

Hillsboro, Kansas
December 1, 2020

1. The City Council met in regular session via Zoom, due to the Corona virus pandemic, on Tuesday, December 1, 2020 at 6:00 p.m. with Mayor Lou Thurston and Council members Renee Gehring, Brent Driggers, Byron McCarty, and David Loewen participating.

2. Others Participating: Phyllis Zorn, Hillsboro Star Journal; Laura Paulus, Hillsboro Free Press; Matt Stiles, City Administrator; Josh Boehm, City Attorney; Jan Meisinger, City Clerk; Jonah Gehring, County Commissioner; and Blake Beye.

3. CALL TO ORDER – Mayor Thurston called the meeting to order at 6:00 p.m.

4. PUBLIC COMMENTS – none

5. MINUTES – Motion was made by Council member Driggers and seconded by Council member McCarty to approve the minutes of the 11-17-2020 regular meeting as submitted. Motion carried unanimously.

6. VOUCHERS – Motion was made by Council member Loewen and seconded by Council member McCarty to approve the vouchers in the amount of \$274,743.64. Motion carried unanimously.

7. MUNICIPAL POLICY STATEMENT #91 – USE OF SOCIAL MEDIA – Policy #91 establishes that the City owns its content and social media is a limited public forum. The policy establishes what our social media will be used for and sets standards for those who wish to participate. It informs participants that the City has the right to remove any content it views as in violation of those standards. Those standards would be posted on the City’s Facebook profile and on the City website. Policy #91 also outlines employee use of social media. Motion was made by Council member McCarty and seconded by Council member Loewen to approve Policy #91. Motion carried unanimously.

8. KMU SAFETY & COMPLIANCE MANAGEMENT PROGRAM – The City contracts with KMU for monthly safety trainings and quarterly supervisor trainings. Overall, this has contributed to a good foundation for the City’s safety culture. However, City Administrator Stiles felt there was room for improvement. The Safety & Compliance Management Program will more than double the time we currently have with a dedicated KMU staff member. The expanded service would include onsite safety audits, development of a city safety manual, incident review, expanded training and additional consulting with the existing safety committee. The cost would be \$15,880.00 per year (3-year contract). Motion was made by Council member Gehring and seconded by Council member Loewen to approve the proposed contract with Kansas Municipal Utilities for the Safety & Compliance Management Program. Motion carried unanimously.

9. 2020 BUDGET AMENDMENT – City Administrator Stiles told council there were three funds that needed to be amended for the 2020 budget: Special Highway – to cover some cold mix & asphalt expenses; Fire Equipment Replacement Fund – due to the FEMA grant; and, TIF because of the payment of property taxes. Motion was made by Council member Loewen and seconded by Council member Driggers to approve the publication of the proposed budget amendment and setting the hearing for Tuesday, December 29th at 4:00 p.m. Motion carried unanimously.

10. ELCON INVOICES – Motion was made by Council member Driggers and seconded by Council member Loewen to approve Invoice 12470 to Elcon Services for ceiling light repair at the welding school - \$90.00; and, Invoice 12479 for electrical repair service at 707 West A - \$621.92. Vote: Council members Driggers, Loewen and McCarty, yes; Council member Gehring – abstained. Motion carried.

11. BOARD APPOINTMENTS – none

12. CITY ADMINISTRATOR’S REPORT –

COVID Updates – We’ve started with our employee COVID screening protocols. So far, we’ve had no positive tests. There are three employees trained on performing the tests. The library staff has been added to those eligible to test. The museum has closed to tours and has cancelled its portion of the Down Home Christmas celebration on December 5. The Christmas tree lighting ceremony will also be a virtual event due to concerns with crowds. The tree lighting will still take place at 5:30 p.m. on that day. More information will be announced on Facebook later in the week.

Planning Commission – The Planning Commission has moved to a virtual meeting model due to the pandemic. Their normally scheduled meeting for November would have been on Thanksgiving Day, but instead has been moved to Thursday, December 3 at 5:30 p.m. The Zoom link is below and will be posted to the City’s Facebook page <https://us02web.zoom.us/j/82363493205>. The Planning Commission will be considering a conditional use permit at the December 3rd meeting.

Salem Home Update – The work on the Salem Home/Hospital is nearing completion. We have sent the sales agreement to the Salem legal representation. We should be able to have a finalized agreement in place once we have a response from Salem.

Council Chamber Upgrades – Glanzer Pro Audio has been working after hours on installing the council room upgrades. The project is getting close to completion. Chris indicated it would be up and running by Tuesday. We will also be putting up Plexiglas dividers on the table top. Based on that timeline, we could start having hybrid meetings on December 15th.

Holiday Recycling – As the Christmas season approaches, we have begun reminding recycling customers about what is and is not acceptable in their recycling bins. We have posted the full batch of 7 tips on the City Facebook page. We’ll continue to post and promote those tips on Facebook and by running ads in the Free Press and Marion Record. The tip that most people probably don’t realize is that wrapping paper is not recyclable unless it is brown bag/Kraft style wrapping paper.

13. ADJOURNMENT – Meeting adjourned at 6:20 p.m.

/s/
LOUIS THURSTON, MAYOR

ATTEST:

/s/
JANICE K. MEISINGER, CITY CLERK