

**CITY OF PHILLIPSBURG  
CITY COUNCIL MEETING  
February 20, 2023**

The Phillipsburg City Council met in regular session on February 20, 2023, 6:00 P.M. at 945 2<sup>nd</sup> Street, Phillipsburg, KS.

**CALL TO ORDER**

The meeting was called to order by Mayor Bret Miles.

**ATTENDANCE**

**PRESENT:** Councilmembers; Jeanette Harris; Mike James; Tracy Sanson; Pete Rogers.

**ABSENT:** Vickie Gibbs; Terry McConnell.

**ALSO PRESENT:** Amanda Willcock; Kris Willcock; Lyle Hockman; Shawn and Tim Ellenberger; Ron Jansonius; Daryl Clark; Pastor Alex Parks; S. Scott Sage, City Attorney; Rachel Martin; Kirby Ross, Phillips County Review; Tim Driggs, Director of Public Works; Tiffini Gross, City Clerk.

**PLEDGE OF  
ALLEGIANCE**

The Pledge of Allegiance to the United States was led by Mayor Miles.

**PUBLIC COMMENT**

There was no public comment.

**MINUTES APPROVED**

Moved by Rogers, seconded by Harris to approve the February 6, 2023 minutes with the correction that Pete Rogers was included in the second executive session. Voting Aye: ALL. Opposed: NONE.

**FIRE DEPT PURCHASE  
APPROVED**

Moved by Rogers, seconded by Harris to approve the purchase of a new washing machine in the amount of \$5,093 to Commercial Laundry Service with half rural fire funds and half city fire funds. Voting Aye: ALL. Opposed: NONE.

**APP ORD 1055-02-23A  
APPROVED**

Moved by James, seconded by Sanson to approve ordinance #1055-02-23A, to pay the bills for the month of February. Voting Aye: ALL. Opposed: NONE.

**SNOW REMOVAL**

James commended crews on a good job with snow removal.

**CORCORANS  
BUILDING PERMIT  
ISSUES**

James said Rogers and he went to the Corcorans' property to review building permit and sidewalk replacement program issues. James said the city paid for the portion of sidewalk approved per policy for the Corcorans' property. He said they measured the distance each building is set back from the property line. He said after checking into policies and reviewing it with a Board of Zoning member, the six-foot setback is important for fire zones so that it leaves twelve feet between houses. James said three building were too close and do not have building permits. He said the fine for non-compliance of building codes is \$500 a day. Sanson said the Planning Commission wants to see consistency and follow through with ordinances. James said he understands the difficulty with health issues, getting contractors, the permits expiring, and that they are trying to do the right thing. Rogers suggested the \$500 a day fine that they have been out of compliance so far is unreasonable and suggested setting a date to have them become compliant by and issue a fine after that. Discussion was held

CORCORANS BUILDING PERMIT ISSUES CONT.	about the property and the options moving forward. Sanson asked about a valid permit for the driveway. Driggs stated that he remembers a permit to replace the current driveway only, but would have to go back and look at the permit again to verify. It was the consensus of the Council for James and another council member to visit with the Corcorans to see if they are willing to correct it and then decide a time frame later.
COMMUNITY GARDEN AGREEMENT DRAFT	Sage reported he and Driggs are working on a draft Community Garden Agreement that will hopefully be ready next meeting.
WATER TOWER DESIGN CONTEST	Driggs announced Kris and Amanda Willcock are the winners of the Water Tower Design Contest with design number three. Driggs gave an overview of the results of the contest.
KRWA CONFERENCE	Driggs encouraged Council to attend the KRWA conference March 28-30 <sup>th</sup> .
PUBLIC WORKS ACTIVITIES	Driggs said the public works crews have been working on snow removal, repairing water leaks, and repairing equipment.
	Willcocks and Hockman left meeting- time 6:27 p.m.
ORDINANCE #1451 ANNEXATION PASSED	Driggs said Ordinance #1449 signed on February 6 <sup>th</sup> was returned from the Register of Deeds requesting a format change and presented a revised proposed ordinance. He stressed the legal description is exactly the same and repeals Ordinance #1449 and annexes the property listed with correct formatting per Register of Deeds request. Moved by James, seconded by Harris authorize the mayor to sign Ordinance #1451. Voting Aye: Harris, James, Sanson. Opposed: NONE. Abstain: Rogers.
ORDINANCE #1452 VACATING A PORTION OF SANTA FE RD PASSED	Driggs said Ordinance #1450, signed on February 6 <sup>th</sup> was also returned from Register of Deeds requesting a format change and presented a revised proposed ordinance. Moved by James, seconded by Harris to authorize the mayor to sign Ordinance #1452 with the changes the date of approval and date passed to February 20 <sup>th</sup> . Voting Aye: Harris, James, Sanson. Opposed: NONE. Abstain: Rogers.
CIRCLE C PAVING QUOTE APPROVED	Driggs presented a quote from Circle C Paving for 30,000 square yards of Onyx street sealing at \$2.50/sy for \$75,000 and 30,000 pounds of crack sealing for \$2.35/lb for \$70,500 which he said was within the 2023 budget. He said last year it was \$2.15, but the increase is in line with overall price changes. Moved by Rogers, seconded by Sanson, to approve the Circle C Paving bid for crack sealing and street sealing. Voting Aye: ALL. Opposed: NONE.
STAFF CHANGES	Driggs stated the Maintenance II position has been filled, as Bob Artz will start on February 27 <sup>th</sup> and a part-time employee started at the Aquatic Center to fill in while a staff member is on extended leave due to an injury. He said there are two openings at the water plant and has not received many applications.
SPRINT GRANT	Driggs stated the SPRINT grant should be submitted before the 27 <sup>th</sup> deadline.
PLANNING COMMISSION	Driggs said Planning Commission was canceled in February due to snow and the next one is scheduled for March 15 <sup>th</sup> at 5:30 p.m.

AIRPORT BOARD

Driggs said Airport Board meeting will be tomorrow February 21<sup>st</sup> at 5:30 p.m.

PLEDGED SECURITIES

Clerk Gross gave an overview of pledged securities and the difficulty at times with changes in market value to make sure deposits are adequately covered. She said First National Bank, offered to use a letter of credit with Federal Home Loan Bank in place of the pledged securities. After reviewing city code, state statute, checking with accountants, and James and her visiting at length with the bank and the Finance Committee, she recommended changing securities to the letter of credit. Moved by James, seconded by Sanson to obtain the letter of credit and have the mayor sign to release the current pledges for securities. Voting Aye: ALL. Opposed: NONE.

JAN 2023 REPORTS

Clerk Gross presented the January 2023 Reports.

EXECUTIVE SESSION

Moved by James, seconded by Sanson that the city council recess into executive session to discuss a personnel matter pursuant to the non-elected personnel matter exception, K.S.A. 75-4319 (b)(1) with the mayor and City Council, Driggs, and Gross in attendance and the open meeting to resume in the city council chamber at 6:49 p.m. Voting Aye: ALL. Opposed: NONE.

Sage, Jansonius, Ross, Ellenbergers, Clark, Parks, Martin left the meeting- time 6:37 p.m.

Jansonius, Ellenbergers, Parks, and Martin returned to the meeting- time 6:49 p.m. Mayor Miles called the meeting back to order and said no action taken.

SHIFT DIFFERENTIAL  
PAY APPROVED

Moved by Harris seconded by Rogers to approve the shift differential pay as proposed by Driggs. Voting Aye: ALL. Opposed: NONE.

ADJOURN

Moved by James, seconded by Sanson to adjourn- time 6:50 p.m. Voting Aye: ALL. Opposed: NONE.

  
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Tiffini Gross, City Clerk

Please visit [www.cityofphillipsburg.com](http://www.cityofphillipsburg.com) to view a full video recording of the meeting afterwards.