

Hillsboro, Kansas
December 20, 2022

1. The City Council met in regular session via Zoom and in person on Tuesday, December 20, 2022 at 6:30pm with Mayor Lou Thurston and Council members Blake Beye, Brent Driggers, and Byron McCarty participating. Council member David Loewen arrived during Ben Steketee's report.

Members Absent: None.

2. Others Participating: Andrew Kovar, City Attorney; Matt Stiles, City Administrator; Danielle Bartel, City Clerk; Ben Steketee, Building Inspector and Fire Chief.

3. CALL TO ORDER: Mayor Lou Thurston called the meeting to order at 6:30pm.

4. APPROVAL OF CONSENT AGENDA

MINUTES dated December 13, 2022.

VOUCHERS in the amount of \$239,614.26.

Council member Beye motioned to approve the consent agenda. Council member McCarty seconded. Motion carried.

5. PUBLIC COMMENTS: None.

6. 2022 BUDGET AMENDMENT HEARING: Administrator Stiles highlighted amendments to funds including Recreation, Debt Service, Court, CIP, Water, Refuse and Electric. He noted the reason for each proposed amendment. No public comments were shared.

Council member McCarty motioned to approve the amended budget as submitted. Council member Beye seconded. Motion carried 3-0.

7. DEPARTMENT HEAD ANNUAL REPORT: BEN STEKETEE, BUILDING INSPECTOR AND FIRE CHIEF: Ben Steketee shared of several large active projects during 2021 and noted that over 100 building permits have been issued. He shared of his certifications and other highlights regarding building inspection. Steketee then shared about the fire department, including live training photos, wildland fire operations, and an overview of recent training activities. He highlighted three retirements from the department and noted there are 23 active firefighters.

Steketee proposed a committee be created to continue movement towards a new fire station. He requested City Council's approval to create a committee consisting of two fire officers, the city administrator and two council members.

Council member Beye motioned to form the committee as outlined by Steketee. Council member McCarty seconded. Motion carried.

8. BUSINESS ITEMS

CONSIDERATION OF CMB LICENSES: Administrator Stiles reviewed the requests for Cereal Malt Beverage applications for the following entities for the year 2023:

- Casey's Retail Company – Council member Beye motioned to approve the CMB License renewal; Council member McCarty seconded. Motion carried.
- Cooperative Grain & Supply (Ampride) – Council member Beye motioned to approve the CMB License renewal; Council member McCarty seconded. Motion carried.
- DG Retail LLC (Dollar General) – Council member Driggers motioned to approve the CMB License renewal; Council member McCarty seconded. Motion carried.
- Hillsboro Municipal Golf Association – Council member Beye motioned to approve the CMB License renewal; Council member McCarty seconded. Motion carried.
- PH North Inc (Pizza Hut) – Council member Driggers motioned to approve the CMB License renewal; Council member McCarty seconded. Motion carried.
- Torres Family LLC (Pueblo Viejo) – Council member McCarty motioned to approve the CMB License renewal; Council member Beye seconded. Motion carried.

CONSIDERATION OF COLA FOR 2023: Administrator Stiles reviewed the request for a cost of living adjustment. He shared the financial impact is included in the 2023 budget.

Council member McCarty motioned to approve a fiscal year 2023 cost of living adjustment of \$1.00 per hour for eligible full time and regular part time employees to be applied on the January 2023 pay date. Council member Loewen seconded. Motion carried.

CONSIDERATION OF RFQ FOR CITY INSURANCE AGENT FOR PROPERTY AND LIABILITY INSURANCE:

Administrator Stiles shared that since the City moved to the current insurance agent, he has been approached by other agents that would be interested in servicing the City’s needs. Stiles shared that any agent could provide a written RFQ and that the City’s renewal date is April 1.

Council member Beye motioned to approve the RFQ as presented. Council member McCarty seconded. Motion carried.

CONSIDERATION OF EQUIPMENT PURCHASE ON BEHALF OF THE MARION COUNTY FIRE CHIEF’S ASSOCIATION:

Administrator Stiles reviewed the proposal from the Marion County Fire Chiefs Association.

Council member McCarty motioned to approve the proposed bids from MES and Hillsboro Hardware on behalf of the Marion County Fire Chief’s Association at a cost not to exceed \$25,000. Council member Loewen seconded. Motion carried.

CONSIDERATION OF CANCELING TWO OUTSTANDING ENCUMBRANCES: Administrator Stiles shared of two encumbrances that staff would like to have cancelled prior to the end of the current year:

1. Council approved an expenditure to Evergy for \$20,000 in 2021. Staff would like to cancel this encumbrance.
2. Council approved an expenditure on June 21, 2022 to Spring Branch Construction for \$17,383 to repair the shelter houses at the park. Staff recommends canceling this encumbrance and revisiting the project in the spring.

Council member Beye motioned to cancel the two outstanding encumbrances as requested. Council member McCarty seconded. Motion carried.

8. CITY ADMINISTRATOR’S REPORT: Administrator Stiles reported on the following:

- County Conditional Use Permit
- Senior Center Conversation
- 101 S Main
- Joe Alvarez Retirement Celebration
- Office Closure for Holidays
- Inclement weather

9. PUBLIC COMMENTS: None.

10. COUNCIL COMMENTS: Council member Beye noted the progress on the restrooms at the community plaza. Mayor Thurston wished all a Merry Christmas & Happy New Year and encouraged everyone to stay safe.

11. ADJOURNMENT: Council meeting adjourned at 7:20pm.

ATTEST:

LOUIS THURSTON, MAYOR

DANIELLE BARTEL, CITY CLERK