

**CITY OF PHILLIPSBURG
CITY COUNCIL MEETING
April 20, 2020**

*These minutes are from April 20, 2020, please check for the latest health advisory at www.phillipscountyks.org.

The Phillipsburg City Council met in regular session on April 20, 2020, 6:09 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 still 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; Rachel Martin, My Phillips County Online; 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 the city clerk prior to the meeting.

MINUTES APPROVED

Moved by Miles, seconded by Sanson to approve the April 6, 2020 minutes as written. Voting Aye: ALL. Opposed: NONE.

APPROPRIATION ORDINANCE #1055-04-20A

Gross reported, at the direction of the Finance Committee, two Certificates of Deposits were redeemed on Friday to replenish cash in the checking account. Moved by Rogers, seconded by James to approve Ordinance #1055-04-20A, to pay the bills for the month of April. Voting Aye: ALL. Opposed: NONE.

DUMPSTERS FOR CARDBOARD

Gibbs stated she has received two questions about whether the cardboard in the dumpsters is going to the landfill instead of recycling. Gross will post information on social media about the cardboard going to the landfill and not being recycled.

MOSQUITOE SPRAYING

Gibbs asked about spraying mosquitoes this year. Driggs will request a quote for seasonal spraying.

2020 CENSUS

James reported the 2020 Census due date has been extended. He reminded the public to fill out their forms. He said Wednesday there is a Zoom meeting with the Census Bureau for questioning and answering.

HILL EASEMENT

McConnell stated the city has an easement with Tom Hill giving access to a water well and has asked the city staff to not travel on the easement, rather use a new road he built. City Attorney Sage stated he has been contacted by Mr. Hill

HILL EASEMENT
CONT.

regarding the subject and suggests we do our due diligence and meet with the Water Committee and all appropriate documents. City Attorney Sage said the city should retain the current easement and come to a resolution that works for both parties. McConnell will get the Water Committee together to work on a resolution.

DISASTER RELIEF
LOANS

Miles reported the Finance Committee met to discuss disaster relief ideas to help the community including \$2500 interest free loan to the motels and \$50 be given to homeowners who live and reside in town a certificate or check to a local business of their choice. Moved by Miles, seconded by Sanson to rescind the initial loan program approved by the Council on April 6th and to approve the loan for the hotels in Phillipsburg. Voting Aye: ALL. Opposed: NONE. The Finance Committee will research other programs that can be rolled out when businesses are allowed to open.

COVID-19,
CORONAVIRUS
PLANNING AND
INFORMATION

Rogers stated the COVID-19 numbers continue to climb US- 766,212 cases and 41,000 deaths, KS- 1986 cases and 100 deaths, CO- 9,730 cases and 422 deaths, MO- 5,667 cases and 176 deaths, NE 1,474 cases and 28 deaths, OK- 2,680 cases and 143 deaths. There has been expanded testing with additional test kits being provided in order to identify hot spots. The Governor's stay at home order is to expire at midnight on May 3rd. They are working on finding a method to start opening non-essential businesses up a little at a time and will give us guidance on how to do that. There has been one positive case in Phillips County and that person has recovered. Federally they have released 5,000 test kits to Kansas and are 3D printing the swabs for the tests. There will be a different normal for a while to keep social distancing. There have been mixed reviews on whether the warm weather will help to reduce the spread of cases.

SUMMER HELP

Driggs' request to hire two summer help for the public works department was declined by the Council.

FACILITY
MEMORANDUM OF
UNDERSTANDINGS
WITH HOSPITAL

Driggs presented memorandums of understanding from the hospital for the armory facility and the community building facility to establish possible assistance during periods of emergency. Mayor Munyon questioned the community building's power and Driggs reported the contractor is working on the electrical system currently and should be done by the end of the month. Gibbs commented that the hospital sends these memorandums of understandings out annually to help plan because it is unknown how a town will be affected in an emergency or what the hospital may need. Rogers stated the hospital is required to have these plans and options in place for an emergency. Moved by Miles, seconded by Rogers to authorize the mayor to sign the memorandums of understanding for the community building and armory and listing Mayor Munyon as the primary contact and Tim Driggs as the secondary. Voting Aye: Gibbs, McConnell, Miles, Rogers, Sanson. Opposed: James.

DANGEROUS
STRUCTURE- 141 H
STREET DEMOLITION
EXTENSION
AUTHORIZED

Driggs presented a letter from Rick Gitchel requesting an extension to complete the demolition at 141 H Street. It was the consensus of the Council to allow an extension to May 1, 2020. City Attorney Sage consented to the extension stating the Council would just be delaying the next step in the process.

MAPES & MILLER
AGREEMENT

Moved by Miles, seconded by James to authorize the mayor to sign the understanding of services with Mapes and Miller, LLP to conduct the City of Phillipsburg's 2019 audit and 2021 budget. Voting Aye: ALL. Opposed: NONE.

SOFTWARE
CONVERSION AND
AMR PROJECT
UPDATE

Gross presented the Caselle implementation plan for the financial software conversion and information on the implementation process. The utility billing is live and final details are still being worked out. As of April 14th, the load tables were reviewed and the Prep Phase completed for the Accounts Payable and General Ledger modules. Now we are fourth in the que to move into the setup phase. The meters were read from the tower and reviewed over the last few days which is down to 43 that needed a manual read, around 10 that had errors in the software program to be fixed, and about 7 accounts with other issues.

CENSUS REMINDER
ON UTILITY BILLS

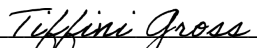
James asked for a Census 2020 reminder to be printed on May's utility bills. Gross will also continue to post reminders on social media.

FINANCE COMMITTEE

Mayor Munyon directed Gross to report to the Finance Committee as soon as sales tax information is available this month.

ADJOURN

Moved by Gibbs, seconded by McConnell to adjourn- time 6:55 pm.



Tiffini Gross, City Clerk

Visit www.cityofphillipsburg.com for a full video recording of the meeting.