

Westmoreland City Council
July 14, 2022 Minutes

The Westmoreland City Council met for its monthly meeting on July 14, 2022 at the Community Center.

Governing Body members present: Mayor, Mark Jack; Councilmembers Jim Smith, Bruce Meininger, Waide Purvis, and Ashley Rice.

Governing Body member absent: Councilmember John Coleman.

City Staff present: Maintenance Supervisor, Robert Krohn; City Treasurer, Mandi Reese; City Clerk, Julie Wren and City Attorney, Summer Dierks.

Others present: Christie Hitch Johnson from Tri-County Waste, Tanya Purvis, resident, Linda Asbury, resident, Cale Prater reporter for The Times, Kelly Gillespie from Networks Plus, and Gayli Harman, camp host.

There being a quorum present, Mayor Jack called the meeting to order at 7:00 PM.

Additions/Deletions to Agenda:

Addition to the prepared agenda- Discussion on BlueValley signage in the city limits.

There being no further additions or deletions to the prepared agenda, Councilmember Rice moved to approve the amended agenda. Councilmember Smith seconded the motion. The motion passed four (4) ayes to zero (0) nays with Councilmember Coleman being absent.

Approval of the June 9, 2022 minutes: There being no corrections to the minutes of the June 9, 2022 council meeting, Councilmember Rice moved to approve the minutes as presented. Councilmember Meininger seconded the motion. The motion passed four (4) ayes to zero (0) nays with Councilmember Coleman being absent.

Approval of the monthly bills: There being no discussion or questions regarding the monthly bills, Councilmember Smith moved to approve the payment of the monthly bills. Councilmember Coleman seconded the motion. The motion passed four (4) ayes to zero (0) nays with Councilmember Coleman being absent.

Public Comments on non-agenda items: Resident, Linda Asbury, addressed the council regarding the cleaning and/or maintenance of the storm water ditch in front of her property at 602 E. Main. Krohn and Meininger had informed Linda that they would try to work this project in for the 2023 budget. Mayor Jack asked that this be brought up next meeting.

(Asbury exited the meeting at 7:10 PM)

Representative from Networks Plus- Kelly Gillespie urged the Council members to update our Firewall system. He presented us with an estimated cost of what the firewall, install and to manage switch would be a month. No motion was made and council would look further into it.

(Kelly Gillespie exited the meeting at 7:20 PM)

Representative from Tri-County Waste- Christie Hitch Johnson came to Council with concerns for Recycling and the cost of it to be picked up and then transferred to Topeka. Due to prices rising she's seeing Recycling not being beneficial for her business with the City of Westmoreland. Council stated we would look at our contract with her and visit again at the next council meeting.

(Christie Hitch Johnson exited the meeting at 7:35 PM)

Ordinance #588 re: Annexing cemetery land, Councilmember Purvis moved to pass Ordinance #588 as presented. Councilmember Meininger seconded the motion. There being no discussion, the motion passed four (4) ayes to zero (0) nays with Councilmember Coleman being absent.

Ordinance #589 re: Changing time of monthly meeting, Councilmember Purvis moved to pass Ordinance #589 as presented. Councilmember Meininger seconded the motion. The motion passed four (4) ayes to zero (0) nays with Councilmember Coleman being absent. This will take effect August's meeting.

Ordinance #590 re: regulations for driveway culverts, tubes and paving, Councilmember Purvis moved to pass Ordinance #590 as presented. Councilmember Smith seconded the motion. There being no discussion, the motion passed four (4) ayes to zero (0) nays with Councilmember Coleman being absent.

Passage of Charter Ordinance 2022-2 re: substituting website as official newspaper. This ordinance shall take effect 61 days after the final publication unless a sufficient petition for referendum is filed, Council will use our city's website www.cityofwestmorelandks.org. Councilmember Meininger moved to pass *Charter Ordinance 2022-2* as presented. Councilmember Smith seconded the motion. The motion passed four (4) ayes to zero (0) nays with Councilmember Coleman being absent. It was stated that if City Clerk, Wren, needed to attend a class to better the website it would be ok. Also asked City Clerk, Wren to get quotes on website designers.

Discussion on Sub-Division Regulations amendments- The Council looked over and said all looked good. Councilmember Meininger moved to accept all changes made to the Sub-Division Regulations as presented. Councilmember Smith seconded the motion. The motion passed four (4) ayes to zero (0) nays with Councilmember Coleman being absent.

The City had received the second half of the ARPA funds. Needing to decide what to do with the extra funds that will be left over after paying for the job that was done at 4th St for the Sewer Extension Project. Krohn informed the council that there are certain guidelines we have to follow in order to use the funds correctly. The guidelines will be brought forward at the next meeting so we can decide what to use it on. Our deadline is December 2024.

Councilmember Meininger said that BlueValley Technologies is wanting to put a sign within the city limits. The Council didn't see a problem with this.

The Council received the completed application for the CMB permit for Car Show by the Masons. Councilmember Meininger moved to approve the application for the CMB permit to be used at the Westmoreland Car Show on July 23, 2022. Councilmember Rice seconded the motion. The motion passed four (4) ayes to zero (0) nays with Councilmember Coleman being absent.

Future Agenda Items added to work the project regarding the maintenance of storm water ditch in front of 602 E Main into 2023 budget, get a second quote for a security firewall, go over Employee Policy Handbook, Christie Hitch with Tri-County Waste and no longer providing recycling services and Megan Bottenberg with Cox Communications.

Staff Reports:

Treasurer's Report: Houston Pierce with VonFeldt, Bauer & VonFeldt Chtd sent a proposed 2023 Budget to look over and to vote to exceed the revenue neutral rate to inform the County Clerk. At this time there were no changes to the breakout of fund expenses. Councilmember Smith moved to exceed the revenue neutral rate. Councilmember Purvis seconded the motion. The motion passed four (4) ayes to zero (0) nays with Councilmember Coleman being absent.

With Reese working from home some she asked if there was a way we could use the same time clock system as Krohn uses so she can use her phone or laptop to clock in and out. Councilmember Meininger moved to allow to spend up to \$300 to set up the new time clock system. Councilmember Smith seconded the motion. The motion passed four (4) ayes to zero (0) nays with Councilmember Coleman being absent.

Reese asked Council if it would be ok to send out a form asking for updated information and send a return envelope with it to all Westmoreland Residents. Councilmember Purvis suggested sending it separately from bill for a better chance of residents opening it. Councilmember Purvis moved to allow letters and return envelopes be sent to residents asking to update their information so the City will have up to date information. Councilmember Smith seconded the motion. The motion passed four (4) ayes to zero (0) nays with Councilmember Coleman being absent.

UTILITY AND MAINTENANCE MONTHLY REPORT

UTILITIES

- Repaired fence damaged at the lagoons from fallen trees and cleared trees/brush from the north, south, and west property lines of the lagoons.
- Collected and took 2 nd quarter lagoon samples to Pace Analytical. Effluent BOD levels were 0.7 mg/L over the permit limits.
- Collected and sent water samples to KDHE. All samples absent for Total Coliform/Ecoli.
- Replaced damaged AMR-water meter sensor at 402 Skene.
- Checked and painted fire hydrants throughout town (59).
- Began annual inspection of sanitary sewer manholes (69 of 129).

STREETS

- Regraded drainage ditch along the south side of Main St., between S. 1st and S. Walnut.

PARKS

- Mowed/trimmed and sprayed properties.
- Dead limbs in the maple tree at City Park were removed.

CEMETERY

- Mowed/trimmed and sprayed weeds.

POOL

- Mowed/trimmed and sprayed weeds.

BUILDINGS

- Finished grading and placing rock for new parking area at the fire station.

PLANNING AND ZONING

- A variance hearing has been requested to modify property line setbacks for a carport installation at 312 Quail.

EQUIPMENT

- REED Equipment is still working on repairs to T3 (F650).

CODE ENFORCEMENT

- Attached Chart for inoperable vehicles and mowing/weeds.

MISC

- Discuss repairing/rebuilding city BBQ smoker that has rusted out the bottom half of the smoker

Krohn reported that the work on Campbell St. will begin August 1st and hoping to be done first of September. Letters had been sent out and he's gone door to door. There will be no outlet to Westmoreland Rd and Highway 99. County Trucks will have to use 6th St only.

Krohn got a couple quotes for the repairing/rebuilding of the city BBQ smoker. The cheapest estimation he got was \$1,800. Council gave the ok to have Krohn haul the grill to the landfill due to it not getting repaired.

Streets: Councilmember Meininger had nothing to report.

Utilities: Councilmember Coleman was absent. Treasurer Reese and City Clerk Wren asked the Council for approval of 16 hours with the Jayhawk software used for billing at the cost of \$1,000. Councilmember Purvis moved to allow the purchase of 16 hours with the Jayhawk Software used for billing at the cost of \$1,000. Councilmember Meininger seconded the motion. The motion passed four (4) ayes to zero (0) nays with Councilmember Coleman being absent.

Animal Control- There was a complaint of a dog incident with a resident who was going on a walk. City Attorney Dierks urged to send a letter to the dog owner with Ordinance 583 included in it. Councilmember Smith had nothing to report.

Planning and Zoning- Councilmember Smith had nothing to report.

Pool- Councilmember Rice had nothing to report.

Cemetery- Councilmember Purvis had nothing to report.

Parks- Councilmember Purvis had nothing to report. Gayli Harman, camp host added that she is in the process of getting more training with the Roverpass Website and would like City Clerk Wren to learn as well. Harman also requested the voicemail be updated at the City do have her number be the one to contact after hours when dealing with the camp site.

(Gayli Harman exited the meeting at 8:45 PM)

Fire Department- Councilmember Smith had nothing to report.

Mayor- Mayor Jack had nothing to report.

City Attorney- Summer Dierks had nothing to report.

City Clerk- With the change in the City Clerk position, the Park Improvement Account needs updated and needs to require three signatures. Councilmember Smith moved to remove Mark Goodenow, Vicki Zentner and Mark S Jack off the Park Improvement Account and to add Mark S Jack (Mayor), Julie Wren (City Clerk) and Bruce Meininger (Council Member). Also, to require this account to have three signatures. Councilmember Purvis seconded the motion. The motion passed four (4) ayes to zero (0) nays with Councilmember Coleman being absent.

Councilmember Purvis moved to enter into executive session at 9:00 PM for no more than fifteen (15) minutes with the Mayor, Councilmembers, Maintenance Supervisor, Robert Krohn; City Treasurer, Mandi Reese; City Clerk, Julie Wren and City Attorney, Summer Dierks in attendance for personnel matters of non-elected personnel and to protect their privacy. Councilmember Meininger seconded the motion.

Councilmember Purvis moved to exit the executive session at 9:10 PM. Councilmember Meininger seconded the motion. The motion passed four (4) ayes to zero (0) nays with Councilmember Coleman being absent.

As a result of the executive session, Councilmember Purvis moved to advertise the opening for Maintenance Assistant position in the Mercury and Wamego Times, city website and Facebook. Councilmember Rice seconded the motion. The motion passed four (4) ayes to zero (0) nays with Councilmember Coleman being absent.

Councilmember Purvis moved to enter into executive session at 9:11 PM for no more than ten (10) minutes with the Mayor, Councilmembers, Maintenance Supervisor, Robert Krohn; City Treasurer, Mandi Reese, City Clerk, Julie Wren and City Attorney, Summer Dierks in attendance for personnel matters of non-elected personnel and to protect their privacy. Councilmember Meininger seconded the motion.

Councilmember Purvis moved to exit the executive session at 9:15 PM. Councilmember Rice seconded the motion. The motion passed four (4) ayes to zero (0) nays with Councilmember Coleman being absent.

There was no action taken as a result of the executive session.

There being no further business, Councilmember Smith moved to adjourn the meeting. Councilmember Meininger seconded the motion. The motion passed four (4) ayes to zero (0) nays with Councilmember Coleman being absent.

Mayor Jack declared the meeting adjourned at 9:10 PM.

Approved by the Governing Body on August 11, 2022.

Signed: _____
Mark S. Jack, Mayor

Julie Wren, City Clerk