

CITY OF HILLSBORO  
CITY COUNCIL MEETING

Agenda – Special Meeting - Tuesday, February 20, 2024, at 6:30 p.m.

Zoom Link: <https://us02web.zoom.us/j/81338906250>

- A. Meeting Called to Order
- B. Approval of Consent Agenda
  - 1. Vouchers totaling \$295,857.07
  - 2. Minutes from the February 6, 2024 meeting
  - 3. CDBG Vouchers totaling \$95,552.47
  - 4. Revised Not to Exceed Cost for approved transformer purchase on 2/6/24 to \$128,000
- C. Public Comment
- D. Annual Special Law Enforcement Trust Fund Report, PD Sgt. John Huebert
- E. Proclamation Declaring February 17 – 24, 2024 as National FFA Week
- F. Business Items
  - 1. Consideration of Ordinance 1383 changing the zoning of 501 S Main to R-2 Two-Family Dwelling from C-S Highway Service District
  - 2. Consideration of contractual mowing contract for 2024
  - 3. Consideration of proposal to upgrade the Golf Clubhouse bathroom to ADA standards
  - 4. Hillsboro Ford Invoices totaling \$1,593.55
- G. Discussion Items
  - 1. Credit Card Fees
  - 2. Revisions to Municipal Policy 70: Aquatic Center Admission Policy
  - 3. Revisions to Municipal Policy 93: electrical service disconnection
  - 4. 2023 Year in Review
- H. City Administrator’s Report
- I. Public Comments
- J. Council Comments
- K. Adjournment

BANK#	BANK NAME	CHECK#	DATE	ACCOUNT#	NAME	CHECK AMOUNT	CLEARED	MANUAL	VOID	REASON FOR VOID
4 CENTRAL NATIONAL BANK										
		35028	2/09/2024	2320	AIRGAS USA, LLC	6,369.30				
		35029	2/09/2024	1066	JOST SERVICE, INC.	406.74				
		35030	2/09/2024	1585	NETWORKS PLUS	.00				VOID:
		35031	2/09/2024	1585	NETWORKS PLUS	3,852.38				
*		5052								
		5053	2/09/2024	3124	DOUGLAS B DICK	17.42			ACH	
		5054	2/09/2024	3670	CARA DUELL	151.56			ACH	
		5055	2/09/2024	3667	BILLY HENDRIX	43.63			ACH	
		5056	2/09/2024	1527	KS DEPT OF HEALTH/ENVIRONMENT	83,077.93			ACH	
		5057	2/09/2024	1080	KANSAS MUNICIPAL UTILITIES	600.00			ACH	
		5058	2/09/2024	2268	ROD'S TIRE & SERVICE, INC.	987.75			ACH	
*		6101495								
		6101496	2/09/2024	3369	EVERGY	537.57			E-PAY	
		6101497	2/09/2024	1124	FLINT HILLS ELECTRIC	1,330.29			E-PAY	
		6101498	2/09/2024	1718	MARION NATIONAL BANK	19,807.15			E-PAY	

\* See Check Summary below for detail on gaps and checks from other modules.

BANK TOTALS:	
OUTSTANDING	117,181.72
CLEARED	.00
-----	
BANK 4 TOTAL	117,181.72
**VOIDED**	.00

FUND	TOTAL	OUTSTANDING	CLEARED	VOIDED
101 GENERAL	9,262.61	9,262.61	.00	.00
105 INDUSTRIAL	17.42	17.42	.00	.00
618 WATER	85,159.67	85,159.67	.00	.00
619 ELECTRIC	21,488.87	21,488.87	.00	.00
620 REFUSE	670.68	670.68	.00	.00
621 SEWER	582.47	582.47	.00	.00

CHECKS, E-PAYMENTS & ACH -- \$117,181.72 (02/09/2024)

**SCHEDULED CLAIMS LIST**

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST GL	ACCOUNT	CK SQ
CENTRAL NATIONAL BANK 2320 AIRGAS USA, LLC								
9145997011	1	2/09/24	1/23/24	SHOP WELDER	495.80	101	101-410-5501 STREET CAPITAL OUTLAY	1
				INVOICE TOTAL	495.80			
9146074213	1	2/09/24	1/19/24	SHOP WELDER	31.18	101	101-410-5501 STREET CAPITAL OUTLAY	1
				INVOICE TOTAL	31.18			
9146185618	1	2/09/24	1/28/24	SHOP WELDER	5,384.00	101	101-410-5501 STREET CAPITAL OUTLAY	1
				INVOICE TOTAL	5,384.00			
9146209591	1	2/09/24	1/24/24	SHOP WELDER	458.32	101	101-410-5501 STREET CAPITAL OUTLAY	1
				INVOICE TOTAL	458.32			
				VENDOR TOTAL	6,369.30			
3124 DOUGLAS B DICK								
020124	1	2/09/24	2/01/24	CODE ENFORCEMENT MILEAGE	17.42	105	105-520-5301 INDUSTRIAL COMMODITIES	1
				INVOICE TOTAL	17.42			
				VENDOR TOTAL	17.42			
3670 CARA DUELL								
020124	1	2/09/24	2/01/24	KRPA CONFERENCE MILEAGE	68.67	101	101-320-5301 POOL COMMODITIES	1
	2			KRPA CONFERENCE MILEAGE	68.68	101	101-350-5301 MUSEUM COMMODITIES	1
	3			MCDONALDS - KRPA FOOD	2.30	101	101-320-5301 POOL COMMODITIES	1
	4			MCDONALDS - KRPA FOOD	2.31	101	101-350-5301 MUSEUM COMMODITIES	1
	5			CYROS EXPRESS - KRPA FOOD	4.80	101	101-320-5301 POOL COMMODITIES	1
	6			CYROS EXPRESS - KRPA FOOD	4.80	101	101-350-5301 MUSEUM COMMODITIES	1
				INVOICE TOTAL	151.56			
				VENDOR TOTAL	151.56			
3369 EVERGY								
012924	1	2/09/24	1/29/24	UTILITIES	373.80	619	619-830-5280 ELEC DIST UTILITIES E-PAYMNT 6101496 2/09/24	1
	2			UTILITIES	163.77	621	621-870-5280 SEWER DIST UTILITIES E-PAYMNT 6101496 2/09/24	1
				INVOICE TOTAL	537.57			
				VENDOR TOTAL	537.57			

**CHECKS, E-PAYMENTS & ACH -- \$117,181.72 (02/09/2024)**

**SCHEDULED CLAIMS LIST**

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST GL	ACCOUNT	CK SQ
020124	1	2/09/24	2/01/24	1124 FLINT HILLS ELECTRIC UTILITIES	1,266.57	618	618-812-5280 WATER PRODUCTION UTILITIES E-PAYMNT 6101497 2/09/24	1
	2			UTILITIES	63.72	619	619-830-5280 ELEC DIST UTILITIES E-PAYMNT 6101497 2/09/24	1
				INVOICE TOTAL	1,330.29			
				VENDOR TOTAL	1,330.29			
012424	1	2/09/24	1/24/24	3667 BILLY HENDRIX KMU TRAINING MILEAGE	33.50	619	619-830-5301 ELEC DIST COMMODITIES	1
	2			BRAUMS - KMU TRAINING FOOD	10.13	619	619-830-5301 ELEC DIST COMMODITIES	1
				INVOICE TOTAL	43.63			
				VENDOR TOTAL	43.63			
013124	1	2/09/24	1/31/24	1066 JOST SERVICE, INC. GAS / FUEL	91.76	621	621-870-5305 SEWER DIST GAS & OIL	1
	2			GAS / FUEL	107.87	619	619-830-5305 ELEC DIST GAS & OIL	1
	3			GAS / FUEL	89.19	618	618-810-5305 WTR DIST GAS & OIL	1
	4			GAS / FUEL	117.92	618	618-812-5305 WATER PROD GAS & OIL	1
				INVOICE TOTAL	406.74			
			VENDOR TOTAL	406.74				
011624	1	2/09/24	1/16/24	1527 KS DEPT OF HEALTH/ENVIRONMENT INTEREST - PILOT STUDY	22.73	618	618-812-5327 WTR PROD KDHE PILOT STUDY	1
	2			FEE - PILOT STUDY	120.15	618	618-812-5327 WTR PROD KDHE PILOT STUDY	1
				INVOICE TOTAL	142.88			
121523A	1	2/09/24	12/15/23	PRINCIPLE - PROJECT 2408	4,775.33	618	618-812-5533 WATER PROD-REVOLVING LOAN	1
	2			INTEREST - PROJECT 2408	423.98	618	618-812-5533 WATER PROD-REVOLVING LOAN	1
	3			FEE - PROJECT 2408	43.39	618	618-812-5533 WATER PROD-REVOLVING LOAN	1
				INVOICE TOTAL	5,242.70			
121523B	1	2/09/24	12/15/23	PRINCIPAL - PROJECT 2934	55,179.57	618	618-812-5533 WATER PROD-REVOLVING LOAN	1
	2			INTEREST - PROJECT 2934	18,847.91	618	618-812-5533 WATER PROD-REVOLVING LOAN	1
	3			FEE - PROJECT 2934	3,664.87	618	618-812-5533 WATER PROD-REVOLVING LOAN	1

**CHECKS, E-PAYMENTS & ACH -- \$117,181.72 (02/09/2024)**

**SCHEDULED CLAIMS LIST**

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST GL ACCOUNT	CK SQ
				INVOICE TOTAL	77,692.35		
				VENDOR TOTAL	83,077.93		
18545	1	2/09/24	1/02/24	1080 KANSAS MUNICIPAL UTILITIES DIRKS Q1 APPRENTICESHIP	300.00	619 619-830-5301 ELEC DIST COMMODITIES	1
				INVOICE TOTAL	300.00		
18546	1	2/09/24	1/02/24	HENDRIX Q1 APPRENTICESHIP	300.00	619 619-830-5301 ELEC DIST COMMODITIES	1
				INVOICE TOTAL	300.00		
				VENDOR TOTAL	600.00		
020724	1	2/09/24	2/07/24	1718 MARION NATIONAL BANK P ELECTRIC DIGGER TRUCK	18,063.05	619 619-830-5534 ELEC LEASE PAYMENTS E-PAYMNT 6101498 2/09/24	1
	2			I ELECTRIC DIGGER TRUCK	1,744.10	619 619-830-5534 ELEC LEASE PAYMENTS E-PAYMNT 6101498 2/09/24	1
				INVOICE TOTAL	19,807.15		
				VENDOR TOTAL	19,807.15		
76084	1	2/09/24	1/01/24	1585 NETWORKS PLUS DATTO, M365, EMAIL, SECURITY	199.70	101 101-110-5201 LEGISLATIVE CONTRACTUAL SE	1
	2			DATTO, M365, EMAIL, SECURITY	842.86	101 101-120-5201 ADMIN CONTRACTUAL SERVICES	1
	3			DATTO, M365, EMAIL, SECURITY	393.70	101 101-210-5201 POLICE CONTRACTUAL SERVICE	1
	4			DATTO, M365, EMAIL, SECURITY	3.00	101 101-220-5201 FIRE CONTRACTUAL SERVICES	1
	5			DATTO, M365, EMAIL, SECURITY	25.20	101 101-320-5201 POOL CONTRACTUAL SERVICES	1
	6			DATTO, M365, EMAIL, SECURITY	105.68	101 101-330-5201 GOLF CONTRACTUAL SERVICES	1
	7			DATTO, M365, EMAIL, SECURITY	65.74	101 101-340-5201 SPORTS COMPLEX CONT SERVIC	1
	8			DATTO, M365, EMAIL, SECURITY	92.38	101 101-350-5201 MUSEUM CONTRACTUAL SERVICE	1
	9			DATTO, M365, EMAIL, SECURITY	185.56	101 101-410-5201 STREET CONTRACTUAL SERVICE	1
	10			DATTO, M365, EMAIL, SECURITY	118.18	101 101-510-5201 PLANNING & ZONING CONT SER	1
	11			DATTO, M365, EMAIL, SECURITY	79.88	618 618-810-5201 WTR DIST CONTRACTUAL SERVI	1
	12			DATTO, M365, EMAIL, SECURITY	528.18	618 618-812-5201 WATER PROD CONTRACTUAL SER	1
	13			DATTO, M365, EMAIL, SECURITY	492.70	619 619-830-5201 ELEC DIST CONTRACTUAL SERV	1
	14			DATTO, M365, EMAIL, SECURITY	392.68	620 620-850-5201	1

**CHECKS, E-PAYMENTS & ACH -- \$117,181.72 (02/09/2024)**

**SCHEDULED CLAIMS LIST**

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST GL ACCOUNT	CK SQ
	15			DATTO, M365, EMAIL, SECURITY	326.94	621 REFUSE DISTB CONTRACTUAL S 621-870-5201 SEWER DIST CONTRACTUAL SER	1
				INVOICE TOTAL	3,852.38		
				VENDOR TOTAL	3,852.38		
				2268 ROD'S TIRE & SERVICE, INC.			
285509	1	2/09/24	1/11/24	TIRE REPAIR	627.00	101 101-410-5210 STREET EQUIPMENT MAINTENAN	1
				INVOICE TOTAL	627.00		
285524	1	2/09/24	1/12/24	TIRE REPAIR	54.75	101 101-410-5210 STREET EQUIPMENT MAINTENAN	1
				INVOICE TOTAL	54.75		
285733	1	2/09/24	1/22/24	TIRE REPAIR	28.00	101 101-410-5215 STREET VEHICLE MAINTENANCE	1
				INVOICE TOTAL	28.00		
285805	1	2/09/24	1/24/24	TIRE REPAIR	278.00	620 620-850-5210 REFUSE DIST EQUIP MAINTENA	1
				INVOICE TOTAL	278.00		
				VENDOR TOTAL	987.75		
				CENTRAL NATIONAL BANK TOTAL	117,181.72		
				TOTAL MANUAL CHECKS	.00		
				TOTAL E-PAYMENTS	21,675.01		
				TOTAL PURCH CARDS	.00		
				TOTAL ACH PAYMENTS	84,878.29		
				TOTAL OPEN PAYMENTS	10,628.42		
				GRAND TOTALS	117,181.72		

**CHECKS, E-PAYMENTS & ACH -- \$117,181.72 (02/09/2024)**

ACCOUNTS PAYABLE CHECK REGISTER

BANK#	BANK NAME	CHECK#	DATE	ACCOUNT#	NAME	CHECK AMOUNT	CLEARED	MANUAL	VOID	REASON FOR VOID
4 CENTRAL NATIONAL BANK										
35032	2/21/2024	3363	ADRIAN & PANKRATZ, PA	1,305.00						
35033	2/21/2024	1629	AG POWER	4,263.36						
35034	2/21/2024	1377	AG SERVICE	114.44						
35035	2/21/2024	3613	AG360 INSURANCE	13,368.00						
35036	2/21/2024	1012	BAKER BROTHERS PRINTING, INC.	3,276.87						
35037	2/21/2024	3270	BORDER STATES INDUSTRIES, INC.	465.76						
35038	2/21/2024	2715	BRIGHTSPEED	1,597.68						
35039	2/21/2024	3161	CINTAS CORPORATION	412.04						
35040	2/21/2024	3287	CO-AG PROPANE	1,026.65						
35041	2/21/2024	3257	COMPLIANCE ONE	256.75						
35042	2/21/2024	1030	COOP GRAIN & SUPPLY	.00					VOID:	
35043	2/21/2024	1030	COOP GRAIN & SUPPLY	6,104.28						
35044	2/21/2024	2979	ECONO SIGNS	788.89						
35045	2/21/2024	1037	ELCON SERVICES, INC.	2,130.87						
35046	2/21/2024	1682	FASTENAL COMPANY	1,124.74						
35047	2/21/2024	3327	FLEETPRIDE	107.55						
35048	2/21/2024	1452	G & R IMPLEMENT CO.	194.56						
35049	2/21/2024	2771	HOIDALE CO, INC.	519.15						
35050	2/21/2024	3048	IMAGEQUEST	22.54						
35051	2/21/2024	1373	JAVELINA TRADING COMPANY	985.22						
35052	2/21/2024	3682	KARSTETTER & BINA, LLC	600.00						
35053	2/21/2024	1089	MARION AUTO SUPPLY CO.	364.80						
35054	2/21/2024	3354	MCCONNELL & ASSOCIATES	3,120.00						
35055	2/21/2024	3266	MFA OIL COMPANY	347.21						
35056	2/21/2024	3614	MOXIE AUTO GLASS	370.95						
35057	2/21/2024	1475	OFFICE PLUS OF KANSAS	478.65						
35058	2/21/2024	3009	PROFESSIONAL CLEANING SYS, INC	8.00						
35059	2/21/2024	3683	PVS DX, INC	2,075.03						
35060	2/21/2024	3251	RESENHOUSE	2,316.47						
35061	2/21/2024	1699	SMOKY VALLEY NURSERY LLC	3,600.00						
35062	2/21/2024	3562	THIS N THAT FARM	10,851.90						
35063	2/21/2024	1939	U S A BLUEBOOK	1,949.09						
35064	2/21/2024	1505	WILLOW GLEN HOMEOWNERS ASSN	220.00						
*	5058									
	5059	2/21/2024	1714	HARCROS CHEMICALS, INC.	6,630.00				ACH	
	5060	2/21/2024	3681	HORNET FIRE PROTECTION	581.00				ACH	
	5061	2/21/2024	3679	MENARD, INC	22.58				ACH	
*	6101499									
	6101500	2/21/2024	3404	CARDMEMBER SERVICE	2,033.30				E-PAY	
	6101501	2/21/2024	1692	KS STATE TREASURER	1,380.00				E-PAY	
	6101502	2/21/2024	1692	KS STATE TREASURER	103,296.00				E-PAY	
	6101503	2/21/2024	3227	TOUCHTONE COMMUNICATIONS	45.94				E-PAY	
	6101504	2/21/2024	2714	VERIZON WIRELESS	240.06				E-PAY	
	6101505	2/21/2024	2714	VERIZON WIRELESS	80.02				E-PAY	

CHECKS, E-PAYMENTS & ACH -- \$178,675.35 (02/21/2024)

**ACCOUNTS PAYABLE CHECK REGISTER**

BANK#	BANK NAME	ACCOUNT#	NAME	CHECK AMOUNT	CLEARED	MANUAL	VOID	REASON FOR VOID
CHECK#	DATE							

\* See Check Summary below for detail on gaps and checks from other modules.

BANK TOTALS:					
OUTSTANDING		178,675.35			
CLEARED		.00			
		-----			
BANK 4 TOTAL		178,675.35			
**VOIDED**			.00		

FUND	TOTAL	OUTSTANDING	CLEARED	VOIDED
101 GENERAL	27,434.24	27,434.24	.00	.00
105 INDUSTRIAL	581.00	581.00	.00	.00
106 AIRPORT REVOLVING	519.15	519.15	.00	.00
412 TREE SCREENING	3,600.00	3,600.00	.00	.00
516 GENERAL BOND & INTEREST	104,676.00	104,676.00	.00	.00
618 WATER	14,661.02	14,661.02	.00	.00
619 ELECTRIC	8,896.25	8,896.25	.00	.00
620 REFUSE	13,865.32	13,865.32	.00	.00
621 SEWER	4,442.37	4,442.37	.00	.00

**CHECKS, E-PAYMENTS & ACH -- \$178,675.35 (02/21/2024)**



**SCHEDULED CLAIMS LIST**

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT
				CENTRAL NATIONAL BANK			
120637	1	2/21/24	1/31/24	3363 ADRIAN & PANKRATZ, PA CITY PROSECUTOR FEES	1,305.00	101	101-530-5201 COURT CONTRACTUAL SERVICES
				INVOICE TOTAL	1,305.00		
				VENDOR TOTAL	1,305.00		
				1629 AG POWER			
013124	1	2/21/24	1/31/24	REFLEX TRUCK SHOCK	206.13	619	619-830-5215 ELEC DIST VEHICLE MAINTENA
	2			SUPPLIES	60.98	621	621-870-5301 SEWER DIST COMMODITIES
	3			ANTIFREEZE, BATTERY	181.97	621	621-870-5210 SEWER DIST EQUIP MAINTENAN
	4			HOSE, BASE MOUNT, SUPPLIES	418.79	101	101-410-5301 STREET COMMODITIES
	5			SNOW PLOW SUPPLIES, BRAKE CNTL	107.50	101	101-410-5210 STREET EQUIPMENT MAINTENAN
	6			PO29016 TRUCK REPAIRS, BELTS	2,748.99	101	101-410-5215 STREET VEHICLE MAINTENANCE
	7			SUPPLIES	95.44	618	618-810-5301 WTR DIST COMMODITIES
	8			WIPER BLOES, ANTIGEL, SUPPLIES	184.98	619	619-830-5301 ELEC DIST COMMODITIES
	9			FUEL SPIN-ON, SEPARATOR	193.96	618	618-810-5215 WTR DIST VEHICLE MAINTENAN
	10			SUPPLIES	31.98	620	620-850-5301 REFUSE DISTB COMMODITIES
	11			OIL FILTER	19.65	619	619-830-5210 ELEC DIST EQUIP MAINTENANC
	12			SUPPLIES	12.99	101	101-210-5301 POLICE COMMODITIES
				INVOICE TOTAL	4,263.36		
				VENDOR TOTAL	4,263.36		
				1377 AG SERVICE			
223694	1	2/21/24	1/31/24	FOAMBUSTER	114.44	621	621-870-5301 SEWER DIST COMMODITIES
				INVOICE TOTAL	114.44		
				VENDOR TOTAL	114.44		
				3613 AG360 INSURANCE			
021524	1	2/21/24	2/15/24	LINEBACKER INS POLICY	385.00	101	101-110-5220 LEGISLATIVE INS PREMIUMS
	2			LAW ENF INS POLICY	276.00	101	101-210-5220 POLICE INSURANCE PREMIUMS
	3			INSURANCE PREMIUM	2,541.40	101	101-110-5220 LEGISLATIVE INS PREMIUMS
	4			INSURANCE PREMIUM	2,541.40	618	618-812-5220 WATER PROD INSURANCE PREMI
	5			INSURANCE PREMIUM	2,541.40	619	619-830-5220

**CHECKS, E-PAYMENTS & ACH -- \$178,675.35 (02/21/2024)**

SCHEDULED CLAIMS LIST

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST GL ACCOUNT	CK SQ
	6			INSURANCE PREMIUM	2,541.40	620 ELEC DISTB INSURANCE PREMI 620-850-5220	1
	7			INSURANCE PREMIUM	2,541.40	621 REFUSE DISTB INS PREMIUM 621-870-5220 SEWER DISTB INS PREMIUMS	1
				INVOICE TOTAL	13,368.00		
				VENDOR TOTAL	13,368.00		
020524	1	2/21/24	2/05/24	1012 BAKER BROTHERS PRINTING, INC. 70913-20# WHITE PAPER	570.00	101 101-120-5301 ADMIN COMMODITIES	1
	2			70914-NAME BADGES RW & BB	40.34	101 101-110-5301 LEGISLATIVE COMMODITIES	1
	3			71026-SANITATION COL CALENDARS	36.49	620 620-850-5301 REFUSE DISTB COMMODITIES	1
	4			71027-20# WHITE PAPER	95.00	101 101-210-5301 POLICE COMMODITIES	1
	5			71262-JAN STATEMENTS	244.55	101 101-120-5301 ADMIN COMMODITIES	1
	6			71304-PO UB STATEMENTS	2,290.49	101 101-120-5301 ADMIN COMMODITIES	1
				INVOICE TOTAL	3,276.87		
				VENDOR TOTAL	3,276.87		
927734603	1	2/21/24	1/23/24	3270 BORDER STATES INDUSTRIES, INC. RESTOCK	465.76	619 619-830-5301 ELEC DIST COMMODITIES	1
				INVOICE TOTAL	465.76		
				VENDOR TOTAL	465.76		
020724	1	2/21/24	2/07/24	2715 BRIGHTSPEED LOCAL PHONE SERVICE	56.10	101 101-120-5280 ADMIN UTILITIES	1
	2			LOCAL PHONE SERVICE	1,194.78	619 619-830-5280 ELEC DIST UTILITIES	1
	3			LOCAL PHONE SERVICE	3.32	101 101-220-5280 FIRE UTILITIES	1
	4			LOCAL PHONE SERVICE	343.48	621 621-870-5280 SEWER DIST UTILITIES	1
				INVOICE TOTAL	1,597.68		
				VENDOR TOTAL	1,597.68		
020124	1	2/21/24	2/01/24	3404 CARDMEMBER SERVICE CONF, INDEED, WEBSITES, FOOD	445.63	101 101-120-5301 ADMIN COMMODITIES	1
	2			KIOSKBUDDY	50.00	101 101-330-5301 GOLF COMMODITIES	1
	3			DROPBOX, FOOD	186.19	101 E-PAYMNT 6101500 2/21/24 101-110-5301	1

CHECKS, E-PAYMENTS & ACH -- \$178,675.35 (02/21/2024)

**SCHEDULED CLAIMS LIST**

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT
							LEGISLATIVE COMMODITIES
	4			MEMBERSHIP, LOCKS, ADOBE	311.41	101	E-PAYMNT 6101500 2/21/24 101-210-5301
	5			WATER POSITION INDEED	139.09	621	POLICE COMMODITIES E-PAYMNT 6101500 2/21/24 621-870-5301
	6			WATER POSITION INDEED, FOOD	216.50	618	SEWER DIST COMMODITIES E-PAYMNT 6101500 2/21/24 618-810-5301
	7			INDEED, TURBIDIMETERS, M365	561.68	618	WTR DIST COMMODITIES E-PAYMNT 6101500 2/21/24 618-812-5301
	8			#916 PARTS	69.86	101	WATER PROD COMMODITIES E-PAYMNT 6101500 2/21/24 101-210-5215
	9			TRUCK OIL	52.94	101	POLICE VEHICLE MAINTENANCE E-PAYMNT 6101500 2/21/24 101-340-5215
				INVOICE TOTAL	2,033.30		SPORTS COMPLEX VEHICLE MAI E-PAYMNT 6101500 2/21/24
				VENDOR TOTAL	2,033.30		
013124	1	2/21/24	1/31/24	3161 CINTAS CORPORATION UNIFORMS	412.04	619	619-830-5230 ELEC-UNIFORM ALLOWANCE
				INVOICE TOTAL	412.04		
				VENDOR TOTAL	412.04		
013124	1	2/21/24	1/31/24	3287 CO-AG PROPANE 1016289-PO PROPANE WINTER HEAT	826.69	101	101-330-5326 GOLF DIESEL
	2			1016598-FORKLIFT CYLINDER FILL	34.99	618	618-812-5326
	3			1016603-100/30/20 CYLINDER FIL	164.97	101	WATER PROD-DIESEL/PROPANE 101-410-5326
				INVOICE TOTAL	1,026.65		STREET DIESEL & PROPANE
				VENDOR TOTAL	1,026.65		
312960	1	2/21/24	2/08/24	3257 COMPLIANCE ONE MONTHLY BILLING	78.75	101	101-120-5301 ADMIN COMMODITIES
	2			DRUG TESTING - L PAWLOSKI	79.50	618	618-810-5301
	3			DRUG TESTING - C CORDELL	98.50	620	WTR DIST COMMODITIES 620-850-5301
				INVOICE TOTAL	256.75		REFUSE DISTB COMMODITIES
				VENDOR TOTAL	256.75		

1030 COOP GRAIN & SUPPLY

**CHECKS, E-PAYMENTS & ACH -- \$178,675.35 (02/21/2024)**

**SCHEDULED CLAIMS LIST**

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
013124	1	2/21/24	1/31/24	1030 COOP GRAIN & SUPPLY POLICE GAS	519.67	101	101-210-5305 POLICE GAS & OIL	1
	2			STREET DIESEL	2,406.42	101	101-410-5326 STREET DIESEL & PROPANE	1
	3			STREET GAS	494.89	101	101-410-5305 STREET GAS & OIL	1
	4			REFUSE DIESEL	485.45	620	620-850-5326 REFUSE DIST DIESEL & PROPA	1
	5			ELECTRIC DIESEL	664.63	619	619-830-5326 ELEC DISTB DIESEL	1
	6			ELECTRIC GAS	103.68	619	619-830-5305 ELEC DIST GAS & OIL	1
	7			FIRE GAS	104.06	101	101-220-5305 FIRE GAS & OIL	1
	8			FIRE DIESEL	218.42	101	101-220-5326 FIRE DIESEL & PROPANE	1
	9			GOLF GAS	77.62	101	101-330-5305 GOLF GAS & OIL	1
	10			WATER PRODUCTION GAS	120.46	618	618-812-5305 WATER PROD GAS & OIL	1
	11			WATER DISTRIBUTION GAS	89.04	618	618-810-5305 WTR DIST GAS & OIL	1
	12			SPORTS COMPLEX GAS	46.72	101	101-340-5305 SPORTS COMPLEX GAS & OIL	1
	13			SEWER GAS	21.75	621	621-870-5305 SEWER DIST GAS & OIL	1
	14			PATHWAY & CROSSBOW	303.75	101	101-410-5301 STREET COMMODITIES	1
	15			ANTIFREEZE K-101 GREEN	293.82	619	619-830-5301 ELEC DIST COMMODITIES	1
	16			KEROSENE BULK	153.90	621	621-870-5301 SEWER DIST COMMODITIES	1
				INVOICE TOTAL	6,104.28			
				VENDOR TOTAL	6,104.28			
10-987807	1	2/21/24	2/05/24	2979 ECONO SIGNS SIGN REPLACEMENT	788.89	101	101-410-5301 STREET COMMODITIES	1
				INVOICE TOTAL	788.89			
				VENDOR TOTAL	788.89			
14773	1	2/21/24	12/14/23	1037 ELCON SERVICES, INC. FIX STAIR STEPPER	699.08	621	621-050-2271 ACCOUNTS PAYABLE	1
				INVOICE TOTAL	699.08			
14862	1	2/21/24	1/31/24	SUPPLIES	106.26	621	621-870-5301 SEWER DIST COMMODITIES	1
				INVOICE TOTAL	106.26			
14863	1	2/21/24	1/31/24	REPAIR MISC EQUIPMENT	1,325.53	618	618-812-5301	1

**CHECKS, E-PAYMENTS & ACH -- \$178,675.35 (02/21/2024)**

**SCHEDULED CLAIMS LIST**

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT
					INVOICE TOTAL	1,325.53	WATER PROD COMMODITIES
					VENDOR TOTAL	2,130.87	
				1682 FASTENAL COMPANY			
KSMCP297369	1	2/21/24	1/29/24	TOOLING FOR SNOW PLOW	81.77	101	101-410-5301 STREET COMMODITIES
					INVOICE TOTAL	81.77	
KSMCP297481	1	2/21/24	1/31/24	SNOW PUSHER BOLTS	32.81	101	101-410-5301 STREET COMMODITIES
					INVOICE TOTAL	32.81	
KSMCP297482	1	2/21/24	1/31/24	SHOP HARDWARE, SAFETY, TOOLING	282.92	101	101-410-5301 STREET COMMODITIES
					INVOICE TOTAL	282.92	
KSMCP297538	1	2/21/24	2/02/24	TURBIDIMENTS	37.98	618	618-812-5301 WATER PROD COMMODITIES
					INVOICE TOTAL	37.98	
KSMCP297539	1	2/21/24	2/02/24	SHOP SUPPLIES	38.54	101	101-410-5301 STREET COMMODITIES
					INVOICE TOTAL	38.54	
KSMCP297540	1	2/21/24	2/02/24	STREET SHOP SUPPLIES	71.23	101	101-410-5301 STREET COMMODITIES
					INVOICE TOTAL	71.23	
KSMCP297574	1	2/21/24	2/06/24	TURBIDITY METER BACK PLATE	579.49	618	618-812-5201 WATER PROD CONTRACTUAL SER
					INVOICE TOTAL	579.49	
					VENDOR TOTAL	1,124.74	
				3327 FLEETPRIDE			
114081417	1	2/21/24	1/23/24	1993 IHC SNOW PLOW BRAKE PARTS	107.55	101	101-410-5210 STREET EQUIPMENT MAINTENAN
					INVOICE TOTAL	107.55	
					VENDOR TOTAL	107.55	
				1452 G & R IMPLEMENT CO.			
40788	1	2/21/24	1/31/24	SUPPLIES	27.96	619	619-830-5301 ELEC DIST COMMODITIES
					INVOICE TOTAL	27.96	
40837	1	2/21/24	1/31/24	AIR FILTER, IGNITION MODULE	94.00	619	619-830-5215 ELEC DIST VEHICLE MAINTENA
	2			TOOLS, SUPPLIES	72.60	101	101-410-5301 STREET COMMODITIES
					INVOICE TOTAL	166.60	

**CHECKS, E-PAYMENTS & ACH -- \$178,675.35 (02/21/2024)**

**SCHEDULED CLAIMS LIST**

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
				VENDOR TOTAL	194.56			
091011450	1	2/21/24	1/30/24	1714 HARCROS CHEMICALS, INC. CHEMICAL RESTOCK	2,880.00	618	618-812-5308 WATER PROD CHEMICALS	1
				INVOICE TOTAL	2,880.00			
091011485	1	2/21/24	2/02/24	CHEMICAL RESTOCK	960.00	618	618-812-5308 WATER PROD CHEMICALS	1
				INVOICE TOTAL	960.00			
091011523	1	2/21/24	2/09/24	REPLACE INVENTORY	2,790.00	618	618-812-5308 WATER PROD CHEMICALS	1
				INVOICE TOTAL	2,790.00			
				VENDOR TOTAL	6,630.00			
INV3702	1	2/21/24	2/09/24	2771 HOIDALE CO, INC. FIX PUMP	519.15	106	106-430-5201 AIRPORT REVOLVING CONTR SE	1
				INVOICE TOTAL	519.15			
				VENDOR TOTAL	519.15			
07684	1	2/21/24	2/01/24	3681 HORNET FIRE PROTECTION FOOD TRAILER FIRE SYSTEM	581.00	105	105-520-5301 INDUSTRIAL COMMODITIES	1
				INVOICE TOTAL	581.00			
				VENDOR TOTAL	581.00			
INS005924	1	2/21/24	2/01/24	3048 IMAGEQUEST PRINTING OVERAGE	11.50	101	101-120-5301 ADMIN COMMODITIES	1
				INVOICE TOTAL	11.50			
INS019933	1	2/21/24	2/07/24	PRINTING OVERAGE	11.04	101	101-120-5301 ADMIN COMMODITIES	1
				INVOICE TOTAL	11.04			
				VENDOR TOTAL	22.54			
2401031	1	2/21/24	2/06/24	1373 JAVELINA TRADING COMPANY SAFETY TOOLING	985.22	101	101-410-5301 STREET COMMODITIES	1
				INVOICE TOTAL	985.22			
				VENDOR TOTAL	985.22			
11481	1	2/21/24	2/06/24	3682 KARSTETTER & BINA, LLC COURT EXPENSE - DYLAN PAGE	600.00	101	101-530-5201 COURT CONTRACTUAL SERVICES	1
				INVOICE TOTAL	600.00			

**CHECKS, E-PAYMENTS & ACH -- \$178,675.35 (02/21/2024)**

**SCHEDULED CLAIMS LIST**

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT
				VENDOR TOTAL	600.00		
R1240401124798	1	2/21/24	2/12/24	1692 KS STATE TREASURER I GO BOND SERIES 2018	1,380.00	516	516-700-5531 B & I-INTEREST E-PAYMNT 6101501 2/21/24
				INVOICE TOTAL	1,380.00		
R1240401124799	1	2/21/24	2/12/24	P GO BOND SERIES A 2021	100,000.00	516	516-700-5530 B & I-PRINCIPAL E-PAYMNT 6101502 2/21/24
	2			I GO BOND SERIES A 2021	3,294.75	516	516-700-5531 B & I-INTEREST E-PAYMNT 6101502 2/21/24
	3			FEE GO BOND SERIES A 2021	1.25	516	516-700-5240 B & I-MISCELLANEOUS E-PAYMNT 6101502 2/21/24
				INVOICE TOTAL	103,296.00		
				VENDOR TOTAL	104,676.00		
013124	1	2/21/24	1/31/24	1089 MARION AUTO SUPPLY CO. 359836-CASE G21 FUEL FILTERS	82.63	101	101-410-5210 STREET EQUIPMENT MAINTENAN
	2			359928-TRASH TRUCK ITEMS	107.10	620	620-850-5210 REFUSE DIST EQUIP MAINTENA
	3			359957-CAT 242 SKID FILTER	93.08	101	101-410-5210 STREET EQUIPMENT MAINTENAN
	4			360287-2012 F250 ACTUATOR	81.99	101	101-410-5215 STREET VEHICLE MAINTENANCE
				INVOICE TOTAL	364.80		
				VENDOR TOTAL	364.80		
2402-090102	1	2/21/24	2/06/24	3354 MCCONNELL & ASSOCIATES SEAL CRACKS	3,120.00	101	101-410-5311 STREET-STREET REPAIR
				INVOICE TOTAL	3,120.00		
				VENDOR TOTAL	3,120.00		
98735	1	2/21/24	2/07/24	3679 MENARD, INC CLUBHOUSE REMODEL SUPPLIES	22.58	101	101-330-5501 GOLF CAPITAL OUTLAY
				INVOICE TOTAL	22.58		
				VENDOR TOTAL	22.58		
1233739	1	2/21/24	1/31/24	3266 MFA OIL COMPANY SPORTS COMPLEX PROPANE	347.21	101	101-340-5326 SPORTS COMPLEX DIESEL-PROP
				INVOICE TOTAL	347.21		
				VENDOR TOTAL	347.21		

**CHECKS, E-PAYMENTS & ACH -- \$178,675.35 (02/21/2024)**

**SCHEDULED CLAIMS LIST**

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST GL	ACCOUNT	CK SQ
1029	1	2/21/24	2/06/24	3614 MOXIE AUTO GLASS BUCKET TRUCK WINDSHIELD	370.95	619	619-830-5210 ELEC DIST EQUIP MAINTENANC	1
				INVOICE TOTAL	370.95			
				VENDOR TOTAL	370.95			
4089159-0	1	2/21/24	1/05/24	1475 OFFICE PLUS OF KANSAS TONER	122.99	101	101-120-5301 ADMIN COMMODITIES	1
				INVOICE TOTAL	122.99			
4089416-0	1	2/21/24	1/12/24	INK CARTRIDGES	87.98	101	101-120-5301 ADMIN COMMODITIES	1
				INVOICE TOTAL	87.98			
4089746-0	1	2/21/24	2/24/24	W2S & ENVELOPES	193.92	101	101-120-5301 ADMIN COMMODITIES	1
				INVOICE TOTAL	193.92			
4089856-0	1	2/21/24	1/24/24	1099 ENVELOPES	12.49	101	101-120-5301 ADMIN COMMODITIES	1
				INVOICE TOTAL	12.49			
4089966-0	1	2/21/24	1/26/24	OFFICE SUPPLIES	61.27	101	101-120-5301 ADMIN COMMODITIES	1
				INVOICE TOTAL	61.27			
				VENDOR TOTAL	478.65			
145427	1	2/21/24	2/02/24	3009 PROFESSIONAL CLEANING SYS, INC NOZZLE	8.00	101	101-410-5301 STREET COMMODITIES	1
				INVOICE TOTAL	8.00			
				VENDOR TOTAL	8.00			
287000025-24	1	2/21/24	1/23/24	3683 PVS DX, INC CHEMICAL RESTOCK	2,075.03	618	618-812-5308 WATER PROD CHEMICALS	1
				INVOICE TOTAL	2,075.03			
				VENDOR TOTAL	2,075.03			
1996-1056071	1	2/21/24	2/01/24	3251 RENSENHOUSE RESTOCK	2,353.09	619	619-830-5301 ELEC DIST COMMODITIES	1
				INVOICE TOTAL	2,353.09			
1996-1056197	1	2/21/24	2/07/24	RESTOCK	73.24	619	619-830-5301 ELEC DIST COMMODITIES	1
				INVOICE TOTAL	73.24			
1996-1056307	1	2/21/24	2/06/24	RESTOCK RETURN	109.86-	619	619-830-5301	1

**CHECKS, E-PAYMENTS & ACH -- \$178,675.35 (02/21/2024)**



**SCHEDULED CLAIMS LIST**

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT
					INVOICE TOTAL	109.86-	ELEC DIST COMMODITIES
					VENDOR TOTAL	2,316.47	
013024	1	2/21/24	1/30/24	1699 SMOKY VALLEY NURSERY LLC TREES FOR GOLF COURSE	3,600.00	412	412-361-5501 TREE SCREENING CAPITAL OUT
					INVOICE TOTAL	3,600.00	
					VENDOR TOTAL	3,600.00	
1000	1	2/21/24	2/12/24	3562 THIS N THAT FARM FRIEGHTLINER REPAIRS	3,800.28	620	620-850-5210 REFUSE DIST EQUIP MAINTENA
					INVOICE TOTAL	3,800.28	
989	1	2/21/24	2/01/24	TRASH TRUCK REPAIRS	6,764.12	620	620-850-5210 REFUSE DIST EQUIP MAINTENA
					INVOICE TOTAL	6,764.12	
994	1	2/21/24	2/05/24	2010 DUMP TRUCK REPAIRS	287.50	101	101-410-5210 STREET EQUIPMENT MAINTENAN
					INVOICE TOTAL	287.50	
					VENDOR TOTAL	10,851.90	
3265492	1	2/21/24	2/01/24	3227 TOUCHTONE COMMUNICATIONS LONG DISTANCE	45.94	101	101-120-5280 ADMIN UTILITIES E-PAYMNT 6101503 2/21/24
					INVOICE TOTAL	45.94	
					VENDOR TOTAL	45.94	
INV00257354	1	2/21/24	1/25/24	1939 U S A BLUEBOOK 1978 ADAPTORS & HARDWARE	647.75	101	101-220-5301 FIRE COMMODITIES
					INVOICE TOTAL	647.75	
INV00259453	1	2/21/24	1/29/24	1978 ADAPTORS & HARDWARE	1,117.44	101	101-220-5301 FIRE COMMODITIES
					INVOICE TOTAL	1,117.44	
INV00262766	1	2/21/24	1/31/24	1978 ADAPTORS & HARDWARE	183.90	101	101-220-5301 FIRE COMMODITIES
					INVOICE TOTAL	183.90	
					VENDOR TOTAL	1,949.09	
9955336317	1	2/21/24	1/28/24	2714 VERIZON WIRELESS IPADS	40.01	618	618-812-5280 WATER PRODUCTION UTILITIES E-PAYMNT 6101505 2/21/24

**CHECKS, E-PAYMENTS & ACH -- \$178,675.35 (02/21/2024)**

**SCHEDULED CLAIMS LIST**

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST GL ACCOUNT	CK SQ
	2			IPADS	40.01	621 621-870-5280 SEWER DIST UTILITIES E-PAYMNT 6101505 2/21/24	1
				INVOICE TOTAL	80.02		
9955381030	1	2/21/24	1/28/24	IPADS	120.03	101 101-120-5280 ADMIN UTILITIES E-PAYMNT 6101504 2/21/24	1
	2			IPADS	40.01	101 101-110-5280 LEGISLATIVE UTILITIES E-PAYMNT 6101504 2/21/24	1
	3			IPADS	40.01	621 621-870-5280 SEWER DIST UTILITIES E-PAYMNT 6101504 2/21/24	1
	4			IPADS	40.01	618 618-812-5280 WATER PRODUCTION UTILITIES E-PAYMNT 6101504 2/21/24	1
				INVOICE TOTAL	240.06		
				VENDOR TOTAL	320.08		
010124	1	2/21/24	1/01/24	1505 WILLOW GLEN HOMEOWNERS ASSN 2024 MEMBERSHIP DUES	220.00	101 101-110-5301 LEGISLATIVE COMMODITIES	1
				INVOICE TOTAL	220.00		
				VENDOR TOTAL	220.00		
				CENTRAL NATIONAL BANK TOTAL	178,675.35		
				TOTAL MANUAL CHECKS	.00		
				TOTAL E-PAYMENTS	107,075.32		
				TOTAL PURCH CARDS	.00		
				TOTAL ACH PAYMENTS	7,233.58		
				TOTAL OPEN PAYMENTS	64,366.45		
				GRAND TOTALS	178,675.35		

**CHECKS, E-PAYMENTS & ACH -- \$178,675.35 (02/21/2024)**



Hillsboro, Kansas  
February 6, 2024

1. The City Council met in special session via Zoom and in person on Tuesday, February 6, 2024, at 6:30pm with Mayor Lou Thurston and Council members Blake Beye, Brent Driggers, Byron McCarty, and Ronald Wilkins participating.

Members Absent: None.

2. **Others Participating:** Andrew Kovar, City Attorney; Matt Stiles, City Administrator; Danielle Bartel, City Clerk; Avery Unruh & Tyler Ediger, Golf Course; Brooke Carroll & James Ging, KPP Energy; David Zeller of 108 S Birch.

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

#### 4. APPROVAL OF CONSENT AGENDA

**VOUCHERS** in the amount of \$95,763.21.

**MINUTES** for the regular council meeting dated January 23, 2024.

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

5. **PUBLIC COMMENT:** David Zeller of 108 S Birch addressed the Council regarding the Capital Improvement Plan, specifically about street improvements and alley access. He also inquired about utility replacement during projects and residential driveway approaches. Mayor Lou thanked David for coming to the meeting. No additional public comments were made.

6. **PACE SOLAR PROJECT DISCUSSION WITH KPP ENERGY:** Brooke Carroll and James Ging of KPP Energy provided an update on the solar project and shared a written report. They described the process, timeline, and benefits of the project. Zeller inquired about the impact resistance of the panels. Ging described the panels' resistance and noted that KPP takes on the risk and would be responsible for replacing damaged panels. Administrator Stiles reviewed the proposed area of the project and the easement access.

Council member Beye motioned to approve the Electric Generation Utility Easement as presented. Council member McCarty seconded. Motion carried.

7. **ANNUAL DEPARTMENT HEAD REPORT – GOLF COURSE:** Avery Unruh, the Golf Course Superintendent, shared of membership increases over the past year, provided an update on the golf clubhouse renovation project, and described the changing role of the golf course association. Avery thanked the Association and Gary Andrews for their efforts to make the course what it is today.

**GOLF CLUBHOUSE DECK:** Unruh described the need for improvements to the deck at the clubhouse. He showed several areas that should be repaired, then provided a cost estimate and timeline from Synergy Maintenance & Construction. Unruh stated the Golf Course Association would contribute \$20,000 towards this project. Council discussion regarding the deck repairs and the need for those to be completed. Council also inquired about the increased wear on equipment, such as golf carts, with the increase in memberships.

Council member Beye motioned to accept the bid from Synergy and approve the project at a cost not to exceed \$60,000 with the Golf Association's contribution of \$20,000. Council member McCarty seconded. Motion carried.

Council requested staff provide a quote for the ADA bathrooms in the clubhouse at the next council meeting.

#### 8. BUSINESS ITEMS:

**TRANSFORMER PURCHASE:** Administrator Stiles shared a quote from Midwest Electric Transformer Services for twelve 50 KVA transformers and one 300 KVA transformer for a total with tax not to exceed \$126,000. He noted the significant delay in getting these transformers after ordering.

Council member Wilkins motioned to approve the proposed transformer purchases from Midwest Electric Transformer Services at a cost not to exceed \$126,000. Council member McCarty seconded. Motion carried.

**ELECTRIC BUCKET TRUCK:** Administrator Stiles described the lead time required to purchase electric bucket trucks and proposed that staff notify Altec of the City's desire to purchase a 2026 bucket truck.

Council member McCarty motioned to give staff approval to notify Altec of the City's desire to purchase a 2026 bucket truck. Council member Beye seconded. Motion carried.

**NOTE: Council member Driggers left the meeting. A quorum remained present for the duration of the meeting.**

**COMPUTER REPLACEMENTS FROM NETWORKS PLUS:** Administrator Stiles reviewed the proposal from Networks Plus to replace and install seven computers.

Council member Beye motioned to approve the proposal from Networks Plus for \$10,625. Council member McCarty seconded. Motion carried.

**9. LAND BANK MEETING:** Council recessed the regular City Council meeting to enter a Land Bank Meeting at 7:40pm. The regular City Council meeting resumed at 7:46pm.

#### **10. DISCUSSION ITEMS**

**CREDIT CARD FEES:** Administrator Stiles provided background regarding credit card fees and the amount paid for processing cards in 2022 and 2023. Staff felt it would be beneficial to inform Council of the increase processing fees. Administrator Stiles noted government entities can pass along the processing fees as convenience fees. Council discussion regarding payment types, transaction fee percentages, and prior year data.

Zeller commented regarding the convenience of using a card and inquired about a notice to customers for the transaction fee when paying online.

Council requested the topic be on the agenda for the next meeting, which would allow council members time to inquire with constituents.

**11. EXECUTIVE SESSION:** Ronald Wilkins motioned for the City Council recess into executive session for the purpose of preliminary discussion of acquisition of property pursuant to KSA 75-4319 (b)(6) for a period of 20 minutes. The session will include the City Administrator and City Attorney. The open meeting will resume at 8:20pm. Council member Beye seconded. Motion carried.

No action was taken during the executive session.

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

- State Legislature
- Vacancies
- Planning Commission
- Adams Street Walkthrough
- Reliable Public Power Provider Working Group
- Fire District Meeting

**13. PUBLIC COMMENTS:** Zeller stated a telephone pole outside of his fence is connected to a guidewire inside of the fence. He asked to be added to the list to replace the pole. Zeller also inquired about the electric rate for consumers once the solar project is complete. Mayor Lou shared that rates would remain the same, unless significant changes are present, then rates could be adjusted accordingly.

**14. COUNCIL COMMENTS:** None.

**15. ADJOURNMENT:** Council meeting adjourned at 8:31pm.

ATTEST:

---

LOUIS THURSTON, MAYOR

---

DANIELLE BARTEL, CITY CLERK

**CITY OF HILLSBORO - CDBG**

FEBRUARY 20, 2024

**CDBG - VOUCHERS FOR APPROVAL**

<b>DATE</b>	<b>CHECK #</b>	<b>DESCRIPTION</b>		<b>AMOUNT</b>
2/20/2024	1007	JGR ARCHITECTS - DESIGN & PROFESSIONAL FEES	211 S ELM - CDBG	19,207.95
2/20/2024	1008	GAME TIME - PLAYGROUND EQUIPMENT	211 S ELM - CDBG	76,248.52
2/20/2024	1009	KS PUBLISHING - CONTRACTING BID AD	211 S ELM - CDBG	96.00
<b>FEBRUARY 20, 2024</b>				<b>\$ 95,552.47</b>



**JESSEY J. HIEBERT**  
★★ CHIEF OF POLICE ★★  
jhiebert@hillsboropolice.net

414 N ASH • HILLSBORO, KS 67063  
620-947-3440 OFFICE • 620-947-0172 FAX

**RANDAL G. BRAZIL**  
★ ASSISTANT CHIEF ★  
rbrazil@hillsboropolice.net

Report Year: 2023

To whom it may concern,

The following is a list of all currency seized and deposited into the Special Law Enforcement Trust Fund (SLETF) and property seized and held by the Hillsboro Police Department in the calendar year 2023 pending forfeiture.

Item Seized	Description
U.S. Currency	\$1067.00 (2023-067)
Vehicle	2009 Saturn Outlook; VIN 5GZER13D49J136475 (2023-067)

The following is a list of all currency and property seized for forfeiture by the Hillsboro Police Department and has been awarded to the by Order of the Court in the calendar year 2023.

Item Forfeited	Description
U.S. Currency	None
Property	None

During the calendar year 2023, the Hillsboro Police Department referred zero (0) cases to the Kansas Alcoholic Beverage Control (ABC). As a result, subjects involved in these cases were assess taxes and penalties associated with the possession of illicit substances without proper proof of paid taxes; pursuant to K.S.A. 79-5202. Any proceed pay to the Hillsboro Police Department by State of Kansas Treasure related to these assessments will be deposited in the SLETF pursuant to K.S.A. 79-5211 and included in the annual State mandated reporting.

The following is a list of deposits made to the Hillsboro Police Department resulting from Drug Tax assessments. Deposits are an Agency Share (percentage) of payments made against, current and outstanding past, tax assessments to the Kansas Department of Revenue on drugs seized by the Hillsboro Police Department or as part of a joint investigation with another agency.

Assessment Payment	Description
\$477.90	Reference 2022-073, Assessment on 28gm of Methamphetamine



Continuation of Report

Report Year: 2023

The following is a list of all property (awarded by Order of Forfeiture) currently in the possession of the Hillsboro Police Department at the end of 2023.

Item	Description
Firearm	<i>SIG SAUER P320 9mm – S#58A134071 (2020-097)</i>
Vehicle	<i>2010 Toyota Corolla; VIN 2T1BU4EE8AC504683 (2022-050)</i>

The following is a list of property (awarded by Order of Forfeiture) sold/auctioned by the Hillsboro Police Department, during the calendar year 2023, and proceeds deposited into the SLETF account.

Item Sold	Sold Amount
<i>None</i>	

The following is a list of property (awarded by Order of Forfeiture) destroyed by the Hillsboro Police Department during the calendar year 2023.

Item Destroyed	Description
<i>None</i>	

The following is a list of expenditures from the SLETF account, in the calendar year 2023.

Amount	Description
<i>None</i>	

The following is a list of all currency seized and deposited into the SLETF and property seized and held by the Hillsboro Police Department in the calendar year 2023 that has been voluntarily returned or ordered returned by court order.

Item Seized	Description
U.S. Currency	<i>None</i>
Vehicle	<i>None</i>





Continuation of Report

Report Year: 2023

The following is an overview of the Hillsboro Police Department SLETF as reported to the KBI in the 2023 Kansas Asset Seizure and Forfeiture Repository (KASFR) Annual Report.

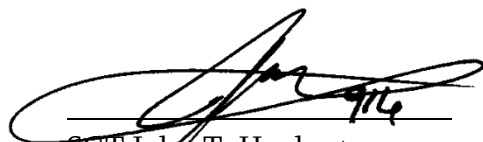
Total Beginning Balance (Year End 2022)	Deposits Pending Forfeiture (Year End 2023)	Drug Tax Proceeds Deposits (2023)	Deposits Awarded by Forfeiture (2023)	Auction / Sale Proceeds (2023)	Expenditures (2023)	2023 Total Ending Balance
\$3,767.88	+\$1067	+\$477.90	+0.00	+\$0.00	-\$0.00	\$5,312.78

End of Year Expendable Funds:

***Balance from Forfeitures - \$ 3,767.88***  
***Balance from Drug Tax - \$ 477.90***  
**Total - \$ 4,245.78**

Accounting records (Addendum A) maintained by the Hillsboro Police Department have been found to accurately reflect all deposits, expenditures, transfers, and balances of the SLETF and balance with the SLETF General Ledger Reports from the City Clerk (Addendum B).

The Hillsboro Police Department has met all requirement of the Kansas Standard Asset Seizure and Forfeiture Act (KSASFA). All seizures for forfeiture and Drug Tax proceeds, during the calendar year 2023, have been reported to the KBI's Kansas Asset Seizure and Forfeiture Repository (KASFR) as required to by K.S.A. 60-4127. An annual Financial Report for Hillsboro Police Department SLETF has been submitted to the KBI's KASFR.



SGT John T. Huebert  
Hillsboro Police Department

# Hillsboro Police Department Asset Forfeiture

## Accounts Summary

Account	Total Deposits	Total Withdrawals	Account Total
Cash Assets Pending Forfeiture	\$6,702.00	<b>-\$5,635.00</b>	\$1,067.00
State Forfeiture Proceeds	\$5,635.00	<b>-\$1,867.12</b>	\$3,767.88
Federal Forfeiture Proceeds	\$0.00	<b>\$0.00</b>	\$0.00
<b>Total of Forfeiture Proceeds</b>			<b>\$4,834.88</b>
State Assessment Proceeds (Drug Tax)	\$477.90	<b>\$0.00</b>	\$477.90
<b>SLETF Total Account Balance</b>			<b>\$5,312.78</b>
<b>SLETF Expendable Funds</b>			<b>\$4,245.78</b>
Physical Property			Total
Value of Property Pending Forfeiture			Property Value
Value of Forfeited Property Converted to Hillsboro Police Department Asset			\$2,800.00
			\$2,950.00

# Hillsboro Police Department Asset Forfeiture

## Cash Assets Seized - Holding Account

### LEGEND

FH = Forfeiture Deposited in Holding  
 FR = Forfeiture Return  
 FE = Forfeiture in Evidence  
 CHECK/

JFA = Judgement of Forfeiture Awarded  
 JFP - Judgement of Forfeiture Transferred to Proceeds

CURRENT BALANCE

**\$1,067.00**

CODE	DATE	DESCRIPTION	CASH SEIZURE TOTAL	WITHDRAWAL	DEPOSIT	BALANCE
FE	05/02/2018	2018-020 - \$957.00	\$957.00			\$0.00
JFA	10/24/2018	2018-020/2018-CR-90/MN-2018-CV-34				\$0.00
FE	05/05/2020	2020-054 - \$164.00	\$164.00			\$0.00
FE	06/02/2020	2020-063 - \$2980.00	\$2,980.00			\$0.00
FE	09/03/2020	2020-097 - \$1128.00	\$1,128.00			\$0.00
JFA	10/21/2020	2020-054/2020-CR-122/MN-2020-CV-38				\$0.00
JFA	11/30/2020	2020-063/2020-CR-126/MN-2020-CV-36				\$0.00
-----	12/09/2020	SLE Trust Fund Opened by City Clerk			\$0.00	\$0.00
FH	12/09/2020	2018-020/2018-CR-90/MN-2018-CV-34			\$957.00	\$957.00
FH	12/09/2020	2020-054/2020-CR-122/MN-2020-CV-38		\$164.00		\$1,121.00
FH	12/09/2020	2020-063/2020-CR-126/MN-2020-CV-36		\$2,980.00		\$4,101.00
FH	12/09/2020	2020-097/2020-CR-164/MN-2020-CV-55		\$1,128.00		\$5,229.00
JFP	12/09/2020	2018-020/2018-CR-90/MN-2018-CV-34		\$957.00		\$4,272.00
JFP	12/09/2020	2020-054/2020-CR-122/MN-2020-CV-38		\$164.00		\$4,108.00
JFP	12/09/2020	2020-063/2020-CR-126/MN-2020-CV-36		\$2,980.00		\$1,128.00
JFA	12/14/2020	2020-097/2020-CR-164/MN-2020-CV-55		\$957.00		\$1,128.00

# Hillsboro Police Department Asset Forfeiture

## Cash Assets Seized - Holding Account

LEGEND

FH = Forfeiture Deposited in Holding  
 FR = Forfeiture Return  
 FE = Forfeiture in Evidence  
 CHECK/

JFA = Judgement of Forfeiture Awarded  
 JFP - Judgement of Forfeiture Transferred to Proceeds

CURRENT BALANCE

**\$1,067.00**

CODE	DATE	DESCRIPTION	CASH SEIZURE TOTAL	WITHDRAWAL	DEPOSIT	BALANCE
JFP	12/15/2020	2020-097/2020-CR-164/MN-2020-CV-55		\$1,128.00		\$0.00
FE	04/21/2021	2021-024 - \$406.00	\$406.00			\$0.00
FH	04/28/2021	2021-024/2021-CR-76/MN-2021-CV-18			\$406.00	\$406.00
JFA	08/03/2021	2021-024/2021-CR-76/MN-2021-CV-18				\$406.00
JFP	08/03/2021	2021-024/2021-CR-76/MN-2021-CV-18		\$406.00		\$0.00
FE	11/05/2023	2023-067 - \$1067.00	\$1,067.00			\$0.00
FH	11/28/2023	2023-067/MN-2023-CR-300011/MN-2023-CV-300007			\$1,067.00	\$1,067.00
<b>Totals</b>		<b>Transaction count: 23</b>	<b>\$6,702.00</b>	<b>\$5,635.00</b>	<b>\$6,702.00</b>	<b>\$1,067.00</b>

# Hillsboro Police Department Asset Forfeiture

## State Forfeiture Proceeds

LEGEND		PUR = Purchase		CURRENT BALANCE		
JFD = Judgement of Forfeiture Deposit		CI = Funds Needed for CI/Controlled				
AF = Attorney Fee					<b>\$3,767.88</b>	
ASOJ = Asset Sharing OJ CHECK/						
CODE	DATE	TRANSACTION	DESCRIPTION	WITHDRAWAL	DEPOSIT	BALANCE
-----	12/09/2020	Account Opened	SLE Trust Fund Opened by City Clerk			\$0.00
JFD	12/09/2020	Judgement of Forfeiture Deposit	2018-020/2018-CR-90/MN-2018-CV-34		\$957.00	\$957.00
JFD	12/09/2020	Judgement of Forfeiture Deposit	2020-054/2020-CR-122/MN-2020-CV-38		\$164.00	\$1,121.00
JFD	12/09/2020	Judgement of Forfeiture Deposit	2020-063/2020-CR-126/MN-2020-CV-36		\$2,980.00	\$4,101.00
31160/AF	12/10/2020	Attorney Fee	2018-020/2018-CR-90/MN-2018-CV-34	\$143.55		\$3,957.45
31161/AF	12/10/2020	Attorney Fee	2020-054/2020-CR-122/MN-2020-CV-38	\$24.60		\$3,932.85
31162/AF	12/10/2020	Attorney Fee	2020-063/2020-CR-126/MN-2020-CV-36	\$447.00		\$3,485.85
31163/ASOJ	12/10/2020	Asset Sharing-MNSO 20-274	2020-063/2020-CR-126/MN-2020-CV-36	\$298.00		\$3,187.85
JFD	12/15/2020	Judgement of Forfeiture Deposit	2020-097/2020-CR-164/MN-2020-CV-55		\$1,128.00	\$4,315.85
31218/AF	12/15/2020	Attorney Fee	2020-097/2020-CR-164/MN-2020-CV-55	\$169.20		\$4,146.65
JFD	08/03/2021	Judgement of Forfeiture Deposit	2021-024/2021-CR-76/MN-2021-CV-18		\$406.00	\$4,552.65
32208/AF	08/19/2021	Attorney Fee	2021-024/2021-CR-76/MN-2021-CV-18	\$60.90		\$4,491.75
33644/PUR	10/17/2022	My Alarm Service Invoice# 1138	Purchase of ANPR - CMIP7923NWLPR-32R - SN 8402206681X00095	\$723.87		\$3,767.88
<b>Totals</b>		<b>Transaction count: 13</b>		<b>\$1,867.12</b>	<b>\$5,635.00</b>	<b>\$3,767.88</b>

# Hillsboro Police Department Asset Forfeiture

## Physical Property Seized

### LEGEND

PPS - Physical Property Seized Pending Forfeiture  
 FA - Forfeiture Awarded

ASSET - Transferred to Department Use  
 RTND - Property Returned

CURRENT BALANCE

**\$2,800.00**

CODE	DATE	CASE	DESCRIPTION OF PROPERTY	EST. PROPERTY VALUE
-----	12/09/2020	Account Opened	SLE Trust Fund Opened by City Clerk	\$0.00
PPS	09/03/2020	2020-097/2020-CR-164	FIREARM - SIG SAUER P320 - S/N 58A134071	\$450.00
FA	12/14/2020	2020-097/2020-CR-164/ MN-2020-CV-000055	FIREARM - SIG SAUER P320 - S/N 58A134071	\$0.00
ASSET	12/14/2020	2020-097/2020-CR-164/ MN-2020-CV-000055	FIREARM - SIG SAUER P320 - S/N 58A134071	-\$450.00
PPS	07/18/2022	2022-050	2010 TOYOTA COROLLA - 2T1BU4EE8AC504683	\$2,500.00
FA	12/29/2022	2022-050/MN-2022-CR- 000125,126/MN-2022-CV- 2022-050/MN-2022-CR-	2010 TOYOTA COROLLA - 2T1BU4EE8AC504683	\$0.00
ASSET	12/29/2022	000125,126/MN-2022-CV- 2023-067/MN-2023-CR-	2010 TOYOTA COROLLA - 2T1BU4EE8AC504683	-\$2,500.00
PPS	11/05/2023	000/MN-2023-CV-300007	2009 SATURN OUTLOOK - 5GZER13D49J136475	\$2,800.00

**Totals** Transaction count: 8 **\$2,800.00**



# Hillsboro Police Department Asset Forfeiture

## Drug Tax Assessments/Proceeds

### LEGEND

TAX - ABC Tax Assessed  
 PYMT - Payment received from State  
 ASOJ = Asset Sharing OJ  
 CHECK/

SSA = State Share of Assessments

CURRENT BALANCE  
**\$477.90**

CODE	DATE	DESCRIPTION	ASSESSMENT	DEDUCTIONS	PAYMENTS	WITHDRAWAL	REMAINING ASSESSMENT
-----	12/09/2020	SLE Trust Fund Opened by City Clerk	\$0.00	\$0.00			\$0.00
TAX	07/21/2022	2022-050 - Assessment on 117gm	\$46,800.00				-\$46,800.00
SSA	07/21/2022	2022-050 - 25% of Assessment to State		\$11,700.00			-\$35,100.00
ASOJ	07/21/2022	2022-050 - 10% Share to MNCO SO		\$3,510.00			-\$31,590.00
TAX	09/27/2022	2022-035 - Assessment on 7gm	\$2,800.00				-\$42,220.00
SSA	09/27/2022	2022-035 - 25% of Assessment to State		\$700.00			-\$41,520.00
ASOJ	09/27/2022	2022-035 - 10% Share to MNCO SO		\$210.00			-\$41,310.00
TAX	10/03/2022	2022-073 - Assessment on 28gm	\$11,200.00				-\$52,510.00
SSA	10/03/2022	2022-073 - 25% of Assessment to State		\$2,800.00			-\$49,710.00
ASOJ	10/03/2022	2022-073 - 10% of Agency Share to MNCO SO		\$840.00			-\$48,870.00
PYMT	10/07/2023	2022-073 - Payment received from State			\$477.90		-\$37,270.00
<b>Totals</b>			<b>\$60,800.00</b>	<b>\$19,760.00</b>	<b>\$477.90</b>	<b>\$0.00</b>	<b>\$477.90</b>







**Addendum B**

**PCT OF FISCAL YTD 100.0%**

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
475-353-3923	SPEC LAW ENF-ASSET SEIZURES		1,067.00		1,067.00-
475-353-3924	SP LAW ENF-DRUG TAX DISTR		477.90		477.90-
	TOTAL REVENUE	----- .00	----- 1,544.90	----- .00	----- 1,544.90-
	SPEC LAW ENF TRUST FUND TOTAL	=====	=====	=====	=====
		=====	=====	=====	=====

# National FFA WEEK

FEBRUARY 17-24, 2024

## PROCLAMATION

**Whereas,** FFA and agricultural education provide a strong foundation for the youth of America and the future of food, fiber, and natural resources systems; and

**Whereas,** FFA promotes premier leadership, personal growth and career success among its members; and

**Whereas,** agricultural education and FFA ensure a steady supply of young professionals to meet the growing needs in the science, business, and technology of agriculture; and

**Whereas,** the FFA motto — “Learning to Do, Doing to Learn, Earning to Live, Living to Serve” — gives direction and purpose to these students who take an active role in succeeding in agricultural education; and

**Whereas,** FFA promotes citizenship, volunteerism, patriotism and cooperation.

**Therefore,** I do hereby designate the week of Feb. 17-24, 2024, as National FFA Week.

---

SIGNATURE

---

DATE



National FFA Organization | 6060 FFA Drive | Indianapolis, IN 46278-1370  
317-802-6060 | 888-332-2668 | [FFA.org](http://FFA.org)

# Staff Report

**To:** Honorable Mayor and City Council  
**From:** Matt Stiles, City Administrator  
**Date:** February 20, 2024  
**Re:** Ordinance 1383 Zoning Change for 501 S Washington

---

**Background:** The Planning Commission held a public hearing on Thursday, January 25 for a requested zoning change at 501 S Main by owners L&H Properties. The property was previously the Leppkee Auction building and is currently zoned as C-S Highway Service District. The requested zone change is for a more restrictive R-2 Two Family Dwelling so the building could be converted into rental housing.

At the public hearing, Avery Unruh, the neighbor to the south, expressed concerns about the property and its ownership. There have been issues with the sump drainage, trees on the property, and the potential impact of it becoming residential. The majority of the issues are disputes between landowners outside of city's jurisdiction or code enforcement items that can be addressed, but don't impact the underlying zoning. Zoning to a more restrictive use often lowers the impact on neighbors at least in comparison to what could be in that building if it were to remain C-S. Mr. Unruh's comments were taken under consideration of Planning Commission and issues were referred to code enforcement where appropriate.

After the public hearing and deliberations, the Planning Commission voted unanimously to recommend the zoning change from C-S to R-2 to the City Council. Ordinance 1383 would make the zoning change for the property.

**Financial Impact:** NA

**Recommendation:** The Planning Commission recommends adoption of Ordinance 1383, and staff concurs with that recommendation.

Application for Change of Zoning District Classification

This is an application for a change of zoning district classification. The form must be completed in accordance with direction on the accompanying instruction sheet and filed with the Zoning Administrator at City Hall, 118 E Grand, Hillsboro, Kansas 67063.

(AN INCOMPLETE APPLICATION CANNOT BE ACCEPTED.)

- 1. Name of applicant(s) and/or their agent(s). The owners of all property requesting to be rezoned must be listed.

205 S Lancaster  
Hesston KS  
67062

- a. Applicant Lance L Carter DBA L & H Properties  
 Address 205 S Meadows Hesston KS 67062  
 Phone 937-903-3206  
 Agent, if any \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone \_\_\_\_\_
- b. Applicant \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Agent, if any \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone \_\_\_\_\_

(Use separate sheet if necessary for names of additional applicants.)

- 2. The applicant hereby requests a zone change from the Commercial + Industrial District to the R-2 Two Family Dwelling District for property legally described as Lot(s) 1 Block(s) 1, in the Penners Plat subdivision.

(If appropriate, metes and bounds description may be provided in space below or on an attached sheet.)

Lot width 50' Lot Depth 150'

---



---



---

3. The dimensions of the property are 50 ft. by 150 ft. and .17 acres (round to the nearest tenth) or \_\_\_\_\_ square feet in area.
4. This property is located at (address) 501 S Main.  
The general location is (use appropriate section):
  - a. At the South West corner of Main Street and D Street, or
  - b. On the West side of Main Street between D Street and F Street.
5. Is this property part of a recorded plat? Yes  No
6. The property is presently used for Office space and this zone change is requested for the following reasons: The property to be usable for residential housing in the city of Hillsboro.
7. I (We) the applicant(s), acknowledge receipt of the instruction sheet and further state that I (We) have read the material. If an agent, I further state that I have or will provide the owner(s) of the property for which the zone change is requested, and explanation of, or copy of this material. I (We) realize that this application cannot be processed unless it is complete and is accompanied by a current ownership list and the appropriate fee.

<u><i>Joe Cal</i></u>	<u>12/29/23</u>	_____	_____
Applicant	Date	Applicant	Date
_____	_____	_____	_____
Agent (If any)	Date	Agent (If any)	Date

Office Use Only

This application was received by the Zoning Administrator at 8:00 (A.M./P.M.) on 1/2/24. It has been checked and found to be complete and accompanied by the required ownership list, development plan for certain districts and the appropriate fee of \$ 50.

*Matt Stitz*  
Zoning Administrator

**NOTICE TO ADJOINING PROPERTY OWNERS OF ZONING HEARING**

The Hillsboro City Planning Commission will consider the following zoning application at its meeting at 5:30 p.m. on Thursday, January 25, 2024, at City Hall Council Chambers, 118 E Grand, Hillsboro, KS 67063.

Case Z 2024-01 is a proposed zoning change from C-S Highway Service to the R-2 Two Family Dwelling District for the purpose of converting a commercial building residential use. If recommended for approval, additional requirements may be considered to make sure use is compatible with the neighborhood.

Legal description: PENNER'S (HILLSBORO), ACRES 0.17, LOT 1 BLK 1 PENNER'S.  
Generally, the property is located at 501 S Main Street, Hillsboro, Kansas.

All members of the public may join the meeting, if you so desire, and be heard on the matter. After hearing the views and wishes of all persons interested in the case, the Planning Commission may close the hearing and consider a recommendation to the City Council which, if approved, under the City's Zoning Regulations, would be effectuated by ordinance. The public hearing may be recessed and continued from time to time without further notice.

If you have any questions prior to the hearing, please call me at (620) 947-3162 and refer to the above case number.

Sincerely,



Matt Stiles

Zoning Administrator

c: Applicant



*(Published at [www.cityofhillsboro.net](http://www.cityofhillsboro.net) on January 3, 2024)*

## **OFFICIAL NOTICE OF ZONING HEARING**

TO WHOM IT MAY CONCERN AND TO ALL PERSONS INTERESTED: NOTICE IS HEREBY GIVEN that on Thursday, January 25, 2024, the Hillsboro City Planning Commission will consider the following zoning application at 5:30 p.m. at City Hall Council Chambers, 118 E Grand, Hillsboro, KS 67063.

Case Z 2024-01. A proposed zoning change from C-S Highway Service to the R-2 Two Family Dwelling District for the purpose of converting a commercial building residential use. Legal description: PENNER'S (HILLSBORO), ACRES 0.17, LOT 1 BLK 1 PENNER'S. Generally, the property is located at 501 S Main Street, Hillsboro, Kansas.

Anyone from the public can join the Planning Commission meeting if you so desire and be heard on the matter. After hearing the views and wishes of all persons interested in the case, the Planning Commission may close the hearing and consider a recommendation to the City Council which, if approved under the City's Zoning Regulations, may include additional requirements to make such a use compatible to the neighborhood. The public hearing may be recessed and continued from time to time without further notice.

Dated this 3rd day of January, 2024.



Danielle Bartel, Secretary

Hillsboro City Planning Commission

Name	Mailing Address	City	State	Zip	Affected Address	City	State	Zip
Main Street Ministries Inc.	415 S Main	Hillsboro	KS	67063	415 S Main	Hillsboro	KS	67063
James E Hoffner	631 Santa Fe Avenue	Durham	KS	67438	412 S Main	Hillsboro	KS	67063
Theron D Nienstedt	2065 Yarrow	Marion	KS	66861	416 S Main	Hillsboro	KS	67063
Edwards Lucero	502 S Main	Hillsboro	KS	67063	502 S Main	Hillsboro	KS	67063
Avery & Kara Unruh	503 S Main	Hillsboro	KS	67063	503 S Main	Hillsboro	KS	67063
Roger & Helen Hagen	506 S Main	Hillsboro	KS	67063	506 S Main	Hillsboro	KS	67063
Leonard A & Kathy J Franz Family Trust	878 250th	Hillsboro	KS	67063	505 S Main	Hillsboro	KS	67063
Conan Mader	507 S Main	Hillsboro	KS	67063	507 S Main	Hillsboro	KS	67063
Lowell & Eleanor Jost	508 S Main	Hillsboro	KS	67063	508 S Main	Hillsboro	KS	67063
David O & Mary L Lancaster	509 S Main	Hillsboro	KS	67063	509 S Main	Hillsboro	KS	67063
Prairie View Inc.	PO Box 467	Newton	KS	67063	508 S Ash	Hillsboro	KS	67063
Jost Service	111 W D St	Hillsboro	KS	67063	111 W D Street	Hillsboro	KS	67063
Great Plains Federal Credit Union	PO Box 2968	Joplin	Mo	64803	110 W D Street	Hillsboro	KS	67063

LANCE L CARTER  
HOLLISTER L CARTER  
RENTAL ACCOUNT  
603 S MEADOWS DR  
HESSTON, KS 67062

1019

12/30 2023

83-913/1011

Printed By Bank-A-Count

Pay to the  
Order of

City of Hillsboro

\$ 50<sup>00</sup>

fifty dollars 00/100

DOLLARS  Security features included. Details on back.



VINTAGE  
BANK KANSAS

200 N Main St  
PO Box 158  
Hillsboro, KS 67063  
PH. 620-947-3961

BI-MONTHLY - 1024

FOR

501 S. Main Zoning

MP

⑆101109130⑆ 000039837⑆ 1019

# Staff Report

**To:** Honorable Mayor and City Council  
**From:** Matt Stiles, City Administrator  
**Date:** February 20, 2024  
**Re:** Contract Mowing

**Background:** The City Council authorized the letting of bids for four contract mowing areas and to allow for negotiation with a previous contractor, Plenert Mowing Services, for areas that were not competitively bid in the past. The bids were announced at the council meeting and posted to the city’s website. Previous bidders were contacted and made aware of the bid process. Bids were due to the city on February 14, 2024 at 5:00 PM. We received one bid from Plenert Mowing.

For comparison, the winning bids for 2023 are listed with the proposed bids for 2024. The differences between years are minimal, leading me to feel that the prices presented are competitive.

Location	2023 Bid	2024 Bid
Area 1: Hillsboro Heights	\$650 per month	\$640 per month
Area 2: AMPI / Police Station	\$250 per month	\$275 per month
Area 3: Downtown	\$150 per month	\$160 per month
Area 4: Willow Glen & Old Hospital	\$420 per month	\$400 per month

The proposed landscape services agreement with Plenert Mowing also lists the negotiated areas. Those areas include: the Schaeffler House, Community Plaza / Splash Pad, Memorial Park, Museum, Fairgrounds, Rodeo Arena, and outside area of the pool. The Schaeffler House, Memorial Park, and Community Plaza are irrigated and require more service. In total the negotiated property is roughly 24 acres of high profile areas.

Last year with the transition of Rec Directors, we had Plenert Mowing provide service to Memorial Park, the Community Plaza, the Museum, Fairgrounds, Rodeo Arena and pool starting in July. Looking at potential shortage of quality labor this year, keeping those areas contracted rather than in house makes sense, especially given the frequency of mowing and the amount of trimming required.

**Financial Impact:** The total anticipated cost of the proposed mowing agreement is \$44,725 for the year. That may vary depending on the frequency of mowing in some areas. For comparison we paid \$31,786 for all our contracted mowing last year. The difference is a result of some of the areas only being mowed starting in July. The totals would have been nearly identical had those areas been maintained for a full season.

While that seems like a lot, to have the same number of dedicated mowing and trimming hours done by city staff would require at least one additional full time dedicated mower and likely some part-time assistance. Considering the wages and benefits for the labor and the additional equipment and fuel costs, the city is benefiting from a contracting arrangement. It is also important to note that contracted mowing represents less than 20% of the areas we must maintain.

**Recommendation:** Staff recommends approval of the contract with Plenert Mowing and Outdoor Service.

## SERVICES AGREEMENT

THIS SERVICES AGREEMENT (“Agreement”) is made and entered into this 20th day of February, 2024 (“Effective Date”) by and between the City of Hillsboro, Kansas (“City”) and Plenert Mowing and Outdoor Service (“Contractor”).

WHEREAS, Contractor is in the business of providing landscaping services;

WHEREAS, the parties hereto have agreed that Contractor shall provide landscaping services, all for the consideration, and upon the terms, provisions, and conditions hereinafter set forth.

NOW THEREFORE, in consideration of the promises, covenants, and agreements herein contained, the parties agree as follows:

1. **Landscaping.** City hereby hires Contractor to provide landscaping services at the properties in listed in Exhibit A. Contractor agrees to provide such services pursuant to this Agreement.

- a. Contractor will perform landscaping maintenance commencing on April 1, 2024, and ending on October 31, 2024, maintaining the area to class standards for each provided in the bid specifications. For the Schaeffler House and Community Plaza landscaping maintenance shall commence March 15, 2024 ending on November 15, 2024.
- b. The landscaping maintenance will include: (i) cutting of all grass areas; (ii) edging of all walkways and shrub borders; and (iii) cleaning of walkways, following servicing of the landscaped areas (hereinafter the “Services”). Contractor will also use chemical applications in agreed upon areas.
- c. Per Contractor’s bid for exterior care package services for the Schaeffler House, the Contractor shall (i) cut of all grass areas; (ii) edge of all walkways and shrub borders; (iii) cleaning of walkways, following servicing of the landscaped areas; (iv) landscape bed maintenance; (v) weed spraying; and (vi) bush trimming.
- d. Contractor shall supply all labor, supplies, tools, equipment, trucks, and all other things to be used, directly or indirectly, in the performance of or in connection with the Services and shall perform and complete said work in a good and workmanlike manner, diligently, satisfactorily and acceptable to the City.
- e. If in the judgement of the City, Contractor fails to provide the Services in accordance with the terms of this Agreement, abandons said work, or for any reason suspends or refuses to continue it for a period of seven (7) days, City shall have the right to take over said work or cause the same to be completed.

2. **Compensation.** Contractor shall receive from the City as payment for the Services performed under this Agreement, the amounts listed in Exhibit B.

3. **Insurance.** Contractors shall, at all times, keep in full force and effect comprehensive general liability insurance and workers’ compensation insurance or the required workers’ compensation waiver. The Contractor shall not be considered covered under the City’s workers’ compensation insurance. All insurance coverage shall be satisfactory to the City as to the amount and insurers and shall be for the protection of the Contractor and the City against claims which may or could arise through the performance of this Agreement. Contractor shall furnish City with a certificate from its insurance carrier or carriers, prior to the effective date

of this Agreement, showing its compliance with the foregoing insurance requirements. Failure to maintain and provide the City with evidence of the required liability insurance shall be a breach of this Agreement.

4. **Independent Contractor.** Contractor shall for all purposes be deemed an independent contractor.

5. **Indemnification.** Contractor shall indemnify, defend, and hold City harmless from any and all claims, suits, costs of defense, damages, judgments, costs, expenses, liabilities, obligations and causes of action arising out of, or in any way connected with this Agreement, including, but not limited to, for injury to, or death of any person, or from damage to or destruction of property, sustained or alleged to have been sustained in connection with the Services, or to have arisen out of the performance of this Agreement by the Contractor, a subcontractor, if any, or the employees of either. The Contractor shall at its own expense defend any suit or action brought against the City and shall pay all damages, costs and expenses including attorneys' fees incurred in connection therewith. The Contractor shall give the City reasonable notice of any such claims or actions of which Contractor become aware. The provisions of this Section shall survive the expiration or early termination of this Agreement.

6. **Termination of Agreement.** This Agreement shall be in effect from the Effective Date until October 31, 2023. Notwithstanding the foregoing, the City may terminate this Agreement for any reason, or for no reason, upon giving the Contractor at least fifteen (15) days' prior written notice.

7. **Notices.** All communications, notices, and demands of any kind which either party may be required or desire to give to or serve upon the other party shall be made in writing, and shall be delivered by hand-delivery, or sent by certified mail, return receipt requested, to the following addressee:

To City: City of Hillsboro, Kansas  
Attention: Matt Stiles  
118 E. Grand Avenue  
Hillsboro, Kansas 67063

To Contractor: Plenert Mowing & Outdoor Service  
Attention: Josh Plenert  
306 N Ash Street  
Hillsboro, Kansas 67063

8. **Headings.** The paragraph headings herein are for convenience only and shall not affect the construction of this Agreement.

9. **Severability.** If any provision of this Agreement is held to be illegal, invalid, or unenforceable under present or future laws, such provision shall be fully severable, this Agreement shall be construed and enforced as if such illegal, invalid or unenforceable provision had never comprised a part of this Agreement and the remaining provisions of this Agreement shall remain in full force and effect and shall not be affected by the illegal, invalid, or unenforceable provision or by its severance from this Agreement.

10. **Benefit of the Agreement.** This Agreement shall be binding upon and inure to the benefit of and be enforceable by the parties hereto, their respective successors and assigns. No other person or entity shall be entitled to claim any right or benefit hereunder, including, without limitation, the status of a third-party beneficiary of this Agreement.

11. **Entire Agreement.** This Agreement constitutes the entire agreement and understanding among the parties relating to the subject matter hereof and supersedes all prior proposals, negotiations, agreements, and understandings relating to such subject matter. There are no other agreements, representations, or warranties not set forth herein.

12. **Governing Law.** This Agreement shall be governed under the laws of the State of Kansas.

13. **Counterparts.** This Agreement may be executed in counterparts, each of which shall be an original and all of which shall constitute but one and the same agreement.

14. **Interpretation.** It is agreed that this Agreement shall be construed in accordance with its plain meaning, and not strictly for or against any party by virtue of the drafting of this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement.

CITY OF HILLSBORO, KANSAS

---

Lou Thurston, Mayor

ATTEST:

---

Danielle Bartel, City Clerk

“CONTRACTOR”

By \_\_\_\_\_  
Josh Plenert, Plenert Mowing & Outdoor Services



**EXHIBIT A**  
**Property to be maintained**

<b>MONTHLY RATE PROPERTY COMPETITIVELY BID</b>	
Hillsboro Heights, 7 acres (Class 4)	AMPI / Police Station, 1.79 acres (Class 3)
Downtown Area, .79 acres (Class 3)	Willow Glen, 1.14 acres (Class 4)
Old Hospital, .66 acres (Class 3)	

<b>PER SERVICE PROPERTY NEGOTIATED</b>
Schaeffler House, weekly mow, trim, cleanup including edging walkways, landscape maintenance, weed spraying, bush trimming, and leaf cleanup
Splash Park / Community Plaza, weekly mow, trim, cleanup
City Pool, weekly mow, trim, cleanup
Memorial Park, weekly mow, trim, cleanup
Museum Complex, 3x monthly mow, trim, cleanup
Fairgrounds and Rodeo Arena, 2x monthly mow, trim, cleanup

<b>AREAS TO BE SPRAYED</b>
Chain link fence of fairgrounds, pool and rodeo arena
Fair building
Fairgrounds parking
Museum parking
Park bathroom
Rubber mulch area in play areas in Memorial Park
Veterans Memorial in Memorial Park
Memorial Park roadside bumpers

**EXHIBIT B**  
**Cost of property maintenance**

<b>Property</b>	<b>Cost</b>
Hillsboro Heights, 7 acres (Class 4)	\$640 / Month
Downtown Area, .79 acres (Class 3)	\$160 / Month
Old Hospital, .66 acres (Class 3) / Willow Glen, 1.14 acres (Class 4)	\$400 / Month
AMPI / Police Station, 1.79 acres (Class 3)	\$275 / Month
Schaeffler House	<u>\$100 / per service</u>
Schaeffler House Fertilizer Treatments (2x yearly)	\$60 / service
Splash Park / Community Plaza	<u>\$85 / service</u>
Splash Park / Community Plaza Fertilizer Treatments (2x yearly)	\$60 / service
City Pool	<u>\$85 / service</u>
Memorial Park	\$240 / service
Museum Complex, Fairgrounds and Rodeo Arena	<u>\$2,400 / month</u>
Fairgrounds and Rodeo Arena weed control spraying (2x yearly)	\$400 / service

# STATEMENT

Hillsboro Ford, Inc.

202 S Main St Hillsboro, KS 67063-1532  
ph:(620) 947-3134

Customer Account

01/25/2024

Due On: 02/24/2024

THEC12 THE CITY OF HILLSBORO

P.O. Box 125  
HILLSBORO KS 67063

Doc.	Jn	Date	Desc.	Chg.	Pmt.	Bal.
.....	00	12/26/23	Bal. Frw'd.	227.02	.00	227.02
118699	34	01/04/24	Inv 118699 THE CITY	372.19	.00	599.21
61582	30	01/08/24	Invoice 61582	58.26	.00	657.47
61629	30	01/11/24	Invoice 61629	110.80	.00	768.27
61710	30	01/17/24	Invoice 61710	71.34	.00	839.61
61713	30	01/17/24	AZ184861/THE CITY OF	364.92	.00	1204.53
118752	34	01/23/24	Inv 118752 THE CITY	318.79	.00	1523.32
61778	30	01/23/24	THE CITY OF HILLSBOR	.00	.00	1523.32
61778	80	01/24/24	Invoice 61778	67.96	.00	1591.28

Account Balance ... \$ 1591.28  
Accumulated Finance Charge .... \$ 2.27

Pay This Amount ... \$ 1593.55

30 Days:[ \$ 227.02 ] 60 Days:[ \$ .00 ] 90 Days:[ \$ .00 ] 120 Days:[ \$ .00 ]

FINANCE CHARGES will apply if the new balance is unpaid one month from the closing date of the statement. The 'FINANCE CHARGES' are computed by a periodic rate of 1.00% per month which is an ANNUAL PERCENTAGE RATE of 12.00% applied to the unpaid balance after deducting current payments and/or credits appearing on this statement from the previous balance.

61629 1 F A H P 2 L 8 6 D G 1 0 8 0 2 4

THE CITY OF HILLSBORO  
CITY OF HILLSBORO  
118 EAST GRAND  
HILLSBORO KS 67063

01/11/2024

2013 FORD TAURUS (3. WHITE N

13:25

103161 103161 00/00/00 KS

16:59

04/19/12

01/11/2024

RANDY CELL LISTED;

C: (620) 877-0343  
H: (620) 877-0343 W: (620) -

6807  
BLAKE\15

(1) MC OIL AND FILTER CHANGE .6  
6QTS 5W20

1P	T29	6	24.11
AA5Z6714B	(FILTER ASY - O)	1	6.25
XO5W20BSP	(SAE5W20M/CAPIS)	6	24.90
Total Labor			24.11
Total Parts			31.15
Total Repair (Customer)			55.26

(29- WAYLON-) D

(2) MULTI-POINT INSPECTION  
\*RESET OIL REMINDER\*  
TOPPED OFF WASHER FLUID

99P	99P	99P	T29	.00
WWF	(W-FLUID)		1	1.50
Total Parts				1.50
Total Repair (Customer)				1.50

(29- WAYLON-) A

(3) PDEL

PDEL	T29	.00
Total Repair (Customer)		.00

(29- WAYLON-) A

(4) REPLACE CABIN AIR FILTER

Labor	T29	2	20.09
AE9Z19N619A	(FILTER - ODOUR)	1	33.95
Total Labor			20.09
Total Parts			33.95
Total Repair (Customer)			54.04

(29- WAYLON-) B

(5) GOOD BATTERY

GBATT	GBATT	GBATT	T29	.00
Total Repair (Customer)				.00

(29- WAYLON-) A

(6) TIRE TREAD IS MARGINAL. 4-6/32" TREAD

YTIRE	YTIRE	YTIRE	T29	.00
Total Repair (Customer)				.00

(29- WAYLON-) A

Next Service Lube-Oil-Filter

.00	.00 Labor	44.20
.00	.00 Parts	66.60
.00	.00 Sublet/Fees	.00
.00	.00 Waste Dispos	.00
.00	.00 Oil/Grease	.00
.00	.00 Sub Total	110.80
.00	.00 Tax	.00
.00	.00 Total (Due)	110.80



61582 1 FM 5 K 8 A B 5 N G A 0 6 0 7 6 THE CITY OF HILLSBORO 01/08/2024

2022 FORD EXPLORER ( WHITE O 118 EAST GRAND 10:34  
HILLSBORO KS 67063 13:10

16054 16054 00/00/00 KS 01/08/2024

RANDY BRAZIL H: (620) - W: (620) - 6807  
BLAKE\15

(1) MC OIL AND FILTER CHANGE .6  
6 QTS 5W20

1P	T29	6	24.11
AA5Z6714B	(FILTER ASY - O)	1	6.25
XO5W20BSP	(SAE5W20M/CAPIS)	6	24.90
Total Labor			24.11
Total Parts			31.15
Total Repair (Customer)			55.26

(29- WAYLON-) D

(2) MULTI-POINT INSPECTION  
\*RESET OIL REMINDER\*

99P	99P	99P	T29	.00
WWF	(W-FLUID)	2		3.00
Total Parts				3.00
Total Repair (Customer)				3.00

KEEP VEHICLE LOCKED WHEN PARKED OUTSIDE  
TOPPED OFF WASHER FLUID  
(29- WAYLON-) A

(3) CHECK FOR SQUEAK WHEN BRAKING AT FIRST START  
COULD NOT GET TO DUPLICATE CONCERN, BRAKES  
WERE AT 8MM ALL THE WAY AROUND. COULD  
POSSIBLY BE MOISTURE BEHIND BRAKE PAD  
REQUIRE FURTHER DIAGNOSIS IF PROBLEM PERSISTS  
(29- WAYLON-) A

Labor	T29	.00
Total Repair (Customer)		.00

(4) GOOD BATTERY  
(29- WAYLON-) A

GBATT	GBATT	GBATT	T29	.00
Total Repair (Customer)				.00

(5) TIRES REQUIRE REPLACEMENT. </= 3/32" TREAD  
(29- WAYLON-) A

RTIRE	RTIRE	RTIRE	T29	.00
Total Repair (Customer)				.00

Next Service	Lube-Oil-Filter	.00	.00 Labor	24.11
		.00	.00 Parts	34.15
		.00	.00 Sublet/Fees	.00
		.00	.00 Waste Dispos	.00
		.00	.00 Oil/Grease	.00
		.00	.00 Sub Total	58.26
		.00	.00 Tax	.00
		.00	.00 Total (Due)	58.26



118699 THEC12 G3

THE CITY OF HILLSBORO

01/04/24

P.O. Box 125

HILLSBORO KS 67063

P(620) 947-3162 F(620) 947-3482

G/KSOEWW5L00

accountspayable@cityofhillsboro.net

286.30 SPO1 (1) 1 VCC3Z25600D20A KIT - FRONT SEA 409.00 372.19 372.19

85g89 Counterman 07



Freight	.00
Parts	372.19
State Tax	.00
Charge Total	372.19

118699 File Copy

61710 1 F M 5 K 8 D 8 5 K G B 2 1 0 6 2 THE CITY HILLSBORO 01/17/2024  
 2019 FORD EXPLORER X WHITE N 118 E. GRAND 10:05  
 HILLSBORO KS 67062 10:44  
 32562 32562 03/12/19 KS 01/17/2024  
 03/12/19  
 H: (620) - W: (620) - 6807  
 BLAKE\15

(1) MC OIL AND FILTER CHANGE 1.0					
*ROTATE TIRES AND CHECK BRAKES*	WRKS		T27	10	40.19
6 QTS 5W20	AA5Z6714B	(FILTER ASY - O)	1		6.25
DIRECTIONAL TIRES - HAND TORQUE LUG NUTS	XO5W20BSP	(SAE5W20M/CAPIS)	6		24.90
	Total Labor				40.19
	Total Parts				31.15
(27- DANIEL-) D	Total Repair (Customer )				71.34
<hr/>					
(2) MULTI-POINT INSPECTION					
*RESET OIL REMINDER*	99P	99P	99P	T27	.00
(27- DANIEL-) A	Total Repair (Customer )				.00
<hr/>					
(3) GOOD BATTERY					
	GBATT	GBATT	GBATT	T27	.00
(27- DANIEL-) A	Total Repair (Customer )				.00
<hr/>					
(4) TIRES CHECKED AND OK, OVER 7/32" TREAD					
	GTIRE	GTIRE	GTIRE	T27	.00
(27- DANIEL-) A	Total Repair (Customer )				.00
<hr/>					
(5) BRAKES LININGS ARE OK AT THIS TIME					
	GBK	GBK	GBK	T27	.00
(27- DANIEL-) A	Total Repair (Customer )				.00

Next Service	Lube-Oil-Filter	.00	.00	Labor	40.19
		.00	.00	Parts	31.15
		.00	.00	Sublet/Fees	.00
		.00	.00	Waste Dispos	.00
		.00	.00	Oil/Grease	.00
		.00	.00	Sub Total	71.34
		.00	.00	Tax	.00
		.00	.00	Total (Due)	71.34



61713 1 G C S K P E 3 X A Z 1 8 4 8 6 1 THE CITY OF HILLSBORO 01/17/2024  
 2010 CHEVROLET SILVERADO RED U 202 SOUTH MAIN STREET 12:52  
 HILLSBORO KS 67063 16:37  
 105900 105900 00/00/00 KS 01/17/2024  
 00/00/00  
 C: (620) 947-1568 6807  
 H: (620) 947-1568 W: (620) - BLAKE\15

(1) REPLACE WINDOW SWITCH

Labor	T22	6	80.96
25981009 (SWITCH)		1	50.45
Total Labor			80.96
Total Parts			50.45
Total Repair (Customer)			131.41

(22- MERLIN-) A

(2) REPLACE BRAKE SWITCH

Labor	T22	9	121.96
20945129 (SWITCH)		1	117.55
Total Labor			121.96
Total Parts			117.55
Total Repair (Customer)			239.51

(22- MERLIN-) A

(3) PDEL

PDEL	T22		.00
Total Repair (Customer)			.00

(22- MERLIN-) A

POLICY ADJUSTMENT

Labor Charges Discounted 6.00

Next Service	Lube-Oil-Filter	.00	.00 Labor	202.92
		.00	.00 Parts	168.00
		.00	.00 Sublet/Fees	.00
		.00	.00 Waste Dispos	.00
		.00	.00 Oil/Grease	.00
			Less Disc.	-6.00
		.00	.00 Sub Total	364.92
		.00	.00 Tax	.00
		.00	.00 Total (Chrg)	364.92





61778 1 F T B F 2 A 6 X C E B 4 9 6 8 8 THE CITY OF HILLSBORO 01/22/2024  
 CITY OF HILLSBORO  
 2012 FORD SUPER DUTY WHITE N 118 EAST GRAND 12:24  
 HILLSBORO KS 67063 09:59  
 62945 62945 00/00/00 KS 01/23/2024  
 08/24/12  
 DALE CELL C: (620) 947-1609 9872  
 H: (620) 947-1609 W: (620) - BLAKE\15

(1) CHECK FOR AIR COMING OUT OF FRONT VENTS  
 INSTEAD OF DEFROST  
 PERFORM EEC TEST. CODE B1086. DIAGNOSED  
 CONCERN. NEEDS MODE DOOR ACTUATOR.  
 (22- MERLIN-) A

Labor	T22	5	67.96
Total Labor			67.96
Total Repair (Customer)			67.96

Next Service	Lube-Oil-Filter	.00	.00 Labor	67.96
		.00	.00 Parts	.00
		.00	.00 Sublet/Fees	.00
		.00	.00 Waste Dispos	.00
		.00	.00 Oil/Grease	.00
		.00	.00 Sub Total	67.96
		.00	.00 Tax	.00
		.00	.00 Total (Due)	67.96



118752 THEC12 G3

THE CITY OF HILLSBORO

01/23/24

P.O. Box 125  
HILLSBORO KS 67063  
P(620) 947-3162 F(620) 947-3482  
G/KSOEWW5L00  
accountspayable@cityofhillsboro.net  
2018 POLICE EXPLORER

255.03 SPO1 (1) 1 FB5Z17D957AC BUMPER ASY - FR 398.00 318.79 318.79

63g76 Counterman 07



Freight	.00
Parts	318.79
State Tax	.00
Charge Total	318.79

118752 File Copy

# Staff Report

**To:** Honorable Mayor and City Council

**From:** Matt Stiles, City Administrator

**Date:** February 20, 2024

**Re:** Credit Card Fee Discussion

---

**Background:** At the last meeting we discussed continuing with the existing process for credit card payments or passing the fees on to customers. Unlike private businesses the city could pass charges forward like many governmental entities already do. Credit card processing fees were \$31,005.37 in 2022 and grew to \$34,176.76 in 2023. To further that discussion, Danielle pulled more information on how payments broke down in 2023. The attached table provides a breakdown of one month in each quarter. The months chosen reflect low, medium, and high levels of transactions and revenue. The types of transactions and the total dollar amounts are listed along with the credit fees for that month. As a percentage, 58% of our customers utilize a payment method that passes through our credit card processor.

**Financial Impact:** As previously mentioned, our processor has a series of charges it applies to our transactions based on the type. Looking at the transactions as a percentage, we pay somewhere between 1-2% for processing transactions. Because we absorb those fees, the costs are less than what our customers would pay if we opted to pass the processing fee on.

**Recommendation / Discussion:** Looking at issues there are arguments for both sides. Absorbing the processing fees means that all customers are paying for a convenience that 58% of customers utilize. There is a fairness argument. Those fees are significant in dollars. Having an additional \$34,000 for utilities would be great for operations.

The other side of the argument is that, as a percentage, fees are relatively low compared to total revenue. Customers would pay more if the fees were passed on directly. The addition of our online payment portal has been widely adopted by our customers, which has noticeably reduced the number of in person cash and check payments. That reduction in payments has allowed us to continue with fewer staff in the front office. Also, credit card payments effectively guarantee that we are paid for those accounts using it. More check payments would presumably result in more NSF issues and trying to track down payments.

Another thing to consider is the amount of time and effort needed to educate our customers on the fees. Frankly, fees are aggravating to customers because they are paying more than they used to and it slows down the payment process if staff explain fees. The credit card processor collects that fees, meaning no direct revenue comes to the city, only the cost is avoided. Considering the nonmonetary costs and widely adopted use of payment types utilizing the processor, there is a strong argument to continue absorbing the cost.

Raising all the utility rates to make up the fees would be a possibility, but significantly more work would be needed to determine the rates due to the ratio of charges (Electric is usually a higher percentage of a bill compared to water, sewer, or trash). If that was a route the council wanted to consider we would advise doing that as part of the regular utility rate review process in November.

**MONTHLY SUMMARY OF ALL PAYMENTS  
2023 BY PAYMENT TYPE**

	03/01 - 03/31		06/01 - 06/30		09/01 - 09/30		12/01 - 12/31	
	# TRANS	AMOUNT	# TRANS	AMOUNT	# TRANS	AMOUNT	# TRANS	AMOUNT
CASH	80	13,366.49	90	13,878.98	92	18,549.98	71	7,484.90
CHECK	502	220,034.96	463	245,824.17	453	273,985.10	516	275,713.81
CREDIT CARD	146	27,532.60	142	27,833.45	158	42,471.16	154	26,602.13
ELECTRONIC FUND TRANSFER	2	616.51	1	465.85	1	498.91	1	512.44
FRONT DESK PAYMENT (CC)	231	62,702.26	248	67,458.56	241	111,661.36	256	63,394.73
AUTOPAY (CREDIT CARD)	140	26,042.28	136	27,929.93	142	45,550.44	136	25,756.03
FRONT DESK ECHECK	58	13,237.71	52	14,152.05	59	23,515.85	56	13,786.17
AUTOPAY (ECHECK)	183	107,130.71	183	126,447.54	189	182,033.56	189	117,657.32
<b>TOTAL CALC</b>	<b>1,342</b>	<b>\$ 470,663.52</b>	<b>1,315</b>	<b>\$ 523,990.53</b>	<b>1,335</b>	<b>\$ 698,266.36</b>	<b>1,379</b>	<b>\$ 530,907.53</b>
<b>CREDIT CARD FEES PER MONTH</b>		<b>\$ 2,642.45</b>		<b>\$ 2,389.02</b>		<b>\$ 3,073.32</b>		<b>\$ 3,247.47</b>

# Staff Report

**To:** Honorable Mayor and City Council

**From:** Matt Stiles, City Administrator

**Date:** February 20, 2024

**Re:** Municipal Policy 70

---

**Background:** Staff have been working through our municipal policies looking at amendments to reflect the actual practices, needed changes, or recommendations to modernize the policies. There are 101 municipal policies, so this will be an ongoing process. We are addressing the more widely applicable policies first.

Municipal Policy 70 pertains to aquatic center admissions. The policy is generally out of date compared to how the pool has been run in the last 10 years. We have more categories of passes than is reflected in the policy. The pool party policy needs to be fleshed out more including language on how and when those are booked. The language needed will be developed and revised for consideration.

An issue staff are seeking guidance on is pool pass rates for employees. During last year's discussion of discounting golf membership rates employees, it was brought up that pool passes rates should be considered as well. At the time we didn't make that adjustment, but as pool season approaches now would be the time. For reference, the Council chose to provide a 50% discount on annual membership fees at the golf course for full-time and part-time employees as well as volunteer firefighters.

**Financial Impact:** There are currently four types of annual passes available at the pool: Family pass, \$210; Single pass, \$110; Lap Swim pass, \$75; and Caregiver pass, \$40. Assuming the same 50% discount, the maximum discount would be \$105. For reference a family annual golf membership is \$495 resulting in a discount of \$247.50.

Looking at last year's passes it appears this policy change would impact 10 people with a range of pass types. More employees might sign up with the discounted rate, but a conservative estimate would be \$1,100 in uncollected revenue. The pool is budgeted to generate \$43,000 in 2024.

**Recommendation:** Staff is seeking direction on whether to include an employee discount on the pool annual passes in the policy revisions. Regardless of the decision, staff will provide some amended language for Policy 70 for the council to consider at the next meeting.

## 70. Aquatic Center Admission Policy

### OBJECTIVE

To clarify the process of admitting patrons/groups to the Hillsboro Family Aquatic Center.

### POLICY

#### 1. General Admission Rule

Every person who enters the facility must pay the admission fee.

#### 2. Daily Admission

Options for admission include a single day admission or a discount package of 10 admissions; season passes will no longer be available.

#### 3. Large Group Discount

Large groups shall be charged at a discounted rate per person. The discounted rate shall be \$0.50 less than regular admission.

#### 4. Usage fee for USD 410

The school district shall pay a flat usage fee per class period.

#### 5. Refunds/Rain checks

No refunds shall be given should the pool be cleared or the facility close due to inclement weather. If the facility closes, rain checks good for one daily admission shall be given out upon request.

# Staff Report

**To:** Honorable Mayor and City Council

**From:** Matt Stiles, City Administrator

**Date:** February 20, 2024

**Re:** Municipal Policy 93

---

**Background:** Staff have been working through our municipal policies looking at amendments to reflect the actual practices, needed changes, or recommendations to modernize the policies. There are 101 municipal policies, so this will be an ongoing process. We are addressing the more widely applicable policies first.

Municipal Policy 93 pertains to the utility disconnection process changed in 2021. An attached revised draft shows suggested changes. The current policy language doesn't match the timeframes that we have found to be more effective and safer for staff while still providing ample time to pay or making a payment agreement.

The proposed policy also reallocates the \$50 reconnection fee to be split between delivery of the red letter and restoration of service. Before 2021 there was a delivery fee for the letter, but it never seemed sufficient to get customers attention. The policy change does not raise the total fee but creates an incentive to avoid getting a red letter. We have a lot of habitually late customers who use the letter as a reminder, ignoring the two other notifications they receive. Delivering 20-30 red letters takes a lot of staff time, so reducing that allows us to focus on other things. Making the proposed fee change would require an ordinance.

**Financial Impact:** The timeframe changes are to match what we have found to be good practice. The fee reallocation is designed to create incentives to avoid being late. It may cause more customers to pay an otherwise avoidable penalty that is not charged now. The hope is that reduces the number of red letters delivered monthly ultimately saving everyone time and money.

**Recommendation:** Staff is seeking direction on the proposed changes. As mentioned, an ordinance would be needed to re-align the fee structure.



CITY OF HILLSBORO  
MUNICIPAL POLICY STATEMENT

Policy No. 93

Subject: ~~Electrical~~ Service Disconnection Policy

Effective Date: ~~September 7, 2021~~ **March 1, 2024**

The Code of the City of Hillsboro, Kansas provides for the termination of ~~electrical~~ service due to failure to pay in Chapter 15, Article 2, Section 15-214(a). The City Clerk or designee provide delinquency notices after the due date for payment on 15<sup>th</sup> of each month. After the required minimum 10 days between delinquency and termination.

Henceforth ~~electrical~~ service disconnections will be handled in the following way.

- Delinquency notices will be mailed on or after the 16<sup>th</sup> of each month. **If the 15<sup>th</sup> lands on a weekend or holiday, notices will be sent on the next business day following the 15<sup>th</sup>.**
- Service termination letters will be delivered on the final Monday of the month **between 1PM-2PM**, assuming that the final Monday of the month is no less than 10 days past the 15<sup>th</sup> of the month. In the event that the final Monday is not 10 days past the 15<sup>th</sup>, service termination letters will be delivered **on the 10<sup>th</sup> day following the 15<sup>th</sup>.** ~~the following Monday.~~
- Termination letters will be printed on brightly colored ~~letterhead~~ **paper** from the city signed by the City Administrator or official designee. ~~There will no longer be a charge for delivery of these letters.~~ **Residents will be charged \$25 for delivery of the red letter, which will be assessed at 1pm on the day of delivery.**
- ~~Termination letters will be delivered on the final Monday in the afternoon between 1PM and 4PM.~~
- Customers receiving the termination letters will have until **1PM** ~~3PM~~ the following day to pay their outstanding bill and any applicable charges or arrange for a payment plan.
- Customers ~~who that~~ fail to pay their outstanding charges or make a payment plan will have their service turned off **at 1PM.** ~~between 3PM and 4PM.~~
- **If services are turned off, customers must pay a \$25 reconnect fee at City Hall, in addition to all outstanding charges, before services are restored.**
- ~~Electrical~~ Utility staff will not restore service to a disconnected customer **due to** ~~as a result of~~ failure of payment after 4PM on shutoff day. Customers **making payment after 4pm** ~~off at that time~~ will be restored the next business day during **regular** business hours.
- Electrical utility staff will not collect payments in the field. All payments must be made at City Hall.

This policy will go into effect on the first full billing cycle following adoption. The governing body of the City of Hillsboro agreed by motion at the **February 20, 2024** regular meeting to approve the policy statement.

Approved: \_\_\_\_\_

Lou Thurston, Mayor

\_\_\_\_\_

Date

# Staff Report

**To:** Honorable Mayor and City Council  
**From:** Matt Stiles, City Administrator  
**Date:** February 20, 2024  
**Re:** 2023 Year in Review

---

Each year we review what actions the City Council has done for the year and look at what has happened in the community. Council actions are broken down into each month of the year below.

External funding was a key part of 2023 as we were able to make significant progress on some key strategic priorities. The received over \$2.4 million in grants, forgivable loans, and outside funding in 2023. Those funds helped with water treatment, childcare, assisting local businesses, purchasing equipment, and improving the community through projects like the downtown mural. A huge accomplishment was the completion of phase 1 of the community plaza. Nearly every city employee had a hand in the completion of the project. Once it was completed it was used extensively by the community last summer. The project itself was primarily funded by private donations and federal funding from ARPA.

The Hillsboro Childcare Center had an outstanding year. The board met their fundraising goal of \$2.2 million with the assistance of a \$600,000 CDBG sponsored by the City. The donation of the Trinity Mennonite Church in April gave the center a home. Childcare is Tier 1 strategic priority for the city and broad based community partnership. Once completed in late 2024-early 2025 the center will fill a large void in Marion County with room to expand as needed.

With all the successes of 2023, there were challenges the community faced. Inflation and supply chain issues that dominated 2022 persisted into 2023. By the end of the year many of the issues in acquisition were resolved, but inflation has kept prices higher than when the COVID-19 pandemic started. Several businesses closed in 2023 including the Building Center, the Pickup Line, Mama C's, and the Herrington Hospital Clinic.

Additionally, the community lost two long-time public servants in 2022. Delores Dalke, Mayor for 28 years, passed away in May. Larry Paine, City Administrator for 13 years, passed away in early June. The impact that Delores and Larry had on the community was significant. To honor both of their legacies, the Council dedicated the splash park in Larry's honor and rededicated the pool to honor Delores.

City the scope of city operations can be easy to overlook, however we provide a significant level of service through our daily operations. Attached is a table that gives some information about the general daily operations of the city.

## January

- Welcomed back Brent Driggers and Byron McCarty to the Council for new terms.
- Discussed and adopted rate changes for the electric utility based on a KPP rate study.
- Passed Resolution 2023-01 waiving GAAP for the audit.
- Approved moving forward with an official action dedicating a parking spot for Kathy's Floral based on safety concerns.
- Entered into an MOU with the Senior Center to provide \$10,000 in support to the center for programs and the meals program.
- Entered into an MOU with Infinity Fitness to allow employees to have membership via payroll deduction, as described in Municipal Policy 98.
- Approved the annual Land Bank budget and reviewed Land Bank Properties.

## February

- Received an annual department head report from Doug Sisk in Recreation.
- Approved the first round of sewer lining projects and lining cleaning and cameraing with Johnson Service in response to a KDHE order.
- Selected AG360 as the city's property and liability insurance agent for a two year period.
- Let bids for contract mowing.
- Discussed the need to create a sump pump amnesty program to address rainwater infiltration into the sanitary sewer system.
- Addressed the roof at 101 S Main and determined to move forward with repairs based on approved code enforcement action.
- Heard a report from Dr David Janzen from Tabor about progress of the CKEC.
- Adopted Ordinance 1363 allowing Parkside Home to amend its Industrial Revenue Bond agreement to sell an unused portion of farm ground on the south of their property.
- Adopted Ordinance 1364 allowing for the designation of downtown parking spots.
- Passed Resolution 2023-02 designating a parking spot for Kathy's Floral.
- Approved a generator service agreement with Foley Equipment to service city generators.
- Narrowed down the annual equipment needs to determine what equipment would be replaced in 2023.

## March

- Received an annual department head report from Avery Unruh in Golf.
- Held a public hearing for the CDBG for the childcare center.
- Passed Resolutions 2023-03 and 2023-04 authorizing the application to CDBG for the childcare center.
- Submitted an application to the spring KDOT matching grant program for Adams.
- Approved a Cost Share grant application with KDOT for Adams street. We were not funded on this round.
- Approved the purchase a new trash truck, golf sprayer, golf mower, and sewer mower. Note we did a special meeting for the sewer mower to redo the bidding.
- Adopted Ordinance 1365 approving a forgivable loan with KDHE for \$1.1 million.
- Approved the renewal for property and liability insurance with EMC.
- Sponsored a HEAL grant application for 126 N Main, which was awarded later in the year.
- Approved giving city employees a 50% discount on annual golf memberships.
- Hired Krista Richert as the AP/ Payroll Clerk.

## April

- Received the annual department head report from Dale Dalke on Streets.
- Approved the replacement of the park shelter roofs.
- Adopted Ordinance 1367 allowing for the keeping of chickens in the city.
- Adopted Resolution 2023-05 that established a sump pump amnesty program to help disconnect sump pumps from the sanitary sewer system.
- Approved a proposal from Johnson Service for \$257,075 to line the first phase of sewer lines in the northwest part of the city.
- Received the 2022 Audited Financial Statements.
- Held a public hearing on Ordinance 1366 that changed the dog confinement regulations. There were no public comments at the hearing.
- Adopted Ordinance 1366 changing dog confinement regulations
- Approved the purchase of a chlorine dioxide generator for the KDHE Pilot project at the water plant.
- Adopted Ordinance 1368 authorizing the lease purchase agreement with Central National Bank for a trash truck, golf course equipment, the fire brush truck and tandem axle dump truck.
- Approved Municipal Policy 100 altering the meeting room rental policy.
- Discussed amending the Neighborhood Revitalization program and opted to move forward with pursuing a revised program.
- Gave temporary permission for the Golf Association to host a beer garden at the

## May

- Darin Neufeld presented an initial draft of the Capital Improvement Plan.
- Began discussions for the 2025 budget year.
- Received the annual department head report on the museums from Cara Duell.
- Approved a fencing variation for the Community Plaza.
- Approved a proposal to reside and replace windows at the museum visitors center.
- Approved a proposal from Vogts-Parga to assist with concrete to finish the splash park.
- Approved a bid to reseal the downtown area streets.
- Approved a renewal from Blue Cross and Blue Shield for employee health insurance.
- Sold two lots to Chuck Maltbie for \$10,000.
- Increased pay for part-time police officers to \$20.00 per hour.

## June

- Colin Hansen from KPP provided an update to the council on the KPP business.
- Adopted Ordinance 1369 changing zoning regulations for fencing and the agricultural exemption.
- Adopted Ordinance 1370 issuing a conditional use permit for 600 Western Heights to allow Barkman Honey to use the building as a warehouse.
- Adopted Ordinance 1371 and 1372 allowing for short term rentals at 208 S Washington and 304 S Main Street.
- Sold the 111 E 1<sup>st</sup> (old post office) to East Branch Company for \$15,000
- Approved supporting the CDBG application for a commercial rehab at 126 N Main.
- Accepted a bid from Dalke Construction for the demolition of 311 N Lincoln.
- Approved the purchase of 2010 tandem axle dump truck.
- Completed a 360 evaluation of the City Administrator,

- Gave a one-time 2% merit bonus to employees with positive evaluations.
- Council dedicated the Splash Park to the memory of Larry Paine and the pool in honor of Delores Dalke, both of whom passed within weeks of each other.
- Reviewed 2023 budget

## **July**

- Received a report from Dr. David Janzen on the operations of the CKEC and renewed the MOU for the 2023-24 school year with an increase in funding.
- Terminated the lease agreement for 111 E 1<sup>st</sup> Street and signed lease agreement for space in the old hospital at 701 S Main.
- Received the annual department head report on the electric department from Todd Helmer.
- Adopted Ordinance 1373 granting a conditional use permit for the community childcare center.
- The Land Bank sold commercial lots to ELCON Properties and Hillsboro Ford and sold a residential lot in Willow Glen to Ken and Patti Funk.
- Purchases a replacement compact tractor and new sports complex mower.
- Reviewed the 2024 budget proposal and voted to notify the County Clerk of the intent to exceed the revenue neutral rate.
- Adopted Ordinance 1374 authorizing lease-purchase agreements with Central National Bank for previously approved equipment.
- Joined a PFAS cost recovery program with Napoli Shkolnick, PLLC
- Had discussion about out of town trash rates for customers dropped by Waste Connections and also discussed dumpster policy.

## **August**

- Accepted the award agreement from CDBG for \$600,000 for the childcare center.
- Approved a revised job description for the Director of Parks and Recreation.
- Reviewed the 2024 Budget
- Received the annual department head report on the police department from Jessey Hiebert.
- Adopted Ordinance 1375 setting out of town trash rates.
- Adopted Municipal Policy 101 regulating the rental of dumpsters.
- Adopted Ordinance 1376 and 1377 adopting the 2023 STO and UPOC.
- Authorized the creation of a Municipal Investment Pool account.
- Approved a proposed roof fix for the AMPI building for \$17,400.
- Declared August 15, Trojan Girls Swimming Lauryn Vogt State Champion Day by proclamation.
- Declared October 1-7, as Public Power Week by proclamation.
- Determined Mayor Thurston and Councilman Beye would be delegates at the LKM Annual Conference.

## **September**

- Reviewed the 2024 Budget, held the RNR hearing, held the budget hearing and approved the final 2024 budget.
- Received the annual department head report on the water and sewer from Morgan Marler.

- Received the annual department head report on the pool from Care Duell.
- Introduced Jerry Mendoza as the new Director of Parks and Recreation.
- Approved second round of sewer lining from Johnson Services for phase 2 at a cost of \$186,815.
- Adopted Resolution 2023-08 to submit a KDOT cost share application for Adams Street funding, which would be successful after the 5<sup>th</sup> try.
- Adopted Resolution 2023-09 setting a code enforcement hearing for 306 W Grand.
- Accepted a proposal from Mahaney Roofing for repair of the airport hangar.
- Accepted a proposal from Networks Plus for managed IT services.
- Purchased a used food trailer as a concessions trailer for parks and recreation.
- Approved a proposal for ballistic vests for the PD partially funded with a grant from HCF.
- Purchased asphalt from APAC at a cost not to exceed \$15,000.
- The land bank accepted a donation of the property at 306 W Grand.
- Discussed a possible move of legal publications to the City website.

## **October**

- Received the annual department head report on the administration from Danielle Bartel.
- Adopted Resolution 2023-10 designating the city's website as the official publication for city actions.
- Adopted Ordinance 1378 issuing a conditional use permit for short term rentals at 205 N Lincoln.
- Approved the creation of a Custodian position to replace the contract cleaner service.
- Reviewed the housing needs assessment report prepared by Wichita State University.
- Held a public hearing on the CDBG Commercial Rehab application for the 126 N Main property. Approved an interlocal agreement with TDriggers Investments on the project.
- Approved an interlocal agreement with Dale's Supermarket for a HEAL grant application.
- Purchased utility poles at cost of \$23,657.34 and an HVAC unit at the raw water pump station for \$11,555.
- Approved moving \$1.5 million to the Municipal Investment Pool, but did not do so because CNB matched the rate locally.

## **November**

- Received the annual department head report on the sanitation from David Lockwood.
- Celebrated the 2023 Girls State Volleyball Championship by Proclamation
- Adopted resolution 2023-11 taking code enforcement action at 510 S Washington.
- Agreed to participate in a solar PACE grant project with KPP to install solar panels on city property.
- Purchased water treatment chemicals for \$25,168.58.
- Approved a haying agreement for the airport property.
- Approved a quote for the repair of Ash and Grand from Hett Construction.
- Received a presentation from Jana Willams from Flint Hills Regional Council and agreed to become members of the FHRC.
- Adopted Ordinance 1379 and 1380 amending water and sewer rates for 2024
- Approved an equal adjustment to the Peabody water rate by terms of the contract.

- Set the budget amendment hearing for December 19.
- Designated Mayor Thurston as the voting member for the KPP Annual meeting.
- Approved contract revisions for the City Administrator Contract.
- Discussed a request from Hillsboro Community Hospital for zoning changes for hospitals.

## **December**

- Received the annual department head report from FD/ Building Inspection from Ben Steketee.
- Heard a proposal from Byron Adrian from Mennonite Housing for a potential workforce housing project. Approved an option agreement with Mennonite Housing for the project.
- Adopted Ordinance 1381 which revised Ordinance 1374, a lease-purchase agreement.
- Adopted the 2023 Capital Improvement Plan.
- Discussed and adopted a 2024 State of Municipal Policy.
- Held a hearing for the proposed 2023 budget amendments and approved the amendments.
- Approved proposed 2024 COLA for employees.
- Cancelled outstanding encumbrances for the 2023 budget year.
- Discussed a fire station meeting with our legislative delegation.

**City Administrator's Report**  
**February 20, 2024**

**Father Kapaun Testimony:** The Mayor and I provided testimony on SB 413 on February 14. The bill would authorize a statue memorializing Father Emil Kapun on Capitol grounds. No tax dollars would be used to build the statute. Mayor Lou offered eloquent written testimony and I had the opportunity to give less eloquent verbal testimony. We were joined by Commissioner Davide Mueller in testimony.

**Planning Commission Hearings:** The PC will hear five cases on February 29 for Alternative Housing overlays to allow container homes. One is a single family home and four are duplexes. The PC expressed hesitation on allowing those to move forward without one being completed. However, the developer has offered tours of a completed home and one in construction, both with the same floor plan in Lindsborg.

**Hiring:** I'm pleased to report that we have filled the Assistant to the City Administrator position. Callie Arnold will be starting as the Assistant to the City Administrator on February 19. Callie is a Hillsboro native and recent Bethany College graduate in English. She brings excellent writing skills and positive energy among other qualifications to the position. The water/sewer position is also being filled with an internal transfer. Ayden Brammer, who started with Streets last year, is moving over to the water/sewer department. We have begun looking for his replacement in Streets.

**Fire District Meeting Follow-up:** Ben and I met with our township partners on February 8. I felt like the meeting went well. All the members attending were pleased with the service and understood the changing costs for the service. The agreement we have with the townships and city of Lehigh has a cap of 5 mills for fees charged. That is consistent with the statute for fire districts. At this point there isn't much that needs to be done with the agreements, but we did let them know that they should be planning on maxing out the 5 mill for service.

**Health Insurance Savings:** Attached is the Health Insurance savings report for January. Compared to a fully funded BCBS plan, the city saved \$6,664.84 for the month, \$31,585.85 for the plan year that ends in June. The City's reserve fund has a balance of \$101,716.90.

**Financial Reports:** January financial reports are attached. Overall, we are starting 2024 in good financial position. Our expenditures are highly seasonal, so its difficult to make any significant determinations on financial position now. Once we complete the first quarter, I will begin assembling dashboard reports.

**Out of Office:** I'll be out of the office on a family trip starting tomorrow, February 21 until Saturday, February 24.





To: Senator Mike Thompson, Chairman, Kansas Senate Federal and State Affairs Committee

Date: February 14, 2024

Chairman Thompson and members of the Senate Federal and State Affairs Committee:

I am writing to express my full support for Senate Bill 431, which seeks to honor the remarkable life and legacy of Father Emil Joseph Kapaun. Father Kapaun is not only a Marion County, KS hero, he represents the best of all Kansans. Father Kapaun's selfless dedication to service, his unwavering courage, and his profound impact on the lives of countless individuals make him a truly deserving candidate for recognition.

Father Emil Kapaun's story is one of extraordinary heroism and compassion. As a chaplain during the Korean War, he displayed immense bravery by tending to the spiritual and physical needs of his fellow soldiers, often risking his own life to provide comfort and aid on the battlefield. His acts of courage and sacrifice, including his refusal to abandon wounded soldiers and his steadfast commitment to upholding the values of faith and humanity in the face of adversity, serve as a shining example of the best of the human spirit.

Moreover, Father Kapaun's legacy extends far beyond his actions during the war. His profound impact on the lives of those he served continues to inspire generations, both within the Marion County community and beyond. Through his compassionate ministry, he touched the hearts of many and left an indelible mark on the world.

By honoring Father Emil Joseph Kapaun through Senate Bill 431, we not only pay tribute to a true American hero but also uphold the values of courage, compassion, and selflessness that he embodied. This recognition serves as a reminder of the importance of service to others and the enduring power of faith in times of trial.

I urge all Kansans to support Senate Bill 431 and join in honoring the memory of Father Emil Joseph Kapaun, whose life serves as a beacon of hope and inspiration for us all.

Thank you for the opportunity to provide this testimony and thank you for your consideration.

Mayor Lou Thurston  
City of Hillsboro  
118 E Grand Avenue  
Hillsboro, KS 67063  
[lthurston@cityofhillsboro.net](mailto:lthurston@cityofhillsboro.net)

**City of Hillsboro  
911280  
Monthly Claims Analysis for FreedomChoice  
January, 2024**

Employee Tier	# of Employees	Illustrative Rates	Total Illustrative Rates	Umbrella Policy Rates	Total Umbrella Policy Rates	TPA Admin Fee	Monthly Medical Claims Paid	Monthly Rx Claims Paid	Risk Management Fee	Gross Savings of Freedom Choice	Net Savings of Freedom Choice
Single	8	\$ 840.41	\$ 6,723.28	\$ 559.65	\$ 4,477.20	\$ 416.00					
Employee/Spouse	7	\$ 1,680.82	\$ 11,765.74	\$ 1,119.30	\$ 7,835.10	\$ 364.00					
Employee/Child	4	\$ 1,470.71	\$ 5,882.84	\$ 979.38	\$ 3,917.52	\$ 208.00					
Family	6	\$ 2,101.02	\$ 12,606.12	\$ 1,399.12	\$ 8,394.72	\$ 312.00					
	25		\$ 36,977.98		\$ 24,624.54	\$ 1,300.00	\$ 3,066.67	\$ 581.39	\$ 740.54	\$ 7,405.38	\$ 6,664.84



**FreedomChoice**

Group Health Plan

Freedom Claims Management, Inc

P.O. Box 1365

Great Bend, KS 67530

620-792-9151 - Telephone

620-792-3389 - Fax

July, 2023 through June, 2024

**City of Hillsboro  
911280**

**Monthly Claims Analysis for Freedom Choice  
July 1, 2023 through June 30, 2024**

	# of Employees	Total Illustrative Rates	Total Umbrella Policy Rates	TPA Admin Fee	Monthly Medical Claims Paid	Monthly Rx Claims Paid	Risk Management Fee*	Gross Savings of Freedom Choice	Net Savings of Freedom Choice
July-23	25	\$ 34,666.87	\$ 23,085.52	\$ 1,300.00	\$ 413.71	\$ 1,003.75	\$ 886.39	\$ 8,863.89	\$ 7,977.50
August-23	24	\$ 34,666.87	\$ 23,085.52	\$ 1,248.00	\$ 3,232.35	\$ 4,067.91	\$ 303.31	\$ 3,033.09	\$ 2,729.78
September-23	24	\$ 35,087.07	\$ 23,365.34	\$ 1,248.00	\$ 2,669.37	\$ 2,654.40	\$ 515.00	\$ 5,149.96	\$ 4,634.96
October-23	23	\$ 33,826.46	\$ 22,525.87	\$ 1,196.00	\$ 1,502.73	\$ 2,792.90	\$ 580.90	\$ 5,808.96	\$ 5,228.06
November-23	24	\$ 35,717.37	\$ 23,785.07	\$ 1,248.00	\$ 13,178.12	\$ 2,152.61	\$ (464.64)	\$ (4,646.43)	\$ (4,181.79)
December-23	25	\$ 36,977.98	\$ 24,624.54	\$ 1,300.00	\$ 1,014.85	\$ 558.05	\$ 948.05	\$ 9,480.54	\$ 8,532.49
January-24	25	\$ 36,977.98	\$ 24,624.54	\$ 1,300.00	\$ 3,066.67	\$ 581.39	\$ 740.54	\$ 7,405.38	\$ 6,664.84
February-24	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
March-24	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
April-23	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
May-23	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
June-23	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ 247,920.60	\$ 165,096.40	\$ 8,840.00	\$ 25,077.80	\$ 13,811.01	\$ 3,509.54	\$ 35,095.39	\$ 31,585.85



**FreedomChoice**

Group Health Plan

Freedom Claims Management, Inc

P.O. Box 1365

Great Bend, KS 67530

620-792-9151 - Telephone

620-792-3389 - Fax

\*Negative amounts in this column are not billed as such. Negative amounts will be billed as \$0 Risk Management Fee.

**CITY OF HILLSBORO, KANSAS**  
**MONTHLY FINANCIAL REPORT FOR THE MONTH ENDING JANUARY 31, 2024**

#	FUND	UNENCUMBERED BEGINNING CASH AT 12/31/2023	TOTAL RECEIPTS	TOTAL DISBURSEMENTS	UNENCUMBERED ENDING CASH AT 01/31/2024	ENCUMBRANCES AS OF 01/31	CASH BALANCE AT MONTH END
101	GENERAL	186,373.26	421,996.29	221,081.33	387,288.22	53,627.03	333,661.19
102	LIBRARY	6,447.25	48,754.39	7,039.40	48,162.24		48,162.24
103	RECREATION	312.01	12,181.83	-	12,493.84		12,493.84
105	INDUSTRIAL	17,714.00	12,182.40	19,859.24	10,037.16		10,037.16
106	AIRPORT REVOLVING	1,325.43	606.19	1,172.84	758.78		758.78
107	SPECIAL PARK	2,761.47	-	-	2,761.47		2,761.47
207	SPECIAL HIGHWAY	71,325.80	18,201.67	-	89,527.47		89,527.47
212	MUSEUM TRUST	41,654.21	75.85	-	41,730.06		41,730.06
215	SPECIAL LAW ENFORCE/FIRE	61,324.14	12,199.64	598.00	72,925.78		72,925.78
216	MUNICIPAL COURT	1,402.80	1,020.00	20.26	2,402.54		2,402.54
217	DARE	345.03	-	-	345.03		345.03
218	LOCAL SALES TAX	379,910.40	26,086.02	-	405,996.42		405,996.42
225	LAND BANK	17,464.09	900.00	142.00	18,222.09		18,222.09
300	EQUIPMENT RESERVE	128,355.85	739.37	3,096.08	125,999.14		125,999.14
301	FIRE EQUIPMENT REPL FUND	117,291.78	-	2,275.01	115,016.77		115,016.77
310	EMPLOYEE WITHHOLDING	8,185.61	-	-	8,185.61		8,185.61
311	UTILITY SALES TAX	12,882.17	8,223.47	8,057.87	13,047.77		13,047.77
400	CIP	528.75	30,000.00	774.39	29,754.36		29,754.36
412	TREE SCREENING	8,033.24	-	-	8,033.24		8,033.24
440	HCMC FUND	120,210.89	263.75	8,638.34	111,836.30		111,836.30
460	STREET IMPROVEMENT PROJ	56,084.94	-	-	56,084.94		56,084.94
470	TIF DISTRICT	21,304.93	-	-	21,304.93		21,304.93
475	SPEC LAW ENF TRUST FUND	5,312.78	-	-	5,312.78		5,312.78
516	GENERAL BOND & INTEREST	86,965.96	106,984.06	151,693.40	42,256.62		42,256.62
618	WATER	209,629.38	73,601.33	54,342.39	228,888.32	13,029.46	215,858.86
619	ELECTRIC	699,423.45	239,986.16	158,848.37	780,561.24	11,299.42	769,261.82
620	REFUSE	80,576.29	32,297.06	40,250.70	72,622.65		72,622.65
621	SEWER	359,829.97	61,650.09	45,114.04	376,366.02	4,934.95	371,431.07
716	INSURANCE PROCEEDS FUND	2,250.00	-	-	2,250.00		2,250.00
<b>REPORT TOTAL</b>		<b>2,705,225.88</b>	<b>1,107,949.57</b>	<b>723,003.66</b>	<b>3,090,171.79</b>	<b>82,890.86</b>	<b>3,007,280.93</b>

**CITY OF HILLSBORO, KANSAS**  
**BUDGET TO ACTUAL REVENUE REPORT FOR THE YEAR ENDING JANUARY 31, 2024**  
**AS OF JANUARY 31, 2024**

**JAN YTD: 8.33%**

#	FUND NAME	BUDGETED REVENUE	JANUARY REVENUE	YEAR TO DATE REVENUE	% OF YTD REVENUE	YTD REVENUE NOT RECEIVED
101	GENERAL TOTAL	1,976,619.00	421,996.29	421,996.29	92.70%	1,554,622.71
102	LIBRARY TOTAL	95,460.00	48,754.39	48,754.39	84.20%	46,705.61
103	RECREATION TOTAL	23,882.00	12,181.83	12,181.83	77.80%	11,700.17
105	INDUSTRIAL TOTAL	73,920.00	12,182.40	12,182.40	103.20%	61,737.60
106	AIRPORT REVOLVING TOTAL	9,500.00	606.19	606.19	39.70%	8,893.81
107	SPECIAL PARK TOTAL	2,500.00	-	-	59.70%	2,500.00
207	SPECIAL HIGHWAY TOTAL	76,200.00	18,201.67	18,201.67	70.40%	57,998.33
212	MUSEUM TRUST TOTAL		75.85	75.85		
215	SPECIAL LAW ENFORCE/FIRE TOTAL	23,966.00	12,199.64	12,199.64	82.90%	11,766.36
216	MUNICIPAL COURT TOTAL		1,020.00	1,020.00		
218	LOCAL SALES TAX (FAC) TOTAL	380,000.00	26,086.02	26,086.02	116.50%	353,913.98
225	LAND BANK TOTAL		900.00	900.00		
300	EQUIPMENT RESERVE TOTAL	100,000.00	739.37	739.37	265.10%	99,260.63
301	FIRE EQUIPMENT REPL FUND TOTAL		-	-		
311	UTILITY SALES TAX TOTAL	90,000.00	8,223.47	8,223.47	72.50%	81,776.53
400	CIP TOTAL	75,000.00	30,000.00	30,000.00	172.50%	45,000.00
440	HCMC FUND TOTAL		263.75	263.75		
458	PBC FAC P & I TOTAL		-	-		
470	TIF DISTRICT TOTAL	27,600.00	-	-	75.90%	27,600.00
475	SPEC LAW ENF TRUST FUND TOTAL		-	-		
516	GENERAL BOND & INTEREST TOTAL	875,427.00	106,984.06	106,984.06	103.00%	768,442.94
618	WATER TOTAL	1,212,000.00	73,601.33	73,601.33	62.10%	1,138,398.67
619	ELECTRIC TOTAL	3,623,000.00	239,986.16	239,986.16	63.41%	3,383,013.84
620	REFUSE TOTAL	400,100.00	32,297.06	32,297.06	101.10%	367,802.94
621	SEWER TOTAL	770,000.00	61,650.09	61,650.09	68.10%	708,349.91
716	INSURANCE PROCEEDS FUND		-	-		
	<b>TOTAL REVENUES:</b>	<b>9,835,174.00</b>	<b>1,107,949.57</b>	<b>1,107,949.57</b>	<b>11.27%</b>	<b>8,729,484.03</b>

**CITY OF HILLSBORO, KANSAS**  
**BUDGET TO ACTUAL EXPENSE REPORT FOR THE YEAR ENDING JANUARY 31, 2024**  
**AS OF JANUARY 31, 2024**

<b>JAN YTD: 8.33%</b>
-----------------------

#	FUND NAME	BUDGETED EXPENSES	JANUARY EXPENSES	YEAR TO DATE EXPENSES & ENCUMBRANCES	% OF YTD EXPENSES	YTD BUDGET UNEXPENDED
<u>GENERAL FUND</u>						
	101-110 LEGISLATIVE TOTAL	122,500.00	7,495.89	7,746.19	6.32%	114,753.81
	101-120 ADMINISTRATIVE TOTAL	418,750.00	49,365.48	59,584.88	14.23%	359,165.12
	101-210 POLICE TOTAL	619,444.54	57,770.03	58,548.82	9.45%	560,895.72
	101-220 FIRE TOTAL	159,400.00	3,619.80	13,736.73	8.62%	145,663.27
	101-250 PUBLIC SAFETY TOTAL	6,000.00	-	-	0.00%	6,000.00
	101-310 PARKS TOTAL	42,000.00	921.10	921.10	2.19%	41,078.90
	101-320 POOL TOTAL	124,800.00	3,788.07	3,788.07	3.04%	121,011.93
	101-330 GOLF TOTAL	275,104.00	14,007.94	31,335.37	11.39%	243,768.63
	101-340 SPORTS COMPLEX TOTAL	124,303.00	7,878.62	7,878.62	6.34%	116,424.38
	101-350 MUSEUM TOTAL	77,001.00	5,411.19	6,288.19	8.17%	70,712.81
	101-410 STREETS TOTAL	405,066.00	28,625.02	42,202.20	10.42%	362,863.80
	101-510 BLDG INSPECTOR TOTAL	88,680.00	7,708.63	8,188.63	9.23%	80,491.37
	101-530 COURT TOTAL	9,400.00	1,544.48	1,544.48	16.43%	7,855.52
	101-550 TOURISM TOTAL	16,000.00	1,000.00	1,000.00	6.25%	15,000.00
	101-910 MISC GENERAL TOTAL	653,200.00	30,100.00	30,100.00	4.61%	623,100.00
101	GENERAL TOTAL	3,141,648.54	219,236.25	272,863.28	8.69%	2,868,785.26
102	LIBRARY TOTAL	161,770.00	7,039.40	7,039.40	4.35%	154,730.60
103	RECREATION TOTAL	24,130.00	-	-	0.00%	24,130.00
105	INDUSTRIAL TOTAL	79,030.00	20,021.49	20,021.49	25.33%	59,008.51
106	AIRPORT REVOLVING TOTAL	14,500.00	1,172.84	1,172.84	8.09%	13,327.16
107	SPECIAL PARKS TOTAL	3,400.00	-	-	0.00%	3,400.00
207	SPECIAL HIGHWAY TOTAL	150,000.00	-	-	0.00%	150,000.00
212	MUSEUM TRUST TOTAL	-	-	-	-	-
213	TOWNSHIP FIRE EQUIPMENT	-	-	-	-	-
215	SPECIAL LAW ENFORCE/FIRE TOTAL	71,200.00	-	-	0.00%	71,200.00
216	MUNICIPAL COURT TOTAL	-	20.26	20.26	-	-
218	LOCAL SALES TAX TOTAL	700,000.00	-	-	0.00%	700,000.00
225	LAND BANK TOTAL	-	142.00	142.00	-	-
300	EQUIPMENT RESERVES TOTAL	225,000.00	3,096.08	3,096.08	1.38%	221,903.92
301	FIRE EQUIPMENT REPL FUND TOTAL	-	2,275.01	2,275.01	-	-
311	UTILITY SALES TAX TOTAL	90,000.00	8,057.87	8,057.87	8.95%	81,942.13
400	CIP TOTAL	-	774.39	774.39	-	-
440	HCMC FUND TOTAL	-	-	-	-	-
458	PBC FAC P & I TOTAL	-	8,638.34	8,638.34	-	-
470	TIF DISTRICT TOTAL	27,700.00	-	-	0.00%	27,700.00
516	GENERAL BOND & INTEREST TOTAL	642,321.00	151,693.40	151,693.40	23.62%	490,627.60
<u>WATER FUND</u>						
	618-810 WATER DISTRIBUTION TOTAL	398,850.00	25,048.17	25,048.17	6.28%	373,801.83
	618-811 WATER TRANSFERS TOTAL	100,000.00	-	-	-	-
	618-812 WATER PRODUCTION TOTAL	1,697,720.00	30,833.62	43,863.08	2.58%	1,653,856.92
618	WATER TOTAL	2,196,570.00	55,881.79	68,911.25	3.14%	2,127,658.75
619	ELECTRIC TOTAL	3,249,486.00	157,147.51	168,446.93	5.18%	3,081,039.07
620	REFUSE TOTAL	461,177.00	37,315.69	37,315.69	8.09%	423,861.31
621	SEWER TOTAL	1,244,750.00	41,815.29	46,750.24	3.76%	1,197,999.76
716	INSURANCE PROCEEDS FUND TOTAL	-	-	-	-	-
<b>TOTALS</b>		<b>12,482,682.54</b>	<b>714,327.61</b>	<b>797,218.47</b>	<b>6.39%</b>	<b>11,597,314.07</b>