

Hillsboro, Kansas  
February 1, 2022

**1.** The City Council met in regular session via Zoom and in person on Tuesday, February 1, 2022 at 4:00pm with Mayor Lou Thurston and Council members Blake Beye, Brent Driggers and David Loewen participating. Members absent: Council member Byron McCarty.

**2. Others Participating:** Andrew Kovar, City Attorney; Matt Stiles, City Administrator; Danielle Bartel, City Clerk; and Cara Duell, Community Engagement Coordinator. Members of the public included the Fifth-Grade Garden Club, and Hillsboro Elementary School principal Evan Yoder.

**3. CALL TO ORDER:** Mayor Lou Thurston called the meeting to order at 4:00pm.

#### **4. APPROVAL OF CONSENT AGENDA**

**MINUTES** dated January 18, 2022.

**VOUCHERS** in the amount of \$177,997.96.

**CONVENTION AND VISITOR'S BUREAU APPOINTMENTS:** Sue Wadkins (1 year), Lisa Donahue (1 year), Casey Moore (1 year), Jennifer Axelrad (1 year), Anthony Roy (2 years), Shana Stepanek (2 years), and Adam Suderman (2 years).

Council member Loewen motioned to approve the consent agenda. Council member Driggers seconded. Motion carried.

**5. PUBLIC COMMENTS:** None.

**6. HILLSBORO ELEMENTARY GARDEN CLUB:** HES Principal Evan Yoder introduced the presenters of the Fifth-Grade Garden Club and acknowledged other members of the club were in attendance. Fifth-graders Emerson Corby, Koehn Janzen and Addi Winter shared their vision for an "Our Garden" to be established near the Adobe House. The Club requested permission to use the land as well as tools and a tool shed. Administrator Stiles noted funds are available for such projects and grants can also be applied for. The Club also addressed the need for a water infrastructure system and that no additional fencing should be needed.

Council member Driggers motioned to grant permission for the Fifth-Grade Garden Club to use the land by the Adobe House as described, and authorize Administrator Stiles to apply for a grant on their behalf; the remaining funds needed for the project should be paid from the City's project fund and are not to exceed \$10,000. Motion seconded by Council member Loewen. Motion carried.

#### **7. BUSINESS ITEMS:**

**EBH PROPOSAL FOR CIP DEVELOPMENT:** Administrator Stiles reviewed the contract for engineering services with EBH specifically for Capital Improvement Planning. Council member Driggers motioned to approve the proposal from EBH for the development of a Capital Improvement Plan. Council member Loewen seconded. Motion carried.

**MOWING BIDS:** Administrator Stiles reviewed the contract mowing areas and noted two additional areas would be added this year. Two of the contract mowers from 2021 have expressed interest in continuing in 2022. Staff requested permission to negotiate with those contractors, then open the bid to the public. Council member Loewen motioned to approve staff's request to move forward in negotiations with previous contractors, then release the bid opportunities for the remaining areas to be awarded at the March 1 meeting. Council member Driggers seconded. Motion carried.

**PLANNING COMMISSION RECOMMENDATION:** Administrator Stiles shared that the Planning Commission met on January 27 and recommended issuing a 60-day moratorium on issuing building permits for shipping container homes. During that time, the Commission will research and evaluate potential language to regulate shipping container homes. While this length of time should be sufficient, they did discuss extending it if needed. The developer may continue developing his plans during this period, but the City would not issue building permits for shipping containers until the moratorium is lifted.

Council member Driggers motioned to approve a 60-day moratorium on shipping container home building permits to allow the Planning Commission to develop recommendations for regulation of that type of housing. Council member Loewen seconded. Motion carried.

**NOTE:** Council member Beye left the meeting. No official business will be discussed during remainder of the meeting as there is not a quorum.

**8. DEPARTMENT HEAD ANNUAL REPORT:** Recreation Director Doug Sisk shared graphs showing the net profit of the Hillsboro Recreation Commission over the last four years for several programs. He noted gymnastics has been the most profitable, and the overall increase in 2019 was due to increasing baseball and softball fees.

**9. ITEMS FOR FUTURE CONSIDERATION:**

**SAFETY MANUAL:** The City’s safety manual was developed in partnership with Kansas Municipal Utilities (KMU) and has been provided to Council for review. The manual is compromised of 20 individual policies based on City operations and will replace the City’s existing policies. The safety manual has been tailored by the Employee Safety Committee to reflect the City’s working environments and practices.

**10. CITY ADMINISTRATOR’S REPORT:** Administrator Stiles reported on the following:

- Council Pictures on February 15
- Police Department Collar Brass Presentation on February 15
- Bike Across Kansas
- LKM Day at the Capitol
- Senator Moran Meeting
- Sales Tax
- Rating Call with S&P

**11. PUBLIC COMMENTS:** None.

**12. COUNCIL COMMENTS:** None.

**13. ADJOURNMENT:** Council meeting adjourned at 5:05pm.

ATTEST:

  
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LOUIS THURSTON, MAYOR

  
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DANIELLE BARTEL, CITY CLERK