

Hillsboro, Kansas  
November 16, 2021

1. The City Council met in regular session via Zoom and in person, on Tuesday, November 16, 2021 at 6:30pm with Mayor Lou Thurston and Council members Brent Driggers, Renee Gehring, David Loewen and Byron McCarty participating.

2. **Others Participating:** Andrew Kovar, City Attorney; Phyllis Zorn, Marion County Record; Laura Paulus, Hillsboro Free Press; Blake Beye; Ben Steketee, Building Inspector; Matt Stiles, City Administrator; and Danielle Bartel, City Clerk.

3. **CALL TO ORDER:** Mayor Lou Thurston called the meeting to order at 6:30pm.

4. **MINUTES:** Council member Gehring motioned to approve the minutes dated November 2, 2021 and Council member Loewen seconded. Motion carried.

5. **VOUCHERS:** Council member Driggers motioned to approve vouchers in the amount of \$92,213.15; Council member McCarty seconded. Motion carried.

6. **PUBLIC COMMENTS:** None.

## 7. BUSINESS

**WATER PURCHASE CONTRACT:** Administrator Stiles reviewed the City's water rate contract with the Kansas Water Office. Council member Driggers motioned to approve Water Purchase Contract No. 21-3 and authorize the Mayor to sign. Council member Loewen seconded. Motion carried.

**MUNICIPAL POLICY STATEMENT:** Administrator Stiles reviewed the Municipal Policy Statement which includes the Public Comments, Consent Agenda, and Item Consideration Process. Council member McCarty motioned to approve the Municipal Policy Statement. Council member Driggers seconded. Motion carried.

**WILLOW GLENN CULVERT REPAIR:** Administrator Stiles reviewed the process to repair the culvert in Willow Glenn. Council member McCarty motioned to authorize staff to secure a spot on Middlecreek's schedule in 2022 to complete the Willow Glenn culvert bore. Council member Driggers seconded. Motion carried.

**CONSIDERATION OF JOB DESCRIPTIONS FOR POLICE DEPARTEMENT:** Administrator Stiles highlighted three job descriptions: Assistant Chief of Police, Police Sargent, and Police Officer. Council member McCarty motioned and Council member Loewen seconded to approve the three job descriptions as presented. Motion carried.

**ELCON INVOICES:** Administrator Stiles reviewed the Elcon invoices. Council member Loewen motioned to approve the Elcon invoices and Council member Driggers seconded. Council member Gehring abstained. Motion carried.

## 8. ITEMS FOR FUTURE CONSIDERATION

**WATER RATES FOR 2022:** Administrator Stiles reviewed the current water rates and the proposed cost increase. The last water rate adjustment was in 2014. Council discussion regarding blue green algae and the associated costs. Mayor Thurston inquired about ways to encourage water conservation in the future. Council agreed to utilize a flat rate increase in the upcoming year. Council was also favorable to the idea of an annual percentage increase to be reviewed each year, rather than an automatic increase, as blue green algae is a significant variable.

**2021 BUILDING CODE UPDATE:** Administrator Stiles and Building Inspector Ben Steketee highlighted significant changes. Steketee suggested further Council discussion and offered staff recommendations on the following:

- ICC 500 for storm shelters and recommended the City opt out of the peer review section only;
- International Energy Conservation Code and recommended removing this section;
- 2021 Fire Code requirement for radio reception in new buildings; Council encouraged Steketee to continue with his current process to test for radio reception;
- 2021 Residential Code's energy efficient language and recommended removing this language.

## 9. CITY ADMINISTRATOR'S REPORT: City Administrator Stiles reported on the following:

- OurTown Development Initiative, LLC
- 128 S. Main
- LKM Dinner
- Court Dates
- Gary Andrews' Retirement Party – Friday 11/19 at 4-6pm

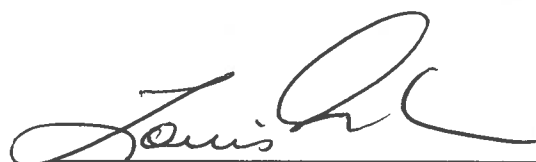
- Health Insurance Savings Report
- Vacation November 24-December 1
- GridEx Table Top Exercise provided by KPP
- KDOT Grant for Adams Street project not awarded
- Christmas party invitation on 12/8/21
- Special Meeting on 12/28 for Budget Amendment
- HS Senior Government Projects

**10. PUBLIC COMMENTS:** None.

**11. COUNCIL COMMENTS:** Council member Loewen shared a concern.

**12. ADJOURNMENT:** Council meeting adjourned at 7:50pm.

ATTEST:

  
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LOUIS THURSTON, MAYOR  
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DANIELLE BARTEL, CITY CLERK