

Hillsboro, Kansas
January 5, 2021

1. The City Council met in regular session via Zoom, due to the Corona Virus pandemic, on Tuesday, January 5, 2021 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: Jackie Nelson, Hillsboro Free Press; Phyllis Zorn, Hillsboro Star Journal; Josh Boehm, City Attorney; Jonah Gehring, County Commissioner; Chris Glanzer, Glanzer Audio; 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. **OATHS OF OFFICE** – City Clerk Jan Meisinger administered oaths of office to Council members-elect Brent Driggers and Byron McCarty.

5. **PUBLIC COMMENTS** – Mark Horst, King Solar, Yoder Kansas, told Council he had a customer that wanted to install solar power on his home in Hillsboro. He asked Council to develop a policy for solar power, and gave some examples of what other cities are doing.

6. **MINUTES** – Motion was made by Council member Loewen and seconded by Council member Gehring to approve the minutes of the 12/15/2020 regular meeting and the minutes of the 12-29-2020 special meeting as submitted. Motion carried unanimously.

7. **VOUCHERS** – Motion was made by Council member Driggers and seconded by Council member Loewen to approve the vouchers in the amount of \$230,468.82. Motion carried unanimously.

8. **FIREFIGHTER PAY** – The Fire Department has submitted a request for an increase in pay for fire runs and drills to \$15.00 for firefighters, and \$20.00 per run or drills for the chief and assistant chief. Currently, firefighters receive \$12.50 per run or drill, and the fire chief and assistant chief receive \$17.34 per run or drill. The Fire Department is paid twice per year, in June and December. The first payroll is runs and drills from December-May. The second payroll is runs and drills from June-November. City Administrator Stiles gathered information from other departments and the proposed increase is reasonable and in line with what other departments do. Based on typical responses, the rate change would result in an increase of \$3,594.58 for 2020. After further discussion, motion was made by Council member McCarty and seconded by Council member Gehring to approve the proposed firefighter request to increase pay for drills and fire calls to \$15.00 for firefighters and \$20.00 for the chief and assistant chief per drills and fire calls, effective 12-1-2020. Motion carried unanimously.

9. **REIMBURSEMENT REQUEST #29 KDHE – WATER PROJECT** – Motion was made by Council member McCarty and seconded by Council member Driggers to approve Reimbursement Request #29 from KDHE for EBH (Invoice 12921) for design and updating waterline map in the amount of \$4,431.50. Motion carried unanimously.

10. **ELCON INVOICES** – Motion was made by Council member Driggers and seconded by Council member McCarty to approve the following Elcon invoices: #12533 for replacement of electric panel in community room - \$998.16; #12534 for work in council room - \$2,476.72; #12544 – work at airport on fuel master - \$1,021.20; #12558 for work at welding school - \$643.84; and, #12571 – straps picked up by the Electric Department - \$4.73 – total = \$5,144.65. Motion carried unanimously.

11. **BOARD APPOINTMENTS** – none

12. **CITY ADMINISTRATOR'S REPORT** –

Grass Fires – The Fire Department responded to a large, fast spreading grass fire on Wednesday, December 23rd. Dry conditions and high winds created a dangerous situation at the Fish home at 894 190th. The department responded quickly and was joined by firefighters from Goessel and Lehigh. Chief Steketee described it as a Christmas miracle that the Fish home didn't burn down. The day before, one of our crews responded to a large grass fire east of Marion, and a house fire in Roxbury.

Marion County EMS – Mayor Thurston and City Administrator Stiles sent a letter to the County Commission about building a proposed EMS building near the current police station, where the proposed public safety building would be located. The project has been bouncing around for all of 2020 and has come back up at the County level. EMS has talked about remodeling an existing building in

Hillsboro, but as the Council has discussed, having a shared or adjacent facility, with the upcoming public safety building, would be a better long-term solution. The City Attorney and County Counsel have worked back and forth on a potential lease, but it has become clear that to move forward, there needs to be a formal commitment from both sides. County Commission Chairman Gehring asked us for something in writing to consider, and that is how we arrived at the letter. The basic outline is that the County would lease the property from the City for 40 years at \$1.00 per year. The city would help prep the site, do basic utility tie-ins and do the curb cut for the approach off of Ash Street. These are the basic terms that have been discussed by the Council, only they are formally being offered to the County. This arrangement has many benefits for both the County and City, and we hope they take us up on the offer.

FrontDesk – gWorks, the City’s accounting software, has added a new integrated product called FrontDesk, which we have agreed to add to our system. The system adds functionality to allow customers to log in to an internet based portal and pay their utility bills, fees for things like permits, and some court ticket electronically. These are things we’ve been struggling to make happen for a while. Payments are directly sent into the customer’s account eliminating a lot of manual entry that we currently do. It also eliminates the need for third party providers that some residents are using to pay their bills. FrontDesk also allows for text and e-mails to be sent to users in the system, much like our Code Red system. FrontDesk replaces three modules that we currently use, allowing that cost to be applied to the FrontDesk cost. After discussing it internally, we also feel that we could drop the Code Red services that we subscribe to. Code Red has had few Hillsboro users sign-up and has had mixed results when it has been used. Code Red hasn’t lived up to the billing. The FrontDesk notification features are similar to Code Red, but FrontDesk does not do automated weather calls or call landline phones. In talking with a handful of users, the Code Red weather calls do not consistently work. If we eliminate Code Red and the other modules that FrontDesk replaces, the City would realize a savings of \$1,200 per year and have improved service for users.

Staffing Plans – City Administrator Stiles is working on a reorganizational plan to accommodate our upcoming retirements. Barring any changes, we have three department heads that have indicated that they will be retiring in 2021. Additionally, we have several other employees who are eligible to retire, although they have not announced that they will be retiring in the near future. We are also down a position in the Street Department that we were unable to hire for in the fall. He believes that there are some areas we can find efficiencies in and other areas where we are short on staffing. He hopes to have recommendations finalized for the first meeting in February. He has also been working on updating the employee handbook and the policies that are found in the handbook. He believes there are a few minor changes that could make the City a more attractive employer for new employees coming in. Those changes will be presented to the Council for consideration after the staffing plans are completed.

COVID-19 Testing – We never received any further information on the public COVID testing proposed by KDHE. Originally, that was to happen before the end of 2020. Meanwhile, we have been regularly screening the Water Department and city employees for COVID. We have not had any positive test with the Water Department, but we have had 3 of the 5 non-Water Department employees test positive for COVID. Currently, we have 1 employee on quarantine for a positive test. All of our results are reported directly to KDHE.

Council Room – The council room modifications are complete. In testing the system, City Administrator Stiles thinks everyone will be happy with the results. One issue to be aware of is that internet speed creates quality issues with video and audio. The new gigabyte fiber is to the building, but the service has not started. Once it is active, Glanzer will likely need to recalibrate settings, but the speed boost should correct any quality issues.

Recycling Schedule Changes – The Sanitation Department has revised the recycling routes starting in January 2021. Notifications, calendars and maps have been sent out to customers in the last billing. Recycling routes have been consolidated into two routes and pick-ups will be every other Thursday. The new schedule should be easier for residents to remember compared to the current rotation of days and routes. Trash routes are not affected by this change. Bulky item pick-up will still be on the last Friday of each month. The recycling route changes allow for more preventative maintenance and other projects to happen on Fridays when we are not running routes.

Sales Tax – The City collected a total of \$708,459.05 in sales tax in 2020, an improvement of 10% from 2019. Comparing 2020 to the average 2017-2019, receipts were 11% higher in 2020.

The January 19, 2021 meeting will be at 6:00 p.m.

13. ADJOURNMENT – Council meeting adjourned at 6:47 p.m.



LOUIS THURSTON, MAYOR

ATTEST:



JANICE K. MEISINGER, CITY CLERK

Hillsboro, Kansas
January 19, 2021

1. The City Council met in regular session via Zoom, due to the Corona Virus pandemic, on Tuesday, January 19, 2021 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: Jackie Nelson, Hillsboro Free Press; Phyllis Zorn, Hillsboro Star Journal; John Huebert, Hillsboro Police Officer; Chris Glanzer, Glanzer Pro Audio; Jonah Gehring, County Commissioner; Rod Funk; Kurt Yowell; Brandon Acton & Dave Rethman, Countryside Feed; 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 – A correction needs to be made to the 1-5-21 minutes. Paragraph 10 needs to reflect the fact that Council member Gehring abstained from the vote to approve the Elcon invoices. Motion was made by Council member McCarty and seconded by Council member Gehring to approve the minutes of the 1-5-21 regular meeting with the above correction. 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 \$109,313.76. Motion carried unanimously.

7. ANNUAL POLICE REPORT – FORFEITURE FUNDS – Officer John Huebert presented the annual report for forfeiture funds that were deposited in the City's Special Law Enforcement Trust Fund. Funds received for drug proceeds seizure were \$5,229.00 and distributions for attorney fees and asset sharing were \$1,082.35. A SIG SAUER P320 9mm firearm was also seized. The firearm can be retained for use by the department, transferred to another agency for their use, or destroyed per state mandate. It cannot be sold. Mayor Thurston thanked Officer Huebert for the report and for his service.

8. EXTENSION OF FACE COVERING ORDINANCE – Considering the current volume of positive COVID cases in Marion County, the proposed Ordinance #1324 extends the mandate until March 23, 2021. Since the passage of Ordinance 1322, one formal complaint was filed. By the time police arrived, the group was in compliance. A few warnings have been issued, but no citations have been written. Motion was made by Council member McCarty and seconded by Council member Loewen to approve Ordinance 1324 – (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; Driggers, yes; Gehring, no; Loewen, yes. Motion carried.

9. REIMBURSEMENT REQUEST #30 KDHE – WATER PROJECT – Motion was made by Council member Driggers and seconded by Council member Gehring to approve the final reimbursement request No. 30 from KDHE for Invoice 12942, to EBH Engineers, in the amount of \$9,421.87. Motion carried unanimously.

10. RFQ – ENGINEERING SERVICES – City Administrator Stiles has put together a RFQ for city engineering services for future infrastructure projects undertaken by the City as well as reviewing current projects. The City does not have a formal arrangement with EBH & Associates. The RFQ would be mailed out to an extensive list of contacts and would be posted on our website. The proposals would be due by February 10th. Staff would review the proposals and pick 2-3 finalists to be interviewed by the Governing Body. City Administrator Stiles felt it would be good to look at other firms and see what we

might be missing out on. Motion was made by Council member McCarty and seconded by Council member Driggers to authorize City Administrator Stiles to send out requests for qualifications for city engineering services for the City of Hillsboro. Motion carried unanimously.

11. KPP FINANCED ELECTRIC METER PROJECT – The City has invested in automated meter reading (AMR), which allows us to drive by meters and collect information. All of the City's water meters and 30% of the City's electric meters are on the AMR system. The estimated cost to upgrade the 70% of remaining electric meters is \$187,000.00. Upgrading to a 100% AMR electrical system will save multiple man hours per month and increase safety for employees doing disconnects. The meters we have, and propose to buy, will work on both AMI (Automated Metering Infrastructure) and AMR systems. KPP is willing to finance the cost of the upgrade and includes the cost as an addition to the City's monthly power cost. Using KPP for the financing allows the City to receive a lower interest rate because they will be going to market with a larger bond issue. City Administrator Stiles will have more details after the KPP board meeting Thursday. KPP would like a tentative yes or a hard no decision. The City could still opt out later. Motion was made by Council member McCarty and seconded by Council member Driggers to authorize the City of Hillsboro to join KPP's proposed bond issuance to replace electric meters. Another motion will be needed for final approval. Motion carried unanimously.

12. MARION COUNTY EMS PROPOSAL – The County Commissioners have been discussing the potential of a new EMS station in Hillsboro for over a year. EMS Director Travis Parmley wants the County to purchase the former Dollar General building in Hillsboro Heights and remodel it for an EMS station and the future location of the County Health Department. This would save the money the County is currently paying for rent for the health department offices. As a city, we would like to see the former DG building remain retail. So far, the County Commissioners have taken no action. Since the City's former proposal of a 40-year lease wasn't favorably received, Hillsboro's new proposal is:

- The sale of approximately .33 acres of property located north of the corner of Ash and Third Street for \$1.00. The proposed area is south of the current Hillsboro Police Department and north of the proposed safety building. The City requests the first right to purchase the property back from the County should the County ever decide to cease operations at the site.
- The City will provide the necessary curb cut and apron for the station to gain access onto Ash Street. The City will provide all the necessary utility and site work for the new EMS station.
- Marion County EMS would be responsible for the construction of the building to its own specifications. The building would need to be built in accordance with the City's building codes, but there would be no specific or special requirements for the facility.

Mayor Thurston felt this location would best serve the citizens of Marion County. The proposed property is held in the City Land Bank and is therefore currently tax exempt. The sale of the proposed property is a one-time arrangement whereas the lease would have provided a tiny annual payment. The cost of surveying, site prep, utility hook-ups and the building apron would be borne by the City. A rough initial estimate of \$50,000.00-\$70,000.00 (combination of in-kind and cash) could be the City's commitment. That does not include the value of the property. Money for the project would come from City funds rather than Land Bank funds. Motion was made by Council member Gehring and seconded by Council member McCarty to approve allowing the mayor and city administrator to negotiate with Marion County on property and other proposed amenities for the construction of an EMS facility. Motion carried unanimously.

13. PBC MEETING – INVOICE FROM VOGTS CONSTRUCTION COMPANY – At 6:47 p.m., Council recessed into a Public Building Commission meeting to approve an invoice to Vogts Construction for work done at the old hospital. The meeting adjourned at 6:51 p.m. and the regular council meeting resumed.

14. LAND BANK ANNUAL MEETING – At 6:51 p.m., Council recessed into a Land Bank meeting to conduct an annual review of properties and discuss the VYVE proposal. The meeting adjourned at 7:03 p.m. and the regular council meeting resumed.

15. BOARD APPOINTMENTS – none

16. CITY ADMINISTRATOR'S REPORT –

Solar Policy – Following up on the last meeting, we found that the City had adopted Interconnections Standards and a Net Metering Parallel Generation Rate Rider in April 7, 2020. City Administrator Stiles forwarded that policy on to Mark Horst from King Solar who was at the last meeting.

Countryside Feed Expansion – Countryside Feed is planning an expansion and the Council will be hearing an application for a tax abatement in February. Anthony Roy provided this update: Countryside Feed is getting ready to start an \$8.2 million capital project. They will be retrofitting the equipment in the facility and expanding the footprint of the facility. This will allow additional capacity and increase the longevity of the plant. They are expecting that this capital project will result in 7 new jobs once completed. Countryside will also be changing the way traffic flows into and out of their property. Trucks will now come off of US 56 at Industrial Road and then go through the old Reynold's plant. This will increase the safety for the people driving on 56 and will get trucks waiting off the city streets. The outbound traffic will go onto Santa Fe and then onto US 56.

Brandon Acton, Plant Manager, and Dave Rethman, CEO of Countryside Feed, shared with Council a rendering of the expansion planned.

Strategic Plan – City Administrator Stiles will be presenting the Strategic Plan that the City began in February 2020. With COVID and former City Administrator Paine's retirement, the Strategic Plan got pushed to the back burner. It's time to pick it up, finish it, and get to work on it.

Staffing Plans – City Administrator Stiles' proposal for staffing may be delayed to the second meeting in February due to other situations that need to be resolved which will impact the plan. Part one of the proposed changes to the personnel policy and updates to job descriptions will be coming the second meeting in February.

Community Childcare – The group working on improving childcare in the community has resumed planning this project. They are currently evaluating space in the old hospital's west wing. The hospital has a lot of potential for childcare and other related services. The process is still in the early stages, but the group is having KDHE come to look at the facility for childcare standards. As the project develops, more updates to come.

Fairgrounds – City Administrator Stiles touched base with the Fair Board about their proposal to renovate for a community building. They are still working on it, but making progress. More to come as that develops.

Fiber Optic Project – The project has ramped back up after the brief holiday break. Crews continue to bore around town. It is unclear if they are behind on their boring schedule, but the project engineers are confident that they'll be finished by the end of April.

2020 Year-in-Review – City Clerk Meisinger has completed her Year-In-Review report on the activities of the city.

Herington Municipal Hospital Hillsboro Clinic – City Administrator Stiles spoke with the CFO Bryan Coffey about the decision to close the HMH Hillsboro Clinic. They understand what must be done to get the building up to code and will continue to work to meet those standards. Patients will be seen through April, then sent to Herington. City Administrator Stiles also spoke with Mark Rooker at the Hillsboro Community Hospital about the legislative change cited as the reason for Herington's decision to close the Hillsboro Clinic. That change DOES NOT affect Hillsboro Community Hospital. Our hospital is in good shape financially and will continue to provide quality service.

17. ADJOURNMENT – Council meeting adjourned at 7:24 p.m.


LOUIS THURSTON, MAYOR

ATTEST:


JANICE K. MEISINGER, CITY CLERK

Hillsboro, Kansas
February 2, 2021

1. The City Council met in regular session via Zoom, due to the Corona Virus pandemic, on Tuesday, February 2, 2021 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; Phyllis Zorn, Hillsboro Star Journal; Kimberlyn Gilchrist, Triplett Woolf Garretson, LLC; Anthony Roy, Economic Development Director; 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** – Council member Loewen thanked everyone for temporarily rescheduling the city council meetings to 6:00 p.m. during basketball season. He greatly appreciated us working with his schedule.
5. **MINUTES** – Motion was made by Council member Gehring and seconded by Council member Driggers to approve the minutes of the 1-19-21 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 \$258,801.82. Motion carried unanimously.
7. **ENGAGEMENT LETTER – TRIPLETT WOOLF GARRETSON** – The City has received an engagement letter from Triplett Woolf Garretson, LLC law firm to have Kimberlyn Gilchrist become Hillsboro’s city attorney. The annual fee would be \$30,000.00, invoiced in the amount of \$2,500.00 each month beginning February 4th. Triplett Woolf Garretson also serves as bond counsel to the City. This agreement does not include serving as the city prosecutor. We will have to find someone else to do those services. Mayor Thurston said Triplett Woolf Garretson has proven their worth in the past by representing us in the hospital bankruptcy. Because without them, we wouldn’t still have a hospital in Hillsboro. After further discussion, motion was made by Council member Driggers and seconded by Council member Gehring to approve the engagement letter with Triplett Woolf Garretson, LLC. Motion carried unanimously.
8. **ANNUAL APPOINTMENTS** – Mayor Thurston made the following annual appointments:

Municipal Judge	Bradley Jantz
City Treasurer/Zoning Administrator	Matt Stiles
City Attorney	Kimberlyn Gilchrist
Public Hearings Officer	Bradley Jantz
- Motion was made by Council member McCarty and seconded by Council member Driggers to approve these appointments. Vote: Council member Loewen, yes; Driggers, yes; McCarty, yes; Gehring, yes. Motion carried unanimously.
9. **APPROVAL OF JOB DESCRIPTIONS** – City Administrator Stiles is in the process of reviewing and updating the City’s job descriptions. We are currently seeking applications to fill the Aquatic Facility Manager and Street Maintenance 1 positions. The requirement for CPR certification was added to the Aquatic Facility Manager’s job description; and, the job description for Street Maintenance 1 was greatly simplified. After further discussion, motion was made by Council member Driggers and seconded by Council member Loewen to approve the proposed job descriptions for the Aquatic Facility Manager and Street Maintenance 1 position. Motion carried unanimously.
10. **CONCRETE CRUSHING PROPOSAL** – The City’s concrete and asphalt pile has reached the point where they need to be crushed again. These materials are used by the city departments for patching streets and alleyways and on road construction projects. Dale Dalke, Street Superintendent, has written a bid solicitation letter. We estimate the proposal to be \$80,000.00-\$90,000.00, and hope to have the crushing done by the end of June. The cost would be paid from the Special Highway Fund. We could potentially sell a portion of the material to help offset some of the cost of crushing. Motion was made by Council member Gehring and seconded by Council member Driggers to approve the letting of bids for concrete crushing. Motion carried unanimously.

11. PERSONNEL POLICY CHANGES – There are a few housekeeping changes and other adjustments that need to be made in the personnel policy. –

- Dress Code to be added by each department and approved by the city administrator.
- New Language in Residency Policy – Employees would be encouraged to maintain or become residents of the community, but residency requirements would be expressed in a response time radius that is reasonably connected to the type of function the employee will perform.
- New Language in Call-out Policy – Employees must clock in and out with a minimum of 30 minutes between clock in and clock out.
- On-call Addition – The Sewer Department will be added and receive compensation for on-call duty.
- Sick Leave – Will be accrued and available per month after completion of 90-day probationary period. In extraordinary cases, the city administrator can advance employee sick leave up to a max of 24 hours.
- FMLA – New language that matches federal law. While the employee is on leave, the City will continue the employee's health benefits during the leave period. If the employee has expended all available paid leave, then the employee will be responsible for paying the full health insurance premium for their level of coverage selected until the employee can return to working benefit eligible status.
- Smoking Policy – Changed to tobacco use, which includes all smokable tobacco products, e-cigarettes, vaping products and smokeless tobacco products. Tobacco products are prohibited within 30 feet of a public entrance to a city facility.

Motion was made by Council member McCarty and seconded by Council member Gehring to approve these policy changes to: Dress Code; Residency Policy; Call-out Policy; Utility On-call; Amount of Sick Leave; FMLA; and Smoking Policy (Tobacco Use). Motion carried unanimously.

12. STRATEGIC PLAN – City Administrator Stiles distributed a draft of the Strategic Plan that was halted last spring due to COVID. There are seven total goals that he identified: Housing, Community Development, Financial Stability, Public Safety, City Planning, Workforce, and Child Care. To bring the project to a conclusion, the group that worked on the plan needs to get back together to review and refine the draft and assign the work. A work session will be scheduled in March.

13. LAND BANK MEETING – SALE OF PROPERTY – At 4:45 p.m., Council recessed into a Land Bank meeting to discuss the sale of property. The meeting adjourned at 4:52 p.m. and the regular council meeting resumed.

14. EXECUTIVE SESSION – PERSONNEL – At 4:52 p.m., motion was made by Council member Gehring and seconded by Council member McCarty to recess into an executive session for 30 minutes for the purpose of discussing personnel matters of non-elected personnel pursuant to K.S.A. 75-4319(b)(1). The meeting will resume online at 5:22 p.m. Motion carried unanimously. The council meeting resumed at 5:22 p.m. No action was taken.

15. BOARD APPOINTMENTS – Mayor Thurston appointed Joe Alvarez to the Hillsboro Housing Authority board filling the vacant position. Motion was made by Council member Gehring and seconded by Council member McCarty to approve this appointment. Motion carried unanimously.

16. CITY ADMINISTRATOR'S REPORT –

Water Contract with KDHE: The City's contract with KDHE to purchase water from Marion Reservoir will be expiring at the end of 2021. The current contract is a 40-year, fixed rate contract. Annually, we spend approximately \$15,000.00 on raw water purchases. KDHE's current contracts similar to ours are variable rate contracts, which is what they will propose to us. The current rate for raw water, according to KDHE, is 460% higher than what we currently pay. Under those rates, we would see a raw water cost jump to \$69,000.00 annually. We have been working on rate analysis for proposed rate adjustment to cover capital and operational costs. Rates will need to be adjusted to accommodate the anticipated raw water rate increase.

Water Projects: Morgan Marler and City Administrator Stiles met with the water engineers at EBH to discuss potential water projects. The KDHE loan project we just finished was approximately \$500,000.00 under anticipated levels. This would potentially allow the Water Department to complete additional improvements under a new KDHE loan without increasing the debt service or debt load from its previous budgeted levels. City Administrator Stiles directed EBH to submit a non-binding pre-application to the KDHE Revolving Loan Fund to make sure a potential project could be eligible. Once the debt service for

the just finished project is completed, City Administrator Stiles will evaluate the feasibility of more capital projects. We are under no obligation to do anything; however, it may be a good opportunity to get ahead on water system projects at a low interest rate.

KPP Electric Meters: The KPP board approved moving forward with the financing package that includes our meter upgrade. The projected cost for our meters is \$187,530.00. The terms for the payment have not been completed and won't be final until the bonds are sold. The length will be 10 years; however, the interest rates are unknown. The current market rates are low, between 1-3%. I would anticipate the monthly fee would be around \$2,000.00 for our portion. KPP will present a resolution for the City to adopt what will outline the terms in the near future. Mark Chesney, KPP, will also be at the February 16th meeting to give updates on KPP and touch base.

Sewer Projects: Our staff met with the EBH wastewater engineers and Barkman Honey on January 21st. They discussed potential options for handling Barkman's honey waste and improving our lagoon performance. We are working with Barkman on possible solutions that would address the sludge build up in the lagoons and smell issues that creates. We also are addressing the issue of overtopping our main lift station due to rainwater infiltration to the sewer system. KDHE is requiring we do something about that issue. We believe that the issues are caused by foundation drains and sump pumps connected to the sanitary sewer. Those types of connects were legal until the 1980's so it's a difficult problem to detect and address in older homes. The City will also need to be preparing for future KDHE regulations on nitrates, phosphorus and ammonia.

Fiber Optic Project: We spoke with the TCW reps on January 28th about the progress on the project. The project is behind and they anticipate a late spring/early summer completion date. They are testing equipment now and hope to begin turning on areas of town in phases starting in March. TCW will begin providing regular updates to the public again in February and also offer sign-up events.

Countryside Feed Expansion: Countryside Feed submitted their application for a tax abatement on January 29th. We will begin processing the application and bring it to the Council according to the City's adopted policy.

EMS Building – At the January 25th County Commission meeting, the Commission voted to move forward with our proposal to sell them property for a new station. There was some discussion about how much space they would need and the County may be interested in additional land. We will begin working with them to move the project forward.

Health Insurance Model: City Administrator Stiles is exploring alternative health insurance models that he thinks will save the City money and maintain, if not improve, employee's coverage and service. The goal is to make sure we continue to get good coverage at a reasonable cost to employees while controlling the City's costs and hopefully saving money. Any changes would come before the Council. He would expect to start seeing renewal information in April.

Community Plaza: The Community Plaza Steering Group met on January 28th. We are nearing completion of a proposed design. The group has been excited about what is emerging and working with phasing cost estimates now. City Administrator Stiles is confident that we will be able to get the splash pad portion of the project going this year as part of Phase 1. The design is great and we hope to be able to share it with the community shortly.

17. ADJOURNMENT – Council meeting adjourned at 5:37 p.m.


LOUIS THURSTON, MAYOR

ATTEST:


JANICE K. MEISINGER, CITY CLERK

Hillsboro, Kansas
February 16, 2021

1. The City Council met in regular session via Zoom, due to the Corona Virus pandemic, on Tuesday, February 16, 2021 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; Phyllis Zorn, Hillsboro Star Journal; Leroy Just, 301 N. Adams; Susan Robson, Brookens and Robson, LLC; Brooke Carroll and Mark Chesney, Kansas Power Pool; Kimberlyn Gilchrist, 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. **MINUTES** – Motion was made by Council member McCarty and seconded by Council member Loewen to approve the minutes of the 2-2-2021 regular meeting as submitted. Motion carried unanimously.

5. **VOUCHERS** – Motion was made by Council member Driggers and seconded by Council member McCarty to approve the vouchers in the amount of \$293,577.58. Motion carried unanimously.

6. **PUBLIC COMMENTS** – Leroy Just told Council that he could not afford a massive water rate increase. He felt the higher the rates were, the harder it was to get people to move to our community. (There is an article in this week's Free Press about the increase in the raw water price the City will be paying when our current contract with the State ends at the end of this year). Mayor Thurston assured Mr. Just that the water rate increase would be as minimal as we could make it.

7. **MARK CHESNEY – KANSAS POWER POOL** – Mark Chesney gave Council an update on KPP. He said this has been an interesting week due to the very cold weather and the Southwest Power Pool rolling blackouts, because of the high demand and tight supply of power. Market prices have increased from 10-13 cents per kwh to at least 60 cents per kwh and higher. These higher prices will be reflected in the cost adjustment on our electric purchase invoice from KPP. Hillsboro has not had a blackout; but, it is likely that more blackouts will occur tomorrow; unfortunately, with probably very little notice ahead of time. He felt all this reinforced KPP's decision to add quick-start generators to their system after KPP's contract with Westar ends. This change also results in a 7-9 million dollar per year savings, and gets KPP almost out of the coal business.

8. **ORDINANCE 1325 – KPP METER PURCHASE AGREEMENT** – Ordinance 1325 authorizes the City to sign off on the necessary documents with KPP for the meter improvement project. The project will be financed through KPP and charged back to the City through the power purchase contract the City has with KPP. The estimated project cost is \$187,530.00. We won't know what the interest will be until the bonds are sold. The term of the bonds will be 10 years. Approximately 850 personnel hours per year is spent preparing for, processing, and reading meters. The savings in personnel and equipment will offset the annual cost. Motion was made by Council member McCarty and seconded by Council member Loewen to approve Ordinance 1325 and authorize the mayor to sign – (ORDINANCE 1325 – AN ORDINANCE APPROVING A PROJECT TO BE UNDERTAKEN BY THE KANSAS POWER POOL ("KPP"), A MUNICIPAL ENERGY AGENCY FOR THE BENEFIT OF THE CITY OF HILLSBORO, KANSAS AND AUTHORIZING THE EXECUTION AND DELIVERY OF SUCH DOCUMENTS AS SHALL BE NECESSARY IN CONNECTION THEREWITH). Council was polled with the following 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 Loewen to approve Project Schedule 1 of the City's power purchase contract pending the sale of bonds by KPP and authorize the council president to sign. Motion carried unanimously.

9. **ORDINANCE 1326 – CONDITIONAL USE FOR AIR B&B** – Ordinance 1326 authorizes a Conditional Use Permit (Case NO. Z-CU2021-01) to allow a residential property at 201 East A Street to be used as a vacation rental by owner (VRBO). The Planning Commission held a public hearing on January 28, 2021 to hear the case. After the public hearing, the Commission voted unanimously to recommend approval to the City Council. Adjoining property owners shared concerns about potential security issues at the public hearing. Owners Mona and David Hein indicated that the rental would be for Tabor parents or visitors and talked about safety precautions. The rental will also not be placed on rental sites like Air B&B or VRBO. The Planning Commission discussed the issue and was sympathetic to the concerns. Ultimately, it came down to the fact that proposed use was not dramatically different than a residential

use, neighbors can't control who their neighbors are, and similar type permits have been issued by the City in similar situations. Motion was made by Council member Driggers and seconded by Council member McCarty to approve Ordinance 1326 for a Conditional Use Permit at 201 East "A" Street, and authorize the mayor to sign. Council was polled with the following vote: Council member McCarty, yes; Gehring, yes; Loewen, yes; Driggers, yes. Motion carried unanimously.

10. APPOINTMENT OF SUSAN ROBSON AS CITY PROSECUTOR – Mayor Thurston appointed Susan Robson as city prosecutor. Motion was made by Council member McCarty and seconded by Council member Driggers to approve this appointment. Motion carried unanimously. The hourly rate will be \$125.00.

11. KPERS 401A ADOPTION – In August of 2020, Council approved allowing employees to participate in the KPERS 457 plan. Enrollment for that plan has begun, and employee participation will begin in March. The City also needs to adopt the KPERS 401(a) program in order to meet the deferred compensation section of the city administrator's employment agreement. Under that section, the City will deposit 5% of City Administrator Stiles' annual salary in a deferred compensation account. IRS codes prevent the City from contributing to the 457 plan and require that city contributions be done in a 401(a) plan. Motion was made by Council member McCarty and seconded by Council member Gehring to approve the 401(a) Resolution and Adoption Agreement. Motion carried unanimously.

12. SET PUBLIC HEARING FOR EVALUATING THE PERFORMANCE OF GRANT #20-CV-088 – The City has distributed the COVID grant funds of \$122,000.00 to nine local businesses. The final part of the project is to hold a project performance hearing. Motion was made by Council member McCarty and seconded by Council member Driggers to set the Project Performance Hearing for the Community Development Block Grant CV funds at 4:00 p.m. on March 2, 2021 at the regular city council meeting. Motion carried unanimously.

13. EMS BUILDING LOCATION – The land request for the proposed EMS site is .37 acres. The property would start 10' into the current drive for the AMPI building by the Police Department. The drive is 33' across leaving 23' belonging to the City. This still leaves 1.33 acres for the proposed fire station to access Ash Street. The AMPI property is located in the City's Land Bank and requires a publication notice 30 days prior to the sale closing. Due to rising steel prices, the County has an interest in making a decision as soon as possible. Mayor Thurston said he felt this was the right spot for the building and that this would be a big benefit to the City of Hillsboro.

14. STAFFING ORGANIZATION – Due to several pending retirements, City Administrator Stiles is looking for ways to reorganize and opportunities to streamline operations. One big objective is cross training to allow for more flexibility. In summary, City Administrator Stiles would like to take the following actions:

- Promote an electrical supervisor before April 1
- Combine Water and Sewer Departments
- Promote Morgan Marler to Water and Sewer Director, starting March 1
- Advertise to hire a Sewer Department trainee immediately
- Promote Caren Funk to work with Mona immediately
- Move Steve Fast to full-time and have him begin working in the office half-time immediately
- Advertise to hire a golf superintendent to learn with Gary over 2021.
- Since Glenda Stoppel has announced her retirement, needs for the office will need to be re-evaluated. Council concurred.

15. GOLF SUPERINTENDENT JOB DESCRIPTION APPROVAL – Motion was made by Council member McCarty and seconded by Council member Gehring to approve the Golf Superintendent job description as amended. Motion carried unanimously.

16. BOARD APPOINTMENTS – Mayor Thurston reappointed Dana Maxfield and Dr. Karol Hunt to the Recreation Commission. Motion was made by Council member McCarty and seconded by Council member Gehring to approve these appointments. Motion carried unanimously.

17. CITY ADMINISTRATOR'S REPORT –

Water Feature: City Administrator Stiles and Morgan Marler did an interview with Jackie Nelson, from the Free Press, to follow-up on the discussion on the potential raw water rate increase. A lot of people jumped to the conclusion that their water bills would be jumping the 460%, the projected raw water rate increase. That's not the case, but it's easy to see how that could be the conclusion. Hopefully, the

follow-up interview provides more context. We are working on evaluating the rates and will talk with the Council about what we would need to do to accommodate the increase in raw water cost along with the other needs of the system.

New Hire: Dale Dalke has hired Jesse Dirks to fill his open street position. The Street position has been open since last summer. We had to do two application periods to find someone. Jesse will start March 1 pending passing a pre-employment physical and drug test. Once Jesse is onboard, we will introduce him to the City Council to put a face to the name.

Aquatic Center Manager: Applications for the Aquatic Center Manager were due on Friday, February 12. Doug Sisk will be interviewing candidates the week of February 15-19 and making a hiring decision. The Aquatic Center Manager will then begin the process of hiring staff for the pool, which normally begins in February.

Engineering RFQ: We received five proposals for City engineering services. The proposals are from Earles Engineering (McPherson), Schwab Eaton (Wichita), MKEC (Wichita), EBH (Hillsboro/Marion), and PEC (Wichita). Right now, Morgan Marler, Dale Dalke, Ben Steketee, and City Administrator Stiles are reviewing the proposals. If any of the Council would like to review the proposals now, we'd be happy to share. We plan on narrowing the field down and having presentations to the Council in March.

Concrete Crushing Bids: We received three bids for concrete crushing. We hope to be able to award the bid at the next meeting; however, Dale Dalke wanted an opportunity to review bidder's work.

Property and Liability Insurance Servicer: City Administrator Stiles has had multiple insurance agents inquire about being the City's property and liability insurance servicer. The current servicer is IMA out of Wichita, but previously the policy was serviced locally. Based on the services we use from IMA, City Administrator Stiles didn't think moving the policy back to a local agent would be detrimental to the City. However, the City's policy renews on April 1 and IMA has already done the work to prep the renewal. It doesn't seem fair to transition at this point with IMA doing most of the work already. City Administrator Stiles instead proposed allowing local agents bid on the work for the April 2022 renewal in December of 2021. If we have any problems with IMA's service before then, we can certainly make that change, but delaying a change for now seems like the fairest thing to do.

18. COUNCIL COMMENTS –

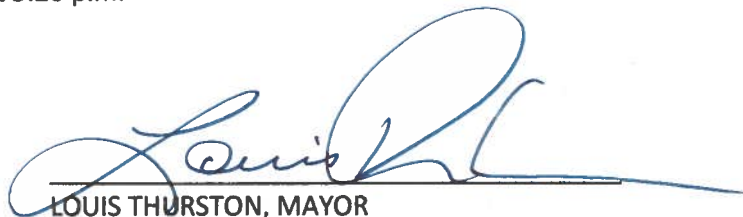
Council member Driggers – none

Council member Loewen – His questions concerning the water were answered earlier in the meeting.


Council member Gehring – none

Council member McCarty – none

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


LOUIS THURSTON, MAYOR

ATTEST:


JANICE K. MEISINGER, CITY CLERK

Hillsboro, Kansas
March 2, 2021

1. The City Council met in regular session via Zoom, due to the Corona Virus pandemic, on Tuesday, March 2, 2021 at 4:00 p.m. with Mayor Lou Thurston and Council members Renee Gehring, David Loewen, Brent Driggers, and Byron McCarty participating.
2. Others Participating: RoseMary Saunders and Crystal Hinnen, Ranson Financial; Kimberlyn Gilchrist, City Attorney; Laura Paulus, Hillsboro Free Press; Phyllis Zorn, Hillsboro Star Journal; Darin Neufeld, EBH & Associates; 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. **MINUTES** – Motion was made by Council member Loewen and seconded by Council member Gehring to approve the minutes of the 2-16-21 regular meeting as submitted. Motion carried unanimously.
5. **VOUCHERS** – Motion was made by Council member Driggers and seconded by Council member Loewen to approve the vouchers in the amount of \$115,728.03. Motion carried unanimously.
6. **PUBLIC COMMENTS** – Mayor Thurston told Laura Paulus “all best wishes for a speedy recovery.”
7. **PUBLIC HEARING FOR GRANT PERFORMANCE CDBG-CV** – At 4:03 p.m., Council recessed into a public hearing for reviewing the grant performance for the CDBG-CV grant that the City received. The City received \$132,000.00 in grant funds (\$122,000.00 ED grants and \$10,000.00 for grant administration). Six local businesses received \$15,000.00 each; two businesses received \$10,666.67 each; and, one business received \$10,666.66. We were able to retain 12 full-time jobs and 11 part-time jobs with these funds. No public comments were received. Mayor Thurston thanked RoseMary and Crystal for their expertise and help administering the grant. The public hearing closed at 4:07 p.m. and the regular council meeting resumed. Motion was made by Council member McCarty and seconded by Council member Loewen to authorize the mayor and city clerk to sign the close-out documents and submit them to the State. Motion carried unanimously.
8. **RESOLUTION 2021-01 GAAP WAIVER** – Motion was made by Council member Driggers and seconded by Council member McCarty to approve Resolution 2021-01 – (*A RESOLUTION REGARDING THE WAIVER OF GENERAL ACCEPTED ACCOUNTING PRINCIPLES (“GAAP”) IN THE PREPARATION OF FINANCIAL STATEMENTS AND FINANCIAL REPORTS FOR THE CITY OF HILLSBORO, KANSAS FOR FISCAL YEAR 2020.*) Council was polled with the following vote: Council member Loewen, yes; Gehring, yes; Driggers, yes; McCarty, yes. Motion carried unanimously.
9. **RESOLUTION 2021-02 EMERGENCY DECLARATION** – This resolution is in conjunction with the County declaring an emergency due to the recent very cold weather, which increased the demand for natural gas and electricity. This resolution places the public on notice that it is exploring every avenue of relief and is declaring an extraordinary local State of Financial Emergency. Motion was made by Council member McCarty and seconded by Council member Loewen to approve Resolution 2021-02 – (*A RESOLUTION OF THE CITY OF HILLSBORO, KANSAS DECLARING A LOCAL STATE OF FINANCIAL EMERGENCY*). Council was polled with the following vote: Council member McCarty, yes; Driggers, yes; Gehring, yes; Loewen, yes. Motion carried unanimously.
10. **KDOT CCLIP FY23-24 APPLICATION – DARIN NEUFELD** – Darin Neufeld, EBH & Associates, told Council this application would be for funds to fix Elm Street (by Sonic); add a deceleration lane (like what is at Ash Street); and, replace the center island patch on Ash Street. All work would be inside city limits. This is a 95%/5% (City) grant and the City’s local match would be \$26,000.00. If awarded, this would be a 2023/2024 project. After further discussion, motion was made by Council member Gehring and seconded by Council member Driggers to submit the KDOT CCLIP FY 23-24 application by EBH as identified. Motion carried unanimously.
11. **SETTING A WORKSESSION FOR STRATEGIC PLANNING** – Motion was made by Council member Loewen and seconded by Council member McCarty to set a work session on Tuesday, March 23rd at 4:00 p.m. to revisit and finish the strategic plan that was started last year before COVID hit. Motion carried unanimously.
12. **AWARD CONCRETE CRUSHING BIDS** – The City received the following concrete crushing bids:

APM	Total \$60,470.00	3" concrete \$6.23/Ton	1 1/2" concrete \$6.23/Ton	asphalt \$5.50/Ton
Vogt's Crushing	Total \$71,900.00	3" concrete \$7.50/Ton	1 1/2" concrete \$7.50/Ton	asphalt \$5.50/Ton
APAC	Total \$85,800.00	3" concrete \$8.50/Ton	1 1/2" concrete \$8.50/Ton	asphalt \$6.00/Ton

APAC’s total price includes \$4,500.00 in mobilization costs. APM and Vogts do not have additional mobilization charges. APM is the low bidder and also recently won a similar bid for Marion County. Street Superintendent Dale Dalke reviewed the work that APM has done and concluded that they can meet the needed specifications. The funds for the concrete crushing will come from the Special Highway Fund. Approximately 4,000 tons may be available for sale. Motion was made by Council member Gehring and seconded by Council member Loewen to award the bid to APM for concrete crushing in the amount of \$60,470.00. Motion carried unanimously.

13. HEALTH INSURANCE PROPOSAL FROM FREEDOM CLAIMS MANAGEMENT, INC – City Administrator Stiles presented a proposal from Freedom Claims Management Inc (FCMI) for the City’s health insurance called the Freedom Choice Plan. Freedom Choice is a partially self-funded plan. The City buys a high deductible umbrella plan for employees, then runs its own funded plan under the high deductible administered by FCMI. Employees receive the same benefits that they are used to having only they are technically double insured. Claims run through the umbrella Blue Cross Blue Shield plan, then through the City’s plan. Based on the rough projections that FCMI has done, by switching to a less expensive, high deductible umbrella policy, the City would retain \$77,532.24 per year to fund the City’s plan compared to what we pay Blue Cross Blue Shield for our current coverage. Those funds would be deposited locally and administered by FCMI as our health plan. Health insurance is age related. As we transition several folks to retirement and hire in new employees, the profile of our plan is going to change. The City will save an additional \$6,000.00 annually that we are currently paying our broker, HUB International. We want to keep good benefits, but have some control over costs. Motion was made by Council member Driggers and seconded by Council member McCarty to approve the proposal with Freedom Claims Management and authorize the city administrator to work with FEMI on the employee health insurance. Motion carried unanimously.

14. LETTING MOWING BIDS – One of the avenues we are looking at to save manpower and reduce costs is to contract mowing. We have identified approximately 85 acres of property that the Street Department and Recreation Department currently mow that could be contracted out. The areas are:

Hillsboro Heights	12.81 acres
AMPI area	2.18 acres
Willow Glen	.91 acres
Old Post Office	.16 acres
ROW by new post office between Main & Ash	.79 acres
Around recycling area	.13 acres
Old hospital	.66 acres
Airport	43.54 acres
Park/Museum	22.37 acres
Schaeffler House	.85 acres

Each of the areas is categorized by the frequency that it needs to be cut. The contractor would be paid monthly and be required to keep the grass at a certain length, no matter how many times per month it needs to be cut. We have a contractor that mows the Schaeffler House and we would retain them for the service. Motion was made by Council member McCarty and seconded by Council member Gehring to approve the city administrator to solicit bids for mowing contractors for the 85 acres identified. Motion carried unanimously.

15. APPROVAL OF JOB DESCRIPTIONS: CITY CLERK, SEWER/WATER TRAINEE, AND FRONT DESK CLERK – City Administrator Stiles reviewed the revised job descriptions for Council. Motion was made by Council member McCarty and seconded by Council member Loewen to approve the job descriptions as submitted. Motion carried unanimously.

16. APPOINT ANTHONY ROY AS PUBLIC OFFICER – In order to take action on code enforcement issues, the City needs to formally appoint a public officer. Motion was made by Council member McCarty and seconded by Council member Driggers to appoint Anthony Roy as public officer. Motion carried unanimously.

17. BOARD APPOINTMENTS – none

18. CITY ADMINISTRATOR'S REPORT –

City Administrator Stiles said he didn't feel that the personnel manual was clear regarding hiring department heads. He wanted to make sure the Council was on board. The mayor and Council concurred and asked that he keep them informed.

Work on the hospital trail began yesterday and should be completed in May. The highway work will begin soon and should be completed in June.

The Youth Entrepreneur Challenge was today. There were six contenders, all from Hillsboro. Jessi Dalke won with her photography.

City Administrator Stiles said he and Todd Simmons volunteered last Wednesday at the health department's shot clinic.

Electric Supervisor – After careful consideration, interviewing, and reference checking, City Administrator Stiles has decided to promote Todd Helmer to the electric supervisor role. Todd will officially take the reins from Mike Duerksen once Mike officially retires.

Aquatics Center Manager – Doug Sisk has officially hired Cara Duell to serve as the next aquatics center manager. Cara brings a wealth of experience in pool management, lifeguarding and swimming instruction to the position. She has already begun the process of identifying assistant managers, lifeguards and pool staff. We are anticipating opening the pool on schedule. At this point, we don't know what type of COVID protocols may be needed, but we will continue to monitor the situation and take advice from recreational organizations.


Other Hiring – We have posted the Golf Superintendent, City Clerk and Sewer/Water Trainee positions. City Administrator Stiles hopes to do a first review of resumes and applications on March 12th. If the Council approves the revised job descriptions, City Administrator Stiles plans on posting for the Front Desk Clerk position this week and begin that process. In subsequent weeks, we will also be out hiring for pool staff and other recreation staff for the summer season.

EMS Building – Chief Steketee and City Administrator Stiles met with Darin Neufeld, EBH, about the property for the EMS building. There are a few issues that will need to be resolved from a platting prospective, but that should not hold up the transfer of property to the County.

Community Garden Proposal – We have received a proposal from Stan Thiessen (212 N. Ash) to develop a community garden space. The garden would be in the old railroad right-of-way between Stan's house and the post office property. The City has title to property that extends from Ash to Main (south of Thiessen and east by the Pick-up Line). One potential hitch is that the Central Kansas Conservancy has rights to the old right-of-way, designated for trail development. Anthony and City Administrator Stiles met the Conservancy reps and are working on identifying what area could be used for a community garden. Once we have a clear idea of what can be done on the property, we will work with Stan to determine if a community garden is feasible and desired by residents.

19. COUNCIL COMMENTS – none

20. ADJOURNMENT – Council meeting adjourned at 5:13 p.m.


LOUIS THURSTON, MAYOR

ATTEST:


JANICE K. MEISINGER, CITY CLERK

Hillsboro, Kansas
March 16, 2021

1. The City Council met in regular session via Zoom, due to the Corona Virus pandemic, on Tuesday, March 16, 2021 at 4:00 p.m. with Mayor Lou Thurston and Council members Renee Gehring, David Loewen, Brent Driggers and Byron McCarty participating.

2. Others Participating: Kathy McNeill, IMA, Inc.; Kimberlyn Gilchrist, City Attorney; Laura Paulus, Hillsboro Free Press; 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. **MINUTES** – Motion was made by Council member Gehring and seconded by Council member Loewen to approve the minutes from the 3-2-2021 regular meeting as submitted. Motion carried unanimously.

5. **VOUCHERS** – Motion was made by Council member Loewen and seconded by Council member McCarty to approve the vouchers in the amount of \$56,993.10. Motion carried unanimously.

6. **PUBLIC COMMENTS** – none

7. **KATHY MCNEIL, IMA, INC – 20-21 INSURANCE RENEWAL** – Kathy McNeil, IMA, Inc., met with Council to present the 2020-2021 insurance renewal and premium comparison. The total premium is increasing from \$116,952.00 last year to \$142,169.00 this year, effective 4-1-2021. Most of the increase is in property coverage due to adding the building at 701 S. Main (old hospital), insured value - \$2,000,000.00, and adding the building at 111 East First Street (old post office), insured value \$158,420.00. Plus, increasing building values at 406 N. Main (welding school) from \$838,298.00 to \$1,163,245.00; Lots 1-8, Block 9, Bushman's Addition (electric substation) from \$690,036.00 to \$838,768.00; 414 N. Adams (water treatment plant) from \$4,214,853.00 to \$5,119,219.00; and, the water tower from \$1,203,318.00 to \$2,018,584.00. Smaller increases were noted in Inland Marine, General Liability, Public Officials Errors & Omissions, Law Enforcement Liability, Auto Coverage and Aviation General Liability. We will also be receiving a dividend again later this year. An adjustment will be made for 406 N. Main because if something happened to the welding school, the City would not replace it. Motion was made by Council member McCarty and seconded by Council member Loewen to approve the 2020-2021 insurance renewal of \$142,169.00, subject to adjustment. Motion carried unanimously.

8. **TROJAN BOYS BASKETBALL PROCLAMATION** – On March 13, 2021, the Hillsboro High School Boys Basketball Team won the Boys Class 2A State Basketball Championship. Motion was made by Council member Driggers and seconded by Council member McCarty to authorize the mayor to sign a proclamation declaring today, Tuesday, March 16, 2021 "Trojan Boys Basketball State Champion Day". Motion carried unanimously.

9. **RESOLUTION 2021-03 SETTING A PUBLIC HEARING FOR COUNTRYSIDE FEED TAX ABATEMENT APPLICATION** – Motion was made by Council member Gehring and seconded by Council member Driggers to approve Resolution 2021-03 – *(A RESOLUTION OF THE GOVERNING BODY OF THE CITY OF HILLSBORO, KANSAS, SETTING THE DATE, TIME AND PLACE FOR A PUBLIC HEARING TO RECEIVE AND HEAR PUBLIC COMMENTS REGARDING A PROPOSAL TO EXEMPT CERTAIN PROPERTY FROM AD VALOREM TAXATION FOR ECONOMIC DEVELOPMENT PURPOSES; AND, DIRECTING PUBLICATION OF A NOTICE OF PUBLIC HEARING)*. Council was polled with the following vote: Council member McCarty, yes; Loewen, yes; Driggers, yes; Gehring, yes. Motion carried unanimously.

10. **ORDINANCE 1327 TCW FRANCHISE** – Ordinance 1327 corrects some language in Ordinance 1319 that was adopted in October, 2020. Motion was made by Council member McCarty and seconded by Council member Loewen to approve Ordinance 1327 – *(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 ("CITY"))*. Council was polled with the following vote: Council member Gehring, yes; Driggers, yes; Loewen, yes; McCarty, yes. Motion carried unanimously.

11. **TCW GROUND LEASE** – In September, 2020, Council approved a ground lease with TCW for their central office building. The building is located in the alley between Grand & "A" Street and serves as the brains for the fiber optic network. Some revisions were needed in the original lease. The major change is 16.02 adding a right of first refusal for TCW to purchase the property from the City should we ever

choose to do so. Aside from that change, there were immaterial changes to grammar and reordering the sections. Motion was made by Council member McCarty and seconded by Council member Driggers to approve the proposal ground lease with TCW and authorize the mayor to sign. Motion carried unanimously.

12. TRANSFORMER PURCHASE – The Electric Department is requesting the purchase of a 300 KVA Three-phase pad mount transformer to replace the current live front transformer at the old Alco store, With Bomgaars coming in this spring, the opportunity to replace the transformer is ideal. The current transformer is obsolete and potentially dangerous. The cost of the new transformer is \$11,500.00. The cost would be 100% on the City as it was our initiative to change it out. Motion was made by Council member McCarty and seconded by Council member Gehring to approve the purchase of the proposed transformer at a cost of \$11,500.00. Motion carried unanimously.

13. ELCON INVOICE \$99.01 – Invoice 12701 is for various small items for the Street, Sewer, Water Department and City Hall. Motion was made by Council member Loewen and seconded by Council member Driggers to approve payment of this invoice in the amount of \$99.01. Vote: Council member Loewen, Driggers and McCarty, yes; Council member Gehring abstained. Motion carried.

14. DISCUSSION OF KPP FEES – Because of the winter storm event in February, the bills KPP received amounted to \$42 million beyond what is normally expected due to the spikes in natural gas prices. Because of the generation that KPP was able to sell in the market, the credits reduced the bill amount to \$17 million. KPP has a \$10 million rate stabilization fund that the KPP Board voted to use to help smooth the unforeseen costs out. KPP will also use their line of credit to pay the immediate bills. At the special board meeting on Friday, March 12th, the Board also took action to begin recovering the rate stabilization fund via an energy cost adjustment surcharge of \$.01 per kwh for the next three months until they determine what the length of time and charge is prudent to recover the reserve funds. Discussion was around a 24-36 month time period using the surcharge method. The mayor and city administrator are proposing to pass that surcharge through to our retail customers. The surcharge would be shown separately and sunset after the repayment period to KPP is complete. The current consumption charge rate for both residential and commercial customers is \$.1195 per kwh. If the surcharge were to remain at \$.01 per kwh, it would amount to an 8.4% increase for the proposed two-year repayment period. Mayor Thurston said he felt extremely fortunate for the foresight of his predecessors to become members of KPP. Former City Administrator Paine was president of KPP and a very active member.

15. MASK ORDINANCE EXPIRATION – The City's mask ordinance is set to expire on March 23rd. The Police Department has not written any tickets. It was the consensus of the Council to let the ordinance expire.

16. BOARD APPOINTMENTS – Mayor Thurston made the following board appointments:

a. Fire Advisory: Tony Hein – Menno Township (1 year); b. Fire Advisory: Paul Penner – Risley Township (1 year); c. Fire Advisory: DeLayne Herbel – Lehigh Township (2 years); d. Fire Advisory: Cameron Gottwald – City of Lehigh (2 years); e. Fire Advisory: Jared Jost – Liberty Township (2 years).

17. CITY ADMINISTRATOR'S REPORT –

COVID-19 Vaccines: As of Friday, March 12th, all of the employees of the City who wanted to receive a Covid-19 vaccine have received at least the first shot. Employees were vaccinated at either the Marion County Health Department PODS, the Hillsboro Pharmacy, or through a shot clinic from Hillsboro Community Hospital.

Hiring Updates: City Administrator Stiles is reviewing applications received for our open positions. We received 8 applications for the city clerk, 8 for the front desk clerk, 3 for the sewer/water trainee, and 4 for the golf superintendent. There will be interviews scheduled through the end of the month. The Golf Association will be reviewing and participating in the golf superintendent interviews. We are also moving forward with summer help hiring.

IT Security: City Administrator Stiles met with Lloyd Davies about our IT needs given all of the transitions we are having. Lloyd and he have developed a plan to manage those situations. We are also looking at adding some best practices to insure we aren't unnecessarily vulnerable to cyberattacks.

Retirement Parties: Caren sent out an invitation to Glenda's retirement party on Friday, March 19 from 3-5 p.m., City Hall. It's a come and go event and we are asking participants to wear masks. Mike's retirement will be the following Monday, March 22 from 3-5 pm, City Hall. Mona's last day with us is

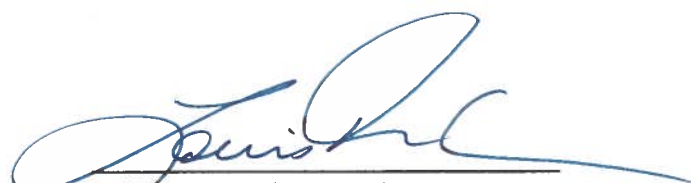
April 30, and Jan's last day will be in June; however, the final date hasn't been finalized. Gary will be retiring at the end of the year though the date is not known yet. We'll have parties for them at those times to celebrate their time with the City.

Strategic Planning: Reminder that we will be having a strategic planning session on March 24 starting at 4:00 p.m. City Administrator Stiles said he wasn't sure how long we will go, but we'll keep it a manageable timeframe.


Salem Home: The Salem Home transaction is finished. The deed and agreement have been signed. This process has taken three years to complete.

18. COUNCIL COMMENTS – Mayor Thurston asked Council if they would be comfortable meeting in person again. Council member McCarty said that would be ok with him. Council member Loewen said he would like to wait and see how things went in the next week or two. Council member Driggers said meeting in person would be ok with him, with Zoom still being an option. Council member Gehring said it was ok with her to meet in person, and she was glad to have Zoom as an option.

19. ADJOURNMENT – Meeting adjourned at 4:54 p.m.


LOUIS THURSTON, MAYOR

ATTEST:


JANICE K. MEISINGER, CITY CLERK

Hillsboro, Kansas
April 6, 2021

1. The City Council met in regular session via Zoom and in person, on Tuesday, April 6, 2021 at 4:00 p.m. with Mayor Lou Thurston and Council members Renee Gehring, David Loewen, Brent Driggers, and Byron McCarty participating.

2. Others Participating: Dale Dalke & Jesse Dirks, Street Department; Peter Mungai, CEO, Salem Home; Wendell Dirks, Salem Home Board Member; Kimberlyn Gilchrist, City Attorney; Phyllis Zorn, Hillsboro Star Journal; Rod Funk; 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. **MINUTES** – Motion was made by Council member Loewen and seconded by Council member Gehring to approve the minutes of the regular meeting held 3-16-2021. Motion carried unanimously.

5. **VOUCHERS** – Motion was made by Council member Driggers and seconded by Council member Loewen to approve the vouchers in the amount of \$124,495.62. Motion carried unanimously.

6. **PUBLIC COMMENTS** – None

7. **PUBLIC HEARING FOR COUNTRYSIDE FEED TAX ABATEMENT** – Because of a mix up in address, the notice to the county sent from the attorney's office was not delivered on time. Therefore, the notice will be re-mailed and the public hearing will be held at a special city council meeting, date and time to be determined later.

8. **ORDINANCE 1329 AMENDING ELECTRICAL RATES** – Ordinance 1329 adds language to the current electric rate ordinance to allow for the collection of surcharges related to the February 2021 winter storm charged to the City by KPP (Kansas Power Pool). This ordinance allows the City to pass a \$.01 per kWh surcharge for the duration that the surcharge is active. This represents an 8.4% increase based on usage (projected to be 24 months). This charge would go into effect with the 6-1-21 utility bills. The City will use reserve funds to pay the surcharge from KPP for February, March, April, and May (estimate \$70,362.89). Our intention would be to replenish those reserves by extending the surcharge until those reserves are refunded. Motion was made by Council member McCarty and seconded by Council member Driggers to approve ordinance 1329 and authorize the Mayor to sign. (ORDINANCE 1329 - AN ORDINANCE AMENDING SECTION 15-218, 15-220, AND 15-221 OF CHAPTER XV, ARTICLE 2 OF THE CODE OF THE CITY OF HILLSBORO, MARION COUNTY, KANSAS RELATING TO ELECTRIC SURCHARGES). Council was polled with the following vote: Councilmember Gehring, yes; McCarty, yes; Loewen, yes; Driggers, yes. Motion carried unanimously.

9. **SUMMER 2020 EBH INVOICE \$4,510.42** – EBH sent the City an invoice for design and survey work last June, but it didn't get sent to KDOT. It is for work on the 56/Industrial Road intersection in the amount of \$4,510.42. Motion was made by Council member Gehring and seconded by Council member Driggers to approve payment of this invoice. Motion carried unanimously.

10. **MOWING BIDS** – Bids were received for mowing six areas in town currently maintained by the Street Department, Recreation Department, and by the Golf Superintendent. A short agreement for the mowing needs to be developed by the City Attorney. All contractors have supplied proof of liability insurance and workman's compensation insurance; or, have signed the appropriate workman's compensation liability waiver. Funds for the mowing would be split between the Street Department, Sports Complex, and Museum. The benefit for the City is that the Street Department will have more available resources to tackle other projects in town. This also eliminates the need for additional summer help for mowing; and, allows the Golf Course Superintendent position to no longer mow the Sports Complex. In the short term, the City also avoids the capital cost of replacing a mower in the Recreation Department. Motion was made by Council member McCarty and seconded by Council member Loewen to award all six areas to the low bidders, as recommended by City Administrator Stiles; and, allow City Administrator Stiles to sign the contracts. Motion carried unanimously.

Area 1 – Hillsboro Heights – Ken Carlson - \$350.00/month.

Area 2 – AMPI – Ken Carlson - \$120.00/month.

Area 3 – Downtown – Ken Carlson - \$100.00/month.

Area 4 – Willow Glen/Old Hospital – Big Little Lawn Care - \$325.00/month.

Area 5 – Museum & Fair Grounds – Plenert Mowing - \$1,560.00/month.

Area 6 – Airport – Doug Dick - \$900.00/month.

11. STRATEGIC PLANNING DISCUSSION – City Administrator Stiles distributed a set of action items for the Strategic Plan based on the notes from the workshops on March 23rd. We kept the main focus areas of Child Care, Workforce, City Planning, Public Safety; Community Development; Housing; and Financial Stability. A vision statement needs to be selected. A work session will be scheduled to reconvene the group, to discuss the vision; and, finalize the goals.

12. PBC MEETING – At 4:20 p.m., Council recessed into a Public Building Commission meeting to consider a request from Salem Home asking for monetary help to pay for separating the heating and cooling. The meeting adjourned at 5:03 p.m. and the regular council meeting resumed.

13. BOARD APPOINTMENTS – None

14. CITY ADMINISTRATOR'S REPORT –

Bartel House – Steve Fast has raised donations of \$99,880.00 for the Bartel House project. Plans are to continue raising money. This will be a nice project once finished.

COVID-19 Vaccines: The City has hosted one Marion County Health Department POD and several Hillsboro Community Hospital vaccine clinics. Vaccines continue to be distributed as more vaccine comes into the County. We will continue to work with health care professionals to expand access to vaccines.

Hiring Updates – We have completed hiring for most of our open positions. To fill the Golf Course Superintendent spot, we've hired Avery Unruh. Avery is scheduled to start with us on April 12 and work with Gary through the rest of the year. The sewer and water department have hired Shane Ringle to fill the trainee position. Shane will be moving to town with his family and will start once he is able. City Administrator Stiles has hired Danielle Bartel to fill the city clerk position. Danielle will be starting at the end of April and work with Jan until taking over in mid-June. Racheal Plenert has been hired for the front desk clerk position, beginning April 19th.

Fiber Project Light Up Event – TCW will be hosting a Light Up event on Thursday, April 8 at 2:00 p.m., at City Hall. They will be turning on the fiber service to Phase 1 of the project. They are planning on showcasing the speed difference between the City's current services compared to the new Gigabyte service. TCW's CEO, Dale Jones, and Mayor Thurston will be making comments and City Administrator Stiles invited anyone who is able from the Council to attend. Attendees can sign up for service, enjoy refreshments and enter a prize drawing.

Bomgaars Hiring Fair – Representatives from Bomgaars, the store opening in the old Alco building, will be hosting a hiring fair on April 21-22 in the west room of City Hall. The regional manager indicated that they have hired a store manager and will be looking to fill a few dozen positions to work at the store. More information can be found on Bomgaars website, www.bomgaars.com/content-box-events/.

Engineering Presentations – We have selected four engineering companies to provide in-person presentations. They will be presenting on Tuesday, April 13 from 1:45 p.m. to 4:45 p.m. Each presentation is limited to 45 minutes total split between a presentation and questions and answers. The schedule is: 1:45 to 2:30 Schwab-Eaton (Wichita); 2:30-3:15 PEC (Wichita); and 4:00-4:45 EBH (Hillsboro-Marion). City Administrator Stiles encouraged any of the interested Council to attend and participate. If we have too many, we will need to have a special meeting, so please let City Administrator Stiles know who is planning to attend. The plan is to have a recommendation come from the presentations to the City Council.

Retirement Parties – Mona Hein's retirement party is set for Friday, April 30 from 4 p.m. to 6 p.m. at City Hall.

Sales Tax – Sales tax receipts for the first quarter of 2021 were included in the council packet along with the receipts from 2020 and 2019. Collections continue to be well above the previous years with 2021 coming in at \$22,549.88 or 14% above last year's first quarter collections.

Home of Champions Sign – On South Ash Street, as you come into town, there is a sign for Hillsboro Home of Champions, north of the City sign. It's comprised of a series of road signs on old utility poles. It looks rough and since the boys' basketball team won a new state title, City Administrator Stiles thought it was time for a remodel. He has begun talks with the Chamber, CVB and Baker Brothers about getting a replacement. We may also talk with the school district about the sign to see if they'd like to partner as well.

15. COUNCIL COMMENTS – Council member Gehring, none; Council member McCarty, said he felt Danielle Bartel will do a fine job as city clerk. Council member Loewen, none; Council member Driggers asked if the contractors not receiving the mowing bids would be notified. City Administrator Stiles said they would.

16. ADJOURNMENT – Meeting adjourned at 5:16 p.m.



LOUIS THURSTON, MAYOR

ATTEST:



JANICE K. MEISINGER, CITY CLERK

Hillsboro, Kansas
April 20, 2021

1. The City Council met in regular session via zoom and in person, on Tuesday, April 20, 2021 at 4:00pm with Mayor Lou Thurston and Council members Renee Gehring, David Loewen and Byron McCarty participating. Absent: Council member Driggers.
2. **Others participating:** Phyllis Zorn, Hillsboro Star Journal; Kimberlyn Gilchrist, City Attorney; Darin Neufeld and Zach Collet, EBH & Associates; 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. **MINUTES:** Motion was made by Council member Gehring and seconded by Council member McCarty to approve the minutes of the 4-6-21 regular meeting as submitted. Motion carried 3-0.
5. **VOUCHERS:** Motion was made by Council member McCarty and seconded by Council member Loewen to approve the vouchers in the amount of \$239,262.35. Motion carried 3-0.
6. **PUBLIC COMMENTS:** Darin Neufeld, EBH & Associates, gave council an update on the Hike/Bike trail. They are 1300 feet short of Adams street. The contractor plans to start on the Hwy 56/Industrial intersection on May 3rd.
7. **ORDINANCE 1330:** The city currently has a utility deposit system that requires a \$125.00 deposit or a letter of credit from their previous utility. Ordinance 1330 would eliminate the deposit and require new services to pay a flat \$50.00 utility connection fee. That fee can be waived with a letter of credit from previous utility provider. Our auditors also recommended and support the move away from the utility deposit structure. Additionally, the ordinance increases the fee for reconnection for failure to pay. The current fees are \$10 during business hours and \$25 dollars after hours. The fees are not sufficient to cover the man power and resources used for the reconnections and are out of line with other utilities. The proposed ordinance changes the reconnection fee to \$50.00 dollars regardless of time. A \$50.00 fee is equal to neighboring utilities and better covers the cost of sending crews out. Motion was made by council member Loewen and seconded by council member McCarty to approve ordinance 1330 and authorize the mayor to sign. (ORDINANCE NO. 1330 – AN ORDINANCE AMENDING SECTIONS 15-123, 15-130, AND 15-137 OF CHAPTER XV, ARTICLE 1 OF THE CODE OF THE CITY OF HILLSBORO, KANSAS (“CODE”) AND SECTIONS 15-201, 15-214, AND 15-215 OF CHAPTER XV, ARTICLE 2 OF THE CODE FOR THE PURPOSE OF REPLACING THE CITY’S UTILITY DEPOSIT SYSTEM WITH A NEW SERVICE UTILITY HOOKUP CHARGE, AND AMENDING THE UTILITY RECONNECTION FEES). Council was polled with the following vote: Council member McCarty, yes; Loewen, yes; Gehring, yes. Motion carried 3-0.

Motion was made by Council member McCarty and seconded by Council member Loewen to authorize city staff return all currently held deposits to account holders at the next available billing. Motion carried 3-0.
8. **RESOLUTION 2021-04 SETTING PUBLIC HEARING FOR COUNTRYSIDE FEED:** The public hearing for Countryside Feed will be next Tuesday April 27th at 4:00 p.m. Motion was made by Council member Loewen and seconded by Council member McCarty to approve Resolution No. 2021-04 (A RESOLUTION OF THE GOVERNING BODY OF THE CITY OF HILLSBORO, KANSAS SETTING THE DATE, TIME AND PLACE FOR A PUBLIC HEARING TO RECEIVE AND HEAR PUBLIC COMMENTS REGARDING A PROPOSAL TO EXEMPT CERTAIN PROPERTY FROM AD VALOREM TAXATION FOR ECONOMIC DEVELOPMENT PURPOSES; AND RATIFYING THE PUBLICATION OF A NOTICE OF PUBLIC HEARING). Council was polled with the following vote: Council member Gehring, yes; Loewen, yes; McCarty, yes. Motion carried 3-0.
9. **RECOMMENDATION ON CITY ENGINEERING SERVICES:** Staff, which included City Administrator Stiles, Ben Steketee, Morgan Marler, Dale Dalke, and Todd Helmer interviewed four engineering firms on April 13th. The firms were Schwab-Eaton (Wichita); MKEC (Wichita); PEC (Wichita); and EBH (Marion/Hillsboro). EBH has had a relationship with the City for 20 years and successfully completed numerous projects. In recent years there have been concerns raised about EBH meeting deadlines and communication with the City. The EBH presentation acknowledged those issues and proposed some changes to their current operations to better meet the needs of the City. Most significantly EBH is hiring more staff to service the Hillsboro and Marion offices. EBH plans to maintain regular and consistent hours at the Hillsboro office. They are also proposing improved project management processes that will create measurable milestones and accountability while also incorporating more communication with the City. Based on the proposed service improvements and EBH’s knowledge of the community, the staff

was comfortable recommending a 1-year engineering services agreement for an on-call arrangement. Motion was made by Council member McCarty and seconded by Council member Loewen to direct the city attorney to draft a 1 year on-call engineering services agreement between EBH and the City. Motion carried 3-0.

10. ELCON INVOICES: Motion was made by Council member Loewen and seconded by council member McCarty to approve Elcon invoices 12807 and 12808 totaling \$1,264.99 both for water treatment plant repairs. Vote: Council members Loewen and McCarty, yes; Council member Gehring abstained, motion carried.

11. PRESENTATION OF COMMUNITY PLAZA MASTER PLAN: The focal point of the Community Plaza is the splash pad. The proposal includes a natural play ground structure, a stage structure with built in audio and a big screen TV, restrooms, storage, rentable areas for potential concessions, seating areas, a parking area, an open lawn, a sitting wall and a fire pit feature. Landscaping would be native grasses and low maintenance. Plans are to also include an electric vehicle charging station. The plan is divided into phases. City Administrator Stiles felt enough money has been raised for phase one; and that city crews could do some of the work to save money. The proposal uses storage containers for buildings, which have a more modern look. City Administrator Stiles would like to see phase one completed by late summer 2021. The cost estimate for phase one is \$355,000.00; and, the cost estimate for the entire project is \$882,000.00. This fits in with the City's strategic plan and will be an excellent place for the community to come together.

12. BOARD APPOINTMENTS: Mayor Thurston reappointed Susan Watson to the Library board. Motion was made by Council member Gehring and seconded by Council member McCarty to approve this reappointment. Motion carried 3-0.

13. CITY ADMINISTRATOR'S REPORT: Fiber project light up event: TCW hosted a light up event on April 8th at city hall. Fiber service to City Hall and Phase 1 are now up and running. While we didn't have as many in attendance as maybe we hoped, the event was streamed on Facebook live and the video has been viewed over 1,200 times on Facebook. Installation continues through the City and project looks to be at a conclusion in summer. As Mayor Lou said at the event, "The future of Hillsboro starts today!"

Scam alert: Going right along with the fiber project, we were made aware that unidentified individuals were following along the TCW fiber project path attempting to sign-up customers for "fiber internet." Residents need to be aware that some sales people are not with TCW and aren't selling true fiber service. Any representative with TCW will be wearing branded clothing, in TCW identified vehicles and have the TCW logo on the paperwork.

Health Department Collaboration: The City is working with the Marion County Health Department to distribute 3.3 oz bottles of hand sanitizer. The Health Department received the sanitizer through Federal funding. The City currently has 10 cases and the sanitizer is free to whoever wants some.

KPP Video: Mark Chesney, CEO/General Manager for Kansas Power Pool has developed a video explaining the February winter storm and the impact on the power industry. The video can be viewed at <https://www.facebook.com/watch/?v=4105345199575919> city administrator Stiles will also post it to the City's Facebook after our meeting.

US Government Class Projects: Mr. Knoll's Senior Government classes are developing project proposals to improve the community. Mayor Lou, Anthony and City Administrator Stiles have presented to the classes and are helping craft the proposals. Some of the proposals are a little more realistic than others, but the proposals have the potential to positively impact the community. On May 5th, a panel will hear the presentations in the high school auditorium. City Administrator Stiles encouraged each of the classes to pursue their projects; so, some may come before the council in the near future.

Community Marketing Plan: As part of our economic development initiatives we have been pursuing a collaboration between entities in the community (Tabor, USD 410, Chamber, Museum, CVB, HDC, City) to have a coordinated marketing strategy. We held our first meeting last week and started walking the group through a SWOT analysis. It was a really positive meeting and felt like we left with some solid ideas that work well with the city's strategic planning efforts and potential mission/value statements.

Special Meeting Public Hearing and Strategic Planning Meeting: Reminder that we will be holding a special meeting next Tuesday, April 27th at 4:00 p.m., City Hall to review the Countryside Tax Abatement application and then hold a work session on the strategic plan.

Retirement Party: Mona Hein's retirement party is set for Friday, April 30 from 4 p.m. to 6 p.m. at City Hall.

City Administrator 360 Evaluation: We are closing in on City Administrator Stiles' first year with the City of Hillsboro on June 15th. He is looking at doing a 360 Performance Evaluation in May. The 360 Performance Evaluation allows subordinate employees to provide feedback about his performance as well as the Mayor and Council. He working on the form for evaluation and would like to share a draft with the Council on May 4th.

Vacation Day: City Administrator Stiles is going to be taking a vacation day on Friday, April 23. He will be out of town but available by phone or email.

14. COUNCIL COMMENTS: None

15. ADJOURNMENT- Meeting adjourned at 5:03 p.m.


LOUIS THURSTON, MAYOR

ATTEST:


JANICE K. MEISINGER, CITY CLERK

Hillsboro, Kansas
April 27, 2021

1. The City Council met in special session via Zoom and in person due to the coronavirus pandemic on Tuesday, April 27, 2021 at 4:00pm with Mayor Lou Thurston, David Loewen, Brent Driggers, Renee Gehring and Byron McCarty participating.

2. **Others participating:** Jonah Gehring & Kent Becker, County Commissioners; Kimberlyn Gilchrist, City Attorney; Brandon Acton, Countryside Feed; David Rathman, Countryside Feed; Anthony Roy, Economic Development Director; Matt Stiles, City Administrator; and Jan Meisinger, City Clerk.

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

4. **PUBLIC HEARING FOR COUNTRYSIDE FEED TAX ABATEMENT:** City Administrator Stiles said proposed Ordinance 1328 would grant Countryside Feed a 97% tax abatement for 10 years on the proposed expansion of their current facility. The 97% abatement level was determined by the City's policy that has a formula that sets abatements based on capital investment, employment creation, and exporting of products. A Cost-Benefit Analysis was prepared by the office of Triplett, Woolf, Garretson and is part of the application process. The proposed abatement would also abate Marion County taxes and a portion of USD 410 taxes for the project. Both the County and USD 410 were notified of the public hearing and were provided a copy of the Cost Benefit Analysis.

The public hearing opened at 4:08pm.

The proposed abatement applies only to the new portions added to the facility. Countryside will still pay property taxes on the existing facility. The Cost-Benefit Analysis shows that the project will generate a net benefit to Hillsboro of \$316,375 over the abatement period. Marion County will see a net benefit of \$76,432. USD 410 would see a slight negative return of -\$4,412. An estimated 52 jobs will be created because of this activity, though only 7 are directly employed by Countryside Feed. Values include an estimated impact due to increased property tax, utilities, sales tax related activities and related employment.

Positive comments were received from County Commissioners Gehring and Becker.

The public hearing closed at 4:14pm and the special council meeting resumed.

5. **ORDINANCE 1328 – COUNTRYSIDE FEED TAX ABATEMENT:** Motion was made by Council member Driggers and seconded by Council member McCarty to approve Ordinance 1328 and authorize the Mayor to sign. ORDINANCE NO 1328 (AN ORDINANCE OF THE CITY OF HILLSBORO, KANSAS EXEMPTING CERTAIN PROPERTY FROM AD VALOREM TAXATION FOR ECONOMIC DEVELOPMENT PURPOSES). Council was polled with the following vote: Council member Loewen, yes; McCarty, yes; Gehring, yes; Driggers, yes. Motion carried unanimously.

6. **ADJOURNMENT:** Meeting adjourned at 4:17pm.

ATTEST:


LOUIS THURSTON, MAYOR
JANICE K. MEISINGER, CITY CLERK

Hillsboro, Kansas
May 4, 2021

1. The City Council met in regular session via Zoom and in person, on Tuesday, May 4, 2021 at 4:00pm with council members David Loewen, Byron McCarty, Renee Gehring and Brent Driggers participating. Absent: Mayor Lou Thurston.

2. **Others Participating:** Kimberlyn Gilchrist, City Attorney; Alan Luttrell and Zach Collet, EBH & Associates; Tracy Lowe, Marion County Core Communities; Laura Paulus, Hillsboro Free Press; Phyllis Zorn, Hillsboro Star Journal; Danielle Bartel, Future City Clerk; Matt Stiles, City Administrator; and Jan Meisinger, City Clerk.

3. **CALL TO ORDER:** Council President Brent Driggers called the meeting to order at 4:00pm.

4. **MINUTES:** Motion was made by Council member Loewen and seconded by Council member Gehring to approve the minutes of the 4/20/2021 regular meeting as submitted. Motion carried unanimously.

5. **VOUCHERS:** Motion was made by Council member Loewen and seconded by Council member Gehring to approve the vouchers in the amount of \$93,987.28. Motion carried unanimously.

6. **PUBLIC COMMENTS:** Zach Collet gave council an update on the hike and bike trail and the 56/Industrial Road Intersection.

Tracy Lowe, Liaison for Marion County Core Community (formerly Circles program) met with council to explain the program and identify needs in the community; and, how we can get involved as leaders, friends, or volunteers.

7. **SEWER LAGOON IMPROVEMENTS – ALAN LUTTRELL, EBH & ASSOCIATES:** Alan Luttrell, EBH & Associates met with council to discuss the issues we are having at the wastewater lagoons with sludge buildup and meeting ammonia levels required by KDHE. Both of those issues cause unpleasant odors at certain times of the year. Potential improvements would be to install ten floating aerators and a series of baffles in the first cell of the lagoon. The aerators pull the sludge layer and waste up from the bottom of the lagoon and disperse them like a low fountain to incorporate more air in the mix. That air allows the biological process in the lagoon to accelerate, breaking down the waste more efficiently and reducing the sludge over time. The baffle system is needed to channel the flow of waste through the aerator. As part of this project, the City has had conversations with Barkman Honey about splitting the costs as they are a disproportionate contributor (40%). Improvements would also solve the problem with the current arrangement where Barkman hauls its washout waste to the old wastewater plant and dumps it in an old tank that is no longer serviceable. With the upgrades and the addition of a monitoring station on the site for Barkman, the honey washout could be discharged directly into the sewer system. The total cost for the improvements at the lagoon is estimated to be \$228,670.00. EBH proposes to request Barkman Honey to pay \$70,100.00 based on their contributions and the City pay the remaining \$158,570.00 for the lagoon improvements. Additionally, Barkman would be required to install the needed monitoring equipment on site at the proposed cost of \$83,900.00. The request for Barkman would be \$154,000.00 as projected, however the final cost would be based on actual costs. No action is needed today. More discussion with Barman Honey is needed to negotiate their final commitment.

8. **AMERICAN RESCUE PLAN ACT FUNDS:** The City of Hillsboro is estimated to receive \$394,217.61 from the state as American Rescue Plan Act Funds. Payments would come in two parts, one around 5/10/2021 and a second in May of 2022. Funds must be expended by 12/31/2024 or returned to the US Treasury. The funds are restricted in use and must be tracked. Treasury guidance is needed on many items, but there are generally four areas that the money can be spent on:

1. To respond to the COVID-19 and its negative impacts including assistance to households, small businesses and nonprofits, or to aid industries such as tourism, travel and hospitality.
2. To provide premium pay to essential workers responding to the pandemic.
3. Revenue replacement as a result of the pandemic.
4. Making necessary investments in water, sewer, or broadband infrastructure (more guidance needed).

City administrator Stiles recommended proceeding with caution and wait for the appropriate guidance. There is some flexibility with these funds; however, there is a significant amount of grey area. With the one-time funds, such as these, it is wise to focus on capital projects, specifically ones that are impactful for the whole community.

9. **EVERGY CIRCUIT PROPOSAL:** Evergy is replacing the substation that services Hillsboro. Completing this project gives the city redundancy in supplying power from Evergy. In the event of an issue with the main feed into town, the city could switch over to the proposed configuration without cutting service. Essentially it gives the city a back-up option to reroute power supply for the whole community. KPP has recommended pursuing this project to enhance reliability. The meter that Evergy is going to install is approximately \$20,000.00 and mandatory based on our power supplier agreements. Installing the new circuit from the city shop to the interconnect has an estimated cost of roughly \$20,000.00 in materials assuming that the city electric crews can

do the work. If the city crews cannot do the work, it would likely be \$40,000.00. Currently the operating budget does not include this project. However, there are sufficient available revenues to complete the project. The budget would likely need to be amended at the end of the year to accommodate the project if it were to be completed in 2021. It is still unclear what the anticipated project date would be. Motion was made by Council member McCarty and seconded by Council member Loewen to move forward with the Evergy project and allow the construction of a new line from the interconnect on Adams between 1st and 2nd Streets up to the new meter by the City Shop. Motion carried unanimously.

10. COUNTRYSIDE FEED REQUEST: Countryside Feed has requested that the City assist with the replacement of the approach and drainage on the Industrial Street side of the project. They are requesting \$8,785.00 in assistance. Funds for participating would come from the CIP fund. Motion was made by Council member McCarty and seconded by Council member Loewen to share in the cost of this project with Countryside Feed. Motion carried unanimously.

11. PROPOSAL TO MOVE REGULAR JULY 6 MEETING TO JULY 1: City Administrator Stiles said that due to a family commitment, he will not be able to attend the regularly scheduled July 6 meeting. Since this meeting would normally be a budget presentation meeting, he asked council to move the meeting to Thursday, July 1st. Motion was made by Council member Gehring and seconded by Council member Loewen to move the regular July 6 council meeting to July 1st at 4:00pm. Motion carried unanimously.

12. BOARD APPOINTMENTS: Deferred.

13. CITY ADMINISTRATOR'S REPORT: City Administrator Stiles introduced Danielle Bartel who is working with Jan until her retirement in June.

Website Launch: The new website update from Baker Brothers will launch the third week of May. Along with that we will be launching our Front Desk platform. With front desk, we will work to transition our ACH customers over to the system. Front Desk will allow users to manage their own reoccurring utility payments. We'll have more information forthcoming including some tutorials on how to set up an account and all the features of the system.

Credit Card Payment Changes: To improve safety for customers, we are making some changes to how we are accepting credit cards. First, we are removing the option to write your credit card numbers on the bill forms. With the drop box at city hall, it's not good practice to have credit card information written on those forms that could be potentially accessed by others when the drop box is stuffed full. We are also phasing out taking credit card numbers over the phone for safety reasons. With the addition of Front Desk there are much more secure methods to pay their bills with credit cards and check. As always, we are happy to take cash, check and credit/debit card payments in person at City Hall and customers can mail or drop off their payments in cash or check with their bills.

Sales Tax: The sales tax receipts are currently \$34,769.81 or 16% higher than last year.

Retirement Party: Jan Meisinger's retirement party is set for Friday, June 11 from 4pm-6pm at City Hall.

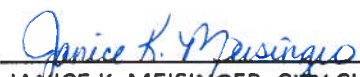
City Administrator 360 Evaluation: The Governing Body will be receiving a link to a digital version of the 360 review on Monday, May 3. City Administrator Stiles thought doing it digitally would help speed up the process a little. If there is something in that review you feel would need to change, please let City Administrator Stiles know and he will get it updated.

14. COUNCIL COMMENTS: Council member Loewen asked when the fiber project was going to wrap up. City Administrator Stiles said it should be finished in late June.

15. ADJOURNMENT: Council meeting adjourned at 5:09pm.

ATTEST:


LOUIS THURSTON, MAYOR


JANICE K. MEISINGER, CITY CLERK