

Hillsboro, Kansas  
March 1, 2022

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

**2. Others Participating:** Andrew Kovar, City Attorney; Matt Stiles, City Administrator; Danielle Bartel, City Clerk; Dale Dalke, Street Department Supervisor; Avery Unruh, Golf Course Superintendent; Brent Unruh, MCFA.

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

**4. APPROVAL OF CONSENT AGENDA**

**MINUTES** dated February 15, 2022.

**VOUCHERS** in the amount of \$573,463.86.

**CONVENTION & VISITORS BUREAU APPOINTMENTS** including Mike Klaassen, Krista Bartel, and Matt Stiles each for a term of two years.

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

**5. PUBLIC COMMENTS:** None.

**6. DEPARTEMENT HEAD ANNUAL REPORT:** Golf Course Superintendent Avery Unruh noted his nine months of training with Gary as well his progress towards a degree in turfgrass management. Avery highlighted the Zoysiagrass Fairways which improve water conservation and appearance. He shared of upcoming projects, aspirations, and ways City Council can assist with capital improvements and requested they encourage residents to use the available municipal facilities.

**7. MARION COUNTY FAIR BOARD:** Brunt Unruh representing the Marion County Fair Board shared the vision to create a community building on the fairgrounds, noting the cost for HVAC would be significant. Unruh requested City Council consider a donation of \$15,000 to MCFA to assist with the purchase of HVAC materials, in addition to the new transformer needed to accommodate the upgrade.

Council member Driggers motioned to approve a donation of \$15,000 to the Marion County Fair Association to purchase HVAC materials. Council member Beye seconded. Motion carried.

**8. CITY EQUIPMENT NEEDS:** Street Department Supervisor Dale Dalke provided an overview of equipment needed in the current year valued at approximately \$200,000 for the public works departments. Staff requested Council's permission for the following: 1) seek bids for a new loader backhoe, 2) purchase a hydro vac trailer not to exceed \$80,000, 3) purchase a job trailer not to exceed \$13,000, and 4) with any remaining funds, to purchase a used excavator for less than \$45,000.

Council member Driggers motioned to allow staff to submit bids for a new loader backhoe and a new hydro vac trailer. Council member Loewen seconded. Motion carried.

Council member Beye motioned to authorize staff to purchase an enclosed job trailer, not to exceed a price of \$13,000. Council member Driggers seconded. Motion carried.

**9. BUSINESS ITEMS:**

**ORDINANCE 1344 MUNICIPAL COURT DATE & TIME:** Administrator Stiles reviewed the ordinance which would officially change the Hillsboro Municipal Court date and time. Court will continue to operate on the first Tuesday of each month beginning at 2:00pm.

Council member Loewen motioned to approve Ordinance 1344 and authorize the Mayor to sign. Council member Driggers seconded. Motion carried 4-0.

**ORDINANCE 1345 CITY COUNCIL MEETING TIME:** Administrator Stiles reviewed the ordinance which would officially change the Hillsboro City Council meeting time to 6:30pm. Meeting dates will continue to be the first and third Tuesdays of each month and any other time that is required for city business

Council member McCarty motioned to approve Ordinance 1345 and authorize the Mayor to sign. Council member Beye seconded. Motion carried 4-0.

**MOWING BIDS:** Administrator Stiles shared five mowing bids have been received. He recommended awarding Areas 1-4 to the low bidders and requested time to evaluate bids for Areas 5-6 before making a recommendation.

Council member Driggers motioned to approve Area 1 (Hillsboro Heights) to Sunny Slope, Area 2 (AMPI/Police Station) to Plenert Mowing, Area 3 (Downtown) to Ryan Hefley, and Area 4 (Willow Glen & Old Hospital) to Biggest Little Lawn Care. Council member Loewen seconded. Motion carried.

**ROOF REPLACEMENT:** Administrator Stiles explained the need for the roof to be replaced on the shop used primarily by the Street Department. Council member Driggers motioned for staff to solicit two bids for replacing the roof at the street shop. Council member Loewen seconded. Motion carried.

#### **10. ITEMS FOR FUTURE CONSIDERATION:**

**SAFETY MANUAL:** Administrator Stiles reminded the Council the Safety Manual is available for review and that he plans to have it ready for adoption at the March 15 Council meeting.

**LIABILITY & PROPERTY INSURANCE:** Mayor Thurston shared a Conflict of Interest and turned the floor over to Brent Driggers, President of the City Council. Administrator Stiles shared the City's liability and casualty insurance is renewed on April 1 annually. He recommended the Council consider renewal of the EMC policy with The Insurance Center as the agent. He also requested Council consider allowing staff to receive a quote from Midwest Public Risk (MPR).

Council member Beye motioned to transfer the EMC insurance policy to The Insurance Center. Council member McCarty seconded. Motion carried.

Council member McCarty motioned to authorize staff to receive a quote from Midwest Public Risk (MPR). Council member Loewen seconded. Motion carried.

**POLE ATTACHMENTS:** Administrator Stiles reviewed the current pole attachment fee compared to other Kansas towns and the national average. He suggested Council consider increasing the pole attachment fee to \$15 per pole by ordinance at a future meeting.

Council member Loewen motioned to request staff prepare an ordinance to change the pole attachment rate from \$1 per pole to \$10 per pole. Council member Beye seconded. Council member McCarty abstained. Motion carried.

**SEWER BOD & COD REQUIREMENTS:** Administrator Stiles noted the City Code has provisions to regulate the BOD (biological oxygen demand) and COD (chemical oxygen demand) to prevent excessive high concentration waste in the sewer system. Administrator Stiles recommended a cap must be in place, along with an enforcement plan and mechanism. Council discussion regarding additional testing, enforcement, fees, and differences between commercial and residential. Council directed staff to develop a proposal for review.

#### **11. CITY ADMINISTRATOR'S REPORT:** Administrator Stiles reported on the following:

- Army Corps of Engineers
- SPARK Grant
- Raw Water Intake
- Developer Meeting
- Childcare Meetings
- HCC Meeting
- Demo Contractor
- Planning Commission
- January Financial Report
- Sales Tax
- Heath Insurance Savings Report
- Youth Entrepreneurship Competition
- Brooke Carroll of KPP
- Website
- Phone System
- BAK on March 15
- Special Meeting for HS Senior Presentations

Council member Driggers motioned to call a Special Meeting of the City Council for the purpose of hearing the High School government class presentations on March 9 at 11:15am. Council member Loewen seconded. Motion carried.

12. PUBLIC COMMENTS: None.

13. COUNCIL COMMENTS: Council member Beye requested keeping the Tabor College community in our thoughts and prayers. Mayor Thurston provided a statement on behalf of the City of Hillsboro to KAKE News on Monday regarding the fatal accident. The City will provide a time of debrief for fire fighters and first responders who were on scene. Mayor Thurston also congratulated Clint Corby, Tyler Weinbrenner, and Nathan Hiebert for their new positions in leadership at USD 410.

14. ADJOURNMENT: Council meeting adjourned at 5:41pm.

ATTEST:

  
LOUIS THURSTON, MAYOR

  
DANIELLE BARTEL, CITY CLERK