

Hillsboro, Kansas
March 2, 2021

1. The City Council met in regular session via Zoom, due to the Corona Virus pandemic, on Tuesday, March 2, 2021 at 4:00 p.m. with Mayor Lou Thurston and Council members Renee Gehring, David Loewen, Brent Driggers, and Byron McCarty participating.

2. Others Participating: RoseMary Saunders and Crystal Hinnen, Ranson Financial; Kimberlyn Gilchrist, City Attorney; Laura Paulus, Hillsboro Free Press; Phyllis Zorn, Hillsboro Star Journal; Darin Neufeld, EBH & Associates; Matt Stiles, City Administrator; and, Jan Meisinger, City Clerk.

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

4. MINUTES – Motion was made by Council member Loewen and seconded by Council member Gehring to approve the minutes of the 2-16-21 regular meeting as submitted. Motion carried unanimously.

5. VOUCHERS – Motion was made by Council member Driggers and seconded by Council member Loewen to approve the vouchers in the amount of \$115,728.03. Motion carried unanimously.

6. PUBLIC COMMENTS – Mayor Thurston told Laura Paulus “all best wishes for a speedy recovery.”

7. PUBLIC HEARING FOR GRANT PERFORMANCE CDBG-CV – At 4:03 p.m., Council recessed into a public hearing for reviewing the grant performance for the CDBG-CV grant that the City received. The City received \$132,000.00 in grant funds (\$122,000.00 ED grants and \$10,000.00 for grant administration). Six local businesses received \$15,000.00 each; two businesses received \$10,666.67 each; and, one business received \$10,666.66. We were able to retain 12 full-time jobs and 11 part-time jobs with these funds. No public comments were received. Mayor Thurston thanked RoseMary and Crystal for their expertise and help administering the grant. The public hearing closed at 4:07 p.m. and the regular council meeting resumed. Motion was made by Council member McCarty and seconded by Council member Loewen to authorize the mayor and city clerk to sign the close-out documents and submit them to the State. Motion carried unanimously.

8. RESOLUTION 2021-01 GAAP WAIVER – Motion was made by Council member Driggers and seconded by Council member McCarty to approve Resolution 2021-01 – *(A RESOLUTION REGARDING THE WAIVER OF GENERAL ACCEPTED ACCOUNTING PRINCIPLES (“GAAP”) IN THE PREPARATION OF FINANCIAL STATEMENTS AND FINANCIAL REPORTS FOR THE CITY OF HILLSBORO, KANSAS FOR FISCAL YEAR 2020.)* Council was polled with the following vote: Council member Loewen, yes; Gehring, yes; Driggers, yes; McCarty, yes. Motion carried unanimously.

9. RESOLUTION 2021-02 EMERGENCY DECLARATION – This resolution is in conjunction with the County declaring an emergency due to the recent very cold weather, which increased the demand for natural gas and electricity. This resolution places the public on notice that it is exploring every avenue of relief and is declaring an extraordinary local State of Financial Emergency. Motion was made by Council member McCarty and seconded by Council member Loewen to approve Resolution 2021-02 – *(A RESOLUTION OF THE CITY OF HILLSBORO, KANSAS DECLARING A LOCAL STATE OF FINANCIAL EMERGENCY)*. Council was polled with the following vote: Council member McCarty, yes; Driggers, yes; Gehring, yes; Loewen, yes. Motion carried unanimously.

10. KDOT CCLIP FY23-24 APPLICATION – DARIN NEUFELD – Darin Neufeld, EBH & Associates, told Council this application would be for funds to fix Elm Street (by Sonic); add a deceleration lane (like what is at Ash Street); and, replace the center island patch on Ash Street. All work would be inside city limits. This is a 95%/5% (City) grant and the City’s local match would be \$26,000.00. If awarded, this would be a 2023/2024 project. After further discussion, motion was made by Council member Gehring and seconded by Council member Driggers to submit the KDOT CCLIP FY 23-24 application by EBH as identified. Motion carried unanimously.

11. SETTING A WORKSESSION FOR STRATEGIC PLANNING – Motion was made by Council member Loewen and seconded by Council member McCarty to set a work session on Tuesday, March 23rd at 4:00 p.m. to revisit and finish the strategic plan that was started last year before COVID hit. Motion carried unanimously.

12. AWARD CONCRETE CRUSHING BIDS – The City received the following concrete crushing bids:

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

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

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

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

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

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

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

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

17. BOARD APPOINTMENTS – none

18. CITY ADMINISTRATOR’S REPORT –

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

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

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

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

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

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

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

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

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

19. COUNCIL COMMENTS – none

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

/s/
LOUIS THURSTON, MAYOR

ATTEST:

/s/
JANICE K. MEISINGER, CITY CLERK