

**CITY OF PHILLIPSBURG  
CITY COUNCIL MEETING  
June 3, 2019**

The Phillipsburg City Council met in regular session on June 3, 2019, 6:00 P.M., at the Phillipsburg City Office, 945 Second Street.

**CALL TO ORDER**

The meeting was called to order by Mayor Lance Munyon.

**ATTENDANCE**

**PRESENT:** Council members Mike James; Terry McConnell, Bret Miles; Pete Rogers, Lynette Voorhees, Michael Wisner.

**ABSENT:** NONE

**ALSO PRESENT:** Barbara Stephens; Pastor Blake Stanwood; Kelly Grismore; Alissa Kirchhoff; Greg Seville; Corina Cox, NWKS Planning Commission; Shawn Ellenberger; Scott Sage, City Attorney; Kirby Ross, reporter Phillips County Review; Rachel Martin, My Phillips County Online; Jesse Rhea, reporter KKAN/KQMA; 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**

There was no public comment.

**THRIFT STORE WATER  
BILL CONCERNS**

Barbara Stephens and Pastor Stanwood presented their concerns with a high water bill from a leak at the former Thrift Store building. Discussion was held. The Council took no action stating the city's responsibility ends at the meter.

Stephens and Stanwood left meeting-time 6:20 p.m.

**QUANZ RESEVOIR  
ENVIRONMENTAL  
ASSESSMENT  
APPROVED**

Corina Cox summarized the completed environmental assessment concerning the Quanz Reservoir project, in which the original will be available for public view at the Phillipsburg City Office for a 15 day comment period. Moved by Miles, seconded by McConnell to approve the environmental assessment for project 19-PF-017 with the correction of Hwy 183 written instead of Hwy 283 and a spelling correction. Voting Aye: ALL. Opposed: NONE.

**POTENTIAL CDBG  
DOWNTOWN  
BUSINESS REHAB  
PROJECT**

Cox reported that there is potential downtown business rehabilitation CDBG project. The business owner has to match 25% of the total project cost. The city's responsibility would be to apply for the CDBG funds, manage the funds in an account, and be responsible for oversight of the project. Cox said she is working to see if the project is eligible and will assist in putting the application together. Cox said it would not count towards the city's one CDBG project application a year.

Cox left meeting- time 6:31 p.m.

LIBRARY BUDGET	Alissa Kirchhoff provided an update on Library activities and presented the Library's 2020 budget. Councilmember James suggested applying for grants now to help with future replacement of air conditioning units and roof. Miles and Mayor Munyon clarified that the 12% of the 1/2 % sales tax to the library, approved last Council meeting, will go into effect with the next payment. Gross will communicate with the Library when the final budget numbers are determined.
MINUTES APPROVED	Moved by Miles, seconded by Wisner to approve the May 28, 2019 minutes as written with the spelling correction of Alissa Kirchhoff's name. Voting Aye: ALL. Opposed: NONE.
APPROPRIATION ORDINANCE #1055-05-19B	Moved by Voorhees, seconded by James, to approve Ordinance #1055-05-19B to pay the bills for the month of May. Voting Aye: ALL. Opposed: NONE.
STORM DAMANGE	James inquired about the need for disaster funds and Driggs reported there has been no damage identified from the recent storms.
POTHLES	James reported the pothole at the intersection of State and 2 <sup>nd</sup> Street is in need of repair. Driggs stated the pothole is on the list of upcoming repairs to do as weather allows. Discussion was held regarding process of tracking complaints.
NEW WATER METERS	James asked Driggs to research if the new water meters read ions.
FRANCHISE PAYMENTS	Wisner inquired about Nex-tech franchise fee payments and Gross will check if the franchise payments have been coming in on time.
FOGGERS	Discussion was held about options of renting a mosquito fogger from other towns and licensing city staff to operate foggers.
RIVERLESS FESTIVAL	Voorhees passed on appreciation for city crews' help in setting up for Riverless Festival.
RUPP MEMORIAL	Sage reported Joyce Rupp, a former councilmember, recently passed away. Flowers will be sent on behalf of the Council and city employees to the memorial service.
CEMETERY ON MEMORIAL DAY	Mayor Munyon complimented Russ Beach's renovation of the benches and the overall condition of the Fairview Cemetery for Memorial Day.
PHASE I BID	Driggs reported the State Street Phase I project's bid was received. Base construction bid was \$992,604. The Add Alternate bid was 261,734.05. Driggs recommended the Council accept the base bid only. The cost of construction, and construction administration is \$1,072,264.00. The City has already spent \$90,300 on the design. Moved by Miles, seconded by Rogers to approve the Mayor to sign the approval of the base bid with Smokey Hill Construction. Voting Aye: All Opposed: NONE.
AIRPORT ACCESS ROAD PROJECT	Driggs announced bids are due tomorrow for access road project at the airport.

TRANSPORTATION TRAININGS	Driggs said transportation staff plan to attend classes in Russell, half will attend on June 12 <sup>th</sup> and the rest on July 10 <sup>th</sup> .
PUBLIC WORKS PROJECTS	Driggs summarized public works projects and upcoming plans.
CODE ENFORCEMENT	Driggs reported that code enforcement letters were sent out.
STREET PROJECTS	Driggs supplied the Council with a milling phase one and concrete approach lists in the agenda that identifies the streets with the worst potholes. Driggs will provide more information on social media sites for the public.
CCLIP PHASE II AGREEMENT	Driggs presented the preliminary engineering report agreement or \$6,500 with BG Consultants for CCLIP Phase II to continue replacing street pavement, water lines and valves from 8 <sup>th</sup> Street to 5 <sup>th</sup> Street that will utilize CDBG and KDOT funding except f. Moved by Miles, seconded by James to approve Mayor Munyon to sign the agreement and pay for it out of water funds. Voting Aye: ALL. Opposed: NONE.
AMR PROJECT AGREEMENT	Moved by James, seconded by Voorhees to approve Mayor Munyon to sign the BG Consultants preliminary engineering agreement required for AMR meter project as a prerequisite to loan application. Voting Aye: ALL. Opposed: NONE.
OFFICE STAFF TRAINING	It was the consensus of the Council to allow office staff to attend Administrative Assistant training in Hays, KS.
RECORD RETENTION POLICY	Gross will continue to modify City of Topeka's Record Retention Policy to be applicable to City of Phillipsburg's operation and present to Council.
MAPES & MILLER BUDGET AGREEMENT	Moved by Miles, seconded by McConnell to approve Mayor Munyon to sign the Mapes & Miller LLP budget agreement.
ADJOURN	Moved by Wisner, seconded by McConnell to adjourn- time 7:16 p.m. Voting Aye: ALL. Opposed: NONE.

  
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Tiffini Gross, City Clerk