARTS	EFT:	30.13
259525B	001294		01	01/06/2017	001-6310-554.32-16	UNIT #7 PARTS	EFT:	35.74
259524B	001333		01	01/06/2017	001-6310-554.32-16	STOCK PARTS	EFT:	13.79
259386B	001289		01	01/06/2017	001-6320-555.32-14	REPLACEMENT GRINDER	EFT:	239.95
						VENDOR TOTAL *	.00	486.36
0003168	00	SAFELITE FULFILLMENT, INC.						
05571-584290	001379		01	01/06/2017	001-7230-522.32-16	ENG #5 WINDSHIELD	202.49	
						VENDOR TOTAL *	202.49	
0001206	00	SALINA SUPPLY CO						
S100071124.003	001361		01	01/06/2017	051-6624-492.32-18	PLMBG SUPPLIES	EFT:	675.60
S100071124.001	001362		01	01/06/2017	051-6624-492.32-18	CURB STOP VALVES	EFT:	5,520.00
						VENDOR TOTAL *	.00	6,195.60
0001214	00	SAYLOR CLEANERS						
DEC16	001363		01	01/06/2017	001-7130-502.29-54	UNIFORM CLEANING	EFT:	1,076.00
						VENDOR TOTAL *	.00	1,076.00
0007100	00	SCHENDEL PEST SERVICES						
60330699	001342		01	01/06/2017	050-6971-573.29-57	DEC16 PEST CTRL/AIRPORT	43.00	
						VENDOR TOTAL *	43.00	
0001293	00	SMITH & LOVELESS, INC.						

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	
0001293	00	SMITH & LOVELESS, INC.							
115079	001334		01	01/06/2017	052-6510-494.32-14	FILTERS	290.49		
						VENDOR TOTAL *	290.49		
0007343	00	SOURCE, INCORPORATED OF MISSOURI							
320773	0046	X00029	01	01/05/2017	001-7150-504.29-57	CRADLEPOINT MAINT	1,605.00		
						VENDOR TOTAL *	1,605.00		
0001036	00	SOUTHEAST SAND							
81049	001364		01	01/06/2017	051-6624-492.32-05	ROCK	1,463.91		
81050	001365		01	01/06/2017	051-6624-492.32-05	ROCK	1,442.93		
80818	001366		01	01/06/2017	051-6624-492.32-05	SAND	427.36		
80819	001367		01	01/06/2017	051-6624-492.32-05	SAND	437.44		
80826	001368		01	01/06/2017	051-6624-492.32-05	SAND	221.92		
80853	001369		01	01/06/2017	051-6624-492.32-05	SAND	99.36		
80842	001370		01	01/06/2017	051-6624-492.32-05	SAND	53.76		
80827	001371		01	01/06/2017	051-6624-492.32-05	SAND	448.00		
80433	001295		01	01/06/2017	088-9900-650.29-00	SAND	23.60		
						VENDOR TOTAL *	4,618.28		
0007315	00	SPECIALTIES INC ANIMAL CARE PRODUCT							
124269	001335		01	01/06/2017	044-7420-700.32-14	CARRIERS/LEASHES	361.20		
						VENDOR TOTAL *	361.20		
0007320	00	STOCKTON, SHANE							
011117TOPEKA	0036	X00019	01	01/03/2017	001-6950-563.22-40	PER DIEM/TRAINING/TOPEKA	92.00		
						VENDOR TOTAL *	92.00		
0001237	00	STUTZMAN REFUSE DISPOSAL INC							
DEC16	001385		01	01/06/2017	005-6710-490.29-59	DEC 16 COLLECTIONS	168,017.20		
						VENDOR TOTAL *	168,017.20		
0007036	00	SUMMIT TRUCK GROUP							
409145301	001296		01	01/06/2017	001-6310-554.32-16	RES #2 REBUILD KIT	243.82		
CM409145301	001297		01	01/06/2017	001-6310-554.32-16	CREDIT FOR TAX CHARGED	243.82		
409145617	001298		01	01/06/2017	001-6310-554.32-16	RES 32 REBUILD KIT	223.48		
						VENDOR TOTAL *	223.48		
0007327	00	SURENCY LIFE AND HEALTH							
010317	001299		01	01/06/2017	032-9210-432.21-70	DEC 16 INVOICES	1,028.85		
						VENDOR TOTAL *	1,028.85		
0005544	00	THINK! TONER AND INK							
10052589	001300		01	01/06/2017	001-3100-452.31-05	TONER	551.94		
						VENDOR TOTAL *	551.94		
0000821	00	TRUCK CENTER COMPANIES							
737222E	001372		01	01/06/2017	001-6310-554.32-16	UNIT #132 PARTS	EFT:	398.99	
741641E	001373		01	01/06/2017	001-6310-554.32-16	RETURN PARTS	EFT:	159.10	
						VENDOR TOTAL *	.00	239.89	
0005818	00	TYLER TECHNOLOGIES, INC							

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
0005818	00	TYLER TECHNOLOGIES, INC									
025-176880	0047	X00030	01	01/05/2017			001-5400-473.29-63	JAN 17 ONLINE COMPONENT		EFT:	100.00
VENDOR TOTAL *										.00	100.00
0002656	00	UNRUH EXCAVATING, LLC									
5231	001301		01	01/06/2017			001-6940-561.43-01	STONE/PO #160387	9,450.00		
VENDOR TOTAL *										9,450.00	
0006765	00	VIVERAE, INC									
36115	0048	X00031	01	01/05/2017			032-9210-432.21-90	WELLNESS PROGRAM	1,350.00		
VENDOR TOTAL *										1,350.00	
0006833	00	VOICE PRODUCTS SERVICE LLC									
AR76627	0049	X00032	01	01/05/2017			001-7150-504.29-57	2017 MAINTENANCE	3,212.07		
VENDOR TOTAL *										3,212.07	
0004484	00	WESTAR ENERGY									
5184110982	DEC16001302		01	01/06/2017			001-6810-453.26-10	DEC 16 SERV/22ND & MAIN	51.52		
VENDOR TOTAL *										51.52	
0002130	00	WESTAR ENERGY-HUTCHINSON									
57854	001336		01	01/06/2017			088-9900-650.29-00	LED STREETLIGHT PROJECT	19,483.00		
VENDOR TOTAL *										19,483.00	
0001310	00	WINDY CITY MANAGEMENT									
REFUND/WINDYCIT0050			01	01/05/2017			001-0000-325.32-50	RRIP REFUND/627 W AVE A	20.00		
REFUND/WINDYCIT0051			01	01/05/2017			001-0000-325.32-50	RRIP REFUND/202 W 23RD	20.00		
VENDOR TOTAL *										40.00	
0006834	00	WORKFORCE ALLIANCE OF SO CTRL KS									
184	0034	X00018	01	01/03/2017			001-9500-620.21-70	2017 REAP ASSESSMENT	4,825.50		
184	0035	X00018	01	01/03/2017			051-6621-491.29-57	2017 REAP ASSESSMENT	4,825.50		
VENDOR TOTAL *										9,651.00	
0000087	00	YANCY KENDRICK									
REFUND/KENDRICK001303			01	01/06/2017			044-0000-358.35-81	RETURN DOG	130.00		
VENDOR TOTAL *										130.00	
EFT/EPAY TOTAL ***											53,567.19
TOTAL EXPENDITURES ****										482,291.24	53,567.19
GRAND TOTAL *****											535,858.43

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
0007298	00	AETNA INSURANCE									
120216		001243		01	12/30/2016		032-9210-432.29-04	INSURANCE CLAIMS	CHECK #: 2016378	454.50	
120516		001244		01	12/30/2016		032-9210-432.29-04	INSURANCE CLAIMS	CHECK #: 2016379	72,908.48	
120716		001245		01	12/30/2016		032-9210-432.29-04	INSURANCE CLAIMS	CHECK #: 2016380	44,704.46	
121416		001246		01	12/30/2016		032-9210-432.29-04	INSURANCE CLAIMS	CHECK #: 2016381	102,203.65	
122016		001247		01	12/30/2016		032-9210-432.29-04	INSURANCE CLAIMS	CHECK #: 2016382	29,884.04	
								VENDOR TOTAL *	.00	250,155.13	
0007323	00	AETNA-HARTFORD									
DEC 16		001242		01	12/30/2016		032-9210-432.21-70	DECEMBER STOP LOSS	CHECK #: 2016377	39,197.28	
								VENDOR TOTAL *	.00	39,197.28	
0000293	00	BLUE CROSS BLUE SHIELD OF KANSAS									
120916		001259		01	12/30/2016		032-9210-432.29-04	INSURANCE CLAIMS	CHECK #: 2016392	9,373.07	
120916		001260		01	12/30/2016		032-9210-432.29-04	INSURANCE CLAIMS	CHECK #: 2016392	93.71	
								VENDOR TOTAL *	.00	9,279.36	
0000016	00	CITY BEVERAGE COMPANY INC									
289695		001256		01	12/30/2016		008-6920-570.32-40	BEER	CHECK #: 2016390	135.05	
290628		001257		01	12/30/2016		008-6920-570.32-40	BEER	CHECK #: 2016391	74.40	
293097		001258		01	12/30/2016		008-6920-570.32-40	BEER	CHECK #: 2016391	19.80	
								VENDOR TOTAL *	.00	189.65	
0007464	00	CLAYTON HOLDINGS LLC									
2104		001220		01	12/30/2016		036-0000-640.29-00	FIRE TRUCK LEASE	CHECK #: 2016375	6,915.53	
								VENDOR TOTAL *	.00	6,915.53	
0006330	00	COBRAGUARD, INC									
5051041		001255		01	12/30/2016		032-9210-432.21-70	INSURANCE SERVICES	CHECK #: 2016389	307.50	
								VENDOR TOTAL *	.00	307.50	
0001113	00	PITNEY BOWES INC									
123016		001221		01	12/30/2016		001-2100-420.28-50	POSTAGE LEASE	CHECK #: 2016376	8.70	
123016		001222		01	12/30/2016		001-2300-430.28-50	POSTAGE LEASE	CHECK #: 2016376	82.41	
123016		001223		01	12/30/2016		001-3000-451.28-50	POSTAGE LEASE	CHECK #: 2016376	195.36	
123016		001224		01	12/30/2016		001-3050-455.28-50	POSTAGE LEASE	CHECK #: 2016376	123.53	
123016		001225		01	12/30/2016		001-3060-456.28-50	POSTAGE LEASE	CHECK #: 2016376	190.75	
123016		001226		01	12/30/2016		001-3100-452.28-50	POSTAGE LEASE	CHECK #: 2016376	1.88	
123016		001227		01	12/30/2016		001-4100-460.28-50	POSTAGE LEASE	CHECK #: 2016376	54.43	
123016		001228		01	12/30/2016		001-4110-461.28-50	POSTAGE LEASE	CHECK #: 2016376	2.39	
123016		001229		01	12/30/2016		001-4120-462.28-50	POSTAGE LEASE	CHECK #: 2016376	267.19	
123016		001230		01	12/30/2016		001-5000-471.28-50	POSTAGE LEASE	CHECK #: 2016376	9.04	
123016		001231		01	12/30/2016		001-5400-473.28-50	POSTAGE LEASE	CHECK #: 2016376	222.83	
123016		001232		01	12/30/2016		001-6210-551.28-50	POSTAGE LEASE	CHECK #: 2016376	36.51	
123016		001233		01	12/30/2016		001-6910-560.28-50	POSTAGE LEASE	CHECK #: 2016376	12.28	
123016		001234		01	12/30/2016		001-7110-500.28-50	POSTAGE LEASE	CHECK #: 2016376	66.71	
123016		001235		01	12/30/2016		001-7190-509.28-50	POSTAGE LEASE	CHECK #: 2016376	1.88	
123016		001236		01	12/30/2016		001-7210-520.28-50	POSTAGE LEASE	CHECK #: 2016376	1.88	
123016		001237		01	12/30/2016		001-7310-480.28-50	POSTAGE LEASE	CHECK #: 2016376	407.95	
123016		001238		01	12/30/2016		008-6920-570.28-50	POSTAGE LEASE	CHECK #: 2016376	1.02	

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
0001113	00	PITNEY BOWES INC						
123016	001239		01	12/30/2016	044-7420-700.28-50	POSTAGE LEASE	CHECK #: 2016376	10.92
123016	001240		01	12/30/2016	051-6621-491.28-50	POSTAGE LEASE	CHECK #: 2016376	4.44
123016	001241		01	12/30/2016	052-6510-494.28-50	POSTAGE LEASE	CHECK #: 2016376	4.09
						VENDOR TOTAL *	.00	1,706.19
0007291	00	ROCKSTEP HUTCHINSON LLC						
122816	001254		01	12/30/2016	001-0000-370.37-11	CID TAX REIMBURSEMENT	CHECK #: 2016388	772.28-
122816	001253		01	12/30/2016	345-0000-651.29-57	CID TAX REIMBURSEMENT	CHECK #: 2016388	15,445.58
						VENDOR TOTAL *	.00	14,673.30
0007327	00	SURENCY LIFE AND HEALTH						
120216	001248		01	12/30/2016	032-9210-432.29-04	INSURANCE CLAIMS	CHECK #: 2016383	510.00
120916	001249		01	12/30/2016	032-9210-432.29-04	INSURANCE CLAIMS	CHECK #: 2016384	238.00
121916	001250		01	12/30/2016	032-9210-432.29-04	INSURANCE CLAIMS	CHECK #: 2016385	478.00
123016	001251		01	12/30/2016	032-9210-432.29-04	INSURANCE CLAIMS	CHECK #: 2016386	1,424.00
122316	001252		01	12/30/2016	032-9210-432.29-04	INSURANCE CLAIMS	CHECK #: 2016387	411.80
						VENDOR TOTAL *	.00	3,061.80
						HAND ISSUED TOTAL ***		325,485.74
						TOTAL EXPENDITURES ****	.00	325,485.74
						GRAND TOTAL *****		325,485.74

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
0000987	00	A & A APPLIANCE, INC	120716	8085	V11208	01	12/29/2016	044-7420-700.32-14	DRYER SERVICE CALL	69.00	
									VENDOR TOTAL *	69.00	
0000121	00	ACE FIRE EXTINGUISHER CO	18018	8131	V11232	01	12/29/2016	001-7230-522.32-03	EXT RECHARGE	31.85	
									VENDOR TOTAL *	31.85	
0000132	00	ADVERTISING SPECIALTIES	051717	8029	V11160	01	12/27/2016	001-3060-456.31-01	RETIREMENT AWARD	EFT:	323.26
									VENDOR TOTAL *	.00	323.26
0007323	00	AETNA-HARTFORD	0284009/JAN17	8030	V11161	01	12/27/2016	032-9210-432.21-70	JAN 17 INV	13,605.17	
									VENDOR TOTAL *	13,605.17	
0000139	00	AGRI CENTER	IA44035	8086	V11209	01	12/29/2016	001-6310-554.32-16	PARTS	225.23	
			IA44035	8087	V11209	01	12/29/2016	001-6310-554.32-16	CREDIT/OVERPYMT	32.96	
			IA44035	8088	V11209	01	12/29/2016	001-6310-554.32-16	FINANCE CHARGES	5.92	
			IA44733	8089	V11210	01	12/29/2016	001-6310-554.32-16	CORE RETURN	82.40	
									VENDOR TOTAL *	115.79	
0005040	00	ALEXIS COHEN	2254COHEN	8063	V11189	01	12/28/2016	048-0000-630.29-00	RICE 122416/A COHEN	50.00	
									VENDOR TOTAL *	50.00	
0007155	00	ALLSTATE BENEFITS/PMT PROCESSING	M0123243358	8090		01	12/29/2016	015-0000-217.00-00	DEC 16 INV	1,421.83	
									VENDOR TOTAL *	1,421.83	
0001256	00	APAC, INC - SHEARS DIV	8001628043	8033	V11164	01	12/27/2016	051-6624-492.32-02	ASPHALT	117.09	
									VENDOR TOTAL *	117.09	
0000215	00	AT&T	6206942580DEC167993	V11142	01	12/23/2016	001-3100-452.26-40	DEC 16 SERV	1,244.12		
			6206942580DEC168009	V11142	01	12/23/2016	001-4110-461.26-40	DEC 16 SERV	60.66		
			6206942580DEC167994	V11142	01	12/23/2016	001-6910-560.26-40	DEC 16 SERV	60.66		
			6206942580DEC167995	V11142	01	12/23/2016	001-6910-560.26-40	DEC 16 SERV	60.66		
			6206942580DEC167996	V11142	01	12/23/2016	001-6970-564.26-40	DEC 16 SERV	130.65		
			6206942580DEC167997	V11142	01	12/23/2016	001-6970-564.26-40	DEC 16 SERV	121.32		
			6206942580DEC167998	V11142	01	12/23/2016	001-6980-565.26-40	DEC 16 SERV	517.23		
			6206942580DEC167999	V11142	01	12/23/2016	001-7110-500.26-40	DEC 16 SERV	121.32		
			6206942580DEC168000	V11142	01	12/23/2016	001-7150-504.26-40	DEC 16 SERV	60.66		
			6206942580DEC168001	V11142	01	12/23/2016	001-7150-504.26-40	DEC 16 SERV	298.02		
			6206942580DEC168002	V11142	01	12/23/2016	001-7190-509.26-40	DEC 16 SERV	3,124.71		
			6206942580DEC168003	V11142	01	12/23/2016	001-7210-520.26-40	DEC 16 SERV	60.66		
			6206942580DEC168004	V11142	01	12/23/2016	001-7230-522.26-40	DEC 16 SERV	475.71		
			6206942580DEC168005	V11142	01	12/23/2016	031-6991-567.26-40	DEC 16 SERV	121.32		

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
0000215	00	AT&T						
6206649897	DEC168034	V11165	01	12/27/2016	031-6991-567.26-40	DEC 16 SERV/FUN VALLEY	149.51	
6206942580	DEC168006	V11142	01	12/23/2016	044-7420-700.26-40	DEC 16 SERV	293.73	
6206942580	DEC168010	V11142	01	12/23/2016	048-0000-630.26-40	DEC 16 SERV	1,375.02	
6206942580	DEC168007	V11142	01	12/23/2016	050-6971-573.26-40	DEC 16 SERV	303.30	
6206942580	DEC168008	V11142	01	12/23/2016	051-6621-491.26-40	DEC 16 SERV	354.39	
VENDOR TOTAL *							8,933.65	
0000536	00	BLACK HILLS ENERGY						
11347470	DEC16 8012	V11144	01	12/23/2016	001-7250-523.26-20	DEC 16 SERV/FIRE TRC	EFT:	178.40
044207945	DEC16 8011	V11143	01	12/23/2016	044-7420-700.26-20	DEC 16 SERV/ANIMAL SHELTE	EFT:	914.91
VENDOR TOTAL *							.00	1,093.31
0005040	00	BOB KELSEY						
1705KELSEY	8065		01	12/28/2016	001-0000-352.35-31	CANCELLED RICE PK 122516	17.50	
1705KELSEY	8064	V11190	01	12/28/2016	048-0000-630.29-00	CANCELLED RICE PK 122516	50.00	
VENDOR TOTAL *							67.50	
0005156	00	CENTRAL KANSAS VETERINARY CENTER						
235067	8091	V11212	01	12/29/2016	044-7420-700.29-52	SPAY	95.00	
235129	8092	V11213	01	12/29/2016	044-7420-700.29-52	SPAY	95.00	
235132	8094	V11215	01	12/29/2016	044-7420-700.29-52	RABIES VACCINES	360.00	
235138	8095	V11216	01	12/29/2016	044-7420-700.29-52	NEUTER	75.00	
235181	8096	V11217	01	12/29/2016	044-7420-700.29-52	NEUTER	100.00	
235182	8097	V11218	01	12/29/2016	044-7420-700.29-52	SPAY	78.80	
235183	8098	V11219	01	12/29/2016	044-7420-700.29-52	NEUTER	75.00	
235130	8093		01	12/29/2016	089-0000-370.37-15	XRAY	201.00	
VENDOR TOTAL *							1,079.80	
0000459	00	COLLADAY HARDWARE CO						
6038557	8132		01	12/29/2016	046-0000-112.00-00	DETERGENT	102.40	
VENDOR TOTAL *							102.40	
0002868	00	CONRAD FIRE EQUIPMENT, INC						
512482	8135	V11236	01	12/29/2016	001-6310-554.32-16	RETURN ADAPTER	112.40-	
513057	8136	V11237	01	12/29/2016	001-6310-554.32-16	RETURN HOSE	257.94-	
513947	8133	V11234	01	12/29/2016	001-7230-522.43-03	EQUIPMENT	89.09	
513889	8134	V11235	01	12/29/2016	001-7230-522.32-16	REPAIRS	420.37	
513604	8137	V11238	01	12/29/2016	001-7230-522.32-16	CHEVRON STRIPING	174.00	
VENDOR TOTAL *							313.12	
0000487	00	COOPER TIRE SERVICE INC						
1GS230184	8035	V11166	01	12/27/2016	001-6310-554.32-16	RES#2 NEW TIRES	794.80	
1230816	8138	V11239	01	12/29/2016	001-7230-522.32-16	TIRES ENG #3	3,980.37	
VENDOR TOTAL *							4,775.17	
0006653	00	CORNERSTONE RISK SOLUTIONS LLC						
1073993	8066	V11191	01	12/28/2016	032-9210-432.21-80	CONSULTING FEE	1,910.00	
VENDOR TOTAL *							1,910.00	
0007052	00	DICKINSON, KATELYN						

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
0007052	00	DICKINSON, KATELYN						
REIMB/MILEAGE	8067	V11192	01	12/28/2016	001-2300-430.22-40	REIMBR MILEAGE/CITY BUSIN	192.10	
						VENDOR TOTAL *	192.10	
0007485	00	EGLI ENERGY, INC.						
3475	8013	V11145	01	12/23/2016	001-4110-461.26-10	FIX LIGHT PROBLEMS	780.00	
						VENDOR TOTAL *	780.00	
0007483	00	ELEARNING EXPERTS LLC						
16-2496	8014	V11146	01	12/23/2016	001-7230-522.43-05	DESIGN SUPPORT/BOOKS	1,500.00	
						VENDOR TOTAL *	1,500.00	
0006459	00	EMPAC, INC						
4557	8068	V11193	01	12/28/2016	032-9210-432.21-90	EAP SERVICES/JAN-MAR17	2,188.86	
						VENDOR TOTAL *	2,188.86	
0002838	00	EMPOWER A FAMILY HEALTH AMERICA LC						
DEC16	8036	V11167	01	12/27/2016	032-9210-432.21-70	DEC 16 FEE	EFT:	997.75
						VENDOR TOTAL *	.00	997.75
0006745	00	EXCHANGE HOLDINGS, LLC						
DEC16	8038		01	12/27/2016	001-0000-370.37-11	CIS TAX REIMB/HUTCH MALL	348.67-	
DEC16	8037	V11168	01	12/27/2016	345-0000-651.29-57	CID TAX REIMB/HUTCH MALL	6,973.31	
						VENDOR TOTAL *	6,624.64	
0006381	00	FE MORAN SECURITY SOLUTIONS						
875418	8139	V11240	01	12/29/2016	001-7250-523.29-57	2017 MONITORING CTC	564.00	
						VENDOR TOTAL *	564.00	
0001687	00	GROWTH INC						
11-165	8039	V11169	01	12/27/2016	001-7600-610.29-00	2016 SUBSIDY	EFT:	3,973.00
						VENDOR TOTAL *	.00	3,973.00
0005040	00	HEATHER MOORE						
2206MOORE	8069	V11194	01	12/28/2016	048-0000-630.29-00	HBS 122316/H MOORE	50.00	
						VENDOR TOTAL *	50.00	
0005040	00	HELEN STOLL						
2179STOLL	8070	V11195	01	12/28/2016	048-0000-630.29-00	RICE 122316/H STOLL	50.00	
						VENDOR TOTAL *	50.00	
0005539	00	HILL'S PET NUTRITION SALES, INC.						
226954968	8099	V11220	01	12/29/2016	044-7420-700.32-06	FOOD	98.74	
						VENDOR TOTAL *	98.74	
0007309	00	HOLLAND SUPPLY, INC.						
97045	8015	V11147	01	12/23/2016	001-6995-693.29-57	CASKET CARRIAGE	2,499.99	
						VENDOR TOTAL *	2,499.99	
0001021	00	HUTCHINSON CLINIC, PA						

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
0001021	00	HUTCHINSON CLINIC, PA						
442650	8016	V11148	01	12/23/2016	001-7230-522.21-40	FIREFIGHTER SURV EXAMS	974.95	
443610	8071	V11196	01	12/28/2016	001-7230-522.21-40	FIREFIGHTER SURV EXAMS	1,545.95	
442650	8017	V11148	01	12/23/2016	035-9840-474.21-40	PRE EMPLOYMENT EXAMS	346.00	
443610	8072	V11196	01	12/28/2016	035-9840-474.21-40	PRE EMPLOYMENT EXAMS	425.00	
						VENDOR TOTAL *	3,291.90	
0006613	00	HUTCHINSON HOTEL LLC						
DEC16	8041		01	12/27/2016	001-0000-370.37-11	CID TAX REIMB/FAIRFIELD I	EFT:	235.39-
DEC16	8040	V11170	01	12/27/2016	345-0000-651.29-57	CID TAX REIMB/FAIRFIELD I	EFT:	4,707.76
						VENDOR TOTAL *	.00	4,472.37
0001013	00	HUTCHINSON PUBLISHING CO						
607310/12440	8073	V11197	01	12/28/2016	001-3000-451.24-30	2016 BUDGET AMENDMENTS	EFT:	70.98
261545/30300	8074	V11198	01	12/28/2016	005-6710-490.24-10	RECYCLE GUIDE	EFT:	262.52
607710/12440	8018	V11149	01	12/23/2016	089-9900-650.29-00	2017 RESIDENTIAL STREET B	EFT:	392.34
						VENDOR TOTAL *	.00	725.84
0007330	00	HUTCHINSON SUITES LLC						
DEC16	8043		01	12/27/2016	001-0000-370.37-11	CID TAX REIMB/HOLIDAY INN	EFT:	7.65-
DEC16	8042	V11171	01	12/27/2016	345-0000-651.29-57	CID TAX REIMB/HOLIDAY INN	EFT:	153.01
						VENDOR TOTAL *	.00	145.36
0006614	00	HUTCHINSON 17TH LLC						
DEC16	8045		01	12/27/2016	001-0000-370.37-11	CID TAX REIMB/HOBBY LOBBY	323.63-	
DEC16	8044	V11172	01	12/27/2016	345-0000-651.29-57	CID TAX REIMB/HOBBY LOBBY	6,472.56	
						VENDOR TOTAL *	6,148.93	
0000547	00	IBT INC						
6925802	8075		01	12/28/2016	046-0000-112.00-00	GLOVES	279.00	
						VENDOR TOTAL *	279.00	
0005898	00	INTERSTATE ALL BATTERY CENTER						
1913201006346	8140		01	12/29/2016	046-0000-112.00-00	BATTERIES	EFT:	40.80
						VENDOR TOTAL *	.00	40.80
0006825	00	INTL ACADEMIES OF EMER DISPATCH						
RECERT/HIRT	8046	V11173	01	12/27/2016	001-7190-509.29-60	RECERTIFICATION/HIRT	50.00	
						VENDOR TOTAL *	50.00	
0005040	00	ITZEL TORRES						
2236TORRES	8076	V11200	01	12/28/2016	048-0000-630.29-00	HBS 122216/I TORRES	50.00	
						VENDOR TOTAL *	50.00	
0005040	00	JAY GALAL						
2252GALAL	8077	V11201	01	12/28/2016	048-0000-630.29-00	HBS 122416/H GALAL	50.00	
						VENDOR TOTAL *	50.00	
0005040	00	JAY SCHRAG						
2049SCHRAG	8078	V11202	01	12/28/2016	048-0000-630.29-00	HBS 122416/J SCHRAG	50.00	

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
0005040	00	JAY SCHRAG						
						VENDOR TOTAL *	50.00	
000087	00	JESSICA DEASON						
REFUND/DEASON	8100		01	12/29/2016	044-0000-358.35-81	RETURN DOG	130.00	
						VENDOR TOTAL *	130.00	
0005040	00	JOHN BARRETT						
1872BARRETT	8080		01	12/28/2016	001-0000-352.35-30	CANCELLED HBS 041617	17.50	
1872BARRETT	8079	V11203	01	12/28/2016	048-0000-630.29-00	CANCELLED HBS 041617	50.00	
						VENDOR TOTAL *	67.50	
0000813	00	KANSAS COSMOSPHERE & SPACE CNT						
NOV16SALESTAX	8047	V11174	01	12/27/2016	001-9500-620.21-80	NOV 16 SALES TAX	EFT:	56,887.67
						VENDOR TOTAL *	.00	56,887.67
0000822	00	KANSAS DEPT OF REVENUE ABC						
DEC16	8019	V11150	01	12/23/2016	048-0000-630.29-00	DEC 16 CMB REPORT	150.00	
						VENDOR TOTAL *	150.00	
0003517	00	KANSAS GAS SERVICE						
510357261DEC16	8020	V11151	01	12/23/2016	050-6971-573.26-20	DEC 16 SERV/AIRPORT ADM B	1,264.20	
						VENDOR TOTAL *	1,264.20	
0005586	00	KANSAS UNDERGROUND SALT MUSEUM						
NOV16SALESTAX	8048	V11175	01	12/27/2016	001-9500-620.21-80	NOV 16 SALES TAX	8,619.34	
						VENDOR TOTAL *	8,619.34	
0007366	00	LAMBERT VET SUPPLY						
LVSI01744693	8101	V11222	01	12/29/2016	044-7420-700.32-13	VACCINES	352.77	
LVSI01726220	8102	V11223	01	12/29/2016	044-7420-700.32-13	MEDS	45.89	
LVSI01726293	8103	V11224	01	12/29/2016	044-7420-700.32-13	MEDS	260.08	
LVSI01731531	8104	V11225	01	12/29/2016	044-7420-700.32-13	MEDS	66.54	
						VENDOR TOTAL *	725.28	
0006018	00	LAMPTON WELDING SUPPLY						
04430251	8081	V11204	01	12/28/2016	001-6940-561.32-15	ELECTRIC LEADS	528.32	
						VENDOR TOTAL *	528.32	
0005040	00	LANCE MORRELL						
1701MORRELL	8141	V11242	01	12/29/2016	048-0000-630.29-00	HBS 122516/L MORRELL	50.00	
						VENDOR TOTAL *	50.00	
0007168	00	LINCOLN NATL LIFE INSURANCE CO, THE						
3372171493	8049		01	12/27/2016	015-0000-223.00-00	JAN17 AD&D	EFT:	92.17
3372170600	8050		01	12/27/2016	015-0000-223.00-00	JAN17 VOL LIFE/STAND ALON	EFT:	2,856.28
						VENDOR TOTAL *	.00	2,948.45
0003618	00	MANN & COMPANY PA						
ST#5PMT#10	8142	V11243	01	12/29/2016	088-9900-650.29-00	ARCHITECTURAL SERV/ST #5	EFT:	1,935.00

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
0003618	00	MANN & COMPANY PA						
						VENDOR TOTAL *	.00	1,935.00
0000893 WT5429	00	MCCURDY MOTOR & WRECKER SERVICE 8105 V11226	01	12/29/2016	001-7310-480.29-57	TOWING	30.00	
						VENDOR TOTAL *	30.00	
0000905 40659	00	MID-AMERICA REDI-MIX INC 8051 V11178	01	12/27/2016	003-6420-559.32-05	CONCRETE	EFT:	315.25
						VENDOR TOTAL *	.00	315.25
0000909 140911	00	MIDWEST IRON AND METAL INC 8143 V11244	01	12/29/2016	001-6945-562.43-12	FENCE/ZOO	208.36	
						VENDOR TOTAL *	208.36	
0000914 01982	00	MIDWEST TRUCK EQUIPMENT INC 8082 V11205	01	12/28/2016	001-6310-554.32-16	MARKER KIT/SNOW PLOW	EFT:	117.44
						VENDOR TOTAL *	.00	117.44
0000943 13142203	00	MOTOROLA SOLUTIONS, INC. 8144 V11245	01	12/29/2016	036-0000-640.29-00	ANNUAL PURCHASE/RADIO EQU	19,851.00	
						VENDOR TOTAL *	19,851.00	
0006067 16-50	00	PARSONS CUSTOM WELDING 8021 V11152	01	12/23/2016	001-7250-523.27-10	REPAIRS ST #3	95.00	
						VENDOR TOTAL *	95.00	
0000095 1386818 1380185 1316227/CR	00	PRAIRIELAND PARTNERS 8052 V11179 8145 V11246 8053 V11180	01	12/27/2016	001-6310-554.32-16 001-6950-563.32-21 031-6991-567.27-40	STOCK OIL SAFETY WEAR OVERPYMT/MOWER BLADES	EFT: EFT: EFT:	568.65 49.97 63.69-
						VENDOR TOTAL *	.00	554.93
0001157 68328	00	RAMSEY PROPANE INC 8054 V11181	01	12/27/2016	001-6470-557.32-08	PROPANE	EFT:	84.06
						VENDOR TOTAL *	.00	84.06
0007484 2016FORFEITURES	00	RENO COUNTY DISTRICT ATTORNEY 8022 V11153	01	12/23/2016	036-0000-640.29-00	2016 FORFEITURES	10,832.10	
						VENDOR TOTAL *	10,832.10	
0001192 399637	00	ROBERTS HUTCH-LINE INC 8023 V11154	01	12/23/2016	001-7230-522.43-08	STACKING CHAIRS/CTC	1,400.00	
						VENDOR TOTAL *	1,400.00	
0005497 2016-12	00	ROBERTS, DAVID E. 8106 V11227	01	12/29/2016	001-5400-473.21-30	DEC 16 COURT APPT ATTORNE	1,600.00	
						VENDOR TOTAL *	1,600.00	
0001196	00	ROSE MOTOR SUPPLY CO INC						

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
0001196	00	ROSE MOTOR SUPPLY CO INC						
258039B	8055	V11182	01	12/27/2016	001-6310-554.32-16	STOCK FLUID	EFT:	352.68
252239B	8056	V11183	01	12/27/2016	001-6470-557.32-24	ROLL PIN	EFT:	.52
						VENDOR TOTAL *	.00	353.20
0001253	00	SEXUAL ASSAULT/DOMESTIC						
OCT16	8057		01	12/27/2016	002-0000-310.31-01	REIMB SHELTER OPERATIONS	1,929.09	
						VENDOR TOTAL *	1,929.09	
0005040	00	SHAUNDA BARRETT						
1700BARRETT	8146	V11247	01	12/29/2016	048-0000-630.29-00	RICE 122516/S BARRETT	50.00	
						VENDOR TOTAL *	50.00	
0007315	00	SPECIALTIES INC ANIMAL CARE PRODUCT						
124269	8107	V11228	01	12/29/2016	044-7420-700.32-09	CARRIERS	361.20	
						VENDOR TOTAL *	361.20	
0001053	00	STATE OF KANSAS ATTY GENERAL						
LG-16-002113	8058	V11185	01	12/27/2016	100-0000-680.21-10	2016A TEMP NOTE	147.60	
LG-16-002113	8059	V11185	01	12/27/2016	100-0000-680.21-10	2016 A TEMP NOTE	32.40	
						VENDOR TOTAL *	180.00	
0007036	00	SUMMIT TRUCK GROUP						
409207769	8083	V11206	01	12/28/2016	001-6310-554.32-16	UNIT #2 REPAIRS	1,517.34	
						VENDOR TOTAL *	1,517.34	
0001242	00	SUPERIOR BOILER WORKS INC						
1700002648	8084	V11207	01	12/28/2016	001-6970-564.32-15	BOILER RELAY	155.00	
						VENDOR TOTAL *	155.00	
0000119	00	TBS ELECTRONICS, INC						
00088182	8147	V11248	01	12/29/2016	001-7230-522.27-70	BATTERIES	963.00	
						VENDOR TOTAL *	963.00	
0003880	00	TITLEIST						
903491569	8060	V11186	01	12/27/2016	008-6920-570.39-55	PRO SHOP MERCHANDISE	89.81	
						VENDOR TOTAL *	89.81	
0005818	00	TYLER TECHNOLOGIES, INC						
030-6671	8062	V11188	01	12/27/2016	346-7190-509.29-63	SOFTWARE	EFT:	1,280.00
						VENDOR TOTAL *	.00	1,280.00
0006810	00	UNDERGROUND CAVERN STABILIZATION						
1445	8061	V11187	01	12/27/2016	003-6420-559.32-03	BRINE FLUID	90.72	
						VENDOR TOTAL *	90.72	
0004790	00	UNIFIRST CORPORATION						
1169454DEC16	8125	V11229	01	12/29/2016	001-3050-455.29-54	DEC 16 UNIFORMS	129.96	
1169454DEC16	8119	V11229	01	12/29/2016	001-6150-574.29-54	DEC 16 UNIFORMS	164.72	
1169454DEC16	8124	V11229	01	12/29/2016	001-6215-552.29-54	DEC 16 UNIFORMS	49.88	

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						
1169454DEC16	8110	V11229	01	12/29/2016	001-6320-555.29-54	DEC 16 UNIFORMS	217.60	
1169454DEC16	8123	V11229	01	12/29/2016	001-6470-557.29-54	DEC 16 UNIFORMS	32.24	
1169454DEC16	8117	V11229	01	12/29/2016	001-6940-561.29-54	DEC 16 UNIFORMS	293.08	
1169454DEC16	8114	V11229	01	12/29/2016	001-6950-563.29-54	DEC 16 UNIFORMS	128.96	
1169454DEC16	8116	V11229	01	12/29/2016	001-7191-511.29-54	DEC 16 UNIFORMS	16.12	
1169454DEC16	8112	V11229	01	12/29/2016	001-7230-522.29-54	DEC 16 UNIFORMS	79.36	
1169454DEC16	8113	V11229	01	12/29/2016	001-7230-522.29-54	DEC 16 UNIFORMS	144.80	
1169454DEC16	8121	V11229	01	12/29/2016	003-6420-559.29-54	DEC 16 UNIFORMS	395.06	
1169454DEC16	8122	V11229	01	12/29/2016	003-6430-559.29-54	DEC 16 UNIFORMS	16.12	
1169454DEC16	8111	V11229	01	12/29/2016	008-6920-570.29-54	DEC 16 UNIFORMS	52.20	
1169454DEC16	8115	V11229	01	12/29/2016	008-6920-570.29-54	DEC 16 UNIFORMS	14.20	
1169454DEC16	8118	V11229	01	12/29/2016	009-6930-571.29-54	DEC 16 UNIFORMS	16.12	
1169454DEC16	8109	V11229	01	12/29/2016	044-7420-700.29-54	DEC 16 UNIFORMS	86.20	
1169454DEC16	8108	V11229	01	12/29/2016	050-6971-573.29-54	DEC 16 UNIFORMS	67.76	
1169454DEC16	8127	V11229	01	12/29/2016	051-6621-491.29-54	DEC 16 UNIFORMS	130.80	
1169454DEC16	8126	V11229	01	12/29/2016	051-6624-492.29-54	DEC 16 UNIFORMS	145.08	
1169454DEC16	8128	V11229	01	12/29/2016	052-6510-494.29-54	DEC 16 UNIFORMS	308.68	
1169454DEC16	8120	V11229	01	12/29/2016	052-6520-495.29-54	DEC 16 UNIFORMS	303.48	
						VENDOR TOTAL *	2,792.42	
0001503	00	WEIS FIRE & SAFETY EQ CO INC						
152839	8148	V11249	01	12/29/2016	001-7230-522.32-21	CARBON HOODS/GEAR	1,364.00	
152981	8149	V11250	01	12/29/2016	001-7230-522.32-21	HELMETS/RATCHET COVERS	373.30	
						VENDOR TOTAL *	1,737.30	
0004484	00	WESTAR ENERGY						
9344480627DEC168024	V11155	01	12/23/2016	001-6215-552.26-10	DEC 16 SERV/12TH & PLUM	23.94		
5295117462DEC168027	V11158	01	12/23/2016	031-6991-567.26-10	DEC 16 SERV/FUN VALLEY	25.23		
7258328627DEC168028	V11159	01	12/23/2016	031-6991-567.26-10	DEC 16 SERV/FUN VALLEY	2,694.49		
9130079283DEC168025	V11156	01	12/23/2016	050-6971-573.26-10	DEC 16 SERV/9TH & AIRPORT	124.61		
0271585043DEC168026	V11157	01	12/23/2016	050-6971-573.26-10	DEC 16 SERV/FUEL FARM	32.74		
9640862567DEC168129	V11230	01	12/29/2016	050-6971-573.26-10	DEC 16 SERV/AIRPORT TOWER	37.36		
						VENDOR TOTAL *	2,938.37	
0001303	00	WHITE, CARMEL						
REIMB/MILEAGE	8150	V11251	01	12/29/2016	001-3060-456.22-30	REIMB MILEAGE/MAR-DEC16	46.44	
						VENDOR TOTAL *	46.44	
0006647	00	ZOETIS, INC						
9003017585	8130	V11231	01	12/29/2016	044-7420-700.32-13	MEDS/FELV TESTS	516.12	
						VENDOR TOTAL *	516.12	
						EFT/EPAY TOTAL ***		76,247.69
						TOTAL EXPENDITURES ****	115,978.44	76,247.69
						GRAND TOTAL *****		192,226.13

PREPARED 12/29/2016, 8:29:51  
 PROGRAM: GM339L  
 City of Hutchinson

EXPENDITURE APPROVAL LIST  
 AS OF: 12/30/2016 CHECK DATE: 12/30/2016

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
0000557	00	ICMA RETIREMENT TRUST-457						
123016	001219		01	12/30/2016	015-0000-232.00-00	PAYROLL DATED 12 30 16	CHECK #: 2016374	30,234.59
						VENDOR TOTAL *	.00	30,234.59
						HAND ISSUED TOTAL ***		30,234.59
						TOTAL EXPENDITURES ****	.00	30,234.59
						GRAND TOTAL *****		30,234.59



# CITY COUNCIL AGENDA REPORT

**DATE:** January 9, 2017

**SUBMITTED BY:** Amy Denker *aa*  
Housing Program Coordinator

**THROUGH:** Jana McCarron, AICP *JM*  
Director of Planning and Development

COUNCIL COMMUNICATION	
FOR MEETING OF	January 17, 2017
AGENDA ITEM	<i>6a</i>
FOR ACTION	<input checked="" type="checkbox"/>
INFORMATION ONLY	<input type="checkbox"/>

**SUBJECT:** Case #17-HOU-01  
2016 Annual Report – Hutchinson Land Bank

### CITY COUNCIL ACTION REQUIRED:

Motion to (accept and approve, amend and approve, return to the Land Bank Board of Trustees) the recommendation of the Land Bank Board of Trustees to accept the *2016 Annual Report of the Hutchinson Land Bank*.

### LAND BANK BOARD OF TRUSTEES ACTION:

The Hutchinson Land Bank Board of Trustees reviewed this item on January 3, 2017 and recommended approval by a vote of 4 to 0, with Trustee McConnaughy absent, to City Council. Unofficial minutes of the meeting are included at **Exhibit 1**.

### BACKGROUND:

According to K.S.A. 12-59, cities in Kansas may establish land banks to acquire and maintain land for the purpose of reutilization or for public use. The Hutchinson Land Bank was established in 2014. Section 12-5903(f) of State Statute requires land banks to prepare annual reports for review and acceptance by the Governing Body and publication in a newspaper of general circulation by January 31 of each calendar year. **Exhibit 2** contains the 2015 annual report.

### ATTACHMENTS:

- Exhibit 1 – Unofficial Land Bank Board of Trustees Minutes – January 3, 2017
- Exhibit 2 – 2016 Land Bank Annual Report

# **DRAFT Minutes**      **Land Bank Board of Trustees**

Tuesday, January 3, 2017 - 3 PM  
City Hall, 125 E Avenue B

City of Hutchinson, Kansas

---

## **1) CALL TO ORDER, ROLL CALL**

The following members were present: Mark Eaton (1/1), Sue Poltera (1/1), James Gilliland (1/1) and Dan Garber (1/1- arrived at 3:30 PM). Luke McConnaughy (0/1) was absent. Staff in attendance were Jana McCarron, Planning and Development Director; Amy Allison, Housing Program Coordinator; Stephanie Stewart, Planning Technician; and Doug Hanen, Interim Fire Chief.

## **2) ELECTION OF OFFICERS**

Gilliland motioned to continue with the 2016 officers for 2017, with Eaton as Chair, Poltera as Vice Chair and Gilliland as Treasurer. Poltera seconded the motion and it passed unanimously.

- a. Chairperson, Mark Eaton
- b. Vice Chairperson, Sue Poltera
- c. Treasurer, James Gilliland

## **3) APPROVAL OF MINUTES**

The minutes of December 6, 2016 were approved on a motion by Gilliland, seconded by Poltera, passed unanimously.

## **4) ANNOUNCEMENTS**

McCarron stated that staff has received an offer on one of the Land Bank properties and that request will be brought to the next meeting. Members agreed to hold a special meeting, should the interested party like to act immediately.

## **5) UPDATES**

- a. Financial Update  
Gilliland provided the financial report. There were no changes from last month.

**Poltera moved to approve the financial report, seconded by Eaton, passed unanimously.**

## **6) PROPERTY REPORT**

Allison stated that there were no changes from the December meeting.

## **7) OLD BUSINESS**

- a. Tax Sale Clean-up and Marketing Plan  
Allison reviewed the new tree and limb removal contract numbers. They came in significantly higher than last year's numbers and the total amount will be more than what the board approved for cleanup costs last month.

**Gilliland motioned to raise the authorized amount for clean up to \$1200, with staff having final approval for what items are removed. Eaton seconded the motion, and it passed unanimously.**

## **8) NEW BUSINESS**

- a. 16-LBD-02 Application to Donate: 00000 E Avenue D  
Allison presented a donation application from David and Mary Jarrett, which was submitted on December 19, 2016. The property is located at the corner of E Avenue E and S Walnut St, just north of Fire Station #3. The property is zoned I-2, is up to date on taxes, and has several limbs and trees that need to be removed. Hanen spoke on behalf of the Fire Department and expressed their interest in the lot for future parking and access to the existing fire station. The Land Bank would need to accept the donation and then transfer the property to the Fire Department through City Council. The members were supportive of the proposal.

**Gilliland motioned to accept the donation with the intent to donate the land to the Fire Department, seconded by Poltera, passed unanimously.**

- b. 2017 Budget  
McCarron reviewed the staff-proposed 2017 budget proposal totaling \$8,150.00. After discussion, the Board determined to increase the allotment for property maintenance to \$3200 to accommodate the new cost for tree and stump removal.

**Poltera motioned to accept the 2017 budget with the property maintenance change from \$2000 to \$3200 for a total budget of \$9,350.00, Gilliland seconded, passed unanimously.**

- c. 2016 Land Bank Annual Report  
McCarron reviewed the Land Bank Annual Report that needs to be adopted by City Council and then published in the newspaper prior to January 31, 2017, in accordance with state statute. Poltera requested the address on HHNI acquisitions be changed from E Avenue A to W Avenue A.

**Gilliland motioned to accept the 2016 Annual Land Bank Report with the address change from E to W Avenue A to present to the City Council for their approval, Poltera seconded, passed unanimously.**

- d. Meeting Time Discussion  
McCarron stated that the Housing Commission proposed to change their meeting time to 4 PM to help accommodate the members. She asked if the Land Bank members would like to consider changing the meeting date and/or time. Members agreed to leave the time as is for 2017.

**9) OTHER**

There was a general discussion on attendance and possible changes to the bylaws for eligible board members. Staff will follow up next meeting or possibly in March, dependent upon Comprehensive Plan progress.

**10) ADJOURN**

The meeting was adjourned at 3:37 PM. The next meeting will be Tuesday, February 7, 2017 at 3 PM.

Respectfully Submitted,  
Stephanie Stewart, Planning Technician

Approved this \_\_\_\_\_ day of \_\_\_\_\_

Attest: \_\_\_\_\_

# 2016 Hutchinson Land Bank Annual Report

Presented by  Hutchinson Land Bank



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## 2016 LAND BANK BOARD OF TRUSTEES

MARK EATON, CHAIRPERSON  
 SUE POLTERA, VICE-CHAIRPERSON  
 JAMES R. GILLILAND, TREASURER  
 LUKE MCCONNAUGHY  
 DAN GARBER

## TECHNICAL ADVISORS/STAFF

PAUL W. BROWN, CITY ATTORNEY  
 FRANK EDWARDS, CHIEF FINANCIAL OFFICER  
 TRENT MAXWELL, CITY BUILDING OFFICIAL  
 JANA MCCARRON, DIRECTOR OF PLANNING & DEVELOPMENT  
 AMY ALLISON, HOUSING PROGRAM COORDINATOR  
 STEPHANIE STEWART, PLANNING TECHNICIAN

# LAND BANK GOALS

- STRENGTHEN AND IMPROVE HUTCHINSON NEIGHBORHOODS

-

- PROMOTE CONSTRUCTION OF INFILL HOUSING

-

- REDUCE AND ELIMINATE BLIGHT

-

- OPERATE EFFICIENTLY AND EFFECTIVELY

-

- ADVANCE THE ECONOMIC AND SOCIAL INTEREST OF THE CITY AND ITS RESIDENTS

# 2016 IN REVIEW

## ACQUISITIONS

The Hutchinson Land Bank acquired 4 new properties in 2016. All properties were acquired at the Reno County Tax Sale. The properties include:

1. 628 N Plum St.
2. 00000 W Avenue A
3. 316 E Avenue E
4. 425 E Avenue E

The properties are depicted on the maps below:



## REHABILITATED PROPERTIES

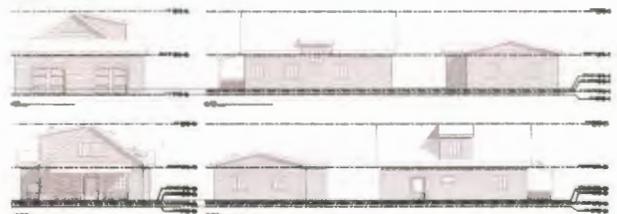
The Land Bank sold one property in 2016. A neighboring property owner purchased 728 E 5th Ave to use as a side lot expansion. The purchase price was \$285.

## INFILL DEVELOPMENT STUDY

The Hutchinson Land Bank, in partnership with the City of Hutchinson and Hutchinson Housing Commission, sponsored a study by the University of Kansas School of Architecture focused on infill development strategies. A team of graduate-level architecture students spent the Fall of 2016 exploring the issues associated with vacant lot development and developed strategies and prototypes to bring vacant lots into productive use. The prototypes were designed to fit within the narrow lots typically found in established neighborhoods. The design also focused on cutting costs, reducing the price gap developers face in the southern part of the City. The final Infill Development Study will be presented to the City at the beginning of 2017.



**SMALL SINGLE-FAMILY HOME**



## HHNI ACQUISITIONS

To support the 2016 goal of "actively pursuing vacant lot acquisition in the Hutchinson Healthy Neighborhood Initiative Feature Neighborhoods," the Hutchinson Land Bank acquired 00000 W Avenue A at the Reno County Tax Sale. This property is located in the SW Bricktown feature neighborhood and is near other vacant lots that can potentially spur further acquisitions in the immediate vicinity of the lot.

# LAND BANK INVENTORY

Land Bank Inventory of Property			
Address	Class	Zoning	Lot Size
<b>Available for Purchase</b>			
00000 E Avenue C	Vacant	R4	30' W x 165' D
00000 E Avenue C	Vacant	R4	30' W x 165' D
00000 E Avenue C	Vacant	R4	30' W x 165' D
00000 E Avenue C	Vacant	R4	30' W x 165' D
00000 E Avenue C	Vacant	R4	30' W x 165' D
00000 N Walnut St	Vacant	R4	49' W x 165' D
00000 E 8th Ave	Vacant	R4	50' W x 140' D
<b>Newly Acquired</b>			
00000 W Avenue A	Vacant	R4	90' W x 185' D
628 N Plum St	Vacant	R4	50' W x 125' D
425 E Avenue E	Vacant	R4	50' W x 165' D
316 E Avenue E	Vacant	R4	33' W x 165' D

2016 acquisitions are included below:



# 2016 ANNUAL FINANCIAL REPORT

The Hutchinson Land Bank is required by state law and local ordinance to prepare an annual report of all financial transactions conducted in the calendar year. Below is the financial report for 2016:

## 2016 BUDGET

Land Bank 2016 Funding Allocation		
	Staff	
	Recommendation	Final Allocation
<b>EXPENSES:</b>		
Insurance (D&O, property liability)	\$2,100.00	\$2,100.00
Legal and other fees (5 x \$200)	\$1,000.00	\$1,000.00
Title search (5 x \$150)	\$750.00	\$750.00
Publication Expenses (\$50 x 5)	\$250.00	\$250.00
Property Maintenance (Mowing @ \$150 x 12; other)	\$1,800.00	\$1,800.00
Audit (part of City audit)	\$0.00	\$0.00
Administration (Trustee travel and training)	\$1,000.00	\$1,000.00
Property Acquisition	\$6,500.00	\$6,500.00
Advertisement	\$500.00	\$500.00
*Infill Development Study	-	-
<b>TOTAL</b>	<b>\$13,900.00</b>	<b>\$13,900.00</b>

\* Unbudgeted Expense

## 2016 FINANCIAL LEDGER

2016 Land Bank Financial Ledger				
Date	Item	Income	Expenses	Status
1/1/2016	2016 Starting Balance*	\$16,778.64		
1/1/2016	2016 Land Bank Allocation (City)	\$10,000.00		Received
1/6/2016	300 W Sherman Abatement		-\$270.00	Paid
1/20/2016	Limb Removal - Warnken		-\$135.00	Paid
2/24/2016	Limb Removal - Warnken		-\$75.00	Paid
3/22/2016	Legal Notice Fee - Land Bank Annual Report		-\$70.98	Paid
5/5/2016	Legal Notice Fee - E 5th property		-\$27.56	Paid
5/13/2016	Mowing - Warnken		-\$90.00	Paid
5/13/2016	Directors & Officers Insurance - Fee Insurance		-\$1,080.00	Paid
5/20/2016	728 E 5th Ave - Sale & Filing Fee	\$300.00		Received
5/20/2016	728 E 5th Ave - Filing Fee		-\$15.00	Paid
5/27/2016	Mowing - Warnken		-\$90.00	Paid
6/24/2016	Mowing - Warnken		-\$90.00	Paid
6/30/2016	Housing Commission Allocation - Design Comp.	\$2,000.00		Received
7/22/2016	Mowing - Warnken		-\$120.00	Paid
8/19/2016	KU Infill Development Study		-\$6,000.00	Paid
8/19/2016	Mowing - Warnken		-\$90.00	Paid
9/2/2016	Mowing - Warnken		-\$90.00	Paid
9/23/2016	Mowing Abatement (2015 Tax Sale Properties)		-\$258.75	Paid
9/28/2016	Mowing - Warnken		-\$90.00	Paid
10/27/2016	Reno County Tax Sale		-\$201.00	Paid
		<b>\$29,078.64</b>	<b>-\$8,793.29</b>	<b>\$20,285.35</b>

\*Reconciliation with Finance/HCF

## 2016 YEAR END REPORT

2016 Year End Report			
<b>EXPENSES:</b>	Budgeted	Actual	Remaining
Insurance (D&O, property liability)	\$2,100.00	\$1,080.00	\$1,020.00
Legal and other fees (5 x \$200)	\$1,000.00	\$15.00	\$985.00
Title search (5 x \$150)	\$750.00	\$0.00	\$750.00
Publication Expenses (\$50 x 5)	\$250.00	\$98.54	\$151.46
Property Maintenance (Mowing @ \$150 x 12; other)	\$1,800.00	\$1,398.75	\$401.25
Audit (part of City Audit)	\$0.00	\$0.00	\$0.00
Administration (Trustee travel and training)	\$1,000.00	\$0.00	\$1,000.00
Property Acquisition	\$6,500.00	\$201.00	\$6,299.00
Advertisement	\$500.00	\$0.00	\$500.00
*Infill Development Study	-	\$6,000.00	-\$6,000.00
<b>TOTAL</b>	<b>\$13,400.00</b>	<b>\$8,793.29</b>	<b>\$5,106.71</b>

\* Unbudgeted Expense

As the 2016 Year End Report shows, the Hutchinson Land Bank remained within budget in all categories except the Infill Development Study. At the time the 2016 Budget was created and approved, the Infill Development Study was not a part of the Hutchinson Land Bank's 2016 work plan. The City of Hutchinson allocated \$2,000 of the required \$6,000 for the project and the Land Bank Board voted to support the study using \$4,000 of Land Bank funds. The study was commissioned in lieu of a design competition. The \$6,000 expenditure is noted above. Even with the unallocated Infill Development Study expenditure, the Land Bank remained under the anticipated \$13,400 budget for 2016.

# 2017 WORK PLAN & BUDGET

## 2017 WORK PLAN

In 2017, the Hutchinson Land Bank plans to continue the work that began in 2016 towards promoting infill development. The Infill Development Study recommendations will be reviewed and better marketing plans will be developed for Land Bank properties. The following work plan is proposed for 2017:

- Implement recommendations from the 2016 Infill Development Study
- Create comprehensive marketing plan for available Land Bank lots
- Partner with the SW Bricktown Neighborhood in the development of the 00000 W Avenue A lot
- Work with the Building Official to create a targeted demolition plan
- Continue to acquire and maintain lots for future infill development in the City

## 2017 BUDGET

Land Bank 2017 Budget		
	Staff	
	Recommendation	Final Allocation
<b>EXPENSES:</b>		
Insurance (D&O, property liability)	\$1,200.00	\$1,200.00
Legal and other fees (2 x \$200)	\$400.00	\$400.00
Title search (2 x \$150)	\$300.00	\$300.00
Publication Expenses (\$50 x 5)	\$250.00	\$250.00
Property Maintenance (Mowing @ \$240 x 7 + other)	\$2,000.00	\$3,200.00
Audit (part of City audit)	\$0.00	\$0.00
Administration (Trustee travel and training)	\$500.00	\$500.00
Property Acquisition	\$2,000.00	\$2,000.00
Advertisement	\$500.00	\$500.00
Marketing Plan + Implementation	\$1,000.00	\$1,000.00
<b>TOTAL</b>	<b>\$8,150.00</b>	<b>\$9,350.00</b>



# CITY COUNCIL AGENDA REPORT

COUNCIL COMMUNICATION	
FOR MEETING	January 17, 2017
AGENDA ITEM	66b
FOR ACTION	
INFORMATION ONLY	

**DATE:** January 10, 2017

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

**CC:** Amy Allison, Housing Program Coordinator

**REQUEST:** Case #16-HOU-31  
**Approval of the 2017 Zero-Interest Home Repair Loan program requirements and authorization to enter into an agreement with Peoples Bank and Trust 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 Zero-Interest Home Repair Loan program and authorize the Mayor to sign an agreement with Peoples Bank and Trust for program operations.

**HOUSING COMMISSION RECOMMENDATION:**

On December 21, 2016, the Housing Commission discussed the proposed 2017 Zero-Interest Home Repair Loan program and recommended approval to the City Council (see **Exhibit 1**) by a vote of 7-0.

**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. The Down Payment Match Incentive program was approved by City Council on November 15, 2016. This program represents the remaining funding for 2017 Housing Initiatives.

Since the 2017 budget authorization, staff has worked with Peoples Bank and Trust (Bank) to develop a program for the Zero-Interest Home Repair Loan program, including operational requirements. A draft proposal was provided to the Housing Commission for consideration on December 21, 2016. A copy of the Housing Commission Staff Report, without exhibit 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 Peoples Bank and Trust (**Exhibit 4**) for operation of the program. The Bank will retain a loan origination fee (\$150) and other setup costs (\$230) per loan. Borrowers will need to meet the bank's qualifications for lending, including a credit score of 680 (minimum) and a 36% debt-to-income ratio maximum. The Bank will take the borrower's application form, perform initial screening and manage most aspects of the program. The City will provide administrative oversight and ensure applicants meet minimum City program requirements. The program will be available

to owners (either rental or owner-occupied) of homes located in the Houston Whiteside, SW Bricktown and College Grove neighborhoods only.

**FINANCIAL IMPACT:**

Funds are budgeted as part of the 2017 Housing Initiatives funding. The maximum interest to be paid by the City per loan is \$2,500. The number of loans that can be funded is dependent upon loan amounts, but if all borrowers borrow the maximum, that would equate to 14 improved units. This is a pilot program. If the program is successful, additional funds may be requested in future years.

**EXHIBITS:**

- 1 – Draft Housing Commission Minutes – December 21, 2016
- 2 – Staff Report to the Housing Commission (minus Exhibit C)
- 3 – 2017 Zero-Interest Home Repair Loan Policy
- 4 – Agreement with Peoples Bank and Trust for Zero Interest Home Repair Loan Oversight



## EXHIBIT 1

### HOUSING COMMISSION MINUTES

MEETING OF: WEDNESDAY, DECEMBER 21, 2016

MEETING LOCATION: CITY COUNCIL CHAMBERS  
125 EAST AVENUE B

---

1. ROLL CALL

The Housing Commission meeting was called to order at 3:00 PM with the following members present: Lisa Gleason, Richard Greever, Aubrey Patterson, Shelly Kiblinger, Anthony Finlay, Greg Binns, Jeff Thomson, Dan Rich and Sue Poltera. Luke McConnaughy, Scott Cooley, Mark Clark, Kevin Bleything, 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; Fred Salisbury, Rental Housing Inspector; and Charlene Mosier, Planning Technician.

2. APPROVAL OF MINUTES

The minutes of the October 26, 2016 meeting were approved on a motion by Kiblinger, seconded by Greever, passed unanimously.

3. ANNOUNCEMENTS

McCarron said the Comprehensive Plan open house was held Monday, December 12 at the Atrium Hotel & Conference Center. She thanked members who attended and said staff is working on the final drafts.

4. UPDATES

4a. **Healthy Neighborhoods initiative**

Poltera said the neighborhood committee toured four neighborhoods and selected the Farmington neighborhood as the next feature neighborhood. It is located between 30<sup>th</sup> Ave, Plum St, Kansas Ave, and along the Countryside Plat boundary.

4b. **Infill Development Study Update**

Allison said the KU team presented their findings to City Council on December 6<sup>th</sup>. The final designs included two single-family, one duplex, and one four-plex prototypes. Recommendations are forthcoming.

4c. **2016 IHS Rehabilitation Grant Report**

Jeff Thompson updated the group on the 2016 Rehabilitation Grant with a quarterly report. Interfaith Housing Services has identified the four rehabilitation projects: 1213 E Avenue A, duplexes on Avenue A and Lorraine, and 734 W 1<sup>st</sup> Ave. A variety of funding sources are necessary to make the projects work. Three units will be used as rentals and one will be sold to a CASH participant. Grant completion is expected for Spring of 2017.

4d. **RRIP Update**

Allison said the 2017 rental registrations are underway and as of today 2,713 have registered, which is about 50 percent of all rentals.

5. OLD BUSINESS

5a. NONE

6. NEW BUSINESS

6a. **Zero-Interest Home Repair Loan Pilot Program.**

Allison said Mark Eaton, People's Bank and Trust, has worked with Staff to partner with the City on the Zero-Interest Home Repair Loan Program. Proposed loans will be processed with People's Bank following their underwriting guidelines. This is the second recommended initiative for 2017, with a maximum expenditure of \$35,000. This program is for homes in the feature neighborhoods and historic district. The maximum interest amount per loan cannot exceed \$2,500. There are no income restrictions and both homeowners and landlords are eligible for the loan, however, credit and other requirements must be met.

Motion by Patterson, seconded by Kiblinger to recommend to City Council, approval of the 2017 Zero-Interest Home Repair Loan Pilot Program. The motion passed unanimously.

6b. **2016-HC-01: Resolution setting the place, dates and times of the meetings of the Hutchinson Housing Commission in 2017.**

The group discussed the scheduled time of the Housing Commission meetings and a number of members said it would be easier for them to attend more meetings if the meeting was held later in the day. It was the consensus of the commission to change the meeting time to 4:00 p.m. beginning in 2017.

Motion by Binns, seconded by Finlay to approve Resolution 2016-HC-01 setting the place, dates and times of the meeting of the Hutchinson Housing Commission in 2017 with the new time of 4:00 p.m, passed unanimously.

6c. **Housing Commissioner Attendance**

McCarron reviewed the attendance policy and said commission members must attend 75% of meetings. For members that do not meet the attendance requirement, a letter will be sent letting them know what their attendance is and the required attendance policy. Removal from the commission may occur.

7. OTHER

7a. The next Housing Commission meeting is scheduled for Wednesday, January 25, 2017; 4:00 p.m.

7b. Greever said 36 houses are listed for rent on the Hutch News housing website and 18 of those are in Hutchinson. He believes the website is too pricy for listing rentals and there are too many other sites that are free. He would like to see the City website used rather than having a separate site maintained by the Hutchinson News.

Rich said the New Beginnings Santa Fe Place project on West 5<sup>th</sup> Ave has begun construction.

8. ADJOURNMENT – The meeting adjourned at 3:40 PM.

Respectfully Submitted,  
Charlene Mosier, Planning Technician

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
Secretary

**Housing Commission  
Staff Report**

MEETING DATE: 12/21/2016

December 8, 2016

**TO:** Hutchinson Housing Commission

**FROM:** Amy Allison, Housing Program Coordinator

**THROUGH:** Jana McCarron, Director of Planning & Development

**SUBJECT:** 16-HOU-31, 2017 Zero-Interest Home Repair Loan Pilot Program

**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 Zero-Interest Home Repair Loan Pilot 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. The first strategy – Down Payment Match Program – was approved by the Commission in October and City Council in November. The second recommended initiative is a **zero-interest home repair loan program**, with a maximum expenditure of \$35,000. The incentive will assist current property owners in the two feature neighborhoods and the residential historic district by providing a zero-interest loan to make home repairs and updates. The recommended requirements for the program were as follows:

- Applicant must be a current property owner in the SW Bricktown, College Grove or Houston Whiteside Historic District Neighborhoods (Exhibit A)
- Maximum interest amount per loan will not exceed \$2,500
- No income restrictions
- Homeowners and Landlords are both eligible for the loan

City Staff has since been in contact with Peoples Bank and Trust about partnering with the City in this endeavor. Peoples Bank and Trust has accepted the offer and developed a protocol for the program.

**ANALYSIS:**

Staff proposes partnering with Peoples Bank and Trust as the loan holder for all Zero-Interest Home Repair Loans. The following incentive guidelines are proposed in addition to those listed above:

1. Projects must be on the approved "eligible project list" to be considered for the Zero-Interest Home Repair Loan Program. If the project does not meet one of the eligible projects, the Housing Commission must approve the project prior to approval.
2. All applications will be approved by the City prior to approval of the home repair loan.
3. All loans must meet the Peoples Bank and Trust Financial Policy, as outlined in Exhibit B.

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

**OPERATIONAL DUTIES:**

Through the partnership with Peoples Bank and Trust, the duties for the Zero-Interest Home Repair Loan Program are proposed as follows:

<b>Peoples Bank and Trust</b>	<b>City of Hutchinson</b>
Promotion of the Program	Promotion of the Program
Underwrite the Borrower	Final Approval of Applications
Loan Generator	Incentive Tracking
Collection Agency	
Lien Procurer	
Quarterly Loan Account Reports	

**NEXT STEPS:**

Following the Housing Commission's positive recommendation of the proposal, the following steps will be taken to formally launch the 2017 Zero-Interest Home Repair Loan Program:

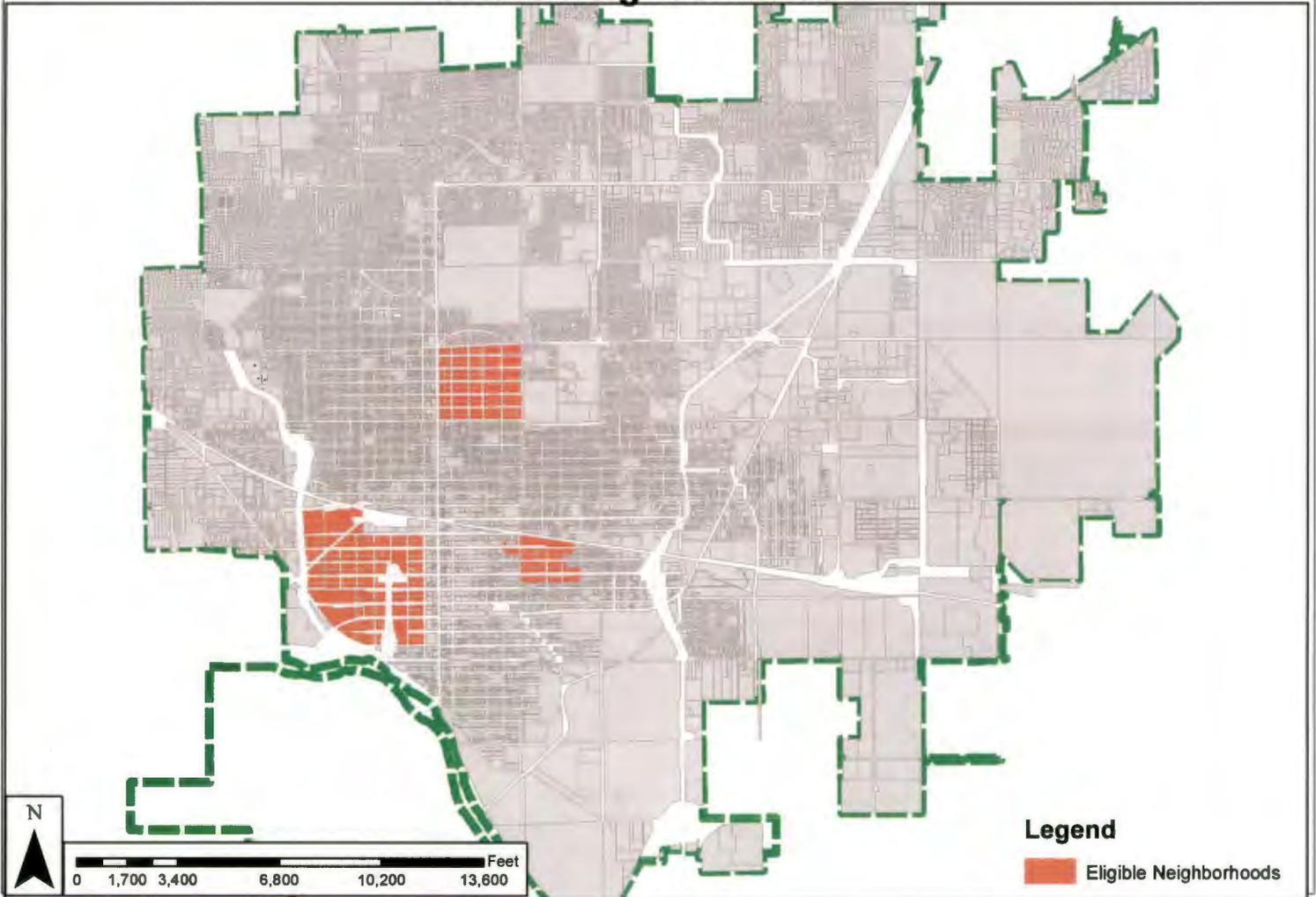
1. A draft agreement will be developed between the City of Hutchinson and Peoples Bank and Trust.
2. The agreement and Housing Commission recommendation will be forwarded to City Council for consideration and approval.

**ATTACHMENTS:**

- Exhibit A – Zero-Interest Home Repair Loan Program Neighborhood Boundaries
- Exhibit B – Peoples Bank and Trust Program Outline
- Exhibit C – Draft Zero-Interest Home Repair Program Policy

# 2017 Housing Initiatives Feature Neighborhoods

EXHIBIT A



DEPARTMENT OF PLANNING & DEVELOPMENT  
HUTCHINSON, KANSAS  
PILOT PROGRAM  
ZERO INTEREST LOAN SUBSIDY

This program, instituted by the Hutchinson Department of Planning & Development in coordination with Peoples Bank and Trust, is envisioned to provide home improvement loans in the revitalization of the target neighborhoods of College Grove, Southwest Brick Town and Houston Whiteside National Historic District. The City has pledged up to \$35,000 to be used to pay the interest on home improvement loans to home owners and investors in the target revitalization neighborhoods. It is estimated this will service between 15 and 25 home improvement loans.

Components of this program are as follow:

- Peoples Bank and Trust
  - Take the borrower's application
  - Underwrite the borrower
    - 36% Debt –to-Income ratio maximum
    - 680 credit score minimum
    - 80% total loan to value (owner-occupied)
    - 60% total loan to value (investment property)
    - Job time will also be considered as well as cash reserves
    - Fees (estimates) to be paid from loan proceeds
      - Credit report - \$10
      - Flood Certificate - \$14
      - Filing fees - \$136
      - Mortgage registration tax - \$25
      - In house title coverage - \$45
      - In house evaluation – no charge
      - Origination fee - \$150
  - Procedures
    - Application taken and underwritten
    - Borrower pre-qualified for Dollar amount
    - Borrower to provide contractor bid for remodel
      - Remodel must be performed by licensed/registered contractor
      - Peoples Bank and Trust to process, i.e., credit report, title work, evaluation, etc.
      - Loan will close at Peoples Bank and Trust
    - Loan Structure
      - Loans will be for a maximum of \$15,000
      - Interest rate to be fixed at 5.875%

- Interest on the loan to be drafted from account held at Peoples Bank and Trust from the City of Hutchinson – maximum interest not to exceed \$2,500 per loan
- Principal payments will be paid by the borrower via automatic draft in equal payments monthly
- Term of loan to be determined by Peoples Bank and Trust depending on the size of the loan. (Example, a 5 year term of \$15,000, 3 year term for \$5,000)
- Disbursement will be upon completion of remodel, inspection and approval by bank officer
- Disbursements will be made directly to the contractor from the contractor's invoice
- Payment to be due first of the month following completion and disbursement
- All payments are due on or before the 1<sup>st</sup> of the month
- All payments will be on automatic draft from the borrower's checking account
- Peoples Bank and Trust will file a mortgage on the borrower's property as security of the loan
- In the event the borrower fails to make payment when due or violations any other provisions of the loan, automatic drafts from the City's account will cease and Peoples Bank will begin collection and foreclosure action at their discretion
- Partial payments will not be accepted
- Upon payment in full, Peoples Bank and Trust will release the mortgage on the property

City of Hutchinson Department of Planning & Development

- Develop market strategy (all advertising must have Peoples Bank compliance approval)
  - Advertised on HutchAreaHomes.com and the City's website
  - Integrate into target neighborhood meetings
  - Advertise in target neighborhood newsletters
  - Development and distribution of brochures
  - Direct mail to target neighborhood owners
  - Social media
- Reports progress regularly to the Hutchinson Housing Commission and Hutchinson City Council

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

620-694-2639

## 2017 Zero-Interest Home Repair Loan Pilot Program

### **Purpose.**

In order to create competitive housing in the City's feature neighborhoods, the Housing Commission hereby establishes the Zero-Interest Loan Pilot Program to promote home rehabilitation and marketability in Hutchinson. The incentive shall be available for projects that improve the marketability of the house to compete in the modern housing market.

### **Project Eligibility.**

Home repair projects that meet the intent of the program are listed as follows:

#### Interior

- Kitchen remodel, including appliance update
- Flooring replacement
- Bathroom remodel
- Addition of bedrooms or bathrooms
- Interior floor plan alterations (example: expanding kitchen)

#### Exterior

- Total rehabilitation of exterior (siding, windows and roof)

Other projects may be approved on a case-by-case basis.

### **Timing.**

Applicants can apply for the Zero-Interest Loan Pilot Program beginning no sooner than March 2017 and concluding December 2017. Peoples Bank and Trust will be the loan holder for all Zero-Interest Home Repair Loans, all applicants must apply through them. Once the applicant is eligible for the home repair loan, the City will review the application for final approval. Peoples Bank and Trust will draft the interest amount for each loan from the established City of Hutchinson bank account.

### **Program Provisions.**

1. Eligible properties must be located within the boundaries of SW Bricktown, College Grove or Houston Whiteside Historic District neighborhoods.
2. Awardees must submit an application and be approved based upon the program standards in order to be eligible.
3. Awards shall be granted on a first-come, first-serve basis, dependent upon the amount of unallocated funds remaining in the Zero-Interest Loan bank account.
4. Peoples Bank and Trust will pre-qualify the dollar amount for each loan, after which the borrower may proceed to obtain a contractor bid for remodel.
5. Once the project has been approved and construction completed, including final inspections and approval, Peoples Bank will render payment to the contractor.
6. Peoples Bank will collect the monthly payments, obtaining the monthly principle payment from the borrower and the interest payment from the Zero-Interest Loan bank account.
7. Peoples Bank will file a mortgage on the property as security for the loan.

8. In the event the borrower fails to make payment, including partial payment, when payment is due or violates any other provisions of the loan, automatic drafts from the Zero-Interest Loan account will cease and Peoples Bank will begin collection and foreclosure action at their discretion.
9. Upon payment in full, Peoples Bank and Trust will release the mortgage on the property.
10. All projects must comply with City regulations and building permit requirements.
11. All projects located in the Houston Whiteside National Historic District must comply with the Secretary of the Interior's Standards for Rehabilitation.

**Program Criteria.**

Please see Exhibit A, Peoples Bank and Trust Program Outline.

**Payment.**

A Zero-Interest Loan bank account will be established at Peoples Bank and Trust in the amount of \$35,000.00. Upon any scheduled payment for each loan under the program, Peoples Bank and Trust will draft the monthly interest amount from the account.

**Reporting.**

Peoples Bank and Trust will provide the City of Hutchinson with a quarterly report detailing funding disbursed under the program.

**Program Conclusion.**

This program is established as a 2017 Pilot Program. Any continuation of new loan approvals and funding after December 2017 is dependent upon City Council approval.

Exhibit 4:

Agreement with Peoples Bank and Trust for Zero  
Interest Home Repair Loan Oversight

CITY OF HUTCHINSON

2017 Zero-Interest Home Repair Loan Program

Program Operations Agreement

This Program Administration Agreement is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2017 between the City of Hutchinson (**PROGRAM ADMINISTRATOR**) and Peoples Bank and Trust (**PROGRAM OPERATOR**) for the 2017 Zero-Interest Home Repair Loan 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:

<b>PROGRAM OPERATOR</b>	<b>PROGRAM ADMINISTRATOR</b>
<i>Promotion of the Program</i>	Promotion of the Program
<i>Underwrite the Borrower</i>	<i>Approval of Applications</i>
<i>Loan Generator</i>	<i>Incentive Tracking</i>
Collection Agency	Reports findings to governing body
Lien Procurer	
Quarterly Loan Account Reports	

; and

2. **PROGRAM ADMINISTRATOR** shall provide **PROGRAM OPERATOR** with \$35,000.00 to be placed in a Zero-Interest Home Repair Loan Bank Account, to which the **PROGRAM OPERATOR** shall draft monthly interest only payments for each approved project until their completion; and
3. **PROGRAM OPERATOR** shall facilitate and administer the requirements for the 2017 Zero-Interest Home Repair Loan Requirements as outlined in Exhibit A; and

4. Said **PROGRAM OPERATOR** will insure that all applicants of the 2017 Zero-Interest Home Repair Loan Program meet the approved financial guidelines of the program as depicted in Exhibit B; and
5. Prior to confirming a home repair loan as part of the 2017 Zero-Interest Home Repair Loan Program, said **PROGRAM OPERATOR** shall submit the completed application to the **PROGRAM ADMINISTRATOR** for final approval; and
6. **PROGRAM ADMINISTRATOR** shall approve or deny any non-conforming applications based on the goals of the 2017 Zero-Interest Home Repair Loan Program; and
7. **PROGRAM OPERATOR** shall provide **PROGRAM ADMINISTRATOR** with quarterly reports of the financial and application status of the 2017 Home Repair Loan Program.

IN WITNESS WHEREOF, the parties hereto have caused this 2017 Zero-Interest Home Repair Loan 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**  
Peoples Bank and Trust

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

**Exhibit A:**

**2017 Zero-Interest Home Repair Loan Requirements**

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## **2017 Zero-Interest Home Repair Loan Pilot Program**

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### **Purpose.**

In order to create competitive housing in the City's feature neighborhoods, the Housing Commission hereby establishes the Zero-Interest Loan Pilot Program to promote home rehabilitation and marketability in Hutchinson. The incentive shall be available for projects that improve the marketability of the house to compete in the modern housing market.

### **Project Eligibility.**

Home repair projects that meet the intent of the program are listed as follows:

#### Interior

- Kitchen remodel, including appliance update
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- Total rehabilitation of exterior (siding, windows and roof)

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### **Timing.**

Applicants can apply for the Zero-Interest Loan Pilot Program beginning no sooner than March 2017 and concluding December 2017. Peoples Bank and Trust will be the loan holder for all Zero-Interest Home Repair Loans, all applicants must apply through them. Once the applicant is eligible for the home repair loan, the City will review the application for final approval. Peoples Bank and Trust will draft the interest amount for each loan from the established City of Hutchinson bank account.

### **Program Provisions.**

1. Eligible properties must be located within the boundaries of SW Bricktown, College Grove or Houston Whiteside Historic District neighborhoods.
2. Awardees must submit an application and be approved based upon the program standards in order to be eligible.
3. Awards shall be granted on a first-come, first-serve basis, dependent upon the amount of unallocated funds remaining in the Zero-Interest Loan bank account.
4. Peoples Bank and Trust will pre-qualify the dollar amount for each loan, after which the borrower may proceed to obtain a contractor bid for remodel.
5. Once the project has been approved and construction completed, including final inspections and approval, Peoples Bank will render payment to the contractor.
6. Peoples Bank will collect the monthly payments, obtaining the monthly principle payment from the borrower and the interest payment from the Zero-Interest Loan bank account.
7. Peoples Bank will file a mortgage on the property as security for the loan.

8. In the event the borrower fails to make payment, including partial payment, when payment is due or violates any other provisions of the loan, automatic drafts from the Zero-Interest Loan account will cease and Peoples Bank will begin collection and foreclosure action at their discretion.
9. Upon payment in full, Peoples Bank and Trust will release the mortgage on the property.
10. All projects must comply with City regulations and building permit requirements.
11. All projects located in the Houston Whiteside National Historic District must comply with the Secretary of the Interior's Standards for Rehabilitation.

**Program Criteria.**

Please see Exhibit A, Peoples Bank and Trust Program Outline.

**Payment.**

A Zero-Interest Loan bank account will be established at Peoples Bank and Trust in the amount of \$35,000.00. Upon any scheduled payment for each loan under the program, Peoples Bank and Trust will draft the monthly interest amount from the account.

**Reporting.**

Peoples Bank and Trust will provide the City of Hutchinson with a quarterly report detailing funding disbursed under the program.

**Program Conclusion.**

This program is established as a 2017 Pilot Program. Any continuation of new loan approvals and funding after December 2017 is dependent upon City Council approval.

**Exhibit B:**  
**2017 Zero-Interest Home Repair Loan Program**  
**Financial Guidelines**

DEPARTMENT OF PLANNING & DEVELOPMENT  
HUTCHINSON, KANSAS  
PILOT PROGRAM  
ZERO INTEREST LOAN SUBSIDY

This program, instituted by the Hutchinson Department of Planning & Development in coordination with Peoples Bank and Trust, is envisioned to provide home improvement loans in the revitalization of the target neighborhoods of College Grove, Southwest Brick Town and Houston Whiteside National Historic District. The City has pledged up to \$35,000 to be used to pay the interest on home improvement loans to home owners and investors in the target revitalization neighborhoods. It is estimated this will service between 15 and 25 home improvement loans.

Components of this program are as follow:

- Peoples Bank and Trust
  - Take the borrower's application
  - Underwrite the borrower
    - 36% Debt –to-Income ratio maximum
    - 680 credit score minimum
    - 80% total loan to value (owner-occupied)
    - 60% total loan to value (investment property)
    - Job time will also be considered as well as cash reserves
    - Fees (estimates) to be paid from loan proceeds
      - Credit report - \$10
      - Flood Certificate - \$14
      - Filing fees - \$136
      - Mortgage registration tax - \$25
      - In house title coverage - \$45
      - In house evaluation – no charge
      - Origination fee - \$150
  - Procedures
    - Application taken and underwritten
    - Borrower pre-qualified for Dollar amount
    - Borrower to provide contractor bid for remodel
      - Remodel must be performed by licensed/registered contractor
      - Peoples Bank and Trust to process, i.e., credit report, title work, evaluation, etc.
      - Loan will close at Peoples Bank and Trust
    - Loan Structure
      - Loans will be for a maximum of \$15,000
      - Interest rate to be fixed at 5.875%

- Interest on the loan to be drafted from account held at Peoples Bank and Trust from the City of Hutchinson – maximum interest not to exceed \$2,500 per loan
- Principal payments will be paid by the borrower via automatic draft in equal payments monthly
- Term of loan to be determined by Peoples Bank and Trust depending on the size of the loan. (Example, a 5 year term of \$15,000, 3 year term for \$5,000)
- Disbursement will be upon completion of remodel, inspection and approval by bank officer
- Disbursements will be made directly to the contractor from the contractor's invoice
- Payment to be due first of the month following completion and disbursement
- All payments are due on or before the 1<sup>st</sup> of the month
- All payments will be on automatic draft from the borrower's checking account
- Peoples Bank and Trust will file a mortgage on the borrower's property as security of the loan
- In the event the borrower fails to make payment when due or violations any other provisions of the loan, automatic drafts from the City's account will cease and Peoples Bank will begin collection and foreclosure action at their discretion
- Partial payments will not be accepted
- Upon payment in full, Peoples Bank and Trust will release the mortgage on the property

City of Hutchinson Department of Planning & Development

- Develop market strategy (all advertising must have Peoples Bank compliance approval)
  - Advertised on HutchAreaHomes.com and the City's website
  - Integrate into target neighborhood meetings
  - Advertise in target neighborhood newsletters
  - Development and distribution of brochures
  - Direct mail to target neighborhood owners
  - Social media
- Reports progress regularly to the Hutchinson Housing Commission and Hutchinson City Council

COUNCIL COMMUNICATION	
FOR MEETING OF	1-17-17
AGENDA ITEM	6c
FOR ACTION	✓
INFORMATION ONLY	

**INTER - OFFICE  
COMMUNICATION**

**DATE:** January 11, 2017

**TO:** John J. Deardoff, City Manager

**FROM:** Brian J. Clennan, P.E., Director of Public Works

**SUBJECT:** Professional Engineering Services Agreement with CDM Smith for WWTF Digester Boiler Replacement Project

**BACKGROUND:**

On October 28, 2016 we had a boiler at the WWTP condemned. The boiler is used to keep microbes in our anaerobic digesters warm (98 degrees) and is critical to the process of stabilizing and reducing biosolids. Fortunately, we have a second boiler at the plant that is capable of keeping up w/ the loading. However, it was installed at the same time that the other (condemned) boiler was installed, so we are concerned about how long it will last.

After researching the issue, we realized the need to hire a professional engineering firm to help us develop a plan to replace both boilers. A Request for Qualifications (RFQ) was sent to 4 engineering firms on December 9<sup>th</sup>. Responses from three firms (CDM-Smith, Burns & McDonnell, and PEC) were received on January 6<sup>th</sup>. A committee consisting of Don Koci (Environmental Services Manager), Jeff Peterson (Senior Civil Engineer) and myself was formed to review the RFQ's.

**ISSUE:**

The RFQ's were evaluated based on the following criteria:

- Project Understanding
- Project Approach (specifically, schedule)
- Relevant Experience
- Staff

One of the most important criteria for this project is schedule. Two firms, Burns & McDonnell and CDM-Smith had similar schedules, but used different approaches to meet the schedule.

- Burns & McDonnell proposed a Design-Build project teaming with CAS Constructors. Key dates are listed below:
  - Begin Boiler Fabrication: 5/24/17
  - Boiler Delivery: 8/30/17
  - Begin Construction: 8/16/17
  - Final Completion: 10/17/17
- CDM-Smith proposed a traditional Design-Bid-Build with the City procuring the Boiler. Key dates are listed below:
  - Begin Boiler Fabrication: 4/7/17
  - Boiler Delivery: 8/8/17
  - Begin Construction (Notice to Proceed): 6/26/17
  - Final Completion: 10/27/17

The Committee felt that CDM-Smith's approach to the project (schedule, allowing more time for the boiler fabrication and the more traditional Design-Bid-Build approach) and their understanding of critical issues (fire code and emergency response plan) made them the top choice.

**RECOMMENDATION:**

Attached is a draft scope of services and fee. City staff is asking that the City Council authorize the City Manager to sign an agreement for professional engineering services (Equipment Procurement Services, Design & Bidding Services, Construction Related Services) with CDM-Smith for an amount not to exceed \$300,000.

## EXHIBIT A

# DESIGN AND CONSTRUCTION ADMINISTRATION SERVICES FOR DIGESTER BOILERS REPLACEMENT SCOPE OF SERVICES

### Introduction

The City of Hutchinson, Kansas (CITY) intends to design and replace two boiler/heat exchange units located at the City's Wastewater Treatment Facility (WWTF). The work is to include demolition, removal, and replacement of the existing boilers in the digester complex and any related mechanical and structural work to accommodate two new boiler units. To accomplish this work, the CITY has contracted with CDM Smith (CONSULTANT) to provide pre-design, design, bidding services, and construction phase services.

The scope of services is organized into the following three major task series:

- **Task Series 100: Equipment Procurement Services**
- **Task Series 200: Design and Bidding Services**
- **Task Series 300: Construction Phase Services**

Task Series 100 and 200 will be completed within 150 calendar days following the Notice To Proceed (NTP), while Task Series 300 allows for 120 calendar days of construction phase services. The CONSULTANT will provide the following services for each task series:

### Task Series 100: Equipment Procurement Services

#### Task 101 – Kick-off Meeting

CONSULTANT will schedule and facilitate a kick-off meeting with the CITY. The first part of the meeting will be used to review the project goals and objectives, scope of work, organization chart, communication plan, QA/QC procedures, project delivery schedule, and critical success factors. The second part of the meeting will be to discuss the equipment procurement process, the preliminary thermodynamic modeling results, the basis of design for the replacement boilers, and other related installation issues (NFPA requirements, etc.).

Following the kick-off meeting, the CONSULTANT will prepare meeting minutes to document procedures and decisions made during the meeting.

#### Task 102- Data Collection, Site Inspection, and Analysis

Via a Request for Information (RFI), CONSULTANT will collect, compile, and evaluate existing applicable data and documents pertaining to the project. CONSULTANT will inspect the existing facilities and equipment at the plant site. The purpose of the inspection will be to identify any special design features needed to address installation, structural, electrical, or other issues.

#### Task 103 – Equipment Procurement

CONSULTANT will prepare a pre-selection bid package for the supply of the boiler/heat exchanger replacement units. The packet will identify the specific design elements as well as

shop drawings submittal and equipment delivery schedule requirements. Four copies of the draft Pre-selection Bid Packet will be submitted to the CITY for review and comment. The CONSULTANT will schedule a conference call meeting with the CITY to review the draft packet and discuss final comments and revisions. The CONSULTANT will incorporate CITY comments and produce four copies of the final document. CONSULTANT will send copies of the final Pre-selection Bid Packet to qualified vendors to submit written proposals to the CITY. CONSULTANT will review proposals/bids received from vendors and provide the CITY with a recommendation for selection and award.

#### **Task 104 - Digester Heating System Failure Response Plan**

In collaboration with WWTF staff, CONSULTANT will prepare a draft Digester Heating System Failure Response Plan which will identify any preventive actions to keep the existing boiler in operation or biosolids treatment adjustments and temporary operational changes required in the event the remaining boiler unit prematurely fails prior to completing construction. Following review by the CITY staff, any changes will be incorporated into the document and four (4) final Response Plans will be provided to the CITY.

#### **Task 105 - Project Management and Quality Control Services**

Throughout the project duration, CONSULTANT will provide project management services that include planning, organizing and monitoring project team activities, preparing and monitoring reports, attending meetings, budget management and project closeout. Quality control checks will be made during project initiation and at design review milestones, including technical memoranda, drawings and specifications.

### **Task Series 200: Design and Bidding Services**

#### **Task 201 - Progress Meetings**

CONSULTANT will schedule monthly progress conference call meetings throughout the course of the design process. The intent of the meetings will be to update the CITY on project status, progress, budget and schedule status/concerns, deviation from the scope of services, identification of unusual or problem areas, work expected to be completed for the next month and any special agenda items relevant to the work progress described in items below. Within two weeks following each meeting, the CONSULTANT will email meeting minutes to the CITY.

#### **Task 202 - Contract Document Submittals**

CONSULTANT will prepare 30 and 90-percent complete document submittals that will include design drawings at each stage, and specifications for the 90-percent stage. For each submittal package, CONSULTANT will provide four half-size (11"x17") sets of drawings, and applicable specifications to the CITY for review. In addition, electronic PDF files of drawings and specifications will be provided. For each major deliverable, the CITY's review of the submittal package is anticipated to occur during a one-week period. Following this one-week review period, a review meeting will be conducted with CITY staff. Where applicable, these review meetings will take the place of monthly progress meetings described in Task 201. The CITY's review comments on each major submittal will be incorporated into subsequent submittal packages.

#### **Task 203 - Contract Document Final (100-percent) Submittal**

CONSULTANT will prepare 100-percent sealed design drawings and specifications that provide final design of all disciplines defining the new equipment locations and construction features and details. These documents will be suitable for advertising to potential contractors

for bidding. The CONSULTANT will deliver four half-size (11" x17") and two full-size sets of 100-percent drawings and specifications to the CITY.

**Task 204 – Construction Cost Estimates**

CONSULTANT will develop an opinion of probable construction cost at the 30- and 90-percent completion level. In addition, CONSULTANT will prepare a final CONSULTANT's estimate of probable construction cost to be submitted the day of the bid opening. The estimates will include total contract contingency factor that will be 25 percent at a minimum at the 30-percent level and then will be reduced as the level of detailed design increases. The cost estimate will also include allowances for contractor fees, markup, and profit. The final CONSULTANT's estimate of probable construction will be submitted as a total lump sum cost.

**Task 205 – Survey Data**

If required, CONSULTANT will obtain a site/utility survey for selected areas. In addition, spot elevations may be obtained to confirm critical elevations. Data shall be in MAD83 KS North and horizontal control using state plane coordinates.

**Task 206 – Permitting Assistance**

If required, CONSULTANT will provide professional services as needed to obtain appropriate approvals from Kansas Department Health and Environment (KDHE) for the construction of the improvements. A conference call with KDHE is anticipated to discuss project objectives, criteria, and other pertinent issues.

**Task 207 – Bidding Services**

As noted in Task 203, CONSULTANT will produce sealed contract documents, including drawings and technical specifications to be provided to the CITY. The CITY will be responsible for copying and distribution of all drawings and specifications to interested parties and bidders, and for maintaining Planholder's List.

CONSULTANT will answer written questions from prospective bidders. CONSULTANT will maintain a record of telephone requests and questions from prospective bidders that may be used in preparing addenda to the contract documents. CONSULTANT will prepare and provide addenda for distribution by CITY, as appropriate, to interpret, clarify, or expand the contract documents, as necessary.

CONSULTANT will prepare a written agenda and conduct a pre-bid conference to be held at a location selected by the CITY. CONSULTANT will prepare meeting minutes from pre-bid conference and distribute copies of the minutes to CITY staff three days after the pre-bid conference.

CONSULTANT will review bid submissions, advise and submit a written report with award recommendation to CITY on the responsibility and responsiveness of contractors, the acceptability of major subcontractors, substitute material and equipment proposed by bidders. CONSULTANT will prepare conform to bid documents and will provide two full-size sets of the conformed documents to the CITY with electronic copy and two full-size sets to the successful Contractor.

## **Task Series 300 – Construction Phase Services**

The CONSULTANT shall perform services during the construction which will include office activities, periodic field visits by CONSULTANT's staff, and providing part-time on-site Resident Project Representative (RPR) for the duration of the construction activities. The anticipated duration for construction activities is 4 months from Notice to Proceed to Final Completion. CONSULTANT services for construction periods beyond the 4-month duration shall be provided as Supplemental Services upon request by the CITY.

### **Task 301 - Construction Administration**

CONSULTANT shall provide construction administration services as follows:

- CONSULTANT will establish a construction document control system (CDCS) to facilitate the monitoring of submittals and correspondence generated during the life of the construction contract associated with the project.
- CONSULTANT shall review the Contractor's shop drawings and other required submittals for compliance with the contract documents. The CONSULTANT will promptly process submittals in accordance with the requirements of the Specifications.
- CONSULTANT shall answer design interpretation questions from CITY, Contractor and review agencies. For this project, the CONSULTANT will issue written clarifications and interpretations of the contract document requirements.
- CONSULTANT shall review and process progress payment applications submitted by the Contractor and, based upon its review of construction progress by on-site observation, shall make a recommendation to the CITY for payment of the appropriate amount for work completed since the last payment application.
- CONSULTANT will process change order requests and review cost proposals prepared by the Contractor for the contemplated work or claim. The CONSULTANT will make recommendations to the CITY regarding proposed change orders. The CONSULTANT shall negotiate change orders for approval of the CITY prior to Contractor's start of work under the change order.
- CONSULTANT shall coordinate substantial and final inspection as described in Task 303 and prepare a punch list of items to be completed. On the basis of such inspection, the CONSULTANT shall determine if the project is substantially complete according to the plans and specifications and shall make a recommendation to the CITY regarding final payment. It is understood that the CITY will accept the project only after recommendation by the CONSULTANT.
- CONSULTANT and RPR will monitor Contractor's monthly progress schedule, review progress payments from the Contractor, and evaluate the impact of Contractor performance on contract completion date and the completion date of construction contracts for the project.

- CONSULTANT will attend monthly progress meetings initiated by the RPR, as needed, for the project that are led by the on-site RPR and meeting minutes of the meetings will be developed and distributed. Items such as schedule slippage, coordination problems, quality of work, pending change orders, outstanding shop drawings, utility coordination, and procurement schedules will be discussed.

### **Task 302 - Programming and SCADA Interface**

CONSULTANT will provide engineering services to program and configure the WWTP's SCADA system for operation of the new boiler units associated with this project.

CONSULTANT shall generate a detail control narrative for these systems for the CITY's approval. This control narrative shall also illustrate the HMI graphic modifications required. Based on this control narrative, CONSULTANT shall program the PLC and shall configure the HMI.

### **Task 303 - Resident Project Representative (RPR)**

CONSULTANT shall furnish a Resident Project Representative ("RPR"), assistants and other field staff to assist CONSULTANT in observing progress and quality of the work of Contractor. Through more extensive on-site observations of the work in progress and field checks of materials and equipment by the RPR and assistants, CONSULTANT shall endeavor to provide further protection for CITY against defects and deficiencies in the work of Contractor. However, CONSULTANT shall not, during such visits or as a result of such observations of Contractor's work in progress, supervise, direct, or have control over Contractor's work nor shall CONSULTANT have authority over or responsibility for the means, methods, techniques, sequences or procedures selected by Contractor, for safety precautions and programs incident to the work of Contractor, for any failure of Contractor to comply with laws, rules, regulations, ordinances, codes or orders applicable to Contractor's performing and furnishing the work, or responsibility of construction for Contractor's failure to furnish and perform the Work in accordance with the Contract Documents.

This service will in no way relieve the Contractor of complete supervision and inspection of the work or the Contractor's obligation for complete compliance with the drawings and specifications. The Contractor shall have sole responsibility for safety and for maintaining safe practices and avoiding unsafe practices or conditions.

The RPR shall be on-site an average of 20 hours per week for 4 months.

Specific services performed by the RPR are as follows:

#### **A. General**

RPR is CONSULTANT's agent at the site, will act as directed by and under the supervision of CONSULTANT, and will confer with CONSULTANT regarding RPR's actions. RPR's dealings in matters pertaining to the on-site work shall in general be with CONSULTANT and Contractor, keeping CITY advised as necessary. RPR's dealings with subcontractors shall only be through or with the full knowledge and approval of Contractor. RPR shall generally communicate with CITY with the knowledge of and under the direction of CONSULTANT.

#### **B. Duties and Responsibilities of RPR**

1. *Schedules:* Review the progress schedule, schedule of Shop Drawing submittals and schedule of values prepared by Contractor and consult with CONSULTANT concerning acceptability.
2. *Conferences and Meetings:* Attend meetings with Contractor, such as progress meetings, job conferences and other project-related meetings, and prepare and circulate copies of minutes thereof.
3. *Liaison:*
  - a. Serve as CONSULTANT's liaison with Contractor, working principally through Contractor's superintendent and assist in understanding the intent of Contract Documents; and assist CONSULTANT in serving as CITY's liaison with Contractor when Contractor's operations affect CITY's on-site operations.
  - b. Assist in obtaining from CITY additional details or information, when required for proper execution of the Work.
4. *Shop Drawings and Samples:*
  - a. Receive Samples, which are furnished at the site by Contractor, and notify CONSULTANT of availability of Samples for examination.
  - b. Advise CONSULTANT and Contractor of the commencement of any Work requiring a Shop Drawing or Sample if the submittal has not been approved by CONSULTANT.
5. *Review of Work, Rejection of Defective Work, Inspections and Tests:*
  - a. Conduct on-site observations of the Work in progress to assist CONSULTANT in determining if the Work is in general proceeding in accordance with the Contract Documents.
  - b. Report to CONSULTANT whenever RPR believes that any Work will not produce a completed Project that conforms generally to the Contract Documents or will prejudice the integrity of the design concept of the completed Project as a functioning whole as indicated in the Contract Documents, or has been damaged, or does not meet the requirements of any inspection, test or approval required to be made; and advise CONSULTANT of Work that RPR believes should be corrected or rejected or should be uncovered for observation, or requires special testing, inspection or approval.
  - c. Verify that tests, equipment and systems start-ups and operating and maintenance training are conducted in the presence of appropriate personnel and that Contractor maintains adequate records thereof; and observe, record and report to CONSULTANT appropriate details relative to the test procedures and start-ups.
  - d. Accompany visiting inspectors representing public or other agencies having jurisdiction over the Project, record the results of these inspections and report to CONSULTANT.

6. *Interpretation of Contract Documents:* Report to CONSULTANT when clarifications and interpretations of the Contract Documents are needed and transmit to Contractor clarifications and interpretations as issued by CONSULTANT.
7. *Modifications:* Consider and evaluate Contractor's suggestions for modifications in Drawings or Specifications and report with RPR's recommendations to CONSULTANT. Transmit to Contractor in writing decisions as issued by CONSULTANT.
8. *Records:*
  - a. Maintain at the job site orderly files for correspondence, reports of job conferences, Shop Drawings and Samples, reproductions of original Contract Documents including all Work Change, Addenda, Change Orders, Field Orders, additional Drawings issued subsequent to the execution of the Contract, CONSULTANT's clarifications and interpretations of the Contract Documents, progress reports, Shop Drawing submittals received from and delivered to Contractor and other Project related documents.
  - b. Prepare a daily report or keep a diary or log book, recording Contractor's hours on the job site, weather conditions, data relative to questions of Work Change Directives, Change Orders or changed conditions, list of job site visitors, daily activities, decisions, observations in general, and specific observations in more detail as in the case of observing test procedures; and send copies to CONSULTANT.
  - c. Record names, addresses and telephone numbers of all Contractors, subcontractors and major suppliers of materials and equipment.
9. *Reports:*
  - a. Furnish to CONSULTANT periodic reports as required of progress of the Work and of Contractor's compliance with the progress schedule and schedule of Shop Drawing and Sample submittals.
  - b. Consult with CONSULTANT in advance of scheduled major tests, inspections or start of important phases of the Work.
  - c. Draft proposed Change Orders and Work Change Directives, obtaining backup material from Contractor and recommend to CONSULTANT Change Orders, Work Change Directives, and Field Orders.
  - d. Report immediately to CONSULTANT and CITY the occurrence of any accident.
10. *Payment Requests:* Review Applications for Payment with Contractor for compliance with the established procedure for their submission and forward with recommendations to CONSULTANT, noting particularly the relationship of the payment requested to the schedule of values, Work completed and materials and equipment delivered at the site but not incorporated in the Work.

11. *Certificates, Maintenance and Operation Manuals:* During the course of the Work, verify that certificates, maintenance and operation manuals and other data required to be assembled and furnished by Contractor are applicable to the items actually installed and in accordance with the Contract Documents, and have this material delivered to CONSULTANT for review and forwarding to CITY prior to final payment for the Work.

12. *Completion:*

- a. Before CONSULTANT issues a Certificate of Substantial Completion, submit to Contractor a list of observed items requiring completion or correction.
- b. Observe whether Contractor has performed inspections required by laws, rules, regulations, ordinances, codes, or orders applicable to the work, including but not limited to those to be performed by public agencies having jurisdiction over the work.
- c. Conduct a final inspection in the company of CONSULTANT, CITY and Contractor and prepare a final list of items to be completed or corrected.
- d. Observe whether all items on final list have been completed or corrected and make recommendations to CONSULTANT concerning acceptance and issuance of the Notice of Acceptability of the Work.

**C. Limitations of Authority by RPR**

Resident Project Representative:

1. Shall not authorize any deviation from the Contract Documents or substitution of materials or equipment (including "or-equal" items), unless authorized by CONSULTANT.
2. Shall not exceed limitations of CONSULTANT's authority as set forth in the Agreement or the Contract Documents.
3. Shall not undertake any of the responsibilities of Contractor, Subcontractors, Suppliers, or Contractor's superintendent.
4. Shall not advise on, issue directions relative to or assume control over any aspect of the means, methods, techniques, sequences or procedures of construction unless such advice or directions are specifically required by the Contract Documents.
5. Shall not advise on, issue directions regarding or assume control over safety precautions and programs in connection with the Work.
6. Shall not accept Shop Drawing or Sample submittals from anyone other than Contractor.
7. Shall not authorize CITY to occupy the Project in whole or in part.
8. Shall not participate in specialized field or laboratory tests or inspections conducted by others except as specifically authorized by CONSULTANT.

### **Task 304 - Interim, Substantial and Final Inspection**

CONSULTANT will assist the CITY's staff to schedule and conduct interim and substantial completion inspections for this contract. Following satisfactory start-up of the facilities installed, the CONSULTANT will assist the CITY's staff to schedule and conduct a final inspection. A final completion list of corrective items will address remaining work as required by the Contract Documents.

CONSULTANT will prepare a report of the inspection findings with recommendations for appropriate actions to be required of the Contractor prior to attaining final completion for the contract. The final list of corrective items will address remaining work as required by the Contract Documents.

### **Task 305 - Operation and Maintenance Manual**

CONSULTANT will prepare a separate operation and maintenance manual only for the process that is being upgraded consisting of two parts. Part 1 shall include a description of the unit processes, design conditions, process flow diagram, safety concerns, and recommendations for operation. Part 2 shall include a summary sheet and a collection of the operation and maintenance manuals supplied by the equipment manufacturers providing preventive maintenance recommendations and other specified information for equipment installed. The summary sheet will be provided by the CONSULTANT and will identify the equipment provided, their respective O&M Manual Section Number, and the contact information for companies that represents them locally.

Provide two (2) hard copies and one electronic PDF of Part 1 to the CITY for review and comment at approximately 90-percent completion point of construction. Following receipt and incorporation of CITY's review of Part 1 draft, furnish four (4) final copies and one electronic PDF of the completed operation and maintenance manuals Parts 1 and 2 to the CITY.

### **Task 306 - Start-Up Assistance and Training**

In general, CONSULTANT or RPR will witness start-up of equipment and verify compliance with specified operational procedures. Contractor shall submit an equipment startup procedure for review by the CONSULTANT prior to startup of the individual equipment installed for the project.

### **Task 307 - Record Drawings**

CONSULTANT will review the Contractor's set of record drawings showing changes made during construction as the work progressed. The CONSULTANT will revise the original contract drawings to reflect modified work changes. In addition, all pertinent GPS and survey data collected throughout the construction phase will be reflected on the record drawings. The CONSULTANT will submit to the CITY one (1) set of full-size reproducible record construction drawings and specifications, and three (3) sets of half-size prints of the record construction drawings and specifications and a CD with PDF drawings of the record construction drawings and specifications.

## Proposed Fee Schedule

Project Phase		Total
Task 1	<b>Task Series 100 - Equipment Procurement Services (Schedule Phase 1 &amp; 2)</b>	
	Task 100 - Kickoff Meeting	\$8,280
	Task 102 - Data Collection/Site Visits	\$12,400
	Task 103 - Equipment Procurement	\$13,780
	Task 104 - Emergency Response Plan	\$8,260
	Task 105 - Project Management/Quality Control	\$13,260
	<b>Subtotal</b>	<b>\$55,980</b>
Task 2	<b>Task Series 200 - Design &amp; Bidding Services (Schedule Phase 3)</b>	
	Task 201 - Progress Meetings	\$6,300
	Task 202 - Contract Documents	\$93,776
	Task 203 - Final Contract Documents	\$11,728
	Task 204 - Construction Cost Estimates	\$8,880
	Task 205 - Surveying	\$2,860
	Task 206 - Permitting Assistance	\$1,280
	Task 207 - Bidding Services	\$6,940
	Other Direct Costs	\$1,500
	<b>Subtotal</b>	<b>\$133,264</b>
Task 3	<b>Task Series 300 - Construction Phase (Schedule Phase 4)</b>	
	Task 301 - Construction Administration	\$23,740
	Task 302 - Programming and SCADA	\$5,000
	Task 303 - Resident Project Representative	\$40,000
	Task 304 - Special Inspections	\$12,880
	Task 305 - O&M Manuals	\$10,680
	Task 306 - Start-up Assistance	\$9,600
	Task 307 - Record Drawings	\$5,552
	Printing	\$500
	Other Direct Costs	\$2,000
<b>Subtotal</b>	<b>\$109,952</b>	
<b>Projected Total Hours</b>		<b>N/A</b>
<b>Projected Total Fee</b>		<b>\$299,196</b>

COUNCIL COMMUNICATION	
FOR MEETING OF	1-17-17
AGENDA ITEM	led
FOR ACTION	✓
INFORMATION ONLY	



## MEMORANDUM

**To:** City Council  
**From:** Meryl Dye, Assistant City Manager *M. Dye*  
**CC:** Jim Seitnater; Mark Rasette  
**Date:** January 11, 2017  
**Re:** Purchase Agreement for People's Choice Sculpture – Stay

### BACKGROUND:

On February 7, 2012, the City Council authorized the allocation of up to \$15,000 of designated downtown public art funds for the purchase of People's Choice Award winning sculptures from the SculptureWalk exhibits. Public balloting for this year's exhibit ended on December 31, 2016, and the winner is "Stay" by Patricia Vader of Martinez, California.

A purchase agreement between the City and the Artist has been prepared which sets out specific obligations by the parties, the compensation amount, artist's representations and warranties, intellectual property rights, and other contractual provisions covering breach and notice requirements. The Artist has furnished to the City a certificate of authenticity, maintenance and care instructions, an Artist's Statement about the sculpture for public educational purposes, and her professional resume.

### FISCAL IMPACT

"Stay" has a retail price of \$15,000. However, all artists entering the SculptureWalk signed agreements providing that a 20% commission would be retained on pieces sold. Therefore, the discounted price for "Stay" is \$12,000. Funds will come from CIP streetscape account designated for downtown public art which has a current balance of \$34,385.

### RECOMMENDATION:

City staff recommends approval of the attached purchase agreement for the sculpture named "Stay."

### ACTION REQUIRED:

Motion to approve the Sculpture Purchase Agreement for "Stay" by Patricia Vader.

**CONTRACT NO. \_\_\_\_\_**

THIS AGREEMENT is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2017, by and between the City of Hutchinson, Kansas (the "CITY") and Patricia Vader of Martinez, California (the "ARTIST").

**RECITALS**

- A. The City has implemented the People's Choice Award in conjunction with SculptureWalk Downtown Hutchinson.
- B. The City desires to acquire the People's Choice Gold Award-winning sculpture for permanent display in the Hutchinson downtown area; and
- C. The Artist and the City wish to undertake the obligations expressed herein:

NOW THEREFORE, in consideration of the above stated premises and subject to the conditions hereinafter set forth the parties agree as follows:

**I. OBLIGATIONS OF ARTIST**

- A. Artist shall provide for purchase the sculpture entitled "**Stay**" currently on display in the SculptureWalk Downtown Hutchinson exhibit (the "Artwork").
- B. Artist shall furnish a certificate of authenticity to the City including number and edition information for the Artwork being purchased.
- C. Artist shall furnish installation, care and maintenance instructions of the Artwork to the City.
- D. Artist shall furnish an artist resume, statement and/or philosophical statement and/or design notes regarding the Artwork for public education purposes.
- E. Artist shall provide requested documentation in a professional manner and in compliance with all terms and conditions of this Agreement.

**II. OBLIGATIONS OF CITY**

- A. City shall perform all obligations in compliance with terms and conditions of this Agreement.
- B. City shall assign SculptureWalk team (City staff and Arts Council and Downtown Hutchinson representatives) to determine best and most appropriate public location for the Artwork and is responsible for identifying the artists, media, and title of the Artwork using appropriate labeling.
- C. City has the right to reproduce images of the Artwork for non-commercial promotional or educational purposes as outlined in Section V.
- D. City shall take responsibility for installation of the Artwork in a location they deem appropriate.
- E. If the Artwork is damaged at any time and by any means, City will consult Artist before any restoration and must give Artist first opportunity to restore it, if practicable.

**III. COMPENSATION**

Parties acknowledges that, upon entering the SculptureWalk Downtown Hutchinson, all artists sign an agreement providing that a 20% commission will be retained on pieces sold. Therefore, Artist agrees that the published retail price of \$15,000 for "Stay" is hereby discounted by 20% for purchase by the City for a fixed fee of Twelve Thousand Dollars (\$12,000), which shall constitute full and complete compensation for the Artwork under this Agreement.

**IV. TERM OF AGREEMENT**

This Agreement shall be effective on the date first stated above and those provisions intended to remain in force beyond the City's purchase of the Artwork from the Artist shall remain in full force and effect for so long as is necessary to fulfill the intent and objectives of the parties.

V. ARTIST REPRESENTATIONS AND WARRANTIES

Artist represents and warrants that:

- A. The Artwork is solely the result of the artistic effort of the Artist as set forth in the Artist Statement.
- B. Except as otherwise disclosed in writing to the City, the Artwork is original and does not infringe upon any copyright or the rights of any person.
- C. Artist has no knowledge of this specific Artwork having been accepted for sale elsewhere.
- D. Artist has full power to enter into and perform this Agreement and to make the grant of rights contained in this Agreement.
- E. Title to the Artwork shall pass to the City at such time as full payment is received by the Artist pursuant to Section III hereof.

VI. INTELLECTUAL PROPERTY RIGHTS

- A. Copyright Ownership
  1. Artist retains all rights under the Copyright Act of 1976, as the sole author of the Artwork for the duration of the copyright. (Life of the author, plus 70 years.)
- B. Reproduction Rights
  1. Artist grants to the City and its assigns an irrevocable license to make two-dimensional reproductions of the Artwork for non-commercial purposes including, but not limited to reproductions used in brochures, media publicity, and exhibition catalogs or other similar publications provided that these rights are exercised in a tasteful and professional manner.
  2. All reproductions by City shall contain credit to the Artist.
  3. If City wishes to make reproductions of the Artwork for commercial purposes, including but not limited to t-shirts, postcards and posters, the Parties shall execute a separate agreement to address the terms of royalty the Artist shall receive.
  4. City is not responsible for protecting the intellectual property of the Artist.
  5. Artist is not responsible for third party infringement of City's license.
- C. General
  1. City agrees that it will not alter, modify, or change the Artwork without first obtaining written permission from the Artist.
  2. Artist will be notified by City regarding deaccession of Artwork.

VII. BREACH

Both parties covenant to perform their duties pursuant to this Agreement. In the event either party shall fail to perform their required duties, the following provisions apply.

- A. Either party may declare breach of the agreement by sending written notification declaring the specific breach to the party in breach;
- B. The party in breach shall have ten (10) days in which to cure the alleged breach, or otherwise reach a mutually agreeable amendment to the agreement which shall be reduced to writing.
- C. Should the party in breach fail to cure the breach, or if a mutual agreement to amend the agreement cannot be reached, either party may pursue legal action in the District Court of Reno County, Kansas.

VIII. PERMANENT RECORD

City shall maintain on permanent file a record of this Agreement and of the location and disposition of the Artwork.

IX. NOTICES

Written notices and correspondence under this Agreement shall be delivered personally or through mail to the addresses stated below:

For City: City Manager's Office  
P O Box 1567  
Hutchinson, KS 67504-1567

For Artist: Patricia Vader  
1085 Pereira Road  
Martinez, CA 94533

X. AMENDMENTS

No alteration, change or modification of the terms of this Agreement shall be valid unless made in writing and signed by both Parties hereto.

XI. ENTIRE AGREEMENT

This Agreement contains the entire understanding between the parties and supersedes all other agreements whether written or oral.

IN WITNESS WHEREOF, the parties herein have caused this agreement to be executed the day and year first above written.

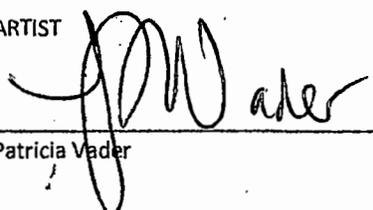
CITY OF HUTCHINSON, KANSAS

\_\_\_\_\_  
Jon Daveline, Mayor

ATTEST:

\_\_\_\_\_  
Karen Weltmer, City Clerk

ARTIST

  
\_\_\_\_\_  
Patricia Vader

APPROVED AS TO FORM:

\_\_\_\_\_  
Paul W. Brown, City Attorney

Dated: \_\_\_\_\_





COUNCIL COMMUNICATION	
FOR MEETING OF	1/17/2017
AGENDA ITEM	Lee
FOR ACTION	X
INFORMATION ONLY	

## MEMORANDUM

**TO:** John Deardoff, City Manager  
**FROM:** Paul Brown, City Attorney *PB*  
**DATE:** January 9, 2017  
**RE:** City Manager contract for 2017

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### BACKGROUND:

For 2017, City staff has recommended that merit increases be granted to eligible employees. Director level City employees would receive a merit increase of 3%.

This is the proposed City Manager's contract for 2017. The contract provides that the City Manager be granted an increase in his base salary in the same percentage as other director level City employees receive in 2017 as a merit increase.

### RECOMMENDATION:

Motion to **approve** the proposed contract for the City Manager for 2017; and authorize the Mayor to sign.

PWB:lso

**CITY CONTRACT NO. 2017 C \_\_\_\_\_**  
**EMPLOYMENT AGREEMENT**

**THIS AGREEMENT** is made and entered into this 3<sup>rd</sup> day of January, 2017, by and between:

**THE CITY OF HUTCHINSON, KANSAS**, a municipal corporation  
(the "City"); and

**JOHN DEARDOFF**, a resident of the City of Hutchinson, Kansas  
(the "Employee").

**WHEREAS**, the City has heretofore contracted for the services of the Employee as its City Manager, and now desires to continue such contractual relationship upon terms modified in certain particulars, all in accordance with the laws of the State of Kansas and as set forth in this agreement; and

**WHEREAS**, the Employee desires to continue such employment upon the terms and conditions set forth herein;

**NOW, THEREFORE**, in consideration of the mutual promises herein set forth, the parties agree as follows:

**Section 1. Duties; working hours.**

a. The City shall employ the Employee as its City Manager, to perform the functions and duties as its chief administrative officer with all of the authority and powers provided therefore under the laws of the State of Kansas and the ordinances of the City and to perform such other legally permissible and proper functions and duties as the Governing Body of the City may from time to time assign.

b. Because the parties anticipate that the Employee will perform many of his official duties outside the normal working hours for other City employees, the Employee shall be permitted to take compensatory time off, at his discretion, during normal working hours. The Employee will keep the Mayor advised of such absences.

**Section 2. Term.**

a. The term of this agreement shall be for the period commencing on January 1, 2017 and shall expire December 31, 2017.

b. Subject to the provisions of section 3 hereof, nothing in this agreement shall be construed to prevent, limit or otherwise interfere with the right of the Governing Body of the City to non-renew the employment of the Employee at the expiration of the term, or to terminate the services of the Employee at any time, or with the right of the Employee to resign from his position as City Manager of the City at any time.

c. The Employee shall be in the exclusive employ of the City, and shall neither accept other employment nor become employed by any other employer.

### **Section 3. Termination and Severance Pay.**

a. In the event the City terminates this agreement on or before December 31, 2017, or non-renews the employment of the Employee at the expiration of the term, notwithstanding the Employee's willingness to continue performing such services for the City, the City shall pay to the Employee all contractual obligations remaining due under the Agreement, if any, and in addition thereto shall pay as severance pay a lump sum cash payment equal to the total of nine months' aggregate salary, accrued vacation and all other benefits available to management employees and shall, for a period of nine months following such termination, continue to underwrite the Employee's participation in the City's health care plan to the same extent as prevailed immediately prior to such termination; provided, that should the Employee be terminated after being convicted of any felony, any crime involving personal gain or any crime of moral turpitude, the City shall have no obligation to pay any such severance pay. Except for conviction of any such offense, the City shall not terminate the Employee's services hereunder within three months next following the date on which any member or members of the Governing Body of the City commences a regular term of office following election thereto.

b. Except as otherwise agreed by the parties, the Employee shall give the City six weeks' written notice of any voluntary resignation from employment hereunder. In the event of such voluntary resignation and subject to section (c) below, the provisions of Section "a" above shall not apply, excluding any payment of accrued vacation and sick leave, and this Agreement shall expire on the effective date of such resignation.

c. If at any time during the term of this agreement:

(1) A majority of the governing body votes to terminate Employee at a duly authorized public meeting for any reason other than conviction of any felony, any crime involving personal gain or any crime of moral turpitude, when Employee is ready, willing and able to perform the duties of City Manager;

(2) If the City or Legislature acts to amend any provision of the State Statutes, City Charter, or City Code, pertaining to the role, powers, duties, authority and responsibilities of the office of City Manager that substantially changes the role, powers, duties, authority and responsibility of said position, Employee shall have the right to declare such amendments to constitute termination;

(3) If the City reduces base salary, compensation or other financial benefits applicable to Employee, unless such reduction applies in no greater percentage than the average reduction of all department heads and fulltime management employees of the City, Employee shall have the right to declare that such reduction constitutes termination;

(4) If Employee resigns following an offer to accept resignation, whether formal or informal, by a councilmember as representative of the majority of the governing body that he resign at any time Employee is ready, willing and able to perform the duties of City Manager, then Employee may declare a termination as of the date of such resignation;

(5) If the City suspends Employee with or without pay for a period of ten (10) or more business days during any calendar year, when Employee is ready, willing and able to perform the duties of City Manager, then Employee shall have the right to declare that such suspension constitutes termination, unless such suspension occurs as the result of a criminal investigation of Employee or other internal investigation of allegations of fiscal impropriety;

(6) If the City breaches any provisions of this agreement and has not remedied said breach within ten (10) business days of written notice from Employee then Employee may declare a termination as of the date of such notice;

the Employee may at his election deem his employment hereunder to have been terminated within the meaning of subsection "a" of this section and, upon receipt of notice of such election, the City shall forthwith make the payments and provide the benefits required under such subsection "a."

#### **Section 4. Salary.**

The City shall pay to Employee in 2017 as compensation for his services hereunder an annual base salary of \$160,020.46 payable in installments at such intervals as other City employees are paid; and the above stated base salary includes the 2017 merit increase; as provided in the same percentage as other director level City employees.

#### **Section 5. Other monetary benefits.**

a. Vehicle allowance. The City shall provide the Employee with a vehicle allowance of \$500 per month for official use of his private vehicle within Reno County. The Employee shall, in addition, be reimbursed for use of such vehicle for official travel to destinations outside of Reno County at the rate paid to other City employees for similar travel. All operating, maintenance and other expenses incurred by the Employee in connection with his official duties shall be borne by the Employee.

b. Deferred compensation. The City shall, in addition to other compensation provided for in this agreement, contribute fourteen percent (14%) of the Employee's annual base salary on behalf of the Employee to a deferred compensation program of the Employee's choice.

c. The City shall contribute its portion of the family health insurance premium for the Employee.

d. The City shall pay the premium required to maintain the death benefit of \$100,000 under the present group term life insurance on the Employee.

#### **Section 6. Leaves and other benefits.**

a. Upon the commencement date of the contract term the Employee shall be credited with four (4) weeks paid vacation and may accumulate up to twelve (12) weeks of paid vacation during the calendar year, but may only carry over the equivalent of eight (8) weeks of paid vacation at the end of the calendar year.

b. The Employee may convert up to eighty (80) hours of accrued vacation per year to taxable income. The rate of conversion shall be the annual salary established in Section 4. Notwithstanding the Employee's right to convert accrued vacation hours to taxable income, the Employee's accrued vacation hours shall not be less than two hundred and eighty (280) hours after any conversion.

c. Group insurance and all other benefits provided to other management employees of the City shall be made available to the Employee on like terms and conditions.

d. In addition to any deferred compensation payment made pursuant to section 5(b) of this agreement, the Employee may elect to allocate any part of his total compensation to a retirement, deferred compensation or similar program of his choice.

#### **Section 7. Professional Development.**

a. The City shall budget for and pay the professional dues and subscriptions incurred by the Employee for his participation in such national, regional, state and local associations or organizations as he deems necessary or desirable for his continued professional growth and advancement and for the good of the City; provided, that with respect to local associations and organizations, the City's obligation shall be for payment for memberships in the Chamber of Commerce, one civic club of Employee's choice and the Hutchinson Town Club.

b. The City shall budget for and pay the travel and subsistence expenses incurred by the Employee in the course of his attendance at or participation in such meetings, conferences or other functions as he deems necessary to adequately discharge official and ceremonial functions on behalf of the City, including but not limited to the annual conferences or conventions of the International City Management Association, the National League of Cities, the League of Kansas Municipalities and any such national, regional, state and local groups and committees thereof upon which the Employee serves as a member.

c. The City shall budget and pay for travel and subsistence expenses incurred by the Employee for short courses, seminars and institutes which he deems necessary for his professional development and for the good of the City.

## **Section 8. Other terms and conditions of employment.**

a. In addition to benefits specifically enumerated in this agreement, all provisions of the City Code and other rules and regulations of the City relating to vacation and sick leave, retirement and pension system contributions, holidays and other benefits and working conditions, as they now exist or may hereafter be amended, shall apply to the Employee in the same way as to other management employees of the City.

b. The City, in consultation with the Employee, may fix any such other terms and conditions of employment relating to the performance of the Employee as it deems appropriate from time to time; provided, that such terms and conditions are not inconsistent with or in conflict with the express provisions of this agreement, the City charter or any other law or regulation. No such additional terms or conditions shall be effective unless first reduced to writing and furnished to the Employee as mutually agreed by the Employee and the City.

## **Section 9. Consulting.**

The employment provided for by this Agreement shall be the Employee's primary employment. Recognizing that certain outside consulting or teaching opportunities provide indirect benefits to the Employer and the community, the Employee may elect to accept limited teaching, consulting or other business opportunities with the understanding that such arrangements must neither constitute interference with nor a conflict of interest with his or her responsibilities under this Agreement.

## **Section 10. Risk allocation.**

a. The parties acknowledge the applicability of the Kansas Tort Claims Act, K.S.A. 75-6101 and following (the "KTCA"), to the Employee. The Employee shall be afforded all of the rights and protections afforded public employees generally pursuant to the KTCA, including but not limited to those rights and protections relating to alleged violations of state or federal civil rights laws. The Employee may be afforded such additional rights and protections with respect to civil actions to which he is made a party, as the City may from time to time deem appropriate.

b. The Employee shall keep all personal vehicles used for official business in good cosmetic and operating condition, and shall maintain continuously in force with respect to all such vehicles a policy of liability insurance having a limit of at least \$500,000 per occurrence for bodily injury and \$50,000 per occurrence for property damage.

## **Section 11. Performance evaluation.**

a. The Governing Body of the City shall review and evaluate the performance of the Employee annually, in the fall of each year, and may evaluate such performance more frequently. The Mayor of the City shall furnish to the Employee a written summary

of the findings of the Governing Body, and shall afford the Employee an adequate opportunity to discuss such findings and evaluations with the Governing Body.

b. In implementing the provisions of this section, the parties agree to abide by all applicable law.

**Section 12. Bond.**

The City shall bear the full cost of any fidelity or other bonds required of the Employee.

**Section 13. General Provisions.**

a. The text hereof shall constitute the entire agreement between the parties.

b. Other than those provisions relating to the Employee's obligation to serve as the City's Manager, this agreement shall be binding upon and inure to the benefit of the heirs and executors of the Employee.

c. Except as expressly provided herein, neither party shall assign rights or delegate duties arising from this agreement without first obtaining the express written consent of the other.

d. Should any provision of this agreement, or any portion thereof, be held unconstitutional, invalid or unenforceable, the remainder of this agreement shall be deemed severable, shall not be affected and shall remain in full force and effect.

**IN WITNESS WHEREOF**, the parties have caused this agreement to be executed the day and year first above written.

CITY OF HUTCHINSON, KANSAS

\_\_\_\_\_  
Jon Daveline, Mayor

ATTEST:

\_\_\_\_\_  
Karen Weltmer, City Clerk

EMPLOYEE

\_\_\_\_\_  
John Deardoff