

March 4, 2024
5:15 P.M.
City Hall

The Commissioners of the City of Horton met for a regular meeting on Monday, March 4, 2024, at 5:15 p.m.

Mayor Stirton called the meeting to order, and the opening prayer was led by Pastor Bud Elliott from Zion Lutheran Church. The Pledge of Allegiance was recited by all.

Present: Mayor Stirton, Commissioner Josh White, Avery Thornton, Carmela Boller, and Tina Nigh.

Motion by Commissioner Boller to adopt the agenda after Commissioner Thornton requested that a 10-minute executive session to discuss personnel matters of non-elected personnel be added to his agenda. Seconded by Commissioner Nigh. All aye.

Motion by Commissioner Boller to approve the minutes from the February 20, 2024, regular meeting after she asked Knudson to add that she requested that representative(s) from ANEW Healthcare be present at the next Commission meeting to provide updates on the senior living facility in Horton. Seconded by Commissioner Thornton. All aye.

Motion by Commissioner Boller to approve Appropriation Ordinance #3800 (Payroll) for \$61,549.25. Seconded by Commissioner Thornton. All aye.

Motion by Commissioner Boller to approve Appropriation Ordinance #3801 (Disbursements) for \$87,738.12. Seconded by Commissioner Thornton. All aye.

Public Comments

Damon Bowen, Transportation Director/Bus Supervisor for USD 430 was present to say that he has contacted Chief Entrikin on three occasions about police presence in school zones. Bowen said that he has been patrolling himself and there has been absolutely no police presence in the last three weeks. Bowen said that it is his job to ensure the safety of the kids, but it is also the police departments job and should be a priority.

Mission Village Living Center Closure Discussion

Karla Baum (president) and Alison Huttinger (chief nursing officer) from ANEW Healthcare were present via zoom per the request of the Commission to provide updates on ANEW Healthcare and Rehab in Horton (formerly Tri-County Manor). They informed that after the last big snow storm the residents in the facility had to be relocated due to four HVAC units and the sprinkler system breaking down. They will not likely be able to make the property operational for its previous cause, so to that point they have taken some calls from people who may be interested in purchasing the property. ANEW said they would keep the city in the loop and be involved in conversations regarding the direction of the facility if the city has somehow a vested share. Mayor Stirton asked ANEW to keep open communication and keep the city abreast on the status of the facility.

Request to be Placed on Agenda

Larry Mills, Principal/Activities Director for USD 430 was present to show a detailed map of the proposed disc golf course to the Commission. Motion by Commissioner White to approve the installation of the proposed 9-hole disc golf course. Seconded by Commissioner Nigh. All aye.

Governmental Assistance Services

Garrett Nordstrom was present to say that the grant for \$1,095,530 that was submitted for substation upgrades has been accepted by the KCC (Kansas Corporation Commission) to be moved forward in the approval process. The next steps to be taken will include the preparation of the documents the KCC and applicants must submit for the DOE's (Department of Energy) finding of adequacy. The State of Kansas has created the Build Kansas Matching Fund (Build Kansas Fund) which will provide State matching dollars for projects throughout Kansas that successfully apply for Federal grants under the Bipartisan Infrastructure Law (BIL). This project is eligible for that cost match funding. Motion by Commissioner Boller to have Governmental Assistance Services help the city move forward in applying for the rest of this grant, and helping us move this project along. Seconded by Commissioner Nigh. All aye.

Nordstrom also said that the housing assessment tool has been processed by the Department of Commerce and they have given us dates to meet with them ONLINE for the Housing Inter-Agency Committee on Wednesday, March 20 from 9 – 10:30 AM, 1 - 2:30 PM or 3 - 4:30 PM. If that date doesn't work for everyone then we would look to the first and 3rd Wednesday of every month after that.

Consider Approval of MOU for Recreation Coordinator Position

Derek Richardson was present to discuss the MOU (memorandum of understanding) that was prepared by Kevin Hill. Richardson didn't have any issues with the contract, he only asked if the city would create a separate account for the baseball field so the monies would be separate. Per Hill's request, the Commission and Richardson completed the RATE OF PAY/HOURS PER WEEK portion of the MOU as follows:

The Parks and Recreation Coordinator will be paid \$600 per month for 5 hours worked per week. Said position shall be a part time position as defined by City policies and said Coordinator shall not work over 40 hours per week without written consent of the City Commission or their designee. Motion by Commissioner Nigh to accept the MOU to give the position to Derek Richardson with the changes that were made this evening to the MOU. Seconded by Commissioner Thornton. All aye.

Request to be Placed on Agenda

Sunny Boado was present again to get clarity on the city zoning regulations regarding a property she purchased at 320 East 7th Street. She would like to build an 18 x 24 greenhouse and outdoor cooking station, and has been working with Chief Entrikin to get her building permit approved. The zoning regulations currently state the Boado would have to have a residential structure on the vacant lot in order to be approved for an accessory building. Boado wondered that since when she asked to purchase the vacant lot, she indicated that she intended to use the property as a garden, and if she would be able to be approved for the building permit on the relation to that. Kevin Hill said that in reviewing the Zoning Regulations for a R-I District, an outdoor cooking station would be permissible if located on the same lot as the principal use of the property as R-1, which would-be single-family residences, schools, churches and other uses listed under R-1. The specific part of the Zoning Regulations pertaining to this reads as follows: Customary accessory uses and structures located on the same lot or group of lots with the principal use, including tennis courts, swimming pools, private garages, garden houses, barbecue

ovens and fireplaces, but does not include use unrelated to the principal use of any activity commonly conducted for gain. Since Chief Entrikin mentioned that Ms. Boado would not have any other structures on the property, her request would likely not fall within a permissive use under R-1. Hill believes that she could apply for a variance with the Board of Zoning Appeals to request approval of her proposal in the R-1 District. If the criteria for granting a variance applies in the opinion of the Board of Zoning Appeals, they can grant the variance and allow for the requested usage by Ms. Boado.

Discuss Vacant Lake Caretaker Position

Lake Caretaker, Mike Cline submitted his verbal resignation to Knudson on February 26th. His last working day with the city will be March 15th.

Commissioner White stated that he has had people show interest in a camp post. The Commission discussed that the city crews would be responsible for mowing at the lake(s), and there would be a camper (lake caretaker) at the existing caretaker spot that would collect monies for 14-day camping spots, boats and jet skis, make reservations for Hickory Point and the shelter houses, and manage/clean shower houses in lieu of paying camping fees. They would also receive free water, sewer, and electric. Knudson will draft a revised contract for the position for approval at the next meeting. Anyone interested in the Lake Caretaker position should submit their letter of interest to the city, and attend the next Commission meeting on March 18th at 5:15 p.m.

Consider Appointment of Voting Delegate for KRWA

Motion by Commissioner Nigh to appoint Carmela Boller as the delegate for the Kansas Rural Water Association annual meeting. Seconded by Commissioner White. Aye— Mayor Stirton, Commissioner Nigh, Thornton, and White. Abstain—Commissioner Boller.

Motion by Commissioner Nigh to appoint Avery Thornton as an alternate delegate for the Kansas Rural Water Association annual meeting. Seconded by Commissioner Boller. Aye— Mayor Stirton, Commissioner Nigh, Boller, and White. Abstain—Commissioner Thornton.

Public Works Updates

Public Works Superintendent Randy Mayfield was present to provide updates to the Commission on the water, sewer, electric, and street departments, and field any questions from the Commission. Motion by Commissioner Boller to approve the purchase of eight UV lamps for the sewer plant. Seconded by Commissioner White. All aye. The total cost of the eight bulbs will be \$7,546.28.

Police Department/Dispatch Updates

Chief Entrikin said that the officers have been busy the last couple of weeks. Report numbers went up some, and paperwork went up a lot.

Dispatcher, Chandra Martin is resigning, and her last day with the city will be March 16th.

20-Minute Executive Session to Discuss Non-Elected Personnel

Motion by Commissioner Thornton to go into a 20-minute executive session to discuss personnel matters of non-elected personnel to protect the privacy interests of the employee to include the Commission, Kim Knudson and Randy Mayfield. Seconded by Commissioner Nigh. All aye. After executive session Motion by Commissioner Nigh to increase the pay rate for Kim Knudson and Randy Mayfield by \$2.00 due to the increase in duties that they are taking on and doing in the absence of a city administrator. Commissioner Nigh rescinded her motion.

Motion by Commissioner Nigh to move Kim Knudson from an hourly employee to a salaried employee. Seconded by Commissioner Boller. All aye.

Motion by Commissioner Nigh to increase Kim Knudson and Randy Mayfield's pay by \$2.00 per hour with the change in their job duties and the absence of a city administrator. Seconded by Commissioner Thornton. All aye.

Kim Knudson stated that she spoke with Diane Rosebaugh from BG Consultants and asked her to add a complete replacement of West 15th from 5th Avenue West to 73 Hwy to the existing CCLIP (City Connecting Link Improvement Program) application. Motion by Commissioner Nigh for the city to offer \$3,000 in matching funds for the CCLIP project to be paid out of Capital Improvement. Seconded by Commissioner Thornton. All aye.

Mayor Stirton

Mayor Stirton said that he and Mayfield will continue to investigate what the cost will be for shade structures at the new ballfields. Stirton will also look into the donation of the poles. \$5,000 was earmarked for the structures from a donor.

Commissioner White

Commissioner White stated that the Parks and Recreation Board recommended to do away with camping spots G9 and E9 at Mission Lake. It was the consensus of the Commission to agree with the Parks and Recreation Board to vacate the spots.

White also said that the Whiting Fire Department may be interested in purchasing the Chevy Tahoe that used to be the K-9 unit for the police department. The Commission will check with Kevin Hill on the process for selling to another agency.

With April 1st falling on a Monday, Mission Lake seasonal campers have asked if they can move their campers in the Saturday prior to April 1st. The Commission didn't see a problem with that.

Commissioner Thornton

10-Minute Executive Session to Discuss Non-Elected Personnel

Motion by Commissioner Thornton to go into a 10-minute executive session to discuss personnel matters of non-elected personnel to protect the privacy interests of the employee to include the Commission, Chief Entrikin, and Kevin Hill (via telephone). Seconded by Commissioner Nigh. All aye. After executive session no action was taken. Information only.

Commissioner Boller

Commissioner Boller requested that each department within the city provide an inventory to the Commission with everything they need to do their job within the next month. She says the inventory is a way to keep everybody honest and keep the budget under control.

Boller also stressed the importance of repairs to the Mission Lake Dam since it does not meet current regulations. She said the project is sitting idle somewhere with BG Consultants and needs to be followed up on.

Commissioner Nigh

Commissioner Nigh updated the Commission on fireworks donations that have been received thus far.

5-Minute Executive Session to Discuss Attorney Client Privilege

Motion by Commissioner Boller to go into a 5-minute executive session to discuss attorney client privilege to include the Commission, Kim Knudson, and Kevin Hill (via telephone). Seconded by Commissioner Thornton. All aye. After executive session no action taken, information only.

Motion by Commissioner Boller to increase the salary for the IT Coordinator to \$1,200.00 a month effective immediately. Seconded by Commissioner Nigh. All aye.

Motion by Commissioner Boller for Kevin Hill to officially draft a combined MOU between the city and USD 430 for the IT Coordinator for review at the next Commission meeting. Seconded by Commissioner Thornton. All aye.

Motion by Commissioner Boller to adjourn the meeting at 7:45 p.m. Seconded by Commissioner Nigh. All aye.

Kim Knudson, City Clerk

Bryan Stirton, Mayor