

Hillsboro, Kansas
January 7, 2020

1. The city council met in regular session on Tuesday, January 7, 2020 in council chambers with Mayor Lou Thurston and Council members Byron McCarty, Renee Gehring, and Brent Driggers present. Absent: Council member David Loewen.

2. Others Present: Jerry Schwilling, 202 S. Kennedy; Dan Kinning, Police Chief; Mike James, 301 Willow Road; Terry Unruh, 315 S. Cedar; Jonah Gehring, Marion County Commissioner; Terry Ens, Tabor College; Josh Boehm, City Attorney; Phyllis Zorn, Hillsboro Star Journal; Laura Paulus, Hillsboro Free Press; Larry Paine, City Administrator; and, Jan Meisinger, City Clerk.

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 Driggers and seconded by Council member McCarty to approve the minutes of the 12/17/19 regular meeting and the minutes of the 12-23-19 special meeting as submitted. Motion carried unanimously.

6. **VOUCHERS** – Motion was made by Council member McCarty and seconded by Council member Driggers to approve the vouchers in the amount of \$391,720.41. Motion carried unanimously.

7. **DISCUSS CHANGE OF CHARTER ORDINANCE FOR OATHS OF OFFICE** – City Administrator Paine said in 2016, the Kansas Legislature moved city elections from April to November, and made the second Monday in January as the day they would be sworn in. In our case, this requires a special meeting. In 2019, the Legislature passed SB105 that allows cities to change the date elected officials can be sworn in. If council wants to change this to our first regular meeting in January, we would need to change our Charter Ordinance #19. The mayor and council concurred. A new charter ordinance will be ready for the next council meeting.

8. **SPECIAL PURPOSE VEHICLE ORDINANCE** – City Attorney Boehm prepared three different ordinances with different options:

Option A is no golf carts after dark unless with lights and turn signals, but not otherwise required.

Option B is all lights required all of the time.

Option C is no golf carts after dark, but lights not required.

Police Chief Kinning was present at the meeting and had sent an e-mail to the mayor and council on 12-24-19 stating that he firmly believed there should be minimal light requirements during the day, such as brake lights and turn signals on golf carts. As one of those responsible for the overall safety of the community, he believed this could be a serious safety issue. Without proper lighting, it makes it difficult to determine whether a vehicle is stopping or to determine which direction they plan to travel at an intersection. His concern was not only for those operating the carts, but for those sharing the roadway with them. He also did some research on lighting costs. They begin at around \$50.00 for an aftermarket kit to \$100.00-\$150.00 for a premium package. Terry Ens said Tabor College uses their golf carts mostly in the crosswalks, and they are rarely off campus or used at night, but are occasionally on Adams & Lincoln Streets. City Administrator Paine said when the previous ordinance on golf carts was approved, an exception was made for Tabor College. This could be done again and their zoning district (S-1) could be expanded. Council concurred. After further discussion, it was agreed that Tabor College not have to comply with light requirements for their golf carts; they do not need to be licensed (registered) or inspected; but they will need to have general liability insurance coverage. Golf carts used elsewhere need to have headlights, turn signals, brake lights, insurance coverage, licensed and inspected. City Administrator Paine and City Attorney Boehm will work on the final draft for the next meeting.

9. **KDHE PAY REQUEST REIMBURSEMENT #17** – Motion was made by Council member McCarty and seconded by Council member Driggers to approve Pay Request #17 to KDHE for Goins Enterprises (Pay Est #3), \$122,801.05, (remote read water meters); and, Invoice #12338 to EBH & Associates, \$18,666.74, (professional services). Motion carried unanimously.

10. **PAY ESTIMATE #7 – HETT CONSTRUCTION** – Motion was made by Council member McCarty and seconded by Council member Gehring to approve Pay Estimate #7 to Hett Construction, \$115,603.03, for work done on Washington, Lincoln & Jefferson. Motion carried unanimously.

11. EBH INVOICE 12342 – STREET IMPROVEMENTS – Motion was made by Council member Driggers and seconded by Council member McCarty to approve payment to EBH & Associates for Invoice #12342, \$12,365.52, for professional services – street improvements. Motion carried unanimously.

12. ELECTRIC SMALL BUCKET TRUCK BID AWARD – City Administrator Paine said the 2020 budget includes the replacement of a small bucket truck for the Electric Department as a lease purchase. The existing small bucket truck will be kept in the fleet, but transferring to the Street Department for tree trimming, etc. The truck being proposed is a new Ford chassis coming off the assembly line in late February. Its price is \$130,908.52. Motion was made by Council member Gehring and seconded by Council member Driggers to approve the purchase of a 2019 Ford Chassis small bucket truck for the Electric Department for \$130,908.52 (Equipment Technologies, LLC) to be financed through a lease purchase contract. Motion carried unanimously.

13. ELCON INVOICE – Motion was made by Council member Driggers and seconded by Council member McCarty to approve payment of Invoice 11890 to Elcon Services, Inc. for work done at the water department - \$341.98. Vote: Council member Driggers, yes; Council member McCarty, yes; Council member Gehring, abstained. Motion carried.

14. JERRY SCHWILLING – DISC GOLF – Mr. Schwilling told council that last year, a 9-hole disc golf course was installed on city property with grant and donation funds. Mr. Schwilling would like to set up an additional 9 holes (baskets) in the Sports Complex area. He said he had talked to Doug Sisk, the recreation director, and will meet with the Recreation Commission at their meeting next week. The cost is approximately \$2,655.00. He is applying for another grant, and the rest of the cost will come from private donations. Motion was made by Council member Driggers and seconded by Council member McCarty to approve Mr. Schwilling's request pending funding and approval of the Recreation Commission. Motion carried unanimously.

15. BOARD APPOINTMENTS – none

16. CITY ADMINISTRATOR'S REPORT – Reports included in the packet show a slight growth in sales tax revenue over the past two years.

Also included in the packet was the 2019 Year in Review.

17. ADJOURNMENT – Council meeting adjourned at 4:40 p.m.



LOUIS THURSTON, MAYOR

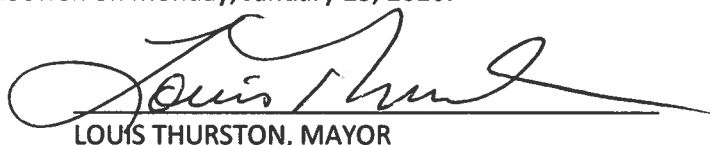
ATTEST:



JANICE K. MEISINGER, CITY CLERK

Hillsboro, Kansas
January 13, 2020

City Clerk Jan Meisinger administered oaths of office to Mayor-elect Lou Thurston and Council members-elect Renee Gehring and David Loewen on Monday, January 13, 2020.



LOUIS THURSTON, MAYOR

ATTEST:



JANICE K. MEISINGER, CITY CLERK

Hillsboro, Kansas
January 21, 2020

1. The city council met in special session on Tuesday, January 21, 2020 at 7:00 p.m. in council chambers with Mayor Lou Thurston and Council members David Loewen, Byron McCarty, Renee Gehring, and Brent Driggers present.

2. Others Present: Ben Steketee, Fire Chief/Building Inspector; Jesse Campbell, Prospective Volunteer Firefighter; Dan Kinning, Police Chief; Phyllis Zorn, Hillsboro Star Journal; Josh Boehm, City Attorney; Jonah Gehring, County Commissioner; Larry Paine, City Administrator; and, Jan Meisinger, City Clerk.

3. **CALL TO ORDER** – Mayor Thurston called the meeting to order at 7:00 p.m.

4. **PUBLIC COMMENTS** – none

5. **MINUTES** – Motion was made by Council member Gehring and seconded by Council member Driggers to approve the minutes of the 1-7-2020 regular meeting as submitted. Motion carried unanimously.

6. **VOUCHERS** – Motion was made by Council member McCarty and seconded by Council member Driggers to approve the vouchers in the total amount of \$364,114.38. Motion carried unanimously.

7. **FIREFIGHTER** – Fire Chief Ben Steketee introduced Jesse Campbell, who would like to become a member of the Fire Department. Chief Steketee said Jesse has exceeded all of the requirements of a prospect for the Fire Department on his own, he took and passed Firefighter One training, which is 440 hours. Motion was made by Council member Driggers and seconded by Council member McCarty to hire Jesse Campbell as a firefighter on the Hillsboro Volunteer Fire Department. *City Clerk's Note: This is subject to him passing the range of motion test and drug screen. Motion carried unanimously.

8. **SPECIAL PURPOSE VEHICLE ORDINANCE** – The final draft of the Special Purpose Vehicle ordinance was presented by City Attorney Boehm. All forms of vehicles have the lighting requirement included. The College Zoning District (S-1) is exempt from the requirements. Motion was made by Council member Driggers and seconded by Council member Gehring to approve Ordinance 1307 – *(AN ORDINANCE AUTHORIZING THE OPERATION OF WORK-SITE UTILITY VEHICLES, MICRO UTILITY TRUCKS, ALL-TERRAIN VEHICLES AND GOLF CARTS ON THE STREETS WITHIN THE CORPORATE LIMITS OF THE CITY OF HILLSBORO, KANSAS PROVIDING FOR RELATED MATTERS, INCLUDING PENALTIES FOR VIOLATIONS THEREOF AND PROVIDING FOR THE REPEAL OF ORDINANCE NO. 1184 AND 1185 SECTIONS 114.1, 114.2 114.4 AND 114.5 OF THE 2019 STANDARD TRAFFIC ORDINANCE AS ADOPTED BY ORDINANCE NO. 1305).* Council was polled with the following vote: Council member Loewen, yes; Council member McCarty, yes; Council member Gehring, yes; and Council member Driggers, yes. Motion carried unanimously.

9. **ELECTION CHARTER ORDINANCE REVISION** – Charter Ordinance 21 changes the date of the swearing in of newly elected officials to the first Tuesday in January. If the first Tuesday is New Year's Day, swearing in will be January 2nd. A change was also made to Section 5. It adds the appointment of a public hearings officer to the list of officers appointed by the mayor. This charter ordinance will require publication once a week for two consecutive weeks in the city's official newspaper. It will become effective 61 days following the last publication. Motion was made by Council member Driggers and seconded by Council member Loewen to approve Charter Ordinance 21 – *(A CHARTER ORDINANCE REPEALING AND REPLACING CHARTER ORDINANCE 19 EXEMPTING THE CITY OF HILLSBORO, KANSAS, FROM THE PROVISIONS OF K.S.A. 14-201 AND K.S.A. 1-204 RELATING TO THE ELECTION OF OFFICERS, THEIR TERMS OF OFFICE, TRANSITIONS TO NOVEMBER ELECTIONS AND THE APPOINTMENT OF OFFICERS; AND, PROVIDING SUBSTITUTE AND ADDITIONAL PROVISIONS ON THE SAME SUBJECT; AND UPHOLDING THE REPEAL CHARTER ORDINANCE NO. 13 AS ORIGINALLY FIRST DONE IN CHARTER ORDINANCE 19).* Council was polled with the following vote: Council member Loewen, yes; Council member McCarty, yes; Council member Gehring, yes; Council member Driggers, yes. Motion carried unanimously.

10. **TC WIRELESS MOU** – The City has a memorandum of understanding between us and TC Wireless to provide fiber cable internet (1 GB) to the entire town and Industrial Park. They are asking the City to issue Economic Development Revenue bonds. Mayor Thurston said this would be a multi-million dollar project. TC Wireless is also working with the City of Marion, and he felt this would be better if we coordinated this project together. Mayor Thurston has been in contact with JT Klaus, the City's bond attorney; and there are a couple of things that need to be addressed in the memorandum. (They want

the City to pay for issuance costs, which would be approximately \$50,000.00.) This item will be on the next council meeting agenda.

11. WATER PROJECT CHANGE ORDER – The Water Department received a request to replace a master meter with individual (7) meters at the apartments on Jefferson Street. In doing so, they discovered a problem with the condition of the pipe and propose replacing the pipe for the whole block on Jefferson. Mike Younger, EBH Engineers, asked KDHE if this could be included in our loan project (cost estimate \$67,785.00). They have tentatively agreed. Change Order #2 adds this to the cost of the project. Since the project is coming in under budget, City Administrator Paine said we had room to do this. Motion was made by Council member McCarty and seconded by Council member Driggers to approve Change Order #2 to authorize Goins Enterprises to install a new water pipe on Jefferson Street, between Grand and First Street, in the amount of \$67,785.00. Motion carried unanimously.

12. BOARD APPOINTMENTS – RECREATION COMMISSION – Mayor Thurston reappointed Clint Corby to his 2nd 4-year term on the Recreation Commission. Motion was made by Council member McCarty and seconded by Council member Driggers to approve this reappointment. Motion carried unanimously.

13. CITY ADMINISTRATOR'S REPORT – SAFETY CENTER – City Administrator Paine said he attended the County Commission meeting today because the county ambulance service is wanting to buy a piece of property and move the ambulance out of the city building. He wanted to let the county know that part of Hillsboro's Strategic Plan is to build a safety center for the police, fire, and ambulance service within the next 5 years. At the present time, the EMT's covering Hillsboro are housed in an apartment across the parking lot from City Hall. Commissioner Novak suggested City Administrator Paine come back to the Commission meeting next week with a written letter of intent. After further discussion, motion was made by Council member McCarty and seconded by Council member Driggers to authorize City Administrator Paine to create a letter to the County Commission expressing our desire to work with emergency services and develop a plan to build a safety center in the next 5 years. Motion carried unanimously.

Hiring – City Administrator Paine felt since the authorization to hire was given to the city administrator for employees, it should include approving volunteer firefighters. After discussion, council agreed. Motion was made by Council member McCarty and seconded by Council member Gehring to approve hiring of all employees, including volunteer fire fighters, to the city administrator. Motion carried unanimously. Council would like all new employees to attend a council meeting so they can meet them.

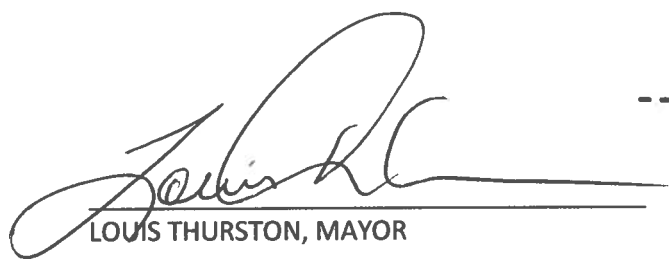
14. EXECUTIVE SESSION – Motion was made by Council member Loewen and seconded by Council member Driggers to recess into executive session for the purpose of discussing personnel matters of non-elected personnel pursuant to KSA 75-4319(b)(1). The open meeting will resume in council chambers at 8:05 p.m. Also present in executive session: City Administrator Paine and City Attorney Boehm. The council meeting resumed at 8:05 p.m. No action was taken.

City Administrator Paine announced his plans to retire at the end of June, 2020. He thanked former Mayor Dalke, Mayor Thurston, council members, and staff for their support over the past 12 years. He said he was not retiring due to health reasons, and has been blessed with good treatments the past 2 years. Health insurance is a factor in his decision, because the city's renewal is July 1st. If he would wait longer, he could potentially have to pay two out-of-pocket maximum amounts. Mayor Thurston said he felt Hillsboro was beyond blessed to have experienced Larry's leadership these past 12 years. It will be a challenge to keep the momentum going to the next level. Mayor Thurston said "from the bottom of my heart, thank you".

Mayor Thurston said recruiting the right person is more than critical. He would like to see the council hire Osenbaugh Consulting to help the city select the next city administrator. The cost would be \$10,000.00 and not to exceed \$500.00 for expenses. The process would begin early next month. They would seek candidates and assist in the interview process. Mayor Thurston has asked JT Klaus and Greg Vahrenberg to be involved as well. Motion was made by Council member McCarty and seconded by Council member Loewen to approve engaging Osenbaugh Consultants to search for and recommend the next city administrator. Motion carried unanimously.

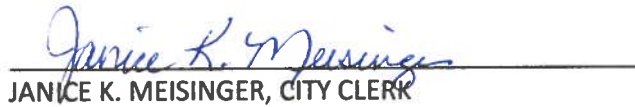
15. ADJOURNMENT – Council meeting adjourned at 8:22 p.m.

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LOUIS THURSTON, MAYOR

ATTEST:



JANICE K. MEISINGER, CITY CLERK

Hillsboro, Kansas
February 4, 2020

1. The city council met in regular session on Tuesday, February 4, 2020 at 4:00 p.m. in council chambers with Mayor Lou Thurston and Council members David Loewen, Renee Gehring, and Brent Driggers present. Absent: Council member Byron McCarty.

2. Others Present: Anthony Roy, Economic Development Director; Faith Dalke, Ava Weisbeck, Hunter Hein, Callie Arnold, Cayley Settle, Students of Mr. Knoll's Government Class; Morgan Marler, Sr Water Treatment Plant Technician; Phyllis Zorn, Hillsboro Star Journal; Laura Paulus, Hillsboro Free Press; Josh Boehm, City Attorney; Larry Paine, City Administrator; and, Jan Meisinger, City Clerk.

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

4. **PUBLIC COMMENTS** – None – Mayor Thurston welcomed the students present from Mr. Knoll's Government Class.

5. **MINUTES** – Motion was made by Council member Loewen and seconded by Council member Gehring to approve the minutes of the 1-21-2020 special meeting as submitted. Motion carried unanimously.

6. **VOUCHERS** – Motion was made by Council member Loewen and seconded by Council member Driggers to approve the vouchers in the total amount of \$403,026.39. Motion carried unanimously.

7. **ELECTRIC BUCKET TRUCK BIDS (FINANCING)** – City Administrator Paine said we had received 3 bids:

- Marion Nat'l Bank – 2.78% Interest; Fee - \$100.00; Semi-annual payment - \$14,112.82; Yearly payment - \$24,225.64
- Emprise Bank – 2.97% Interest; Fees – 0; Semi-annual payment - \$14,199.19; Yearly payment - \$24,225.64
- Central Nat'l Bank – 3.07% Interest; Fees - \$195.00; Semi-annual payment - \$14,242.98; Yearly payment - \$28,485.96

All bids are for five years. Motion was made by Council member Driggers and seconded by Council member Gehring to award the bid to Marion National Bank. Motion carried unanimously.

8. **POLICE PATROL VEHICLE BIDS (FINANCING)** – We also received three bids for the financing of the police patrol vehicle:

- Marion Nat'l Bank – 2.78% Interest; Fee - \$100.00; Semi-annual payment - \$3,226.12; Yearly payment - \$6,452.24
- Emprise Bank – 3.08% Interest; Fee – 0; Semi-annual payment - \$3,255.45; Yearly payment - \$6,510.90
- Central Nat'l Bank – 3.37% Interest; Fee - \$195.00; Semi-annual payment - \$3,298.76; Yearly payment - \$6,596.52

Motion was made by Council member Driggers and seconded by Council member Loewen to award the bid to Marion National Bank. Motion carried unanimously.

9. **TCW – MOU** – Bond Attorney J.T. Klaus made a change to the Memorandum of Understanding with TC Wireless, putting a cap on the amount the city would pay if TCW would choose to seek industrial revenue bond financing. Motion was made by Council member Driggers and seconded by Council member Loewen to authorize the mayor to sign the Memorandum of Understanding between TC Wireless, Inc. and City of Hillsboro, Kansas. Motion carried unanimously,

10. PARRISH HOUSE DEMO BIDS – Parrish house demolition bids were: Dalke Construction - \$15,000.00; and, Countryside Excavating - \$16,800.00. Motion was made by Council member Gehring and seconded by Council member Driggers to award the bid to Dalke Construction for \$15,000.00 to demo the houses with demolition to be completed by 3-31-2020. Motion carried unanimously.

11. WATER TAP FEE RESOLUTION – The City’s water tap fees have not been changed since 2013. Morgan Marler has reviewed the actual costs for the various meter tap sizes. We will no longer be offering a 5/8” tap size. Most residential taps are 1”. We will offer a ¾” tap if someone builds a tiny house. After discussion, motion was made by Council member Driggers and seconded by Council member Loewen to approve Resolution 2020-01 – (*A RESOLUTION OF THE GOVERNING BODY OF THE CITY OF HILLSBORO, KANSAS, SETTING THE FEE FOR THE WATER UTILITY CONNECTION FEE*). Council was polled with the following vote: Council member Loewen, yes; Council member Gehring, yes; Council member Driggers, yes. Motion carried unanimously.

12. KDHE REIMBURSEMENT #18 – KDHE Draw Request #18 is for \$16,817.39 – EBH & Associates; and, \$188,640.59 – Goines Enterprises, Inc. Motion was made by Council member Gehring and seconded by Council member Loewen to approve KDHE Reimbursement #18. Motion carried unanimously.

13. ELCON INVOICE – Invoice 11946 is for repairs to the south door of the fire station (for ambulance) in the amount of \$83.55. Motion was made by Council member Driggers and seconded by Council member Loewen to approve payment of this invoice. Vote: Council member Driggers, yes; Council member Loewen, yes; Council member Gehring, abstained. Motion carried.

14. DOWNTOWN SIDEWALK ORDINANCE – Council discussed use of sidewalks in the downtown area. A change would require an update to the City’s zoning ordinance, which is usually a recommendation from the Planning Commission. Code Enforcement can be tough for the building inspector because this is a safety issue vs what the business owners want. After further discussion, motion was made by Council member Loewen and seconded by Council member Driggers to propose an amendment to the Central Business District Zoning District regarding the use of sidewalks by private individuals and businesses within the District, specifically the use of the first 5 feet of such sidewalk from the face of a building’s exterior envelope, along with the boundaries of such district and request of the Planning Commission to review and make recommendations regarding such amendments. Motion carried unanimously.

Because Tabor has acquired a number of properties, the Planning Commission should consider amending the boundaries of S-1 zoning district. Motion was made by Council member Driggers and seconded by Council member Loewen to propose an amendment to the boundaries of the S-1 zoning district due to the expansion of and land acquisition of Tabor College and request of the Planning Commission to review and make recommendations regarding such amendment. Motion carried unanimously.

15. PBC MEETING – TWG INVOICE - At 4:41 p.m., council recessed into a Public Building Commission meeting to approve an invoice from Triplett Woolf Garretson regarding the hospital bankruptcy. The meeting adjourned at 4:44 p.m. and the regular council meeting resumed.

16. STRATEGIC PLANNING UPDATE – Council will have a work session to review the Strategic Plan at the first meeting in March.

17. BOARD APPOINTMENTS – none

18. CITY ADMINISTRATOR’S REPORT –

Special Purpose Vehicles - We have the tags and stickers for the special purpose vehicles.

Credit Card Processing – City Administrator Paine signed documents today to change credit card providers, which moves us closer to online bill paying (30-45 days).

Old Hospital Building – City Administrator Paine said there was still work to be done on the fire alarm system. Mayor Thurston said he would like to see the transfer of the facility before June 30th.

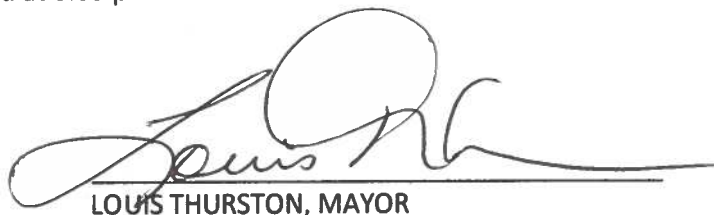
Recycling – City Administrator Paine said County Commissioner Kent Becker is going to propose at Monday’s commission meeting that we still deliver recyclables to the transfer station that would then be delivered to Hutchinson, and not taken to a landfill. This would be an interim solution until Junction City is again able to accept recyclables. Mayor Thurston said we have made a commitment to our

community to recycle and not take these items to a landfill. It's important to do the right thing for our planet and future generations.

19. EXECUTIVE SESSION – PERSONNEL – Motion was made by Council member Driggers and seconded by Council member Gehring to recess into executive session for the purpose of discussing personnel matters of non-elected personnel pursuant to K.S.A. 75-4319(b)(1). Also present in executive session: Don Osenbaugh, John Deardoff, and City Attorney Josh Boehm. The open meeting will resume in the council chambers at 6:00 p.m. Motion carried unanimously.

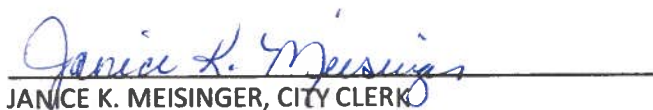
Council meeting resumed at 6:00 p.m. No action was taken.

20. ADJOURNMENT – Council meeting adjourned at 6:03 p.m.



LOUIS THURSTON, MAYOR

ATTEST:



JANICE K. MEISINGER, CITY CLERK

Hillsboro, Kansas
February 18, 2020

1. The city council met in regular session on Tuesday, February 18, 2020 at 4:00 p.m. in council chambers with Mayor Lou Thurston and Council members David Loewen, Byron McCarty, Renee Gehring, and Brent Driggers present.

2. Others Present: Anthony Roy, Economic Development Director; Wendi Stark, LKM Census Outreach Manager; Mark Chesney, KPP; Laura Paulus, Hillsboro Free Press; Jonah Gehring, County Commissioner; Phyllis Zorn, Hillsboro Star Journal; Josh Boehm, City Attorney; Larry Paine, City Administrator; and, Jan Meisinger, City Clerk.

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 Gehring and seconded by Council member Loewen to approve the minutes of the 2-4-2020 regular meeting. Motion carried unanimously.

6. VOUCHERS – Motion was made by Council member McCarty and seconded by Council member Driggers to approve the vouchers in the amount of \$77,967.18. Motion carried unanimously.

7. COUNCIL REORGANIZATION – Council member Gehring nominated Council member Driggers as council president. Council unanimously elected Council member Driggers as council president for another year.

Council member Gehring nominated Council member Loewen as PBC chairman. Council unanimously elected Council member Loewen as PBC chairman for another year.

Mayor Thurston made the following annual appointments: Brad Jantz, Municipal Court Judge; Josh Boehm, City Attorney; Larry Paine, City Treasurer; and, Brad Jantz, Public Hearing Officer. Council unanimously approved these appointments.

8. KPP – MARK CHESNEY – Mark Chesney met with council to give them an update on the Kansas Power Pool. KPP has taken advantage of lower interest rates in the bond market to refinance some of their original debt, saving over 3%, which will be passed onto its members. KPP's contract with Westar will be replaced with internal combustion engines, which will save over five million dollars over what it would cost to contract with Westar again. It has been determined that the best site for the engines will be

Winfield. KPP is in the process of securing the land for this project. Mayor Thurston said we were proud to be part of KPP and what they do for Marion County.

9. WENDI STARK – LKM CENSUS PRESENTATION – Wendi Stark, LKM Census Outreach Manager, met with council to present 2020 census information and stress how important it is that everyone be counted. Letters about the census will be mailed between 3/12/2020 and 3/20/2020. April 1st is the official census day. Responses are to be made online or by phone. The U.S. Constitution mandates that everyone in the country be counted every 10 years. The first census was in 1790. Every 10 years, the results of the census are used to reapportion the House of Representatives determining how many seats each state gets. The distribution of more than \$675 billion in federal funds, grants, and support to states, counties, and communities are based on census data. Census data is confidential for 72 years. By law, the Census Bureau cannot share census information with any other government agency. Since 2018, Marion County has lost 5.5% in population. Tabor students are to be counted in Hillsboro.

10. RECYCLING ALTERNATIVES – City Administrator Paine said that effective February 28th, the transfer station in Marion will be accepting recycling only on Friday mornings between 8:00 a.m. and 12:30 p.m. Fort Riley has agreed to accept recycling again, and there is a back-up facility in place if necessary. Demolition at the transfer station begins March 2nd. Hillsboro will continue to pick up curbside recycling on Thursdays and Fridays as we have been doing. Mayor Thurston commended the county commissioners for coming up with a solution to solve this problem because Hillsboro is committed to doing recycling and he felt it was better to do it with the county.

11. PBC MEETING – INVOICE FROM KLEND AUSTERMAN – At 4:40 p.m., council recessed into a Public Building Commission meeting to approve an invoice from Klenda Austerman regarding the hospital bankruptcy. The meeting adjourned at 4:42 p.m. and the regular council meeting resumed.

12. SOUTH ASH – STORM DRAIN REPAIR – Dale Dalke, Street Superintendent, wants to replace the storm drain culvert under Ash Street across from Willow Glen subdivision. This takes water from Willow Glen to the east beyond the city. The existing culvert is rusting out and soil is washing away. Three bids were received for a 30” bore under the road.

1) Middlecreek Corporation	\$15,750.00
2) Atkinson Road Boring	\$29,750.00
3) Chuck Butterfield	\$25,440.00

Motion was made by Council member Loewen and seconded by Council member Driggers to accept the bid from Middlecreek Corporation. Motion carried unanimously. The money for this will come from Special Highway Funds.

13. 2020 CHIP SEAL PROGRAM – Dale Dalke, Street Superintendent, prepared a list of streets that need a chip seal or fog seal this year. APAC-KS prepared an estimate for this work in the amount of \$236,823.04. Based on funds available, City Administrator Paine felt the plan should be scaled back to \$230,000.00. Motion was made by Council member McCarty and seconded by Council member Loewen to approve the 2020 chip seal list, not to exceed \$230,000.00, work to be done by APAC-Shears. Motion carried unanimously.

14. ELCON INVOICES – Motion was made by Council member McCarty and seconded by Council member Driggers to approve invoices 11967 and 11968 totaling \$734.46 to Elcon Services. Vote: Council members Loewen, McCarty, and Driggers, yes; Council member Gehring, abstained. Motion carried.

15. HETT CONSTRUCTION – PROGRESS PAYMENT – Motion was made by Council member McCarty and seconded by Council member Driggers to approve Pay Estimate #8 to Hett Construction in the amount of \$53,509.22. Motion carried unanimously.

16. BOARD APPOINTMENTS – Mayor Thurston reappointed Maura Wiebe to the Library Board. Motion was made by Council member McCarty and seconded by Council member Driggers to approve this reappointment. Motion carried unanimously.

17. CITY ADMINISTRATOR’S REPORT – City Administrator Paine said Vogts-Parga will begin street work on Kennedy next week. Door hangar notices will go out and it will be posted on Facebook.

City Administrator Paine has been working with the architect for the solar project that is planned to be on the shade structure in the community plaza. This will be on the NE corner (behind the dentist's office).

18. DALKE FAMILY – Mayor Thurston said on behalf of the City of Hillsboro, he wanted to express deep condolences to the Dalke family, John and Delores, at the loss of their son, John Owen. He passed away at 9:00 p.m. yesterday at Via Christi St Francis Hospital in Wichita. He asked that everyone include the family in their prayers.

19. ADJOURNMENT – Council meeting adjourned at 4:59 p.m.



LOUIS THURSTON, MAYOR

ATTEST:



JANICE K. MEISINGER, CITY CLERK

Hillsboro, Kansas
March 3, 2020

1. The city council met in regular session on Tuesday, March 3, 2020 in council chambers with Mayor Lou Thurston and Council members David Loewen, Byron McCarty, Renee Gehring, and Brent Driggers present.

2. Others Present: Greg Vahrenberg, Managing Director, Raymond James Public Finance; Gary Andrews, Golf Superintendent; Phyllis Zorn, Hillsboro Star Journal; Laura Paulus, Hillsboro Free Press; Josh Boehm, City Attorney; Larry Paine, City Administrator; and, Jan Meisinger, City Clerk.

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 Gehring and seconded by Council member Driggers to approve the minutes of the 2-18-2020 regular meeting as distributed. Motion carried unanimously.

6. VOUCHERS – Motion was made by Council member Driggers and seconded by Council member Loewen to approve the vouchers in the amount of \$479,672.61. Motion carried unanimously.

7. GREG VAHRENBURG – BOND STRATEGY – Greg Vahrenberg met with council to discuss the Mill Levy Fund Balance Management Plan. This plan needs to be reviewed annually, especially in the next 5 years. The purpose of the report is to set forth the plan for the management of the mill levy in the Bond & Interest Fund for the City of Hillsboro, Kansas. After the issuance of the Series 2019-A General Obligation Bonds for Street Improvements in the City, City Administrator Paine developed a plan for the stabilization of the mill levy in the Bond & Interest Fund with the goal of not having an increase in the Bond & Interest Fund Mill Levy in any upcoming year. The plan includes certain elements that will need to be evaluated and potentially adjusted each year, including the following:

- Utilization of savings in utility systems resulting from the issuance of the Series 2019-B General Obligation Refunding Bonds toward mill levy in the Bond & Interest Fund.
- Utilization of sales tax approved by voters for the Aquatic Center and Mill Levy Reduction to manage mill levy in the Bond & Interest Fund.
- Use planned transfers from the Utility System for payment of Debt Services.
- Use TIF and Special Assessment Revenue for payment of Debt Services.
- Work toward establishing and maintaining minimum fund balances of the City in Operating Funds.

Mr. Vahrenberg discussed the General Obligation Bonded Indebtedness limit. The city's total debt, subject to the debt limit, is \$4,913,207.42. Based on valuation, the total debt limit would be \$6,335,596.00 (30% of assessed valuation). When the ½ cent sales tax question was passed in 2005, it included approval to use such tax to stabilize the City's Ad valorem Property Tax as well as for the Family Aquatic Center. Also discussed was the Fund Balance Reserve Policy. Fund balance measures the net financial resources available to finance expenditures of future periods. Rating agencies examine fund balance when considering the overall health and credit quality of the City of Hillsboro. Reserves protect the city's essential service programs during periods of economic downturn, which may temporarily reduce actual resources or cut the growth rate of city resources below that necessary to maintain pre-existing service levels. Currently, our fund balances are short in the General Fund and the Electric Utility Fund.

Mayor Thurston thanked Mr. Vahrenberg for his help with the refinancing and budget last year because we want to be good stewards of public finances.

8. LAWN MOWER FOR SPORTS COMPLEX – We budgeted \$30,000.00 for a new mower and work truck for the Sports Complex. Gary took bids for a new lawnmower and received two bids for a 104" Hustler mower. Jacob Ventures, dba Hales Sales, Sedgwick, KS - \$23,833.04 less \$4,000.00 trade-in for a net of \$19,833.00. Ag Power, Hillsboro, KS - \$32,648.00 less \$8,814.90 discount, less \$2,483.04 trade-in, for a net of \$21,350.00. There is a less than 10% difference. Because of past service experience and the fact that Hales has all parts on hand vs 1 week for parts delivered locally, Gary's preference is to purchase the mower from Hales Sales. Motion was made by Council member Driggers and seconded by Council member McCarty to approve the purchase of the mower from Hales Sales for \$19,833.00. Motion carried unanimously.

9. ELCON INVOICES – We have two invoices from Elcon Services totaling \$1,528.66. Invoice 11981 (fire station doors) - \$58.75; and, Invoice 11983 (welding school bathroom addition) - \$1,469.91. Motion was made by Council member McCarty and seconded by Council member Driggers to approve payment of these two invoices totaling \$1,528.66. Vote: Council members McCarty, Driggers, and Loewen, yes; Council member Gehring, abstained. Motion carried.

10. KDHE REIMBURSEMENT #19 – Reimbursement #19 is for \$110,204.96 (EBH Engineering, Inc - #12417 - \$17,013.79, and Pay Estimate #5 – Goins Enterprises - \$93,191.17). Motion was made by Council member McCarty and seconded by Council member Gehring to approve Reimbursement Request #19 to KDHE for waterline improvements. Motion carried unanimously.

11. HWY 56/INDUSTRIAL ROAD KDOT ENGINEERING PAY ESTIMATE #7 – We have an Engineering Reimbursement Request for work done on the Hwy 56/Industrial Road widening project. The engineering fee is \$2,349.76. Motion was made by Council member Driggers and seconded by Council member Loewen to approve this pay request. Motion carried unanimously.

12. STRATEGIC PLAN UPDATE – City Administrator Paine discussed the goals of the Strategic Plan:

- Population Growth – Grow the Hillsboro population by .05%/year (15 people) by 2025. Develop community amenities that will attract new people.
- Create new housing opportunities for seniors and new homebuyers. Need duplexes and apartments too. Develop tiny house subdivision.
- Better technology/communications & internet. Develop 1 GB "fiber to the premises" infrastructure.
- Fully fund the Cash Balance Policy. Develop plan to have 90-day Fund Balance Reserves in specific funds.
- Child Care – If we're going to grow population, parents will need quality childcare.
- Community Plaza – Hospital Trail Project – Solar project, electric vehicle charging station, splash pad, meeting place connect to downtown.
- Public Safety Building – Have police, fire and ambulance in one common facility.
- Clean-up old building sites – need money for demolition.
- Update Master Plan Zoning Code & Subdivision Regulations. Hire consultant to assist in review.
- Increase Educational Public/Private Partnership.

City Administrator Paine asked council to review the objectives, write down what needs to be done, and give the information to him in one month.

13. BOARD APPOINTMENTS – none

14. CITY ADMINISTRATOR'S REPORT –

CODERED – We have a contract with CODERED for emergency notifications. We will be ready to roll that out soon.

League Webinar – Next week, City Administrator Paine will participate in a League webinar regarding pandemic planning. ICMA has also made some resources available.

Solar Project – City Administrator Paine and the Electric Department are working on a policy for solar energy.

56/Santa Fe – Extra Turn Lane – Darin Neufeld, EBH Engineers, has made application to the State for a turning lane at Hwy 56 & Santa Fe.

Electric Bucket Truck – The new electric bucket truck arrived today.

15. ADJOURNMENT – Meeting adjourned at 5:32 p.m.



LOUIS THURSTON, MAYOR

ATTEST:



JANICE K. MEISINGER, CITY CLERK

Hillsboro, Kansas
March 17, 2020

1. The city council met in regular session on Tuesday, March 17, 2020 in council chambers with Mayor Thurston and Council members David Loewen, Byron McCarty, Renee Gehring, and Brent Driggers present. Absent: City Attorney Boehm.

2. Others Present: Phyllis Zorn, Hillsboro Star Journal; Laura Paulus, Hillsboro Free Press; Anthony Roy, Economic Development Director; Larry Paine, City Administrator; and, Jan Meisinger, City Clerk.

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 Loewen to approve the minutes of the 3-3-2020 regular meeting as distributed. Motion carried unanimously.

6. VOUCHERS – Motion was made by Council member Loewen and seconded by Council member McCarty to approve the checks in the amount of \$94,942.78. Motion carried unanimously.

7. IMA INSURANCE RENEWAL – Due to travel restrictions, Kathy McNeil, the city's IMA insurance agent, participated in the meeting via phone. Insurance premiums have increased from \$101,845.00 last year to \$116,969.00 this year (4-1-2020 to 4-1-2021). This is mostly due to the insurance market in property and auto coverage, plus we've added the rescue boats and a couple of trucks. Some adjustments need to be made on the type of coverage for the two newest trucks. After further discussion, motion was made by Council member Driggers and seconded by Council member Loewen to approve the renewal of the city's insurance with IMA. Motion carried unanimously.

8. PAY ESTIMATES – VOGT'S PARGA AND HETT CONSTRUCTION – Motion was made by Council member McCarty and seconded by Council member Loewen to approve Pay Estimate #6 to Vogt's Parga Construction, in the amount of \$58,062.51, for waterline street improvements. Motion carried unanimously.

Motion was made by Council member McCarty and seconded by Council member Driggers to approve Pay Estimate #9 to Hett Construction, in the amount of \$49,932.59, for street improvements. Motion carried unanimously.

9. ELCON INVOICE – Motion was made by Council member McCarty and seconded by Council member Driggers to approve Invoice 12003 to Elcon Services in the amount of \$152.20. Vote: Council members Loewen, McCarty, & Driggers, yes; Council member Gehring, abstained. Motion carried.

10. STRATEGIC PLAN REVIEW – The Strategic Plan has 9 priorities. Mayor Thurston divided those into 4 major areas. Council then discussed objectives that City Administrator Paine has added since the last council meeting. City Administrator Paine said he still needed input from council members. We will have another review at the next council meeting.

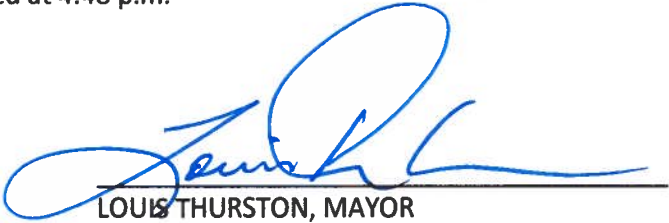
11. BOARD APPOINTMENTS – none

12. CITY ADMINISTRATOR’S REPORT –

Corona Virus – Yesterday, due to the declared pandemic, the front door to the city office was locked. Customers can still come to the window, put payments in the drop box, and pay bills by phone using their credit card. Information about COVID-19 is being shared by the League and many other sources.

City Administrator Paine said he would be closely watching our sales tax revenues and fund cash balances. Governor Kelly has made an executive order that cities cannot disconnect utilities for non-payment with the idea that some people are losing their jobs. The governor has also closed all public schools for the rest of the school year. Mayor Thurston said we were in uncharted territory and he was extremely proud of the people of Hillsboro for remaining calm, taking each day as it comes, because the Good Lord has promised to never give us more than we can handle.

13. ADJOURNMENT – Council meeting adjourned at 4:48 p.m.



LOUIS THURSTON, MAYOR

ATTEST:



JANICE K. MEISINGER, CITY CLERK

Hillsboro, Kansas
April 7, 2020

1. The city council met in regular session via Zoom due to the Corona virus pandemic on April 7, 2020 at 4:00 p.m. with Mayor Thurston and Council members David Loewen, Byron McCarty, Renee Gehring, and Brent Driggers participating.

2. Others Participating: Phyllis Zorn, Hillsboro Star Journal; Josh Boehm, City Attorney; Anthony Roy, Economic Development Director; Jonah Gehring, County Commissioner; Larry Paine, City Administrator; and, Jan Meisinger, City Clerk.

Mayor Thurston said: This council meeting is unusual because of COVID-19 virus. Because of the Governor’s Stay-at-Home Order, all members of the Governing Body and staff are not in the same room. We are using an online meeting program called Zoom that allows for us to be in different places and participate as if we were all in the council chambers at City Hall. All of the requirements for the Kansas Open Meetings Act are still in effect during this online meeting. The Attorney General has given us guidelines to follow in online meetings. We will be making sure all those guidelines are being followed even though we are online. The Open Meeting Act (KOMA) requires that we allow the public to observe the meeting. It does not require the public be given the opportunity to participate in the meeting. However, it is our policy that we give the public opportunity to present comments for the council at the

beginning of our meeting. With that in mind, here are the guidelines for participating in this Zoom format:

- 1) During the meeting, everyone will be muted so any conversation on your part will not interrupt another person's presentation.
- 2) On the bottom of your screen is a task bar that has a number of icons to manage the meeting. It appears when you move your mouse there. On an iPad, it will be on the top of the screen. If you have some other device, you will need to experiment to find the task bar.
- 3) There is a participant's icon in the middle of the task bar that you can press and it will show who is present in the meeting.
- 4) You may want to hover your name and change it. If your name comes up as iPad Joe, we ask that you change it to your proper name.
- 5) At the bottom of the participant's page is a blue "raised hand". By pressing the raised hand, it will appear next to your name at the top of the participant's page.
- 6) The raised hand will indicate you wish to speak.
- 7) The mayor will recognize you and you will be unmuted. (a) The Attorney General's online guidelines require that all participants give their name before speaking. All of us will be doing the same. For the record, please state your name and address.
- 8) When you speak, we expect good decorum. If, in our opinion, you vary from that, we will mute your microphone and ask that you behave appropriately.
- 9) If, after a warning and we unmute your mic, and if you return to the same behavior, we will mute you again and remove you from the meeting. You will not be allowed in again.
- 10) We are recording this meeting and a copy will be placed on our website and on FaceBook.
- 11) When we get to the public comment part of the agenda, I will remind everyone of the key principles I just stated.

Now, let's get started with the meeting.

3. CALL TO ORDER – Mayor Thurston called the meeting to order at 4:11 p.m.

4. PUBLIC COMMENTS – none

5. MINUTES – Motion was made by Council member Loewen and seconded by Council member McCarty to approve the minutes of the 3-17-2020 regular meeting as distributed. Vote: Council member Loewen, yes; Gehring, yes; Driggers, yes; McCarty, yes. Motion carried unanimously.

6. VOUCHERS – Motion was made by Council member McCarty and seconded by Council member Driggers to approve the vouchers in the amount of \$529,230.25. Vote: Council member Driggers, yes; Gehring, yes; Loewen, yes; McCarty, yes. Motion carried unanimously.

7. EMERGENCY DECLARATION – Because of Governor Kelly's Executive Order 2020-16 that ordered all Kansans to stay at home to reduce the impact of the COVID-19 virus outbreak, we decided to close all public facilities. Those public facilities include the Hillsboro Municipal Golf Course and properties associated with the course; playgrounds and parks; and, all municipal offices. The purpose of the closures was to limit public gatherings to prevent the spread of the COVID-19 virus in the city of Hillsboro. Passage of Resolution 2020-03 will give the City of Hillsboro an opportunity to more easily file for FEMA reimbursements for actions we take in addressing the pandemic. Motion was made by Council member McCarty and seconded by Council member Gehring to approve Resolution 2020-03 – (*A RESOLUTION OF THE CITY OF HILLSBORO, KANSAS DECLARING A LOCAL STATE OF EMERGENCY; TEMPORARILY EXPANDING THE AUTHORITY OF THE MAYOR AND CITY ADMINISTRATOR TO ACT ON BEHALF OF THE CITY; AND RATIFYING PREVIOUS DECISIONS REGARDING THE COVID-19 EMERGENCY*). Council was polled with the following vote: Council member Driggers, yes; Gehring, yes; Loewen, yes; McCarty, yes. Motion carried unanimously.

8. SOLAR PARALLEL GENERATION INTERCONNECTION STANDARDS AND PARALLEL GENERATION RATE RIDER – We have received a request for information from a resident who wants to put a photo voltaic device on his home. This caused staff to review interconnection standards and prepare a generation rate rider. The interconnection standards describe how a customer can install a solar generation system on their property and how it connects to the city's electric distribution system. The generator rate rider is basically the agreement and application to connect to our system. The documents are based on standards provided to us by the Kansas Power Pool. Once the two documents are approved by the council, KPP will assist in developing rate information so that the customer benefits from the self-generation for his unit and the City of Hillsboro is protected for the cost of providing distribution infrastructure when the customer cannot generate electricity. City Administrator Paine then reviewed a

number of different sections of the agreement. A question was raised about the requirement of insurance and what that cost might be to the homeowner. After further discussion, motion was made by Council member McCarty and seconded by Council member Driggers to approve the Solar Parallel Generation Interconnection Standards and Parallel Generation Rate Rider. Vote: Council member Driggers, yes; Gehring, yes; Loewen, yes; McCarty, yes. Motion carried unanimously.

9. GAAP WAIVER RESOLUTION – Every year prior to the audit, we adopt a resolution exempting the city from the application of the Generally Accepted Accounting Principles (GAAP). The city operates on a cash basis system of accounting. Motion was made by Council member Loewen and seconded by Council member McCarty to approve Resolution 2020-02 – *(A RESOLUTION REGARDING THE WAIVER OF GENERAL ACCEPTED ACCOUNTING PRINCIPALS (GAAP) IN THE PREPARATION OF FINANCIAL STATEMENTS AND FINANCIAL REPORTS FOR THE CITY OF HILLSBORO, KANSAS FOR FISCAL YEAR 2019)*. Council was polled with the following vote: Council member Driggers, yes; Gehring, yes; Loewen, yes; McCarty, yes. Motion carried unanimously.

10. VOGTS PARGA PAY ESTIMATE – Motion was made by Council member McCarty and seconded by Council member Loewen to approve Pay Estimate #7 to Vogts Parga, for waterline street improvements, in the amount of \$165,706.95. Vote: Council member Driggers, yes; Gehring, yes; Loewen, yes; McCarty, yes. Motion carried unanimously.

11. HETT CONSTRUCTION PAY ESTIMATE – Motion was made by Council member McCarty and seconded by Council member Loewen to approve Pay Estimate #10 (Final) to Hett Construction for street improvements (Washington, Lincoln & Jefferson between 1st & 2nd Street) in the amount of \$88,091.86 (which includes the retainage). Vote: Council member McCarty, yes; Loewen, yes; Gehring, yes; Driggers, yes. Motion carried unanimously.

12. REIMBURSEMENT REQUEST #20 – KDHE – Motion was made by Council member McCarty and seconded by Council member Driggers to approve Reimbursement Request #20 from KDHE for water system improvements (Goins Enterprises Pay Estimate #6 - \$98,476.06, and EBH Engineers - \$18,845.36). Vote: Council member McCarty, yes; Loewen, yes; Gehring, yes; Driggers, yes. Motion carried unanimously.

13. EBH PAY ESTIMATE HWY 56/INDUSTRIAL ROAD – Motion was made by Council member McCarty and seconded by Council member Loewen to approve Request #8 to KDOT for reimbursement for engineering work on the Hwy 56/Industrial Road intersection improvements in the amount of \$15,712.08 (City 5% share is \$2,084.49). Vote: Council member Driggers, yes; Gehring, yes; Loewen, yes; McCarty, yes. Motion carried unanimously.

14. STREET DEDICATION – When work was done on North Adams for Groves Addition, it was discovered that at the curve (north of 3rd Street), part of the pavement was on private property. We have a warranty deed from Mike & Patti Duerksen, which fixes part of the problem on the east side, and are still waiting on a deed from the Schmidt's. Motion was made by Council member McCarty and seconded by Council member Gehring to approve the warranty deed from Mike & Patti Duerksen. Motion carried unanimously.

15. ELCON INVOICES – We have six invoices from Elcon Services, Inc (12022 - \$91.04; 12024 - \$113.75; 12027 - \$144.48; 12049 - \$56.03; 12056 - \$384.50; 12057 - \$17.82). Motion was made by Council member McCarty and seconded by Council member Loewen to pay these invoices. Vote: Council member McCarty, yes; Loewen, yes; Gehring, abstained; Driggers, yes. Motion carried.

16. BOARD APPOINTMENTS – none

17. CITY ADMINISTRATOR'S REPORT – none

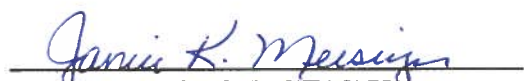
18. EXECUTIVE SESSION – Motion was made by Council member Driggers and seconded by Council member McCarty to recess into executive session for the purpose of discussing personnel matters of non-elected personnel pursuant to K.S.A. 75-4319(b)(1). The open meeting will resume at 6:30 p.m. The meeting will include City Administrator Paine, John Deardoff, Don Osenbaugh, and City Attorney Boehm. Vote: Council member Driggers, yes; Council member Gehring, yes; Council member Loewen, yes; Council member McCarty, yes. Motion carried unanimously. The council meeting resumed at 6:31 p.m. No action was taken.

19. ADJOURNMENT – Council meeting adjourned at 6:32 p.m.



LOUIS THURSTON, MAYOR

ATTEST:



JANICE K. MEISINGER, CITY CLERK
Hillsboro, Kansas
April 21, 2020

1. The city council met in regular session via Zoom due to the Corona virus pandemic on Tuesday, April 21, 2020 at 4:00 p.m. with Mayor Lou Thurston and Council members David Loewen, Byron McCarty, Renee Gehring, and Brent Driggers participating.
 2. Others Participating: Phyllis Zorn, Hillsboro Star Journal; Josh Boehm, City Attorney; Larry Paine, City Administrator; and, Jan Meisinger, City Clerk.
 3. **CALL TO ORDER** – Mayor Thurston called the meeting to order at 4:03 p.m.
 4. **PUBLIC COMMENTS** – none
 5. **MINUTES** – The minutes of the 4-21-2020 regular meeting were approved by the following roll call vote: Council member Gehring, yes; Driggers, yes; Loewen, yes. McCarty, yes. Minutes approved unanimously.
 6. **VOUCHERS** – Motion was made by Council member Loewen and seconded by Council member Driggers to approve the vouchers in the amount of \$419,211.79. Council was polled with the following vote; Council member McCarty, yes; Loewen, yes; Driggers, yes; Gehring, yes. Motion carried unanimously.
 7. **KDOT HWY 56/INDUSTRIAL PROJECT** – KDOT requested proposals for construction/inspection services for the Hwy 56/Industrial Road intersection project. The only proposal received was from EBH & Associates. Motion was made by Council member Loewen and seconded by Council member McCarty to accept EBH as the construction inspection provider for the Hwy 56/Industrial Road project. Council was polled with the following vote: Council member McCarty, yes; Gehring, yes; Driggers, yes; Loewen, yes. Motion carried unanimously.
 8. **BOARD APPOINTMENTS** – Mayor Thurston appointed Shawna Shewey (replacing Ruth Hamm) to the Library Board. Motion was made by Council member McCarty and seconded by Council member Gehring to approve this appointment. Council was polled with the following vote: Council member Loewen, yes; Driggers, yes; Gehring, yes; McCarty, yes. Motion carried unanimously.
 9. **CITY ADMINISTRATOR'S REPORT** – City Administrator Paine said he had been reviewing the revenue and expense survey from the League regarding the impact that the Corona virus pandemic is having on city budgets. He said he wanted to work with the numbers some more before he sends out information to the council. He said we were going to have to figure out a way to address the probable shortfall. Mayor Thurston said the League was encouraging cities to contact their legislators to ask them to approve funding for state and local governments.
- There will be a special council meeting via Zoom tomorrow 4-22-20 at 1:30 p.m. for an executive session/personnel.
10. **ADJOURNMENT** – Council meeting adjourned at 4:20 p.m.

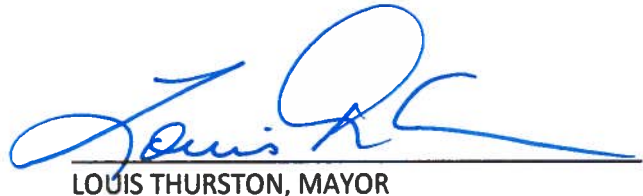

LOUIS THURSTON, MAYOR

ATTEST:


JANICE K. MEISINGER, CITY CLERK

Hillsboro, Kansas
April 22, 2020

1. The city council met in special session via Zoom due to the Corona virus pandemic on Wednesday, April 22, 2020 at 1:30 p.m. with Mayor Lou Thurston and Council members David Loewen, Byron McCarty, Renee Gehring, and Brent Driggers participating.
2. Others Participating: Larry Paine, City Administrator; John Deardoff and Don Osenbaugh, Osenbaugh Consulting
3. **CALL TO ORDER** – Mayor Thurston called the meeting to order at 1:40 p.m.
4. **EXECUTIVE SESSION** – Motion was made by Council member Loewen and seconded by Council member Gehring that the city council recess into executive session for the purpose of discussing personnel matters of non-elected personnel pursuant to K.S.A. 75-4319(b)(1). The open meeting will resume via Zoom at 5:30 p.m. The meeting will include City Administrator Larry Paine, John Deardoff and Don Osenbaugh. Council was polled with the following vote: Council member Loewen, yes; McCarty, yes; Gehring, yes; Driggers, yes. Motion carried unanimously. The council meeting resumed at 5:29 p.m. No action was taken.
5. **ADJOURNMENT** – Council meeting adjourned at 5:30 p.m.


LOUIS THURSTON, MAYOR

ATTEST:


JANICE K. MEISINGER, CITY CLERK

Hillsboro, Kansas
April 30, 2020

1. The city council met in special session in the west meeting room at City Hall on Thursday, April 30, 2020 at 6:00 p.m. with Mayor Lou Thurston and Council members David Loewen, Byron McCarty, Brent Driggers, and Renee Gehring present.
2. Others Present: Don Osenbaugh & John Deardoff, Osenbaugh Consulting; Josh Boehm, City Attorney; Matt Stiles, Candidate for City Administrator, and his wife, Rebecca; and, Larry Paine, City Administrator.
3. **CALL TO ORDER** – Mayor Thurston called the meeting to order at 6:00 p.m.
4. **EXECUTIVE SESSION – PERSONNEL** – Motion was made by Council member Loewen and seconded by Council member Driggers to recess into executive session for the purpose of discussing personnel matters of non-elected personnel pursuant to K.S.A. 75-4319(b)(1). The meeting will include Don Osenbaugh, John Deardoff, Josh Boehm, and Matt & Rebecca Stiles. Motion carried unanimously. The council meeting resumed at 7:00 p.m. No action was taken.
5. **ADJOURNMENT** – Council meeting adjourned at 7:00 p.m.


LOUIS THURSTON, MAYOR

ATTEST:


JANICE K. MEISINGER, CITY CLERK

Hillsboro, Kansas
May 5, 2020

1. The city council met in regular session, via Zoom due to the coronavirus pandemic, on Tuesday, May 5, 2020 at 4:00 p.m. with Mayor Lou Thurston, and Council members David Loewen, Byron McCarty, Renee Gehring, and Brent Driggers participating.

2. Others Participating: Phyllis Zorn, Hillsboro Star Journal; Josh Boehm, City Attorney; Dan Kinning, Police Chief; Matt Stiles, City Administrator Candidate; Jonah Gehring, County Commissioner; Larry Paine, City Administrator; and, Jan Meisinger, City Clerk.

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

4. **PUBLIC COMMENTS** – none

5. **MINUTES** – The minutes of the 4-21-2020 regular meeting were approved by the following roll call vote: Council member McCarty, yes; Gehring, yes; Loewen, yes; and, Driggers, yes. Minutes approved unanimously.

Motion was made by Council member Driggers and seconded by Council member McCarty to approve the minutes of the 4-22-2020 special meeting as distributed. Vote: Council member Driggers, yes; Loewen, yes; Gehring, yes; McCarty, yes. Motion carried unanimously.

Motion was made by Council member McCarty and seconded by Council member Driggers to approve the minutes of the 4-30-2020 special meeting as distributed. Vote: Council member Driggers, yes; Loewen, yes; Gehring, yes; McCarty, yes. 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 \$327,719.51. Vote: Council member Driggers, yes; Loewen, yes; Gehring, yes; McCarty, yes. Motion carried unanimously.

7. **CITY ADMINISTRATOR EMPLOYMENT AGREEMENT** – Mayor Thurston said he was excited to present a contract to hire Matt Stiles as our next city administrator. He is a very qualified candidate and clearly rose to the top during the selection process. He has 12 years of experience in public service as city administrator of South Hutchinson, and prior to that, as assistant city manager for the City of Bel Aire, KS. He has spent the last two years as a program manager and instructor at the Public Policy and Management Center at Wichita State University. His starting salary will be \$110,000.00/yr, plus benefit package, and will begin work on June 15th. Council member Gehring said she had not received a copy of the employment agreement. So, Mayor Thurston e-mailed to it her. Later in the meeting after she had a chance to review it, motion was made by Council member McCarty and seconded by Council member Driggers to authorize the mayor to sign the employment agreement with Matt Stiles as our next city administrator, starting June 15th. Vote: Council member McCarty, yes; Loewen, yes; Gehring, yes; Driggers, yes. Motion carried unanimously.

8. **UTILITY POLICY** – City Administrator Paine said we did not send out the normal delinquent notices when the March bills became delinquent. Instead, City Administrator Paine sent a letter about the shut-off moratorium and to let them know the city wanted to work with them and develop a payment plan. The April utility billing has been sent out and the normal shut off would be May 31st. We are proposing

to extend the shut-off date to June 15th. Motion was made by Council member McCarty and seconded by Council member Loewen to affirm the change in shut-off policy for the March/April utility bills to be June 15, 2020. Vote: Council member McCarty, yes; Gehring, yes; Loewen, yes; Driggers, yes. Motion carried unanimously.

9. VOGTS PARGA PAY ESTIMATE – Motion was made by Council member Driggers and seconded by Council member McCarty to approve Pay Estimate #8 to Vogts Parga for the waterline street improvements project in the amount of \$39,219.33. Vote: Council member Driggers, yes; Loewen, yes; Gehring, yes, McCarty, yes. Motion carried unanimously.

10. VOGTS PARGA CHANGE ORDER #1 & #2 – Motion was made by Council member McCarty and seconded by Council member Driggers to approve Change Order #1 for Vogts Parga, increasing the project \$8,416.00. Vote: Council member Driggers, yes; Loewen, yes; Gehring, yes; McCarty, yes. Motion carried unanimously.

Motion was made by Council member Loewen and seconded by Council member Driggers to approve Change Order #2 for Vogts Parga, a decrease to contract of \$8,408.76, making the net contract price \$1,031,783.49. Vote: Council member McCarty, yes; Loewen, yes; Gehring, yes; Driggers, yes. Motion carried unanimously.

11. HETT CONSTRUCTION – CHANGE ORDER #2 FINAL – Motion was made by Council member McCarty and seconded by Council member Loewen to approve Change Order #2 (final) for Hett Construction, increasing the project \$130,090.85 (additional work to rebuild First Street/Washington intersection), making the new contract price \$1,228,956.92. Vote: Council member McCarty, yes; Gehring, yes; Loewen, yes; Driggers, yes. Motion carried unanimously.

12. EBH PAY REQUEST 9 – HWY 56/INDUSTRIAL ROAD – Motion was made by Council member McCarty and seconded by Council member Driggers to approve EBH Pay Request #9 for the Hwy 56/Industrial Road project, in the amount of \$4,378.25, from KDOT. The total invoice is \$6,802.88 and the city's share is \$2,424.63. Vote: Council member Loewen, yes; Gehring, yes; Driggers, yes; McCarty, yes. Motion carried unanimously.

13. KDHE WATER PROJECT REIMBURSEMENT REQUEST #21 – Motion was made by Council member Gehring and seconded by Council member McCarty to approve Pay Request #21 to KDHE for the remote read water meter installation project in the amount of \$5,075.26 (for EBH Invoice 12511). Vote: Council member Gehring, yes; Loewen, yes; McCarty, yes; Driggers, yes. Motion carried unanimously.

14. KDOT HOSPITAL TRAIL AGREEMENT – KDOT opened bids for the hospital trail project on April 23rd. The base bid was awarded to Andale out of Wichita. The project will cost \$379,587.00. Our local match will be \$87,000.00. Motion was made by Council member McCarty and seconded by Council member Driggers to authorize the mayor to sign the Authorization to Award Contract. Vote: McCarty, yes; Loewen, yes; Gehring, yes; Driggers, yes. Motion carried unanimously.

15. NORTH ADAMS RIGHT-OF-WAY – To correct the problem on Adams Street, the city will be conveying a part of land adjacent to Adams Street and getting a utility easement on the north side of the Schmidt's property. Motion was made by Council member McCarty and seconded by Council member Loewen to approve the granting of a warranty deed and receipt of a utility right-of-way from Steven & Valery Schmidt. Vote: Council member Driggers, yes; Council member Gehring, yes; Council member Loewen, yes; Council member McCarty, yes. Motion carried unanimously.

16. ELCON INVOICES – Motion was made by Council member McCarty and seconded by Council member Loewen to approve the payment of Invoice 12064 (\$658.49); and, Invoice 12071 (\$49.81) to Elcon Services. Vote: Council member McCarty, yes; Loewen, yes; Gehring, abstained; Driggers, yes. Motion carried.

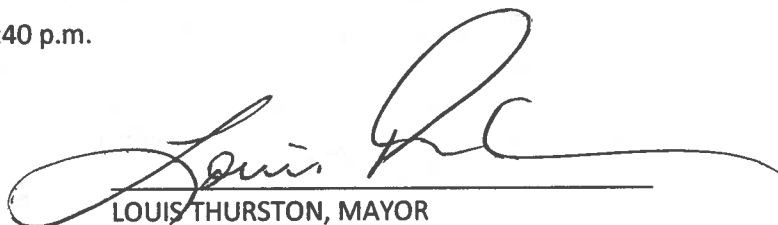
17. PBC MEETING – APPROVE 2ND HALF TAXES – At 4:32 p.m., council recessed into a Public Building Commission meeting to approve payment of 2nd half taxes. The meeting adjourned at 4:37 p.m. and the regular council meeting resumed.

18. BOARD APPOINTMENTS – none

19. CITY ADMINISTRATOR'S REPORT – none

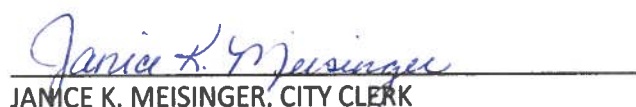
20. POLICE DEPT – Mayor Thurston asked Police Chief Kinning how the Special Purpose Vehicle Registration was going. Dan said there is someone wanting to register a homemade vehicle. Registration will depend on whether they can get insurance and whether it will pass inspection. Mayor Thurston also asked Dan if the stay-at-home order has caused any special problems for the Police Department. He said it had not.

21. ADJOURNMENT – Meeting adjourned at 4:40 p.m.



LOUIS THURSTON, MAYOR

ATTEST:



JANICE K. MEISINGER, CITY CLERK

Hillsboro, Kansas
May 19, 2020

1. The city council met in regular session via Zoom due to the Coronavirus pandemic on Tuesday, May 19, 2020 at 4:00 p.m. with Mayor Lou Thurston and Council members David Loewen, Byron McCarty, Renee Gehring, and Brent Driggers participating.

2. Others Participating: Josh Boehm, City Attorney; Phyllis Zorn, Hillsboro Star Journal; Laura Paulus, Hillsboro Free Press; Jonah Gehring, County Commissioner; Anthony Roy, Economic Development Director; Matt Stiles, Future City Administrator; Larry Paine, City Administrator; and, Jan Meisinger, City Clerk.

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 5-5-2020 regular meeting as distributed. Vote: Council member Driggers, yes; McCarty, yes; Gehring, yes; Loewen, yes. Motion carried unanimously.

6. VOUCHERS – Motion was made by Council member McCarty and seconded by Council member Driggers to approve the vouchers in the amount of \$140,718.96. Vote: Council member Driggers, yes; McCarty, yes; Gehring, yes; Loewen, yes. Motion carried unanimously.

7. FLEX PLAN CONTRIBUTION – The past few years, the City has made a matching funds contribution (up to \$500.00 per employee) to the employee's matching Flex Plan for reimbursed medical expenses. If all 27 full-time employees chose the \$500.00 match, the cost to the city for the next plan year (7-1-2020 to 6-30-2021) would be \$13,500.00. City Administrator Paine said this upcoming plan year is significantly different than past years as a result of the COVID-19 virus. Revenues are expected to be substantially lower for the balance of 2020 and are generally unpredictable for 2021. Therefore, City Administrator Paine recommended that the city's optional contribution not be given this year. Council concurred.

8. FLEX PLAN REVISIONS – The City has a third party administrator for our flexible spending accounts. This plan allows employees to deduct up to \$2,750.00 (pre-tax) annually from their medical expenses. The Coronavirus Aid, Relief and Economic Security Act (CARES ACT) contains language that allows us to change our plan. Prescriptions will no longer be required for certain over-the-counter drugs; and, menstrual care products are now eligible under an FSA plan. These changes would be effective immediately and retroactive to January 1, 2020. This does not have a financial impact on the city. Motion was made by Council member McCarty and seconded by Council member Loewen to approve an amendment to our flex benefit plan that allows for certain over-the-counter drugs and menstrual products, and to make those purchases retroactive to January 1, 2020. Vote: Council member Loewen, yes; Gehring, yes; McCarty, yes; Driggers, yes. Motion carried unanimously.

9. VACATION OUT-OF-STATE POLICY – If an employee travels to a restricted state or certain places overseas, KDHE has imposed a 14-day quarantine restriction. At the current time, most restrictions are along the east coast and international destinations. If an employee should travel to a restricted area, the 14-day quarantine would count against unused COVID-19 leave under the CARES Act. If the employee has used their COVID-19 leave allowance, their accrued vacation leave balance would be used. If there is no leave balance, the quarantine period would be leave without pay. (There is a typing error under the purpose section of the policy that needs to be corrected). City Administrator Paine said he felt it was important to have this policy in place to protect our other employees. Motion was made by Council member Driggers to approve this policy. After further discussion, motion was seconded by Council member McCarty. Vote: Council member Driggers, yes; McCarty, yes; Gehring, yes; Loewen, yes. Motion carried unanimously.

10. HEALTH INSURANCE – We have received our health insurance renewal form from Blue Cross Blue Shield. The premium is increasing 11% for the next plan year, which is 7-1-2020 through 6-30-2021. The cost share of health insurance has been the city pays for the employee's coverage and ½ of the dependents coverage. There are no changes to the plan coverage. Dental insurance increased slightly and there was no change to the vision coverage cost. Mayor Thurston felt it was important to have a good health insurance plan for our employees especially as we move forward and people retire and they are replaced with good people. Motion was made by Council member McCarty and seconded by Council member Driggers to approve the new health plan costs and employee share distribution. Vote: Council member Loewen, yes; Gehring, yes; McCarty, yes; Driggers, yes. Motion carried unanimously.

11. NOTICE OF PUBLIC HEARING – CDBG-CV – The City of Hillsboro will hold an online virtual public hearing on Tuesday, May 26th at 4:00 p.m. on Zoom for the purpose of considering an application to be submitted to the Kansas Department of Commerce for Small Cities Community Development Block Grant Funds under the CDBG-CV category. This grant money will be used by qualifying businesses to assist them in recovering from the economic injury caused by the COVID-19 crisis. The estimated project cost is \$300,000.00 with the grant request for \$300,000.00 of the project cost. Other project proposals introduced at the hearing will be considered.

12. RESOLUTION CDBG-CV – Motion was made by Council member McCarty and seconded by Council member Loewen to approve Resolution 2020-04 – (*A RESOLUTION CERTIFYING LEGAL AUTHORITY AND AUTHORIZATION TO APPLY FOR THE CDBG-CV FROM THE KANSAS DEPARTMENT OF COMMERCE*). Council was polled with the following vote: Council member Driggers, yes; McCarty, yes; Gehring, yes; Loewen, yes. Motion carried unanimously.

13. ELCON INVOICES – Motion was made by Council member McCarty and seconded by Council member Driggers to approve Invoice 12095 to Elcon Services for a service call to the water plant. Vote: Council member Driggers, yes; McCarty, yes; Gehring, abstained; Loewen, yes. Motion carried.

14. EBH WATER PROJECT ENGINEERING AGREEMENT AMENDMENT #3 – EBH Water Project Engineering Contract Amendment #3 does not change the overall contract price, but it does adjust some line items. KDHE is requesting this amendment. Motion was made by Council member Driggers and seconded by Council member Gehring to approve this contract amendment. Vote: Council member Loewen, yes; Gehring, yes; McCarty, yes; Dirks, yes. Motion carried unanimously.

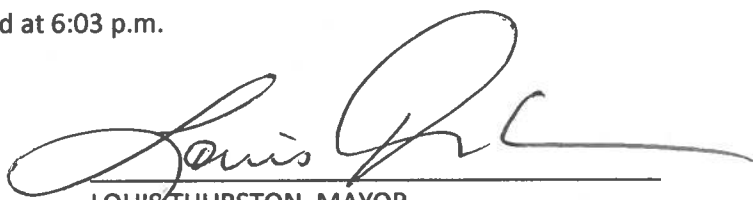
15. BOARD APPOINTMENTS – none

16. CITY ADMINISTRATOR'S REPORT – City Administrator Paine said we've ordered signs for the playground that basically say "play at your own risk" from Baker Brothers Printing. Diedre Serene, Marion County Health Department, is suggesting other cities follow our example.

Governor Kelly will issue a new executive order, effective Friday, May 22nd, that moves the state into Phase 2 of reopening. Gatherings of 15 people will be allowed, still with social distancing. More businesses will be able to open up and sports teams can now practice.

17. EXECUTIVE SESSION – PERSONNEL – Motion was made by Council member Loewen and seconded by Council member McCarty to recess into executive session for the purpose of discussing personnel matters of non-elected personnel pursuant to K.S.A. 75-4319(b)(1). The meeting will include Larry Paine, Matt Stiles, and Josh Boehm. The open meeting will resume online at 5:25 p.m. Vote: Council member Driggers, yes; Gehring, yes; McCarty, yes; Loewen, yes. Motion carried unanimously. At 5:25 p.m., motion was made by Council member McCarty and seconded by Council member Driggers to extend the executive session an additional 30 minutes. Motion carried unanimously. The council meeting resumed at 6:02 p.m. No action was taken.

18. ADJOURNMENT – Council meeting adjourned at 6:03 p.m.


 LOUIS THURSTON, MAYOR

ATTEST:


 JANICE K. MEISINGER, CITY CLERK

Hillsboro, Kansas
 May 26, 2020

1. The city council met in special session via Zoom, due to the Coronavirus pandemic, on Tuesday, May 26, 2020 at 4:00 p.m. with Mayor Lou Thurston and Council members David Loewen, Byron McCarty, Renee Gehring, and, Brent Driggers participating.

2. Others Participating: Marci Cain, Pool Manager; Doug Sisk, Recreation Director; Anthony Roy, Economic Development Director; Josh Boehm, City Attorney; Matt Stiles, Future City Administrator; Phyllis Zorn, Hillsboro Star Journal; Jonah Gehring, County Commissioner; Laura Paulus, Hillsboro Free Press; Kyle Roberts, Manager of McPherson Aquatic Center; Larry Paine, City Administrator; and, Jan Meisinger, City Clerk.

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

4. PUBLIC HEARING REGARDING CDBG-CV APPLICATION – Anthony Roy, Economic Development Director, said he learned of a new CDBG Community Development Block Grant – CV two or three weeks ago. These are federal funds that are administered by the KS Department of Commerce. The federally mandated criteria is: Benefits low and moderate income individuals; Removes or prevents slum or blight conditions; or, Eliminates an urgent need created by a disaster. Hillsboro has a LMI of 37.5%. Most CDBG programs need an LMI of 51% or more. The CDBG-CV program has \$9,000,000.00 available state-wide. The Economic Development Grant can be used for working capital and purchases of inventory on for-profit businesses only with less than 50 employees. Five or fewer employees is \$25,000.00 per full-time employee, maximum amount per business is \$30,000.00. Six or more employees - \$30,000.00 per full-time employee, maximum amount per business is \$50,000.00. The low to moderate income is the total household income, not just the wage of the employee. Anthony said he has 10-12 businesses that he thinks would qualify. This represents 30-40 jobs that should be LMI. The City is asking for the full \$300,000.00 (maximum award amount allowed). If council approves the application, it will be submitted tomorrow. The City will be notified within 15 days if we are approved, or denied. Once we are approved, we will have to qualify the businesses that are interested in the program. The City will receive the money in 10-14 days after the business is qualified for the program. The City will then disburse the money to the businesses. This would be on a first-come first-serve basis. After further discussion, motion was made by Council member Loewen and seconded by Council member McCarty to authorize staff to submit the CDBG-CV application. Council was polled with the following vote: Council member McCarty, yes; Loewen, yes; Driggers, yes; Gehring, yes. Motion carried unanimously.

5. SWIMMING POOL DISCUSSION – City Administrator Paine said there were a number of things in play for opening the pool for the 2020 season. He also had a list from the city clerk's list serve of cities who had made a decision to open or not. Some are opening, some are closing; and, some are opening later in June. Mayor Thurston, Council member Driggers, Marci Cain, Doug Sisk, and City Administrator Paine had another discussion this morning about what it would take to open the pool. All swimmers would have to have an annual pool pass. (This could be a problem because not everyone can afford an annual pool pass). Pool passes would only be sold to Marion County residents. All deck furniture would be removed and patrons would have to bring their own chairs. Social distancing would be required. Guards would not enforce social distancing, their job is to monitor swimmers. There would be two swimming sessions per day, swimmers in one cannot attend the other session. CDC cleaning protocols would be employed. Cleaning of all handrails and facilities, including restrooms, would be required after each touch. Breaks would be extended during each session so more cleaning can be accomplished.

Guards would rotate more frequently so cleaning activity could be accomplished. No additional swimming activity would be scheduled (lap swim, swim meets, swim parties, etc). Concessions would only be sold as prepackaged snacks. Guards would wear masks when not on duty. Marci Cain said if the pool opened, the guards would have to be constantly cleaning. Patrons can come at their own risk, but pool employees would be at risk too without a choice if they wanted the job.

Kyle Roberts said he was the manager at McPherson's Aquatic Center, which is professionally run year-round. After the research he has done, he felt it would be safe to open the pool in Hillsboro; and, people wanted the pool open. Marci Cain said she had been in public education for 31 years. School was stopped on a dime and they are still discussing what school will look like in fall. She said her heart wants to open the pool, but her head doesn't feel it's ok. Council member Gehring said she wanted to keep everyone safe. Mayor Thurston said he knew this was a difficult decision to make and the governing body will get a lot of pushback from the public. He said his heart hurt bad to take the pool away from the kids, but he didn't see how the rewards took away the risk. This is also a budget issue. Council member Driggers felt the list was very daunting and he didn't know how it could happen (as far as the cleaning) to keep people safe. Council member Loewen also expressed concern about the safety of swimmers and staff. Council member McCarty said he had received more comments from people who wanted the pool to open, but he too had concerns about everyone's safety.

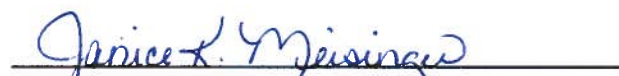
After further discussion, motion was made by Council member McCarty and seconded by Council member Driggers to not open the municipal swimming pool for the 2020 summer season. Vote: Council member McCarty, yes; Council member Gehring, yes; Council member Loewen, yes; Council member Driggers, yes. Motion carried unanimously.

6. BOARD APPOINTMENTS – none

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


LOUIS THURSTON, MAYOR

ATTEST:


JANICE K. MEISINGER, CITY CLERK

Hillsboro, Kansas
June 2, 2020

1. The city council met in regular session via Zoom, due to the Coronavirus pandemic, on Tuesday, June 2, 2020 at 4:00 p.m. with Mayor Lou Thurston and Council members David Loewen, Byron McCarty, Renee Gehring, and Brent Driggers participating.

2. Others Participating: Josh Boehm, City Attorney; Laura Paulus, Hillsboro Free Press; Jonah Gehring, Marion County Commissioner; Kevin Suderman: Lisa Schafer; Marci Cain, Hillsboro Pool Manager; Doug Sisk, Hillsboro Recreation Director; Mark Chesney & Brooke Carroll, KPP; Matt Stiles, Future City Administrator; Larry Paine, City Administrator; and, Glenda Stoppel, Deputy City Clerk.

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

4. PUBLIC COMMENTS – Commissioner Gehring said he doesn't agree with the pool closure decision at the last council meeting and would like to see it revisited. Some of his comments include: Closing the pool can end up hurting the most in need financially; Possibly add to mental and physical health deficiencies; Liability always exists when kids are at play; Playground is at own risk; Chlorine has been proved to kill viruses on contact; Taxes are up meaning people have been buying and staying local – concerns that Hillsboro will lose this if we're promoting people to go elsewhere; and, look outside the box to make sure we're not creating more harm than good.

Kevin Suderman is a resident outside the city limits; however, he is the owner of a local business inside the city limits. He agrees with Commissioner Gehring's comments. Additionally, he feels that there are

tremendous opportunities with economic development and ways to make things work. He's concerned that this decision may scare businesses away as well as people not come to town to do business. He feels the City needs to help businesses by creating a positive atmosphere.

Council member Gehring said she had time to reflect on the council's previous decision from the last meeting and cited several reasons in favor of opening the pool for this summer: Concern for the consequences of the actions of closing the pool for the summer that families will choose to travel outside of Hillsboro to enjoy area pool facilities and in effect, could be bringing illness to our Hillsboro community, which would be negating exactly what Hillsboro is trying to avoid. These families traveling outside of Hillsboro will likely use their hard-earned money at stores and restaurants outside of Hillsboro, therefore decreasing the sales tax revenue that could have been provided to Hillsboro. It was her understanding that sales tax revenue has recently increased likely due to local constituents and families spending their hard-earned money in Hillsboro and feels that it's important to continue this growth trend for Hillsboro. She said that it's also important, and council's duty as elected officials, for the constituents of Hillsboro to also support and be as invested in the continued growth of Hillsboro as our constituents who choose to invest their own time, money, and livelihood in Hillsboro. Motion was then made by Council member Gehring and seconded by Council member McCarty to readdress the opening of the pool for the 2020 season in the safest way possible at this meeting.

Council member McCarty said the research he found said that chlorine kills COVID-19 virus; CDC said that people can't catch the virus from swimming in the water; however, it's advised against spitting and staying close together; restrooms need to be closed; and, items need to be cleaned 1x daily to be safe. Council member Driggers felt there was a disconnect from what Council member McCarty's research provided and what Marci Cain & Doug Sisk are hearing as guidance given to cities. Doug said he was involved in a 5-state Zoom call where the aquatics manager for the Kansas Parks & Recreation provided the virus info that Doug and Marci were going by. City Attorney Boehm said that the standard normal CDC site for aquatics is separate from the COVID aquatic site for all industries. Doug said that playgrounds won't have the social distancing issues that are present in a pool setting. Mayor Thurston said that COVID-19 hasn't gone away and that the governor's move away from the Ad Astra plan was a political decision and not a health decision, which is concerning. Council member Loewen said it's difficult to weigh the needs of the community as there are people on both sides of the issue and there are so many unknowns. Mayor Thurston said that the League and KS Dept of Revenue calls have indicated that Hillsboro is seeing good revenue numbers and it isn't quite the gloom and doom that was earlier predicted. The State has seen a dramatic increase in online sales tax collections because people have stayed home and completed their shopping through online businesses. Council also discussed the safety and wellbeing of our pool employees. Lisa Schafer shared some ideas as a way to make changes that could possibly allow the pool to be opened. Marci said another problem now is that several of her veteran lifeguards have found other jobs since they were told the pool was closed. She said the discussion wasn't soon enough to get people trained. Mayor Thurston said his biggest concerns are airborne transmission and social distancing, and how do we control these issues in a pool environment?

After further discussion, council voted on the earlier motion to readdress the pool opening at this meeting. Vote: Council member Gehring, yes; Council member McCarty, yes; Council member Loewen, yes; and, Council member Driggers, yes. Motion carried unanimously.

Motion was then made by Council member Gehring to reopen the Hillsboro pool in the safest manner possible for the 2020 season. Motion died for lack of a second.

Council member McCarty said he'd like more answers before the pool could be considered open. Council member McCarty then made a motion to study the items brought up at today's meeting before the next meeting. Council member Gehring seconded the motion. After further discussion, Council member McCarty withdrew his motion. The decision stands that the pool remains closed for the 2020 season. Mayor Thurston said this could be considered a tragedy for our community. It's not a popularity contest and the health, safety and welfare of our community is important, and he appreciates everyone's comments and input.

5. APPROVAL OF MINUTES FROM 5-19-2020 REGULAR MEETING – There is a correction to paragraph #14 to change a typo word from "Dirks" to "Driggers". Motion was made by Council member Driggers and seconded by Council member Loewen to approve the minutes of the 5/19/2020 meeting with the above correction. Council was polled with the following vote: Driggers, yes; Loewen, yes; Gehring, yes; McCarty, yes. Motion carried unanimously.

6. APPROVAL OF VOUCHERS – Motion was made by Council member Loewen and seconded by Council member Driggers to approve the vouchers in the amount of \$181,858.18. Vote: Driggers, yes; Loewen, yes; Gehring, yes; McCarty, yes. Motion carried unanimously.

7. MARK CHESNEY REPORT – Mark Chesney gave a report on recent happenings with the Kansas Power Pool. In April, an application to Southwest Power Pool for a generation interconnect study was made. It has been a lengthy process and he will update the council as more info becomes available.

The KPP Board/Staff determined to install a 1 megawatt battery storage project. They feel more responsibility as a utility to learn more about that technology. It will be a low cost/low risk project that will be located in a city where there are serious voltage problems on their transmission system. Council members mentioned the transmission problems in Hillsboro. We've asked Westar to address these problems to no avail. As the cost comes down, this could be a possible fix for Hillsboro.

Work continues on the transmission project in Kingman County and should be online during the first quarter of 2021.

There will be a Cyber Security Working Group Zoom meeting on June 30th. An advisor to Dept of Homeland Security will do the presentation. Council was invited to participate in this meeting. The KPP Fall Planning Conference is scheduled for Sept 18 & 19. Hopes are to have this as an in-person event.

Mayor Thurston said he recently received an invitation to be on a briefing call with America's mayors with White House deputy directors of the departments. We're seeing a marked increase in cyber-attacks and denial type of service attacks. This continues to be a very high priority item.

8. POLICY #50 REVISION - An electronic message board is currently being installed on museum property at Ash & D. This policy updates the organizations that have access to advertise messages on the board, specifically the addition of Lions Club. This club is offering the money for the sign. The sign will run on WIFI and multiple messages will be entered by city staff. Council member McCarty asked if the weather could be added to the sign.

Motion was made by Council member McCarty and seconded by Council member Gehring to approve Policy #50 Revision adding Lions Club. Vote: McCarty, yes; Gehring, yes; Loewen, yes; Driggers, yes. Motion carried unanimously.

9. KDHE PAY REQUEST #22 – Motion was made by Council member Driggers and seconded by Council member Loewen to approve EBH payment request #22 for KDHE Water Project, in the amount of \$39,655.28, for water meter installations. Vote: McCarty, yes; Gehring, yes; Loewen, yes; Driggers, yes. Motion carried unanimously.

10. ELCON INVOICE – Motion was made by Council member McCarty and seconded by Council member Loewen to approve Invoice #12128 in the amount of \$290.00 to Elcon Services for wiring a new rapid agitator on the raw water side of the plant. Vote: Driggers, yes; Loewen, yes; Gehring, abstained; McCarty, yes. Motion carried.

11. BOARD APPOINTMENTS – Motion was made by Council member McCarty and seconded by Council member Gehring to approve the following board appointments:

Planning & Development Commission: Jessie Wiebe (replacing Cynthia Fleming – term expiring 2/1/2022); reappointment of Ken Koslowsky – term expiring 2/1/2022.

Board of Zoning Appeals – Cynthia Fleming (replacing Jessie Wiebe – term expiring 6/1/2023); reappointment of Kakim Kunantaev – term expiring 6/1/2022.

Library Board – Reappointment of Jamie Driggers (2nd full term expiring 4/30/2024); reappointment of Don Ratzlaff (1st full term expiring 4/30/2023).

Vote: McCarty, yes; Gehring, yes; Loewen, yes; Driggers, yes. Motion carried unanimously.

12. CITY ADMINISTRATOR'S REPORT –

Council concurred to hold the next city council meeting in-person in the meeting room at City Hall. Social distancing will occur with staff and council; the public may have the capability of moving chairs

around the room to comply with social distancing. Council member Gehring asked about the possibility of continuing Zoom meetings in addition to in-person council meetings which would improve an electronic footprint at our city council meetings. It would take the meetings to a broader level making council more accessible. City Administrator Paine will investigate what it takes to continue a Zoom format.

Mayor Thurston said a retirement party is being planned for City Administrator Paine. More info will be forthcoming.

Updates on the hike/bike trail and gigabyte fiber project will be announced soon.

Mayor Thurston said there are a lot of positive things going on in our community, and in spite of making tough decisions, we still need to focus on the positives. His call earlier today with White House staff was pretty sobering. He asked that we keep our nation, leaders, and our communities in our prayers as we work through very challenging issues we face as a nation, and to have peace and calmness return to our nation. Also to keep the family of George Floyd in our prayers.

13. ADJOURNMENT – The city council meeting adjourned at 5:23 p.m.



LOUIS THURSTON, MAYOR

ATTEST:



GLEND A STOPPEL, DEPUTY CITY CLERK

Hillsboro, Kansas
June 16, 2020

1. The city council met in regular session on Tuesday, June 16, 2020 at 4:00 p.m. in the City Hall East Meeting Room with Mayor Lou Thurston and Council members David Loewen, Byron McCarty, Renee Gehring, and Brent Driggers present.

2. Others Present: Robetta Trapp, 101 East "B" Street; Kevin Suderman, Hillsboro Hardware; Brent Unruh & Brandi Barney, Fair Board; Rickey Roberts, Marion County Extension Agent; Anthony Roy, Economic Development Director; Matt Stiles, City Administrator; Jonah Gehring, County Commissioner; Carla Hamm, Mama C's Take & Bake; Josh Boehm, City Attorney; Laura Paulus, Hillsboro Free Press; Phyllis Zorn, Hillsboro Star Journal; Larry Paine, Retiring City Administrator; and, Jan Meisinger, City Clerk.

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

4. PUBLIC COMMENTS – Kevin Suderman read the following letter and asked that it become part of the record:

Hillsboro City Councilors: At today's meeting, you will address an ordinance regarding the downtown sidewalk. I have become aware of several things which you need to know as you consider not only this change, but also as you address the future of Hillsboro's downtown business district.

1. *This process has taken over 1 year to complete and the ordinance in front of you was the culmination of a meeting which none of you except the mayor and Larry Paine were made aware of the middle of last summer. Renee Gehring and Jonah Gehring were there, as I made them aware. This meeting showed considerable distaste for continual road blocks to letting our businesses thrive.*
2. *The businesses present were in agreement at that time that this process could be a gentlemen's agreement between the city and local businesses and it included the information in this now a "legal" document (which I am sure you paid plenty for).*

3. *Hillsboro Hardware was not the first business to put things on the sidewalk – there were pop machines and benches in various places throughout the community. We just had the audacity to try to make our store look like it was alive and hopefully draw more eyes to downtown businesses and give \$1 for every \$100 spent back to the city. Our sales of mulch were up significantly by the way.*
4. *Multiple businesses wanted to do the same thing, but had asked and were told that they couldn't since it was against UBC. They left it alone as the governmental process is slow and there seemed to be no help.*
5. *The city is worried about their liability, but yet we are told that we are liable for cleaning the sidewalks of snow and ice. But when it turns retail, somehow we are now impeding on your liability? I also carry liability if someone gets hit by our door as they are walking by. Pallets eliminated that issue.*
6. *Who is responsible for the liability of someone tripping over the bricks that are uneven and unattractive because of poor engineering? The meeting also identified this as a key issue and complaint of the downtown business owners.*
7. *Why is it that the business community always needs to beg to have something changed? If I had blindly listened to the code enforcement, would we even be here today?*
8. *What does the city council want from its businesses? It seems we bend over backwards to bring new business to town, but we rarely spend time trying to make it easy for existing businesses to expand or make things work better. We all want what is best for Hillsboro, but there are days that Main Street feels like it takes a back seat.*
9. *Does UBC need to be adopted in the future or should it be sued only as a template? This code is a one size fits all approach, meaning that what is good for New York, is also good for Hillsboro. I realize codes are important, but there is no way that code can be completely applied to any particular municipality, and in many cases, is obtrusive and non-conducive to our small town's ability to thrive.*
10. *Why can't our code enforcement make recommendations to changes to our code? Businesses many times are seven days a week jobs where we work before 8 and after 5 many of those days. When we have to beg our city to change something, it takes time away from our businesses and families - we already get to give you a piece of the action in taxes. Sometimes common sense can rule the day.*

I am not here to tell you that you shouldn't pass this ordinance. In fact, I am fully in favor. There are more instances of issues which I neither have the time for today, nor wish to discuss in open meeting, but would be more than happy to visit with you as individuals about.

If you have any questions, please feel free to contact me. Thank you for your time and consideration.
Kevin Suderman

Mayor Thurston thanked Mr. Suderman for his comments.

5. APPROVAL OF MINUTES FROM 5-26-2020 SPECIAL MEETING AND 6-2-2020 REGULAR MEETING – Motion was made by Council member Driggers and seconded by Council member Loewen to approve the minutes from the 5-26-2020 special meeting and the 6-2-2020 regular meeting. Motion carried unanimously.

6. VOUCHERS – Motion was made by Council member McCarty and seconded by Council member Driggers to approve the vouchers in the amount of \$66,663.99. Motion carried unanimously.

7. FAIR BOARD – BEER GARDEN – Brent Unruh and Brandi Barney met with council to ask for permission to have a beer garden again at the Marion County Fair. This would be their 3rd year to do so. Brent said they have learned something new each year, and last year was profitable for them. After discussion, motion was made by Council member McCarty and seconded by Council member Gehring to approve the beer garden with the same parameters as last year for any night they have an arena event in perpetuity so they don't have to come back every year to ask for permission. Vote: Council member McCarty, yes; Gehring, yes; Driggers, yes; Loewen, no. Motion carried.

Brent, Brandi, & Rickey Roberts then asked the city if they would consider a partnership with the Fair Board and county to turn the 4-H building at the fairgrounds into a community building that could be rented for wedding receptions and large events. The furnace would need updating, and air conditioning would need to be added. Merle Flaming, Flaming's Inc, submitted a proposal for approximately \$35,000.00. In support of the 4-H, Marion County Fair, Hillsboro, & Marion County, he will donate the labor for this project. Proposal does not include labor, sales tax, electrical, concrete unit pads or engineering. Their proposal would be to split this cost 1/3 city, 1/3 county, 1/3 fair board. The building

would be managed by the fair board. Council member McCarty thought this was a good idea, but expressed concerns because the city doesn't own the building. The city, however, does own the land that it sits on. There is also the question about serving alcohol and having funds to contribute to this project, especially this year. Brent said they didn't expect an answer today, but wanted council to think about the idea. Mayor Thurston felt this made a lot of sense as a way of promoting people to come to Hillsboro. He said this deserved consideration; and, was all for cooperating, collaborating, and working together and thinking outside the box. He asked City Administrator Stiles to work with them to develop a proposal that included revenue estimates and where the funds could come from.

8. AIR B&B SPECIAL USE PERMIT – ORDINANCE 1308 - CASE ZSU2020-03 – Robetta Trapp applied for a special use permit for an Air B&B at 101 East B Street. This property is zoned R-2. The planning commission held a public hearing on May 28, 2020 and recommended approval to the city council. After discussion, motion was made by Council member McCarty and seconded by Council member Driggers to approve Ordinance 1308 – *(AN ORDINANCE OF THE CITY OF HILLSBORO, KANSAS PERMITTING A SPECIAL USE AMENDMENT FOR AN AIR B&B IN THE RESIDENTIAL ZONING DISTRICT (R-2) LOCATED AT 101 EAST B STREET UNDER THE AUTHORITY GRANTED BY THE ZONING REGULATIONS APPROVED BY ORDINANCE 1208)*. Motion carried unanimously.

9. SIDEWALK ORDINANCE 1309 – On May 28, 2020, the Hillsboro Planning Commission held a public hearing to consider the possible revision of zoning regulations concerning the use of sidewalks in the Central Business District. The case originates from enforcement action of the building inspector/code enforcement official. The hardware store placed several pallets of bagged mulch on the sidewalk outside the store. The existing ordinance prohibits placing anything on the sidewalks. A meeting was held with business owners where a plan was developed allowing a business to use the first 5 feet from the face of the building for placement of goods. Ordinance 1309 would repeal Ordinance 818 defining the use of sidewalks, including uses within the Central Business District. Even though the sidewalks do not belong to the owner of the businesses, they are required, by ordinance, to keep them clean and free of ice and snow. Kevin Suderman asked what the city wanted. He felt having bagged mulch in front of his store helped sell it. He was just trying to make a living and planned to keep things neat and not a mess in front of his store. Rules should not be stricter than they needed to be. He also asked that the business owners be given a copy of the revised ordinance before the next city council meeting. And, he didn't think this process should have taken a whole year to complete. Because the front of the buildings are different, Ben has come up with the solution of keeping the sidewalk clean the first 10 feet behind the curb. This was not stated in the ordinance. After further discussion, this item was tabled until the July 7th city council meeting.

10. The Employee Safety Committee has been reviewing the confined space policy and is recommending replacement of the permit form. One of the primary locations for use of the confined space is at the swimming pool. Motion was made by Council member McCarty and seconded by Council member Driggers to approve the revised Policy #62. Motion carried unanimously.

11. Every year, we have a safety audit from KMIT. They recommended that we add a Fleet & Vehicle Policy. This policy covers what to do in an accident, what behavior is acceptable when operating a vehicle, and guidance for using mobile telephones while driving. Motion was made by Council member McCarty and seconded by Council member Loewen to approve Policy #90 – Providing Guidance Concerning the Operation of City of Hillsboro Vehicles & Equipment. Motion carried unanimously.

12. KDOT REIMBURSEMENT – HWY 56 & INDUSTRIAL ROAD – We have the final invoice for engineering on the Hwy 56/Industrial Road project (57 KA-4666-01). Request #10 is for \$7,314.69. The bid opening for this project will be tomorrow. Motion was made by Council member McCarty and seconded by Council member Gehring to approve Reimbursement Request #10 from KDOT. Motion carried unanimously.

13. ELCON INVOICES – Motion was made by Council member McCarty and seconded by Council member Loewen to approve Invoice 12138 (\$78.05) and Invoice 12139 (\$53.12) to Elcon Services, Inc. Vote: Council member McCarty, yes; Driggers, yes; Loewen, yes; Gehring, abstained. Motion carried.

14. BOARD APPOINTMENTS – Mayor Thurston reappointed Staci Silhan, Anthony Roy and Shana Stepanek to the Convention & Tourism Board. Motion was made by Council member McCarty and seconded by Council member Driggers to approve these appointments. Motion carried unanimously.

Mayor Thurston appointed Krista Heinrichs (filling vacancy) on the Hillsboro Planning Commission. Motion was made by Council member McCarty and seconded by Council member Driggers to approve this appointment. Motion carried unanimously.

15. CITY ADMINISTRATOR’S REPORT – Mayor Thurston said this would be City Administrator Paine’s last report. For the record, he wanted to express his appreciation personally for Larry’s service to the community, service to the staff, and the way he has conducted himself for the past 13 years. City Administrator Paine thanked the mayor and quoted Jackie Robinson as saying “life is not important except for the impact it has on other lives”. What we do every day has a very specific impact on the 3,000+ souls we serve. This is how he has wanted to serve this community and the other communities where he has been.

16. BACKYARD SWIMMING POOLS – Because the city swimming pool is closed this summer, the building inspector has noticed an increase in backyard swimming pools. Section 303.2 of the International Property Maintenance Code states pools that are 24” or taller are required to be fenced. We are proposing that the code section requiring a fence be eliminated this summer so residents have options for their children. We are also proposing that a temporary permit be required for the 2020 season so that we can follow up next season to assure that the fencing requirement is enforced. Pools 48” or more will still require fencing. After further discussion, motion was made by Council member Driggers and seconded by Council member Loewen to approve Resolution 2020-05 – (*A RESOLUTION OF THE GOVERNING BODY OF THE CITY OF HILLSBORO, KANSAS, REPEALING SECTION 303.2 OF THE 2012 INTERNATIONAL PROPERTY MAINTENANCE CODE*). Council was polled with the following vote: Council member Loewen, yes; Driggers, yes; Gehring, no – because of safety concerns; and, McCarty, no – also because of safety concerns. Tie vote: Mayor voted yes. Motion carried. City Administrator Stiles will bring this back to council in November to reinstate the fence requirement.

17. RECYCLING – Mayor Thurston said City Administrator Paine, City Administrator Stiles, Dale Dalke, Ben Steketee, and himself met with the county commissioners Monday afternoon regarding recycling. It is costing \$120.00/ton to take the recycling to Hutchinson vs \$38.00/ton to take it to El Dorado as trash. Cities may be asked to pay the difference. Hillsboro has taken 110 Ton of recyclables in the past 5 months, and Hillsboro generates 63% of all recycling materials taken to the transfer station. The county is willing to work on a plan to continue recycling as we’ve already made a significant investment to do recycling. Mayor Thurston thanked County Commissioner Gehring for his leadership.


18. AMBULANCE STATION – Mayor Thurston said there was still work to be done on the ambulance station. The city is working with the county for a new location that will be adjacent to the city’s future emergency service center. There are still hurdles to jump over, but we are moving in the right direction. Ambulance service is not an option for Hillsboro.

19. MOWING – Council member Gehring said a citizen had complained about the northeast corner of 2nd & Ash. The lot needs to be mowed.

20. ADJOURNMENT – Council meeting adjourned at 5:26 p.m.


LOUIS THURSTON, MAYOR

ATTEST:


JANICE K. MEISINGER, CITY CLERK

Hillsboro, Kansas
July 7, 2020

1. The city council met in regular session on Tuesday, July 7, 2020 at 4:00 p.m. in the City Hall East Meeting room with Mayor Lou Thurston and Council members David Loewen, Byron McCarty, Renee Gehring, and Brent Driggers present.

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

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

4. **PUBLIC COMMENTS** – none

5. **APPROVAL OF MINUTES FROM 6-16-2020 REGULAR MEETING** – Motion was made by Council member Gehring and seconded by Council member Loewen to approve the minutes of the 6-16-2020 regular council meeting as distributed. Motion carried unanimously.

6. **VOUCHERS** – Motion was made by Council member McCarty and seconded by Council member Driggers to approve the vouchers in the amount of \$211,703.44. Motion carried unanimously.

7. **SIDEWALK ORDINANCE #1309** – Ordinance 1309 applies to sidewalks in the C-1 Zoning District (Downtown Business District). It allows businesses to use the space in front of their business for displays or seating. To be consistent, available space is measured from the back of the curb. This allows businesses to have 5 to 6 feet for displays or seating. Section 13b requires the business to show the city as an additional insured party for \$500,000.00, which is equal to the city's tort liability limit as defined by state law.

Motion was made by Council member Driggers and seconded by Council member Gehring to approve Ordinance 1309 – *(AN ORDINANCE OF THE CITY OF HILLSBORO, KANSAS REPEALING AND REPLACING ORDINANCE 818, CITY OF HILLSBORO, KANSAS, REGULATING SIDEWALKS WITHIN THE CITY)*. Council was polled with the following vote: Council member McCarty, yes; Gehring, yes; Driggers, yes; Loewen, yes. Motion carried unanimously.

8. **KDHE REIMBURSEMENT REQUEST #23, CHANGE ORDER 3 & CERTIFICATE OF COMPLETION** – Motion was made by Council member Driggers and seconded by Council member Loewen to approve Reimbursement Request #23 from KDHE for radio-read water project in the amount of \$97,861.83 (Goins Pay Estimate #8 Final \$88,460.37 + Invoice 12597 to EBH & Associates \$9,401.46). Motion carried unanimously. Motion was made by Council member Driggers and seconded by Council member McCarty to approve Change Order #3, which adds \$20,095.00 to the overall project. (The biggest additional expenses were related to the boring and laying new service lines at the park and water treatment plant). Motion carried unanimously. Motion was made by Council member McCarty and seconded by Council member Driggers to approve the certificate of completion (total contract price \$1,006,505.00). Motion carried unanimously.

9. **APPOINT MATT STILES AS CITY TREASURER & ZONING ADMINISTRATOR** – Mayor Thurston appointed City Administrator Matt Stiles as city treasurer and zoning administrator. Motion was made by Council member McCarty and seconded by Council member Gehring to approve these appointments. Motion carried unanimously.

10. **PBC MEETING TO APPROVE INVOICE TO TRIPLETT WOOLF GARRETSON** – At 4:10 p.m., council recessed into a Public Building Commission meeting to approve an invoice to Triplett Woolf Garretson regarding the dismissal of the hospital bankruptcy. The meeting adjourned at 4:13 p.m. and the regular council meeting resumed.

11. **SET 2021 BUDGET HEARING FOR AUGUST 4, 2020 AT 4:00 P.M.** – City Administrator Stiles said he was still working on the 2021 draft budget. The current draft shows the mill levy at 47.274, which is an increase of 1.005 mills or a 2.1% increase over 2020. Once the notice is published, the mill levy cannot increase, but it can be decreased. He said council should be looking at a rate adjustment in the electric and water utilities. He then briefly reviewed each fund. He has made room for salary increases, depending on how things track by the end of the year. The city's sales tax is up 10% over last year, and up 8% over the past 3 years. Not every city can make the same claim. This shows the strength of our community at this time, and perhaps we should do a shop local campaign to keep the momentum going.

He felt there was a little bit of room to move the mill levy down. After further discussion, motion was made by Council member Driggers and seconded by Council member McCarty to set the public hearing for the 2021 budget for 4:00 p.m. on August 4, 2020 at City Hall, and publish the proposed mill levy at 47.274 mills. Motion carried unanimously.

12. BOARD APPOINTMENTS – Mayor Thurston appointed Lily Arthur to the Planning & Zoning Commission, replacing Frank Johnson. Motion was made by Council member McCarty and seconded by Council member Loewen to approve this appointment. Motion carried unanimously.

13. CITY ADMINISTRATOR'S REPORT – After the tragic accident that killed Trevor Wullenweber, City Administrator Stiles said he has been talking to staff about how to improve safety at the crosswalks and how to approve bicycle education.

KMU has provided masks and each employee has received two. He felt it was important for the city employees to set a good example by wearing the masks in public.

City Administrator Stiles said he would be making some minor changes to the code, such as the city administrator approving fire fighters instead of council.

We've worked on summarizing our COVID19 expenses for reimbursement. Payroll is around \$35,000.00 and \$3,500.00 for masks, gloves, disinfectant, etc.

The Hillsboro Fire Department has been chosen to receive a 2020 America's Farmer Grow Community donation in the amount of \$2,500.00. Brenda Enns is the one who nominated the Fire Department to receive this award.

Council also discussed the need for repairs at the city's airport hangar.

14. ADJOURNMENT – Council meeting adjourned at 5:00 p.m.


LOUIS THURSTON, MAYOR

ATTEST:


JANICE K. MEISINGER, CITY CLERK

Hillsboro, Kansas
July 14, 2020

1. The city council met in special session on Tuesday, July 14, 2020 at 10:30 a.m. at City Hall with Mayor Lou Thurston and Council members Byron McCarty, David Loewen, Renee Gehring, and Brent Driggers present.

2. Others Present: Matt Stiles, City Administrator; and, Jan Meisinger, City Clerk

3. CALL TO ORDER – Mayor Thurston called the meeting to order at 10:30 a.m.

4. PUBLIC COMMENTS – none

5. APPROVE KDOT MATCHING GRANT PAPERWORK FOR US 56/INDUSTRIAL ROAD – The KDOT US 56/Industrial Road Intersection Project's total cost is \$538,994.00. It is a 95/5% grant. The city's 5% is \$85,000.00, which needs to be paid on or before 8/6/2020. After discussion, motion was made by Council member Loewen and seconded by Council member McCarty to approve the signing of the KDOT matching grant paperwork for US 56/Industrial Road Intersection. Motion carried unanimously.

6. ADJOURNMENT – Meeting adjourned at 10:35 a.m.

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LOUIS THURSTON, MAYOR

ATTEST:


JANICE K. MEISINGER, CITY CLERK

Hillsboro, Kansas
July 21, 2020

1. The city council met in regular session on Tuesday, July 21, 2020 at 4:00 p.m. in the City Hall East Meeting Room with Mayor Lou Thurston and Council members David Loewen, Byron McCarty, Renee Gehring, and Brent Driggers present.
2. Others Present: Laura Paulus, Hillsboro Free Press; Phyllis Zorn, Hillsboro Star Journal; Amy Zeller, 704 S. Main and Phoebe Janzen, Amy's mother; Josh Boehm, City Attorney; Matt Stiles, City Administrator; and, Jan Meisinger, City Clerk.
3. **CALL TO ORDER** – Mayor Thurston called the meeting to order at 4:00 p.m.
4. **PUBLIC COMMENTS** – none
5. **APPROVAL OF MINUTES FROM 7-7-2020 REGULAR MEETING & 7-14-2020 SPECIAL MEETING** – Motion was made by Council member McCarty and seconded by Council member Loewen to approve the minutes of the 7-7-2020 regular meeting and 7-14-2020 special meeting as distributed. Motion carried unanimously.
6. **VOUCHERS** – Motion was made by Council member McCarty and seconded by Council member Driggers to approve the vouchers in the amount of \$167,896.48. Motion carried unanimously.
7. **ORDINANCE 1310 – AMENDING CERTAIN MAIN TRAFFICWAYS** – This ordinance adds Industrial Road and the railroad right-of-way to the city's main trafficways and main trafficway connections so bond funds can be allocated to pay for the projects. Motion was made by Council member McCarty and seconded by Council member Driggers to approve Ordinance 1310 – *(AN ORDINANCE OF THE CITY OF HILLSBORO, KANSAS AMENDING ORDINANCE NOS 1207, 1282, 1289 AND 1298; DESIGNATING CERTAIN ADDITIONAL MAIN TRAFFICWAYS AND MAIN TRAFFICWAY CONNECTIONS; AND FURTHER AUTHORIZING THE MAYOR AND CITY CLERK TO EXECUTE, DELIVER AND ATTEST TO THE EXECUTION OF SUCH DOCUMENTS AS ARE NECESSARY IN CONNECTION WITH SUCH DESIGNATION AND DECLARATION)*. Council was polled with the following vote: Council member McCarty, yes; Council member Gehring, yes; Council member Driggers, yes; Council member Loewen, yes. Motion carried unanimously.
8. **ORDINANCE 1311 – AMENDING BOND ORDINANCE** – Ordinance 1311 will allow the city to use 2019 bond funds for the city's share of the current KDOT projects for the US 56/Industrial Road intersection and the railroad right-of-way trail. There was approximately \$230,000.00 in bond proceeds left over after the completion of the 2019 projects. The trail project has a 20% cost share of \$87,000.00. The US 56/Industrial Road intersection has a 5% cost share of \$85,000.00. Motion was made by Council member Driggers and seconded by Council member McCarty to approve Ordinance 1311 – *(AN ORDINANCE AMENDING ORDINANCE NO. 1301 OF THE CITY OF HILLSBORO, KANSAS)*. Council was polled with the following vote: Council member Loewen, yes; Driggers, yes; Gehring, yes; McCarty, yes. Motion carried unanimously.
9. **ORDINANCE 1312 – ZONE CHANGE – 704 S. MAIN (AMY ZELLER)** – Amy Zeller, owner of 704 S. Main, requested a zone change from C2 to R2 because she wanted to use the upper floor as a residence. The Planning Commission held a public hearing in June and determined that it would be more beneficial to her in the future to rezone this property to R3, which would allow for multiple family dwellings, such as an apartment complex, on the property in the future. The Planning Commission unanimously recommended approval of the zone change to the City Council. Motion was made by Council member Loewen and seconded by Council member McCarty to approve Ordinance 1312 – *(AN ORDINANCE REZONING A PARCEL OF PROPERTY FROM C2 (GENERAL BUSINESS DISTRICT) TO R3 (MULTIPLE FAMILY DWELLING DISTRICT) PROVIDED FOR BY CHAPTER 24-1.01 OF THE ZONING REGULATIONS FOR THE CITY OF HILLSBORO, KANSAS)*. Council was polled with the following vote: Council member McCarty, yes; Gehring, yes; Driggers, yes; Loewen, yes. Motion carried unanimously.

10. ORDINANCE 1313 – REPEALING TERM LIMITS FOR BOARDS AND COMMISSIONS – Ordinance 1313 repeals Ordinance 1174 that created term limits for citizen boards. The new ordinance removes those limits. Motion was made by Council member Driggers and seconded by Council member McCarty to approve Ordinance 1313 – *(AN ORDINANCE REPEALING ORDINANCE 1174 SETTING THE MAXIMUM NUMBER OF TERMS OF OFFICE)*. Council was polled with the following vote: Council member Loewen, yes; Driggers, yes; Gehring, yes; McCarty, yes. Motion carried unanimously.

11. RESOLUTION 2020-06 COVID-19 FUNDING – Resolution 2020-06 authorizes the city to accept SPARK (Strengthening People and Revitalizing Kansas) funding from the State. Over \$2 million of funding was awarded to Marion County, with priority going to public entities to receive the funding first. The County is requesting that all public entities that receive SPARK funding approve a resolution accepting responsibility for the funds. Motion was made by Council member McCarty and seconded by Council member Driggers to approve Resolution 2020-06 – *(A RESOLUTION OF THE CITY OF HILLSBORO, KANSAS AUTHORIZING THE ACCEPTANCE OF FUNDING FROM THE STATE OF KANSAS RELATED TO RESPONSE TO THE COVID-19 PANDEMIC)*. Council was polled with the following vote: Council member McCarty, yes; Gehring, yes; Driggers, yes; Loewen, yes. Motion carried unanimously.

12. AMENDMENT TO POLICY #90 – FLEET & VEHICLE POLICY – The following was added to Policy #90: Police officers may transport passengers in the course of the normal duties as required by police procedures. Motion was made by Council member McCarty and seconded by Council member Gehring to approve the amended Policy No. 90. Motion carried unanimously.

13. BOARD APPOINTMENTS – none

14. CITY ADMINISTRATOR'S REPORT –

KPP – City Administrator Stiles said we received our financial scorecard for 2019 for the electric utility. Overall, it's better than the previous year, but we still have work to do. KPP will be doing another distribution assessment, which is part of our membership dues. Automatic meter read meters could be financed through KPP with the cost being added to our monthly power bill. More information will be forthcoming on that. KPP also wants to do training with council, probably after a council meeting, that will take approximately 1 ½ hours.

2019 Audit – The City's audit is complete and will be presented at the next council meeting.

Website – City Administrator Stiles said he would like to see our website refreshed and rebuilt by the end of the year. The quote from David Baker is \$2,500.00 to do this. He also wants to add more features as we move forward.

Improvement at D & Ash Intersection – City Administrator Stiles said he had been talking to the engineer about how the intersection could be improved. Rumble strips and signage could be added or pedestrian lights. We can move forward once we know the financial impact. Mayor Thurston thought bicycle education for both children and adults should not be overlooked.

Steve Fast – Steve is off furlough.

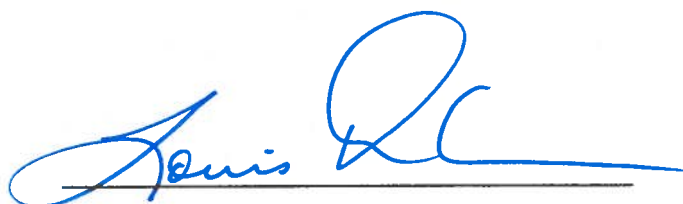
MOU with Tabor College, Re: Old Hospital – Tabor College has asked the City to allow them to use the old hospital for the housing of students for quarantining and isolation related to COVID19. City Administrator Stiles distributed a draft copy of a Memorandum of Understanding. This agreement will allow Tabor to use Mennonite Disaster Services to help prepare for the upcoming semester. Working with the city attorney, we have requested some changes to clarify the liability for students being with Tabor with the city named as additional insured. This has also been discussed with Peter Mungai, CEO, Salem Home. He does not have a problem with Tabor using the old hospital because Salem has closed off the access to the hospital area already and does not see any reason for the students to have any interaction with the home. The City assumes any costs associated with making the property functional. The biggest issue is the fire sprinkler system, which will need to be serviced and recharged. Tabor will be responsible for costs associated with housing students in the building. All those costs should be eligible for SPARKS funding through the County. Tabor would use the facility at no cost, but would be required to pay all utilities for housing students. Motion was made by Council member McCarty and seconded by Council member Driggers to approve the MOU pending additions recommended by the city attorney and authorize the mayor to execute the agreement when those changes are made. Motion carried unanimously.

Adding Holidays – Council member McCarty said a long time ago, Veteran's Day was taken away as one of the City's observed holidays. He would like to see that reinstated as a holiday and add Martin Luther

King, Jr Day as another holiday. City Administrator Stiles said the financial impact for this would be minimal. This item will be on the next council agenda.

Masks – Mayor Thurston said he would like to encourage all citizens to wear masks in public when 6' of social distancing cannot be maintained; and, he wanted the city employees to set a good example. This is not a mandate, but he asked for everyone's cooperation. The community has stepped up in many ways during this tough situation, and he is asking them to step up again.

15. ADJOURNMENT – Meeting adjourned at 4:47 p.m.



LOUIS THURSTON, MAYOR

ATTEST:



JANICE K. MEISINGER, CITY CLERK

Hillsboro, Kansas

August 4, 2020

1. The city council met in regular session on Tuesday, August 4, 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; Josh Boehm, City Attorney; Wayne & Neva Kreutziger; Jonah Gehring, Marion County Commission; Matt Stiles, City Administrator; and, Jan Meisinger, City Clerk.

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

4. PUBLIC COMMENTS – none

5. APPROVAL OF MINUTES FROM 7-21-2020 REGULAR MEETING – Motion was made by Council member Gehring and seconded by Council member Driggers to approve the minutes of the 7-21-2020 meeting as presented. Motion carried unanimously.

6. VOUCHERS – Motion was made by Council member McCarty and seconded by Council member Driggers to approve the vouchers in the amount of \$447,566.56. Motion carried unanimously.

7. 2021 BUDGET HEARING – The 2021 budget hearing notice was published in the 7-15-2020 edition of the Hillsboro Star Journal with a maximum mill levy of 47.274. Since then, City Administrator Stiles has made some adjustments to bring the mill levy down to 46.279, which is .995 less than the current mill levy. This represents a \$.26 per year increase in the tax bill for an average house in Hillsboro. No public comments were received. The budget hearing closed and motion was made by Council member Driggers and seconded by Council member McCarty to approve the 2021 budget. Council was polled with the following vote: Council members McCarty, yes; Gehring, yes; Driggers, yes; Loewen, yes. Motion carried unanimously.

8. AGREEMENT BETWEEN CITY & TABOR COLLEGE, RE: OLD HOSPITAL – Council received copies of Tabor's reopening plan and the proposed lease between the City and Tabor for use of the old hospital. The term of the lease is for 10 months. City Attorney Boehm said it included everything in the MOU, plus some added items regarding maintenance, utilities, liability insurance, etc. After further discussion, motion was made by Council member McCarty and seconded by Council member Loewen to approve the mayor signing the lease. Motion carried unanimously.

9. ADD VETERAN'S DAY AND MARTIN LUTHER KING, JR DAY TO LIST OF CITY HOLIDAYS – In order to add these holidays, Council would need to modify the handbook. City Administrator Stiles said the direct cost for each day would be approximately \$1,350.00. Each police officer gets 8 hours for holiday pay, and it includes on-call for water and sewer. There is room in both budgets (2020 & 2021) for the additional cost. Motion was made by Council member McCarty and seconded by Council member Loewen to approve adding Veteran's Day and Martin Luther King, Jr Day to the City holiday list in the employee handbook. Motion carried unanimously.

10. REIMBURSEMENT REQUEST #24 – KDHE WATER IMPROVEMENTS – Motion was made by Council member Gehring and seconded by Council member Driggers to approve Payment Request #24 to KDHE for the water project for EBH & Associates for \$1,102.00. Motion carried unanimously.

11. CDBG FUNDING & REQUEST FOR PROPOSALS FOR ADMINISTRATION – Last week, we were notified that the City was awarded \$132,000.00 from the Department of Commerce for the CDBG-CV grant under Round Two. This money can be granted to local businesses and used for inventory, wages, rent, utilities, and other essential expenses. To be eligible for this money, the business must: Incurred some sort of loss because of COVID-19 (Loss of revenue or additional expenses); 51% of its employees must be low-moderate income. The City has seven, and possibly eight, applications. Ten percent of the grant can be used for professional administration. Motion was made by Council member Driggers and seconded by Council member McCarty to approve the mayor signing the Grant Agreement No. 20-CV-088; and, to approve sending out requests for proposals for grant administration. Motion carried unanimously.

12. ORDINANCE 1314 – REGARDING FIRE DEPARTMENT APPOINTMENTS – The Council took action to allow the City Administrator to appoint the firefighters that have completed the prospecting process; however, the City Code still required that the Council approve all firefighters. Ordinance 1314 addresses that in Section 1. Motion was made by Council member McCarty and seconded by Council member Driggers to approve Ordinance 1314 – (*AN ORDINANCE REPEALING AND REPLACING ORDINANCES 568 AND 612 RELATING TO THE FIRE DEPARTMENT IN THE CITY OF HILLSBORO, KANSAS, ITS ORGANIZATION, GOVERNMENT AND REGULATIONS*). Council was polled with the following vote: Council members McCarty, yes; Gehring, yes; Driggers, yes; Loewen, yes. Motion carried unanimously.

13. PROPERTY SALE IN HILLSBORO HEIGHTS – Last week, Wayne & Neva Kreutziger offered to purchase Lot 3, Block 3 in Hillsboro Heights. The listed lot price is \$4,591.00. The Kreutzigers have offered to purchase it for \$4,000.00. They have also purchased the gun store located west of the lot. Kessler Kreations has moved to this location. They plan to either put self-storage units or a laundromat on Lot 3. Motion was made by Council member McCarty and seconded by Council member Loewen to accept this offer of \$4,000.00. Motion carried unanimously.

14. LARGE CHEMICAL PURCHASE – The Water Department normally purchases powdered activated carbon at 15 bags per order. One 900 lb. bag lasts about a month. If the Water Department would purchase a whole load of 20 bags, the savings would be \$9,000.00. City Administrator Stiles said the Water Department has sufficient funds and storage space to make this purchase. Motion was made by Council member McCarty and seconded by Council member Gehring to approve this chemical purchase for \$23,040.00. Motion carried unanimously.

15. ORDINANCE 1315 – CREATING A SPECIAL LAW ENFORCEMENT TRUST FUND – Forfeited assets from criminal cases would be deposited in the Special Law Enforcement Trust Fund. Motion was made by Council member McCarty and seconded by Council member Loewen to approve Ordinance 1315 – (*AN ORDINANCE ESTABLISHING A SPECIAL LAW ENFORCEMENT TRUST FUND IN CONFORMANCE WITH K.S.A. 60-4101 ET SEQ., WITHIN THE CITY OF HILLSBORO, KANSAS*). Council was polled with the following vote: Council members McCarty, yes; Gehring, yes; Driggers, yes; Loewen, yes. Motion carried unanimously.

16. FIRE SPRINKLER REPAIR @ OLD HOSPITAL – In order for the college to use the old hospital, the fire sprinkler system needs to be repaired. (Sprinkler heads need to be replaced and the system needs to be pressurized). The bid from American Fire Sprinkler to do this is \$13,860.00. Motion was made by Council member McCarty and seconded by Council member Driggers to approve the bid from American Fire Sprinkler for \$13,860.00 to repair the sprinkler system in the old hospital. Motion carried unanimously.

17. ELCON INVOICE – Motion was made by Council member Driggers and seconded by Council member Loewen to approve Invoice 12231 to Elcon Services, Inc., in the amount of \$140.06, for work at the water plant. Vote: Council members McCarty, Driggers, & Loewen, yes. Council member Gehring abstained. Motion carried.

18. PROCLAMATION RE: WEARING MASKS – Because of the increase of COVID-19 cases in Marion County, Mayor Thurston proposed issuing a proclamation strongly urging the use of face coverings by residents of, or visitors to, any business within the city of Hillsboro until such time as the COVID-19 case data for Marion County indicates the pandemic has abated. This states that any person five years old or older should, whenever practical, wear a face covering whenever the person is in a common area of any building open to the public; or, in an outdoor public space is within 6’ of any other person who is not a member of the person’s family or household. The following comments were made by Council member Loewen: *While I do not disagree with the mask proclamation, without consequence or enforcement, I do not believe that it will result in any change in the number of people wearing masks in public in Hillsboro.*

I believe that a temporary ordinance is necessary if the need to stem the tide of COVID19 is indeed a reality. According to Deidre Serene, we have entered a phase of the spread called community spread, which means that locating the source of the spread is next to impossible.

We, as a community, are about to experience an influx of 500+ students from various parts of the country. This will lead to a further complication in the ability to trace the source of the virus. As school starts on August 9, almost every student in USD 410 will be required to wear a mask.

As adults in businesses and patrons of those businesses, I believe that it behooves us as examples to these children by wearing masks also. This would be a tremendous boost if students saw a caring community that desires to support them with adult cooperation.

Yes, it is uncomfortable. But the first two weeks of every season, I found it to be uncomfortable to wear a football helmet during my nine-year career. But was it worthwhile? You bet, I wouldn’t have played the game without it. We can get used to donning a mask every time we enter a public venue. It is a small price to pay even if it saves one life in the city of Hillsboro. What value in dollars can we put on a human life?

What will it do to business? I believe that there will be a whole lot more customers feeling comfortable entering our businesses when they see the employees and managers wearing masks. For the ones serving the customers are the ones that come into contact with a greater variety of people than do almost any of the patrons. I do not believe that it will chase business to other places such as Wichita and other nearby cities, which already have mask ordinances.

At this time, I believe that an ordinance for wearing masks in Hillsboro is appropriate and timely. I would support going a step further than a proclamation and putting teeth into it by fining people for not wearing masks.

Voluntary compliance has not been achieved and since a proclamation has no teeth to it, I believe that it will not work with the making of a proclamation either.

Mayor Thurston said he had heard from people on both sides. He felt if the proclamation didn’t work, we would need to do something more. Council member Gehring said she felt there should be an end date in the proclamation. Council member Driggers agreed. City Administrator Stiles said if masks were mandated, the police chief’s main concern was enforcement. Council member McCarty said he agreed with Council member Loewen’s comments. Council member Gehring was not in favor of a mandate. After further discussion, motion was made by Council member McCarty and seconded by Council member Driggers to approve the proclamation with the following edits: Include an end date (12-31-2020) or when advised by the County Health Department that wearing masks is not recommended to stop the spread of COVID-19, whichever comes first; and, add mask or shield where social distancing cannot be maintained. Vote: Council members McCarty, yes; Gehring, yes; Driggers, yes; Loewen, yes. Motion carried unanimously. Mayor Thurston said he knew this was not an easy decision for Council to make.

19. BOARD APPOINTMENTS – none

20. CITY ADMINISTRATOR’S REPORT –

Intersection Ash & D – City Administrator Stiles said he received estimates from Street Superintendent Dale Dalke for changes to the Ash & D Street intersection. Replacing three ADA ramps would be \$3,500.00; crosswalk improvements - \$1,200.00; and, signage - \$800.00. Replacing and widening 120’ of sidewalk to the north, 40’ of sidewalk to the south and 100’ to the east would be another \$5,500.00, for a total of \$11,000.00. The sidewalks have a lot of tree root damage and should be replaced. Our crew

will be doing the work, so the cost could be less. It was the consensus of the council to direct City Administrator Stiles to spend up to \$10,000.00 to do the improvements, plus sidewalk replacement.

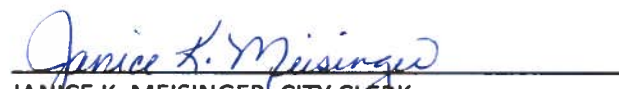
Bicycle Safety – City Administrator Stiles said he has asked the library and Police Department to come up with some creative training built around bicycle safety education. Mayor Thurston felt the schools and Tabor should be included in this too.

Arts & Crafts Fair – The Arts & Crafts Association has cancelled the Arts & Crafts Fair this year due to COVID-19 concerns.

21. ADJOURNMENT – Meeting adjourned at 4:25 p.m.


LOUIS THURSTON, MAYOR

ATTEST:


JANICE K. MEISINGER, CITY CLERK
Hillsboro, Kansas
August 18, 2020

1. The city council met in regular session on Tuesday, August 18, 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: Jared Jost, Jost Funeral Home; Phyllis Zorn, Hillsboro Star Journal; Jonah Gehring, Marion County Commissioners; Laura Paulus, Hillsboro Free Press; 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. APPROVAL OF MINUTES FROM 8-4-2020 REGULAR MEETING – Motion was made by Council member McCarty and seconded by Council member Loewen to approve the minutes of the 8-4-2020 meeting as presented. Motion carried unanimously.

6. VOUCHERS – Motion was made by Council member McCarty and seconded by Council member Loewen to approve the vouchers in the amount of \$450,020.53. Motion carried unanimously.

7. PURCHASE OF ELECTRIC POLES – The Electric Department would like to purchase 41 electric poles to complete current projects and replenish stock. Two prices were received – Bell Lumber - \$15,436.00 (delivery in seven weeks); Bridgewell Resources, LLC - \$13,067.30 (delivery in two weeks). Motion was made by Council member Loewen and seconded by Council member Driggers to approve the purchase of utility poles from Bridgewell Resources, LLC at a cost of \$13,067.30. Motion carried unanimously.

8. ZONE CHANGE ORDINANCE #1316 – JOST FUNERAL HOME – Jared Jost, Jost Funeral Home, has applied for a zoning change from its current R-2 (Two Family Dwelling) zoning to C-2 (General Business District) to allow for the installation of a crematory unit to be installed in the existing garage on the property. The Planning Commission held a public hearing on July 30, 2020 with no public speaking against the project. Jared Jost was present to provide information and answer questions regarding the proposed crematory. Crematories are tightly regulated by the Kansas State Board of Mortuary Arts and are regularly inspected multiple times per year. A crematory facility is relatively small (9'x12'x8') and does not produce any unpleasant smells or sounds. Mr. Jost has run a crematory facility in the past and has indicated that the requests for the service have led to this decision. The Planning Commission, as part of approving this zone change, recommends that the City Council consider amending the R-2 zoning to allow for funeral homes and crematories. Currently, the zoning code allows for funeral homes and crematories in conjunction with a cemetery in lower zoning use categories, such as R-S and A-L, with a conditional use permit. If Council was to amend the R-2 zoning, Mr. Jost has indicated a willingness to zone the property back to R-2. Motion was made by Council member McCarty and seconded by Council member Driggers to approve Ordinance 1316 – (AN ORDINANCE REZONING A PARCEL OF PROPERTY

FROM R-2 (TWO FAMILY DWELLING DISTRICT) TO C-2 (GENERAL BUSINESS DISTRICT) PROVIDED FOR BY CHAPTER 24-1.01 OF THE ZONING REGULATIONS FOR THE CITY OF HILLSBORO, KANSAS). Council was polled with the following vote: Council member Driggers, yes; Loewen, yes; McCarty, yes; Gehring, yes. Motion carried unanimously.

9. RESOLUTION 2020-07, KPERS 457 – KPERS 457 is an optional retirement program that employees can voluntarily participate in. The plan is a tax advantaged (pre-tax contributions) and open to KPERS members. Funds are managed like a traditional 401(K) or IRA funds, but have higher contribution limits and lower fees because of the 457(b) tax classification. Contributions can be automatically deducted from employee's paychecks and require no contributions from the City. Motion was made by Council member Driggers and seconded by Council member McCarty to approve Resolution 2020-07 – (A RESOLUTION AUTHORIZING A DEFERRED COMPENSATION PLAN FOR THE EMPLOYEES OF THE CITY OF HILLSBORO, KANSAS). Council was polled with the following vote: Council member Gehring, yes; McCarty, yes; Loewen, yes; Driggers, yes. Motion carried unanimously.

10. OVERTIME PAY – EMPLOYEE HANDBOOK CHANGE – The current handbook states that pay for hours worked over 40 (or 86 for police officers) will be taken as compensatory time off rather than overtime. The practice has been to allow employees to select comp time or overtime with a cap of 24 hours. However, those practices go against the official policy. The new policy language would allow for both comp time and overtime pay if approved by the department head or city administrator. A cap of 36 hours would be put in place. The same amount of time accrues whether it is comp or overtime pay. Motion was made by Council member McCarty and seconded by Council member Gehring to approve the following:

Overtime Work – Compensation for authorized overtime work shall be at the rate of one and one-half times the employee's regular rate of pay, and shall be given in the form of compensatory time off or overtime pay. All employees must physically work forty (40) hours per week before accruing any overtime. Compensatory time cannot be used to substitute for the required forty (40) hours. Employees can only accumulate thirty-six (36) hours of compensatory time. The city administrator may compel the use of compensatory time off at the City's discretion.

No person employed in an exempt administrative, executive or professional position, as defined by the Federal Fair Labor Standards Act, shall be eligible for overtime pay. These positions are defined as "FLSA-Exempt".

All "FLSA Non-Exempt" employees shall be eligible to receive overtime compensation for all hours worked in excess of the normal city work week, except for full-time police officers and firefighters. Full-time police officers shall be eligible to receive overtime compensation only for work hours in a work period which exceed 86 hours per 14-day work period (or for any proportionate number of hours worked in a work period from 7 to 28 days at the City's option). City employees who serve as volunteer firefighters will not receive overtime as part of their volunteer activities.

All overtime work must have prior authorization by the employee's department head or the city administrator. Department heads or the city administrator shall determine if overtime is to be paid as overtime wages or as compensatory time. The payroll clerk shall maintain the official record of overtime worked and compensatory time accrued. Upon termination of employment, any accrued compensatory time will be paid to the employee at the final regular rate of pay received.

Motion carried unanimously.

11. APPROVAL OF DOWNTOWN MOVIE ON SEPTEMBER 12TH – The Chamber and CVB are requesting that the City close Main Street from 1st to Grand to host a community movie night downtown. The City has also been asked to help with hanging the 25' movie screen for the event. The exact location is to be determined by the best location for the screen. Movie night would include up to four food truck vendors starting around 5:00 p.m. The people would be encouraged to bring lawn chairs and have approximate social distance or watch from their cars. Midway Motors is providing the screen, will handle the projection, and will provide popcorn. The CVB is planning to screen cartoons for children before showing "Grease". The intention is to provide a safe, family friendly activity around the time that the now cancelled craft fair would have been. Police Chief Dan Kinning can close streets temporarily for parades, but the traditional practice has been for council to approve closures for events like the one proposed. Motion was made by Council member Gehring and seconded by Council member Driggers to approve the closure of streets in the downtown area for the September 12th Community Movie Night. Motion carried unanimously. It was the consensus of the Council to give the city administrator the authority for street closings of this nature in the future.

12. ELCON INVOICES – Motion was made by Council member Driggers and seconded by Council member Loewen to approve Invoices 12248, 12260 and 12261 to Elcon Services, Inc. for items for the sign, and Street and Water Departments. Total due is \$1,730.00. Vote: Council member Driggers, yes; Loewen, yes; McCarty, yes; Gehring, abstained. Motion carried.

13. PBC MEETING TO APPROVE INVOICES – At 4:25 p.m., council recessed into a Public Building Commission meeting to approve invoices relating to the old hospital. The meeting adjourned at 4:27 p.m. and the regular council meeting resumed.

14. BOARD APPOINTMENTS – none

15. 2019 AUDIT REPORT – DANIELLE HOLLINGSHEAD – ADAMS, BROWN, BERAN & BALL – Danielle Hollingshead, Adams, Brown, Beran & Ball presented the 2019 Audit Report. The City exceeded its budget authority by \$34,557.00 in the General Fund and \$16,351.00 in the Fire Equipment Replacement Reserve Fund, which is a violation of K.S.A. 79-2935. She also reviewed the Governance Letter and the Management Letter. Motion was made by Council member Driggers and seconded by Council member Loewen to receive the 2019 Audit Report from Adams, Brown, Beran & Ball as submitted. Motion carried unanimously.

16. CITY ADMINISTRATOR'S REPORT –

Fiber Project: Our fiber project is moving along much faster than we had hoped. The pre-construction meeting is scheduled for August 24th. Despite some delays caused by the Army Corps of Engineers, TCT was able to move forward. The project build time is estimated at 5.5 months. They hope to be completed with the Hillsboro deployment by April, if the weather cooperates. The first phase is to do the business clients, then move into residential zones. City Administrator Stiles also applauded our congressional delegation, Rep Marshall and Sen. Moran, for their support and advocacy with the Corps of Engineers. They have since contacted the Corps to help prevent further delays on behalf of communities like ours.

KDOT Projects: KDOT notified the City that the project at US-56 and Industrial, and the hospital trail project, have been delayed. The contractor, Andale Construction, asked for the project to be moved due to scheduling issues. The original pre-construction date was August 25 and has now been moved to mid-October. Construction would be in mid-November or possibly early spring depending on the weather.

Fire Protection Meeting: Chief Steketee and City Administrator Stiles met with our fire protection partners from Liberty Township, Risley Township, Lehigh Township, and Menno Township on Thursday, August 13th. The City of Lehigh was invited, but could not attend because it was their budget meeting night. The intention was to give an update on our service, introduce City Administrator Stiles, and talk about how the Fire Advisory Board functions. It was a productive meeting, and they should have more recommendations for the Fire Advisory Board membership.

Council Room AV and Zoom Meetings – Glanzer Pro Audio is working on our proposal, but has hit a snag with availability of some of the equipment. Chris is seeking additional options from suppliers and will have something as soon as possible.

KPP – Mayor Thurston and City Administrator Stiles attended a seminar from KPP on Advanced Metering Infrastructure (AMI). It is a step up from our current drive-by system that allows meters to be read, connected/disconnected, and monitored from City Hall. The system would also need to support our water infrastructure. We've made a big investment in a Sensus system on the water side, but there are other options. KPP could finance the upgrades, and Brooke Carroll may discuss those options at the orientation.

Community Plaza – Our staff met with Staci Silhan on the Community Plaza project. To move the project forward, we need to invest in an official architectural or engineering plan. City Administrator Stiles plans on putting out an RFP to solicit bids from architect or engineering firms. The Plaza Committee has raised, or has commitments of, approximately \$100,000.00; and, KPP has programs that would support pay for up to \$25,000.00 in solar power deployment. With a formal adopted plan, we can begin working on the project, and the Committee can intensify the private fundraising efforts. City Administrator Stiles hopes to have proposals back in a month for consideration.

Tabor/Hospital Project – Working in cooperation with Tabor and MDS, we added two new exit doors to the facility to satisfy code requirements. The sprinkler replacement is in process with heads and materials awaiting delivery. Once the fire marshal's code review and the fire sprinklers are completed,


all the necessary work will be completed for Tabor's use. As of Friday, August 14th, Tabor has had no positive Covid-19 tests.

Mayor Thurston expressed his frustration at the slow down on the KDOT projects. He said it was disappointing that the contractor requested a delay when the other bidder was ready to go.

17. ADJOURNMENT – Council meeting adjourned at 4:44 p.m.


 LOUIS THURSTON, MAYOR

ATTEST:


 JANICE K. MEISINGER, CITY CLERK
 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.


LOUIS THURSTON, MAYOR

ATTEST:


JANICE K. MEISINGER, CITY CLERK

Hillsboro, Kansas
September 15, 2020

1. The City Council met in regular session on Tuesday, September 15, 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; Brent Unruh & Brandi Barney, Fair Board; Kakim Kunantaev, The Insurance Center; 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 Loewen to approve the minutes of the 9-1-2020 regular meeting as presented. Motion carried unanimously.
6. **VOUCHERS** – Motion was made by Council member McCarty and seconded by Council member Driggers to approve the vouchers in the amount of \$84,954.46. Motion carried unanimously.
7. **CDBG-CV CONTRACT FOR ADMINISTRATION** – We met with Rosemary Saunders last week to discuss the CDBG-CV. The fee for administrative services will be \$10,000.00, which will come from CDBG-CV funds. One advantage to having Ranson Financial do the administrative work is that they will meet with businesses individually and confidentially to discuss eligibility. We feel the business will be much more likely to speak with Ranson than with the City when it comes to business financial information. Motion was made by Council member McCarty and seconded by Council member Driggers to approve the contract for Ranson Financial to provide administrative services for the CDBG-CV funds. Motion carried unanimously.
8. **ELCON INVOICES** – Motion was made by Council member Driggers and seconded by Council member Loewen to approve Invoice 12317 to Elcon Services, Inc., in the amount of \$604.56, for repairs at the welding school; and Invoice 12312 to Elcon Services, Inc., in the amount of \$281.07, for various items for Sports Complex, Street & Sewer Departments. Vote: Council members McCarty, Driggers, & Loewen, yes; Council member Gehring, abstained. Motion carried.
9. **LEAGUE VOTING DELEGATES** – The annual League of Kansas Municipalities Conference will be virtual this year on October 13-16. The cost is \$100.00 per person, which will be covered by the City for those wanting to participate. If we want to participate in the business meeting, we are entitled to two voting delegates and two alternate voting delegates. Motion was made by Council member Driggers and seconded by Council member McCarty to select Mayor Thurston and City Administrator Stiles as voting delegates for the League meeting. Motion carried unanimously.
10. **KPP VOTING DELEGATES** – The annual KPP meeting will also be a virtual meeting this year in December. Motion was made by Council member Gehring and seconded by Council member Driggers to select Mayor Thurston as the voting delegate, and Council member Loewen and City Administrator Stiles as alternates. Motion carried unanimously.
11. **PUBLIC POWER WEEK PROCLAMATION** – Motion was made by Council member Loewen and seconded by Council member Driggers to approve a proclamation recognizing Public Power Week, October 4th-10th. Motion carried unanimously. KPP will be here in the morning on October 5th with their electric vehicle if anyone wants to test drive it.
12. **GLANZER PRO AUDIO COUNCIL ROOM PROPOSAL** – A bid was received from Glanzer Pro Audio to configure the council room to allow for remote citizen participation and broadcasting of meetings. This installation would provide more COVID-19 protection for the public and improve transparency. The package price is \$23,237.00. The project will also require some electrical work and we will need to paint the paneling to improve picture signal. We would submit the project to the Direct Aid portion of the SPARKS program. Currently, we have approximately \$40,000.00 allocated to Hillsboro. After further discussion, motion was made by Council member McCarty and seconded by Council member Gehring to approve the proposal from Glanzer Pro Audio. Motion carried unanimously.

13. FAIR BOARD – ALCOHOL USE IN 4-H BUILDING – Brent Unruh and Brandi Barney, representing the Marion County Fair Board, met with Council to discuss the possible use of alcohol in the 4-H building if they end up allowing the rental of this building for wedding receptions, etc. Kakim Kunantaev was also present to answer insurance questions. There was a lot of discussion on how that would work and if security would be required. This is one of the first steps needed in pursuing the use of the 4-H building as a community center with rental options. Mayor Thurston felt this would create more opportunities to bring people to Hillsboro and Marion County. After further discussion, motion was made by Council member McCarty and seconded by Council member Gehring to direct the city attorney to draft an ordinance (or resolution) to allow alcohol use on fairgrounds property (in buildings) and a Memorandum of Understanding between the Fair Board and City on how alcohol is handled. Vote: Council members McCarty, Gehring, and Driggers, yes; Loewen, no. Motion carried.

14. SUNDAY LIQUOR SALES – Mayor Thurston said the owner of the liquor store, Don Vinduska, asked about allowing Sunday liquor sales in Hillsboro. Since Hillsboro doesn't allow Sunday liquor sales, they can't sell alcohol on Monday holidays either. Harvey County and City of Marion allow Sunday liquor sales beginning at noon. This would also allow Sunday beer sales at Dollar General and Casey's. Mayor Thurston said he felt this was more of an economic issue than a moral issue. Item deferred until the next city council meeting.

15. BOARD APPOINTMENTS – none

16. CITY ADMINISTRATOR'S REPORT –

Fiber Project – The preconstruction conference for TCW's fiber project occurred on Wednesday, September 9th. The project is scheduled for 157 days, weather permitting, starting on September 21st. The marketing blitz will begin next week as TCW staff will be in town signing up business customers. Since the project is a partnership with the City, we will also be including a utility bill insert in an upcoming billing. This build will make Hillsboro one of a handful of Kansas communities with a Gigabyte Smart Community designation. That is a huge deal when it comes to attracting and retaining businesses and workers. The install will be done in 6 phases starting with the downtown area and the connection to the loop on US-56. City Hall, water plant, and electric/street shop will be in the first phase.

Hillsboro Healthcare Clinic – The Hillsboro Healthcare Clinic is currently working on an expansion of their downtown location. They have purchased the two adjacent buildings and begun demolition. We are in the process of approving their final plans for the facility. The Hillsboro Healthcare Clinic is part of the Herington Hospital system, not affiliated with the Hillsboro Community Hospital.

Old Hospital/Salem Home – The sprinkler work at the hospital is now complete. Salem Home's sprinklers are now up and running, requiring no further fire watch. The issue about splitting the fire sprinkler systems was to have been done back before Salem Hospital left the facility. We are working to get that situation taken care of too. Since it wasn't done correctly the first time, we feel that it should be the company that completed that work should do it free of charge. Tabor is now able to house students in the facility, though thankfully they have not needed to up to this point.

Community Plaza – Four companies submitted proposals for the design of the Community Plaza. The group that has been working on raising money for the project will be reviewing the proposals in the next few weeks.

Website Design – City Staff met with Baker Brothers on Friday, September 11th and saw the preliminary layout design for the City's new webpage. They are going to take our feedback and begin tweaking the design elements. It's a back and forth process, but we have a good start to the project.

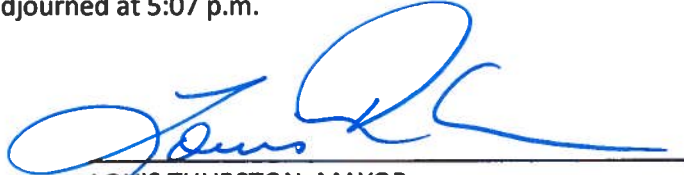
KPP – Public Power Week is starting on October 5th, and we will have an electric vehicle demonstration that day from 7:30 a.m. to 11:00 a.m. at City Hall. The shirts that we ordered will also be coming in. We'll want to try and get a picture with everyone in their shirts at some point during Public Power Week.

New Firefighter – David Lockwood has completed his prospecting period with the Fire Department and the members have voted to approve him being added to the department. David is a city employee who operates the trash truck. David is one of a half dozen prospecting firefighters that the department is currently considering.

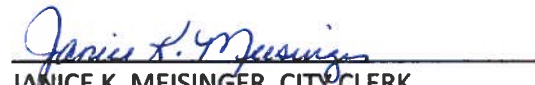
SPARKS Funding – The State approved the Marion County Plan for the reimbursement stage of the SPARKS funding. The County Commission will need to approve the distribution of that money at their

next meeting. Hillsboro is set to receive over \$16,000.00 in reimbursement as part of that package. The additional items that have been spent at the hospital for Tabor students will be placed into the next round of Direct Aid funding. The updates to the council room to allow teleconferencing will also be placed in that round.

17. ADJOURNMENT – Council meeting adjourned at 5:07 p.m.


LOUIS THURSTON, MAYOR

ATTEST:


JANICE K. MEISINGER, CITY CLERK
Hillsboro, Kansas
October 6, 2020

1. The City Council met in regular session on Tuesday, October 6, 2020 at 4:00 p.m. in the City Hall East Meeting Room with Mayor Lou Thurston and Council members Byron McCarty, Renee Gehring, and David Loewen present. Council member Brent Driggers was present via phone.

2. Others Present: Phyllis Zorn, Hillsboro Star Journal; Byron Coffey, CFO Herington Hospital; Ben Steketee, Fire Chief/Building Inspector; 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 – Herington Hospital/Hillsboro Clinic has donated \$100,000.00 to the Hillsboro Community Plaza project. Bryan Coffey, CFO of Herington Hospital and the person in charge of the updates to the clinic on Main Street, said they had been blessed by God and wanted to tie back to the communities they serve. Mayor Thurston thanked him and the hospital for their generous donation.

5. MINUTES – Motion was made by Council member Gehring and seconded by Council member McCarty to approve the minutes of the 9-15-2020 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 \$502,825.99. Motion carried unanimously.

7. TCW – GROUND LEASE – The proposed ground lease is for the central office located on the Community Plaza project area. This is where all the cables and traffic are routed. The prefabricated building and ground loop have already been placed on the property, with the City's permission. The lease is for an initial term of 10 years, renewable in 5-year chunks, up to a total of 30 years. The lease payment to the City is \$10.00/month, which will be applied to the City's service bill. Motion was made by Council member McCarty and seconded by Council member Loewen to approve the ground lease with TCW and authorize the mayor to sign. Motion carried unanimously.

8. TCW FRANCHISE ORDINANCE 1319 – Ordinance 1319 will levy a franchise fee of 5% on TC Wireless service for the use of the public right-of-ways. Motion was made by Council member McCarty and seconded by Council member Loewen to approve Ordinance 1319 – *(A CONTRACT FRANCHISE AUTHORIZING TC WIRELESS, INC ("TC WIRELESS") TO CONSTRUCT, MAINTAIN AND OPERATE AS A TELECOMMUNICATIONS SERVICES PROVIDER IN THE PUBLIC RIGHT-OF-WAY WITHIN THE CITY OF HILLSBORO, KANSAS)*. Council was polled with the following vote: Council member Driggers, yes; Gehring, yes; McCarty, yes; Loewen, yes. Motion carried unanimously.

9. ORDINANCE 1320 – SUNDAY LIQUOR SALES – Motion was made by Council member Gehring and seconded by Council member McCarty to approve Ordinance 1320 – *(AN ORDINANCE AUTHORIZING SUNDAY SALES OF ALCOHOLIC LIQUOR AND CEREAL LMALT BEVERAGE IN THE ORIGINAL PACKAGE WITHIN THE CITY OF HILLSBORO)*. Council was polled with the following vote: Council member Driggers, yes; Gehring, yes; McCarty, yes; Loewen, no. Motion carried. This ordinance shall take effect 60 days after final publication, unless a sufficient petition for a proposition is filed, requiring a proposition be

submitted to the voters as provided for in K.S.A. 41-2911, in which case, this ordinance shall become effective upon approval by a majority of the electors voting thereon.

10. FAIR HOUSING POLICY – The proposed Civil Rights/Fair Housing Policy is a requirement of the CDBG-CV funding. Any civil rights complaints or housing discrimination complaints will be heard by the City Council and referred to HUD or The Kansas Human Rights Commission. Motion was made by Council member Loewen and seconded by Council member McCarty to approve the Civil Rights/Fair Housing Policy and authorize the mayor to sign. Motion carried unanimously. City Clerk's Note: We have put up posters at City Hall and at the Housing Authority regarding civil rights for our 2020 Fair Housing Activity, which is another HUD regulation.

11. SALEM HOME DEED TRANSFER – City Attorney Boehm is still working on this. There are four easements that need to be recorded.

12. ELCON INVOICES – Motion was made by Council member McCarty and seconded by Council member Loewen to approve Invoice 12341 to Elcon Services for work done at the welding school - \$150.15; and, Invoice 12373 for items for the old hospital quarantine center - \$133.53. Vote: Council members Driggers, McCarty, and Loewen, yes; Gehring, abstained. Motion carried.

13. PAY REQUEST #26 – KDHE WATER PROJECT – Motion was made by Council member McCarty and seconded by Council member Gehring to approve Pay Reimbursement Request #26 to EBH & Associates in the amount of \$731.00. Motion carried unanimously.

14. PBC MEETING TO APPROVE INVOICES – At 4:17 p.m., Council recessed into a Public Building Commission meeting to approve invoices relating to the old hospital. The meeting adjourned at 4:23 p.m. and the regular council meeting resumed.

15. LAND BANK MEETING – TRANSFER PROPERTIES TO LAND BANK & CONSIDER ACCEPTING OLD POST OFFICE BUILDING – At 4:23 p.m., council recessed into a Land Bank meeting to transfer properties to the Land Bank; and, to consider accepting the old post office building as a donation. The meeting adjourned at 4:30 p.m. and the regular council meeting resumed.

16. TEACHING REQUEST – City Administrator Stiles asked for permission to serve as an adjunct instructor at WSU for one class in the spring of 2021 and one class in the summer of 2021. Both courses are 100% online and would be completed in his time off. Over the last few terms, he has taught State/Local Government Administration in the spring; and, State/Local Budgeting in the summer. Both courses are graduate level courses in the Masters of Public Administration program. He felt personally, it was important to give back to the profession of Public Management to help develop future public servants. Motion was made by Council member McCarty and seconded by Council member Loewen to approve this request. Motion carried unanimously.

17. BOARD APPOINTMENTS – Mayor Thurston appointed Todd Jost to the Museum Board. Motion was made by Council member McCarty and seconded by Council member Gehring to approve this appointment. Motion carried unanimously.

18. ANNUAL FIRE REPORT – Fire Chief Ben Steketee met with Council to deliver the annual Fire Department report. There are 21 members on the roster, including the two newest members, Kaleb Spencer and David Lockwood. He gave a report on the condition of all of the trucks and equipment. They are getting ready to order new bunker gear, which will be paid by the FEMA grant. They have had fewer fire drills due to COVID-19; and, there were 111 fire runs in 2019. Fire Chief Steketee said the summer's "Spray & Play" program was a success. Mayor Thurston thanked him for his leadership and for the untold volunteer hours of the members of the department.

19. CITY ADMINISTRATOR' REPORT –

Fiber Project Groundbreaking – We will be having our groundbreaking ceremony on Thursday, October 15 at 4:30 PM. It will be held at the central office site and feature numerous elected officials as speakers. The event is open to the public and everyone is encouraged to attend, if possible.

Fiber Project – TCW has been actively working at the central office location and pulling in fiber from US-56 on the east side of town. We also had our first utility hit. Weirdly enough, it was on overhead line and not a buried line. It was hit by an excavator bucket by the central office site. The biggest challenge for our crews is keeping up with the utility locating requests. Representatives from TCW have been meeting with businesses and residents, and have begun the sign-up process. Mayor Thurston, Anthony

Roy and City Administrator Stiles all recorded interviews for a promotional commercial that will be starting shortly.

Housing – City Administrator Stiles had a meeting with Russell Groves about his housing development on Third Street. There are some opportunities and tools that we can use to help kick-start housing. We’ve started working on a Housing Assessment Tool (HAT) that must be completed to qualify for Kansas Department of Commerce programs. City Administrator Stiles is also going to be having conversations with some other builders and developers for specialty properties like patio homes for seniors and starter homes. There is also a potential for the City to develop a new park in that area. It could be a natural park with a walking path, and maybe some outdoor exercise stations. It would be a low cost investment project that would give the area another drawing feature. More will be forthcoming on housing as we progress in this area.

Fair 4-H Building – City Administrator Stiles met with Brent Unruh about the Fair Board’s plans regarding alcohol. The Board is still determining how they are going to proceed. Working with City Attorney Boehm, we determined it would be better to know their plans specifically before we take action. City Administrator Stiles will continue to work closely with the Fair Board and present an official action when plans are completed.

Sewer and Lagoon Update – Our City staff met with EBH to talk about the sewer system and lagoons. KDHE has stricter ammonia limits coming in the future. Taking care of our inflow and infiltration and ammonia levels would dramatically reduce smell issues and improve function at the lagoons. We discussed many options, including rerouting the backwash from the water plant flushing filters out of the sanitary sewer and into drainage ways. We will also likely be recommending adding fine bubble air diffusers into the lagoons. Those blowers are approximately \$15,000.00 per unit, but it is unclear how many we would need at this point. EBH’s team is working on getting our options formally written and submitted to KDHE.

Community Plaza – The Community Plaza group has narrowed down architecture proposals to two companies. They will select one and move forward with the project. The hope is to have the design finished in early 2021 to begin work on the site in spring.

Financial Report – Council received copies of the Financial Dashboard report for the data through the month of August. The early meeting scheduled in September meant that we didn’t reconcile the banks until after our second meeting. The fund balance in the General Fund continues to be lower than we’d like, but overall, things are in good shape. The utility funds are performing as anticipated and remain stable. We do have rate adjustments planned for water and electric in FY21. Sales tax continues to perform better than expected. Year-to-date collections are +8.2% higher than 2019 and +8.5% above the three-year average (2017-19).

20. ADJOURNMENT – Council meeting adjourned at 4:53 p.m.


LOUIS THURSTON, MAYOR

ATTEST:


JAMICE K. MEISINGER, CITY CLERK

Hillsboro, Kansas
October 20, 2020

1. The City Council met in regular session on Tuesday, October 20, 2020 at 4:00 p.m. in the City Hall East Meeting Room with Mayor Lou Thurston and Council members Byron McCarty, Renee Gehring, David Loewen, and Brent Driggers present.

2. Others Present: Phyllis Zorn, Hillsboro Star Journal; Darin Neufeld, EBH & Associates; Laura Paulus, Hillsboro Free Press; 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 Loewen and seconded by Council member Driggers to approve the minutes of the 10-6-2020 regular meeting as submitted. Motion carried unanimously.

6. **VOUCHERS** – Motion was made by Council member Driggers and seconded by Council member Loewen to approve the vouchers in the amount of \$95,180.22. Motion carried unanimously.

7. **CONDITIONAL USE PERMIT** – On 9-24-2020, the Planning Commission heard Case ZCU2020-10 for a conditional use permit for 600 Western Heights (old Vogt's grocery store) to be used by Barkman Honey for a temporary warehouse. The current zoning, C-S Highway Service District, does not allow warehouses. The Planning Commission unanimously recommended the conditional use permit with two conditions. Ordinance 1321 lists those conditions as: 1) The conditional use permitted herein shall expire on November 1, 2022; 2) Use of the property as a warehouse facility beyond that date shall require a new application and approval. The Planning Commission's rationale for limiting the permit was to prevent the building from permanently becoming a warehouse. The highest and best use for that property is generally considered to be retail. Motion was made by Council member Driggers and seconded by Council member Loewen to approve Ordinance 1321 – (AN ORDINANCE ISSUING A CONDITIONAL USE PERMIT FOR WAREHOUSE STORAGE ACCORDING TO SECTION XIX-3.110F OF THE ZONING REGULATIONS FOR THE CITY OF HILLSBORO, KANSAS). Council was polled with the following vote: Council member Driggers, yes; Loewen, yes; McCarty, yes; Gehring, yes. Motion carried unanimously.

8. **LK ARCHITECTS** – Five proposals were received for the Community Plaza project. LK Architecture, Wichita, KS, was chosen to finalize the plans. The design work is to be completed in early February allowing time for construction in 2021. Design services are not to exceed \$18,000.00, and funds raised for this project will be used for the design services. Motion was made by Council member Gehring and seconded by Council member McCarty to approve the contract for design services with LK Architecture for the Community Plaza project at a cost not to exceed \$18,000.00. Motion carried unanimously.

9. **BYLAWS – RECREATION COMMISSION** – The previous bylaws were approved in 2016; however, there was a disagreement on the language in Section 2. This amendment clarifies the language in Section 2 and deletes the term limits. It states: "Section 2. Membership. The membership consists of five members serving staggered four-year terms. Four members must reside within the city limits of Hillsboro. The fifth member must reside within the USD 410 school district, but not necessarily within the city limits of Hillsboro. Members are appointed by the Mayor, by and with the consent of the Governing Body, at the first regular meeting in January of each year and take office at the next regular meeting of the Commission. Vacancies are filled by appointment for the unexpired term." Motion was made by Council member McCarty and seconded by Council member Driggers to approve the revised Recreation Commission Bylaws and authorize the Mayor to sign. Motion carried unanimously.

10. **RESOLUTION 2020-08 – KDOT TRAIL** – Resolution 2020-08 authorizes the City to submit a grant application to KDOT for trail expansion. The trails would be on Orchard Drive connecting the Dollar General/Sonic area to the Ash Street sidewalks. Trail would also be installed along 3rd Street starting on the AMPI property on the west side of Main and running east to Adams Street sidewalk. The grant cycle is for 2022-23. This would be an 80/20 match. The engineer's estimate is \$436,000.00 for construction and \$115,000.00 for engineering fees. City's share would be \$150,280.00. Motion was made by Council member McCarty and seconded by Council member Loewen to approve Resolution 2020-08 – (A RESOLUTION DECLARING THE ELIGIBILITY OF THE CITY OF HILLSBORO TO SUBMIT AN APPLICATION TO THE KANSAS DEPARTMENT OF TRANSPORTATION FOR USE OF TRANSPORTATION ALTERNATIVE FUNDS

SET FORTH BY THE MOVING AHEAD FOR PROGRESS IN THE 21ST CENTURY ACT OF 2012 (MAP-21) AS CONTINUED BY THE FIXING AMERICA'S SURFACE TRANSPORTATION (FAST) ACT OR 2015 FOR THE 3RD STREET AND ORCHARD DRIVE HIKE/BIKE TRAIL PROJECT IN HILLSBORO AND AUTHORIZING THE MAYOR TO SIGN THE APPLICATION). Council was polled with the following vote: Council member Dirks, yes; Loewen, yes; McCarty, yes; Gehring, yes. Motion carried unanimously.

11. CDBG-CV AWARDS – Nine applications were submitted. One application was disqualified because they did not meet the low to moderate income threshold needed for CDBG. Of the eight determined eligible, only three have completed the process and are ready for award. They are: Kathy's Floral Designs; Mama C's; and, Tangles. A second, and final, round of funding is expected to be in November. After further discussion, motion was made by Council member Gehring and seconded by Council member Driggers to approve the Review Committee's recommendation to award Kathy's Floral Designs, Mama C's, and Tangles with \$15,000.00 each in CDBG-CV funds. Motion carried unanimously.

12. ELCON INVOICE – Motion was made by Council member McCarty and seconded by Council member Loewen to approve Invoice 12406 to Elcon Services, Inc. in the amount of \$45.00 for a service call to reset the pump/Peabody pump house. Vote: Council members McCarty, Driggers and Loewen, yes; Council member Gehring, abstained. Motion carried.

13. EASEMENTS AND PROPERTY TRANSFER AT 704 S. MAIN – When the old clinic building was sold as a residence, the older property lines were not drawn appropriately. The current property line is a few feet from the edge of the house, which means the City still owns the outside stairs that go to the lower level and the retaining wall that is part of that. The City cannot deed those over without first securing a utility and access easement. Without these easements, the property at 704 S. Main would own the entrance to the old hospital drive at that corner. Motion was made by Council member Driggers and seconded by Council member Loewen to accept the proposed easements at 704 S. Main. Motion carried unanimously. Motion was made by Council member Driggers and seconded by Council member Loewen to approve the transfer of property as described to Amy Zeller at 704 S. Main. Motion carried unanimously.

14. COUNCIL MEMBER LOEWEN MEETING REQUEST – Council member Loewen asked that we discuss moving the council meeting time to later in the evening, beginning November 17th, because he is going to be coaching junior high basketball. After discussion, motion was made by Council member Driggers and seconded by Council member McCarty to amend council meeting start time to 6:00 p.m. beginning November 17th through January 20th. Motion carried unanimously.

15. ORDINANCE FOR SUNDAY LIQUOR SALES CORRECTION – City Administrator Stiles said when City Attorney Boehm drafted Ordinance 1320, some language was missed in Section 2. This corrects that error. Motion was made by Council member McCarty and seconded by Council member Gehring to approve Ordinance 1320 corrected – *(AN ORDINANCE AUTHORIZING SUNDAY SALES OF ALCOHOLIC LIQUOR AND CEREAL MALT BEVERAGE IN THE ORIGINAL PACKAGE WITHIN THE CITY OF HILLSBORO.)* Council was polled with the following vote: Council member Gehring, yes; McCarty, yes; Loewen, no; Driggers, yes. Motion carried.

16. SALEM HOME TRANSFER – Mayor Thurston said he was extremely disappointed that this has not been taken care of because it was important to stick to our commitments. He said he wanted this resolved quickly and dealt with at the next meeting.

17. PBC MEETING TO APPROVE INVOICE – At 4:43 p.m., Council recessed into a Public Building Commission meeting to approve an invoice to American Sprinkler System for repairing a leak in the attic at the old hospital. The meeting adjourned at 4:45 p.m. and the regular council meeting resumed.

18. LAND BANK MEETING – DEED TRANSFERS – deferred

19. BOARD APPOINTMENTS – Mayor Thurston reappointed Sue Wadkins and David Brown to the Hillsboro Museum Board. Motion was made by Council member McCarty and seconded by Council member Loewen to approve these reappointments. Motion carried unanimously.

20. CITY ADMINISTRATOR'S REPORT –

SPARKS Funding – Anthony Roy has been working at the SPARKS taskforce to distribute funds for public entities, non-profits and businesses. Award recommendations went to the County Commission on October 19th for approval. The totals listed here are subject to review and approval by the County Commission. Overall, Hillsboro based non-profit organizations were proposed to receive \$315,230.00,

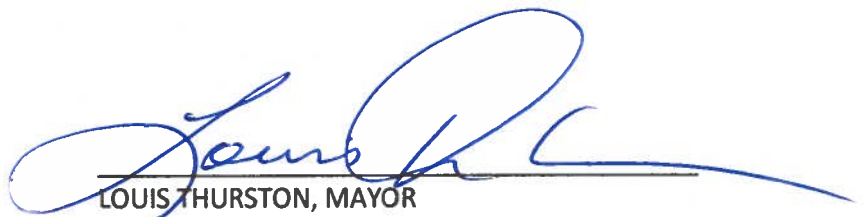
the biggest being Tabor College at \$226,014.00. Hillsboro based businesses were proposed to receive \$32,541.00.

Cyber Security Information - We have had a dramatic increase in phishing e-mails and hacking attack attempts on our network over the last month. While we have been successful at preventing any major issues, City Administrator Stiles would recommend the following suggestions: 1) Be weary of e-mail that seems out of the ordinary or strange; 2) Definitely do not open attachments from suspicious sources; 3) If an e-mail looks strange, look at the e-mail address of the sender, not just the name. If it has a strange ending to it, delete the e-mail or label it as junk; 4) Be wary of e-mail coming from Kansas Power Pool. They were recently hacked and we may see e-mail that looks like they are from staff at KPP, but are really not.


Fiber Project – The fiber project is going fairly well. We have had a handful of utilities disrupted by the boring, including our large water leak at Lincoln and A Street. That said, the majority of the issues have been with the marking of utilities. Often, the lines that are marked are not in the correct place. City utilities have been guilty of this as well. It is an inconvenient part of the process, but the end product will be a huge benefit to the city. City Administrator Stiles would also suggest reading Mayor Thurston's notice, which is on Facebook, that explains the process and the good it will do for the community.

Fiber Project Groundbreaking – City Administrator Stiles thanked all the council members and members of the public that came to the ground breaking on Thursday, October 15th. We had good attendance and were privileged to have Senator Moran, Representative Marshall, USDA Undersecretary Greg Ibach, Kansas Senator Rick Wilborn, Kansas Rep Stephen Owens, and, County Commissioners Jonah Gehring and Kent Becker. The partnership with TCW is remarkable for a community like Hillsboro. Senator Moran said it best that the small town communities that will survive have leadership, and Hillsboro has strong leadership.

21. ADJOURNMENT – Council meeting adjourned at 4:51 p.m.


LOUIS THURSTON, MAYOR

ATTEST:


JANICE K. MEISINGER, CITY CLERK

Hillsboro, Kansas
November 3, 2020

1. The City Council met in regular session on Tuesday, November 3, 2020 at 4:00 p.m. in the City Hall East Meeting Room with Mayor Lou Thurston and Council members Byron McCarty, Renee Gehring and Brent Driggers present. Absent: Council member David Loewen.

2. Others Present: Phyllis Zorn, Hillsboro Star Journal; Josh Boehm, City Attorney; Matt Stiles, City Administrator; and, Jan Meisinger, City Clerk.

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

4. **PUBLIC COMMENTS** – none

5. **MINUTES** – A correction needs to be made in paragraph 10. Dirks needs to be changed to Driggers. Motion was made by Council member Gehring and seconded by Council member McCarty to approve the minutes of the 10-20-20 regular meeting with the above correction. Motion carried unanimously.

6. **VOUCHERS** – Motion was made by Council member McCarty and seconded by Council member Driggers to approve the vouchers in the amount of \$253,267.61. Motion carried unanimously.

7. REIMBURSEMENT REQUEST #27 – KDHE WATER PROJECT – EBH is finishing the mapping phase of this project. Motion was made by Council member McCarty and seconded by Council member Gehring to approve Pay Request #27 to KDHE for engineering in the amount of \$987.00. Motion carried unanimously.

8. YEAR-END CHEMICAL PURCHASE – The Water Department has put together an order for water treatment chemicals that will be for the remainder of the year and January at a cost of \$12,800.00. Water Production has \$20,152.78 remaining in their budget for purchase of these chemicals. Motion was made by Council member McCarty and seconded by Council member Driggers to approve the proposed chemical purchase for the water plant at a cost of \$12,800.00. Motion carried unanimously.

9. BY-LAWS CVB – The Convention & Visitor’s Bureau has intended to develop by-laws since they moved out of the Chamber office. Spending, membership and procedures are included. The treasurer for CVB would become the city treasurer (city administrator) or their designee. The CVB approved the proposed by-laws at their regular October 28th meeting. Motion was made by Council member McCarty and seconded by Council member Gehring to approve the proposed Convention & Visitor’s Bureau by-laws. Motion carried unanimously.

10. ELCON INVOICES – Motion was made by Council member McCarty and seconded by Council member Driggers to approve three invoices to Elcon Services, Inc. - #12433 for battery back-ups for water plant - \$435.56; #12442 for service call fuel master controller at the airport - \$184.50; and, #12447 for items for council chamber sound system - \$21.39. Vote: Council members McCarty and Driggers, yes; Council member Gehring, abstained. Motion carried.

11. APPROVAL OF EASEMENTS AT OLD HOSPITAL – City Attorney Josh Boehm said there were four easements that needed to be approved and filed for the old hospital. They are: a utility and drainage easement; an access easement; a utility easement; and, an emergency egress easement. He explained what these were and there is also a diagram showing the location of these easements. Motion was made by Council member Driggers and seconded by Council member McCarty to approve these easements as submitted and authorize the mayor to sign them. Motion carried unanimously.

12. DISCUSSION OF FIRE SPRINKLER REQUEST AT SALEM HOME – When we were separating the fire sprinkler system for Tabor, it was discovered that the system had not been separated from Salem Home/Hospital in the laundry and kitchen (common use area). This needs to happen before title work can be done for closing and separating the two buildings. The cost estimate to do this is \$42,000.00. These funds would need to come from the PBC account, which is being drained by previous legal fees due to the bankruptcy and the bond payments. The hospital will pay the City back 100% for legal fees and bond payments, but that doesn’t happen until the end of the agreement by a big balloon payment. We will schedule a PBC meeting for the next council meeting and provide cash flow information prior to the meeting.

13. BOARD APPOINTMENTS – none

14. CITY ADMINISTRATOR’S REPORT –

KDHE-KU COVID-19 Wastewater Analysis – City Administrator Stiles provided copies of a report from a partnership between KDHE and KU Center for Metagenomic Microbial Community Analysis. The partnership is testing community’s wastewater across the state for Covid-19 levels. Hillsboro’s lagoon was tested on October 8 and the report came in the week of October 26. The estimated Covid-19 gene load (reported in million gene copies per day) was 942 indicating that the stream was “lightly positive”. The report goes on to affirm that the data corresponded to the increasing case counts in Marion County. It also affirms what we all know that Covid-19 is in the community and is active. KDHE will likely repeat the sampling at the beginning of 2021 according to the report.

SCKEDD Meeting – Anthony Roy and City Administrator Stiles met with Steve Wilkinson, Director of the South Central Kansas Economic Development District (SCKEDD). Marion County is on the upper limits of the district and we haven’t worked too much with them in the past. SCKEDD recently refocused some of its programs that may be helpful for Hillsboro. The City does not, and probably won’t, automatically qualify for CDBG because of the income level of our residents, but there are some other programs that may be helpful. The CDBG Commercial Rehabilitation grant may be particularly useful in rehabbing buildings on Main Street. SCKEDD also offers several housing programs that we could use.

Cyber Security Taskforce – KPP hosted a Cyber Security Taskforce meeting on October 27. There was a lot of discussion about the e-mail security since there has been a recent dramatic spike in phishing, spoofing and ransom ware attacks. The City has seen a spike in attempts to access our network from sources outside of the country. For example, one day the week of October 26, there were over 100 access attempts from our wireless network from an eastern European source. All were blocked, but it illustrates that potential threats exist. One of the things we receive with our KPP members is free IT security training through an online portal. Those with a City e-mail address will be getting invites to the training before the end of the year to join the training platform. City Administrator Stiles is going to make some of the trainings mandatory for employees, but council members may also be interested in the trainings.

Council Room Project – Elcon finished upgrading the power in the council room the week of October 26. Glanzer Pro Audio is scheduling to work after hours the week of November 2 to get the monitors and speakers set. The following week, the controllers and remaining items will be set. It is a possibility that the November 17 meeting will be our first in the new room.

State Farm Good Neighbor Citizenship Grant – City Administrator Stiles submitted a grant request for \$8,000.00 to the State Farm Good Neighbor Citizen grant on behalf of the Police Department. The grant would help raise awareness of mental health issues encountered by police during National Mental Health Awareness month in May, 2021. Funding would be used to promote and host community dialogues on mental health issues partnering with Prairie View. Funding would also be used for training in handling and de-escalating mental health related calls and replacing the department's Tasers as a non-lethal force option for calls. Decisions on the funding will be made before March 31, 2021 presumably dependent on the amount of funding they have available.

Sales Tax Collections – Sales tax receipts for September were significantly above expectations. In total, the City collected \$67,196.83, up 22% from 2019 (\$12,058.86). That brings 2020 to 10% higher than 2019 and the three year average.

The City's Christmas party will be December 1st at 7:00 p.m. at the Grace Community Church. Please RSVP by Friday, November 20th.

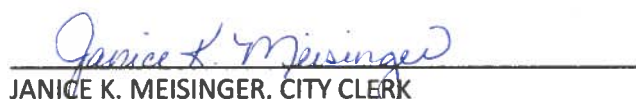
City Administrator Stiles said we had the first meeting with LK Architects on the initial design for the Community Plaza. They will get feedback from the committee and have another meeting in a couple of weeks.

Reminder – The next council meeting on November 17th will be at 6:00 p.m.

15. ADJOURNMENT – Council meeting adjourned at 4:50 p.m.


LOUIS THURSTON, MAYOR

ATTEST:


JANICE K. MEISINGER, CITY CLERK

Hillsboro, Kansas
November 17, 2020

1. The City Council met in regular session via Zoom, due to the Corona virus pandemic, on Tuesday, November 17, 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: Matt Stiles, City Administrator; Josh Boehm, City Attorney; Laura Paulus, Hillsboro Free Press; Phyllis Zorn, Hillsboro Star Journal; and, Jan Meisinger, City Clerk. Those listening, offering comments or chat text: Mark Rooker; Kevin Suderman; Jonah Gehring, Marion Co. Commissioner; Kiley Olephant; Deanne Duerksen; Megan Duggan; Sue Wadkins; Diedre Serene, Marion Co. Health Dept; Max Heinrichs; Tom & Glenda Stoppel; Darren Rempel; Bill Rudd; Dave Baker; Carla Hamm; Cait Hall; Terry Hagen; Coleen Koop; Chris Glanzer; Erin Hein; Carla Koslowsky; Jayson Hanschu; Sheryl Richert; Blake Beye; Brad Bartel; and, Shelby Wiens.

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

4. **PUBLIC COMMENTS** – Mayor Thurston asked that comments be limited to two minutes and asked that those comments be civil. City Administrator Stiles will act as moderator. If comments become uncivil, their microphone will be muted. Comments were received from County Commissioner Jonah Gehring, Max Heinrichs, Diedre Serene, Bill Rudd, and Mark Rooker – both for and against the mask mandate. The public comments portion of the meeting closed at 6:20 p.m. Chat comments have been printed and will be attached to these minutes. The video of the meeting will be available in the City's YouTube channel.

5. **MINUTES** – Motion was made by Council member McCarty and seconded by Council member Driggers to approve the minutes of the 11-3-2020 regular meeting as submitted. Motion carried unanimously.

6. **VOUCHERS** – Motion was made by Council member McCarty and seconded by Council member Loewen to approve the vouchers in the amount of \$138,725.83. Motion carried unanimously.

7. **MASK ORDINANCE** – Ordinance 1322 creates requirements pertaining to requiring the wearing of masks or other face coverings in the city of Hillsboro. It also contains fines for non-compliance and would be in effect until January 26, 2021. The ordinance would become effective after adoption and publication in the City's official newspaper. Much discussion followed. Council member Gehring felt Section 4 regarding fines should be removed from the ordinance. Mayor Thurston disagreed and felt the ordinance with no penalties would be useless. He personally felt it was time to step up and do something to hopefully slow down the virus. He felt this was a public health issue, not a political issue. Council member Driggers said he was uncomfortable with Section 3, 2b pertaining to employees who are working in any space where food is prepared or packaged for sale or distribution to others. The food industry already has strict guidelines that have to be followed. It was also decided that a FAQ would be helpful. After further discussion, the final decision was to have the city attorney make some revisions to the ordinance and table this item until next Tuesday, 11-24-2020 for a special council meeting at 6:00 p.m. via Zoom.

8. **PBC MEETING TO APPROVE INVOICE** – At 7:41 p.m., Council recessed into a Public Building Commission meeting to approve an invoice to Flaming's Inc, for labor and thermostat for the old hospital, in the amount of \$345.00. The meeting adjourned at 7:44 p.m. and the regular council meeting resumed.

9. **SCHEDULE 3RD COUNCIL MEETING FOR 12-29-2020** – Motion was made by Council member McCarty and seconded by Council member Loewen to schedule a special city council meeting on Tuesday, December 29, 2020 at 4:30 p.m. to conclude year-end business. Motion carried unanimously.

10. **BOARD APPOINTMENTS** – none

11. **CITY ADMINISTRATOR'S REPORT** – City Administrator Stiles said a rapid test COVID machine has been ordered to test employees with symptoms and for testing Water Department employees since there are only two people who can run the water plant. The museum has been closed to outside visitors and we have cancelled the City's Christmas party.

City Administrator Stiles, on behalf of the City Employees, thanked Council for the Veteran's Day holiday.

City Administrator Stiles said Katie Eaves is our newest volunteer firefighter and will be a great addition to the department.

12. ADJOURNMENT – Meeting adjourned at 7:52 p.m.



LOUIS THURSTON, MAYOR

ATTEST:



JANICE K. MEISINGER, CITY CLERK

Hillsboro, Kansas
November 24, 2020

1. The City Council met in special session on Tuesday, November 24, 2020 at 6:00 p.m. via Zoom due to the Corona virus pandemic with Mayor Lou Thurston and Council members David Loewen, Byron McCarty, Renee Gehring, and Brent Driggers participating.

2. Others Participating: Josh Boehm, City Attorney; Phyllis Zorn, Hillsboro Star Journal; Laura Paulus, Hillsboro Free Press; Matt Stiles, City Administrator; Jan Meisinger, City Clerk; Kiley Oliphant; Jessey Hiebert; Jonah Gehring; Brad Bartel; JV Dirksen; Erin Hein; Coleen Koop; (and others identified by their last name, initials, or iPhone).

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

4. PUBLIC COMMENTS – The public comment portion of the meeting closed at 6:09 p.m. No public comments were received.

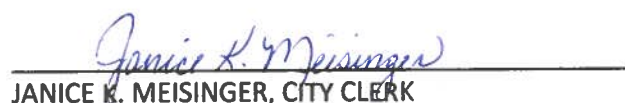
5. ORDINANCE 1322 – Mayor Thurston said the County opted into the governor’s order, which has no enforcement mechanism and doesn’t do more than what we’ve done in the past. The City’s revised ordinance addresses enforcement and penalties, and does not hold business owners responsible for acts by the public. After further discussion, motion was made by Council member McCarty and seconded by Council member Driggers to approve Ordinance 1322 – (*AN ORDINANCE CREATING REQUIREMENTS PERTAINING TO REQUIRING THE WEARING OF MASKS OR OTHER FACE COVERINGS*). Council was polled with the following vote: Council member McCarty, yes; Gehring, no – because we already have the State mandate; Loewen, yes; Driggers, yes. Motion carried. The ordinance will be published and effective on Wednesday, December 2nd and expires January 26th. The FAQ will be on the City’s website and Facebook. Mayor Thurston thanked council for dealing with this challenging issue. He felt an ordinance with no practical enforcement was nothing of value. This was not about writing tickets or harassing people, but was about getting people to do the right thing.

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



LOUIS THURSTON, MAYOR

ATTEST:



JANICE K. MEISINGER, CITY CLERK

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.

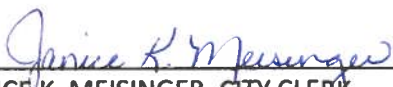
Holiday Recycling – As the Christmas season approaches, we have begun reminding recycling customers about what is and is not acceptable in their recycling bins. We have posted the full batch of 7 tips on the City Facebook page. We’ll continue to post and promote those tips on Facebook and by running 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.



LOUIS THURSTON, MAYOR

ATTEST:



JANICE K. MEISINGER, CITY CLERK

Hillsboro, Kansas
December 15, 2020

1. The City Council met in regular session via Zoom, due to the Corona virus pandemic, on Tuesday, December 15, 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; Josh Boehm, City Attorney; Blake Beye; Kevin Suderman; Jessey Hiebert; Matt Stiles, City Administrator; and, Jan Meisinger, City Clerk.

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 McCarty and seconded by Council member Driggers to approve the minutes of the 11-24-2020 special meeting and the minutes of the 12-1-2020 regular meeting as submitted. Motion carried unanimously.

6. VOUCHERS – Motion was made by Council member Driggers and seconded by Council member McCarty to approve the vouchers in the amount of \$176,959.56. Motion carried unanimously.

7. RESOLUTION 2020-09 – REINSTATING FENCES AROUND SWIMMING POOLS – Motion was made by Council member Loewen and seconded by Council member McCarty to approve Resolution 2020-09 – (A RESOLUTION OF THE GOVERNING BODY OF THE CITY OF HILLSBORO, KANSAS, REINSTATING SECTION 303.2 OF THE 2012 INTERNATIONAL PROPERTY MAINTENANCE CODE). Council was polled with the following vote: Council member McCarty, yes; Gehring, yes; Driggers, yes; and Loewen, yes. Motion carried unanimously.

8. FIRE TRUCK REPAIR – The 2004 Pierce fire pumper was taken to Conrad Fire for repairs on the steering and the firefighting foam tank. After inspection, other items were found that need to be repaired. The total repair estimate is \$14,884.09. City Administrator Stiles said this was a solid truck

that the Fire Department intended to keep for another 5 years. Motion was made by Council member Gehring and seconded by Council member McCarty to approve repairs to the HFD pumper truck at Conrad Fire totaling \$14,884.09. Motion carried unanimously.

9. COVID-19 BONUS PAY – City Administrator Stiles said 2020 has been a rough year on everyone. As essential workers, city employees have worked tirelessly to keep utilities working, answering public safety calls, and working to make Hillsboro the best place possible. Rising to meet these challenges has required all of our employees to take on risk and safeguard their personal health to serve the public. Many businesses have granted employees bonuses in acknowledgement of the challenges COVID-19 has presented. At the request of Mayor Thurston and Council member McCarty, City Administrator Stiles put together a potential COVID-19 bonus pay proposal. The bonus would be a net \$100.00 deposited on Thursday, December 24th. The number of employees receiving the bonus would be 54, which includes the firefighters, library staff, police reserves, and the pool manager. The total cost for the proposed bonus would be approximately \$6,255.00. Motion was made by Council member McCarty and seconded by Council member Loewen to authorize the payment of a one-time COVID-19 bonus to eligible employees. Motion carried unanimously.

10. CEREAL MALT BEVERAGE LICENSES FOR 2021 – Background checks have been completed on the four CMB applications. We are still waiting on verification of the information submitted by Dollar General. Motion was made by Council member Driggers and seconded by Council member Gehring to approve the 2021 Cereal Malt Beverage licenses for Casey's, Ampride, Golf Course, and Dollar General (upon condition that Dollar General completes their application). Motion carried unanimously.

11. UNIFORM PUBLIC OFFENSE CODE – ORDINANCE 1323 – Each year, the City adopts the newest editions of the Standard Traffic Ordinance (STO) and Uniform Public Offense Code (UPOC). This year, there were no changes to the STO, but there were changes to the UPOC. Adopting the UPOC updates the City's code to largely parallel the State criminal code. Ordinance 1323 adopts the newest edition of the UPOC. The most significant change is the addition of Section 10.29 "Violation of a Public Health Order". This provides an enforcement mechanism for local jurisdictions when there is a written order from the county health officer. Motion was made by Council member Loewen and seconded by Council member McCarty to approve Ordinance 1323 – *(AN ORDINANCE REGULATING PUBLIC OFFENSES WITHIN THE CORPORATE LIMITS OF THE CITY OF HILLSBORO, KANSAS; INCORPORATING BY REFERENCE THE "2020 UNIFORM PUBLIC OFFENSE CODE FOR KANSAS CITIES" 36TH EDITION, REPEALING SECTION 12-101 OF THE CODE OF THE CITY OF HILLSBORO, KANSAS; REPEALING ORDINANCE 1306; AND CONFIRMING ALL OTHER PROVISIONS OF CHAPTER XII OF SAID CODE)*. Council was polled with the following vote: Council member McCarty, yes; Gehring, yes; Driggers, yes; Loewen, yes. Motion carried unanimously.

12. TRANSFER OF CITY PROPERTY TO THE LAND BANK – Motion was made by Council member McCarty and seconded by Council member Loewen to approve deeding the AMPI building and Salem Hospital building to the City Land Bank. Motion carried unanimously.

13. CDBG-CV AWARDS – Ranson has completed paperwork for six more businesses to receive CDBG-CV grants from the State Department of Commerce. Motion was made by Council member Driggers and seconded by Council member Loewen to approve the awarding of Home Resorts, Blue Jay Lanes and the Pick-up Line with \$15,000.00 per business; and, Diamond in the Rough and Diamond Trading with \$10,666.67, and Diamond Creative Studio with \$10,666.66 in Community Development Block Grant COVID-19 funding. Motion carried unanimously. The three "Diamond" businesses are three separate entities owned by the same person.

14. SALEM HOME SALES AGREEMENT – This is the agreement for the purchase of Salem Home for \$1.00. The Buyer, Salem Hospital, Inc., is to pay 100% of the title insurance. Closing is to occur within 60 days. Closing costs are to be split 50/50 between the buyer and seller (City). At closing, the City is to provide the sum of \$34,431.73 for work on separating the fire suppression system. Motion was made by Council member McCarty and seconded by Council member Driggers to approve the sales agreement. Motion carried unanimously.

15. PBC MEETING – At 6:36 p.m., Council recessed into a Public Building Commission meeting to approve invoices relating to the old hospital. The meeting adjourned at 6:40 p.m. and the regular council meeting resumed.

16. REIMBURSEMENT REQUEST 28 – KDHE WATER PROJECT – Motion was made by Council member McCarty and seconded by Council member Driggers to approve Pay Request #28 to KDHE for water improvements for Invoice 12839, from EBH & Associates, in the amount of \$1,670.85. Motion carried unanimously.

17. ELCON INVOICE – Motion was made by Council member Loewen and seconded by Council member McCarty to approve Invoice 12513 to Elcon Services, Inc., in the amount of \$4.62, for items picked up for the Electric Department. Vote: Council member McCarty, yes; Loewen, yes; Driggers, yes; Gehring, abstained. Motion carried.

18. BOARD APPOINTMENTS – Mayor Thurston appointed Joe Kleinsasser to the Hillsboro City Planning Commission (replacing Doug Huxman, who has resigned). Motion was made by Council member Gehring and seconded by Council member McCarty to approve this appointment. Motion carried unanimously.

19. CITY ADMINISTRATOR'S REPORT –

Sunday Sales – The ordinance authorizing Sunday sales had an error in the publication schedule. According to State law, the ordinance needed to be published two consecutive weeks after adoption. At that point, a 60-day window for a challenge petition opens. Due to a mix-up on our end, the ordinance had to be republished in the Marion Record after the second publication date was missed. Rather than taking effect in late December as originally discussed, Sunday sales will now take effect on January 25th unless there is a successful petition submitted.

Concrete Work – Vogts-Parga will begin work on the “D” And Ash Street intersection and the Senior Center front parking area on December 16th. Both projects have been delayed multiple times by the contractor. The Senior Center project is a 50/50 cost share with the City to replace damaged concrete in the front of their building in the City right-of-way. If the project happens as planned, both should be done before January 1st.

COVID-19 Testing – KDHE has hired a contracting firm to do COVID-19 testing around the state. One of the pilot locations was to be in Hillsboro. City Administrator Stiles authorized the use of the city park area for drive-thru testing if needed. According to KDHE, the testing is to be completed by December 31st. The tests are PCR tests that require up to 48 hours to get results back, which raises questions as to the point of the program. He hasn't heard back from KDHE or the contractor about when and if this testing will happen.

Vaccine – According to the State's vaccine plan, utility workers are considered essential and are in Group 1B eligible to receive a COVID-19 vaccine. With the initial limited number of expected doses, utility workers will not be immediately receiving vaccines; however, we will have a spot earlier in line than the general public.

Council Room – The council room modifications are 90% completed. There are still some minor installation items and bugs to work out of the system, but it continues to progress.

Christmas Lights – A business owner in Hillsboro Heights requested the City consider putting Christmas decorations and lights in that area. According to the staff, the Chamber has paid for the lights and wreaths in the past, and the City has installed them. If there was a partnership with the Chamber on lights, it may be worth considering. The staff has also discussed replacing the entry signs on US-56 so it may be a good opportunity to consider adding Christmas lights in that area at that time.


Tree Lighting – In case anyone missed the Community Christmas Tree Lighting, the video is on the City's Facebook page. The virtual event has been well received. There are currently over 1,000 views and over 40 people watched live on Facebook. At the event, we were even joined by a dozen or so folks with masks and social distancing. The event was in conjunction with the Down Home Christmas hosted by the Chamber. Overall, the Tree Lighting and Down Home Christmas events were a success.

Christmas Eve – On Friday, December 24th, City Administrator Stiles is going to release employees at 1:00 p.m. and shut down the office for Christmas Eve. We will still have the emergency numbers up and all departments available to respond to calls. Traditionally, this is the slowest business day and least productive day of the year.

20. ADJOURNMENT – Meeting adjourned at 6:51 p.m.


LOUIS THURSTON, MAYOR

ATTEST:


JANICE K. MEISINGER, CITY CLERK

Hillsboro, Kansas
December 29, 2020

1. The City Council met in special session via Zoom, due to the Corona virus pandemic, on Tuesday, December 29, 2020 at 4:00 p.m. with Mayor Lou Thurston, and Council members Renee Gehring, Brent Driggers, Byron McCarty, and David Loewen participating.

2. Others Participating: Jackie Nelson, Hillsboro Free Press; Josh Boehm, City Attorney; Matt Stiles, City Administrator; and, Jan Meisinger, City Clerk.

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

4. **PUBLIC COMMENTS** – none

5. **BUDGET HEARING – AMENDING 2020 BUDGET** – The special council meeting recessed and the budget hearing opened at 4:01 p.m. Three funds are being amended. Special Law expenditures increasing from \$213,496.00 to \$229,000.00; Fire Equip Replacement Fund (because of FEMA grant) expenditures increasing from \$11,050.00 to \$126,050.00; and, TIF (because of taxes paid) expenditures increasing from \$29,830.00 to \$33,830.00. No public comments were received. The budget hearing closed at 4:04 p.m. and the special council meeting resumed.

Motion was made by Council member Loewen and seconded by Council member Driggers to approve the budget amendment. Council was polled with the following vote: Council member Gehring, yes; McCarty, yes; Loewen, yes; Driggers, yes. Motion carried unanimously.

6. **EXECUTIVE SESSION – ATTORNEY CLIENT PRIVILEGE** – Motion was made by Council member Loewen and seconded by Council member Driggers to recess into executive session to discuss potential litigation, the justification of such motion is for attorney/client privilege, K.S.A. 75-4319(b)(2). The open meeting will resume at 4:25 p.m. Motion carried unanimously. Also present in executive session: City Attorney Josh Boehm and City Administrator Stiles. Council meeting resumed at 4:28 p.m. No action was taken.

7. **BOARD APPOINTMENTS** – Mayor Thurston appointed Eddie Weber to the Hillsboro City Planning Commission filling the open position. Motion was made by Council member Driggers and seconded by Council member McCarty to approve this appointment. Motion carried unanimously.

Mayor Thurston appointed Connie Weber to fill an unexpired term on the CVB. Motion was made by Council member McCarty and seconded by Council member Gehring to approve this appointment. Motion carried unanimously.

The next council meeting will be January 5th at 6:00 p.m.

8. **ADJOURNMENT** – Meeting adjourned at 4:31 p.m.


LOUIS THURSTON, MAYOR

ATTEST:


JANICE K. MEISINGER, CITY CLERK