

Hillsboro, Kansas
June 1, 2021

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

2. **Others Participating:** Kimberlyn Gilchrist, City Attorney; Zach Collet, EBH & Associates; Madeline Reida, Marion County Record; Dale Dalke, Street Department Head; Anthony Roy, Economic Development; 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 McCarty and seconded by Council member Gehring to approve the minutes of the 5/18/2021 regular meeting as submitted. Motion carried unanimously.

5. **VOUCHERS:** Motion was made by Council member McCarty and seconded by Council member Driggers to approve vouchers in the amount of \$86,965.12. Motion approved unanimously.

6. **PUBLIC COMMENTS:** Zach Collet of EBH & Associates provided an update on the Hike & Bike Trail which is now fully open to the public. He also provided an update on the project at the intersection of US 56 & Industrial Road. Mayor Thurston shared his appreciation of EBH for staying on top of this project.

7. **CONCRETE CRUSHING REVISITED:** City Administrator Stiles recommended the Council approve a contract with Vogts Crushing for concrete and asphalt crushing at a cost of \$71,900. Funds will come from the Special Highway Fund. A per-ton price was suggested to ensure the entire pile could be crushed. Council member Driggers motioned to approve the contract with Vogts Crushing at \$750 per ton for concrete and at \$550 per ton for asphalt. Council member McCarty seconded. Motion approved unanimously.

8. **ELCON SERVICES:** City Administrator Stiles reviewed the two Elcon Services invoices totaling \$3,059.43 and services provided. Council member McCarty motioned and Council member Driggers seconded to approve both invoices. Council member Gehring abstained. Motion approved unanimously.

9. **STRATEGIC PLANNING WORK SESSION:** City Administrator Stiles requested the Council meet on June 29 for a strategic planning work session. Council member McCarty motioned approve the work session on June 29 and Council member Driggers seconded. Motion carried unanimously.

10. **FSA MATCHING CONTRIBUTION:** During 2019-2020, the City matched employees Flex Spending Account contributions up to \$500 each at a total expense of \$11,500. The City did not match contributions in the 2020-2021 plan year. City Administrator Stiles recommended reinstating a Flexible Spending match for employees up to \$500 for 2021-2022. Council member Driggers moved to reinstate the match and Council member McCarty seconded. Motion carried unanimously.

11. **2022 BUDGET PRIORITIES:** City Administrator Stiles reviewed the average property tax bill and a comparative chart of mill levies in the county and with peer cities such as Kingman. He explained Senate Bill 13 and Rate Neutral Revenue which will shift the budget calendar. City Administrator Stiles will be working on an equipment replacement schedule and a capital improvement plan. Council member priorities for 2022 included a cost of living increase for employees, street projects, deconstruction, incorporating ideas provided by students, and completing projects started in the current year.

12. **BOARD APPOINTMENTS:** None.

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

Rain Event: On Wednesday, May 26 into Thursday, May 27 we received just short of 5" of rain in a little under 2 hours. That volume of rain in that short amount of time creates havoc with drainage and sewer system. The rain water inflow and infiltration problem we have means that we receive a lot of rainwater in the sanitary sewer. Consequently, that rain event causes us to bypass our lift station for the second time in two weeks. KDHE was notified at the time. We are currently in the process of finding solutions to that problem. The rain also washed out two foot bridges at the golf course. We also have received several calls about rain water in basements and homes. Unfortunately, there is not much the city can do to prevent those issues in most circumstances. We have had upset homeowners file claims against the city's liability insurance. In my experience the city is rarely at fault for these types of issues, however we do try and be proactive in preventing them when possible.

Website Launch: The new website and FrontDesk are up and running. The new website is an improvement on the previous design and we are continuing to update content and add more features. We are starting push

users to activate their FrontDesk accounts and begin using those services. We are phasing out taking credit card numbers on the phone and plan to stop as of July 1. Using the web-based platform is important.

EMS Building: As the county has moved forward with purchasing a building for the new EMS facility, we are working through an agreement to transfer the property. TWG are developing that agreement anticipate having it drafted for council review very soon.

ARPA: The American Rescue Plan Act funds have still not been deposited in our account.

Utility Shutoff Processes: We are in the process of reviewing our processes for utility shutoffs, specifically after hours shut offs. There are numerous concerns with how this is currently handled including safety issues and money handling processes. We will likely be presenting some proposed changes to the council in the near future.

Fiber Project: The project continues to move forward though it has been slowed by the weather. More areas of town are going to be opening up in the next month. TCW plans to be completed in July weather permitting.

Audit Presentation: Auditors are planning on presenting the audited 2020 financial statement on June 15.

Trail Project: The hospital trail project is nearly completed. Andale Paving has scheduled to complete grading the week of May 28 but due to weather was pushed back. Street crews are also going to be installing signage and painting cross walks in the coming week. The plan is to host a trailgate dedication party in late June.

City Administrator Evaluation: Changes that were suggested in the last council meeting have been made. I have also sent around my self-evaluation results. Employees will get an opportunity to provide evaluation feedback starting June 1 until June 10. I plan on requesting an executive session at the June 15 meeting to talk with the Council about the evaluation.

Retirement Party: Jan Meisinger's retirement party is set for Friday, June 11 from 4PM to 6PM at City Hall. Jan was recognized for over 42 years of service and thanked for her dedication.

Sales Tax Receipts: April's tax receipt totaled \$72,776.03, one of the highest months on record. The increase was 18% higher than April 2020 and 27% higher than the April 2019. The upward trend should continue as summer months are typically higher collections months and Bomgaars is scheduled to open in June.

14. **COUNCIL COMMENTS:** Council members discussed properties in need of exterior improvements.

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

ATTEST:

LOUIS THURSTON, MAYOR

DANIELLE BARTEL, FUTURE CITY CLERK