

Hillsboro, Kansas
May 5, 2020

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

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

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

4. PUBLIC COMMENTS – none

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

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

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

6. VOUCHERS – Motion was made by Council member Loewen and seconded by Council member McCarty to approve the vouchers in the amount of \$327,719.51. Vote: Council member Driggers, yes; Loewen, yes; Gehring, yes; McCarty, yes. Motion carried unanimously.

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

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

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

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

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

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

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

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

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

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

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

Valery Schmidt. Vote: Council member Driggers, yes; Council member Gehring, yes; Council member Loewen, yes; Council member McCarty, yes. Motion carried unanimously.

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

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

18. BOARD APPOINTMENTS – none

19. CITY ADMINISTRATOR’S REPORT – none

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

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

/s/
LOUIS THURSTON, MAYOR

ATTEST:

/s/
JANICE K. MEISINGER, CITY CLERK