

**CITY OF PHILLIPSBURG
SPECIAL CITY COUNCIL MEETING
March 19, 2020**

The Phillipsburg City Council met in special meeting on March 19, 2020, 6:00 P.M, at the Phillipsburg City Office, 945 Second Street for the object and purpose of discussing and making decisions on the 2020 wastewater rates and coronavirus planning.

CALL TO ORDER

The meeting was called to order by Mayor Lance R. Munyon.

PLEDGE OF ALLEGIANCE

Mayor Munyon led the Pledge of Allegiance.

ATTENDANCE

PRESENT: Councilmembers Terry McConnell; Bret Miles; Pete Rogers; Vickie Gibbs; Mike James; Tracy Sanson.

ABSENT: NONE.

ALSO PRESENT: Shawn Ellenberger; Jesse Rhea, reporter KKAN/KQMA; Angie Wells, Phillipsburg Chamber and Main Street; Tim Driggs, Director of Public Works; Tiffini Gross, City Clerk.

Mayor Munyon stated the purpose of the special meeting.

**RESOLUTION #283
BYPASSING 2020
ANNUAL SEWER
RECALCULATION
PROCESS**

The following resolution was presented:

RESOLUTION NO. 283

RESOLUTION ADOPTING SEWERAGE SYSTEM RATES FOR THE CITY OF PHILLIPSBURG, KANSAS.

WHEREAS, the Code of the City of Phillipsburg, Kansas adopted on November 18, 2013, states appropriate service charges, based on residency in volume used, shall be set by resolution or policy of the Governing Body;

WHEREAS, the user charge system shall generate adequate annual revenues to pay costs of annual operation and maintenance including replacement and costs associated with debt retirement of banded capital associated with finance the treatment works which the city may by ordinance designate to be paid by the user charge system;

WHEREAS, the existing wastewater rates set by Resolution #247, adopted on June 5, 2017, will continue to be in effect, however the annual recalculation of individual wastewater rates based on the average water consumption per month during the previous winter months of December, January, and February will not be recalculated in March of 2020 due to software conversion complications. The city clerk will recalculate an individual rate based on Resolution #247, only if requested by customer directly to the office of the city clerk. The recalculation request must be received by the city clerk before April 15, 2020. Annual recalculations will resume as directed in Resolution #247 in 2021 and thereafter.

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RECALCULATION
PROCESS CONT.

Section 2: This Resolution shall take effect and be in full after its approval by the governing body.

Moved by Miles, seconded by Rogers to authorize the Mayor to sign Resolution #283 with the additional requirement that if a customer requests their rate to be recalculated; they must pay new rate, whether it is higher or lower. Voting Aye: ALL. Opposed: NONE.

CORONA VIRUS
PLANNING

Any government issued mandates are to be followed first and overrides any other plan previously put in place by the Council. The following plans were developed as proactive measures to prevent the spread of the coronavirus:

ARMORY FACILITY

Driver's License Examiner's Office, Wellness Center, Armory rentals, and Therapy Pool are now closed. Rogers and Driggs will look into obtaining a generator and the fire code requirements to possibly utilize the armory as a medical overflow facility. Rogers stated Phillips County will be ready for whatever is necessary, and will follow the direction of KDHE. He also stated every citizen needs to adhere to every rule and plan put into place.

COMMUNITY
BUILDING FACILITY

Community Building is closed.

STREET SHOP, WATER
& SEWER PLANT

Employee only signs are up at the water plant, sewer plant, and street shop. Changes in operations or operator schedules will follow guidance from KDHE.

LIBRARY

The library is currently closed. After USD #325 plans are released, the Facility Committee will revisit needs for library use.

E-CENTER

Wells reported that Morris Engle talked about the E-Center being open for possible use by school kids or job seekers.

AIRPORT

Airport is open. The airport office is being disinfected regularly. A sign in list will be posted to track visitors in the airport office.

MUNICIPAL COURT

It was the consensus of the Council to postpone Municipal Court until further notice. Rogers will talk with Sheriff Radabaugh about future court dates the officers should write on tickets. Gross will inform Judge Leidig.

TRANSPORTATION

Public Transportation services will be limited to the purposes of traveling to and from medical appointments and jobs only. Vehicles will be disinfected regularly beginning March 23, 2020. Transportation services may be made available in the future for supply deliveries if needed. Driggs will visit with Superintendent Mike Gower regarding closing the transportation services to and from school.

PUBLIC WORKS CREWS

The Public Works staff will be separated into three crews. They will work in separate locations to minimize contact between crews. Workers will stick to assigned vehicles and disinfect regularly.

EMPLOYEE LEAVE
DUE TO VIRUS

A city employee absent from work due to the coronavirus, will first use sick leave until depleted, then use vacation leave, then be allowed to use sick leave in the negative. Employees and residents are reminded AFLAC is holding open enrollment for short-term disability policies to help alleviate financial burdens related to coronavirus. Gibbs invited those interested to participate in a human resources webinar tomorrow at 10:00 am.

TRAVEL	Rogers will forward webinar information to Miles, Munyon, and James for more information on preparedness. Rogers reiterated to Council, employees, and community to follow travel guidelines issued by the governor.
UTILITY BILLS	Utility bills and penalty for non-payment are planned to continue as normal. City will follow the Governor's direction to not disconnect utility services for non-payment.
PUBLIC COMMENT	Angie Wells reported some local businesses are already facing difficulties and will continue to communicate updates on businesses with Mayor Munyon. Phillipsburg Chamber & Mainstreet will help to communicate changes in businesses' hours or services.
INDUSTRIAL DEVELOPMENT FUND	Finance Committee will determine if Industrial Development Funds could benefit local businesses and make recommendations to the Council.
COMMUNITY SUPPORT	Rogers will continue to review information as it becomes available and inform citizens on the Tad Pole. Council encourages residents to continue using local businesses as much as possible to keep them prosperous. The city will look into donating any surplus of toilet paper inventory to the food bank. Gibbs commented that residents will ban together to help each other out and to ask others if they have a need.
SUMMER HIRING	It was the consensus of the Council to hire, at minimum, 15 of the previously hired summer workers. If the outdoor pool opening is delayed the city plans to offer other job duties.
INDOOR & OUTDOOR POOL	City will follow regulations established for licensed pools for reopening dates. Gibbs encouraged communication to connect businesses who need extra help with those who are currently out of work.
ADJOURN	Moved by Gibbs, seconded by McConnell to adjourn- time 7:35 p.m. Voting Aye: ALL. Opposed: NONE.

These minutes are not official until approved by the Phillipsburg City Council at the next regular meeting.