

**CITY OF PHILLIPSBURG
CITY COUNCIL MEETING
April 5, 2021**

The Phillipsburg City Council met in regular session on April 5, 2021, 6:00 P.M, at the Phillipsburg City Office, 945 Second Street.

CALL TO ORDER

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

ATTENDANCE

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

ABSENT: NONE.

ALSO PRESENT: Halee Thompson; Gwen Kraushaar; Ledia Vahle; Angie Wells; Bailey Bogart; Brenda Chanley; S. Scott Sage, City Attorney; Rachel & Mac Martin, My Phillips County Online; Kirby Ross, Phillips County Review; Shawn Ellenberger; 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 Munyon.

DOWNTOWN FLOWER PLANTERS

Angie Wells, Phillipsburg Chamber & Main Street thanked the City for everything they do. She said the planter boxes, the public works crews built for downtown area, look amazing and thanked them for their work. Angie presented a check to reimburse supply costs for the planters.

Thompson, Kraushaar, Vahle, Wells, Bogart, Chanley left- time 6:02 p.m.

MINUTES APPROVED

Moved by Rogers, seconded by Sanson to approve the March 15, 2021 minutes as written. Voting Aye: ALL. Opposed: NONE.

Rachel Martin left- time 6:03 p.m.

APPROPRIATION ORD #1055-03-21B

Gibbs asked if Life Save has reimbursed the city for jet fuel. Gross will call and check on payment. Moved by James, seconded by McConnell to approve ordinance #1055-03-21B, to pay the bills for the month of March. Voting Aye: ALL. Opposed: NONE.

MOSQUITO SPRAYING

Gibbs inquired about seasonal mosquito spraying. Driggs said a proposed contract will be on the next meeting's agenda.

STREET PATCHING

James complimented public works crews on street patching.

COVID-19

Rogers reported Phillips County has went three weeks with zero active COVID-19 cases. It was the consensus of the Council to remove the mask signs from the City Office. Driggs stated masks will still be required in public transportation vehicles per federal requirements.

PARKS & REC

Sanson reported the Park and Recreation Committee recommends establishing a Park and Recreation Advisory Board consisting of nine members appointed by

PARKS & REC CONT.	<p>the Mayor and approved by the City Council. Five members must be City of Phillipsburg residents and up to four may live outside city limits but inside Phillips County and at least two members must represent the senior residents. The board would advise the Parks and Rec. Committee on matters pertaining to improvement and to new opportunities in Phillipsburg. Discussion was held on the Parks and Recreation Fund. Driggs will get prices on replacing the unrepairable light bank at the ball field. Moved by Sanson, seconded by Gibbs to approve the establishment of the Park and Recreation Advisory Board. Voting Aye: ALL. Opposed: NONE.</p>
PARKS & REC ADVISORY BOARD MEMEBERS APPOINTED	<p>Munyon recommended the appointment of the following Park and Recreation Advisory Board Members: Conrad Corman, Mildred Hadley, Rachel Miller, Jesse Pfortmiller, Sherry Robinson, Steven Seems, Dustin Springer, Jon Weinman Jr., and Deb Weishaar. Moved by Miles, seconded by McConnell to approve Mayor Munyon’s appointments. Voting Aye: ALL. Opposed: NONE.</p>
LIME REMOVED	<p>Driggs reported an estimated 1200 tons of lime has been removed from the water plant which has saved the city approximately \$45,000 in disposal costs.</p>
PUBLIC WORKS PROJECTS	<p>Driggs reported public works crews have built flower planters for downtown, started mowing, repaired and graded gravel roads, patched street potholes, repaired holes and sunken graves at the cemetery, repaired fire hydrants, and turned on water at the parks and campground.</p>
KDHE INSPECTION	<p>Driggs reported the city received a KDHE inspection for the wellfield and there were no deficiencies.</p>
SEWER CLEANING PROJECT	<p>Driggs reported that the public works crew started the sewer cleaning project in the northwest quadrant of town. Every manhole and sewer line will be cleaned and it should take about 5-6 weeks to complete.</p>
UPCOMING WATER PROJECTS	<p>Driggs said upcoming public works projects include the water line project which will begin next week starting with Fischer Drive at South 5th Street moving to the North to Nebraska Street on Park and Sunrise to 5th and 6th Streets. This project will take about 8 weeks to complete. Property owners were notified last week of the project. Fire hydrant flushing will also start next week.</p>
TRANSPORTATION PROGRAM	<p>Driggs reported the city received approval for the 2022 Transportation Grant. The transportation audit was completed last week and found a couple missing policies. Moved by McConnell, seconded by Sanson to adopt the Concealed Weapons Policy, No-Show & Cancellations Policy, and Suspensions Policy in the 2021 City of Phillipsburg Transportation Policy and Procedure Guidelines. Voting Aye: ALL. Opposed: NONE.</p>
TRANSPORTATION EMERGENCY POLICY APPROVED	<p>Driggs presented the Transportation Emergency After Hours Policy that would allow the city to receive reimbursement of funds for transporting people to shelters during a city declared emergency. Moved by Miles, seconded by Gibbs to approve the Emergency Planning/ After Hours Contact & Vehicle Inventory Voting Aye: ALL. Opposed: NONE.</p>
AIRPORT RUNWAY PROJECT	<p>Driggs presented Supplemental Agreement No. 1 for the Airport Runway Extension Project change order in the amount of \$29,509.20 that was authorized</p>

SUPPLEMENTAL AGREEMENT	last meeting. Moved by James, seconded by McConnell to authorize Mayor Munyon to sign the agreement. Voting Aye: ALL. Opposed: NONE
AIRPORT PROJECT FUNDING	Driggs reported, on March 25 th , Mayor Munyon, Max Dibble, Caleb Breon, and he traveled to Topeka to meet with legislators and ask for guidance on funding the Airport Runway Extension Project and request project support letters. Driggs reported, on March 30 th , Miles, James and he met with Phillips County Economic Development Board to also discuss funding for the project. Driggs met with Department of Commerce to ask for funding suggestions and will fill out a questionnaire to assist with searching for grants for the project.
QUANZ UPDATED	Driggs stated Kent Footh and he met with Robert Quanz to provide an update on the Quanz Project.
STATE STREET PHASE II DELAYED	Driggs reported State Street Phase II bid letting has been delayed to January 2022 due to COVID-19.
OUTDOOR POOL PAINTING	Driggs said the painting of the outdoor pool is on schedule and about 90% completed.
	Rogers left meeting- time 6:31 p.m. and returned at 6:34p.m.
SUMMER HELP	Driggs said all the summer employees have been hired for the season. It was the consensus of the Council to allow a third summer employee to be hired for the public works department.
RESOLUTION 293	<p>Driggs presented the following resolution:</p> <p>RESOLUTION ADOPTING METER RADIO AND ANTENNA REPLACEMENT FEES FOR THE CITY OF PHILLIPSBURG, KANSAS.</p> <p>WHEREAS, the Code of the City of Phillipsburg, Kansas adopted on November 18, 2013, states the fees shall be set by the Governing Body; and,</p> <p>WHEREAS, the Phillipsburg City Council deems it advisable to set the meter radio and antenna replacement fees;</p> <p>NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF PHILLIPSBURG, KANSAS BE AS FOLLOWS:</p> <p>Section 1: The fee for the original radio and antenna will be borne by the City of Phillipsburg per property served. Replacement fees will be as follows:</p> <p style="padding-left: 40px;">Price for the equipment that was damaged. Price for the labor/equipment to be installed. \$100.00 minimum fee for all radio or antenna replacement expense will be charged to the water service account holder at service property address.</p> <p>Section 2: This Resolution shall be in full force and effect April 15, 2021.</p>

RESOLUTION 293
ADOPTED

Moved by James, seconded by Sanson to adopt Resolution #293 setting meter radio and antenna replacement fees for the City of Phillipsburg, Kansas.

CITY-WIDE CLEANUP

It was the consensus of the Council to have Spring City-Wide Cleanup the week of April 26th-April 30th.

COMPLIMENT

Mayor Munyon complimented Driggs in his representation of the City of Phillipsburg in Topeka last week.

AUDIT & BUDGET
AGREEMENT

Gross reported Mapes & Miller LLP drafted a three-year understanding of services agreement for auditing and budget preparation for the City of Phillipsburg. The Council requested the Finance Committee review it.

SOFTWARE
CONVERSION

Gross reported the Caselle software conversion has been making strides with the accounts payable and payroll modules and will be starting side by side comparisons with general ledger this next week.

PART-TIME OFFICE
CLERK

Gross reported the part-time office clerk's last day will be Thursday, so she will be looking to hire a new clerk.

CITY OFFICE
TRAININGS

Gross will be attending the Municipal Finance virtual class on April 16th. It was the consensus of the Council to approve the two office clerks to attend the Customer Service Workshop at Fort Hays University of May 5th.

EXECUTIVE SESSION

Moved by Miles, seconded by McConnell for the City Council to recess into executive session for consultation with the attorney to discuss information deemed privileged in an attorney-client relationship exception, K.S.A. 75-4319 (b) (2) with Gross, Driggs, Mayor Munyon, and Sage in attendance and the open meeting to resume in the City Council Chamber at 6:45 p.m. Voting Aye: ALL. Opposed: NONE.

Martin, Ellenberger, Ross left meeting- time 6:42 p.m.

EXECUTIVE SESSION

Moved by Miles, seconded by Rogers for the City Council to recess into executive session for consultation with the attorney to discuss information deemed privileged in an attorney-client relationship exception, K.S.A. 75-4319 (b) (2) with Gross, Driggs, Mayor Munyon, and Sage in attendance and the open meeting to resume in the City Council Chamber at 6:55 p.m. Voting Aye: ALL. Opposed: NONE.

No action taken.

ADJOURN

Moved by Gibbs, seconded by McConnell to adjourn- time 6:56 p.m.
Voting Aye: ALL. Opposed: NONE.



Tiffini Gross, City Clerk

Please visit www.cityofphillipsburg.com to view a full video recording of the meeting afterwards.