

Hillsboro, Kansas
April 20, 2021

1. The City Council met in regular session via zoom and in person, on Tuesday, April 20, 2021 at 4:00pm with Mayor Lou Thurston and Council members Renee Gehring, David Loewen and Byron McCarty participating. Absent: Council member Driggers.

2. **Others participating:** Phyllis Zorn, Hillsboro Star Journal; Kimberlyn Gilchrist, City Attorney; Darin Neufeld and Zach Collet, 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 Gehring and seconded by Council member McCarty to approve the minutes of the 4-6-21 regular meeting as submitted. Motion carried 3-0.

5. **VOUCHERS:** Motion was made by Council member McCarty and seconded by Council member Loewen to approve the vouchers in the amount of \$239,262.35. Motion carried 3-0.

6. **PUBLIC COMMENTS:** Darin Neufeld, EBH & Associates, gave council an update on the Hike/Bike trail. They are 1300 feet short of Adams street. The contractor plans to start on the Hwy 56/Industrial intersection on May 3rd.

7. **ORDINANCE 1330:** The city currently has a utility deposit system that requires a \$125.00 deposit or a letter of credit from their previous utility. Ordinance 1330 would eliminate the deposit and require new services to pay a flat \$50.00 utility connection fee. That fee can be waived with a letter of credit from previous utility provider. Our auditors also recommended and support the move away from the utility deposit structure. Additionally, the ordinance increases the fee for reconnection for failure to pay. The current fees are \$10 during business hours and \$25 dollars after hours. The fees are not sufficient to cover the man power and resources used for the reconnections and are out of line with other utilities. The proposed ordinance changes the reconnection fee to \$50.00 dollars regardless of time. A \$50.00 fee is equal to neighboring utilities and better covers the cost of sending crews out. Motion was made by council member Loewen and seconded by council member McCarty to approve ordinance 1330 and authorize the mayor to sign. (ORDINANCE NO. 1330 – AN ORDINANCE AMENDING SECTIONS 15-123, 15-130, AND 15-137 OF CHAPTER XV, ARTICLE 1 OF THE CODE OF THE CITY OF HILLSBORO, KANSAS (“CODE”) AND SECTIONS 15-201, 15-214, AND 15-215 OF CHAPTER XV, ARTICLE 2 OF THE CODE FOR THE PURPOSE OF REPLACING THE CITY’S UTILITY DEPOSIT SYSTEM WITH A NEW SERVICE UTILITY HOOKUP CHARGE, AND AMENDING THE UTILITY RECONNECTION FEES). Council was polled with the following vote: Council member McCarty, yes; Loewen, yes; Gehring, yes. Motion carried 3-0.

Motion was made by Council member McCarty and seconded by Council member Loewen to authorize city staff return all currently held deposits to account holders at the next available billing. Motion carried 3-0.

8. **RESOLUTION 2021-04 SETTING PUBLIC HEARING FOR COUNTRYSIDE FEED:** The public hearing for Countryside Feed will be next Tuesday April 27th at 4:00 p.m. Motion was made by Council member Loewen and seconded by Council member McCarty to approve Resolution No. 2021-04 (A RESOLUTION OF THE GOVERNING BODY OF THE CITY OF HILLSBORO, KANSAS SETTING THE DATE, TIME AND PLACE FOR A PUBLIC HEARING TO RECEIVE AND HEAR PUBLIC COMMENTS REGARDING A PROPOSAL TO EXEMPT CERTAIN PROPERTY FROM AD VALOREM TAXATION FOR ECONOMIC DEVELOPMENT PURPOSES; AND RATIFYING THE PUBLICATION OF A NOTICE OF PUBLIC HEARING). Council was polled with the following vote: Council member Gehring, yes; Loewen, yes; McCarty, yes. Motion carried 3-0.

9. **RECOMMENDATION ON CITY ENGINEERING SERVICES:** Staff, which included City Administrator Stiles, Ben Steketee, Morgan Marler, Dale Dalke, and Todd Helmer interviewed four engineering firms on April 13th. The firms were Schwab-Eaton (Wichita); MKEC (Wichita); PEC (Wichita); and EBH (Marion/Hillsboro). EBH has had a relationship with the City for 20 years and successfully completed numerous projects. In recent years there have been concerns raised about EBH meeting deadlines and communication with the City. The EBH presentation acknowledged those issues and proposed some changes to their current operations to better meet the needs of the City. Most significantly EBH is hiring more staff to service the Hillsboro and Marion offices. EBH plans to maintain regular and consistent hours at the Hillsboro office. They are also proposing improved project management processes that will create measurable milestones and accountability while also incorporating more communication with the City. Based on the proposed service improvements and EBH’s knowledge of the community, the staff

was comfortable recommending a 1-year engineering services agreement for an on-call arrangement. Motion was made by Council member McCarty and seconded by Council member Loewen to direct the city attorney to draft a 1 year on-call engineering services agreement between EBH and the City. Motion carried 3-0.

10. ELCON INVOICES: Motion was made by Council member Loewen and seconded by council member McCarty to approve Elcon invoices 12807 and 12808 totaling \$1,264.99 both for water treatment plant repairs. Vote: Council members Loewen and McCarty, yes; Council member Gehring abstained, motion carried.

11. PRESENTATION OF COMMUNITY PLAZA MASTER PLAN: The focal point of the Community Plaza is the splash pad. The proposal includes a natural play ground structure, a stage structure with built in audio and a big screen TV, restrooms, storage, rentable areas for potential concessions, seating areas, a parking area, an open lawn, a sitting wall and a fire pit feature. Landscaping would be native grasses and low maintenance. Plans are to also include an electric vehicle charging station. The plan is divided into phases. City Administrator Stiles felt enough money has been raised for phase one; and that city crews could do some of the work to save money. The proposal uses storage containers for buildings, which have a more modern look. City Administrator Stiles would like to see phase one completed by late summer 2021. The cost estimate for phase one is \$355,000.00; and, the cost estimate for the entire project is \$882,000.00. This fits in with the City's strategic plan and will be an excellent place for the community to come together.

12. BOARD APPOINTMENTS: Mayor Thurston reappointed Susan Watson to the Library board. Motion was made by Council member Gehring and seconded by Council member McCarty to approve this reappointment. Motion carried 3-0.

13. CITY ADMINISTRATOR'S REPORT: Fiber project light up event: TCW hosted a light up event on April 8th at city hall. Fiber service to City Hall and Phase 1 are now up and running. While we didn't have as many in attendance as maybe we hoped, the event was streamed on Facebook live and the video has been viewed over 1,200 times on Facebook. Installation continues through the City and project looks to be at a conclusion in summer. As Mayor Lou said at the event, "The future of Hillsboro starts today!"

Scam alert: Going right along with the fiber project, we were made aware that unidentified individuals were following along the TCW fiber project path attempting to sign-up customers for "fiber internet." Residents need to be aware that some sales people are not with TCW and aren't selling true fiber service. Any representative with TCW will be wearing branded clothing, in TCW identified vehicles and have the TCW logo on the paperwork.

Health Department Collaboration: The City is working with the Marion County Health Department to distribute 3.3 oz bottles of hand sanitizer. The Health Department received the sanitizer through Federal funding. The City currently has 10 cases and the sanitizer is free to whoever wants some.

KPP Video: Mark Chesney, CEO/General Manager for Kansas Power Pool has developed a video explaining the February winter storm and the impact on the power industry. The video can be viewed at <https://www.facebook.com/watch/?v=4105345199575919> city administrator Stiles will also post it to the City's Facebook after our meeting.

US Government Class Projects: Mr. Knoll's Senior Government classes are developing project proposals to improve the community. Mayor Lou, Anthony and City Administrator Stiles have presented to the classes and are helping craft the proposals. Some of the proposals are a little more realistic than others, but the proposals have the potential to positively impact the community. On May 5th, a panel will hear the presentations in the high school auditorium. City Administrator Stiles encouraged each of the classes to pursue their projects; so, some may come before the council in the near future.

Community Marketing Plan: As part of our economic development initiatives we have been pursuing a collaboration between entities in the community (Tabor, USD 410, Chamber, Museum, CVB, HDC, City) to have a coordinated marketing strategy. We held our first meeting last week and started walking the group through a SWOT analysis. It was a really positive meeting and felt like we left with some solid ideas that work well with the city's strategic planning efforts and potential mission/value statements.

Special Meeting Public Hearing and Strategic Planning Meeting: Reminder that we will be holding a special meeting next Tuesday, April 27th at 4:00 p.m., City Hall to review the Countryside Tax Abatement application and then hold a work session on the strategic plan.

Retirement Party: Mona Hein's retirement party is set for Friday, April 30 from 4 p.m. to 6 p.m. at City Hall.

City Administrator 360 Evaluation: We are closing in on City Administrator Stiles' first year with the City of Hillsboro on June 15th. He is looking at doing a 360 Performance Evaluation in May. The 360 Performance Evaluation allows subordinate employees to provide feedback about his performance as well as the Mayor and Council. He working on the form for evaluation and would like to share a draft with the Council on May 4th.

Vacation Day: City Administrator Stiles is going to be taking a vacation day on Friday, April 23. He will be out of town but available by phone or email.

14. COUNCIL COMMENTS: None

15. ADJOURNMENT- Meeting adjourned at 5:03 p.m.

ATTEST:

LOUIS THURSTON, MAYOR

JANICE K. MEISINGER, CITY CLERK