

SOLDIER TOWNSHIP BOARD MEETING

February 6, 2024

Open Meeting

The regular monthly board meeting of Soldier Township was called to order by Karl McNorton (Trustee and presiding officer in the absence of Mike Mathes) on February 6, 2024, at 12:15 p.m. Others present were Jerry Glasgow (Treasurer), Audree Guzman (Township Administrator), John Tipton (Road Superintendent), Chad Lady (Acting Fire Chief), and Laurie Moody (Bookkeeper).

Guests in attendance were – Lee Hendricks (legal counsel), Jim Stewart (Elliott Insurance), Russell Shipley (Shipley CPA – Auditor), Larkin Downing, Rachel Frehe, Tyler Olson, and Greg Quinones. Kevin Cowan (Gilmore & Bell) attended the meeting via ZOOM.

Member Glasgow made a motion to approve the minutes from the January 9, 2024 board meeting, the accounts payable report for January 9 to February 6, 2024, and the bank reconciliation reports for January, 2024, as presented. Member McNorton seconded the motion. Motion passed with a 2-0 vote. There were no amendments or additions to the agenda.

Lee Hendricks suggested that the agenda be changed to allow Kevin Cowan with Gilmore & Bell to be the first presenter since he was participating via ZOOM. The board members agreed. Mr. Cowan explained that Silver Lake Bank has now set up an escrow account with the funds from the lease/purchase agreement which closed on January 18, 2024. All expenses relating to the building of the new road department maintenance shop will be submitted monthly to Silver Lake Bank for payment from the escrow account.

BUSINESS ITEMS:

- 1. Appointments** – Karl McNorton made a motion that Jerry Glasgow be appointed as the Presiding Officer for all board meetings in 2024. Member Glasgow seconded the motion. Motion passed 2-0. Member Glasgow made a motion that Karl McNorton be appointed as the Alternate Presiding Officer for all board meetings in 2024. Member McNorton seconded that motion. Motion passed 2-0.
- 2. Annual Insurance Renewal** – presented by Jim Stewart of Elliott Group. The provider for the township property liability policy will be Continental Western Insurance and the Workers Compensation policy will be provided by Previsor Insurance. Rates presented reflect an approximate 6% increase over last year, with the exception of Workers Compensation, which was significantly higher due to an open case. VFIS Insurance provides the fire department insurance policy. The rates presented reflect an approximate 8% increase over last year with slightly higher coverage amounts also.
- 3. Audit Presentation** – presented by Russell Shipley, Shipley CPA, Auditor. The annual audit has been completed, submitted to the County in a timely fashion to meet the given deadline, and published, as required. Mrs. Guzman further interjected her desire to begin

using a different accounting software that is true “fund based” accounting, to be able to present actual fund balances throughout the year. Member Glasgow made a motion to approve the audit as presented. Member McNorton seconded the motion. Motion passed 2-0.

4. **GAAP Waiver** – Resolution 24-01 GAAP Waiver was presented and properly executed.
5. **Unified Township Branding / Marketing** – Mrs. Guzman discussed her desire to unify and combine all township departments into one single online media presence.
6. **Website Proposals** – Mrs. Guzman presented proposals from three companies for revising and maintaining our website. After discussion, it was decided to table any decision until the next board meeting in March 2024.
7. **Fire Building #2 Heater Replacement Options** – After brief discussion, Member Glasgow made a motion to accept the proposal from Debacker’s in the amount of \$2,985.00 to replace the overhead heater. Member McNorton seconded the motion. Motion passed 2-0.
8. **Mill PM-312 Purchase Options** – John Tipton, Road Superintendent, presented possible purchase options for the PM-312 Mill that is currently being leased. Mr. Tipton recommended the downpayment of \$100,000 come from the Special Road Equipment Fund and the remainder of the monthly payments come from budgeted long term lease account. Member Glasgow suggested the possibility of purchasing an extended warranty plan as well. After discussion, Member McNorton made a motion to purchase the mill with a \$100,000 downpayment and monthly payments of \$4,206.39 for 36 months. Member Glasgow seconded the motion. Motion passed 2-0.
9. **CFS Engineer Inspection Services for Road Dept Building** – Mrs. Guzman presented a proposal from Cook, Flatt, & Strobel Engineers for inspection services for the Road Department building throughout the construction process. After discussion, Member McNorton made a motion to accept Cook, Flatt & Stobel’s proposal for engineering services for the road department building in the amount of \$10,021. Member Glasgow seconded the motion. Motion passed 2-0.
10. **Work Session for Visionary Directives** – It was decided to table this item of discussion until a future date when all board members can be present.

REPORTS:

1. **Fire Department Report** – presented by Wes Roberds, Battalion Chief. The fire department responded to 85 incident reports in the month of January 2024. Painting the interior walls of the fire station has improved the overall appearance of the facility and updated computers and monitors have been purchased. The department will be applying for the AFG grant which is due March 8th in hopes of purchasing a new training tower facility.
2. **Road Department Report** – presented by John Tipton, Road Superintendent. The road department plowed and treated township roads numerous times in the month of January to ensure safe driving conditions within the township. One minor incident occurred when one of the trucks left the road at a slow speed and tipped over, but the only damage was

to the mirror. The township received several reports of damaged mailboxes, which were rectified in a timely manner. Pothole repair is currently the main priority of the road department.

Lee Hendricks had received an email from Silver Lake Bank requesting a time frame for opening a main depository account with the bank. After discussion, it was decided to table the decision until the next Board meeting in March 2024, when all board members will be present.

- 3. Administration Department Report** – presented by Audree Guzman, Administrator.
- DAILY OPERATIONS:** ♣ Met with Day Insurance ♣ Met with Elliot Insurance. ♣ Met with Auditor ♣ Met with Department Heads. We will be holding regular monthly department head meetings. ♣ Met with Fire Department staff ♣ Met with Road Department staff ♣ Met and attended Shawnee County Commissioners Meeting ♣ Working on updating fixed asset listing and updating values for insurance and capital planning ♣ Setup and Training for Banking Access ♣ Access and Logins for Accounts and Software ♣ Setup all computer in Road Department to be able to print to the big copier and moved it to the open area of the office. ♣ Working on quotes for Website design ♣ Working on quotes for Logo design ♣ Working on quotes for Fund Accounting Software ♣ Working on internal IT review for vulnerabilities and network functionality / efficiency ♣ 2023 Annual Report sent to Shawnee County and Metro News for publication ♣ Office setup with laptop, desk, painting, etc.

PROJECTS / GRANTS: ♣ Road Maintenance Building o Groundbreaking in Spring o Met with Silver Lake on Wednesday ♣ New Fire Station o Creek Issue o Funding o Engineering / Design ♣ State Forestry Grant o Final Drawdown / Closeout ♣ State Fire Marshall Grant o Gear ordered in November. 6 – 12 month anticipated arrival o Checking on drawdown process.

FINANCIALS: Reviewing budget, accounting software, and past financials.

EXECUTIVE SESSIONS:

Member McNorton made a motion that the Township Board recess into executive session to discuss employment contracts pursuant to employer-employee negotiations matter exception, K.S.A. 75-4319(b)(3) to include the attorney, the administrator and Mr. Tipton. The open meeting will resume in the meeting room at 1:58 p.m. Member Glasgow seconded the motion. Motion passed 2-0. Open meeting resumed at 1:58 p.m. Member Glasgow made motion to extend the executive session until 2:03 p.m. Motion was seconded by Member McNorton. Motion passed 2-0. Open meeting resumed at 2:03 p.m.

Member Glasgow made a motion that the Township Board recess into executive session to discuss a claim pursuant to Attorney-Client privilege matter exception, K.S.A. 75-4319(b)(2) to include the attorney, administrator, and road superintendent. The open meeting will resume in

the meeting room at 2:14 p.m. Member McNorton seconded the motion. Motion passed 2-0. Open meeting resumed at 2:14 p.m. Member McNorton made a motion to extend the executive session until 2:19 p.m. Member Glasgow seconded the motion. Motion passed 2-0. Open meeting resumed at 2:19 p.m. Member McNorton made a motion to extend the executive session again until 2:23p.m. Member Glasgow seconded the motion. Motion passed 2-0. Open meeting resumed at 2:23 p.m.


Member Glasgow made a motion that the Township Board recess into executive session to discuss employment contracts pursuant to employer-employee negotiations matter exception, K.S.A. 5-4319(b)(3) to include the attorney and administrator. The open meeting will resume in the meeting room at 2:31 p.m. Member McNorton seconded the motion. Motion passed 2-0. Open meeting resumed at 2:31 p.m. In open meeting, it was decided that the Township will advertise the open position of Fire Chief and will hold a special meeting, date to be determined later, when all board members will be available to participate.

Member Glasgow made a motion that the Township Board recess into executive session to discuss employment contracts pursuant to employer-employee negotiations matter exception, K.S.A. 75-4319(b)(3) to include the attorney and administrator. The open meeting will resume in the meeting room at 2:38. Member McNorton seconded the motion. Motion passed 2-0. Open meeting resumed at 2:38.

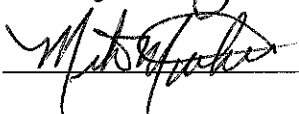
Member Glasgow made a motion to adjourn the meeting. Member McNorton seconded the motion. Meeting adjourned at 2:40 p.m.

Approved

Karl McNorton, Trustee



Jerry Glasgow, Treasurer



Mike Mathes, Clerk