

Hillsboro, Kansas  
September 7, 2021

1. The City Council met in regular session via Zoom and in person, on Tuesday, September 7, 2021 at 4:00pm with Mayor Lou Thurston and Council members Brent Driggers, Renee Gehring and Byron McCarty participating.

2. **Others Participating:** Kimberlyn Gilchrist, City Attorney; Madeline Reida, Marion County Record; Laura Paulus, Hillsboro Free Press; Greg Vahrenberg, Raymond James; Heather Goering, Accounts Payable & Payroll 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 Gehring motioned to approve the minutes as presented and Council member McCarty seconded. Motion carried.

5. **VOUCHERS:** Council member McCarty motioned to approve vouchers in the amount of \$648,988.78; Council member Driggers seconded. Motion carried.

Administrator Stiles introduced Heather Goering, who started in August as the Accounts Payable and Payroll Clerk.

6. **PUBLIC COMMENTS:** None.

## 7. BUSINESS

**REVENUE NEUTRAL RATE HEARING:** Mayor Thurston opened the Revenue Neutral Rate (RNR) Hearing to the public. No public comments were shared. The Council did not have any comments. The RNR Hearing was closed.

Council member McCarty motioned to approve Resolution 2021-06 to exceed the Revenue Neutral Rate and authorize the Mayor to sign; Council member Driggers seconded. Motion approved 3-0.

**2022 BUDGET HEARING:** Mayor Thurston opened the 2022 Budget Hearing to the public. No public comments were shared. The 2022 Budget Hearing was closed.

Administrator Stiles noted a format change to the budget in order to accommodate state and county requirements. He also shared the Recreation Commission held an RNR Hearing and a Budget Hearing. Council member Driggers motioned to approve the 2022 Budget; Council member McCarty seconded. Motion approved 3-0.

**BOND REFUNDING OPPORTUNITY:** Greg Vahrenberg of Raymond James provided an explanation of the refunding opportunity that could provide a net savings of up to \$33,000. The bonds available to be refunded include 2007A, 2011A and 2011B. Vahrenberg recommended the Council pursue refunding by direct placement which would be at no cost and no risk to the City.

Motion by Council member McCarty to approve Resolution 2021-07 authorizing the underwriting and sale of refunding bonds, and authorize the Mayor to sign. Council member Driggers seconded. Motion approved 3-0.

**CEREAL MALT BEVERAGE (CMB) LICENSE FOR PUEBLO VIEJO:** Administrator Stiles reviewed the application received from Pueblo Viejo and recommended approval. Council member Gehring motioned to approve the CMB license as requested and Council member McCarty seconded. Motion carried.

**RATIFICATION OF ORDINANCE 1330A:** Administrator Stiles explained the clerical error. Council member Gehring motioned to approve the request to ratify Ordinance 1330 as Ordinance 1330A; Council member McCarty seconded the motion. Motion approved 3-0.

**ORDINANCE 1333 PARALLEL GENERATION:** Administrator Stiles provided an overview of the current policy for solar customers as approved in April 2020. He recommended replacing the current policy with this Parallel Generation Ordinance, as recommended by the State of Kansas and Kansas Power Pool. The City of Hillsboro currently has three solar customers. Council member McCarty motioned to approve Ordinance 1333 and authorize the Mayor to sign; Council member Driggers seconded. Motion approved 3-0.

**ORDINANCE 1334 STANDARD TRAFFIC ORDINANCE:** Administrator Stiles reviewed both Ordinance 1334 and 1335 and requested the Council adopt the revised versions of the Standard Traffic Ordinance (STO) and the Uniform Public Offense Code (UPOC). Council member Gehring motioned to approve Ordinance 1334 and authorize the Mayor to sign; seconded by Council member McCarty. Motion approved 3-0.

**ORDINANCE 1335 UNIFORM PUBLIC OFFENSE CODE:** Council member McCarty motioned to approve Ordinance 1335 and authorize the Mayor to sign; seconded by Council member Driggers. Motion approved 3-0.

**PROCLAMATION FOR PUBLIC POWER WEEK:** Administrator Stiles noted Public Power Week will be October 3-9, 2021. A food drive and other activities will take place during that week. Council member McCarty motioned to approve the Proclamation and authorize the Mayor to sign; Council member Driggers seconded. Motion approved.

**WATER PRODUCTION PURCHASE:** Administrator Stiles requested approval for the water production purchase in the amount of \$12,060. Motion by Council member Driggers to approve the purchase; seconded by Council member McCarty. Motion approved 3-0.

**SEWER LAGOON PURCHASE:** Administrator Stiles requested approval for a wire purchase for the lagoon project in the amount of \$10,180. Council member Driggers motioned to approve the purchase; Council member McCarty seconded. Motion carries 3-0.

**PART TIME POLICE OFFICER WAGE INCREASE REQUEST:** Administrator Stiles requested a wage increase for all part time police officers in order to retain quality reserve officers. The financial impact is expected to be \$3,200 annually. Council member McCarty motioned to approve a wage increase for part time police officers from \$15 per hour to \$18 per hour effective immediately; Council member Gehring seconded. Motion carried.

**2022 POLICE PATROL VEHICLE:** Administrator Stiles reviewed a bid received from Hillsboro Ford for a 2022 Interceptor Explorer for \$32,511 for the police department. Council member McCarty motioned to approve the order for a new patrol vehicle as requested; Council member Driggers seconded. Motion approved.

**RECORDS RETENTION POLICY #92:** The purpose of this policy is to provide guidelines for the City to follow regarding which documents to retain and for what period of time. Administrator Stiles noted these guidelines are in line with State law. Council member Driggers motioned to approve the Records Retention Policy; seconded by Council member Gehring. Motion approved unanimously.

**SHUTOFF POLICY #93:** Administrator Stiles reviewed recommended changes to the shutoff policy. If approved, delinquency notices will be mailed on or after the 16<sup>th</sup> and service termination notices will be delivered on the final Monday of each month. Customers will have 24 hours to pay the outstanding balance at City Hall. Services will be shut off on Tuesday afternoon if payment has not been made, and services will not be restored until 8am on Wednesday. Council member McCarty motioned to approve the Electrical Service Disconnection Policy as presented; Council member Gehring seconded. Motion carried.

**HOUSING DEVELOPMENT POLICY #94:** Administrator Stiles highlighted the need for new housing in the community and this policy would be an incentive for developers to build in the City of Hillsboro. Council member Driggers motioned to approve the Housing Development Policy; Council member McCarty seconded. Motion approved.

**PROPOSAL FOR COMMUNITY ENGAGEMENT DIRECTOR POSITION:** Administrator Stiles requested approval for a new full-time position as stated in the staff report. The Museum Advisory Board approved of this direction and he shared the board would like to see more regular hours at the museum. Council member McCarty motioned to approve the new Community Engagement Director position; Council member Driggers seconded. Motion approved.

**ELCON INVOICES TOTALING \$17,184.85:** Administrator Stiles reviewed the recent Elcon invoices. Council member McCarty motioned to approve payment of the invoices; Council member Driggers seconded. Council member Gehring abstained. Motion approved.

**REAPPOINT BRAD JANTZ AS STANDARD HEARING OFFICER:** Administrator Stiles requested the Council reappoint Brad Jantz as the City's Standard Hearing Officer and shared Brad also serves as the municipal judge. Council member McCarty motioned to approve this reappointment; Council member Driggers seconded. Motion carried.

The Council recessed into a Land Bank meeting at 5:15pm and resumed the Council meeting at 5:20pm.

**8. BOARD APPOINTMENTS:** Mayor Thurston highlighted two board appointments for consideration including Nikki Jones and Alvin Hett.

Council member McCarty motioned to appoint Nikki Jones to the Hillsboro Housing Authority; Council member Driggers seconded. Motion approved.

Council member Gehring motioned to appoint Alvin Hett to the Hillsboro Library Board; Council member McCarty seconded. Motion approved.

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

- Ken Carlson Accident
- 128 S Main Property
- Splash Park Delay
- Arts & Crafts Fair
- Fiber Project Update
- KPP Public Power Week
- Sales Tax

**10. COUNCIL COMMENTS:** Council member McCarty requested the Code Enforcement Officer review the status of vehicles in an alley. No additional Council comments.

**11. ADJOURNMENT:** Council meeting adjourned at 5:25pm.

ATTEST:



DANIELLE BARTEL, CITY CLERK

  
LOUIS THURSTON, MAYOR