

**CITY OF PHILLIPSBURG
CITY COUNCIL MEETING
January 15, 2018**

The Phillipsburg City Council met in regular session on January 15, 2018, 6:00 P.M., at the Phillipsburg City Office, 945 Second Street.

- CALL TO ORDER** The meeting was called to order by Mayor Lance Munyon.
- ATTENDANCE** **PRESENT:** Council members Bret Miles; Terry McConnell; Lynette Voorhees; Pete Rogers; Mike James; Travis Stites.
- ABSENT:** NONE.
- ALSO PRESENT:** Scott Sage, City Attorney; Tim Driggs, Public Works Supervisor; Kirby Ross, reporter Phillips County Review; Shawn Ellenberger; Jeremiah Clancy; Chris Woods; Angie Wells; Brenda Chance, City Clerk.
- SKATEBOARD PARK** Chris Woods told the City Council he would like to build a skateboard park if the City Council would approve a location and the materials to do so. Woods provided pictures of ramps he has built. He also stated he had professional skateboarders who would be willing to do demonstrations at no cost. Discussion was held. Mayor Munyon recommended Wood attend the Strategic Doing meeting to be held on Tuesday, January 23.
- FIRE DEPT.** Fire Chief Jeremiah Clancy reported Don Blew had retired from the Fire Department after
- BLEW RETIRES MILLER APPOINTED** volunteering for 25 years of service to the community. Clancy recommended the appointment of Brandon Miller to the Fire Department. Another position will be filled in March to bring the volunteer number up to 18. Moved by James, seconded by Voorhees, to approve Brandon Miller as the new member of the Fire Department. Voting Aye: ALL. Opposed: NONE.
- ARMORY USE** It was the consensus of the City Council to waive the rental fee for the Fire Department to use the armory on February 10, 2018.
- CHAMBER & MAIN STREET MEMBERSHIP** Angie Wells, representing the Phillipsburg Chamber & Main Street, requested the City renew its membership for 2018 at a cost of \$900. Moved by Rogers, seconded by Stites, to renew the membership at the \$900 15-29 employee level. Voting Aye: ALL. Opposed: NONE.
- MINUTES APPROVED** Moved by Stites, seconded by Voorhees, to approve the January 2 and January 8, 2018 meeting minutes. Voting Aye: ALL. Opposed: NONE.
- APPROPRIATION ORDINANCE #1055-01-18A** Moved by Miles, seconded by Rogers, to approve an ordinance to pay the bills for the month of January. Voting Aye: ALL. Opposed: NONE. Statutory majority having voted for this ordinance; the city clerk assigned it ordinance #1055-01-18A.
- MAYOR COMMENTS** Mayor Munyon explained the Mayor's role to facilitate the meeting noting that Driggs and Chance will provide information when requested. A roundtable discussion will be held with Councilmembers to discuss 2018 plans.

NEX-TECH
FRANCHISE
AGREEMENT

Mayor Munyon has scheduled a meeting to be held Wednesday, January 17, at 3:00 p.m. with Jessica Norris, Regulatory/Legal Analyst for Nex-Tech, to discuss the franchise agreement. Councilmember James will also attend. Discussion was held concerning agreements from other cities.

LEADERSHIP
SCHOLARSHIP

Mayor Munyon has met with Morris Engle, director of the Phillips County Community Foundation, and established the City of Phillipsburg Leadership Scholarship. The Mayor will be having his city pay deposited in the scholarship fund and invited others to participate.

BIDDING

Discussion was held concerning bidding purchases. It was the consensus of the City Council if local vendors are within 20% with all other items, such as service being the same, purchasing should be done locally. The audit and insurance will be bid this year. Discussion was held concerning if the official city newspaper should be bid.

CITY CLERK

The City Clerk's job description was reviewed.

COMMITTEES

Mayor Munyon reported he was in the process of determining who would serve on each City Council committee. If Councilmembers have a preference, they should contact the Mayor.

At the request of Mayor Munyon, it was the consensus of the City Council to have community volunteers who serve on boards and commissions take an oath and provide each with a United States flag for their service.

PLANNING &
ZONING

Angie Wells, Mike Erhart, Mayor Munyon, and Tim Driggs plan to attend the League of Kansas Municipalities Planning & Zoning training in McPherson on January 19.

FACILITIES

New City Councilmembers and the Mayor toured city facilities recently.

ECONOMIC
DEVELOPMENT

Mayor Munyon provided information to the City Council concerning his plan to create an Economic Development Committee to focus on Phillipsburg. He will provide additional information at the next meeting.

CODE
VIOLATION
PROCESS

Mayor Munyon asked for Councilmembers to serve on a committee to re-engineer the code violation process. It was noted if a dangerous issue exists it should be addressed immediately. Educating citizens was discussed. James, Miles, and McConnell will work with Mayor Munyon and Driggs on the process.

COUNCIL
ROUND TABLE

James stated the Council needs to coordinate legislative issues for meeting with legislators.

McConnell requested monthly department head meetings to provide the Council with information. Driggs invited the Councilmembers to attend the weekly supervisor meetings. Discussion was also held concerning the department heads meeting with the Council Committees.

Mayor Munyon reported Chance will be creating a master calendar with meetings, trainings, and other scheduled items.

Miles stated the he would like to have the City Council meeting area changed with video display available. Mayor Munyon, Driggs, and Chance will develop options for the meeting area. Discussion was held concerning the video recording of meetings. Miles will check with Mrs. Pakkebier at the high school and Rachel Martin concerning costs.

Rogers requested an executive session at the end of the meeting.

Stites announced he will be moving out of the city in the future as they have purchased a different home. He would like the City Council to determine the direction that needs to be taken with the Quanz Reservoir in the next few months. Water leaks were discussed.

Voorhees asked about the 20 mph speed limit near the Majestic. The signage has been changed and the speed limit changes near the Golden Plains Credit Union.

CITY ATTORNEY Sage reported he is finalizing the hangar leases.

GAAP
WAIVER

Chance presented the following resolution:
Resolution #254

WHEREAS the City of Phillipsburg, Kansas has determined that the financial statements and financial reports for the year ended 2018 to be prepared in conformity with the requirements of K.S.A. 75-1120a(a) are not relevant to the requirements of the cash basis and budget laws of this state and are of no significant value to the Governing Body or the members of the general public of the City of Phillipsburg and;

WHEREAS there are no revenue bond ordinances or other ordinances or resolutions of the municipality which require financial statements and financial reports to be prepared in conformity with K.S.A. 75-1120a(a) for the year ended 2018.

NOW, THEREFORE BE IT RESOLVED, by the Governing Body of the City of Phillipsburg, Kansas, in a regular meeting duly assembled this 15th day of January, 2018 that the Governing Body request the Director of Accounts and Reports to waive the requirements of K.S.A. 75-1120a(a) as they apply to the City of Phillipsburg for the year ended 2018.

BE IT FURTHER RESOLVED that the Governing Body shall cause the financial statements and financial reports of the City of Phillipsburg to be prepared on the basis of cash receipts and disbursements as adjusted to show compliance with the cash basis and budget laws of this State.

Moved by James, seconded by Stites, to authorize the Mayor to sign the resolution.
Voting Aye: ALL. Opposed: NONE.

TRAINING

The Court Clerk training will be March 8-9 in Wichita. Zimmerman will probably attend this training. Chance will attend the City Clerks & Municipal Finance Officers annual conference March 21-23 in Wichita.

WEBSITE

Councilmembers preferred no personal e-mails or phone numbers be on the City website. Information concerning signing in for the City website and the League website was reviewed.

STATE ST. Driggs reported on the process of selecting a design engineer. The City will not have to bid the work since the city is putting so additional match towards the project. It was the consensus to keep the match at 15% as previously planned.

SAFETY Safety meetings will be added to the training and meeting calendar.

PUBLIC WORKS Driggs provided information concerning the work being done by the public works department. Mayor Munyon requested communication with the public concerning the water leak causes and how they were fixed as well as what future plans are.

SCHALLER PROPERTY Driggs presented bids for the demolition of the house at 466 6th Street. The City Council asked to have the work rebid with a 60 day deadline for work.

COMPLAINT Driggs provided the City Council with a draft complaint form.

WATER Only 47% of the City's water rights were used in 2017. The water tower inspection report was reviewed.

SEWER TRUCK Information and pictures of the sewer cleaning truck that is being considered for purchase were reviewed. Discussion followed.

AQUATIC CENTER BIKES Mommy & Me classes are being advertised. Discussion was held concerning the purchase of 2 stationary bikes to be used in the water costing \$1,200 - \$1,400 each. Moved by Miles, seconded by Stites, to purchase 2 bikes. Voting Aye: ALL. Opposed: NONE. This will be paid from the Aquatic Center Equipment Reserve.

ANIMAL KENNEL Driggs reported on changes from the Kansas Department of Agriculture concerning the licensing requirements for animal shelters. Discussion was held. Sage and Driggs will review the animal ordinances.

PLANNING The Planning Commission will meet on Wednesday, Jan 18, 5:30 p.m., at the City Office.

KRWA ARMORY It was the consensus of the City Council to waive the armory fee for the Kansas Rural Water Association training to be held August 29 & 30.

CITY ATTORNEY MUNICIPAL JUDGE CITY CLERK APPOINTMENTS Mayor Munyon recommended the following appointments:
City Attorney – Scott Sage
Municipal Judge – Bonnie Leidig
City Clerk – Brenda Chance

Moved by Miles, seconded by Rogers, to approve the Mayor's recommendation. Voting Aye: Miles, McConnell, Voorhees, Rogers, Stites. Opposed: James.

Sage and Chance took the oath of office given by Mayor Munyon.

CITY NEWSPAPER Moved by Miles, seconded by James, to designate the Phillips County Review as the official city newspaper. Voting Aye: ALL. Opposed: NONE.

COUNCIL PRESIDENT Moved by Miles, seconded by Stites, to elect Mike James as Council President. Voting Aye: ALL. Opposed: NONE.

FEES & RATES Fees and utility rates will be reviewed at the next meeting.

EXECUTIVE SESSION Moved by Rogers, seconded by Stites, the City Council recess into executive session to discuss an individual employee's performance pursuant to the non-elected personnel matter exception, K.S.A. 75-4319(b)(1) with Driggs in attendance and the open meeting to resume in the city council chamber at 8:40 p.m. Voting Aye: ALL. Opposed: NONE.

EVALUATION Moved by Rogers, seconded by Stites, to remove Driggs' last evaluation from his file and redo the evaluation at the second meeting in March with the action to be retroactive back to his anniversary. Voting Aye: ALL. Opposed: NONE.

ADJOURN Moved by Stites, seconded by McConnell, to adjourn time – 8:44 p.m.

Brenda L. Chance

Brenda L. Chance, City Clerk