Phillipsburg City Council Agenda

945 2nd Street
06/06/2016

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. 6:01 P.M. Devan Johnson - Park Slide
3. 6:05 P.M. Peggy Campbell - Hearing For Health Violation Notice On 188 1st St.
4. 6:10 P.M. Jeff Younger - Natural Gas Prices
5. 6:15 P.M. Ron Wyckoff - Building Permit & Variance
6. Reading & Approval Of The 05/16/16 Minutes

   Documents: 051616min.pdf
7. Appropriation Ordinance #1055-05-16B

   Documents: appord0516b.pdf
8. City Attorney - Scott Sage
   Cintas debt collection

   Documents: cintas.pdf
9. City Clerk - Brenda Chance
   2017 Budget Preparations
   Sales Tax information
   Personnel Policy Review
   Website information
   Insurance for Community Building roof

   Documents: salestax.pdf, lkmemppolicy.pdf, website.pdf, emcroof.pdf
10. Public Works Supervisor - Tim Driggs
11. Water Department Committee - Councilmember Stites
12. Streets & Solid Waste Committee - Councilmember Voorhees
13. Park. Recreation, & Cemetery Committee - Councilmember Speake
14. Finance, Audit, & Budget Committee - Councilmember Rogers
15. Airport, Library, & Community Building Committee - Councilmember Innes
16. Planning, Zoning, & Housing Committee - Councilmember James
    Board of Zoning Appeals hearing - 06/9/16 5:30 p.m. & 6 p.m., variance for setback at 398 1st St. and variance for setback & fence height 146 S Morse Dr.; 06/30/16 5:30 p.m. variance for set back 58 Royal Drive.

17. Mayor's Report
Public Works Supervisor Evaluation

18. Adjourn

CITY OF PHILLIPSBURG
CITY COUNCIL MEETING
May 16, 2016

The Phillipsburg City Council met in regular session on May 16, 2016, 6:00 P.M., at the Phillipsburg City Office, 945 Second Street.

CALL TO ORDER — The meeting was called to order by Mayor Patrick Hewitt.

ATTENDANCE — PRESENT: Council members Travis Stites; Rod Innes; Pete Rogers; Donna Speake.

ABSENT: Council members Lynette Voorhees; Mike James.

ALSO PRESENT: Scott Sage, City Attorney; Tim Driggs, Public Works Supervisor; Shawn Ellenberger; Kirby Ross, Phillips County Review; Jesse Rhea, KKAN/KQMA; Don, Tina, & Cody Blew; William Fisher; Max Campbell, Jr.; Shane Mongeau; Morris Engle; Nick Poels; Angie Wells; Brenda Chance, City Clerk.

PCH RIVERLESS RUN — Council member Rogers presented information concerning the Phillips County Health Systems Riverless Run. It was the consensus of the Council to approve the run.

DISC GOLF COURSE — Cody Blew presented information concerning his Eagle Scout project to construct a disc golf course at the city park. Moved by Innes, seconded by Speake, to approve building the disc golf course at the park. Aye: ALL. Opposed: NONE.

Blews and Fisher left the meeting at 6:10 p.m.

UNITY COALITION OF PHILLIPS COUNTY — Nick Poels presented information about the Unity Coalition of Phillips County. The current project of the group is the Phillipsburg First Impressions Program. Other projects could be done utilizing the recent needs survey conducted by the City.

CAMPBELL LOTS — Max Campbell, Jr. requested he be allowed to plant sedan grass in the lots that have been growing alfalfa. Discussion was held concerning the height of the grass. Campbell was directed to meet with the Planning Commission if he would like to discuss an ordinance change.

MINUTES APPROVED — Moved by Innes, seconded by Rogers, to approve the minutes of the May 2, 2016 meeting as written. Voting Aye: ALL. Opposed: NONE.

APPROPRIATION ORDINANCE #1055-05-16B — Moved by Rogers, seconded by Innes, to approve an ordinance to pay the bills for the month of May. Voting Aye: ALL. Opposed: NONE. Statutory majority having voted for this ordinance; the city clerk assigned it ordinance #1055-05-16B.

CHARTER ORD. #12 EXEMPT FROM ENGINEER ESTIMATE — Moved by Innes, seconded by Speake, to adopt a charter ordinance exempting the City of Phillipsburg, Kansas, from the provisions of K.S.A. 14-440, relating to mandatory contract estimate by a city engineer. Voting Aye: ALL. Opposed: NONE. Statutory majority having voted for this charter ordinance; the city clerk assigned it charter ordinance #12.

EMPLOYEE FLEX ACCOUNT — Moved by Speake, seconded by Rogers, to move the employee flex benefit account from Farmers State Bank to First National Bank. Voting Aye: ALL. Opposed: NONE.

WRITE OFF BAD DEBTS — Moved by Innes, seconded by Stites, to write off the following bad debts as uncollectible Joshua Ballinger $1.93; Melissa Blackman $1.26; Kristen Ewing $7.78; Vinnie Goodner $6.28; Robert James $1.85: Dustin Pawlowski $4.70; Daniel Pedotto $2.47; Kristen Wadford $2.41; Buster Winn (deceased) $62.66; Shelby Hale (deceased) $40.47; Terry Shields (deceased) $147.45. Voting Aye: ALL. Opposed: NONE.

RIVERLESS — The City will not purchase a Riverless sponsorship since the city provides barricades and solid waste pickup for the event.

POOL CONCESSION — It was the consensus of the Council to leave the pool concession prices the same as last year with the addition of $1.50 for beef sticks.

CITY CLERK'S REPORT — Updates were given concerning the CDBG survey and audit. A letter from EMC Insurance concerning the dividend for the KMU Safety Group was reviewed. Information for the cost o meter reading was provided to the council.

AIRPORT — Innes reported on the airport advisory board meeting. It was the consensus of the Council to have the airport engineer meet with the advisory board. The cost to prepare the Jet A fuel tank for service will be obtained.

HOUSING — Innes requested Chance find out what type of funding is being used in Beloit for a housing development.

PLANNING — A rezoning hearing with be held by the Planning Commission on June 1st. A Board of Zoning Appeals variance hearing will be held June 9th.

APPOINTMENTS — Mayor Hewitt recommended the following appointments:

Board of Zoning Appeals – Kent Culbertson; Doug Vahle
Airport Advisory Board – Rodger VanLoenen
Planning Commission – Tad Felts

Moved by Innes, seconded by Stites, to approve the mayor's recommended appointments. Voting Aye: ALL. Opposed: NONE.

Mayor Hewitt recommended the following reappointments:

Airport Advisory Board – Lloyd Culbertson; Tim Hammond
Shade Tree Commission – Howard King
Library – Chad Hammons
City Attorney – Scott Sage
City Clerk – Brenda Chance
Municipal Judge – Bonnie Leidig

Moved by Rogers, seconded by Innes, to approve the mayor's recommended re-appointments. Voting Aye: ALL. Opposed: NONE.

ADJOURN — Moved by Stites, seconded by Speake, to adjourn – time 6: 51 P.M. Voting Aye: ALL. Opposed: NONE.

Brenda L. Chance, City Clerk

VENDOR APPROVAL SUMMARY REPORT
APPROPRIATION ORD #1055-05-16B

Date: 06/03/2016
Time: 2:38pm
Page: 1

City of Phillipsburg

Bank Code 01

Vendor Name	Vendor Number	Description	Check Amount	Hand Check Amount
APAC-KANSAS, INC.	APAC	1/2 CHIPS	3,020.76	0.00
BRIAN G. ARMENT	ARMENT	BOOT REIMBURSEMENT	90.00	0.00
ASSURITY LIFE INSURANCE	ASSURITY	JUNE INSURANCE PREMIUM	52.40	0.00
AUMAN COMPANY INC	AUMAN	REPAIRED POOL DEHUMIDIFIER	248.50	0.00
B & B REDI MIX INC	BBREDI	STATE MIX	2,587.50	0.00
BARNES TRANSPORT, LLC	BARNES	HAUL CHIPS	669.96	0.00
BRENNTAG SOUTHWEST, INC.	BRENNTAG	CHLORINE	522.00	0.00
ARNOLD BRUMBAUGH	BRUM	GRAVE OPENINGS - STEVEN/CHANCE	540.00	0.00
CARD SERVICES	CARD SERV	DEEP CYCLE BATTERY/DUCT TAPE	144.97	0.00
COUNTY LINE HARVESTING	COUNTY LIN	HAULING CHIP ROCK	672.60	0.00
DOHENEYS WATER WAREHOUSE	DOHENEYS	WHITE POLY ROPE/HOOK CLAMP	128.47	0.00
EAKES OFFICE PLUS	EAKES	COPIER CONTRACT	66.31	0.00
ELLIOTT EQUIPMENT COMPANY	ELLIOTT		462.85	0.00
GARY FLANIGAN	FLANIGAN	PAGER BATTERY	129.00	0.00
HAVEN MANUFACTURING	HAVEN	POWDER COAT RESERVOIR 104 LID	412.50	0.00
HD SUPPLY WATERWORKS, LTD	HD SUPPLY	SENSUS WATER METERS	2,000.00	0.00
HEARTLAND DISTRIBUTION SUPPLY	HEART DIST	COWHIDE GLOVES/BLUE DIPPED GLO	51.42	0.00
J & L PLUMBING & ELECTRIC, LLC	JLPLUMB	PROGRAM BOILER - POOL	62.00	0.00
JOHN DEERE FINANCIAL	JOHN DEERE	WHEEL SWIVEL HOUSING PLUG	19.47	0.00
KANSAS CORRECTIONAL INDUSTRIES	KS CORRECT	TRAFFIC PAINT	1,582.56	0.00
KANSAS PAYMENT CENTER	KSPAY	05/20/16 CHILD SUPPORT	0.00	561.67
KENSINGTON LOCKERS, INC.	KENSINGTON	BEEF STICKS	135.00	0.00
LAWSON PRODUCTS, INC	LAWSON	FLAT WASHER/ALKALINE BATTERY/C	297.85	0.00
LAYNE CHRISTENSEN COMPANY	LAYNE	INSPECT MOTOR/INSTALL NEW SLEE	24,344.71	0.00
LEAGUE OF KS MUNICIPALITIES	LEAGUE	WEBINAR	3.22	0.00
MATTESON MOTOR COMPANY, INC	MATTESON	CHECK FOR GAS LEAK - UPLANDER	51.41	0.00
MIDWEST ENERGY, INC	MIDWEST EN	GAS SERVICE	97.65	0.00
MILES FURNITURE	MILES	EQUIPMENT RENTAL - POWER DRIL	160.00	0.00
NATHAN SCHWENN	SCHWENN	STEEL TOE BOOTS	90.00	0.00
NEX-TECH WIRELESS, LLC	NEX-TECH W	CELL PHONE SERVICE	250.93	0.00
NORTH CENTRAL KANSAS COMMUNITY	NCKCN	JULY SVR - WEB SERVER	10.00	0.00
PACE ANALYTICAL INC	PACE	WASTE WATER TESTING	659.00	0.00
PHILLIPS COUNTY REVIEW	PLCOREVIEW	NEWSPAPER SUBSCRIPTION	28.00	0.00
PHILLIPS COUNTY TREASURER	PLCOTREAS	SHERIFF PROCESSING FEES - JAN	225.00	0.00
PHILLIPSBURG CITY PETTY CASH	PETTY	REIMBURSE POSTAGE	561.86	0.00
PHILLIPSBURG EMPLOYEE BENEFIT	PBURGEMP	05/20/16 BUSINESS CONTRIBUTION	0.00	20,937.26
PHILLIPSBURG FLEX BENEFITS	PBURGFLEX	05/20/16 EMPLOYEE FLEX BENEFIT	0.00	1,725.47
PHILLIPSBURG HOME STORE	PBURGHOME	LUMBER	758.70	0.00
PHILLIPSBURG WATER &SEWER FUND	PBURGWATER	MAY 2016 METER DEPOSIT REFUNDS	560.00	0.00
PRAIRIE LAND ELECTRIC COOP INC	PRAIRIE	ELECTRIC SERVICE	17,511.52	0.00
RJ'S COMPUTER SERVICE	RJ COMPUTE	DELL 22" WIDE SCREEN FLAT PANE	186.69	0.00
ROBINSON ENTERPRISE INC	ROBINENT	MONTHLY PEST CONTROL	190.00	0.00
ROBINSON LAWN CARE, INC	ROBINLAWN	ROUND 2 WEED KILL	495.00	0.00
SAFETY-KLEEN CORPORATION	SAFEKLEEN	OIL FILTERS/FUEL SURCHARGE	114.22	0.00
SAWYERS ACE HARDWARE	SAWYERS	SWITCH/SHIPPING	1,881.28	0.00
SCHENDEL PEST CONTROL	SCHENDEL	TERMITE BAITING STATION - FIRE	225.00	0.00
SELECT ACCOUNT	SELECT ACC	ADMINISTRATIVE FEE	84.00	0.00
SIDLES AUTOMOTIVE, INC	SIDLES	FILTER/AIR ELEMENT/OIL	119.06	0.00
VISA	VISA	SODA	1,367.60	0.00
WEINMANS FIRESTONE	WEINMANS	CAR TRAILER TIRE	92.00	0.00
WINCHELLS, INC	WINCHELL	MULCH BLADE	61.71	0.00
WORLD PEST CONTROL	WORLD	MOSQUITO CONTROL	575.00	0.00
		Grand Total:	64,599.68	23,224.40

VENDOR APPROVAL SUMMARY REPORT
APPROPRIATION ORD #1055-05-16B

Date: 06/03/2016
Time: 2:28pm
Page: 1

City of Phillipsburg

Bank Code 03

Vendor Name	Vendor Number	Description	Check Amount	Hand Check Amount
CHASE PAYMENTECH	CHASE PAYM	MAY AIRPORT CREDIT CARD FEES	0.00	41.91
FIRST NATIONAL BANK	1ST NAT DD	05/20/16 DIRECT DEPOSIT	0.00	19,949.29
FIRST NATIONAL BANK - TAXES	1ST NAT TX	05/20/16 FEDERAL WITHHOLDING	0.00	7,613.81
GREAT WEST FINANCIAL	GREATW	05/20/16 DEFERRED COMPENSATION	0.00	842.00
KANSAS DEPT OF REVENUE	KS TAX W/H	05/20/16 KANSAS TAX WITHHOLDIN	0.00	1,151.89
KANSAS DEPT. OF REVENUE	KS SALETAX	MAY SALES TAX	0.00	1,600.32
KANSAS PUBLIC EMPLOYEES	KPERS	05/20/16 KPERS	0.00	4,930.83
SELECT ACCOUNT	SELECT ACC	FLEX MEDICAL SPENDING	0.00	1,028.32
		Grand Total:	0.00	37,158.37

City of Phillipsburg

Bank Code 01

Fund / Department / Account	GL Number Abbrev	Vendor Name / Invoice Description	Check Number	Invoice Number	Due Date	Amount
Fund: GENERAL						
Dept: GENERAL						
01-01-7203	COMMUNICAT	NORTH CENTRAL KANSAS COMMUNITY	0		05/31/2016	10.00
		JULY SVR - WEB SERVER		69943		
01-01-7204	COMP.SUPP.	VISA	0		05/09/2016	99.00
		GO TO MY PC REMOTE ACCESS		1626738101-14		
01-01-7205	PRINTING	EAKES OFFICE PLUS	0		05/20/2016	16.57
		COPIER CONTRACT		126302		
01-01-7205	PRINTING	PHILLIPS COUNTY REVIEW	0		05/26/2016	28.00
		NEWSPAPER SUBSCRIPTION		052616		
01-01-7210	CONT LABOR	ROBINSON ENTERPRISE INC	0		06/03/2016	30.00
		MONTHLY PEST CONTROL		24969		
01-01-7210	CONT LABOR	ROBINSON LAWN CARE, INC	0		06/23/2016	67.50
		ROUND 2 WEED KILL		10245		
01-01-7214	TRAINING	LEAGUE OF KS MUNICIPALITIES	0		05/24/2016	3.22
		WEBINAR		16-1449		
01-01-7310	GEN SUPPLY	SAWYERS ACE HARDWARE	0		05/09/2016	33.47
		EXTENSION CORD/CORD PROTECTOR		203605		
01-01-7310	GEN SUPPLY	VISA	0		04/28/2016	142.82
		LATEX GLOVES		042816		
01-01-7311	EQUIP REP	SAWYERS ACE HARDWARE	0		05/09/2016	12.99
		EYE FOR FLAG LIGHT		203587		
01-01-7312	BLDGREPAIR	PHILLIPSBURG HOME STORE	0		04/21/2016	89.85
		LANDSCAPE TIMBERS		388387		
				Total GENERAL		533.42
Dept: COMMUNITY BLDG. & MAINTENANCE						
01-02-7206	NAT. GAS	MIDWEST ENERGY, INC	0		05/25/2016	27.66
		GAS SERVICE		052516		
01-02-7206	NAT. GAS	MIDWEST ENERGY, INC	0		05/24/2016	41.74
		GAS SERVICE		052416		
01-02-7210	CONT LABOR	ROBINSON ENTERPRISE INC	0		06/03/2016	40.00
		MONTHLY PEST CONTROL		24969		
01-02-7251	EQUIP RENT	MILES FURNITURE	0		05/19/2016	35.00
		EQUIPMENT RENTAL - POWER DRIL		12908		
01-02-7251	EQUIP RENT	MILES FURNITURE	0		05/24/2016	125.00
		EQUIPMENT RENTAL - LARGE & SMA		12911		
01-02-7310	GEN SUPPLY	SAWYERS ACE HARDWARE	0		05/10/2016	16.14
		REPAIR WEED EATER/MOWER BLADE		203648		
01-02-7310	GEN SUPPLY	SAWYERS ACE HARDWARE	0		05/16/2016	6.99
		DUST MASK		203905		
01-02-7310	GEN SUPPLY	VISA	0		04/28/2016	142.83
		LATEX GLOVES		042816		
01-02-7312	BLDGREPAIR	SAWYERS ACE HARDWARE	0		05/06/2016	11.96
		VALVE/SANDING SPONGE/FREIGHT		203485		
01-02-7312	BLDGREPAIR	SAWYERS ACE HARDWARE	0		05/10/2016	115.30
		PAINT BRUSH/PAINT/TAPE		203624		
01-02-7312	BLDGREPAIR	SAWYERS ACE HARDWARE	0		05/04/2016	29.98
		HAMMER RIP/CHISELWOOD		203364		
01-02-7312	BLDGREPAIR	VISA	0		05/03/2016	206.00
		FLOORING PATCH MATERIALS		7255/5014017		
01-02-7312	BLDGREPAIR	PHILLIPSBURG HOME STORE	0		05/10/2016	182.26
		MOULDING/CROSS CEILING RAILS/		388710		
01-02-7312	BLDGREPAIR	PHILLIPSBURG HOME STORE	0		04/22/2016	43.95
		BUCKET OF JOINT COMPOUND		388426		
				Total COMMUNITY BLDG. & MAINTENANCE		1,024.81
Dept: MUNICIPAL COURT & POLICE						
01-03-7261	JAIL BOOK	PHILLIPS COUNTY TREASURER	0		04/30/2016	225.00
		SHERIFF PROCESSING FEES - JAN		04302016		
				Total MUNICIPAL COURT & POLICE		225.00
Dept: CITY FIRE DEPT.						
01-05-7210	CONT LABOR	ROBINSON ENTERPRISE INC	0		06/03/2016	30.00
		MONTHLY PEST CONTROL		24969		
01-05-7210	CONT LABOR	ROBINSON LAWN CARE, INC	0		06/23/2016	45.00
		ROUND 2 WEED KILL		10245		
01-05-7210	CONT LABOR	SCHENDEL PEST CONTROL	0		05/16/2016	225.00
		TERMITE BAITING STATION - FIRE		051616		
01-05-7311	EQUIP REP	GARY FLANIGAN	0		05/06/2016	64.50
		PAGER BATTERY		611849		

Fund / Department / Account	GL Number / Abbrev	Vendor Name / Invoice Description	Check Number	Invoice Number	Due Date	Amount
Fund: GENERAL						
Dept: CITY FIRE DEPT.						
				Total CITY FIRE DEPT.		364.50
Dept: RURAL FIRE DEPT.						
01-06-7311	EQUIP REP	GARY FLANIGAN PAGER BATTERY	0	611849	05/06/2016	64.50
				Total RURAL FIRE DEPT.		64.50
Dept: CUSTODIAN						
01-07-7311	EQUIP REP	SAWYERS ACE HARDWARE PRIMER BULB	0	204512	05/27/2016	1.99
01-07-7311	EQUIP REP	SAWYERS ACE HARDWARE REPAIR WEED EATER/MOWER BLADE	0	203648	05/10/2016	109.93
				Total CUSTODIAN		111.92
Dept: PARK						
01-09-7207	ELECTRIC	PRAIRIE LAND ELECTRIC COOP INC ELECTRIC SERVICE	0	052016a	05/20/2016	85.35
01-09-7207	ELECTRIC	PRAIRIE LAND ELECTRIC COOP INC ELECTRIC SERVICE	0	052016	05/20/2016	15.10
01-09-7210	CONT LABOR	WORLD PEST CONTROL MOSQUITO CONTROL	0	053116	05/27/2016	575.00
01-09-7210	CONT LABOR	ROBINSON LAWN CARE, INC ROUND 2 WEED KILL	0	10245	06/23/2016	135.00
01-09-7310	GEN SUPPLY	SAWYERS ACE HARDWARE JIGSAW BLADE/MOWER TIRES	0	203787	05/12/2016	6.39
01-09-7310	GEN SUPPLY	SAWYERS ACE HARDWARE ENGINE OIL	0	203998	05/17/2016	12.99
01-09-7310	GEN SUPPLY	SAWYERS ACE HARDWARE ENGINE OIL	0	204129	05/20/2016	17.32
01-09-7310	GEN SUPPLY	SAWYERS ACE HARDWARE WHEEL GRIND	0	203253	05/02/2016	17.99
01-09-7310	GEN SUPPLY	SAWYERS ACE HARDWARE SCREWS/WASHERS	0	204040	05/18/2016	3.10
01-09-7310	GEN SUPPLY	SAWYERS ACE HARDWARE SAFETY GLASSES	0	203623	05/10/2016	12.99
01-09-7310	GEN SUPPLY	SAWYERS ACE HARDWARE SPIRAL BULB	0	203288	05/02/2016	17.99
01-09-7310	GEN SUPPLY	VISA LATEX GLOVES	0	042816	04/28/2016	142.83
01-09-7310	GEN SUPPLY	LAWSON PRODUCTS, INC FLAT WASHER/ALKALINE BATTERY/C	0	9.04068482	05/03/2016	25.48
01-09-7311	EQUIP REP	SAWYERS ACE HARDWARE FILTER	0	203351	05/03/2016	2.70
01-09-7311	EQUIP REP	SAWYERS ACE HARDWARE VALVE/SANDING SPONGE/FREIGHT	0	203485	05/06/2016	78.99
01-09-7311	EQUIP REP	SAWYERS ACE HARDWARE ADAPTER/COUPLE	0	204079	05/19/2016	1.28
01-09-7311	EQUIP REP	SAWYERS ACE HARDWARE THREAD SEAL/ELBOW/ADAPTER/PRIM	0	204061	05/18/2016	15.32
01-09-7311	EQUIP REP	SIDLES AUTOMOTIVE, INC ZECOL MENDTITE SEALER	0	339213	05/20/2016	7.20
01-09-7311	EQUIP REP	SAFETY-KLEEN CORPORATION OIL FILTERS/FUEL SURCHARGE	0	7030933	05/11/2016	16.31
01-09-7311	EQUIP REP	JOHN DEERE FINANCIAL WHEEL SWIVEL HOUSING PLUG	0	10060763	04/29/2016	2.01
01-09-7312	BLDGREPAIR	SAWYERS ACE HARDWARE BIT/SCREWS/FLANGE	0	203899	05/16/2016	22.43
01-09-7312	BLDGREPAIR	SAWYERS ACE HARDWARE WASHER/RED COUPLING/NIPPLE	0	203263	05/02/2016	24.42
01-09-7312	BLDGREPAIR	SAWYERS ACE HARDWARE TOILET SHIMS/RING WAX	0	203929	05/16/2016	6.28
01-09-7312	BLDGREPAIR	SAWYERS ACE HARDWARE BOLT SET/BOWL WAX/WATER HEATER	0	203892	05/16/2016	329.41
				Total PARK		1,573.88
Dept: RECREATION						
01-10-7207	ELECTRIC	PRAIRIE LAND ELECTRIC COOP INC ELECTRIC SERVICE	0	052016b	05/20/2016	16.89
				Total RECREATION		16.89

Fund / Department / Account	GL Number Abbrev	Vendor Name / Invoice Description	Check Number	Invoice Number	Due Date	Amount
Fund: GENERAL						
Dept: CEMETERY						
01-12-7210	CONT LABOR	ARNOLD BRUMBAUGH GRAVE OPENINGS - STEVEN/CHANCE	0	157231	05/24/2016	540.00
01-12-7220	UNIFORMS	BRIAN G. ARMENT BOOT REIMBURSEMENT	0	315276	05/14/2016	90.00
01-12-7310	GEN SUPPLY	SAWYERS ACE HARDWARE JIGSAW BLADE/MOWER TIRES	0	203787	05/12/2016	6.40
01-12-7310	GEN SUPPLY	SAWYERS ACE HARDWARE ENGINE OIL	0	203998	05/17/2016	12.99
01-12-7310	GEN SUPPLY	SAWYERS ACE HARDWARE ENGINE OIL	0	204129	05/20/2016	17.32
01-12-7310	GEN SUPPLY	SAWYERS ACE HARDWARE WHEEL GRIND	0	203253	05/02/2016	17.99
01-12-7310	GEN SUPPLY	LAWSON PRODUCTS, INC FLAT WASHER/ALKALINE BATTERY/C	0	9.04068482	05/03/2016	25.48
01-12-7311	EQUIP REP	SAWYERS ACE HARDWARE FILTER	0	203351	05/03/2016	2.70
01-12-7311	EQUIP REP	JOHN DEERE FINANCIAL WHEEL SWIVEL HOUSING PLUG	0	10060763	04/29/2016	2.01
				Total CEMETERY		714.89
Dept: STREET LIGHTING						
01-14-7207	ELECTRIC	PRAIRIE LAND ELECTRIC COOP INC ELECTRIC SERVICE	0	052016e	05/20/2016	28.09
01-14-7207	ELECTRIC	PRAIRIE LAND ELECTRIC COOP INC ELECTRIC SERVICE	0	052016d	05/20/2016	4,012.61
01-14-7207	ELECTRIC	PRAIRIE LAND ELECTRIC COOP INC ELECTRIC SERVICE	0	052016c	05/20/2016	171.05
01-14-7311	EQUIP REP	JOHN DEERE FINANCIAL NUTS	0	10053269	04/21/2016	15.45
				Total STREET LIGHTING		4,227.20
Dept: AIRPORT						
01-16-7207	ELECTRIC	PRAIRIE LAND ELECTRIC COOP INC ELECTRIC SERVICE	0	052016f	05/20/2016	224.54
01-16-7210	CONT LABOR	ROBINSON ENTERPRISE INC MONTHLY PEST CONTROL	0	24969	06/03/2016	30.00
01-16-7311	EQUIP REP	SIDLES AUTOMOTIVE, INC FUEL FILTERS	0	338358	04/26/2016	18.76
				Total AIRPORT		273.30
Dept: ARMORY						
01-20-7210	CONT LABOR	ROBINSON ENTERPRISE INC MONTHLY PEST CONTROL	0	24969	06/03/2016	30.00
01-20-7210	CONT LABOR	ROBINSON LAWN CARE, INC ROUND 2 WEED KILL	0	10245	06/23/2016	90.00
				Total ARMORY		120.00
Dept: TRANSPORTATION						
01-27-7203	COMMUNICAT	NEX-TECH WIRELESS, LLC CELL PHONE SERVICE	0	4533177	05/16/2016	34.17
				Total TRANSPORTATION		34.17
Dept: BEAUTIFICATION						
01-36-7207	ELECTRIC	PRAIRIE LAND ELECTRIC COOP INC ELECTRIC SERVICE	0	052016g	05/20/2016	50.30
01-36-7310	GEN SUPPLY	SAWYERS ACE HARDWARE POTTING SOIL	0	203371	05/04/2016	47.92
01-36-7310	GEN SUPPLY	SAWYERS ACE HARDWARE PAINTERS TAPE	0	204360	05/25/2016	16.43
				Total BEAUTIFICATION		114.65
					Fund Total	9,399.13
Fund: EMPLOYEE BENEFIT						
Dept:						
05-00-2650	125 PLAN	PHILLIPSBURG FLEX BENEFITS 05/20/16 EMPLOYEE FLEX BENEFIT	37119	052016	05/20/2016	1,725.47
05-00-2700	GARNISH	KANSAS PAYMENT CENTER 05/20/16 CHILD SUPPORT	37120	052016	05/20/2016	561.67

Fund / Department / Account	GL Number / Abbrev	Vendor Name / Invoice Description	Check Number	Invoice Number	Due Date	Amount
Fund: EMPLOYEE BENEFIT						
Dept:						
05-00-7107	SELECTACCT	SELECT ACCOUNT ADMINISTRATIVE FEE	0	1144874	05/03/2016	84.00
				Total		2,371.14
					Fund Total	2,371.14
Fund: SPECIAL HIGHWAY						
Dept:						
13-00-7310	GEN SUPPLY	KANSAS CORRECTIONAL INDUSTRIES TRAFFIC PAINT	0	163246	04/29/2016	1,582.56
13-00-7310	GEN SUPPLY	SAWYERS ACE HARDWARE JIGSAW BLADE/MOWER TIRES	0	203787	05/12/2016	9.98
13-00-7310	GEN SUPPLY	SAWYERS ACE HARDWARE ENGINE OIL	0	204129	05/20/2016	17.32
13-00-7310	GEN SUPPLY	SAWYERS ACE HARDWARE MANURE FORK	0		06/03/2016	39.99
13-00-7310	GEN SUPPLY	SAWYERS ACE HARDWARE SCRAPER	0	204221	05/23/2016	31.98
13-00-7310	GEN SUPPLY	SAWYERS ACE HARDWARE PAINTERS TAPE	0	204360	05/25/2016	16.44
13-00-7310	GEN SUPPLY	LAWSON PRODUCTS, INC LANTERN BATTERY/CABLE TIES/HOS	0	9304119940	05/25/2016	72.46
13-00-7310	GEN SUPPLY	SIDLES AUTOMOTIVE, INC FILTER/AIR ELEMENT/OIL	0	339112	05/17/2016	13.37
13-00-7310	GEN SUPPLY	LAWSON PRODUCTS, INC FLAT WASHER/ALKALINE BATTERY/C	0	9.04068482	05/03/2016	25.49
13-00-7310	GEN SUPPLY	HEARTLAND DISTRIBUTION SUPPLY COWHIDE GLOVES/BLUE DIPPED GLO	0	94525	05/18/2016	51.42
13-00-7310	GEN SUPPLY	PHILLIPSBURG HOME STORE LUMBER	0	388858	05/18/2016	155.02
13-00-7310	GEN SUPPLY	PHILLIPSBURG HOME STORE STAKES	0	388840	05/17/2016	204.02
13-00-7310	GEN SUPPLY	PHILLIPSBURG HOME STORE STAR BIT DRIVER/PINE LUMBER	0	388776	05/13/2016	51.64
13-00-7310	GEN SUPPLY	PHILLIPSBURG HOME STORE FURRING STRIP	0	388766	05/12/2016	2.99
13-00-7310	GEN SUPPLY	PHILLIPSBURG HOME STORE EXTERIOR SCREWS	0	388659	05/05/2016	23.99
13-00-7310	GEN SUPPLY	PHILLIPSBURG HOME STORE STAR BIT DRIVER	0	388660/3	05/05/2016	4.98
13-00-7311	EQUIP REP	WEINMANS FIRESTONE CAR TRAILER TIRE	0	2413	05/21/2016	37.50
13-00-7311	EQUIP REP	SAFETY-KLEEN CORPORATION OIL FILTERS/FUEL SURCHARGE	0	7030933	05/11/2016	16.31
13-00-7318	SAND&GRAV.	BARNES TRANSPORT, LLC HAUL CHIPS	0	052516	05/25/2016	322.80
13-00-7318	SAND&GRAV.	APAC-KANSAS, INC. 1/2 CHIPS	0	8001578715	05/21/2016	726.30
13-00-7318	SAND&GRAV.	COUNTY LINE HARVESTING HAULING CHIP ROCK	0	051816	05/18/2016	672.60
13-00-7318	SAND&GRAV.	BARNES TRANSPORT, LLC HAUL CHIP ROCK	0	051816	05/18/2016	347.16
13-00-7318	SAND&GRAV.	APAC-KANSAS, INC. CHIP ROCK	0	8001577044	05/14/2016	2,294.46
13-00-7327	CONCRETE	B & B REDI MIX INC STATE MIX	0	13792	05/27/2016	402.50
13-00-7327	CONCRETE	B & B REDI MIX INC STATE MIX	0	13788	05/26/2016	402.50
13-00-7327	CONCRETE	B & B REDI MIX INC STATE MIX	0	13785	05/26/2016	402.50
13-00-7327	CONCRETE	B & B REDI MIX INC STATE MIX	0	13783	05/19/2016	517.50
13-00-7327	CONCRETE	B & B REDI MIX INC STATE MIX	0	13782	05/13/2016	862.50
				Total		9,308.28
					Fund Total	9,308.28

Fund / Department / Account	GL Number / Abbrev	Vendor Name / Invoice Description	Check Number	Invoice Number	Due Date	Amount
Fund: WATER & SEWER UTILITY						
Dept: WATER PRODUCTION						
23-51-7207	ELECTRIC	PRAIRIE LAND ELECTRIC COOP INC	0		05/20/2016	1,625.31
		ELECTRIC SERVICE		052016m		
23-51-7207	ELECTRIC	PRAIRIE LAND ELECTRIC COOP INC	0		05/20/2016	144.51
		ELECTRIC SERVICE		052016l		
23-51-7207	ELECTRIC	PRAIRIE LAND ELECTRIC COOP INC	0		05/20/2016	8.93
		ELECTRIC SERVICE		052016k		
23-51-7207	ELECTRIC	PRAIRIE LAND ELECTRIC COOP INC	0		05/20/2016	168.82
		ELECTRIC SERVICE		052016j		
23-51-7207	ELECTRIC	PRAIRIE LAND ELECTRIC COOP INC	0		05/20/2016	1,375.42
		ELECTRIC SERVICE		052016i		
23-51-7207	ELECTRIC	PRAIRIE LAND ELECTRIC COOP INC	0		05/20/2016	2,764.86
		ELECTRIC SERVICE		052016h		
23-51-7209	REIM EMP	PHILLIPSBURG EMPLOYEE BENEFIT	37118		05/20/2016	1,482.48
		05/20/16 BUSINESS CONTRIBUTION		052016		
23-51-7310	GEN SUPPLY	SAWYERS ACE HARDWARE	0		05/19/2016	2.66
		BATTERY		204115		
23-51-7310	GEN SUPPLY	SAWYERS ACE HARDWARE	0		05/28/2016	33.99
		WEEDEATER HEAD		204556		
23-51-7310	GEN SUPPLY	SIDLES AUTOMOTIVE, INC	0		05/17/2016	13.36
		FILTER/AIR ELEMENT/OIL		339112		
23-51-7310	GEN SUPPLY	LAWSON PRODUCTS, INC	0		05/03/2016	25.49
		FLAT WASHER/ALKALINE BATTERY/C		9.04068482		
23-51-7311	EQUIP REP	SAWYERS ACE HARDWARE	0		05/02/2016	43.97
		SWITCH/SHIPPING		203264		
23-51-7311	EQUIP REP	SAWYERS ACE HARDWARE	0		05/06/2016	7.52
		WASHERS/NUTS		203468		
23-51-7311	EQUIP REP	SAWYERS ACE HARDWARE	0		05/13/2016	75.98
		MALE END/FEMALE END/FREIGHT		203837		
23-51-7311	EQUIP REP	SAWYERS ACE HARDWARE	0		05/31/2016	16.99
		MALE ADAPTER		204121		
23-51-7311	EQUIP REP	WINCHELLS, INC	0		05/26/2016	61.71
		MULCH BLADE		156414		
23-51-7311	EQUIP REP	SAFETY-KLEEN CORPORATION	0		05/11/2016	16.32
		OIL FILTERS/FUEL SURCHARGE		7030933		
23-51-7311	EQUIP REP	LAYNE CHRISTENSEN COMPANY	0		05/11/2016	5,240.00
		WELL 19 TREATMENT - REMOVE PUM		89083079		
23-51-7311	EQUIP REP	LAYNE CHRISTENSEN COMPANY	0		05/11/2016	13,412.36
		WELL 46 - CAMERA SURVEY OF WEL		89083094		

				Total WATER PRODUCTION		26,520.68
Dept: WATER DISTRIBUTION						
23-53-7204	COMP.SUPP.	VISA	0		05/09/2016	99.00
		GO TO MY PC REMOTE ACCESS		1626738101-14		
23-53-7205	PRINTING	EAKES OFFICE PLUS	0		05/20/2016	16.58
		COPIER CONTRACT		126302		
23-53-7209	REIM EMP	PHILLIPSBURG EMPLOYEE BENEFIT	37118		05/20/2016	4,794.74
		05/20/16 BUSINESS CONTRIBUTION		052016		
23-53-7210	CONT LABOR	ROBINSON LAWN CARE, INC	0		06/23/2016	67.50
		ROUND 2 WEED KILL		10245		
23-53-7310	GEN SUPPLY	SAWYERS ACE HARDWARE	0		05/19/2016	2.66
		BATTERY		204115		
23-53-7310	GEN SUPPLY	SAWYERS ACE HARDWARE	0		05/14/2016	15.99
		DIGITAL TIMER		203867		
23-53-7310	GEN SUPPLY	SAWYERS ACE HARDWARE	0		05/28/2016	11.97
		LYSOL/PAPER HOLDER		204564		
23-53-7310	GEN SUPPLY	SAWYERS ACE HARDWARE	0		05/26/2016	4.49
		PAPER TOWEL HOLDER		204423		
23-53-7310	GEN SUPPLY	LAWSON PRODUCTS, INC	0		05/25/2016	72.47
		LANTERN BATTERY/CABLE TIES/HOS		9304119940		
23-53-7310	GEN SUPPLY	SIDLES AUTOMOTIVE, INC	0		05/17/2016	13.37
		FILTER/AIR ELEMENT/OIL		339112		
23-53-7310	GEN SUPPLY	VISA	0		04/28/2016	142.83
		LATEX GLOVES		042816		
23-53-7310	GEN SUPPLY	LAWSON PRODUCTS, INC	0		05/03/2016	25.49
		FLAT WASHER/ALKALINE BATTERY/C		9.04068482		
23-53-7311	EQUIP REP	SAWYERS ACE HARDWARE	0		05/02/2016	7.28
		PVC COUPLE/CLEAN OUT PVC		203279		
23-53-7311	EQUIP REP	SIDLES AUTOMOTIVE, INC	0		05/02/2016	16.26
		PULLEY		338537		

Fund / Department / Account	GL Number / Abbrev	Vendor Name / Invoice Description	Check Number	Invoice Number	Due Date	Amount
Fund: WATER & SEWER UTILITY						
Dept: WATER DISTRIBUTION						
23-53-7311	EQUIP REP	SIDLES AUTOMOTIVE, INC PULLEY	0	338533	04/30/2016	18.76
23-53-7311	EQUIP REP	WEINMANS FIRESTONE TIRE REPAIR	0	2416	05/26/2016	17.00
23-53-7311	EQUIP REP	SAFETY-KLEEN CORPORATION OIL FILTERS/FUEL SURCHARGE	0	7030933	05/11/2016	16.32
23-53-7311	EQUIP REP	SAFETY-KLEEN CORPORATION OIL FILTERS/FUEL SURCHARGE	0	7030933	05/11/2016	16.32
23-53-7311	EQUIP REP	LAYNE CHRISTENSEN COMPANY INSPECT MOTOR/INSTALL NEW SLEE	0	89083080	05/11/2016	5,692.35
23-53-7312	BLDGREPAIR	HAVEN MANUFACTURING POWDER COAT RESERVOIR 104 LID	0	4201	05/12/2016	412.50
23-53-7320	CHLORINE	BRENNTAG SOUTHWEST, INC. CHLORINE	0	724018	05/16/2016	522.00
23-53-7325	METERS	HD SUPPLY WATERWORKS, LTD SENSUS WATER METERS	0	510130	05/25/2016	2,000.00
				Total WATER DISTRIBUTION		13,985.88
Dept: WATER GENERAL						
23-55-7203	COMMUNICAT	PHILLIPSBURG CITY PETTY CASH REIMBURSE POSTAGE	0	053116	05/31/2016	561.86
23-55-7203	COMMUNICAT	NEX-TECH WIRELESS, LLC CELL PHONE SERVICE	0	4533177	05/16/2016	109.04
23-55-7209	REIM EMP	PHILLIPSBURG EMPLOYEE BENEFIT 05/20/16 BUSINESS CONTRIBUTION	37118	052016	05/20/2016	1,436.55
				Total WATER GENERAL		2,107.45
Dept: SEWER						
23-71-7203	COMMUNICAT	NEX-TECH WIRELESS, LLC CELL PHONE SERVICE	0	4533177	05/16/2016	49.29
23-71-7205	PRINTING	EAKES OFFICE PLUS COPIER CONTRACT	0	126302	05/20/2016	16.58
23-71-7206	NAT. GAS	MIDWEST ENERGY, INC GAS SERVICE	0	052516A	05/25/2016	28.25
23-71-7207	ELECTRIC	PRAIRIE LAND ELECTRIC COOP INC ELECTRIC SERVICE	0	052016p	05/20/2016	242.76
23-71-7207	ELECTRIC	PRAIRIE LAND ELECTRIC COOP INC ELECTRIC SERVICE	0	052016o	05/20/2016	575.04
23-71-7207	ELECTRIC	PRAIRIE LAND ELECTRIC COOP INC ELECTRIC SERVICE	0	052016n	05/20/2016	15.31
23-71-7207	ELECTRIC	PRAIRIE LAND ELECTRIC COOP INC ELECTRIC SERVICE	0	052016m	05/20/2016	3,710.19
23-71-7209	REIM EMP	PHILLIPSBURG EMPLOYEE BENEFIT 05/20/16 BUSINESS CONTRIBUTION	37118	052016	05/20/2016	3,503.19
23-71-7237	TESTING	PACE ANALYTICAL INC WASTE WATER TESTING	0	166314	05/11/2016	659.00
23-71-7310	GEN SUPPLY	SAWYERS ACE HARDWARE BATTERY	0	204115	05/19/2016	2.67
23-71-7310	GEN SUPPLY	SAWYERS ACE HARDWARE BATTERY CHARGE/FLEX HOSE	0	203918	05/16/2016	65.98
23-71-7310	GEN SUPPLY	VISA LATEX GLOVES	0	042816	04/28/2016	142.83
23-71-7310	GEN SUPPLY	LAWSON PRODUCTS, INC FLAT WASHER/ALKALINE BATTERY/C	0	9.04068482	05/03/2016	25.49
23-71-7311	EQUIP REP	SAWYERS ACE HARDWARE SWITCH/SHIPPING	0	203264	05/02/2016	43.97
23-71-7311	EQUIP REP	SAFETY-KLEEN CORPORATION OIL FILTERS/FUEL SURCHARGE	0	7030933	05/11/2016	16.32
23-71-7311	EQUIP REP	CARD SERVICES DEEP CYCLE BATTERY/DUCT TAPE	0	00042368	04/23/2016	144.97
				Total SEWER		9,241.84
					Fund Total	51,855.85
Fund: SOLID WASTE						
Dept:						
25-00-7203	COMMUNICAT	NEX-TECH WIRELESS, LLC CELL PHONE SERVICE	0	4533177	05/16/2016	58.43

Fund / Department / Account	GL Number / Abbrev	Vendor Name / Invoice Description	Check Number	Invoice Number	Due Date	Amount
Fund: SOLID WASTE						
Dept:						
25-00-7205	PRINTING	EAKES OFFICE PLUS	0		05/20/2016	16.58
		COPIER CONTRACT		126302		
25-00-7209	REIM EMP	PHILLIPSBURG EMPLOYEE BENEFIT	37118		05/20/2016	7,885.45
		05/20/16 BUSINESS CONTRIBUTION		052016		
25-00-7217	MISC	VISA	0		04/29/2016	6.46
		SODA		24699		
25-00-7217	MISC	VISA	0		04/29/2016	198.79
		PIZZA FOR SPRING CLEAN UP CREW		003133		
25-00-7220	UNIFORMS	NATHAN SCHWENN	0		05/19/2016	90.00
		STEEL TOE BOOTS		051916		
25-00-7310	GEN SUPPLY	SIDLES AUTOMOTIVE, INC	0		05/10/2016	17.98
		EREA		338862		
25-00-7311	EQUIP REP	MATTESON MOTOR COMPANY, INC	0		05/25/2016	51.41
		CHECK FOR GAS LEAK - UPLANDER		33998		
25-00-7311	EQUIP REP	WEINMANS FIRESTONE	0		05/21/2016	37.50
		CAR TRAILER TIRE		2413		
25-00-7311	EQUIP REP	ELLIOTT EQUIPMENT COMPANY	0		05/24/2016	462.85
				134880		
25-00-7311	EQUIP REP	SAFETY-KLEEN CORPORATION	0		05/11/2016	16.32
		OIL FILTERS/FUEL SURCHARGE		7030933		
				Total		8,841.77
					Fund Total	8,841.77
Fund: METER DEPOSIT						
Dept:						
28-00-7238	DEP REFUND	PHILLIPSBURG WATER &SEWER FUND	0		05/31/2016	560.00
		MAY 2016 METER DEPOSIT REFUNDS		05312016		
				Total		560.00
					Fund Total	560.00
Fund: EMPLOYEE FLEX BENEFIT						
Dept:						
39-00-7273	OTHER INS	ASSURITY LIFE INSURANCE	0		05/13/2016	52.40
		JUNE INSURANCE PREMIUM		4001833506		
				Total		52.40
					Fund Total	52.40
Fund: AQUATIC CENTER						
Dept:						
42-00-7204	COMP.SUPP.	RJ'S COMPUTER SERVICE	0		05/17/2016	186.69
		DELL 22" WIDE SCREEN FLAT PANE		3742		
42-00-7207	ELECTRIC	PRAIRIE LAND ELECTRIC COOP INC	0		05/20/2016	2,276.44
		ELECTRIC SERVICE		052016q		
42-00-7209	REIM EMP	PHILLIPSBURG EMPLOYEE BENEFIT	37118		05/20/2016	1,834.85
		05/20/16 BUSINESS CONTRIBUTION		052016		
42-00-7210	CONT LABOR	ROBINSON ENTERPRISE INC	0		06/03/2016	30.00
		MONTHLY PEST CONTROL		24969		
42-00-7210	CONT LABOR	ROBINSON LAWN CARE, INC	0		06/23/2016	90.00
		ROUND 2 WEED KILL		10245		
42-00-7220	UNIFORMS	VISA	0		05/06/2016	32.97
		SWIM SUITS		11252069		
42-00-7310	GEN SUPPLY	SAWYERS ACE HARDWARE	0		05/20/2016	250.42
		KEYS/AIR FILTER/HAWK DECOY		204132		
42-00-7310	GEN SUPPLY	SAWYERS ACE HARDWARE	0		05/04/2016	34.98
		PAINTBRUSH/PAINT		203369		
42-00-7310	GEN SUPPLY	SAWYERS ACE HARDWARE	0		05/04/2016	9.98
		CARWAX		203386		
42-00-7310	GEN SUPPLY	VISA	0		05/02/2016	11.24
		POSTAGE		1557		
42-00-7311	EQUIP REP	SAWYERS ACE HARDWARE	0		05/13/2016	59.99
		PHONE		203798		
42-00-7311	EQUIP REP	J & L PLUMBING & ELECTRIC, LLC	0		05/19/2016	62.00
		PROGRAM BOILER - POOL		2699		

Fund / Department / Account	GL Number / Abbrev	Vendor Name / Invoice Description	Check Number	Invoice Number	Due Date	Amount
Fund: AQUATIC CENTER						
Dept:						
42-00-7311	EQUIP REP	DOHENEYS WATER WAREHOUSE	0		05/19/2016	128.47
		WHITE POLY ROPE/HOOK CLAMP		240936		
42-00-7312	BLDGREPAIR	SAWYERS ACE HARDWARE	0		05/04/2016	30.51
		SHARKBITE COUPLE/SCREWS		203361		
42-00-7312	BLDGREPAIR	SAWYERS ACE HARDWARE	0		05/04/2016	9.48
		PUTTY KNIFE/REDIMIX PATCH		203397		
42-00-7312	BLDGREPAIR	SAWYERS ACE HARDWARE	0		06/03/2016	3.99
		WIRE BRUSH				
42-00-7312	BLDGREPAIR	AUMAN COMPANY INC	0		05/08/2016	248.50
		REPAIRED POOL DEHUMIDIFIER		52540		
42-00-7333	CONCESSION	KENSINGTON LOCKERS, INC.	0		05/11/2016	135.00
		BEEF STICKS		2099		
				Total		5,435.51
					Fund Total	5,435.51
					Grand Total	87,824.08

City of Phillipsburg

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Fund / Department / Account	GL Number / Abbrev	Vendor Name / Invoice Description	Check Number	Invoice Number	Due Date	Amount
Fund: GENERAL						
Dept: GENERAL						
01-01-7219	SALES TAX	KANSAS DEPT. OF REVENUE	160526		05/31/2016	0.16
		MAY SALES TAX		160526		
				Total GENERAL		0.16
Dept: AIRPORT						
01-16-7219	SALES TAX	KANSAS DEPT. OF REVENUE	160526		05/31/2016	117.97
		MAY SALES TAX		160526		
01-16-7259	CREDIT FEE	CHASE PAYMENTECH	160527		05/31/2016	41.91
		MAY AIRPORT CREDIT CARD FEES		160527		
				Total AIRPORT		159.88
					Fund Total	160.04
Fund: EMPLOYEE BENEFIT						
Dept:						
05-00-2100	TAX W/H	KANSAS DEPT OF REVENUE	160524		05/20/2016	1,151.89
		05/20/16 KANSAS TAX WITHHOLDIN		160524		
05-00-2100	TAX W/H	FIRST NATIONAL BANK - TAXES	160523		05/20/2016	5,163.47
		05/20/16 FEDERAL WITHHOLDING		160523		
05-00-2200	KPERS W/H	KANSAS PUBLIC EMPLOYEES	160522		05/20/2016	1,948.95
		05/20/16 KPERS		160522		
05-00-2800	DEF. COMP.	GREAT WEST FINANCIAL	160521		05/20/2016	842.00
		05/20/16 DEFERRED COMPENSATION		160521		
05-00-2950	DIRECT DEP	FIRST NATIONAL BANK	160520		05/20/2016	19,949.29
		05/20/16 DIRECT DEPOSIT		160520		
05-00-7101	SOC SEC	FIRST NATIONAL BANK - TAXES	160523		05/20/2016	2,450.34
		05/20/16 FEDERAL WITHHOLDING		160523		
05-00-7102	KPERS	KANSAS PUBLIC EMPLOYEES	160522		05/20/2016	2,981.88
		05/20/16 KPERS		160522		
				Total		34,487.82
					Fund Total	34,487.82
Fund: WATER & SEWER UTILITY						
Dept: WATER NON-OPERATING						
23-56-7219	SALES TAX	KANSAS DEPT. OF REVENUE	160526		05/31/2016	1,460.77
		MAY SALES TAX		160526		
				Total WATER NON-OPERATING		1,460.77
					Fund Total	1,460.77
Fund: EMPLOYEE FLEX BENEFIT						
Dept:						
39-00-7275	UNREIM MED	SELECT ACCOUNT	160525		05/26/2016	1,028.32
		FLEX MEDICAL SPENDING		160525		
				Total		1,028.32
					Fund Total	1,028.32
Fund: AQUATIC CENTER						
Dept:						
42-00-7219	SALES TAX	KANSAS DEPT. OF REVENUE	160526		05/31/2016	21.42
		MAY SALES TAX		160526		
				Total		21.42
					Fund Total	21.42
					Grand Total	37,158.37

CERTIFIED BY CIIA

Greenberg, Grant & Richards, Inc.

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Office: 713-789-5893
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National Toll Free: 800-497-5332
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P.O. Box 571811
Houston, Texas 77257

RECEIVED
MAY 31 2016

May 24, 2016

City of Phillipsburg
Post Office Box 447
Phillipsbu, KS 67661

Re: Cintas #451-449; Balance: $4785.45; File No.: 1426387; 449-0835

Sir or Madam:

You are hereby advised that we have been retained by the above named creditor for the purpose of collecting an outstanding debt which City of Phillipsburg has incurred with them. Our records indicate that the obligation presently owed to Cintas #451-449 equals an amount of $4785.45.

If full payment of this obligation is not directed to Araceli Pena at Greenberg, Grant & Richards, Inc., at Post Office Box 571811, Houston, Texas, 77257-1811, within seven (7) days of the date of this letter, our client reserves the right to retain local counsel in your area to proceed with litigation against your company for not only the full balance outstanding, but accrued interest, all applicable court costs, attorney's fees, and other expenses including, but not limited to, deposition costs.

We feel obligated to advise you that our initial investigation does indicate that your business organization has adopted a corporate entity. Accordingly, should it be necessary for our client to enter litigation, and should judgment be awarded, our client reserves the right to file for an action to pierce the corporate veil, and enter litigation against the principals on a personal basis should the corporate judgment appear uncollectible.

Naturally, it would benefit all parties concerned if litigation could be circumvented. To this regard, we ask that you make sure that your check covering full payment of this case be directed to Araceli Pena at Greenberg, Grant & Richards, Inc., no later than seven (7) days from the date of this letter.

Sincerely,

Araceli Pena

Greenberg, Grant & Richards, Inc.

Please remit funds in U.S. currency only.

Receipted	Total	Street	Water	Curb	Park & Recreation	Beautify	Comm. Bld	Airport	Sidewalk	Library	General Expenditures	Sewer Loan Repayment	Pool
		20%	35%	4.5%	8%	5%	2%	10%	3%	7%	5.5%	50% of 1% tax	1% Tax
2011 Total	$517,394.36	$47,631.04	$83,354.27	$10,716.96	$19,052.41	$11,907.75	$4,763.12	$23,815.52	$7,144.67	$16,670.86	$13,098.54	$238,155.19	$41,084.02
2012 Total	$979,637.57	$48,981.86	$85,718.27	$11,020.91	$19,592.74	$12,245.48	$4,898.18	$24,490.94	$7,347.28	$17,143.67	$13,470.01	$244,909.41	$489,818.82
2013 Total	$971,221.14	$48,561.05	$84,981.81	$10,926.24	$19,424.41	$12,140.27	$4,856.12	$24,280.53	$7,284.14	$16,996.37	$13,354.30	$242,805.31	$485,610.59
January-14	$78,125.80	$3,906.29	$6,836.00	$878.92	$1,562.52	$976.57	$390.63	$1,953.15	$585.94	$1,367.20	$1,074.23	$19,531.45	$39,062.90
February-14	$66,125.99	$3,306.30	$5,786.03	$743.92	$1,322.52	$826.57	$330.63	$1,653.15	$495.94	$1,157.20	$909.23	$16,531.50	$33,063.00
March-14	$80,108.64	$4,005.44	$7,009.51	$901.22	$1,602.17	$1,001.36	$400.54	$2,002.72	$600.81	$1,401.90	$1,101.49	$20,027.16	$40,054.32
April-14	$79,516.74	$3,975.84	$6,957.72	$894.56	$1,590.33	$993.96	$397.58	$1,987.92	$596.38	$1,391.54	$1,093.35	$19,879.19	$39,758.37
May-14	$67,449.09	$3,372.45	$5,901.80	$758.80	$1,348.98	$843.11	$337.25	$1,686.23	$505.87	$1,180.36	$927.42	$16,862.27	$33,724.55
June-14	$83,250.08	$4,162.50	$7,284.38	$936.56	$1,665.00	$1,040.63	$416.25	$2,081.25	$624.38	$1,456.88	$1,144.69	$20,812.52	$41,625.04
July-14	$93,682.76	$4,684.14	$8,197.24	$1,053.93	$1,873.66	$1,171.03	$468.41	$2,342.07	$702.62	$1,639.45	$1,288.14	$23,420.69	$46,841.38
August-14	$79,128.57	$3,956.43	$6,923.75	$890.20	$1,582.57	$989.11	$395.64	$1,978.21	$593.46	$1,384.75	$1,088.02	$19,782.14	$39,564.29
September-14	$102,688.28	$5,134.42	$8,985.23	$1,155.24	$2,053.77	$1,283.60	$513.44	$2,567.21	$770.16	$1,797.04	$1,411.96	$25,672.07	$51,344.14
October-14	$84,457.71	$4,222.89	$7,390.05	$950.15	$1,689.15	$1,055.72	$422.29	$2,111.44	$633.43	$1,478.01	$1,161.29	$21,114.43	$42,228.86
November-14	$69,436.85	$3,471.85	$6,075.72	$781.16	$1,388.74	$867.96	$347.18	$1,735.92	$520.78	$1,215.14	$954.76	$17,359.21	$34,718.43
December-14	$80,988.41	$4,049.42	$7,086.48	$911.12	$1,619.77	$1,012.36	$404.94	$2,024.71	$607.41	$1,417.30	$1,113.59	$20,247.10	$40,494.21
2014 Total	$964,958.92	$48,247.97	$84,433.91	$10,855.78	$19,299.18	$12,061.98	$4,824.78	$24,123.98	$7,237.18	$16,886.77	$13,268.17	$241,239.73	$482,479.49
January-15	$81,083.43	$4,054.17	$7,094.79	$912.18	$1,621.67	$1,013.54	$405.42	$2,027.09	$608.13	$1,418.96	$1,114.90	$20,270.86	$40,541.72
February-15	$88,085.63	$4,404.28	$7,707.49	$990.96	$1,761.71	$1,101.07	$440.43	$2,202.14	$660.64	$1,541.50	$1,211.18	$22,021.41	$44,042.82
March-15	$70,826.36	$3,541.31	$6,197.31	$796.80	$1,416.53	$885.33	$354.13	$1,770.66	$531.20	$1,239.46	$973.86	$17,706.59	$35,413.18
April-15	$82,051.26	$4,102.57	$7,179.49	$923.07	$1,641.02	$1,025.64	$410.26	$2,051.28	$615.38	$1,435.90	$1,128.20	$20,512.82	$41,025.63
May-15	$67,118.80	$3,355.94	$5,872.89	$755.09	$1,342.38	$838.99	$335.59	$1,677.97	$503.39	$1,174.58	$922.88	$16,779.70	$33,559.40
June-15	$81,031.01	$4,051.55	$7,090.21	$911.59	$1,620.62	$1,012.89	$405.16	$2,025.78	$607.73	$1,418.04	$1,114.18	$20,257.75	$40,515.51
July-15	$73,815.58	$3,690.78	$6,458.86	$830.43	$1,476.31	$922.69	$369.08	$1,845.39	$553.62	$1,291.77	$1,014.96	$18,453.90	$36,907.79
August-15	$77,018.37	$3,850.91	$6,739.11	$866.46	$1,540.37	$962.73	$385.09	$1,925.46	$577.64	$1,347.82	$1,059.00	$19,254.59	$38,509.19
September-15	$63,709.18	$3,185.45	$5,574.56	$716.73	$1,274.18	$796.36	$318.55	$1,592.73	$477.82	$1,114.91	$876.00	$15,927.30	$31,854.59
October-15	$80,271.55	$4,013.58	$7,023.76	$903.05	$1,605.43	$1,003.39	$401.36	$2,006.79	$602.04	$1,404.75	$1,103.73	$20,067.89	$40,135.78
November-15	$82,919.71	$4,145.99	$7,255.47	$932.84	$1,658.39	$1,036.50	$414.60	$2,072.99	$621.90	$1,451.09	$1,140.15	$20,729.93	$41,459.86
December-15	$75,351.60	$3,767.58	$6,593.26	$847.71	$1,507.03	$941.90	$376.76	$1,883.79	$565.14	$1,318.65	$1,036.08	$18,837.90	$37,675.80
2015 Total	$923,282.48	$46,164.11	$80,787.20	$10,386.91	$18,465.64	$11,541.03	$4,616.43	$23,082.07	$6,924.63	$16,157.43	$12,695.12	$230,820.64	$461,641.27
January-16	$61,462.63	$3,073.13	$5,377.98	$691.45	$1,229.25	$768.28	$307.31	$1,536.57	$460.97	$1,075.60	$845.11	$15,365.66	$30,731.32
February-16	$77,753.42	$3,887.67	$6,803.42	$874.72	$1,555.07	$971.92	$388.77	$1,943.84	$583.15	$1,360.68	$1,069.11	$19,438.36	$38,876.71
March-16	$78,954.27	$3,947.71	$6,908.49	$888.24	$1,579.08	$986.93	$394.77	$1,973.86	$592.16	$1,381.70	$1,085.62	$19,738.57	$39,477.14
April-16	$58,610.78	$2,930.54	$5,128.44	$659.37	$1,172.22	$732.63	$293.05	$1,465.27	$439.58	$1,025.69	$805.90	$14,652.70	$29,305.39
May-16	$91,884.42	$4,594.22	$8,039.88	$1,033.70	$1,837.69	$1,148.56	$459.42	$2,297.11	$689.13	$1,607.98	$1,263.41	$22,971.11	$45,942.21
2016 Total	$368,665.52	$18,433.27	$32,258.21	$4,147.48	$7,373.31	$4,608.32	$1,843.32	$9,216.65	$2,764.99	$6,451.65	$5,069.15	$92,166.40	$184,332.77
Total 2015 Jan - May	$389,165.48												
Total 2014 Jan - May	$371,326.26												
2015 Diff from 2016 Jan - May	-$20,499.96												
2014 Diff from 2016 Jan - May	-$2,660.74												

THE LEAGUE OF KANSAS MUNICIPALITIES

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May 20, 2016

City of Phillipsburg
Brenda Chance, City Clerk
945 2nd Street
PO Box 447
Phillipsburg, KS 67661-0447

RE: Personnel Policy and Procedures Manual Discussion

Dear Brenda,

Thank you for the opportunity to visit with you and discuss the possibility of revising your personnel policy and Procedures Manual. Following are some suggested recommendations. I'm looking forward to seeing what we discover!

The League suggests the personnel policy and procedure manual be written in an easy to read manner. This will ensure employee engagement. It is also recommended the book be used to introduce the city—along with its history and culture—to new workers as a way of establishing a positive employer-employee relationship.

The personnel policy and procedure manual should reflect the organization's mission, philosophy and culture—which means it must be a customized document, unique to Phillipsburg.

Steps in development

As part of general guidance on how to approach the development or revision of the personnel policy and procedure manual, the following steps will be taken:

- Review current organization policies.
- Create an outline of what policies and statements to include in the new personnel policy and procedure manual or to modify in an existing one. Most personnel policy and procedure manual should contain the organization's mission statement, the personnel policy and procedure manual purpose, and background information on the employer.
- Summarize versions of each updated policy and procedure. Be sure that the personnel policy is written in layman's terms, without legal jargon.
- Add each summary of a policy or statement about an expectation at the appropriate places, following the outline. Assign a team to review the entire personnel policy and procedure manual.
- Submit the final version to legal counsel for review, with particular attention to ensuring the personnel policy and procedure manual does not create any contractual obligations for the city.
- Select a means of publication.
- Distribute personnel policy and procedure manual to all covered employees. Publishing on an intranet is fine, but make sure that hard copies are available as well.

The following topics are recommended:

- A statement of commitment to diversity and inclusion.

- A statement on conflict of interest and outside employment policies; and policy on the confidential nature of work.
- An employment section, discussing the initial employment period, employee categories and transfers and promotions.
- Information about compensation and performance management systems, including salary, overtime, record keeping, personnel records and the employee referral program.
- A policy detailing procedures for employee discipline, including in cases when workplace anti-violence rules are violated, as well as a complaint procedure for employees with gripes against co-workers or managers.
- A policy on confidentiality and whistle-blowers.
- An employment-at-will policy.
- Drug and alcohol policies, including drug-testing policies.
- Fair employment practices policies, including equal employment opportunity and anti-harassment policies.
- Leave and time-off policies, including for family and medical leave.
- A policy on social media use.
- Attendance policies and procedures for timekeeping.
- Work hours, overtime and benefits policies—though the specifics should be detailed in a separate document.
- Schedule for policy update.

It's important to avoid using language in the personnel policy and procedure manual that boxes the city in. Instead of saying the city "shall" or "will" do something (such as providing insurance), the League suggests cities use the word "may" to avoid sounding contractual.

Finally, it's important to ensure that employees have read the current personnel policy and procedure manual, by having them sign an acknowledgment. This acknowledgement should be placed in the employees personnel file along with their oath.

The following are examples of certain descriptions of sample sections to be included within the personnel policy and procedure manual.

Social Media

The increased use of social media and electronics suggests that policy manuals include statements that employees "don't have an expectation of privacy" when using social media at work or on work devices. Workers should be aware that if they use the Internet or e-mail from a work computer, it may be monitored. And whether employees use their own IT devices or the company's, they need to be aware of security concerns. Employees are the biggest cybersecurity risk a city faces, and it is important to have a staff that understands the risks of downloading an app onto phones containing employer information or clicking a link in an unsolicited e-mail. It is suggested that cities specify in the employee personnel policy and procedure manual security risks and actions workers should take to minimize them.

Reasonable Accommodations

Employees are entitled to reasonable accommodations under certain circumstances, such as for physical and mental health conditions; for religious beliefs, practices and observances; and for pregnancy, childbirth and related medical issues. Not all workers might want an accommodation—or qualify for one—so your policy should be clear that the requestor must make a clear statement when requesting one. Employers should spell out in their personnel policy and procedure manual not only the legal bases for accommodations but also the city's intention to comply with them when reasonable. Managers must be put on notice that, if a worker mentions a condition that might qualify, they should ask if the employee is seeking an accommodation. This can also be a training opportunity.

Retaliation

The policy should state the organization will not tolerate retaliation, which in recent years has been the most common charge brought by the U.S. Equal Employment Opportunity Commission (EEOC). But also state that the city will protect witnesses and others who participate in an investigation of a retaliation claim. This is often a major gap in EEO policies. In addition, the policy should state that the employer cannot promise confidentiality for people who make retaliation complaints. Instead, it can say that their identities will be revealed only on a need-to-know basis. The process must be fair for both the person making the retaliation claim and the individual who is being accused. A retaliation claim may also accompany a discrimination charge.

Wages and Payroll

Two pay-related issues—unauthorized overtime and improper deductions from workers' pay should be addressed in writing to minimize legal liability. With respect to the first issue, recent changes occurred to the federal overtime regulations will require necessary reviews by employers. Federal law makes it clear that, if employees qualify for overtime, they must be paid for the additional work they do outside their normal hours. Cities should state in their personnel policy and procedure manual that employees may not work overtime without advance permission from their manager and those managers can discipline employees after they work unapproved overtime.

It also should be made clear that nonexempt employees should not access job-related e-mails or conduct other business outside of work hours, which can trigger pay issues.

If a city makes an improper deduction from a worker's pay, it can correct the mistake, including through the payment of overtime wages if warranted. If it corrects the mistake, the employer might qualify for a U.S. Department of Labor (DOL) safe harbor provision shielding it from government penalties. The personnel policy and procedure manual should spell out practices that the city engages in—and does not engage in—with regard to pay, noting that it will make good-faith efforts to correct mistakes when alerted to them.

Attendance

Employers must be careful how they treat a worker who is not eligible for leave under the federal Family and Medical Leave Act (FMLA) or who has exhausted such leave. The employee might still be eligible for leave under the Americans with Disabilities Act (ADA). The policy should note that a person might qualify for leave under the ADA as a reasonable accommodation. In many cases, the employee's own medical condition requires an accommodation, regardless of whether the accommodation is needed on the employee's first day of employment or if they are covered under the FMLA.

Failure to update employee personnel policy and procedure manual to outline the accommodation procedures and provisions for how things like benefit premium payments are handled while an employee may be on a personal leave of absence can result in headaches for any city with 15 or more employees. The policy should state that cities perform an individual assessment of each person who takes federally protected leave, and be emphasized in writing. The policy should make it clear that workers will not be punished for legitimate absences from work.

E-Cigs

Today, the use of e-cigarettes and new laws legalizing medical or recreational marijuana in our neighboring state necessitate more-complex and more-nuanced policies. The text should set forth restrictions on where tobacco can be used, such as not inside the building and at least 30 feet from an external door, and should clearly state that e-cigarettes and other tobacco products are covered under the smoking policy.

LGBT Rights

Cities must provide to same-sex married couples the same health and retirement benefits that they offer to other wedded individuals. Moreover, the EEOC has asserted that gender identity is included within Title VII of the Civil Rights Act of 1964.

Employee Benefits

Employee benefits constitute a large, complex and ever-changing set of programs. They are either mandated by federal or state law (such as benefits like Social Security, unemployment insurance and workers' compensation) or are voluntarily provided by the city to help attract, retain and motivate employees and to contribute to the organization's strategic objectives. Such voluntary benefits include retirement savings programs, disability income and paid time off.

Retirement

The retirement income system of KPERS/KP&F can be supplemented by additional programs.

Social Security

One leg is the Old-Age, Survivors, and Disability Insurance (OASDI) portion of the Social Security program. It is funded equally by a payroll tax on employees and employers and provides a DB pension for life based on contributions over the highest-paid 35 years of covered employment. Workers who become totally and permanently disabled are entitled to disability insurance benefits. Benefits levels are relatively modest, yet millions of elderly Americans rely on them for all or almost all of their income.

City-sponsored retirement plans

The second leg of the retirement income stool is a city-provided plan.

Defined contribution plans. The public-sector 457(b) plan is one example available to state and local governments and some nonprofits. In the public sector, the city seldom matches the employee's contribution, and DC plans serve as a tax-favored savings arrangement that supplements the traditional pension plan.

Individual savings

The third leg of the retirement income stool is individual savings. Cities can provide employees with financial and retirement planning education to help them reduce financial stress by keeping within a budget and by accumulating savings for retirement, their children's college education and other needs.

Health Care Benefits

The city's role in the area of health care benefits is largely that of a consumer who selects the benefits to be offered and pays all or most of the cost. The choices have changed drastically over the years and

include conventional fee-for-service arrangements to an array of managed care plans (e.g., health maintenance organizations or HMOs, preferred provider organizations or PPOs, point of service or POS).

The salient feature of health benefits management is how to cope with the ever-increasing cost.

Health Care Reform Law

The 2010 Patient Protection and Affordable Care Act (PPACA) is a comprehensive overhaul of the U.S. health care system. The PPACA began in 2015 to require employers with 100 or more full-time employees to provide health care that meets government-mandated essential health care benefits standards to 70 percent of their employees and to 95 percent by 2016 or to pay a penalty of $2,000 annually for each full-time employee working 30 or more hours per week. This requirement applies to employers with 50 to 99 full-time employees starting in 2016. The system of state-run health care exchanges for individual and small group health plans went into effect in 2014.

The plan calls for the federal government to provide tax credit subsidies to qualifying individuals and families who meet certain criteria and who purchased insurance through the exchanges, and to penalize employers if their employees receive subsidies (with a safe harbor that applies if the employee portion of the self-only premium for the city's lowest-cost plan that provides minimum value does not exceed 9.5 percent of the employee's current W-2 wages from the city). The reform law would also impose a 40 percent excise tax on high value "Cadillac" health plans, starting in 2018, if the health benefits coverage provided is worth more than $10,200 for an individual employee or $27,500 for dependent coverage. To stay up-to-date with the implementation and ongoing legal challenges to this complex legislation, please contact your insurance provider.

Health Care Continuation

For most Americans, health care benefits are a function of employment. In the past, when an employment relationship terminated, health benefits ceased. Even when the individual found another job quickly, most health plans had a waiting period and pre-existing condition exclusions. The premium on an individual health insurance policy is more expensive than on a city's group plan. This was a major problem for many former employees, especially if they or their dependents had medical problems.

Congress addressed the problem with the health care continuation provisions COBRA. A former employee may continue his or her coverage in the city's health plan at 102 percent of the group rate for up to 18 months following a "qualifying event" (such as loss of employment or reduction of hours). Covered dependents may do the same for up to 36 months after the death of the covered employee or after divorce or legal separation, or in the case of children "aging out" of the plan. COBRA eligibility usually ends when the beneficiary gains coverage under another health plan or becomes covered by Medicare at age 65.

The city has important notification and record-keeping responsibilities under COBRA. Although most terminated employees and their dependents do not exercise their COBRA rights, the city must properly notify them of those rights. Failure to do so may extend eligibility indefinitely.

Insurers are concerned with "adverse selection" (employees who buy the product are more likely to use it). Efforts to mitigate the effects include the "pre-existing condition exclusion," under which an existing medical condition is not covered for a specified period. This exclusion caused many problems for participants and had the effect of discouraging labor mobility. Congress addressed this issue with the Health Insurance Portability and Accountability Act of 1996 (HIPAA), which limits pre-existing condition exclusions to one year minus the number of months of recent coverage under another health plan.

Leave

To attract and retain valued employees, many cities voluntarily offer some combination of paid and unpaid time off, including vacation leave, sick leave, personal leave, holiday leave and bereavement leave. The League can provide sample policies to illustrate various types of paid time off and how they are administered:

- Vacation policy
- Sick leave policy
- Holiday pay policy
- Bereavement leave policy

The Fair Labor Standards Act (FLSA) requires employers to pay nonexempt employees time and one half of the employees' regular rate of pay for all hours worked over 40 in a workweek. Employers do not have to count paid holidays, paid time off (PTO), vacation, personal and sick leave hours taken by an employee toward the calculation of the overtime requirement, because these hours are not actually "worked" and are therefore not considered as hours counted toward overtime under the FLSA (29 C.F.R. §779.18).

Instead of maintaining different policies and leave balances for some or all of the above types of leave, some cities adopt a paid-time-off model that grants employees a specified number of paid leave days—often based on tenure with the organization—and allow the employees to use it for whatever purpose they choose.

In 1993, Congress passed the Family and Medical Leave Act (FMLA). It allows employees of a city with 50 or more employees up to 12 weeks of unpaid leave per year (which may be taken intermittently). Family and medical leave may be used for a serious health condition of a spouse or child, the employee's own health problem, or that of the employee's parent, the birth or adoption of a child, or becoming a foster parent.

Except for "key employees," the leave taker must be restored to the same or an equivalent position. The city must continue the employee in its group medical plan. Your city attorney can help you understand what the "key" employee provision under the FMLA is.

The FMLA provides only unpaid leave, which many employees cannot afford to take.

The FMLA was amended by the National Defense Authorization Act for Fiscal Year 2008 to add two special military family leave entitlements: a) to permit an eligible employee who is the spouse, son, daughter, parent or next of kin of a current service member with a serious injury or illness incurred in the line of duty on active duty to take up to 26 workweeks of FMLA leave during a single 12-month period to care for the service member (military caregiver leave); and b) to allow an eligible employee whose spouse, son, daughter or parent is a member of the National Guard or Reserves to take up to 12 workweeks of leave for qualifying exigencies arising out of the military member's active duty or call to active duty in support of a contingency operation (qualifying exigency leave).

Workers' Compensation

Workers' compensation laws and programs are state-specific, and therefore you should consult your workers' compensation carrier for information on all pay medical, rehabilitation, death and burial benefits, and partial wage loss indemnification to employees who experience *on-the-job* injury or illness.

Workers' compensation protects the city as well as the employee. Claimants are limited to the statutory benefits provided by the insurer. The quid pro quo of workers' compensation is that cities accept

responsibility for workplace accidents as a cost of production and those employees forego their right to sue, and the possibility of a larger recovery, for certain and timely medical and wage loss benefits.

Unemployment Insurance

Unemployment compensation in the United States is a creation of the Social Security Act of 1935. The federal government required that the states set up a program that met certain standards, or the government would do it for them.

They typically pay wage-replacement benefits of two-thirds of the claimant's pay up to a specified maximum (which varies greatly from state to state) for up to 26 weeks. Under the Federal Unemployment Tax Act the program is financed by a payroll tax on cities that is subject to experience rating. Funds are deposited with the federal government, and part of the tax is allocated to Washington, D.C., for administrative expenses and to pay for extended benefits during periods of high unemployment. Your city attorney will advise you on the unemployment compensation benefits laws if necessary.

Flexible Benefits

Section 125 of the IRC allows the city to establish an arrangement under which employees have some discretion over their benefits packages. Section 125 has some basic rules, to the effect that the plan must be in writing that the benefits may cover only employees and dependents, that the benefits must be elected in advance and the election is irrevocable for one year. Consult your carrier for more information regarding flexible benefits.

Other Benefits

Cities may offer a wide variety of other benefits, each of which presents its own opportunities and challenges with respect to planning, funding, administering and evaluating. Some examples are:

- Adoption benefits.
- Dependent care.
- Disability benefits.
- Disease management.
- Educational and tuition assistance.
- Employee assistance programs (EAPs).
- Employee service benefits.
- Flexible spending accounts (FSAs).
- Long-term care insurance.
- Wellness benefits.

As you are well aware, the League will be happy to construct working document for your organization should you choose.

Regards,

Anna-Marie Keena, IPMA-SCP, CMC

LET'S TALK NUMBERS

Only **25%** of local government websites are optimized for mobile use

54% of local governments offer email subscriptions

19% of local governments allow online permit payments

70% of internet-using citizens believe governments should use social media

21% of local governments use social media

Citizen's Most Wanted Features

- 58% Online Issue Submission
- 53% Online Bill Pay
- 61% Online Registration

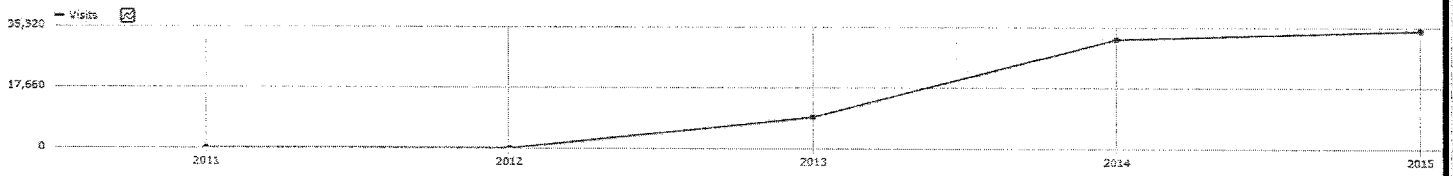
More than 50% of citizens are unsure about the basic functionalities their local government website provides

TOP LEVEL INFORMATION

- 34,289 visits in 2015
- 3 min 1 sec. is average duration
- 87,674 total page views
- 59,643 unique page views

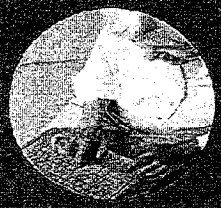
WEBSITE: PHILLIPSBURG,... 2015 ALL VISITS

Evolution over the period



Report

- **34,289** visits
- **3 min 1s** average visit duration
- **51%** visits have bounced (left the website after one page)
- **3.6** actions (page views, downloads, outlinks and internal site searches) per visit
- **0.62s** average generation time
- **87,674** pageviews, **59,643** unique pageviews
- **1,373** total searches on your website, **785** unique keywords
- **33,281** downloads, **21,411** unique downloads
- **1,070** outlinks, **936** unique outlinks
- **1,839** max actions in one visit

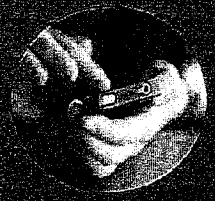


276% Increase in Web Visits from 2013-2015

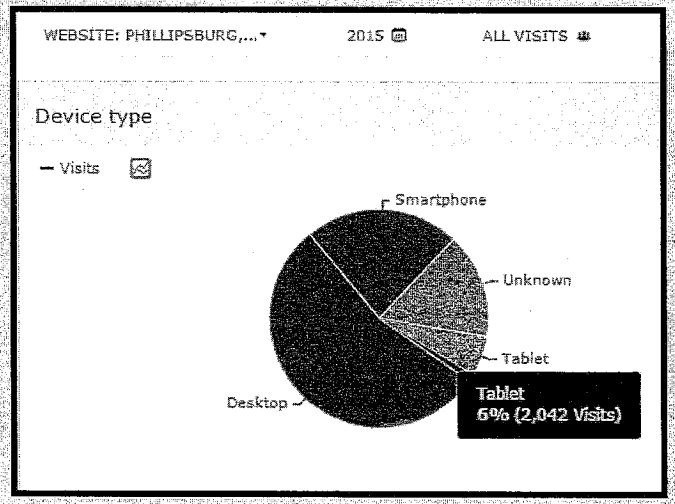
TOP VISITED PAGES

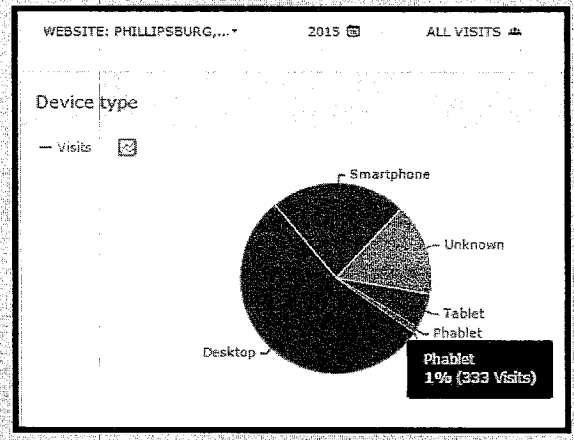
- Resource Directory – 4,751
- News Flash – 4,455
- Calendar – 3,123
- Jobs- 2,461
- Request Tracker – 2,282
- Agenda Center – 1,432
- Alert Center – 1,409
- Visitors – 1,201
- Interment Listing – 1,172

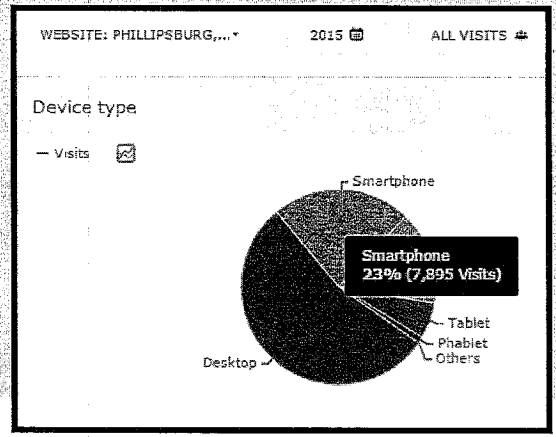
MOBILE STATISTICS



30% of your site traffic in 2015 generated from a smart phone / tablet device (10, 270 visits)







AN INTERACTIVE, MOBILE-RESPONSIVE WEBSITE is no longer a luxury, it's a necessity. Nearly 80% of the US population uses the internet and nearly 2/3 use mobile devices. **It's how we communicate. It's how communities connect. It's our passion.**

41% of your website visits happen outside the hours of 8-5

TOP SEARCHED TERMS

- Newspaper
- Stores
- Pool
- Rodeo
- Parking
- Airport
- Housing
- Jobs

Many organizations are tempted to start down the path of building or redesigning a website by considering what they want their site to look like. But beauty is only pixel-deep... a website can be so much more!

A truly great, interactive government site can serve as a convenient hub for your community, allowing you to connect like never before and work together toward a better tomorrow. The first step is determining where you want to go. When you've got a clear vision and an engaged community... sky's

Module Utilization

- Utility bills and Court payments are available online. Consider adding additional options such as:
  - Recreation Registrations
  - Permits
- Consider changing homepage slide show to include text and clickable images to direct users to commonly searched information such as pool, airport, etc.
- Highlight Parks, Facilities, Storm Shelters, etc. within the Facilities Solution additionally add the ability to reserve these facilities if that is an option
- Highlight summer activities and pool facilities under "Living In" as well as "About Phillipsburg" to help users find the information quickly.
- Allow citizens to register for activities online (softball, flag football, swim lessons, etc.)

Wichita Claim Department

EMC INSURANCE

5/24/16

City of Phillipsburg
PO Box 447
Phillipsburg, KS 67661

Re: Hail damage
Dol: 5/3/16
Insured: City of Phillipsburg

Dear Mrs. Chance,

Attached is the scope of damage showing the amount of your final payment of your claim. Payment will come under separate cover.

Thank you very much for insured your property with EMC Insurance Companies. We are very pleased to be of serviced to you. Please contact us at your convenience if you have any questions regarding our handling of your claim.

Sincerely,

Shawn Harding
Senior Claims Adjuster
EMC Insurance Companies

CC: BHK Insurance LLC

Please sign and return the attached Proof of Loss to my office. Call me for any questions.

Shawn

SWORN STATEMENT IN PROOF OF LOSS

(For Use With Replacement Cost Coverages)

$2,010,504.00
AMOUNT OF POLICY AT TIME OF LOSS

4/1/2016 - 4/1/2017
POLICY TERM

9A6-79-61
POLICY NO.

BHK Insurance LLC
AGENT

AGENCY AT

TO

At time of loss, by above indicated policy of insurance, you insured the interest of

City of Phillipsburg; PO Box 447; Phillipsburg, KS 67661

1. Time and Origin A Hail loss occurred about the hour of _____ o'clock _____ on the 03 day of May, 2016, the cause of the said loss was:

2. Occupancy The premises described, or containing the property described, was occupied at the time of the loss as follows, and for no other purpose whatever:

3. Title and Interest At the time of loss the interest of your insured in the property described therein was

No other person or persons had any interest therein or incumbrance thereon, except:

4. Changes Since the said policy was issued there has been no assignment thereof, or change of interest, use, occupancy, possession, location, or exposure of the property described except:

5. Total Insurance The total amount of insurance upon the property described by this policy was, at the time of loss, $2,010,504.00, as more particularly specified in the apportionment attached under Schedule "C," besides which there was no policy or other contract of insurance, written or oral, valid or invalid.

6. FULL REPLACEMENT COST of the said property at the time of the loss was	$2,010,504.00
7. THE FULL COST OF REPAIR OR REPLACEMENT is	$45,724.77
8. Applicable DEPRECIATION OR BETTERMENT is	$0.00
9. ACTUAL CASH VALUE LOSS is	$45,724.77
10. LESS DEDUCTIBLES and/or participation by the insured	$1,000.00
11. ACTUAL CASH VALUE CLAIM is	$44,724.77
12. SUPPLEMENTAL CLAIM, to be filed in accordance with the terms and conditions of the replacement cost coverage within 0 days from the date of loss as shown above, will not exceed	$0.00

The said loss did not originate by any act, design or procurement on the part of your insured, or this affiant; nothing has been done by or with the privity or consent of your insured or this affiant, to violate the conditions of the policy, or render it void; no articles are mentioned herein or in annexed schedules but such as were destroyed or damaged at the time of said loss; no property saved has in any manner been concealed and no attempt to deceive the said company, as to the extent of said loss, has in any manner been made. Any other information that may be required will be furnished and considered a part of this proof.

The furnishing of this blank or preparation of proofs by a representative of the Insurance company is not a waiver of any of its rights.

Executed this _____ day of _____, 20 _____

Signature _____
INSURED

Signature _____
INSURED

Insured:	City of Phillipsburg
Property:	PO Box 447 Phillipsburg, KS 67661

Claim Rep.:	Shawn Harding- Sr. Claims Adjuster	Business:	(316) 680-3292
Company:	EMC Insurance Companies	E-mail:	Shawn.m.harding@emcins.com
Business:	PO Box 90 Larned, KS 67550		

Estimator:	Shawn Harding- Sr. Claims Adjuster	Business:	(316) 680-3292
Company:	EMC Insurance Companies	E-mail:	Shawn.m.harding@emcins.com
Business:	PO Box 90 Larned, KS 67550		

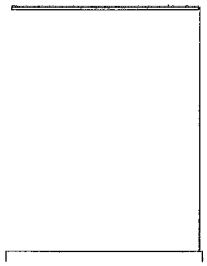
Claim Number: 9A6-79-61 **Policy Number:** 9A6-79-61 **Type of Loss:** Hail

Date Contacted:	5/4/2016		
Date of Loss:	5/3/2016	Date Received:	5/4/2016
Date Inspected:	5/5/2016	Date Entered:	5/24/2016 10:54 AM

Price List:	KSKS8X_OCT15 Restoration/Service/Remodel
Estimate:	2016-05-24-1054

2016-05-24-1054

Main Level



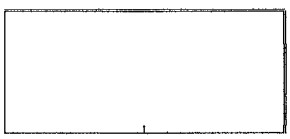
Barrel

8889.23 Surface Area
379.72 Total Perimeter Length

88.89 Number of Squares

DESCRIPTION	QUANTITY	UNIT PRICE	TAX	RCV	DEPREC.	ACV
1a. Remove Modified bitumen roof - hot mopped- Cap Sheet*	88.89 SQ	37.36	0.00	3,320.93	(0.00)	3,320.93
1b. Modified bitumen roof - hot mopped- Cap Sheet*	88.89 SQ	299.66	642.08	27,278.86	(0.00)	27,278.86
3a. Remove Modified bitumen roof - hot mopped- Parapet*	3.26 SQ	37.36	0.00	121.79	(0.00)	121.79
3b. Modified bitumen roof - hot mopped- Parapet*	3.26 SQ	299.66	23.55	1,000.44	(0.00)	1,000.44
8. Additional charge for high roof (2 stories or greater)	88.89 SQ	10.61	0.00	943.12	(0.00)	943.12
Totals: Barrel			**665.63**	**32,665.14**	**0.00**	**32,665.14**

Flat Roof



3203.13 Surface Area
164.33 Total Perimeter Length

32.03 Number of Squares

DESCRIPTION	QUANTITY	UNIT PRICE	TAX	RCV	DEPREC.	ACV
4a. Remove Modified bitumen roof - hot mopped	32.03 SQ	37.36	0.00	1,196.64	(0.00)	1,196.64
4b. Modified bitumen roof - hot mopped	32.03 SQ	299.66	231.36	9,829.47	(0.00)	9,829.47
5a. Remove Modified bitumen roof - hot mopped- Parapet walls*	4.92 SQ	37.36	0.00	183.81	(0.00)	183.81
5b. Modified bitumen roof - hot mopped- Parapet walls*	4.92 SQ	299.66	35.54	1,509.87	(0.00)	1,509.87
10. Additional charge for high roof (2 stories or greater)	32.03 SQ	10.61	0.00	339.84	(0.00)	339.84
Totals: Flat Roof			**266.90**	**13,059.63**	**0.00**	**13,059.63**
Total: Main Level			**932.53**	**45,724.77**	**0.00**	**45,724.77**
Line Item Totals: 2016-05-24-1054			**932.53**	**45,724.77**	**0.00**	**45,724.77**

Grand Total Areas:

0.00	SF Walls	0.00	SF Ceiling	0.00	SF Walls and Ceiling
0.00	SF Floor	0.00	SY Flooring	0.00	LF Floor Perimeter
0.00	SF Long Wall	0.00	SF Short Wall	0.00	LF Ceil. Perimeter
0.00	Floor Area	0.00	Total Area	0.00	Interior Wall Area
763.31	Exterior Wall Area	0.00	Exterior Perimeter of Walls		
12,092.36	Surface Area	120.92	Number of Squares	1,088.11	Total Perimeter Length
0.00	Total Ridge Length	0.00	Total Hip Length		

Summary for Loc #1

Line Item Total	44,792.24
Material Sales Tax	932.53
Replacement Cost Value	**$45,724.77**
Less Deductible	(1,000.00)
Net Claim	**$44,724.77**

Shawn Harding- Sr. Claims Adjuster