

**CITY OF PHILLIPSBURG
CITY COUNCIL MEETING
April 6, 2020**

*These minutes are from April 6, 2020, please check for the latest health advisory at www.phillipscountyks.org.

The Phillipsburg City Council met in regular session on April 6, 2020, 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. Mayor Munyon announced that the Council is practicing social distancing by separating meeting participants in different rooms and utilizing zoom video conferencing.

ATTENDANCE

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

ABSENT: NONE.

ALSO PRESENT: Scott Sage, City Attorney; Kent Footh; Assistant Director of Public Works; 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.

PUBLIC COMMENT

No public comments were received by city clerk.

MINUTES APPROVED

Moved by James, seconded by Miles to approve the March 16, 2020 minutes as written. Voting Aye: ALL. Opposed: NONE. Moved by James, seconded by Rogers to approve the March 19, 2020 special meeting minutes as written. Voting Aye: ALL. Opposed: NONE.

APPROPRIATION ORDINANCE #1055-03-20B

Gross pointed out the Phillipsburg City Library check was paying for a duplicate month, so will be voided and reissued correctly for the next meeting. Moved by Miles, seconded by McConnell to approve Ordinance #1055-03-20B, with the library correction, to pay the bills for the month of March. Voting Aye: ALL. Opposed: NONE.

2020 CENSUS

James reported the percentages of complete 2020 Census forms for the state is at 49.6%, Phillips County at 49.1%, and City of Phillipsburg at 58.6%.

YARD WASTE REGULATIONS

McConnell complained about residents blowing excessive yard waste into the streets. Rogers requested the yard waste ordinance be posted on city's website and Facebook to remind people of the rules.

COVID-19, CORONAVIRUS PLANNING AND INFORMATION

Rogers stated regulations have not changed much. He said an Emergency County Declaration was signed on Friday for Phillips County. KDHE reported, from yesterday at noon to today at noon, there has been an increase of 98 cases and a total of 25 deaths in Kansas. Rogers reminded everyone that it hasn't really begun for us locally and he expects the governor to extend the stay

COVID -19,
CORONAVIRUS
PLANNING AND
INFORMATION

at home orders. There has been a lot of confusion on what an essential personnel function is and they are still working on defining that. Any questions on essential function can be directed to email keff@ks.gov. People need to adhere to social distancing into May and if people go to a “hot spot” as defined by KDHE, then they need to quarantine. Phillipscountyks.org will have an updated travel restriction list by tomorrow. It is a mandatory fourteen-day quarantine if travel to areas restricted by the state order. Mayor Munyon said that if you look at the cases per capita, Phillips County only needs two cases to have more per capita than Johnson County. Gibbs stated the do not travel orders are found at the KDHE website. Rogers defined “presumptive positive” cases as having signs and symptoms of coronavirus and “confirmed positive” cases as being confirmed by lab testing. Rogers said, “If we do not stay home, we will not get past this. Let’s get past it.” Miles stated council members have been setting in on the conference calls with the Governor and the League of Kansas Municipalities to stay informed. Miles thanked Rogers for keeping up with information and doing a great job. Mayor Munyon thanked Pete Rogers, Deb Hays, Lisa Capps with the Emergency Operations Center to keep informed and the first responders and hospital workers for getting prepared.

GENERATOR
APPROVED FOR
ARMORY

Mayor Munyon inquired about generators. Driggs reported he received a quote for a permanent generator at the city office for \$13,000 plus \$2000 for a disconnect switch and \$15,000 plus \$2,200 for a switch at the armory which does not include price for gas or a concrete slab to sit on and would have five-six weeks delivery time. Driggs recommended looking at a portable generator versus permanent ones. Driggs said currently the city has generators for cobblestone, east, and west lift stations and wastewater plant. KDOT lift station, water production and distribution do not have generators. Moved by Miles, seconded by James to get a permanent generator for the armory and get transfer switches for water plant and 104, and get more information for a portable generator for review. Voting Aye: ALL. Opposed: NONE.

INDUSTRIAL
DEVELOPMENT
FUND LOANS
AVAILABLE FOR
BUSINESSES

Mayor Munyon discussed the financial impact of coronavirus and will see more information with the sales tax payment around April 20th. He stated the Finance Committee discussed giving \$2,500, 18-month, interest free loans to businesses as a first come first serve basis by utilizing the \$55,000 Industrial Development Funds to finance the loans. Moved by Miles, seconded by James to advertise the loans, have the Finance Committee choose awardees and only offer to the businesses who have applied and been denied for the PCED Disaster Relief Funding Program. Voting Aye: ALL. Opposed: NONE.

INFORMATIONAL
MEETINGS

Munyon reminded Council of the LKM meetings at 3:00 pm on Tuesdays and Thursdays and the Governor’s meeting for elected officials on Fridays at 3:30 pm.

KDHE
REIMBURSEMENT
REQUESTED

Driggs stated he has requested to KDHE for a reimbursement of funds in the amount of \$492,132.00 for the AMR project.

TRANSPORTATION
PROGRAM

It was the consensus of the Council to continue providing the Transportation Program for medical appointments only at this time.

SOLID WASTE
UPDATES

Driggs said as of last week, the city put dumpsters at the water plant and As De Oros Restaurant for broken down card board. The cardboard is not being recycled, since recycling is currently shutdown at the landfill. He said the landfill is only accepting essential trash, so city wide cleanup is suspended at this time. Rogers plead for residents to not travel outside of the county and use discretion on trips to the landfill. He said currently the landfill is tracking who dumps and the weight to bill at the end of the month in order to reduce public interactions. This information is on the city's website and Facebook.

PARK ROAD

Mayor Munyon asked about the recent damage to the south side of park road. Driggs stated the damage was just to the gravel on top.

FINANCE COMMITTEE

Driggs requested a Finance Committee meeting for this week to review projects.

MASS ALERT
RENEWAL
AGREEMENT
APPROVED

Gross presented information regarding the current mass alert program the city uses and comparison information from similar companies with similar services. James recommended the system be utilized more frequently. The last agreement signed was for five years and expired in August of 2018. Moved by James, seconded by McConnell to authorize the mayor to sign a five-year agreement with Johnson Controls to continue the mass notification program. Voting Aye: ALL. Opposed: NONE.

SOFTWARE
CONVERSION AND
AMR PROJECT
UPDATE

Gross provided an update on the software conversion as final details are being straightened out in the utility billing program. Some items that needed fixed from the AMR and software conversion project were; six meters had to be reprogramed to read in one-gallon increments, eleven meters did not have the radios connected properly, 102 accounts had duplicate meter numbers in the new billing program. The last few meters have been being replaced by city staff over the last couple weeks. There will be more information from the next download of meter readings. Mayor Munyon requested a detailed plan of the financial conversion timeline from Caselle by next meeting.

OFFICE DOCUMENT
PROJECT

Gross announced, internal staff are currently helping with the shred and scanning project of office documents and at this time an additional summer hire is not needed.

EXECUTIVE SESSION

Moved by James, seconded by Miles, to recess into executive session to discuss personnel matters pursuant to the non-elected personnel matter exception, K.S.A. 78-4319(b)(1) with the city council, mayor, Gross and Driggs in attendance and the open meeting to resume in the city council chamber at 7:25 p.m. Voting Aye: ALL. Opposed: NONE.

Sage and Footh left meeting- time 7:07 pm.
Open meeting resumed in regular session. No action was taken

ADJOURN

Moved by Gibbs, seconded by McConnell to adjourn- time 7:28 pm.


Tiffini Gross, City Clerk