

Hillsboro, Kansas
September 1, 2020

1. The city council met in regular session on Tuesday, September 1, 2020 at 4:00 p.m. in the City Hall East meeting Room with Mayor Lou Thurston and Council members Byron McCarty, Renee Gehring, Brent Driggers, and David Loewen present.

2. Others Present: Phyllis Zorn, Hillsboro Star Journal; Laura Paulus, Hillsboro Free Press; Diedre Serene, Marion County Health Department; Matt Stiles, City Administrator; and, Jan Meisinger, City Clerk.
Absent: City Attorney Josh Boehm.

3. CALL TO ORDER – Mayor Thurston called the meeting to order at 4:00 p.m.

4. PUBLIC COMMENTS – none

5. MINUTES – Motion was made by Council member McCarty and seconded by Council member Gehring to approve the minutes of the 8-18-2020 meeting as submitted. Motion carried unanimously.

6. VOUCHERS – After questions, motion was made by Council member McCarty and seconded by Council member Driggers to approve the vouchers in the amount of \$264,276.94. Motion carried unanimously.

7. ORDINANCE 1318 – Ordinance 1318 corrects a clerical error in Ordinance 1300. Motion was made by Council member Loewen and seconded by Council member Driggers to approve Ordinance 1318 – (*AN ORDINANCE REPEALING AND REPLACING ORDINANCE 1300 FOR THE PURPOSE OF CORRECTING CLERICAL ERRORS IN THE AMENDMENT OF ARTICLE XVIII C-S HIGHWAY ADDING MINI-STORAGE FACILITIES TO THE LIST OF AUTHORIZED USES IN THE HIGHWAY SERVICE ZONING DISTRICT*). Council was polled with the following vote: Council members Gehring, yes; McCarty, yes; Loewen, yes; Driggers, yes. Motion carried unanimously.

8. LIQUOR LICENSE – Don Vinduska, R&D Liquor Store, has applied for a liquor license renewal from 9/21/2020 through 9/20/2022. The fee is \$600.00. Motion was made by Council member Gehring and seconded by Council member McCarty to approve the application for a retail liquor license. Motion carried unanimously.

9. PAY ESTIMATE #9 – FINAL TO VOGTS PARGA CONSTRUCTION – This is to pay out the final retainage for the project. Motion was made by Council member Loewen and seconded by Council member Driggers to approve Pay Estimate #9 Final to Vogts Parga Construction, in the amount of \$1,031.78, for the retainage on the Waterline Street Improvements. Motion carried unanimously.

10. REIMBURSEMENT REQUEST #25 – KDHE WATER PROJECT – Motion was made by Council member McCarty and seconded by Council member Driggers to approve Pay Request #25 to KDHE for the Water Improvements Project. The amount is \$1,244.83 and is for professional services from EBH and Associates. Motion carried unanimously.

11. CHOOSE CDBG GRANT ADMINISTRATOR – We received three proposals for grant administration for the CDBG-CV funds that the City will be receiving. They were from Ranson City Code Financial, SCKEDD, and Thrive Allen County. City Administrator Stiles felt Ranson provided the most complete proposal, offered relevant experience in similar communities, and had a competitive price. Thrive Allen County had an incomplete proposal with no references and seemed to have limited experience compared to the other proposals. SCKEDD offered experienced administrators, but submitted a response that was not specific to Hillsboro and had an error on the pricing. The proposed \$10,000.00 fee for administration would come from the CDBG-CV funds. Based on staff's rating, we would recommend Ranson Financial for administrative services. However, Council can independently rate these proposals and choose the administrator they see fit. Motion was made by Council member Driggers and seconded by Council member McCarty to approve the proposal from Ranson City Code Financial for CDBG-CV grant administration. Motion carried unanimously.

12. DIEDRE SERENE – HEALTH DEPARTMENT UPDATE – COVID 19 – Diedre said that with today's update, there are now 82 cases in Marion County. A lot of people work outside of the county, and the City of Marion is the only city in the county that has mandated the wearing of masks. She explained the different types of tests for COVID-19 and isolation procedures. She does not support community testing because this could lead to a false sense of security. A person can be tested one day with negative results, but tested the next day and have positive results. Mayor Thurston said he would like to see

people calm down because we are all in this together. We need to look out for each other and do the right thing. Diedre said we were trying to keep things open and she expected this to last through the end of the year. A lot of this is common sense and she was interested to see how wearing masks will help through flu season. A vaccine won't be out until after the first of the year and will be made available to priority groups first.

13. ROOF BIDS – RAW WATER PUMP STATION – The City's raw water pump station at the reservoir is in need of a new roof. No major work has been done since it was built in 1981. The roof is a flat roof and could be redone with either a traditional hot applied fiberglass felt and gravel or a TPO (Thermoplastic Polyolefin) membrane. Both roofing methods have approximate lifespans of 20 years. Several roofing companies were contacted, but only Wray Roofing submitted a quote. The quote for the traditional method was \$15,312.00 and the TPO system was \$13,039.00. If approved, the work could be completed by October. Motion was made by Council member McCarty and seconded by Council member Driggers to approve the bid from Wray Roofing for the TPO roof at the raw water intake building for a cost of \$13,039.00. Motion carried unanimously.

14. PBC MEETING – At 4:45 p.m., Council recessed into a Public Building Commission meeting to approve invoices relating to the old hospital. The meeting adjourned at 4:50 p.m. and the regular council meeting resumed.

15. ORDINANCE 1317 – LAND BANK – The creation of a City Land Bank helps to streamline the sale or acquisition of property to help with community revitalization and development. The Land Bank is a quasi-governmental organization like the Public Building Commission. All of the City's current property holdings that are designated for housing or development such as Hillsboro Heights, Willow Glen, or other lots throughout the community can be moved to the Land Bank. There are 49 properties that could be placed in the Land Bank. These 49 properties pay property tax of \$3,521.15 annually that would be removed from the tax rolls until they are sold. We are also working on getting the AMPI property put in the Land Bank. The Land Bank has to have an annual meeting, a budget, and an inventory of properties. Motion was made by Council member Loewen and seconded by Council member Driggers to approve Ordinance 1317 – *(AN ORDINANCE CONCERNING THE ADOPTION OF A LAND BANK IN CONFORMANCE WITH K.S.A. 12-5901 ET SEQ, WITHIN THE CITY OF HILLSBORO, KANSAS.)* Council was polled with the following vote: Council members Driggers, yes; Loewen, yes; McCarty, yes; Gehring, yes. Motion carried unanimously. The mayor will be the chair person, the vice chair will be the president of the Council, and the treasurer will be the city administrator.

16. LAND BANK MEETING TO APPROVE RESOLUTION AND BY-LAWS – At 4:55 p.m., Council recessed into a Land Bank meeting to approve Resolution 2020-01 and Bylaws of the Land Bank. The meeting adjourned at 4:57 p.m. and the regular council meeting resumed.

17. BOARD APPOINTMENTS –

Board of Zoning Appeals – Mayor Thurston appointed Frank Johnson to the Board of Zoning Appeals, filling the vacancy (position formerly held by Marion Regier). Motion was made by Council member McCarty and seconded by Council member Driggers to approve this appointment. Motion carried unanimously.

Museum Advisory Board – Mayor Thurston appointed Staci Silhan, Mandi Bernhardt, and Leroy Just to the Hillsboro Museum Advisory Board. Motion was made by Council member McCarty and seconded by Council member Driggers to approve these appointments. Motion carried unanimously.

18. CITY ADMINISTRATOR'S REPORT –

Salem Home – The mayor and City Administrator Stiles met with the CEO and board chair from Salem Home on August 24th. The City still holds the deed to the Salem Home property and would like to get it transferred over. There are a few points of contention, namely the generator and HVAC system. Salem would have liked for the City to participate in buying their facility a generator. However, we came to the agreement that we would continue to allow them to use the generator on the hospital side of the building. Similarly, the heating and cooling loop that runs in the attic of the hospital will remain in service to help keep the fire sprinkler system operational. City Attorney Boehm is creating a use agreement that outlines these issues for the next meeting. Our hope is to complete the transition by October 1st.

Community Plaza – We released an RFP for design services for the Community Plaza project on August 18th. Copies of the RFP were directly sent to anyone the City has worked with that does that type of

work and firms within the region. Information on the RFP was also put on the City's web page and on Facebook. Proposals are due back on September 8th.

Community Movie Night – The Chamber and CVB's movie night is set for Saturday, September 12th. The screen is 22'x12' and needs to be hung from the AMPI building. Food vendors will be available.

Website Design – Baker Brothers is working on the website update. They intend on having initial mock-ups for us to review the first week of September. Our three person staff committee has begun developing a list of what features and look the new website needs to have. Depending on how much back and forth there is, City Administrator Stiles hopes to have a fresh site by November.

Council Room AV and Zoom Meetings – Glanzer Pro Audio is still working to find the needed equipment for the room upgrade. If he cannot find alternatives, we are looking at October for an install.

KPP – KPP has started collecting data to assist with an evaluation of our distribution system and a rate analysis. Both projects are services included in our membership with the organization. Staff from KPP should be in the community in September to do the distribution evaluation. KPP is also planning on having an electric vehicle demonstration on Monday, October 5th from 7:30 a.m. to 11 a.m. at City Hall. We should have more information on Public Power Week activities when we get closer to October.

Lagoon Smell – We are having issues with smell at the lagoons, and are looking at different options to handle the problem.

Fog Seal – The fog seal on the streets will be done Friday, weather permitting.

TCT – TCT is moving forward. Service to downtown will be available first.

19. ADJOURNMENT – Council meeting adjourned at 5:05 p.m.

_____/s/_____
LOUIS THURSTON, MAYOR

ATTEST:

_____/s/_____
JANICE K. MEISINGER, CITY CLERK