

# Phillipsburg City Council Agenda

945 2nd Street  
05/02/2016

**Please mute or turn off your cell phones prior to the start of the meeting.**

1. 6:00 P.M. Call To Order By Mayor Pat Hewitt
2. Reading & Approval Of The 04/18/16 Minutes

Documents: [041816min.pdf](#)

3. Appropriation Ordinance #1055-04-16B

Documents: [appord0416b.pdf](#)

4. City Attorney - Scott Sage
5. City Clerk - Brenda Chance  
CDBG information  
Staff update

Documents: [2016Community Development Block Grant.pdf](#)

6. Public Works Supervisor - Tim Driggs  
Public Works Report

Documents: [pws050216.pdf](#), [2016ACpolicy.pdf](#), [2016ACStaffPolicy.pdf](#),  
[2016AquaticJob.pdf](#)

7. Water Department Committee - Councilmember Stites
8. Streets & Solid Waste Committee - Councilmember Voorhees
9. Finance, Audit, & Budget Committee - Councilmember Rogers
10. Park, Recreation, & Cemetery Committee - Councilmember Speake
11. Airport, Library, & Community Building Committee - Councilmember Innes
12. Planning, Zoning, & Housing Committee - Councilmember James
13. Mayor's Report  
Recommend reappointment of Kelly Wolters to the Housing Authority Board
14. Adjourn

**CITY OF PHILLIPSBURG  
CITY COUNCIL MEETING  
April 18, 2016**

The Phillipsburg City Council met in regular session on April 18, 2016, 6:00 P.M., at the Phillipsburg City Office, 945 Second Street.

**CALL TO ORDER** The meeting was called to order by Council President Mike James.

**ATTENDANCE** **PRESENT:** Council members Mike James; Rod Innes; Travis Stites; Pete Rogers; Donna Speake; Lynette Voorhees.

**ABSENT:** Mayor Patrick Hewitt.

**ALSO PRESENT:** Scott Sage, City Attorney; Tim Driggs, Public Works Supervisor; Shawn Ellenberger; Kirby Ross, Phillips County Review; Jesse Rhea, KKAN/KQMA; Amanda Atkisson; Kyle Unruh, HD Supply; Jeff Krausee, Sensus; Dave Heersink; Nick Kennedy; Wyatt Conrad; Bob Yates; Brenda Chance, City Clerk.

**GLOW RUN 5/21  
ARMORY USE** Amanda Atkisson, representing Phillips County Health Systems, thanked the city and employees for their assistance with previous activities. Atkisson requested use of the armory and city barricades for the Peggy Cole Memorial Glow Run to be held on May 21, 2016. Atkisson requested the fees for the armory be waived with the organization cleaning the facility as they did the previous year. It was the consensus of the Council to allow use of the armory with the fees waived and that Atkisson coordinate the barricade use with Driggs.

Atkisson left at 6:02 p.m.

**SWIM TEAM** Wyatt Conrad requested the Phillipsburg swim team be allowed to use the Aquatic Center for practice and meets. Conrad requested the team be allowed to begin practice on May 23<sup>rd</sup> and utilize the pool Monday – Friday from 8 a.m. – 10 a.m. The swim league schedule has not been completed at this time but Phillipsburg has requested to hold their home event on June 18<sup>th</sup>. Conrad will notify the city when the date has been confirmed. It was the consensus of the Council to allow the swim team to use the Aquatic Center and Conrad work with Driggs concerning the practice schedule and the swim meet.

Conrad left the meeting.

**WATER METER  
FLEX NET  
SYSTEM** Kyle Unruh and Jeff Krausee presented information concerning the Sensus Iperl meters and the Flex Net reading system. Discussion was held concerning warranties, the equipment needed for the Flex Net System, future technology upgrades, and the potential benefits to the city. A brief discussion was held concerning the possibility of partnering with the Rural Water District to utilize the Flex Net System. The estimated cost of the systems and replacement of all non-Iperl city meters is \$554,356.44. Discussion was held concerning the availability of remote shut off meters. Discussion was held concerning funds available and financing. City staff will provide the Council with additional information concerning the amount of city staff time utilized with the current meter processes. It was the consensus of the Council to continue considering this project.

Unruh, Krausee, Kennedy, and Heersink left the meeting at 7:10 p.m.

MINUTES  
APPROVED

Moved by Innes, seconded by Speake, to approve the minutes of the April 4, 2016 meeting as written. Voting Aye: ALL. Opposed: NONE.

APPROPRIATION  
ORDINANCE  
#1055-04-16A

Moved by Voorhees, seconded by Rogers, to approve an ordinance to pay the bills for the month of April. Voting Aye: ALL. Opposed: NONE. Statutory majority having voted for this ordinance; the city clerk assigned it ordinance #1055-04-16A.

RESOLUTION  
#230  
HAZARD  
MITIGATION

The following resolution was presented to the Council.

**Resolution # 230**

**Adopting the North-Northwest Kansas (Region B) Multi-Hazard, Multi-Jurisdictional Hazard Mitigation Plan**

**Whereas**, the City of Phillipsburg, Kansas recognizes the threat that natural hazards pose to people and property within our community; and

**Whereas**, undertaking hazard mitigation actions will reduce the potential for harm to people and property from future hazard occurrences; and

**Whereas**, the U.S. Congress passed the Disaster Mitigation Act of 2000 (“Disaster Mitigation Act”) emphasizing the need for pre-disaster mitigation of potential hazards;

**Whereas**, the Disaster Mitigation Act made available hazard mitigation grants to state and local governments; and

**Whereas**, an adopted Multi-Hazard Mitigation Plan is required as a condition of future funding for mitigation projects under multiple Federal Emergency Management Agency (FEMA) pre- and post-disaster mitigation grant programs; and

**Whereas**, the City of Phillipsburg fully participated in the FEMA prescribed mitigation planning process to prepare this Multi-Hazard Mitigation Plan; and

**Whereas**, the Kansas Division of Emergency Management and FEMA Region VII officials have reviewed the North-Northwest Kansas (Region B) Multi-Hazard, Multi-Jurisdictional Hazard Mitigation Plan, and approved it contingent upon this official adoption of the participating governing body; and

**Whereas**, the City of Phillipsburg desires to comply with the requirements of the Disaster Mitigation Act and to augment its emergency planning efforts by formally adopting the North-Northwest Kansas (Region B) Multi-Hazard, Multi-Jurisdictional Hazard Mitigation Plan; and

**Whereas**, adoption by the governing body for the City of Phillipsburg demonstrates the jurisdictions’ commitment to fulfilling the mitigation goals and objectives outlined in this plan, and

**Whereas**, adoption of this legitimizes the plan and authorizes responsible agencies to carry out their responsibilities under the plan.

**Now, therefore, be it resolved,** that the City of Phillipsburg adopts the North-Northwest Kansas (Region B) Multi-Hazard, Multi-Jurisdictional Hazard Mitigation Plan as an official plan; and

**Be it further resolved,** the City of Phillipsburg will submit this Adoption Resolution to the Kansas Division of Emergency Management and FEMA Region VII officials to enable the plan's final approval.

Moved by Innes, seconded by Voorhees, to authorize the Mayor to sign the Resolution #230. Voting Aye: ALL. Opposed: NONE.

ENGINEER'S  
ESTIMATE  
K.S.A. 14-440

Discussion was held concerning K.S.A. 14-440 which states before the city council shall make any contract for building bridges or sidewalks or for any work on streets, or for any other work or improvement, and estimate of the cost thereof shall be made by the city engineer and submitted to the council; and no contract shall be entered into for any work or improvement for a price exceeding such estimate. It was the consensus of the Council to have the City Attorney prepare a charter ordinance to exempt the city from this requirement.

PUBLIC WORKS

Driggs provided information to the Council concerning the fire hydrant repair class that was held on 4/13 at the city office building with area cities attending. Discussion was held concerning work being done by public works employees. Summer employee interviews are complete.

COMMUNITY  
BUILDING

Driggs informed the Council the offices of the Smoky Hill Foundation will be moving to the former Drivers License Examiner's office in the community building. They will use the facility on Wednesdays and the Phillipsburg Chamber and Main Street will be using the area on Thursdays for Bingo. Driggs reported he had been in contact with an architect concerning the community building. The architect had estimated the cost of a complete renovation of the building to be \$4 million. The architect recommended doing 3 projects over 5 years beginning with roof replacement, then tuck pointing, and then window replacement. He would recommend not following the historical recommendations for window replacement due to the quality of the windows.

LIGHT POLE

The street light pole at 3<sup>rd</sup> and F Street has been moved due to the construction of a sidewalk ramp. Discussion was held concerning the curb and gutter in that area.

AQUATIC  
CENTER

The Aquatic Center therapy/exercise pool was closed for annual maintenance since the water had to be drained. Deb Dreiling had requested approval to have water aerobics at the outdoor pool. Discussion was held. It was the consensus of the Council for Dreiling to work with Driggs.

CITY OFFICE

The roof at the city office is leaking.

FIRST  
IMPRESSIONS

James provided information to the Council concerning the First Impressions Program Phillips County Economic Development wants to have Phillipsburg participate in. Moved by Speake, seconded by Rogers, to authorize the Mayor to sign the application. Voting Aye: ALL. Opposed: NONE.

ADJOURN

Moved by Stites, seconded by Speake, to adjourn – time 8:06 P.M. Voting Aye: ALL.  
Opposed: NONE.

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Brenda L. Chance, City Clerk

VENDOR APPROVAL SUMMARY REPORT  
 APPROPRIATION ORD 1055-04-16B

Bank Code 01

Date: 04/29/2016  
 Time: 2:22pm  
 Page: 1

City of Phillipsburg

Vendor Name	Vendor Number	Description	Check Amount	Hand Check Amount
ADOLPH KIEFER	KIEFER	CPR MASKS	1,172.09	0.00
ADVOCATE OF PHILLIPS COUNTY	ADVOCATE	3 X 9 AD - SPRING CLEAN UP	110.00	0.00
B & B REDI MIX INC	BBREDI	6 SACK CONCRETE	1,325.00	0.00
RUSS BEACH	BEACH	2016 BOOT REIMBURSEMENT	90.00	0.00
CARD SERVICES	CARD SERV	30 GALLON SPRAYER	139.99	0.00
CLEAN-RITE JANITORIAL SUPPLY	CLEANRITE	LYSOL FOAM CLEANER/ODO BAN	235.76	0.00
CLIFFS WELDING SERVICE, INC	CLIFF	FLAT IRON	39.03	0.00
D. GERBER COMMERCIAL POOL	GERBER	MAGIC ACID/ALGAECIDE/FREIGHT	999.05	0.00
DOCKING INSTITUTE	DOCKING	NEEDS ASSESSMENT SURVEY CONTRA	2,125.00	0.00
DONS TV & APPLIANCE	DON	CHECK SWIM SUIT DRYER MOTOR	18.00	0.00
DRIGGS DESIGN GROUP, P.A.	DRIGGS DES	BOUNDARY SURVEY 263 W F STREET	1,075.00	0.00
STEPHEN GRIEVE	GRIEVE	2016 BOOT REIMBURSEMENT	90.00	0.00
INNOVATIVE AUTOMATION &	INNOVATIVE	PROGRAMMING TO INTEGRATE PROCE	420.00	0.00
KANSAS MUNICIPAL UTILITIES	KSMUNI	KMU REGIONAL TRAINING GROUP 20	1,891.00	0.00
KANSAS PAYMENT CENTER	KSPAY	04/22/16 CHLD SUPPORT	0.00	561.67
KS HEALTH & ENVIRONMENTAL LAB	KS HELAB	1ST QTR ANALYTICAL SERVICES -	118.00	0.00
KS RURAL WATER ASSOCIATION	KRWA	ANNUAL DUES	960.00	0.00
LANDMARK IMPLEMENT INC.	LANDMARK	NUTS	852.41	0.00
MATTESON MOTOR COMPANY, INC	MATTESON	REPLACED U JOINT	659.14	0.00
MID AMERICA COACH	MIDAMC	2015 FORD T350 TRANSIT WAGON	0.00	7,076.80
MID-AMERICAN RESEARCH CHEMICAL	MARC	THERMAL BLOCK FLOOR WAX/FREIGH	740.37	0.00
MIDWEST ENERGY, INC	MIDWEST EN	GAS SERVICE	51.79	0.00
NEX-TECH WIRELESS, LLC	NEX-TECH W	CELL PHONE SERVICE	259.97	0.00
PHILLIPS COUNTY MEDICAL CLINIC	PCMC	DOT PHYSICAL - SCHWENN	180.00	0.00
PHILLIPSBURG CITY PETTY CASH	PETTY	RETURN CHECK BUYBACK	504.54	0.00
PHILLIPSBURG EMPLOYEE BENEFIT	PBURGEMP	04/22/16 BUSINESS CONTRIBUTION	0.00	22,125.91
PHILLIPSBURG FLEX BENEFITS	PBURGFLEX	04/22/16 EMPLOYEE FLEX BENEFIT	0.00	1,762.78
PHILLIPSBURG HOME STORE	PBURGHOME	LUMBER/DRYWALL/DRYWALL SCREWS/	1,034.59	0.00
PRAIRIE LAND ELECTRIC COOP INC	PRAIRIE	ELECTRIC SERVICE	16,816.23	0.00
PROTECTIVE EQUIPMENT TESTING	PROTEC	LEVEL 1 TESTING OF TRUCKS/TRIP	330.00	0.00
RECREONICS	RECREONICS	OUTDOOR WEATHER RESISTANT CLOC	681.17	0.00
SAWYERS ACE HARDWARE	SAWYERS	FORK MANURE STINE	79.98	0.00
SIDLES AUTOMOTIVE, INC	SIDLES	LUBE, AIR ELEMENTS, FILTER	336.85	0.00
SIGN SOLUTIONS	SIGNSOL	AIRPORT SIGNS	310.50	0.00
THIRD STREET BAKERY	THIRD	ROLLS - TRAINING	26.45	0.00
UNITED METHODIST WOMEN THRIFT	UMW	BAGS OF RAGS	14.00	0.00
VISA	VISA	SWIM SUIT DRYER	7,373.73	0.00
WEINMANS FIRESTONE	WEINMANS	4 TIRES FOR TRANSPORTATION VAN	424.00	0.00
WELBORN SALES, INC.	WELBORN	"FLAGGER AHEAD" SIGNS/FREIGHT	983.97	0.00
WINCHELLS, INC	WINCHELL	12 VOLT BATTERY	296.76	0.00
WITMER DRUG STORE	WITMER	PURELL HAND SANITIZER	5.98	0.00
Grand Total:			42,770.35	31,527.16

VENDOR APPROVAL SUMMARY REPORT  
APPROPRIATION ORD 1055-04-16B

*Bank Code 03*

Date: 04/29/2016  
Time: 2:18pm  
Page: 1

City of Phillipsburg

Vendor Name	Vendor Number	Description	Check Amount	Hand Check Amount
FIRST NATIONAL BANK	1ST NAT DD	04/22/16 DIRECT DEPOSIT PAYROL	0.00	19,920.31
FIRST NATIONAL BANK - TAXES	1ST NAT TX	04/22/16 FEDERAL WITHHOLDING	0.00	7,589.62
GREAT WEST FINANCIAL	GREATW	04/22/16 DEFERRED COMPENSATION	0.00	842.00
KANSAS DEPT OF REVENUE	KS TAX W/H	04/22/16 KANSAS TAX WITHHOLDIN	0.00	1,150.95
KANSAS PUBLIC EMPLOYEES	KPERS	04/22/16 KPERS	0.00	4,954.88
Grand Total:			0.00	34,457.76

VENDOR APPROVAL SUMMARY REPORT  
APPROPRIATION ORD 1055-04-16B

*Bank Code 05*

Date: 04/29/2016  
Time: 2:13pm  
Page: 1

City of Phillipsburg

Vendor Name	Vendor Number	Description	Check Amount	Hand Check Amount
ASSURITY LIFE INSURANCE	ASSURITY	MAY INSURANCE PREMIUM	0.00	52.40
Grand Total:			0.00	52.40

VENDOR APPROVAL SUMMARY REPORT  
APPROPRIATION ORD 1055-04-16B

*Bank Code 06*

Date: 04/29/2016  
Time: 2:07pm  
Page: 1

City of Phillipsburg

Vendor Name	Vendor Number	Description	Check Amount	Hand Check Amount
SELECT ACCOUNT	SELECT ACC	MEDICAL FLEX SPENDING	0.00	330.16
Grand Total:			0.00	330.16

INVOICE APPROVAL LIST BY FUND  
 APPROPRIATION ORD 1055-04-16B

Date: 04/29/2016  
 Time: 2:37pm  
 Page: 1

City of Phillipsburg

Fund	Department Account	GL Number Abbrev	Vendor Name Invoice Description	Check Number	Invoice Number	Due Date	Amount
Fund: GENERAL							
Dept: 01-00-2010							
		ENCUMB	MID AMERICA COACH 2015 FORD T350 TRANSIT WAGON	37022	6417	04/19/2016	7,052.80
						Total	7,052.80
Dept: GENERAL							
	01-01-7210	CONT LABOR	DOCKING INSTITUTE NEEDS ASSESSMENT SURVEY CONTRA	37034	2000-816	04/11/2016	531.25
	01-01-7214	TRAINING	VISA HOTEL - CHANCE - TRAINING	37062	031516	03/15/2016	352.35
	01-01-7214	TRAINING	KANSAS MUNICIPAL UTILITIES KMU REGIONAL TRAINING GROUP 20	37039	13172	04/18/2016	472.75
	01-01-7217	MISC	VISA BACKGROUND CHECK	37062	041816	04/18/2016	20.00
	01-01-7310	GEN SUPPLY	WITMER DRUG STORE PURELL HAND SANITIZER	37066	042716	04/27/2016	5.98
						Total GENERAL	1,382.33
Dept: COMMUNITY BLDG. & MAINTENANCE							
	01-02-7206	NAT. GAS	MIDWEST ENERGY, INC GAS SERVICE	37045	042516	04/25/2016	51.79
	01-02-7310	GEN SUPPLY	MID-AMERICAN RESEARCH CHEMICAL THERMAL BLOCK FLOOR WAX/FREIGH	37044	0577309	04/14/2016	436.18
	01-02-7312	BLDGREPAIR	PHILLIPSBURG HOME STORE LUMBER/DRYWALL/DRYWALL SCREWS/	37050	388328	04/19/2016	241.35
	01-02-7312	BLDGREPAIR	PHILLIPSBURG HOME STORE PAINT BRUSH	37050	38834	04/19/2016	6.99
	01-02-7312	BLDGREPAIR	PHILLIPSBURG HOME STORE PLYWOOD	37050	388334	04/19/2016	27.29
	01-02-7312	BLDGREPAIR	PHILLIPSBURG HOME STORE PINE LUMBER/STUDS	37050	3888267	04/14/2016	47.51
						Total COMMUNITY BLDG. & MAINTENANCE	811.11
Dept: MUNICIPAL COURT & POLICE							
	01-03-7214	TRAINING	MATTESON MOTOR COMPANY, INC RENTAL CAR - TRAINING - DUGAN	37043	0401	04/04/2016	122.77
	01-03-7214	TRAINING	VISA MEALS - TRAINING - DUGAN	37062	6633	03/31/2016	32.19
	01-03-7214	TRAINING	VISA FUEL - TRAINING - DUGAN	37062	2315	04/01/2016	17.00
	01-03-7214	TRAINING	VISA FUEL - TRAINING - DUGAN	37062	001531	04/01/2016	13.50
						Total MUNICIPAL COURT & POLICE	185.46
Dept: RURAL FIRE DEPT.							
	01-06-7217	MISC	VISA MEALS - ANDERSON CREEK FIRE	37062	5935	03/24/2016	15.46
	01-06-7310	GEN SUPPLY	SAWYERS ACE HARDWARE FORK MANURE STINE	37055	201699	03/31/2016	79.98
	01-06-7315	DIESEL	VISA FUEL- ANDERSON CREEK FIRE	37062	5557	03/24/2016	31.91
						Total RURAL FIRE DEPT.	127.35
Dept: CUSTODIAN							
	01-07-7220	UNIFORMS	VISA MEAL - RETURN UNIFORMS	37062	30065	03/25/2016	1.85
	01-07-7220	UNIFORMS	VISA FUEL - RETURN UNIFORMS	37062	95066	03/25/2016	6.34
						Total CUSTODIAN	8.19
Dept: PARK							
	01-09-7207	ELECTRIC	PRAIRIE LAND ELECTRIC COOP INC ELECTRIC SERVICE	37052	042016A	04/20/2016	30.04
	01-09-7207	ELECTRIC	PRAIRIE LAND ELECTRIC COOP INC ELECTRIC SERVICE	37052	042016	04/20/2016	14.05
	01-09-7310	GEN SUPPLY	UNITED METHODIST WOMEN THRIFT BAGS OF RAGS	37059	041616	04/16/2016	3.50
	01-09-7310	GEN SUPPLY	PHILLIPSBURG HOME STORE SCREWS	37050	387994	03/31/2016	11.99
	01-09-7310	GEN SUPPLY	PHILLIPSBURG HOME STORE POINTED STAKES	37050	388007	03/31/2016	12.25

INVOICE APPROVAL LIST BY FUND  
 APPROPRIATION ORD 1055-04-16B

Date: 04/29/2016  
 Time: 2:37pm  
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City of Phillipsburg

Fund	Department	GL Number	Vendor Name	Check	Invoice	Due	Amount
Account	Account	Abbrev	Invoice Description	Number	Number	Date	
Fund: GENERAL							
Dept: PARK							
01-09-7311	EQUIP REP		MATTESON MOTOR COMPANY, INC REPLACED U JOINT	37043	33709	04/04/2016	110.14
							-----
					Total PARK		181.97
Dept: RECREATION							
01-10-7207	ELECTRIC		PRAIRIE LAND ELECTRIC COOP INC ELECTRIC SERVICE	37052	042016B	04/20/2016	16.90
							-----
					Total RECREATION		16.90
Dept: CEMETERY							
01-12-7310	GEN SUPPLY		UNITED METHODIST WOMEN THRIFT BAGS OF RAGS	37059	041616	04/16/2016	3.50
01-12-7310	GEN SUPPLY		PHILLIPSBURG HOME STORE SCREWS	37050	387994	03/31/2016	11.99
01-12-7310	GEN SUPPLY		PHILLIPSBURG HOME STORE POINTED STAKES	37050	388007	03/31/2016	12.25
01-12-7311	EQUIP REP		MATTESON MOTOR COMPANY, INC REPLACED U JOINT	37043	33709	04/04/2016	110.15
							-----
					Total CEMETERY		137.89
Dept: STREET LIGHTING							
01-14-7207	ELECTRIC		PRAIRIE LAND ELECTRIC COOP INC ELECTRIC SERVICE	37052	042016E	04/20/2016	4,014.01
01-14-7207	ELECTRIC		PRAIRIE LAND ELECTRIC COOP INC ELECTRIC SERVICE	37052	042016D	04/20/2016	176.26
01-14-7207	ELECTRIC		PRAIRIE LAND ELECTRIC COOP INC ELECTRIC SERVICE	37052	042016C	04/20/2016	27.99
01-14-7210	CONT LABOR		PROTECTIVE EQUIPMENT TESTING LEVEL 1 TESTING OF TRUCKS/TRIP	37053	52974	04/11/2016	110.00
01-14-7310	GEN SUPPLY		PHILLIPSBURG HOME STORE SCREWS	37050	387994	03/31/2016	12.00
01-14-7310	GEN SUPPLY		PHILLIPSBURG HOME STORE POINTED STAKES	37050	388007	03/31/2016	12.25
01-14-7311	EQUIP REP		LANDMARK IMPLEMENT INC. NUTS	37042	10040375	04/05/2016	30.90
01-14-7311	EQUIP REP		LANDMARK IMPLEMENT INC. NUTS	37042	10040371	04/05/2016	30.90
01-14-7311	EQUIP REP		PHILLIPSBURG HOME STORE REBAR	37050	388230	04/13/2016	26.97
01-14-7311	EQUIP REP		B & B REDI MIX INC HIGH EARLY CEMENT	37028	13760	04/15/2016	112.00
							-----
					Total STREET LIGHTING		4,553.28
Dept: AIRPORT							
01-16-7206	NAT. GAS		PRAIRIE LAND ELECTRIC COOP INC ELECTRIC SERVICE	37052	042016F	04/20/2016	248.01
01-16-7210	CONT LABOR		PROTECTIVE EQUIPMENT TESTING LEVEL 1 TESTING OF TRUCKS/TRIP	37053	52974	04/11/2016	110.00
01-16-7310	GEN SUPPLY		SIGN SOLUTIONS AIRPORT SIGNS	37057	3360	04/18/2016	310.50
01-16-7311	EQUIP REP		LANDMARK IMPLEMENT INC. REPAIR IHC 186 HYDRO TRACTOR	37042	10027545	04/28/2016	369.82
							-----
					Total AIRPORT		1,038.33
Dept: PLANNING DEPT.							
01-18-7212	ENGINEER		DRIGGS DESIGN GROUP, P.A. BOUNDARY SURVEY 263 W F STREET	37036	462	04/12/2016	1,075.00
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					Total PLANNING DEPT.		1,075.00
Dept: ARMORY							
01-20-7310	GEN SUPPLY		MID-AMERICAN RESEARCH CHEMICAL THERMAL BLOCK FLOOR WAX/FREIGH	37044	0577309	04/14/2016	304.19
01-20-7310	GEN SUPPLY		CLIFFS WELDING SERVICE, INC FLAT IRON	37032	30441	04/21/2016	39.03
01-20-7311	EQUIP REP		PHILLIPSBURG HOME STORE LUMBER/STAR BIT DRIVER/SHEATHI	37050	388351	04/20/2016	185.93
							-----
					Total ARMORY		529.15
Dept: TRANSPORTATION							

INVOICE APPROVAL LIST BY FUND  
 APPROPRIATION ORD 1055-04-16B

Date: 04/29/2016  
 Time: 2:37pm  
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City of Phillipsburg

Fund Department Account	GL Number Abbrev	Vendor Name Invoice Description	Check Number	Invoice Number	Due Date	Amount
Fund: GENERAL						
Dept: TRANSPORTATION						
01-27-7203	COMMUNICAT	NEX-TECH WIRELESS, LLC CELL PHONE SERVICE	37046	4485179	04/16/2016	34.17
01-27-7217	MISC	PHILLIPS COUNTY MEDICAL CLINIC DOT PHYSICAL - SCHWENN	37047	041216	04/12/2016	180.00
01-27-7220	UNIFORMS	VISA MEAL - RETURN UNIFORMS	37062	30065	03/25/2016	1.85
01-27-7220	UNIFORMS	VISA FUEL - RETURN UNIFORMS	37062	95066	03/25/2016	6.34
01-27-7311	EQUIP REP	WEINMANS FIRESTONE 4 TIRES FOR TRANSPORTATION VAN	37063	2412	04/28/2016	424.00
01-27-7311	EQUIP REP	MATTESON MOTOR COMPANY, INC REPAIR GAS CAP	37043	33779	04/12/2016	95.78
01-27-7418	EQUIP CAP	MID AMERICA COACH 2015 FORD T350 TRANSIT WAGON	37022	6417A	04/19/2016	24.00
Total TRANSPORTATION						766.14
Dept: BEAUTIFICATION						
01-36-7207	ELECTRIC	PRAIRIE LAND ELECTRIC COOP INC ELECTRIC SERVICE	37052	042016G	04/20/2016	51.47
01-36-7210	CONT LABOR	PROTECTIVE EQUIPMENT TESTING LEVEL 1 TESTING OF TRUCKS/TRIP	37053	52974	04/11/2016	110.00
Total BEAUTIFICATION						161.47
Dept: CONCRETE IMPROVMENTS-LOCAL TAX						
01-38-7328	SIDEWALK C	B & B REDI MIX INC 6 SACK CONCRETE - TAYLOR	37028	13575	04/14/2016	371.00
Total CONCRETE IMPROVMENTS-LOCAL TAX						371.00
Fund Total						18,398.37
Fund: EMPLOYEE BENEFIT						
Dept:						
05-00-2650	125 PLAN	PHILLIPSBURG FLEX BENEFITS 04/22/16 EMPLOYEE FLEX BENEFIT	37023	042216	04/22/2016	1,762.78
05-00-2700	GARNISH	KANSAS PAYMENT CENTER 04/22/16 CHILD SUPPORT	37024	042216	04/22/2016	561.67
Total						2,324.45
Fund Total						2,324.45
Fund: SPECIAL HIGHWAY						
Dept:						
13-00-7220	UNIFORMS	VISA MEAL - RETURN UNIFORMS	37062	30065	03/25/2016	1.84
13-00-7220	UNIFORMS	VISA FUEL - RETURN UNIFORMS	37062	95066	03/25/2016	6.33
13-00-7310	GEN SUPPLY	VISA REBAR/HAND FLOAT/CONCRETE BROO	37062	4258/5024346	04/13/2016	131.84
13-00-7310	GEN SUPPLY	WELBORN SALES, INC. "FLAGGER AHEAD" SIGNS/FREIGHT	37064	45951	04/18/2016	194.91
13-00-7310	GEN SUPPLY	WELBORN SALES, INC. "BE PREPARED TO STOP" SIGNS/SI	37064	45918	04/12/2016	789.06
13-00-7310	GEN SUPPLY	UNITED METHODIST WOMEN THRIFT BAGS OF RAGS	37059	041616	04/16/2016	3.50
13-00-7310	GEN SUPPLY	PHILLIPSBURG HOME STORE SCREWS	37050	387994	03/31/2016	12.00
13-00-7310	GEN SUPPLY	PHILLIPSBURG HOME STORE POINTED STAKES	37050	388007	03/31/2016	12.25
13-00-7310	GEN SUPPLY	CARD SERVICES 30 GALLON SPRAYER	37030	05115	04/05/2016	139.99
13-00-7311	EQUIP REP	MATTESON MOTOR COMPANY, INC REPLACED U JOINT	37043	33709	04/04/2016	110.15
13-00-7311	EQUIP REP	WINCHELLS, INC 12 VOLT BATTERY	37065	155990	04/13/2016	52.50
13-00-7311	EQUIP REP	LANDMARK IMPLEMENT INC. REPAIR IHC 186 HYDRO TRACTOR	37042	10027545	04/28/2016	369.83
13-00-7311	EQUIP REP	PHILLIPSBURG HOME STORE REBAR	37050	387928	03/28/2016	53.94

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Fund	Department	Account	GL Number Abbrev	Vendor Name Invoice Description	Check Number	Invoice Number	Due Date	Amount
Fund: SPECIAL HIGHWAY								
Dept:								
13-00-7311			EQUIP REP	PHILLIPSBURG HOME STORE PLEXI-GLASS	37050	387968	03/29/2016	8.03
13-00-7418			EQUIP CAP	VISA ROLLER TUBE CONCRETE PAVER	37062		04/26/2016	3,148.79
13-00-7418			EQUIP CAP	PHILLIPSBURG HOME STORE LUMBER/SAW BLADE/STAKES	37050	388203	04/12/2016	339.60
								-----
Total								5,374.56
								-----
Fund Total								5,374.56
Fund: WATER & SEWER UTILITY								
Dept: WATER PRODUCTION								
23-51-7207			ELECTRIC	PRAIRIE LAND ELECTRIC COOP INC ELECTRIC SERVICE	37052	042016M	04/20/2016	1,686.11
23-51-7207			ELECTRIC	PRAIRIE LAND ELECTRIC COOP INC ELECTRIC SERVICE	37052	042016L	04/20/2016	185.28
23-51-7207			ELECTRIC	PRAIRIE LAND ELECTRIC COOP INC ELECTRIC SERVICE	37052	042016K	04/20/2016	2,636.23
23-51-7207			ELECTRIC	PRAIRIE LAND ELECTRIC COOP INC ELECTRIC SERVICE	37052	42016J	04/20/2016	324.62
23-51-7207			ELECTRIC	PRAIRIE LAND ELECTRIC COOP INC ELECTRIC SERVICE	37052	042016I	04/20/2016	815.88
23-51-7207			ELECTRIC	PRAIRIE LAND ELECTRIC COOP INC ELECTRIC SERVICE	37052	402016H	04/20/2016	8.94
23-51-7209			REIM EMP	PHILLIPSBURG EMPLOYEE BENEFIT 04/22/16 BUSINESS CONTRIBUTION	37025	042216	04/22/2016	1,479.12
23-51-7214			TRAINING	VISA HOTEL - WATER CONF	37062	890	03/29/2016	86.99
23-51-7214			TRAINING	VISA HOTEL -WATER CONF	37062	033	03/29/2016	86.99
23-51-7214			TRAINING	VISA HOTEL - WATER CONF	37062	889	03/29/2016	86.99
23-51-7214			TRAINING	VISA HOTEL - WATER CONF	37062	891	03/29/2016	86.99
23-51-7214			TRAINING	VISA HOTEL - WATER CONF	37062	892	03/29/2016	86.99
23-51-7214			TRAINING	VISA HOTEL - WATER CONF	37062	887	03/29/2016	86.99
23-51-7214			TRAINING	VISA HOTEL - WATER CONF	37062	888	03/29/2016	86.99
23-51-7214			TRAINING	VISA HOTEL - WATER CONF	37062	886	03/29/2016	86.99
23-51-7214			TRAINING	VISA MEALS - TRAINING - WATER CONF	37062	6742	03/31/2016	40.31
23-51-7214			TRAINING	VISA FUEL - WATER CONF - DRIGGS	37062	6528	03/30/2016	14.70
23-51-7310			GEN SUPPLY	SIDLES AUTOMOTIVE, INC FILTER	37056	337714	04/05/2016	5.94
23-51-7310			GEN SUPPLY	SIDLES AUTOMOTIVE, INC FILTER & 5W30	37056	337825	04/08/2016	6.70
23-51-7311			EQUIP REP	LANDMARK IMPLEMENT INC. HYDRAULIC HOSE	37042	10038621	04/01/2016	25.48
23-51-7316			GAS FUEL	VISA FUEL - WATER CONF	37062	5523	03/30/2016	38.71
								-----
Total WATER PRODUCTION								7,963.94
Dept: WATER DISTRIBUTION								
23-53-4750			BAD CK/DEB	PHILLIPSBURG CITY PETTY CASH RETURN CHECK BUYBACK	37048	043016A	04/29/2016	114.49
23-53-7209			REIM EMP	PHILLIPSBURG EMPLOYEE BENEFIT 04/22/16 BUSINESS CONTRIBUTION	37025	042216	04/22/2016	5,949.97
23-53-7214			TRAINING	VISA ROLLS FOR HYDRANT TRAINING	37062	41316	04/13/2016	31.94
23-53-7214			TRAINING	VISA MEAL - WATER CONF	37062	032916A	03/29/2016	15.00
23-53-7214			TRAINING	VISA ROLLS - TRAINING	37062	6249	04/18/2016	3.26
23-53-7214			TRAINING	VISA ROLLS - TRAINING	37062	7689	03/21/2016	3.27

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Fund Department Account	GL Number Abbrev	Vendor Name Invoice Description	Check Number	Invoice Number	Due Date	Amount
Fund: WATER & SEWER UTILITY						
Dept: WATER DISTRIBUTION						
23-53-7214	TRAINING	VISA	37062		03/29/2016	86.99
		HOTEL - WATER CONF		890		
23-53-7214	TRAINING	VISA	37062		03/29/2016	86.99
		HOTEL -WATER CONF		033		
23-53-7214	TRAINING	VISA	37062		03/29/2016	86.99
		HOTEL - WATER CONF		889		
23-53-7214	TRAINING	VISA	37062		03/29/2016	86.99
		HOTEL - WATER CONF		891		
23-53-7214	TRAINING	VISA	37062		03/29/2016	86.99
		HOTEL - WATER CONF		892		
23-53-7214	TRAINING	VISA	37062		03/29/2016	86.99
		HOTEL - WATER CONF		887		
23-53-7214	TRAINING	VISA	37062		03/29/2016	86.99
		HOTEL - WATER CONF		888		
23-53-7214	TRAINING	VISA	37062		03/29/2016	86.99
		HOTEL - WATER CONF		886		
23-53-7214	TRAINING	VISA	37062		03/31/2016	40.32
		MEALS - TRAINING - WATER CONF		6742		
23-53-7214	TRAINING	VISA	37062		03/30/2016	14.70
		FUEL - WATER CONF - DRIGGS		6528		
23-53-7214	TRAINING	KANSAS MUNICIPAL UTILITIES	37039		04/18/2016	472.75
		KMU REGIONAL TRAINING GROUP 20		13172		
23-53-7214	TRAINING	THIRD STREET BAKERY	37058		04/18/2016	8.81
		ROLLS - TRAINING		971782		
23-53-7220	UNIFORMS	STEPHEN GRIEVE	37037		04/28/2016	90.00
		2016 BOOT REIMBURSEMENT		042816		
23-53-7220	UNIFORMS	RUSS BEACH	37029		04/28/2016	90.00
		2016 BOOT REIMBURSEMENT		042816		
23-53-7220	UNIFORMS	VISA	37062		03/25/2016	1.84
		MEAL - RETURN UNIFORMS		30065		
23-53-7220	UNIFORMS	VISA	37062		03/25/2016	6.33
		FUEL - RETURN UNIFORMS		95066		
23-53-7237	TESTING	KS HEALTH & ENVIRONMENTAL LAB	37040		04/18/2016	118.00
		1ST QTR ANALYTICAL SERVICES -		041816		
23-53-7310	GEN SUPPLY	SIDLES AUTOMOTIVE, INC	37056		04/05/2016	5.94
		FILTER		337714		
23-53-7311	EQUIP REP	MATTESON MOTOR COMPANY, INC	37043		04/04/2016	110.15
		REPLACED U JOINT		33709		
23-53-7311	EQUIP REP	INNOVATIVE AUTOMATION &	37038		04/15/2016	420.00
		PROGRAMMING TO INTEGRATE PROCE		1584		
Total WATER DISTRIBUTION						8,192.69
Dept: WATER GENERAL						
23-55-7203	COMMUNICAT	PHILLIPSBURG CITY PETTY CASH	37048		04/29/2016	390.05
		REIMBURSE POSTAGE		043016		
23-55-7203	COMMUNICAT	NEX-TECH WIRELESS, LLC	37046		04/16/2016	113.62
		CELL PHONE SERVICE		4485179		
23-55-7209	REIM EMP	PHILLIPSBURG EMPLOYEE BENEFIT	37025		04/22/2016	1,436.55
		04/22/16 BUSINESS CONTRIBUTION		042216		
23-55-7240	MEMBER FEE	KS RURAL WATER ASSOCIATION	37041		04/22/2016	480.00
		ANNUAL DUES		042216		
Total WATER GENERAL						2,420.22
Dept: WATER NON-OPERATING						
23-56-7210	CONT LABOR	DOCKING INSTITUTE	37034		04/11/2016	531.25
		NEEDS ASSESSMENT SURVEY CONTRA		2000-816		
Total WATER NON-OPERATING						531.25
Dept: SEWER						
23-71-7203	COMMUNICAT	NEX-TECH WIRELESS, LLC	37046		04/16/2016	50.18
		CELL PHONE SERVICE		4485179		
23-71-7207	ELECTRIC	PRAIRIE LAND ELECTRIC COOP INC	37052		04/20/2016	273.30
		ELECTRIC SERVICE		042016P		
23-71-7207	ELECTRIC	PRAIRIE LAND ELECTRIC COOP INC	37052		04/20/2016	360.82
		ELECTRIC SERVICE		420160		
23-71-7207	ELECTRIC	PRAIRIE LAND ELECTRIC COOP INC	37052		04/20/2016	43.38
		ELECTRIC SERVICE		042016N		
23-71-7207	ELECTRIC	PRAIRIE LAND ELECTRIC COOP INC	37052		04/20/2016	3,649.76
		ELECTRIC SERVICE		042016M		

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			Abbrev	Invoice Description	Number	Number	Date	
Fund: WATER & SEWER UTILITY								
Dept: SEWER								
23-71-7209			REIM EMP	PHILLIPSBURG EMPLOYEE BENEFIT 04/22/16 BUSINESS CONTRIBUTION	37025	042216	04/22/2016	3,503.19
23-71-7210			CONT LABOR	DOCKING INSTITUTE NEEDS ASSESSMENT SURVEY CONTRA	37034	2000-816	04/11/2016	531.25
23-71-7214			TRAINING	VISA ROLLS - TRAINING	37062	6249	04/18/2016	3.26
23-71-7214			TRAINING	VISA ROLLS - TRAINING	37062	7689	03/21/2016	3.27
23-71-7214			TRAINING	VISA HOTEL - WATER CONF	37062	890	03/29/2016	87.00
23-71-7214			TRAINING	VISA HOTEL -WATER CONF	37062	033	03/29/2016	87.00
23-71-7214			TRAINING	VISA HOTEL - WATER CONF	37062	889	03/29/2016	87.00
23-71-7214			TRAINING	VISA HOTEL - WATER CONF	37062	891	03/29/2016	87.00
23-71-7214			TRAINING	VISA HOTEL - WATER CONF	37062	892	03/29/2016	87.00
23-71-7214			TRAINING	VISA HOTEL - WATER CONF	37062	887	03/29/2016	87.00
23-71-7214			TRAINING	VISA HOTEL - WATER CONF	37062	888	03/29/2016	87.00
23-71-7214			TRAINING	VISA HOTEL - WATER CONF	37062	886	03/29/2016	87.00
23-71-7214			TRAINING	VISA MEALS - TRAINING - WATER CONF	37062	6742	03/31/2016	40.32
23-71-7214			TRAINING	VISA FUEL - WATER CONF - DRIGGS	37062	6528	03/30/2016	14.70
23-71-7214			TRAINING	KANSAS MUNICIPAL UTILITIES KMU REGIONAL TRAINING GROUP 20	37039	13172	04/18/2016	472.75
23-71-7214			TRAINING	THIRD STREET BAKERY ROLLS - TRAINING	37058	971782	04/18/2016	8.82
23-71-7220			UNIFORMS	VISA MEAL - RETURN UNIFORMS	37062	30065	03/25/2016	1.84
23-71-7220			UNIFORMS	VISA FUEL - RETURN UNIFORMS	37062	95066	03/25/2016	6.33
23-71-7240			MEMBER FEE	KS RURAL WATER ASSOCIATION ANNUAL DUES	37041	042216	04/22/2016	480.00
23-71-7310			GEN SUPPLY	SIDLES AUTOMOTIVE, INC LUBE, AIR ELEMENTS, FILTER	37056	338251	04/22/2016	164.03
23-71-7310			GEN SUPPLY	SIDLES AUTOMOTIVE, INC FILTER & 5W30	37056	337825	04/08/2016	6.70
23-71-7311			EQUIP REP	SIDLES AUTOMOTIVE, INC DOOR HANDLE	37056		04/29/2016	13.33
23-71-7311			EQUIP REP	SIDLES AUTOMOTIVE, INC MULTIFUNCTION SWITCH	37056	338151	04/19/2016	127.51
23-71-7311			EQUIP REP	WINCHELLS, INC BATTERY/NEGATIVE CLAMP	37065	155992	04/13/2016	244.26
23-71-7311			EQUIP REP	LANDMARK IMPLEMENT INC. HYDRAULIC HOSE	37042	10038621	04/01/2016	25.48
23-71-7311			EQUIP REP	B & B REDI MIX INC 6 SACK CONCRETE	37028	13758	04/15/2016	374.50
23-71-7311			EQUIP REP	B & B REDI MIX INC 6 SACK ROCK CONCRETE	37028	13733	04/08/2016	467.50
							Total SEWER	11,562.48
							Fund Total	30,670.58
Fund: SOLID WASTE								
Dept:								
25-00-7203			COMMUNICAT	NEX-TECH WIRELESS, LLC CELL PHONE SERVICE	37046	4485179	04/16/2016	62.00
25-00-7205			PRINTING	ADVOCATE OF PHILLIPS COUNTY 3 X 9 AD - SPRING CLEAN UP	37027	042116	04/21/2016	110.00
25-00-7209			REIM EMP	PHILLIPSBURG EMPLOYEE BENEFIT 04/22/16 BUSINESS CONTRIBUTION	37025	042216	04/22/2016	7,939.33
25-00-7210			CONT LABOR	DOCKING INSTITUTE NEEDS ASSESSMENT SURVEY CONTRA	37034	2000-816	04/11/2016	531.25

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Fund	Department Account	GL Number Abbrev	Vendor Name Invoice Description	Check Number	Invoice Number	Due Date	Amount
Fund: SOLID WASTE							
Dept:							
	25-00-7214	TRAINING	VISA	37062		04/18/2016	3.27
			ROLLS - TRAINING		6249		
	25-00-7214	TRAINING	VISA	37062		03/21/2016	3.27
			ROLLS - TRAINING		7689		
	25-00-7214	TRAINING	KANSAS MUNICIPAL UTILITIES	37039		04/18/2016	472.75
			KMU REGIONAL TRAINING GROUP 20		13172		
	25-00-7214	TRAINING	THIRD STREET BAKERY	37058		04/18/2016	8.82
			ROLLS - TRAINING		971782		
	25-00-7220	UNIFORMS	VISA	37062		03/25/2016	1.84
			MEAL - RETURN UNIFORMS		30065		
	25-00-7220	UNIFORMS	VISA	37062		03/25/2016	6.33
			FUEL - RETURN UNIFORMS		95066		
	25-00-7310	GEN SUPPLY	SIDLES AUTOMOTIVE, INC	37056		04/08/2016	6.70
			FILTER & 5W30		337825		
	25-00-7310	GEN SUPPLY	UNITED METHODIST WOMEN THRIFT	37059		04/16/2016	3.50
			BAGS OF RAGS		041616		
					Total		9,149.06
						Fund Total	9,149.06
Fund: AQUATIC CENTER							
Dept:							
	42-00-7207	ELECTRIC	PRAIRIE LAND ELECTRIC COOP INC	37052		04/20/2016	2,253.18
			ELECTRIC SERVICE		0420160		
	42-00-7209	REIM EMP	PHILLIPSBURG EMPLOYEE BENEFIT	37025		04/22/2016	1,817.75
			04/22/16 BUSINESS CONTRIBUTION		042216		
	42-00-7214	TRAINING	VISA	37062		04/06/2016	263.21
			LIFEGUARD MANUALS		289178		
	42-00-7220	UNIFORMS	VISA	37062		03/29/2016	39.90
			TANKINI		032916		
	42-00-7220	UNIFORMS	ADOLPH KIEFER	37026		04/12/2016	1,062.59
			SWIM SUITS/BOARD SHORTS/CPR MA		601721		
	42-00-7310	GEN SUPPLY	VISA	37062		04/18/2016	56.75
			WATER BASKETBALLS		11116177		
	42-00-7310	GEN SUPPLY	VISA	37062		04/20/2016	19.79
			DUNN RITE SPLASH BASK		11124323		
	42-00-7310	GEN SUPPLY	RECREONICS	37054		04/18/2016	681.17
			OUTDOOR WEATHER RESISTANT CLOC		714657		
	42-00-7310	GEN SUPPLY	CLEAN-RITE JANITORIAL SUPPLY	37031		04/06/2016	235.76
			LYSOL FOAM CLEANER/ODO BAN		66148		
	42-00-7310	GEN SUPPLY	ADOLPH KIEFER	37026		04/15/2016	109.50
			CPR MASKS		602381		
	42-00-7310	GEN SUPPLY	D. GERBER COMMERCIAL POOL	37033		04/15/2016	999.05
			MAGIC ACID/ALGAECIDE/FREIGHT		16103		
	42-00-7311	EQUIP REP	DONS TV & APPLIANCE	37035		04/11/2016	18.00
			CHECK SWIM SUIT DRYER MOTOR		239829		
	42-00-7312	BLDGREPAIR	VISA	37062		04/08/2016	179.85
			REPLACEMENT CLIPS FOR LIGHTS		002		
	42-00-7418	EQUIP CAP	VISA	37062		04/15/2016	643.99
			SWIM SUIT DRYER		35169		
					Total		8,380.49
						Fund Total	8,380.49
						Grand Total	74,297.51

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Fund	Department	Account	GL Number	Vendor Name	Check	Invoice	Due	Amount
			Abbrev	Invoice Description	Number	Number	Date	
Fund: EMPLOYEE BENEFIT								
Dept:								
05-00-2100			TAX W/H	KANSAS DEPT OF REVENUE	160426		04/22/2016	1,150.95
				04/22/16 KANSAS TAX WITHHOLDIN		160426		
05-00-2100			TAX W/H	FIRST NATIONAL BANK - TAXES	160425		04/22/2016	5,153.82
				04/22/16 FEDERAL WITHHOLDING		160425		
05-00-2200			KPERS W/H	KANSAS PUBLIC EMPLOYEES	160424		04/22/2016	1,958.45
				04/22/16 KPERS		160424		
05-00-2800			DEF. COMP.	GREAT WEST FINANCIAL	160423		04/22/2016	842.00
				04/22/16 DEFERRED COMPENSATION		160423		
05-00-2950			DIRECT DEP	FIRST NATIONAL BANK	160422		04/22/2016	19,920.31
				04/22/16 DIRECT DEPOSIT PAYROL		160422		
05-00-7101			SOC SEC	FIRST NATIONAL BANK - TAXES	160425		04/22/2016	2,435.80
				04/22/16 FEDERAL WITHHOLDING		160425		
05-00-7102			KPERS	KANSAS PUBLIC EMPLOYEES	160424		04/22/2016	2,996.43
				04/22/16 KPERS		160424		
						Total		34,457.76
							Fund Total	34,457.76
							Grand Total	34,457.76

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Fund	Department	Account	GL Number	Vendor Name	Check	Invoice	Due	Amount
			Abbrev	Invoice Description	Number	Number	Date	
Fund: EMPLOYEE FLEX BENEFIT								
Dept:								
39-00-7273			OTHER INS	ASSURITY LIFE INSURANCE	3272		04/28/2016	52.40
				MAY INSURANCE PREMIUM		052016		
						Total		52.40
							Fund Total	52.40
							Grand Total	52.40

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Fund	Department	Account	GL Number	Vendor Name	Check	Invoice	Due	Amount
			Abbrev	Invoice Description	Number	Number	Date	
Fund: EMPLOYEE FLEX BENEFIT								
Dept:								
39-00-7275			UNREIM MED	SELECT ACCOUNT	160429		04/28/2016	264.83
				MEDICAL FLEX SPENDING		160429		
39-00-7275			UNREIM MED	SELECT ACCOUNT	160428		04/21/2016	65.33
				MEDICAL FLEX		160428		
						Total		330.16
							Fund Total	330.16
							Grand Total	330.16

## Community Development Block Grant (CDBG) Program

### Program Overview:

- 1) City may submit one application per year
- 2) Project categories and application deadlines
  - a) Housing Rehab 8/31/16 max \$300,000 - \$400,000 depending on project
  - b) Water/Sewer 9/30/16 max \$500,000
  - c) Community Facilities 11/01/16 max \$400,000
  - d) Commercial Rehab 06/01/16 max \$250,000
  - e) Urgent Need until 12/02/16
  - f) Economic Development has an open window
- 3) Award Announcements
  - a) Housing Rehab 01/06/17
  - b) Water/Sewer 01/13/17
  - c) Community Facilities 01/27/17
  - d) Urgent Need 30 days after application
  - e) Commercial Rehab. 45 days after application
  - f) All dates subject to change due to funding receipt from HUD
- 4) Project must meet one of the national objectives listed below
  - a) Elimination of slums and blight
  - b) Urgent need as defined by KDOC
  - c) Assistance of low and moderate income (LMI) persons – must equal a minimum of 51% of the project beneficiaries
- 5) The census population used for Phillipsburg is 2,581
- 6) The LMI % for Phillipsburg according to the 2010 census is 41.12%
- 7) A survey of Phillipsburg households/residents can be done to attempt to meet the 51% LMI requirement. To qualify the survey would have to show at least 1,317 residents of Phillipsburg are LMI.
- 8) The 2016 Kansas Income Limits are as follows to qualify for LMI status

COUNTY NAME	MEDIAN FAMILY INCOME	INCOME LIMIT 1 PERSON	INCOME LIMIT 2 PERSON	INCOME LIMIT 3 PERSON	INCOME LIMIT 4 PERSON	INCOME LIMIT 5 PERSON	INCOME LIMIT 6 PERSON	INCOME LIMIT 7 PERSON	INCOME LIMIT 8 PERSON
Phillips County	\$ 56,600	\$ 32,100	\$ 36,700	\$ 41,300	\$ 45,850	\$ 49,550	\$ 53,200	\$ 56,900	\$ 60,550

- 9) This year there is a Special Activity competition in the Community Facilities category for Sidewalks and Recreational Ball Fields (Baseball, soccer, basketball, skate parks etc.)
  - a) This does not include ball field complexes but only 1 ball field which can include a combination of lighting, fencing, restrooms or any of the items individually.
  - b) Playground equipment
  - c) Open shelter house – one per application with no tables, benches, grills, utilities, etc.
  - d) A parking lot for one ball field, playground, or shelter house
  - e) Restrooms can be up to \$30,000 of CDBG funds and city may expend more with local funds. Restrooms can be a separate activity or in conjunction with ball fields,

playground equipment, or open shelter house. All others must be single activity applications.

- f) Ineligible activities are concession stands, landscaping, swimming pools, ADA sidewalk projects (which can go through the regular Community Facilities competition), tables, benches, bleachers, grills.
- 10) Applications must have preliminary engineering reports by licensed engineer.
- 11) Matching funds required – a \$1 for \$1 match will obtain the maximum number of application points in that category.

**Recommendations for consideration:**

- 1) Do a survey to see if the 51% LMI can be obtained. Options include:
  - a) Could be mailed with May utility bill and collected in June as utilities are paid. Estimated completion date by June 30.
  - b) Could be mailed as soon as possible and immediately begin collection. Estimated completion date by June 15.
  - c) Additional assistance to prepare mailings and compile results would be requested for both options a & b.
- 2) Select 1 project application to be submitted if the LMI can be met. Possibly consider the following:
  - a) Consider water project for Quanz Reservoir / water meter replacement
    - 1) Money already spent toward this project cannot be used as match or reimbursed from grant funds.
    - 2) Need to submit information for KDHE Water Loan program by June 1, 2016.
    - 3) Need to attend a KIAC meeting no later than August.
    - 4) CDBG Application deadline 9/30/16
  - b) Community Facilities project consider ball field improvements with restrooms as discussed by Little League Board
    - 1) Need preliminary engineering report for design and construction with estimated costs
    - 2) Matching funds would need to be obligated.
    - 3) CDBG Application deadline 11/01/16
- 3) Consider future Commercial Rehabilitation or Housing applications for 2017 application rounds with award in 2018
  - a) Contact building owner to see if interested – would require owner investment
  - b) Contact building owners of potential downtown apartment creation – would require owner investment
    - 1) Appoint housing committee to begin community driven Housing Assessment as required for application and work to create application.
    - 2) Housing Assessment ideally would be completed by March, 2017 to allow for application preparation.

**May 2,, 2016**

**Important Items**

Projects: City Office – Estimation of Cost  
Community Building – Estimation of cost

**Upcoming Training**

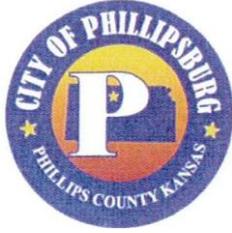
None

**Upcoming/Performed Maintenance**

- Maintenance Crews
  - City Wide Clean up
  - Storm Sewer maintenance
    - 10<sup>th</sup> & Kansas
    - 9<sup>th</sup> And F
  - Hydrant Flushing has been completed
  - Maintenance to Community Building
  - Mowing
  - Light Pole Relocation 3&F
  - Work Orders- completed
  - Preparation for future projects.

**Other Items**

- 
- Water Plant Operator I position open
- Aquatic Center- Procedure/Policies
- Planning Commission Meeting Public Meeting @ 5:30



CITY OF PHILLIPSBURG  
PUBLIC WORKS DEPARTMENT  
945 SECOND STREET  
PO BOX 447  
PHILLIPSBURG, KS 67661

**May 1<sup>st</sup> 2016**

## **Aquatic Center Policies and Procedures**

Our goal is to provide a family, friendly environment therefore, profanity, vulgar remarks, PDA or disrespectful comments could result in expulsion from the facility based on severity.

For your safety and protection as well as operational regulations and function we have a variety of guidelines for guests. Utilize the following information so as to have an enjoyable experience with us.

### **POOL RULES:**

Admission is \$2.00 per day or \$40.00 season pass per person. Family passes are available for \$75.00. Family pass includes immediate family only under 25 years of age.

An approved swim suit is required for all guests who enter the water! No exceptions, the Aquatic Center Staff will have final approval on swim attire.

Everyone is encouraged to shower before entering the pool.

Lockers will be available for personal items.

All non-swimmers and children who are wearing flotation devices must be accompanied by an adult in the water **AT ALL TIMES**.

Babies or toddlers will not be allowed in the pool without the appropriate swim diapers. **NO DISPOSABLE DIAPERS, NOT DESIGNED FOR WATER APPLICATION, ARE ALLOWED IN THE POOL.**

No swimming unless there is a lifeguard on duty.

No running on the pool deck.

No gum, sunflower seeds, tobacco products, alcohol, glass containers or competing outside food allowed in the facility.

No food or drink within 5 feet of the pool or in locker rooms.

No Suntan oils will be permitted.

No roughhousing, pushing, dunking, unruly play, riding on shoulders, or throwing people or unsafe swimming.

No BACK ENTRIES allowed anywhere in the pool.

All children under 8 years of age must be accompanied by an adult unless authorized by Aquatic Center Manager.

NO floatation devices will be allowed in the deep water or on the slide.

Toys and swim equipment will be restricted at the discretion of the Aquatic Center Staff based on safety concerns. No squirt guns, hard balls (tennis balls, etc.) or Frisbees allowed in the pool unless authorized by the management.

No hanging on lane lines. Lanes are designed for lap swimmers

## **DIVING BOARDS**

One person on the diving board(s) at a time. Wait until the person in front of you has gotten out of the way.

No double bounces, no cut-a-ways, no cartwheels or any form of gymnastics. We reserve the right to close the diving boards to have open water swimming and vice versa

No Parents are allowed in the deep end to catch their children off the board unless authorized by Aquatic Center Management.

No one will be permitted in the lifeguard chairs except the lifeguard.

At any time and without warning, the lifeguards will have the discretion to limit an activity which may cause injury or inconvenience to others, as well as call for swim breaks.

No one with a contagious or communicable disease or open wound is permitted in the water. Families' children of opposite gender must use a family changing room.

Lifeguards have the full authority over patrons' use of the pool area and may enforce rules not listed as situations warrant.

## **WATER SLIDE**

Maximum operational load: 1 person, up to 300 lbs. each slide at a time.

Children less than 48" tall are not permitted on water slides unless they are able to swim the length of the pool.

Eyeglasses must be securely affixed to riders with head straps.

Swim wear with exposed zippers, buckles, rivets, or metal ornamentation are not permitted.

**SINGLE RIDERS ONLY! NEVER FORM CHAINS!!**

Slide must be ridden feet first lying on your back or sitting face forward.

Riders must wait for the lifeguard/attendant to give the signal before starting the ride.

Keep arms and hands inside the *flumes* at all times.

Do not run, dive, stand, kneel, rotate, or stop in the slide.

At the end of the slide, obey all signs and instructions from the lifeguard/attendant and exit quickly.

**CAUTION:** For safety reasons, pregnant women and persons with heart conditions or back trouble should not ride these slides.

### **FAMILY SLIDE**

Swim wear with exposed zippers, buckles, rivets, or metal ornamentation are not permitted.

For non-swimmers and children with parents

Enter slide in a seated position

No pushing or unruly behavior while standing in line

Exit the catch pool quickly

### **Family Swim Time**

Family swim time is the perfect opportunity for your family to enjoy quality time together in a safe and supervised environment. To assure safety, an adult must always accompany their children during this time. Below are the designated days and times offered for family swim time:

Tuesday, Wednesday, Thursday 7:00 pm to 8:30 Pm

## **Therapy Pool Rules:**

Admission - \$2.00 per day or 20 trip punch card for \$30.

Punch card will also work for summer workouts

Everyone is encouraged to shower before entering the pool.

Only Individuals High School Age or Older are allowed unless a Physician's order

Individuals with open sore, rash, or infections are not allowed in the pool.

Individuals with medical conditions i.e high blood pressure, heart disease, respiratory problems & those who are pregnant should consult a medical physician.

If lightning is with-in 3-5 miles patrons will be asked to clear pool area- there will be a thirty minute wait after the storm has past.

## **BREAKS**

A 15 minute break will be taken every hour beginning at 2:45 p.m. Breaks are required to maintain a safe pool environment. Only lifeguards and adults will be allowed to swim during the breaks.

Break Times are: 2:45 – 3:00 p.m.; 3:45 – 4:00 p.m.; 4:45 – 5:00 p.m.

## **Opening Policies:**

Temperature and weather determine the opening of the pool. The guideline for making that determination is as followed:

If the temperature is 70 degrees or above at 12:00 p.m., the pool will open as regularly scheduled. If the temperature is less than 70 degrees at 12:00 p.m., the temperature will be reevaluated at 2:00 p.m. if at that time the temperature is 70 degrees or above the pool will open at 2:30 p.m. if it is not the pool will remain closed for the day. In the event of stormy weather, all patrons will be asked to leave the pool area for 30 minutes. If the weather does not clear, the pool will close at that time. If management is notified by emergency personnel that severe weather is approaching all patrons will be required to leave the pool immediately.

## **Pool Parties & Rates**

Pool parties will be held either before or after the regular pool hours in the main pool only. Outside food and drink will be permitted. Unless otherwise notified, the concession stand will not be in operation for pool parties. Regular rules apply for parties, there are NO exceptions. No alcohol is permitted. Trash and food items will be cleaned up by whoever rents the pool for the party. Parties are limited to 1 hour, no exceptions. The fee for a one hour pool party is \$80.00.

Pool parties may be scheduled between June 1<sup>st</sup> and August 11. Availability will depend on staff scheduling. The fee for the party must be paid at the time of making the reservation and is non-refundable unless management is required to have the pool closed due to weather or equipment malfunction.

### **Disciplinary Procedures**

This document describes the action that should be taken when a patron of the Phillipsburg Swimming Pool breaks one of the pool rules or one of the rules of common society. This document is only a guideline. The action taken by a lifeguard or the management will vary depending on the circumstances of the given incident.

**1<sup>st</sup> Offense:** Issue a warning

**2<sup>nd</sup> Offense:** Deny the patron access to the pool facility (sit out)

**3<sup>rd</sup> Offense:** Expel the patron from the facility for rest of the current day and the next day the facility is open.

**4<sup>th</sup> Offense:** Expel the patron from the facility for three days

**5<sup>th</sup> Offense:** Expel the patron from the facility for the remainder of the season

A disciplinary procedure may be repeated depending on the circumstances of the incident or the procedure may be repeated with harsher circumstances such as denying the patron access to the pool facility for 15 minutes instead of 5 minutes. **In some incidents warnings and the preliminary procedures may be skipped.** This is especially true for the rules of common society and the more common pool rules when applied to older patrons.

When a minor patron is expelled from the pool, management will attempt to notify a parent or guardian.

Breaking the rules of common society include but are not limited to: abuse of other's property; abuse of another person; molesting another person; foul or abusive language or behavior that makes patrons or staff uncomfortable; behavior that detracts from the enjoyment or safety of other patrons; actions or behavior that physically damage the pool or its image.

Patrons who are in violation of any of these rules and are unwilling to follow the disciplinary procedure outlined by the lifeguard or management will be asked to comply or leave the pool facility. Patrons who are unwilling to comply or leave the pool facility will be removed by the Phillips County Sheriff's Department. Any patron so removed will not be allowed to return to the facility for the remainder of the season.

**Aquatic Center Programs:**

Red Cross Swimming Lesson – Offered in June-July

Guard Start- Program is design for 11-14 year olds.

Certified Lifeguard Training- Applicants must be 15 years of age.

CPR/First Aid/Lifeguard Rescue Skills

Water Aerobics – Low and High Intensity (Instructed by others)

Water Walking- Start your day off with a relaxing walk in the pool.

**Therapy Pool Programs:**

Early Morning Swim and Exercise

Water walking (resistance available)

Swim against resistance

Water fitness programs

Aqua Fit/Aqua Tone

Arthritis Programs

Warm Water Tone and stretch

Aqua Zumba

Mommy & Me classes

**Release of Liability:**

All of our programs and usage of the facility fall under the release of liability below.

**Release of Liability:**

I understand that my (or my minor child's/ward's) participation in any City activity is voluntary. Further, I understand that participation can be a hazardous activity. I agree that neither I, my successors, assigns, nor anyone acting on my behalf will hold the City of Phillipsburg, its officers, agents, employees, or volunteers liable for any injury, accident, or illness arising out of my (my minor child's/ward's) voluntary participation. I hereby release the City of Phillipsburg, its officers, agents, employees, or volunteers from and against any and all claims, cost liabilities, expenses, or judgments, including attorney's fees and court costs arising from my (my minor child's/ward's) participation in the program/activity or any illness/injury resulting there from, and hereby agree to any and all such claims, whether caused by negligence or otherwise. I further understand that the City of Phillipsburg is not responsible for Workers Compensation benefits as a result of any injury or illness due to my (my minor child's/ward's) voluntary participation in this activity. The City of Phillipsburg reserves the right to photograph/video facilities, activities, and program participants for potential use in advertising/marketing purposes such as but not limited to brochures and the City's web page without participant compensation. All advertising/marketing items will remain the property of the City of Phillipsburg.

Timothy D. Driggs  
Public Works Director



CITY OF PHILLIPSBURG  
PUBLIC WORKS DEPARTMENT  
945 SECOND STREET  
PO BOX 447  
PHILLIPSBURG, KS 67661

May 1, 2016

## 2016 Phillipsburg Aquatic Center Policies

### PHILOSOPHY OF LIFEGUARDING

Today, lifeguarding is a science. In contrast with traditions of the past, a lifeguard's efficiency is no longer based upon the number of rescues he/she makes, but rather on the limited number of emergencies occurring in the area of his/her responsibility. Lifeguards need to recognize and prevent actions or situations that may lead to an emergency. Prevention of accidents through knowledge of lifeguarding, proper use of equipment, and realization of responsibilities are the chief attributes of a skilled lifeguard. In the eyes of the youngster and the adult, the lifeguard is a fail-safe mechanism; they look to him/her as a ready source of help in time of emergency. Patrons become critical of a staff and facility when a lifeguard flagrantly exhibits inattention, irritability, and/or domineering supervision. They respect the lifeguard who displays courteous adherence to his/her duties. The very nature of lifeguarding (i.e. guarding the health and safety of individuals) demands that one conduct themselves in such a manner that others recognize a professional at work.

### LEGAL CONSIDERATIONS

As a lifeguard, you are considered a professional rescuer. This means that on the job you are legally obligated, within the bounds of your training, to respond to and provide care in an emergency. The legal considerations that shape your role and responsibilities as a professional rescuer are as follows:

1. **Duty to Act** – While on the job, a lifeguard has a legal responsibility to act in the event of an emergency. For example, you have a duty to rescue a patron who is drowning or in distress.
2. **Standard of Care** – As a lifeguard, you are expected to meet certain minimum standards of care, which may be set by state or local authorities. This standard requires you to provide proper warnings to patrons to help prevent injuries, recognize a person in an emergency situation, rescue that person and give the care you have been trained to give.
3. **Negligence** – If you do not follow the standard of care and someone is injured, you may be considered guilty of negligence. This includes failing to provide care, trying to give care beyond your training, or providing incorrect care. As a lifeguard, you may be found negligent if you are inattentive and fail to notice a person who is drowning or in distress, fail to rescue a person who is drowning or in distress, or fail to control horseplay or actions by patrons that cause an accident to occur.
4. **Good Samaritan Laws** – Most states have enacted Good Samaritan Laws to protect people who provide emergency care. These laws, which differ from state to state, may protect you from legal liability as long as you act in good faith, are not negligent, and act within the scope of your training. Good Samaritan laws, however, may not protect people with a legal duty to respond.

5. **Consent** – You have to obtain the consent of a conscious victim before you provide care. If the person is unable to consent for some reason and is in obvious need of emergency care, the law assumes this person would grant consent if able to do so. For example, you do not need consent to rescue someone who is drowning. However, conscious victim on the deck, who is able to speak, can refuse your offer of care.
6. **Refusal of Care** – Some ill or injured people, even those who desperately need care, may refuse the care you offer. Even though the person may be seriously injured, you should honor his or her refusal of care. Try to convince the person of the need of care, but do not argue. If you believe Emergency Medical Services (EMS) should be called then do so and let those trained individuals deal with this person. If the person still refuses, have an adult, preferably the manager in charge and other lifeguards, witness the person's refusal and document it. Make sure the person refusing treatment signs the document as well as the witnesses.
7. **Abandonment** – Once you begin providing care, you should continue your care until Emergency Medical Services (EMS) personnel arrive and take over. You can be held legally responsible for the abandonment of a person in need if you leave the scene. You have a legal duty to continue care until someone with experience equal or greater than you take over.
8. **Confidentiality** – While making a rescue or providing care, you may learn things about the ill or injured person that are generally considered private and confidential. You must respect the person's privacy by maintaining confidentiality. Never discuss the person or care you gave with anyone except law enforcement personnel or other personnel caring for the victim.
9. **Record Keeping** – Documenting injuries and incidents is very important. Your record can help advanced health care professionals better assess the condition of an injured or ill person. If legal action occurs, a record can also provide legal documentation to support what you saw, heard, and did at the scene of the incident. It is important to complete the record as soon as possible after the incident, while all the facts are fresh in your memory. Forms are provided for you to record specific kinds of incidents and accidents.

## **Staff Policies & Rules**

1. All staff will comply with the regulation set forth by the City of Phillipsburg City Council, Public Works Department as well as the Personnel Policies and Guidelines.
2. All staff shall accept responsibility for all assignments as assigned or directed by their supervisor.
3. Attend and be held accountable for information presented at all staff meetings and training and/or by their supervisor.
4. No employee shall be under the influence of alcohol or drugs while on duty.
5. No tobacco use of any kind will be allowed at city facilities.
6. Avoid passing rumors or confidential information to patrons or other staff members. Let the management handle the distribution of information.
7. Staff will not congregate or socialize during work. No unnecessary conversation while on duty.

8. Discrimination, sexual harassment, or any other forms of harassment are behaviors that are prohibited and will not be tolerated. You must notify your supervisor immediately if you are harassed in anyway.
9. Any employee who has a grievance must follow the proper lines of authority. If there is a conflict with a fellow employee or supervisor, try to work it out rationally among yourselves. If you cannot resolve the problem, bring your concerns to your supervisor. If the problem cannot be resolved at this level, it will be brought to the Public Works Director. Please leave your personal problems at home if at all possible. If they begin to affect your job performance, we will need to take action to try to remedy the situation.
10. You must be able to work as a team and welcome supervision.
11. **It is your job to prevent accidents.** The decisions you make on the guard stand could mean the difference between life and death. A mistake made by you, as a guard, could change your whole life, as well as the victim's life. Every effort should be made to prevent you from having to rescue a drowning victim and putting yourself in danger.
12. Do not spend more than a few seconds correcting infractions. If the individual wishes to argue call the manager. Your job is to prevent accidents and to protect the individual from drowning.
13. Staff should be aware the public could easily be offended. Therefore, when corrections have to be made, choose your wording carefully so that the person is not offended. The patrons are our customers. Do not hesitate to point the patron to the manager.
14. **Be alert at all times!** You are on duty from the time you arrive at work until you leave the pool.
15. You are accountable for your actions at all times. This includes when you are on breaks.
16. All pool staff will keep a neat appearance. City will purchase the swimsuit to be worn as the uniform while on duty as designated by the manager. One staff t-shirt will be provided by the City. If shorts are worn over swimsuit they must be approved by the manager. Off duty staff will not wear uniforms when at pool facilities.
17. Hats, if worn, will be of one solid color and approved by the management.
18. Sunglasses may be worn as approved by the management.
19. All staff members should use sunscreen while working in the sun.
20. If a staff person must talk to someone do it on your break outside of view from the public.
21. Stay out of your co-workers belongings, unless given permission by the owner. Stealing will be grounds for dismissal.
22. Bathrooms will be checked by the lifeguard in the office every rotation.
23. Personal phone calls are only made after checking with the manager.
24. Rotating must be done quickly and observation is still in effect during rotation.

25. All rules that apply to the patrons apply to the staff (except in emergency situations).
26. No employee cell phones will be allowed in the facility. This includes the therapy pool. Manager and assistant manager staff are excluded.

## **General Information**

### **Safety:**

Safety shall be the predominate factor in the facility operation at all times – this includes taking preventative measures.

### **Arrival:**

Please arrive on time for your scheduled shift. Being punctual will allow adequate time to have the facilities ready to open and duties done that are required prior to opening. It is imperative that you arrive on time. Failure to do so will result in disciplinary action which may include dismissal. All staff members will be at their assigned positions and ready to work at opening time.

### **Scheduling:**

The Manager or Assistant Manager will prepare the work schedules monthly. A request for time off form must be completed every time you make a request. All decisions regarding time off are based on first come-first serve basis with position and staff availability also being considered. If you need a schedule change you will be required to find a replacement and complete the schedule change form. Schedule changes are not final until the Manager has approved them. You cannot be guaranteed you will be able to get off for all requests. Please remember this is your job for the summer and we are relying on each of you to help make our facilities safe.

### **Substitutions:**

1. It is the responsibility of each employee to show up for each shift as scheduled. If an employee is mistakenly scheduled at a time when he/she turned in their availability sheet at the beginning of the season, it is the responsibility of the employee to notify the manager of such conflict. It will then be the responsibility of the manager to find another employee to work that scheduled shift. Take into consideration the only time an employee is considered unavailable is time put into writing through a form or employee availability hours given to the manager at the initial staff meeting. If your schedule changes you must inform the manager.
2. In the event an employee needs a substitute, it is the primary responsibility of the employee to find a qualified substitute. Verbal agreements alone are not acceptable measures to cover a shift. Substitution forms must be filled out, dated, and signed by BOTH parties and the manager. It is the responsibility of the original scheduled worker to make sure the form is signed by the manager prior to the day needing a substitute. **Substitution forms must be completed and signed by the manager 24 hours in advance.** No employee will substitute for another if the employee will be required to work more than 40 hours in one week.
3. **Schedule changes and/or substitutions will be limited to no more than twice per month. In the event that you must exceed this allowance tha you must have the approval of the manager and the Public Works Supervisor before leave is approved and taken.**

### **Rain or Cool Weather Days**

Do not stay home from work because of rain or cool weather unless you are notified by the manager or assistant manager. All employees will provide the manager with contact phone numbers.

**Sick at Work**

If you become ill at work, notify the manager on duty. Remember to always drink plenty of fluids and use sunscreen.

**Whistle Information**

All lifeguards must have a whistle in their possession and must be visible at all times. Do not twirl your whistles. Use your whistle only when necessary. The following signals shall be used:

**ONE SHORT WHISTLE BLAST:** To call the attention of a patron and make every effort to motion the violation or message.

**TWO SHORT WHISTLE BLAST:** To get attention of another staff member.

**THREE LONG WHISTLE BLAST:** To signal an emergency.

**Cleaning**

All staff members will be responsible for keeping the facility clean. This includes but is not limited to cleaning the bathrooms as well as picking up trash in and out of the facility. Bathrooms and other areas will be cleaned with disinfection products provided and as directed by the manager. All bathrooms will be cleaned at least daily but may require more. There will be no writing on the walls with chalk or any other types of markers. Remember this facility is owned by the citizens of Phillipsburg and should be maintained properly. If you see something that needs done...DO IT!

**Breaks**

The manager will schedule breaks for the staff. During this break, you are still responsible for assisting in emergency procedures if one should arise. Please be on time for your rotation or co-workers will be cheated out of their break time. Do not leave your station until your co-worker has arrived and has assumed your duties.

## **OPENING PROCEDURES**

- 1. Be on time for work and check in with manager or assistant manager.**
- 2. Make sure emergency equipment is set out in the designated place.**
- 3. Check the pool and surrounding area for safety. Don't forget to look at the bottom of the pool.**
- 4. Make sure trash containers are set out.**
- 5. Make sure floor mats are in the designated places.**
- 6. Make sure bathrooms are clean.**
- 7. Follow assigned rotation schedule.**

## **CLOSING PROCEDURES**

**LIFEGUARDS DO NOT LEAVE YOUR POSITIONS UNTIL ALL PATRONS HAVE LEFT THE POOL AREA.**

- 1. Make sure pool is cleared of all patrons.**
- 2. Take any items left by a patron to the office for the lost & found.**
- 3. Make sure all equipment is put away.**
- 4. Collect trash and put containers in designated area.**
- 5. Place floor mats to dry.**
- 6. Clean & disinfect bathrooms and all other areas as required.**
- 7. Place any reports in manager's box.**
- 8. Complete timesheet. Keep timesheets neat do not draw on them.**
- 9. Manager or Assistant Manager will count daily sales and complete report.**
- 10. Turn off all lights.**
- 11. Verify all patrons have left the facility.**
- 12. Check all doors and gates to make sure they are locked even if you didn't unlock them upon entering.**
- 13. Make sure all of the children outside the building have left. If the children have not left find out why and make any necessary phone calls. Document who was there and what action was taken.**

Timothy D. Driggs  
Public Works Supervisor

## **Emergency Action Plan**

Call 911 for emergencies. Our location is the Phillipsburg Aquatic Center at 520 S 7<sup>th</sup> Street. Emergency entrance is the main gate at the west side of the facility. Do not discuss the incident with anyone except EMS personnel and management. Do not talk to the press or public about the incident but instead direct them to the Public Works Supervisor for information.

### **Guard #1- Primary**

- Recognizes an emergency
- Activates plan with 3 long whistles and signals for back-up
- Uses proper technique to enter water
- Approaches victim and performs proper rescue
- Moves victim to safety and provides emergency care as needed

### **Guard #2 – Secondary**

- Assist in rescue if needed
- Assist in removal of victim
- Give back-up coverage

### **Guard #3**

- Notifies office of emergency
- Make sure all patrons are out of the pool
- Helps with crowd control

### **Guard #4**

- Gets backboard and assists Guard 1 & 2

### **Office worker**

- Call 911 if needed and keep the phone lines clear
- Stop music and read script over the public address system to clear pool & move to designated areas
- Keep west entrance open so EMS can enter with equipment

### **All other Guards**

- Assist with rescue as needed
- Escort other patrons away from the rescue area
- Help with crowd control
- Make sure all patrons are out of the pool

### **Management**

- Assists with rescue & treatment as needed
- Notifies Public Work Supervisor
- Monitors written documentation of occurrence and debriefing of all staff immediately or as soon as possible
- Refer questions from the press or the public to the Public Works Supervisor.

## Pool Disciplinary Procedures

This document describes the action that should be taken when a patron of the Phillipsburg Swimming Pool breaks one of the pool rules or one of the rules of common society. This document is only a guideline. The action taken by a lifeguard or the management will vary depending on the circumstances of the given incident.

**1<sup>st</sup> Offense:** Issue a warning

**2<sup>nd</sup> Offense:** Deny the patron access to the pool facility (sit out)

**3<sup>rd</sup> Offense:** Expel the patron from the facility for rest of the current day and the next day the facility is open.

**4<sup>th</sup> Offense:** Expel the patron from the facility for three days

**5<sup>th</sup> Offense:** Expel the patron from the facility for the remainder of the season

A disciplinary procedure may be repeated depending on the circumstances of the incident or the procedure may be repeated with harsher circumstances such as denying the patron access to the pool facility for 15 minutes instead of 5 minutes. **In some incidents warnings and the preliminary procedures may be skipped.** This is especially true for the rules of common society and the more common pool rules when applied to older patrons.

When a minor patron is expelled from the pool, management will attempt to notify a parent or guardian.

Breaking the rules of common society include but are not limited to: abuse of other's property; abuse of another person; molesting another person; foul or abusive language or behavior that makes patrons or staff uncomfortable; behavior that detracts from the enjoyment or safety of other patrons; actions or behavior that physically damage the pool or its image.

Patrons who are in violation of any of these rules and are unwilling to follow the disciplinary procedure outlined by the lifeguard or management will be asked to comply or leave the pool facility. Patrons who are unwilling to comply or leave the pool facility will be removed by the Phillips County Sheriff's Department. Any patron so removed will not be allowed to return to the facility for the remainder of the season.

## **Rates**

Season passes are distributed throughout the summer. Passes included: Family, Single,. Only immediate family under 25 years of age is allowed on family passes. Child care providers and other relatives or friends will not be allowed to use the pass.

Season Pass Rate:

Family = \$75.00

Single = \$40.00

Daily Rates will be \$2 for both the main pool and therapy pool. Each patron must pay the daily rate or purchase a season pass.

## **Pool Parties & Rates**

Pool parties will be held either before or after the regular pool hours in the main pool only. Outside food and drink will be permitted. Unless otherwise notified, the concession stand will not be in operation for pool parties. Regular rules apply for parties, there are NO exceptions. No alcohol is permitted. Trash and food items will be cleaned up by whoever rents the pool for the party. Parties are limited to 1 hour, no exceptions. The fee for a one hour pool party is \$80.00. Pool parties may be scheduled between June 1<sup>st</sup> and August 11. Availability will depend on staff scheduling. The fee for the party must be paid at the time of making the reservation and is non-refundable unless management is required to have the pool closed due to weather or equipment malfunction.

## **Hours of Operation**

### **Memorial Day –Labor Day**

Sunday 1:00 p.m. until 6:00 p.m.

Monday 1:00 p.m. until 6:00 p.m.

Tuesday 1:00 p.m. until 6:00 p.m.

Wednesday 1:00 p.m. until 6:00 p.m.

Thursday 1:00 p.m. until 6:00 p.m.

Friday 1:00 p.m. until 6:00 p.m.

Saturday 1:00 p.m. until 6:00 p.m.

Family/Adult Swim 7 p.m. until 8:30 p.m.

Family/Adult Swim 7 p.m. until 8:30 p.m.

Family/Adult Swim 7 p.m. until 8:30 p.m.

Early Swim will be Tuesday and Thursday 5 am to 7 am

Rodeo Saturday, the pool will be at 5:00 closed.

## **Opening Policy**

If the temperature is 70 degrees or above at 12:00 p.m., the pool will open as regularly scheduled. If the temperature is less than 70 degrees at 12:00 p.m., the temperature will be reevaluated at 2:00 p.m. if at that time the temperature is 70 degrees or above the pool will open at 2:30 p.m. if it is not the pool will remain closed for the day. In the event of stormy weather, all patrons will be asked to leave the pool area for 30 minutes. If the weather does not clear, the pool will close at that time. If management is notified by emergency personnel that severe weather is approaching all patrons will be required to leave the pool immediately.

## **Breaks**

A 15 minute break will be taken every hour beginning at 2:45 p.m. Breaks are required to maintain a safe pool environment. Only lifeguards and adults will be allowed to swim during the breaks.

Break Times are: 2:45 – 3:00 p.m.; 3:45 – 4:00 p.m.; 4:45 – 5:00 p.m.

## Aquatic Center Manager

*Department: Aquatic Center*

*Reports to: Public Works Supervisor*

### *Position Summary:*

Responsibilities include but not limited to enforcing policies and procedures, which ensure efficient and effective operation of pool facilities including personnel management and training. Duties involve all Aquatic Center operations, including first aid, rotations, scheduling for staff, public relations, janitorial duties, limited pool maintenance, assists with swim lesson coordinator and water aerobics coordinator. This employee should possess excellent organizational, communication, and public relation skills.

### *Examples of work (essential functions)*

- \* Prepare all work schedules for employees making sure the manager or asst. manager is on duty as designated by the Public Works Supervisor.
- \* Makes sure hourly employees work no more than 40 hours per week;
- \* Report hours, days, & time worked for all employees under his/her direct supervision;
- \* Have all completed timesheets to the Public Works Supervisor by 9 a.m. the Monday before payday;
- \* Insure employees under his/her direct supervision are properly trained in their duties;
- \* Hold monthly training & safety meetings for all employees under his/her direct supervision;
- \* Track pool attendance, balance cash drawer, & bring money to the city office for deposit;
- \* Insure proper operating condition of all equipment;
- \* Handle first aid problems;
- \* Maintain staff rotations and staff breaks;
- \* Maintain discipline at the Aquatic Center facility and supervises all staff enforcing staff policies and rules;
- \* Enforce the City of Phillipsburg Aquatic Center rules and regulations to staff and public;
- \* Maintain positive public relations at the Aquatic Center;
- \* Documents and reports all disciplinary problems and accidents to the Public Works Supervisor, reports will be neat and concise;
- \* Maintain a clean facility including but not limited to bathrooms, trash picked up in and outside of facility, pool vacuumed;
- \* Vacuum pool a minimum of 2 times per week, more as needed;
- \* Set a positive example for the rest of the staff to follow;
- \* Inform Public Works Supervisor when supplies are needed and if equipment needs repaired;
- \* Schedule events held at the pool at times other than the regularly scheduled hours;
- \* Checks all gates and doors at closing time;
- \* Other duties as deemed necessary or as required.

**Education & Experience:** Prefer candidates with significant knowledge and experience in pool management operations. Training equivalent to high school diploma required. General management experience required. Must possess Lifeguard Training Certification, CPR & First Aid Certification. Lifeguard Instructor and/or Water Safety Instructor preferred.

**Age:** Must be eighteen years of age or older.

**Skills:** The ability to follow department policies and procedures and to concentrate on tasks in the presence of distractions. Be able to understand and follow instructions. The ability to provide instructions to employees under his/her supervision. This employee should possess excellent organizational, public relation, oral and written communication skills. This employee must be able to count money and change correctly. Worker will be trained to operate equipment properly.

**Problem Solving:** Problem solving is a factor in this position. The employee encounters problems answering questions and concerns of the general public and customers who may be dissatisfied with policies and procedures.

**Decision-Making:** Decision-making is a factor in this position. This employee makes decisions concerning employee scheduling, supplies needed, discipline of customers and employees, prioritizing daily work assignments, and performing daily duties in the most efficient manner.

**Accountability:** Employee is responsible for limited budgetary control of the department. The employee does not participate in the annual department budget process.

**Supervision:** Supervision is provided by the city clerk and job related decisions are reviewed.

**Personal Relations:** Daily contact with the general public, co-workers, supervisory personnel, and other departments are expected as well as occasional contact with members of the city council.

**Working Conditions:** Manual labor is required. Extreme weather conditions and working with chemicals are factors in this position.

**Physical Requirements:** Physical exertion to manually move, lift, carry, or push heavy objects. Climbing-in and-out-of the swimming pool, up and down ladders. The-ability to express or exchange ideas by means of verbal and written communication. Conveying detailed or important instructions to other employees and the general public.

1/24/14

## **Aquatic Center Assistant Manager**

*Department:* Aquatic Center

*Reports to:* Aquatic Center Manager

### *Position Summary:*

Under the supervision of the Aquatic Center Manager, the Aquatic Center Assistant Manager has the responsibilities which include but are not limited to enforcing policies and procedures, which ensure efficient and effective operation of pool facilities including personnel management and training. Duties involve all Aquatic Center operations, including first aid, rotations, scheduling for staff, public relations, janitorial duties, limited pool maintenance, and all other duties as necessary or required. This employee should possess excellent organizational, communication, and public relation skills. This is a working supervisory position requiring weekend and holiday work.

### *Examples of work (essential functions)*

- \* Carry out all duties assigned by the Aquatic Center Manager;
- \* Perform related management duties as required by the Aquatic Center Manager;
- \* Insure proper operating condition of all equipment;
- \* Handle first aid problems;
- \* Maintain staff rotations and staff breaks;
- \* Maintain discipline at the Aquatic Center facility and supervises all staff, enforcing staff policies and rules;
- \* Enforce the City of Phillipsburg Aquatic Center rules and regulations to staff and public;
- \* Maintain positive public relations at the Aquatic Center;
- \* Documents and reports all disciplinary problems and accidents to the Manager, reports will be neat and concise;
- \* Custodial duties in maintaining a clean facility including but not limited to bathrooms, trash picked up in and outside of facility, pool vacuumed;
- \* Set a positive example for the rest of the staff to follow;
- \* Inform the Manager when supplies are needed and if equipment needs repaired;
- \* Checks all gates and doors at closing time;
- \* Swim 500 yards every week and insure all lifeguards have met this requirement;
- \* Attend all scheduled staff meetings and training;
- \* Other duties as deemed necessary or as required.

*Education & Experience:* Training equivalent to high school diploma required. General management experience preferred. Must possess Lifeguard Training Certification, CPR & First Aid Certification. Lifeguard Instructor and/or Water Safety Instructor preferred.

*Age:* Must be eighteen years of age or older.

*Skills:* The ability to follow instructions effectively and work with minimum supervision in a responsible manner; to readily accept instructions from those in a supervisory capacity; to be able to accept constructive feedback; and to project good public relations. The ability to follow department policies and procedures and to concentrate on tasks in the presence of distractions. Be able to understand and follow instructions. The ability to provide instructions to employees under his/her supervision. This employee should possess excellent organizational, public relation, and oral and written communication skills. This employee must be able to count money and change correctly. Worker will be trained to operate equipment properly.

*Problem Solving:* Problem solving is a factor in this position. The employee encounters problems answering questions and concerns of the general public and customers who may be dissatisfied with policies and procedures.

*Decision Making:* Decision-making is a factor in this position. This employee makes decisions concerning supplies needed, discipline of customers and employees, prioritizing daily work assignments, and performing daily duties in the most efficient manner.

*Accountability:* Employee is not responsible for budgetary control of the department. The employee does not participate in the annual department budget process.

*Supervision:* Supervision is provided by the swimming pool manager and job related decisions are reviewed.

*Personal Relations:* Daily contact with the general public, co-workers, supervisory personnel, and other departments are expected as well as occasional contact with members of the city council.

*Working Conditions:* Manual labor is required. Extreme weather conditions and working with chemicals are factors in this position.

*Physical Requirements:* Physical exertion to manually move, lift, carry, or push heavy objects. Climbing in and out of the swimming pool, up and down ladders. The ability to express or exchange ideas by means of verbal and written communication. Conveying detailed or important instructions to other employees and the general public.

1/24/14

## Aquatic Center Lifeguard

**Department:** Aquatic Center

**Reports to:** Aquatic Center Manager and in the absence of the Manager, the Assistant Aquatic Center Manager

### ***Position Summary:***

Under the supervision of the Aquatic Center Manager and in the absence of the Manager, the Assistant Aquatic Center Manager, the Aquatic Center Lifeguard has the responsibilities of maintaining order at the pool facility by preventing accidents through the enforcement of policies, rules, regulations, and ordinances governing the conduct of patrons. Lifeguards are also responsible for monitoring the pool facilities for potential hazards or unsafe conditions, providing first aid to patrons, custodial duties in maintaining the pool facilities, public relations, and all other duties as necessary or required. This position requires weekend and holiday work.

### ***Examples of work (essential functions)***

- \* Carry out all duties assigned by the Aquatic Center Manager and Assistant Aquatic Center Manager;
- \* Perform First Aid and CPR when called upon;
- \* Safety;
- \* Watch the assigned area in rotation to prevent accidents and injuries. See that necessary precautions are observed to insure the health, safety, & welfare of patrons;
- \* Aid the pool manager and assistant manager in every way necessary to keep the pool facility running smoothly;
- \* Report promptly at assigned time of duty and remain on duty status until the designated shift has been completed;
- \* Enforce the City of Phillipsburg Aquatic Center rules and regulations and adhere to the policies of the facility and aid in controlling the behavior of those patrons who use the facility. (Remind patrons of pool rules when necessary in a polite, firm manner, and contact management if necessary.)
- \* Maintain positive public relations at the Aquatic Center;
- \* Documents and reports all disciplinary problems and accidents to the Manager or Assistant Manager, reports will be heat and concise;
- \* Custodial duties in maintaining a clean facility including but not limited to bathrooms, trash picked up in and outside of facility, pool vacuumed;
- \* Inform the Manager or Assistant Manager when supplies are needed and if equipment needs repaired;
- \* Attend all scheduled staff meetings and trainings;
- \* Swim 500 yards every week, **o exceptions.**
- \* Checks all gates and doors at closing time;
- \* Other duties as deemed necessary or as required.

*Education & Experience:* Training equivalent to high school diploma preferred. . Must possess Lifeguard Training Certification, CPR & First Aid Certification.

*Age:* Must be fifteen years of age or older.

*Skills:* The ability to follow instructions effectively and work with minimum supervision in a responsible manner; to readily accept instructions from those in a supervisory capacity; to be able to accept constructive feedback; and to project good public relations. The ability to follow department policies and procedures and to concentrate on tasks in the presence of distractions. Be able to understand and follow instructions. This employee should possess excellent organizational, public relation, and oral and written communication skills. This employee must be able to count money and change correctly. Worker will be trained to operate equipment properly.

*Problem Solving:* Problem solving is a factor in this position. The employee encounters problems answering questions and concerns of the general public and customers who may be dissatisfied with policies and procedures.

*Decision Making:* Decision-making is a factor in this position. This employee makes decisions concerning supplies needed, discipline of customers.

*Accountability:* Employee is not responsible for budgetary control of the department. The employee does not participate in the annual department budget process.

*Supervision:* Supervision is provided by the swimming pool manager and job related decisions are reviewed.

*Personal Relations:* Daily contact with the general public, co-workers, supervisory personnel, and other departments are expected as well as occasional contact with members of the city council.

*Working Conditions:* Manual labor is required. Extreme weather conditions and working with chemicals are factors in this position.

*Physical Requirements:* Physical exertion to manually move, lift, carry, or push heavy objects. Climbing in and out of the swimming pool, up and down ladders. The ability to express or exchange ideas by means of verbal and written communication. Conveying detailed or important instructions to other employees and the general public.