

Hillsboro, Kansas
May 18, 2021

1. The City Council met in regular session via Zoom and in person, on Tuesday, May 18, 2021 at 4:00pm with Mayor Lou Thurston and Council members David Loewen, Byron McCarty and Renee Gehring participating. Members absent: Brent Driggers.

2. **Others Participating:** Kimberlyn Gilchrist, City Attorney; Zach Collet, EBH & Associates; Bill Rinkenbaugh, VP of Student Services, Butler County Community College; Jonah Gehring, Marion County Commissioner; Laura Paulus, Hillsboro Free Press; Phyllis Zorn, Hillsboro Star Journal; Matt Stiles, City Administrator; Danielle Bartel, Future City Clerk; and Jan Meisinger, City Clerk.

3. **CALL TO ORDER:** Mayor Lou Thurston called the meeting to order at 4:00pm.

4. **MINUTES:** Motion was made by Council member Loewen and seconded by Council member McCarty to approve the minutes of the 5/4/2021 regular meeting as submitted. Motion carried unanimously.

5. **VOUCHERS:** Motion was made by Council member McCarty and seconded by Council member Loewen to approve the vouchers in the amount of \$137,224.41. Motion carried unanimously.

6. **PUBLIC COMMENTS:** Bill Rinkenbaugh, Vice President of Student Services at Butler County Community College shared about the Kansas Promise Scholarship targeting students interested in IT, healthcare, manufacturing, and early childhood education. These funds are available to cover a student's tuition, fees, books and required course materials for select Butler programs starting Fall 2021, after all other scholarship options have been reviewed. The program is targeted at Kansas residents who are Kansas HS graduates. Students must attend a Kansas college for two years and then work in Kansas for two years.

Zach Collet of EBH & Associates shared an update of the Hike & Bike trail, noting the backfill and cedars need to be put in when the rain lets up, then the project will be complete. Zach also provided an update of the project at the intersection of Industrial and US Highway 56. Concrete will be poured once there is a bit of a dry spell.

Jonah Gehring, Marion County Commissioner, notified the Council of a special meeting scheduled for tomorrow, May 19, to discuss the EMS building. The County Commission is aware of building prices increasing and feels the urgency to move forward. Council thanked Commissioner Gehring for the update.

7. **LAGOON IMPROVEMENT EQUIPMENT PURCHASES:** Due to the impending cost increases for both the aerators and the baffles, City Administrator Stiles recommended the purchase of both. Alan Luttrell of EBH & Associated received multiple bids for this recommendation. Administrator Stiles noted Barkman Honey has been very cooperative and very good to work with on this project; working together to develop a contract over 36 months to participate in the project. Stiles suggested the purchases be paid out of the sewer fund with the cash on hand and proposed an amendment to the budget.

Council member McCarty motioned to approve the purchase of baffles from Enviroco, Inc. for \$31,950 as described in the staff report. Seconded by Council member Loewen. Motion approved unanimously.

Council member Gehring motioned to approve the purchase of aerators from Air-O-Lator Corporation for \$92,600 as described in the staff report. Seconded by Council member McCarty. Motion approved unanimously.

8. **ENGINEERING SERVICES AGREEMENT:** City Administrator Stiles reviewed the Engineering Services Agreement with EBH which outlines basic prices and does not include a retainer. The agreement not to exceed \$20,000 is in alignment with the budget. Items such as the sewer project would require a separate agreement for services. Council member McCarty motioned to approve the proposed engineering services agreement. Seconded by Council member Loewen. Motion approved unanimously.

9. **EQUIPMENT PURCHASE:** City Administrator Stiles shared he prefers to have approval from Council prior to purchases. Due to bidding and the time of the auction, Administrator Stiles authorized the department to spend up to \$13,000 on this piece of equipment, which can often cost upwards of \$75,000. The Street Department previously requested a Padfoot Compactor and found such an item on this auction.

The equipment was well-vetted by the department prior to bidding and purchase. This self-propelled piece of equipment was purchased for \$12,500 from the City of Chapman. Cost will be divided between the Street, Water, and Sewer departments. Council member Gehring motioned to approve the purchase of the Padfoot Compactor for \$12,500. Seconded by Council member McCarty. Motion approved unanimously.

10. **HEALTH INSURANCE RENEWAL:** City Administrator Stiles reviewed the proposed City Health Insurance Renewal for 2021-22 as explained at a previous Council meeting. Freedom Claims Management Inc. is a partially self-insured plan where we still utilize BCBS of Kansas, and have the ability to save up to \$5,500 per month on

premiums. The proposed coverage will match the employees' current coverage. Improved benefits include adding a telemedicine service and increasing the amount of life insurance. The drawback is that employees will need to have two insurance cards instead of one which could be difficult at first. Open enrollment is scheduled for June 1st. City Administrator Stiles proposed health insurance through BCBS of Kansas and Freedom Claims Management Inc and requested the Mayor to sign.

Mayor Thurston noted the importance of having good benefits to get and maintain good employees, and this is a fiscally responsible way to do this while keeping our costs down. Utilizing FCMI allows us to have flexibility in the future to adjust the plan.

Council member McCarty motioned to approved the health insurance renewal with BCBS and FCMI and for the Council to authorize the mayor to sign. Council member Loewen seconded. Motion approved unanimously.

11. ELCON SERVICES: City Administrator Stiles reviewed the two Elcon Services invoices totaling \$629.44 and services provided. Council member Loewen motioned to approve both invoices. Council member McCarty seconded. Council member Gehring abstained. Motion approved unanimously.

12. SENIOR CLASS PRESENTATIONS: City Administrator Stiles shared the Senior Government Class Projects with the Council, noting all 10 presentations from Mr. Knoll's class did a good job. He highlighted three categories that align with the Strategic Plan and could be implemented: Main Street Beautification, Mural, and Park Benches. Additional ideas that would be City-initiated include Light the Loop at the park, a new Welcome to Hillsboro sign, and a sidewalk at Orchard Drive. Other ideas would not be initiated by the City and therefore were not discussed in detail. Council affirmed how the youth can be involved in the community in this way. City Administrator Stiles will have staff develop suggestions from these presentations and begin to integrate into the budget.

13. CITY ADMINISTRATOR EVALUATION TOOL: City Administrator Stiles requested feedback and approval of the evaluation tool in order to implement it for staff use. Council discussion regarding how the evaluation tool will be used for development of employees and of their skills, noting that the process of evaluation can be good. Council also suggested the boxes not just be checked in an evaluation and rather that a relational approach be used when utilizing this tool.

Council recommended changes to include a Not Applicable box, as well as a place for a word of encouragement and a self-evaluation. City Administrator Stiles thanked the Council for their feedback and recommendations.

14. BOARD APPOINTMENTS: Mayor Thurston shared the Hillsboro Housing Authority requested Ron Matz be added to their Board. Council member McCarty motioned to appoint Ron Matz to the Hillsboro Housing Authority Board. Council member Gehring seconded. Motion approved unanimously.

Mayor Thurston shared the Library Board requested Kathryn Sibayan to serve on the board, taking the position vacated by Maura Wiebe. Council member Loewen motioned to approve Kathryn Sibayan serve on the Library Board. Council member McCarty seconded. Motion approved unanimously.

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

Website Launch: The new website and FrontDesk will launch on May 21. With FrontDesk we will work to transition our ACH customers over to the system. There will be an insert in the June bills with instructions for accessing FrontDesk. City Administrator Stiles believes customers will overall be happy with the upgrade.

Credit Card Payment Changes: We are phasing out taking credit card numbers over the phone and plan to stop completely as of July 1. FrontDesk offers more secure methods to pay their bills with credit cards and check and we will continue to accept cash, check and credit/debit card payments in person at City Hall and customers can mail or drop off their payments in cash or check with their bills.

ARPA: The American Rescue Plan Act funds guidance has been released, which City Administrator Stiles is working through. The advice given by the League of Kansas Municipalities is to take our time with deciding how to use the funds. There are many other programs as part of the act that could potentially support projects that ARPA money can be used on. To maximize what we receive, we will want to be patient with how we use these funds.

Senate Bill 13 / House Bill 2014: The legislature passed new tax legislation that applies to the city's 2022 budget. The tax lid was repealed and replaced by a hearing requirement if the city exceeds the revenue neutral tax rate on property tax. A helpful infographic from the League of Kansas Municipalities was provided that explains the changes. City Administrator Stiles noted this will need to be taken into consideration when discussing the 2022 budget at upcoming Council meetings.

Strategic Planning: City Administrator Stiles reviewed the updated vision and value statements. The goals have been divided into tier 1 and tier 2 goals. The tier 1 goals are the top priorities and include Childcare, Housing and Workforce. Tier 1 goals are community based, far reaching, require more collaboration and community effort. Tier 2 goals are more city focused and include City Planning, Community Development, Financial Stability, and Public Safety. These goals support the Tier 1 goals but are more operational for the City and require less collaboration with others. The plan needs further fine tuning and adoption which can happen virtually. Final approval is targeted for July.

Council discussion about keeping the Strategic Plan in the foreground, noting it is a dynamic document, not a static document. Council to review aspects thoroughly at an upcoming Council work session. Mayor Thurston suggested the document be reviewed a few times each year. City Administrator Stiles shared a next step feels appropriate in order to utilize the work accomplished to this point.

Community Plaza: The community plaza project is moving forward. Our team had several meetings this week about specifics of the project. EBH has been engaged to help with the grading plan and infrastructure changes that will be needed. The splash pad company is working to develop a cost proposal and has a contractor that could likely meet our time line needs. We also met with an architect to discuss the nuts and bolts of how to use shipping containers for facilities. It's unclear how that is going to work exactly at this point, but we are working through it.

1936 International Wheat Truck: The museum received a donation of a restored 1936 International wheat truck from Abe Dahl many years ago. The truck is currently in storage and is rarely used by the museum. Due to the age it is also difficult to maintain the vehicle. The family of Abe Dahl has requested that the truck be sent over to the Wheat Heritage Engine and Threshing Company in Goessel. They intend to actively use the truck in the threshing days event and for display. Because of the request, we plan on signing the title over and transfer ownership. City Administrator Stiles noted Steve Fast, Hillsboro Museum Coordinator, affirmed this decision.

KPP Bill: The February 2021 Storm Surcharge was \$16,415.81 for April. The total charge was \$135,374.77 for 1,641,581 kWh. For comparison in April 2020, the city bill was \$98,545.54 for 1,443,645 kWh.

Retirement Party: Jan Meisinger's retirement party is set for Friday, June 11 from 4pm to 6pm at City Hall.

16. COUNCIL COMMENTS: Mayor Thurston shared a word of congratulations from City Council to all of our graduates – hoping some decide to make their futures right here in Hillsboro.

Council member Gehring shared her condolences to Mayor Thurston for his recent family loss. Council member McCarty noted he likes the Light the Loop idea for Memorial Park.

17. ADJOURNMENT: Council meeting adjourned at 5:15pm.

ATTEST:

LOUIS THURSTON, MAYOR

DANIELLE BARTEL, FUTURE CITY CLERK