

Hillsboro, Kansas
October 5, 2021

1. The City Council met in regular session via Zoom and in person, on Tuesday, October 5, 2021 at 4:00pm with Mayor Lou Thurston and Council members Brent Driggers, Renee Gehring, David Loewen and Byron McCarty participating.

2. Others Participating: Kimberlyn Gilchrist, City Attorney; Eric Meyer and Phyllis Zorn, Marion County Record; Daryl Amstutz; Greg Vahrenberg, Raymond James; Ben Steketee, Fire Chief; Jan Meisinger, former City Clerk; Matt Stiles, City Administrator; and Danielle Bartel, City Clerk.

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

4. MINUTES: Council member McCarty motioned to approve the minutes dated September 21, 2021 with a correction to the spelling of the name Beye. Council member Loewen seconded. Motion carried.

5. VOUCHERS: Council member Driggers motioned to approve vouchers in the amount of \$440,775.24; Council member Loewen seconded. Motion carried.

Mayor Thurston presented Jan Meisinger with a 40-year service recognition award from the League of Kansas Municipalities. She was thanked for her 42 years of service prior to retirement in June.

6. PUBLIC COMMENTS: Daryl Amstutz requested the Council reconsider the decision made regarding solar customers at the September 7 meeting. He invested significant funds within the last year with the understanding of the previous rate arrangement. Amstutz asked that he be grandfathered into the previous arrangement for a period of 10 years. Council requested Administrator Stiles research this option for existing solar customers.

Eric Meyer of the Marion County Record requested the Council rescind Charter Ordinance 22 as approved on September 21, 2021. He highlighted the importance of publishing notices in the local newspaper instead of on the City's website as presented in the Charter Ordinance.

7. FIRE DEPARTMENT ANNUAL REPORT: Fire Chief Ben Steketee provided a report noting the department has one new member and two on the horizon. He reported on classes and training, new equipment and other recent activity within the department. Mayor Thurston thanked Chief Steketee for his report.

8. BUSINESS

ORDINANCE 1336: Administrator Stiles welcomed Greg Vahrenberg of Raymond James. Due to technical difficulties, only those attending in person were able to hear Greg's report. Administrator Stiles recapped the report following Greg's presentation. Refunding bonds through Emprise Bank would allow the City to realize a savings of \$33,065 over the next five years. Adoption of Ordinance 1336 and Resolution 2021-08 would allow Raymond James to move forward. Council member Driggers motioned to approve Ordinance 1336 and authorize the Mayor to sign. Council member Loewen seconded. Motion carried 4-0.

RESOLUTION 2021-08: Council member McCarty motioned to approve Resolution 2021-08 for the final sale and transfer of payments. Council member Loewen seconded. Motion carried 4-0.

STRATEGIC PLAN APPROVAL: The Strategic Plan has been reviewed thoroughly and Administrator Stiles requested Council approval. Council member Loewen motioned to approve the Strategic Plan for the City of Hillsboro. Council member Gehring seconded. Motion carried.

ADAMS BROWN ENGAGEMENT LETTER: Administrator Stiles reviewed the engagement letter received from Adams Brown for a three-year auditing contract for the years 2021-2023. He noted the Recreation Commission, Library and Convention & Visitors Bureau will be considered governmental unit and therefore the price is slightly lower. Council member McCarty motioned to approve the engagement letter and authorize the Mayor to sign. Council member Driggers seconded. Motion carried.

KPP VOTING MEMBER SELECTION: The Kansas Power Pool annual meeting allows for the City of Hillsboro to have one vote by an authorized voter. Administrator Stiles recommended Mayor Thurston serve as the authorized voter and himself as the alternate authorized voter. Council member Gehring motioned to approve Mayor Thurston as the voting delegate and Administrator Stiles as the alternate voting delegate. Council member Driggers seconded. Motion carried.

AMENDMENT TO PERSONNEL POLICY – EMPLOYEE APPEALS PROCESS: Administrator Stiles would like the employee handbook to include an employee appeals process. He reviewed the purpose of the policy and noted that if approved, all employees would receive a copy and it would be added to the handbook. Council member Driggers motioned to approve the policy and Council member McCarty seconded. Motion approved.

NOVEMBER – JANUARY MEETING SCHEDULE: Council member Loewen requested a later meeting time for the months of November, December and January. Council member Gehring motioned to approve the request to change the start time for regular Council meetings for November and December 2021 and January 2022 to 6:30pm. Council member Driggers seconded. Motion carried.

JOB DESCRIPTION FOR CHIEF OF POLICE: Administrator Stiles noted changes to the Chief of Police job description and shared that Chief Dan Kinning had served for 26 years. As with any retirement, it is good practice to review and revise the job description. Council member McCarty motioned to approve the revised job description and Council member Loewen seconded. Motion carried.

EXECUTIVE SESSION: Council member Loewen motioned that the City Council recess into executive session for the purpose of discussing personnel matters of non-elected personnel pursuant to KSA 75-4319 (b)(1) for a period of 20 minutes. The meeting will include the City Administrator and the City Attorney. The open meeting will resume at 5:30pm. Council member Driggers seconded. Motion carried.

The Council recessed into an Executive Session at 5:10pm with Administrator Stiles and City Attorney Kimberlyn Gilchrist participating. The Council meeting resumed at 5:30pm. No action was taken during the executive session.

Council member Loewen motioned that the City Council recess into executive session for the purpose of discussing personnel matters of non-elected personnel pursuant to KSA 75-4319 (b)(1) for a period of 15 minutes. The meeting will include the City Administrator and the City Attorney. The open meeting will resume at 5:45pm. Council member McCarty seconded. Motion carried.

The Council recessed into an Executive Session at 5:31pm with Administrator Stiles and City Attorney Kimberlyn Gilchrist participating. The Council meeting resumed at 5:45pm. No action was taken during the executive session.

CHIEF OF POLICE: Administrator Stiles requested that two Council members assist with interviews for the Chief of Police position. Council members McCarty and Loewen will serve in that role.

9. BOARD APPOINTMENTS: None.

10. CITY ADMINISTRATOR'S REPORT: City Administrator Stiles reported on the following:

- ARPA Funds
- 128 S Main
- 101 S Main
- Kansas Housing Resource Commission
- Sales Tax
- Retirement parties: Chief Kinning on 10/15 & Ed Richert on 10/22

11. COUNCIL COMMENTS: Council member Gehring is happy to see constituents are spending tax dollars in Hillsboro. Council member McCarty shared he would like to readdress the topics that Mr. Meyer mentioned at some time. No additional comments.

12. ADJOURNMENT: Council meeting adjourned at 6:20pm.

ATTEST:


LOUIS THURSTON, MAYOR


DANIELLE BARTEL, CITY CLERK