

January 17, 2023
5:15 P.M.
City Hall

The Commissioners of the City of Horton met for a regular meeting on Tuesday, January 17, 2023.

Mayor Stirton called the meeting to order, and the opening prayer was led by Pastor John Kress from the First Baptist Church. The Pledge of Allegiance was recited by all.

Present: Mayor Stirton, Commissioner Richard Lovelady, Rex West, Carmela Boller, and Tina Nigh. City Administrator John Calhoon was also present. City Attorney Kevin Hill was absent.

Motion by Commissioner Boller to adopt the agenda as presented. Seconded by Commissioner Nigh. All aye.

Motion by Commissioner Boller to approve the minutes from January 3, 2023, regular meeting. Seconded by Commissioner Lovelady. All aye.

Motion by Commissioner Boller to approve Appropriation Ordinance #3746 (Payroll) for \$42,629.72. Seconded by Commissioner Lovelady. All aye.

Motion by Commissioner Boller to approve Appropriation Ordinance #3747(Disbursements) for \$176,279.48. Seconded by Commissioner Lovelady. All aye.

Public Comments

Jack Hare was present to say that the city left behind lumber on his property when they trimmed trees around power lines. Hare doesn't feel that he should have to pick up what the city left behind. He also said that he has bicycles outside of his home and they are an outdoor activity item, and he shouldn't be cited for the bikes in his yard. Chief Boller told him that the bikes aren't an issue.

Hare also suggested that when a commissioner holds a position, whether it be Police Commissioner, Parks & Recreation Commissioner, etc., that they represent the area that they were voted for instead of stepping on everybody else's toes or trying to take over a certain area that they were not voted in for. Lastly, Hare voiced that the some of the same streets in town have been chip and sealed twice, while his street hasn't been done at all. He requested that the city set up a rotation of the streets being chip and sealed, which Nigh spoke up and said that is being implemented.

Request to be Placed on Agenda

Louis Schuneman was not present.

Public Works Updates

Public Works Superintendent Randy Mayfield was present to provide updates to the Commission on the water, sewer, electric, and street departments. Mayfield handed out detailed reports showing the summary of work orders created, and the status of work orders by department. Mayfield said the hoist rail for the pump removal at the EQ basin has been installed by Gaskell Mfg., LLC.

The KDHE inspection that was done at the wastewater treatment facility recently, came back good, but it stated that we need to work on reducing phosphorus to meet the requirements coming in 2024.

C. Boller recommended that while the hole is dug at the four corners downtown to fix a water leak that the city consider replacing the fire hydrant. West agree that since the sidewalk is already cut out

that the city should be proactive instead of reactive. Mayfield said that the hydrant is \$3,000 to replace and would take time for supplies to come in.

Police Department Updates

Chief Boller said that the striping will be installed on the new police vehicle next week.

West verified with Chief Boller that there haven't been three officers on duty at one time as promised. West observed several officers' vehicles in City Halls parking lot and said that people would assume that all are on duty. Boller said there hasn't been three officers on duty at one time.

Revisit Ordinance No. 1093 Regarding the Horton Municipal Code

Calhoon suggested tabling discussion until City Attorney Kevin Hill is present.

Drainage Study for Mission Lake/Discuss Next Steps for Mission Lake Dam

The Commission was provided with a copy of the Drainage Study for Mission Lake that was prepared by BG Consultants. Calhoon said the next step is for BG Consultants to advertise for RFP's (request for proposal). Calhoon said with the Ballfield and Phase III Sewer projects wrapping up, the Mission Lake Dam needs to be a priority. BG Consultants will also be looking at potential funding for the project.

Discussion on Appointing a Housing Advisory Board

The Department of Commerce has released the Housing Assessment Tool that will guide us through the process of presenting the city's housing needs to CDBG, USDA and the Kansas Housing Resources Commission. The city has begun the process of putting together some names of local stakeholders that might serve as an informal housing advisory board and represent the city in front of the Housing Inter-Agency Commission in the early spring. Calhoon will provide names of 5-7 candidates for the Commission to consider selecting at the next meeting.

Approve 2023 City Fees

Calhoon suggested tabling discussion until City Attorney Kevin Hill is present.

Approve 2023 Camping Rules & Regs

Calhoon suggested tabling discussion until City Attorney Kevin Hill is present.

Discuss Potential Acquisition of Water Tanker Truck for Fire Department

Due to the high cost of repairing the current water truck in the fire department, Randy Mayfield provided quotes for two water trucks for the Commission to consider purchasing. The Commission leaned more towards the 2002 GMC C7500 2,000-gallon water tender/truck for \$49,500. Since the truck was not budgeted for 2023, Clerk Knudson recommended highly that the city request quotes from our three local banks on a lease purchase option to purchase the 2002 GMC C7500 Water Tender/Truck with the first annual payment in January 2024 (if possible).

City Administrator

The current Utility Billing Clerk, Kelsey Trulove recently resigned from her position due to another job offer effective January 27th. Calhoon, Clerk Knudson, and Carol Stirton conducted three interviews last week and hired Caitlyn Lovelady to fill the position. Caitlyn will periodically train over the next couple of weeks and begin fulltime on January 30th. Calhoon and Knudson said that Trulove caught onto the job immediately and will be missed.

Mayor Stirton

Mayor Stirton asked Calhoon for the status of updating the Employee Personnel Manual. Calhoon said that he has several different versions to present and suggested a possible workshop with the Commission to finalize.

Mayor Stirton recommended that the city pay more when an employee earns a water or sewer certification. Stirton feels this will help retain employees who work towards their certification(s). Calhoon said that Clerk Knudson and Carol Stirton researched past employees who received their certifications, and one received a 25-cent increase, while others received nothing at all. Calhoon said he isn't opposed to changing it. West said that the city calls for employees to obtain a Class II Water Operator Certification (per KDHE criteria used to classify water supply systems) within a certain amount of time or their job could be in jeopardy. After discussion the consensus of the Commission was that compensation for obtaining your certifications for water or sewer needs to be put in writing in the Employee Personnel Manual and set a precedent on expectations so it's not a guessing game.

Mayor Stirton requested a 5-minute executive session at the end of the meeting to discuss non-elected personnel.

Commissioner Lovelady

No comments.

Commissioner West

No comments.

Commissioner Boller

Commissioner Boller created a draft of the City of Horton Employee Recognition Program for the Commission to review and provide feedback. The program is created to recognize employees who have chosen to work for the City of Horton and acknowledges the commitment of service by its employees and values the skills and hard work of said employees. Boller said it is important to recognize employees' longevity of services and say thank you for all the hard work they do. When employees are valued and appreciated for the work they are doing, employees feel valued their quality of work and moral improves. These programs are established to say thank you for all you for the all the hard work our staff do and will be separate from the Christmas bonus given out at the end of each year. Those recognized by the city will have a write up on the city's webpage and article placed in the paper so we can let the citizens of Horton know what great staff we have and will be placed in Employee Personnel Manual. West said that the city had something in place regarding employee appreciation a long time ago but has gone by the wayside.

Boller would also like to look at the possibly of offering TicketsatWork to employees. TicketsatWork is a Corporate Entertainment Benefits provider, offering exclusive discounts, special offers and access to preferred seating and tickets to top attractions, theme parks, shows, sporting events, movie tickets, hotels and much more. TicketsatWork is a unique benefit offered exclusively to companies and their employees.

Commissioner Nigh

Commissioner Nigh reiterated that she hopes that the city is carefully considering that all purchases and contracted work stay in our community to keep the tax dollars here for the people that reside here.

Motion by Commissioner Boller to go into a 5-minute executive session to discuss personnel matters of non-elected personnel to protect the privacy interests of the employee to include the Commission and John Calhoon, Seconded by Commissioner Lovelady. All aye. After executive session no action taken.

Motion by Commissioner Boller to adjourn at 6:14 p.m. Seconded by Commissioner Nigh. All aye.

Kim Knudson, City Clerk

Bryan Stirton, Mayor