

SOLDIER TOWNSHIP BOARD MEETING

April 2, 2024

Open Meeting

The regular monthly board meeting of Soldier Township was called to order by Jerry Glasgow (Treasurer and Presiding Officer) on April 2, 2024, at 12:15 p.m. Others present were Karl McNorton (Trustee), Mike Mathes (Clerk), Audree Guzman (Administrator), John Tipton (Road Superintendent), Chad Lady (Acting Fire Chief), and Laurie Moody (Administrative Assistant).

Guests in attendance were – Lee Hendricks (legal counsel), Larkin Downing, Kaleb Mize, Rachel Frehe, and Jessica Porter.

Member McNorton made a motion to approve the minutes from the March 5, 2024 board meeting. The motion was seconded by Member Mathes. Motion carried 3-0. Member Mathes made a motion to approve the accounts payable report for March 6, 2024 through April 2, 2024, and the bank reconciliation reports for March, 2024, as presented. Member McNorton seconded the motion. Motion carried 3-0. There were no amendments or additions to the agenda.

There were no public comments.

BUSINESS ITEMS:

- 1. Consider approval of the Leave Bank Policy** – After discussion, Member McNorton made a motion to table the decision until the next meeting. Member Mathes seconded the motion. Motion carried 3-0.
- 2. Consider approval of the Maternity and Paternity Leave Policy** – After discussion, Member Mathes made a motion to table the decision until the next meeting. Member McNorton seconded the motion. Motion carried 3-0.
- 3. Consider adoption and updating of New Logo and Rebranding** – Member Mathes made a motion to approve and update the Township logo to the example presented. Member McNorton seconded the motion. Motion carried 3-0.
- 4. Consider approval for gWorks Fund Accounting Software** – After discussion, Member McNorton made a motion to approve changing the accounting software to gWorks Fund Accounting Software. The motion was seconded by Member Mathes. Motion carried 3-0.
- 5. Consider approval for Website Hosting and Design with Revize** – After discussion, Member Mathes made a motion to approve using Revize for the township website hosting and design. The motion was seconded by Member McNorton. Motion carried 3-0.

REPORTS:

- 1. Fire Department Report** – Acting Chief Lady presented the Fire Report. There were relatively fewer calls this month than usual. A salary comparison has been completed and a strategic plan is in process. OSHA's updated standard may require the department to purchase specific equipment in the future. There will soon be changes to the radio template and unit dispatching that will allow easier communication between our fire department and other surrounding departments. An improvement plan concerning the AEMT course that we sponsored last year was to have been written and submitted prior to 3/1/24. As there was no notification given of this requirement, we may be issued a fine for non-compliance. Ms. Guzman will be disputing this fine and questioning the policy at the upcoming KSBEMS meeting.
- 2. Road Department Report** – Mr. Tipton presented the Road Report. A developer had purchased property at the corner of 86th & Indian Creek Road and is beginning construction. With his permission, via a temporary construction easement, the road crew was able to repair a significant amount of road right of way. Brush control, culvert replacements, and pothole repairs continue. The road crew also continued construction of the sewer lagoons required for the new maintenance shop, which are now approximately 65% complete.
- 3. Administration Department Report** – presented by Audree Guzman, Administrator. During the month of March, she regularly attended Shawnee County Commissioners meetings, has updated the phone and fax systems at both the Road/Administrative office and the Fire Station, changing the service provider to Giant Communications. Computers have been replaced and updated in the road department and a file purging service specializing in document shredding visited both the road and fire departments to securely dispose of records that were no longer needed. She has designed a new logo, started the budget process for the 2025 fiscal year, and is transitioning financial transactions from CoreFirst Bank to Silver Lake Bank.

ANNOUNCEMENTS / COMMUNICATIONS: None

EXECUTIVE SESSIONS:

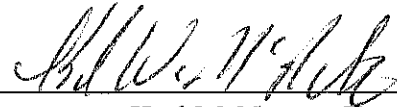
Member Mathes made a motion to recess into executive session to review applications for the Fire Chief position pursuant to the non-elected personnel matter exception, K.S.A. 75-4319 (b) (1) to include: the Attorney and the Administrator. The open meeting to resume in the meeting room at 1:20 PM. Member Karl McNorton seconded the motion. Motion carried 4-0.

Member Karl McNorton made a motion to extend the executive session to review applications for the Fire Chief position pursuant to the non-elected personnel matter exception, K.S.A. 75-4319 (b) (1) to include: the Attorney and the Administrator. The open meeting to resume in the meeting room at 1:25 PM. Member Mathes seconded the motion. Motion carried 4-0.

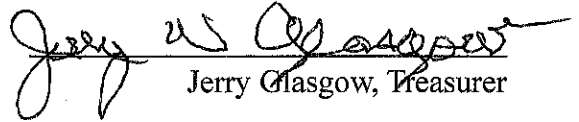
The meeting adjourned at 1:26 PM.

A work session followed the meeting. No action was taken.

Approved



Karl McNorton, Trustee



Jerry Glasgow, Treasurer



Mike Mathes, Clerk