

Hillsboro, Kansas  
November 3, 2020

1. The City Council met in regular session on Tuesday, November 3, 2020 at 4:00 p.m. in the City Hall East Meeting Room with Mayor Lou Thurston and Council members Byron McCarty, Renee Gehring and Brent Driggers present. Absent: Council member David Loewen.

2. Others Present: Phyllis Zorn, Hillsboro Star Journal; Josh Boehm, City Attorney; Matt Stiles, City Administrator; and, Jan Meisinger, City Clerk.

3. **CALL TO ORDER** – Mayor Thurston called the meeting to order at 4:00 p.m.

4. **PUBLIC COMMENTS** – none

5. **MINUTES** – A correction needs to be made in paragraph 10. Dirks needs to be changed to Driggers. Motion was made by Council member Gehring and seconded by Council member McCarty to approve the minutes of the 10-20-20 regular meeting with the above correction. Motion carried unanimously.

6. **VOUCHERS** – Motion was made by Council member McCarty and seconded by Council member Driggers to approve the vouchers in the amount of \$253,267.61. Motion carried unanimously.

7. **REIMBURSEMENT REQUEST #27 – KDHE WATER PROJECT** – EBH is finishing the mapping phase of this project. Motion was made by Council member McCarty and seconded by Council member Gehring to approve Pay Request #27 to KDHE for engineering in the amount of \$987.00. Motion carried unanimously.

8. **YEAR-END CHEMICAL PURCHASE** – The Water Department has put together an order for water treatment chemicals that will be for the remainder of the year and January at a cost of \$12,800.00. Water Production has \$20,152.78 remaining in their budget for purchase of these chemicals. Motion was made by Council member McCarty and seconded by Council member Driggers to approve the proposed chemical purchase for the water plant at a cost of \$12,800.00. Motion carried unanimously.

9. **BY-LAWS CVB** – The Convention & Visitor's Bureau has intended to develop by-laws since they moved out of the Chamber office. Spending, membership and procedures are included. The treasurer for CVB would become the city treasurer (city administrator) or their designee. The CVB approved the proposed by-laws at their regular October 28<sup>th</sup> meeting. Motion was made by Council member McCarty and seconded by Council member Gehring to approve the proposed Convention & Visitor's Bureau by-laws. Motion carried unanimously.

10. **ELCON INVOICES** – Motion was made by Council member McCarty and seconded by Council member Driggers to approve three invoices to Elcon Services, Inc. - #12433 for battery back-ups for water plant - \$435.56; #12442 for service call fuel master controller at the airport - \$184.50; and, #12447 for items for council chamber sound system - \$21.39. Vote: Council members McCarty and Driggers, yes; Council member Gehring, abstained. Motion carried.

11. **APPROVAL OF EASEMENTS AT OLD HOSPITAL** – City Attorney Josh Boehm said there were four easements that needed to be approved and filed for the old hospital. They are: a utility and drainage easement; an access easement; a utility easement; and, an emergency egress easement. He explained what these were and there is also a diagram showing the location of these easements. Motion was made by Council member Driggers and seconded by Council member McCarty to approve these easements as submitted and authorize the mayor to sign them. Motion carried unanimously.

12. **DISCUSSION OF FIRE SPRINKLER REQUEST AT SALEM HOME** – When we were separating the fire sprinkler system for Tabor, it was discovered that the system had not been separated from Salem Home/Hospital in the laundry and kitchen (common use area). This needs to happen before title work can be done for closing and separating the two buildings. The cost estimate to do this is \$42,000.00. These funds would need to come from the PBC account, which is being drained by previous legal fees due to the bankruptcy and the bond payments. The hospital will pay the City back 100% for legal fees and bond payments, but that doesn't happen until the end of the agreement by a big balloon payment. We will schedule a PBC meeting for the next council meeting and provide cash flow information prior to the meeting.

13. **BOARD APPOINTMENTS** – none

#### **14. CITY ADMINISTRATOR'S REPORT –**

*KDHE-KU COVID-19 Wastewater Analysis* – City Administrator Stiles provided copies of a report from a partnership between KDHE and KU Center for Metagenomic Microbial Community Analysis. The partnership is testing community's wastewater across the state for Covid-19 levels. Hillsboro's lagoon was tested on October 8 and the report came in the week of October 26. The estimated Covid-19 gene load (reported in million gene copies per day) was 942 indicating that the stream was "lightly positive". The report goes on to affirm that the data corresponded to the increasing case counts in Marion County. It also affirms what we all know that Covid-19 is in the community and is active. KDHE will likely repeat the sampling at the beginning of 2021 according to the report.

*SCKEDD Meeting* – Anthony Roy and City Administrator Stiles met with Steve Wilkinson, Director of the South Central Kansas Economic Development District (SCKEDD). Marion County is on the upper limits of the district and we haven't worked too much with them in the past. SCKEDD recently refocused some of its programs that may be helpful for Hillsboro. The City does not, and probably won't, automatically qualify for CDBG because of the income level of our residents, but there are some other programs that may be helpful. The CDBG Commercial Rehabilitation grant may be particularly useful in rehabbing buildings on Main Street. SCKEDD also offers several housing programs that we could use.

*Cyber Security Taskforce* – KPP hosted a Cyber Security Taskforce meeting on October 27. There was a lot of discussion about the e-mail security since there has been a recent dramatic spike in phishing, spoofing and ransom ware attacks. The City has seen a spike in attempts to access our network from sources outside of the country. For example, one day the week of October 26, there were over 100 access attempts from our wireless network from an eastern European source. All were blocked, but it illustrates that potential threats exist. One of the things we receive with our KPP members is free IT security training through an online portal. Those with a City e-mail address will be getting invites to the training before the end of the year to join the training platform. City Administrator Stiles is going to make some of the trainings mandatory for employees, but council members may also be interested in the trainings.

*Council Room Project* – Elcon finished upgrading the power in the council room the week of October 26. Glanzer Pro Audio is scheduling to work after hours the week of November 2 to get the monitors and speakers set. The following week, the controllers and remaining items will be set. It is a possibility that the November 17 meeting will be our first in the new room.

*State Farm Good Neighbor Citizenship Grant* – City Administrator Stiles submitted a grant request for \$8,000.00 to the State Farm Good Neighbor Citizen grant on behalf of the Police Department. The grant would help raise awareness of mental health issues encountered by police during National Mental Health Awareness month in May, 2021. Funding would be used to promote and host community dialogues on mental health issues partnering with Prairie View. Funding would also be used for training in handling and de-escalating mental health related calls and replacing the department's Tasers as a non-lethal force option for calls. Decisions on the funding will be made before March 31, 2021 presumably dependent on the amount of funding they have available.

*Sales Tax Collections* – Sales tax receipts for September were significantly above expectations. In total, the City collected \$67,196.83, up 22% from 2019 (\$12,058.86). That brings 2020 to 10% higher than 2019 and the three year average.

The City's Christmas party will be December 1<sup>st</sup> at 7:00 p.m. at the Grace Community Church. Please RSVP by Friday, November 20<sup>th</sup>.

City Administrator Stiles said we had the first meeting with LK Architects on the initial design for the Community Plaza. They will get feedback from the committee and have another meeting in a couple of weeks.

Reminder – The next council meeting on November 17<sup>th</sup> will be at 6:00 p.m.

**15. ADJOURNMENT** – Council meeting adjourned at 4:50 p.m.

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/s/  
LOUIS THURSTON, MAYOR

