

Westmoreland City Council
March 9, 2017 Meeting Minutes

The Westmoreland City Council met for its regular monthly meeting on March 9, 2017 at the Community Center.

Governing Body members present: Mayor, Mark Goodenow; Councilmembers, Jeff Rosell, Waide Purvis, Jim Moore, Mark Jack and Jim Smith.

City Staff present: Maintenance Supervisor, Robert Krohn; City Treasurer, Teresa Varriale; City Attorney, John Watt; City Agent, Jeff Zimmerman and City Clerk, Vicki Zentner.

Others present: Mary Jo Hanner, Blue Barn Farm, reporter for WOW (Westy Official Weekly) and Westy Chamber member; Jackie Cassel, City Clerk from Olsburg, Kansas; Caitlin McLean, Bekah Purvis and Janet Goodenow of the City Library Committee; Jana Paczkowski, editor of WOW (Westy Official Weekly); Cale Prate, reporter for The Smoke Signal; Dee McKee, Pottawatomie County Commissioner and Anne Warder and Alexis Ribordy with Family Tree Insurance Solutions.

There being a quorum present Mayor Goodenow called the meeting to order at 7:00 P.M.

Additions/Deletions to agenda: Councilmember Moore asked to add a discussion on the Rural Water District #4 purchase agreement with the city and a discussion regarding sidewalk replacements.

There being no further additions/deletions to the prepared agenda, Councilmember Smith moved to approve the amended agenda. Councilmember Jack seconded the motion. The motion passed five (5) ayes to zero (0) nays.

Approval of minutes: Councilmember Rosell moved to approve the minutes of the February 9, 2017 regular meeting minutes and the February 20, 2017 special meeting minutes as presented. Councilmember Smith seconded the motion. The motion passed five (5) ayes to zero (0) nays.

Payment of the monthly bills: Councilmember Purvis moved to pay the monthly bills as submitted. Councilmember Jack seconded the motion. The motion passed five (5) ayes to zero (0) nays.

Public Comments on non-agenda items: Mary Jo Hanner with WOW informed those present that the newspaper was looking for subscribers and advertisers for the paper.

Review of city insurance coverage/policy: Anne Wardner with Family Tree Insurance Solutions presented the city insurance policy coverages. It was noted that the new concession stand would need to be added to the coverage and the former concession stand be listed as restrooms.

Ms. Wardner also discussed the additional quotes for auto and general liability coverages. She also stated that an additional class code for water services provided to the city wasn't on the previous liability coverage but after the recent audit, it was added and is now a requirement. The additional auto and general liability coverages did not have to be accepted and their costs would be deducted from the original quote should the council wish to have them deleted.

After some brief discussion on the coverages and costs, Ms. Wardner will provide a new quote for coverage after the addition of the new concession stand and the re-classification of the restrooms at the ball diamond.

(Ms. Wardner and Ms. Ribordy exited the meeting at 7:25 P.M.)

Discussion with County Commissioner Dee McKee re: Country Stampede: Mrs. McKee informed the council that during the summer, the bridge at Tuttle Creek State Lake would be closed and all traffic would be re-directed to Randolph and around. She stated that this would be during the time that the Country Stampede would be held at the lake and was thinking that it would prove as an opportunity for both Westmoreland and Olsburg to advertise additional camping venues for patrons attending the Stampede.

Councilmember Jack stated he felt the city's RV Park would draw the type of people that would come and like the quietness and family friendly atmosphere.

Mrs. McKee had given the city clerk information to contact a representative from the Stampede to have the RV Park added to the website as an alternative for camping. She was also hoping that the county would use their ATA buses as shuttles to and from the RV Park to the Stampede as an incentive to stay at Westmoreland and Olsburg.

Mrs. McKee also stated that the city might want to talk with the Pottawatomie Economic Development office about help with a housing assessment for possible development in Westmoreland due to the growth of Ft. Riley and the new bio-center at Kansas State University.

Councilmember Rosell stated that city didn't have any more residential lots and Councilmember Moore stated there were some, but the city needed to have an interested developer come in.

(Mrs. McKee exited the meeting at 7:40 P.M.).

Rock Creek Valley Historical Society requests: Councilmember Moore stated that the Historical Society board would like to have the city allow the maintenance staff to use city equipment to excavate a 10' x 5' area for the pouring of a concrete pad for the installation of historical scales.

Councilmember Smith moved to allow city staff and equipment to help with the excavating area as described for the concrete pad at the Historical Society Museum grounds.

Councilmember Jack seconded the motion. The motion passed four (4) ayes to zero (0) nays with one (1) abstention from Councilmember Moore due to conflict of interest.

The second request by the Historical Society was for the city to allow the installation of a street light on the north side of Burkman Street on the museum complex grounds for safety of patrons in the evenings.

Councilmember Rosell moved to install a street light on the north side of Burkman Street as requested by the museum board. Councilmember Jack seconded the motion. The motion passed four (4) ayes to zero (0) nays with one (1) abstention from Councilmember Moore due to conflict of interest.

Requests from the Westy Area Chamber: Councilmember Moore asked the council for permission to block off Main Street for the Car Show, BBQ and parade on June 10, 2017. He stated that there was a possibility of having a larger turn out of participants for the Car Show than there had been in the past.

Councilmember Purvis moved to all the closing of streets as needed for the Car Show. Councilmember Jack seconded the motion. The motion passed five (5) ayes to zero (0) nays.

Councilmember Moore also asked the council to allow a beer garden for most of the day at the tennis court in City Park and to close part of Main Street for a street dance the night of June 10, 2017 from 6:00 P.M. to 9:00 P.M.

Attorney Watt stated that the council would need to pass an ordinance to allow the beer garden and the consumption of 3.2% beer on the city street in the designated areas only.

Mary Jo Hanner stated that she had spoken with the sheriff about crowd control and he said that the sheriff's department was not able to sit there and "police", but he would have patrols around and should there be any problems they would respond if notified. She also stated that the beer garden would only be in the tennis court as it was easier to control.

The council instructed Attorney Watt to prepare the resolution and bring it to the April council meeting for consideration/passage.

(Mary Jo Hanner, Jana Paczkowski and Jackie Cassel exited the meeting at 8:30P.M.)

Discussion on formal proposal for auditing proposal: City Clerk Zentner asked the council if they had any comments on the draft RFP (Request for Formal Proposal) she had prepared and forwarded to the council for input. After some discussion, it was decided that the RFP would be sent out towards the end of the year for the budget year 2019.

Clerk Zentner asked the council for permission to have the Mayor sign the engagement letter with Sink, Gordon and Associates for the 2018 budget.

Councilmember Moore moved to authorize the Mayor to sign the engagement letter with Sink, Gordon and Associates for the 2018 budget as requested. Councilmember Jack seconded the motion. The motion passed five (5) ayes to zero (0) nays.

Discussion on observed holiday closings: Councilmember Moore stated he felt that city employees should be given all federal holidays off. After some discussion, it was decided to leave the policy and dates of holiday closings be kept as stated in the personnel handbook.

Pool Manager interviews: The council set Thursday, March 16, 2017 beginning at 6:00 P.M. as the date for interviews for the pool manager position. Clerk Zentner will call the applicants to schedule interview times.

Approval of CMB (Cereal Malt Beverage) license renewal: Councilmember Rosell moved to renew the CMB license for South 40 Café. Councilmember Purvis seconded the motion. The motion passed five (5) ayes to zero (0) nays.

Discussion on formal proposal to regional library board for consideration: Because the library surveys were due back on March 17th, this issue was tabled until the April council meeting.

Setting of goal setting special meeting: The council set Thursday, March 30, 2017 at 7:00 P.M. for a goal setting meeting. The city clerk will send out invitations to residents to attend the meeting.

Discussion/permission to apply for Forestry Grant: Councilmember Smith asked for permission to apply for a forestry grant this year for the purchase of communications equipment. He stated that new regulations required that fire departments have one (1) 800 mh (mega hurts) radio as well as three (3) others that were encrypted so the general public was not able to hear sensitive information/communications over scanners.

Councilmember Jack stated these radios were the same as what the sheriff's department uses and they would allow both parties to communication sensitive information between the departments.

Councilmember Smith stated that the grant was a 50/50 grant and that the city purchases the equipment and submits proof of purchase to the forestry grant administrator up to \$5,000 on the city side.

After some brief discussion, Councilmember Rosell moved to allow the fire department to apply for the forestry grant for the purchase of communications radios. Councilmember Jack seconded the motion. The motion passed five (5) ayes to zero (0) nays.

Discussion on purchase agreement with Rural Water District #4: Councilmember Moore stated that he had read through the agreement with Rural Water District #4 and had an issue with the fact that the water board had refinanced their loan down to a 30-year loan for a decrease interest

rate. He stated that the original agreement with the water district stated that the city pays \$3,396 a month as the city's part of the loan repayment cost for the water district supplying the city with water and the costs involved in laying the lines from their plant to the city. He stated that at this cost, the city would be paying the water district an additional \$41,000 a year for 10 years after the water district paid off their loan.

Councilmember Jack asked shouldn't the city have been informed that the water district was refinancing their loan. Attorney Watt stated yes and that he felt this issue should be discussed with the chairperson of the board, the engineer and Dan Hoobler.

After some discussion, the aforementioned individuals will be contacted by the city clerk to attend the April council meeting to discuss this issue.

Sidewalks: Councilmember Moore stated that he and the maintenance supervisor had looked at areas to replace sidewalks and decided to replace the sidewalks on North Street from 1st Street to 5th Street and possibly on west to the T-ball field. The cost would be approximately \$19,000. Councilmember Moore stated sidewalks on 2nd, 3rd and south 4th Street are still needing to be replaced.

Mayor Goodenow stated that if the city stops replacing the sidewalks, he was afraid the sidewalks would not get done.

Councilmember Rosell stated he didn't have a problem with replacing the sidewalks, he just wanted to know which fund the money would come from. Councilmember Moore replied it would have to come out of the general fund due to the overlay of Main Street. He also stated he felt the bank would donate towards the sidewalk improvements.

Councilmember Rosell stated he would rather ask the bank to donate towards decorative lighting for the business district on Main Street

After some brief discussion, Councilmember Jack moved to allow to advertise for sidewalks bids from Walnut Street on the west to 4th Street on North Street. Councilmember Smith seconded the motion. The motion passed five (5) ayes to zero (0) nays.

City Agent report: Jeff Zimmerman stated he had nothing more to report. Councilmember Moore stated that there was possibly a volunteer group coming to help with cleaning up one (1) property on Main Street as a community service project.

(Jeff Zimmerman exited the meeting at 8:45 P.M.)

Library Committee report: Chairperson, Janet Goodenow, informed the council the committee had looked at the recent library survey sent to residents and liked it.

She stated that the committee was looking at different program ideas and wanted to do an independent summer reading program.

The committee would still like to have extended hours at the library and would contact the regional library board. They would like to keep the Monday hours at the library but would like to see the board consider having the library open on Wednesdays from 3:00 P.M. to 8:00 P.M. to catch children/students after school to do tutoring, as well as an opportunity for adults to use the library as there are no school activities (usually) that evening; to keep Thursday hours of 3:00 to 8:00 P.M. and have the library open on Saturdays from 8:30 A.M. to 1:30 P.M. The committee will also emphasize that the library can be ran by volunteers.

Janet also stated that there was nothing in the regional library polices about setting up a branch library, only a mini library. She stated that it was time to update their policies and address several issues in it.

Attorney Watt stated he had a conversation with County Commissioner Weixelman regarding the library and he was optimistic that if the regional board gets a proposal from the city regarding the issues of staffing and hours the library would be open, he felt the board would give in consideration. He stated that the proposal should come from the Mayor.

Councilmember Rosell stated he would like to get the recent surveys back before getting a proposal together and have the Mayor sign it.

Attorney Watt felt that before the letter goes out the County Administrator should review it first.

Future Agenda items: There were none.

(Cale Prate exited the meeting at 8:55 P.M.)

Staff Reports

Treasurer's: Treasurer Varriale informed the council that the sales tax payments that they inquired about at the February council meeting had been researched and they were overpayments. The total came to \$5,000 and after speaking with the sales tax department with the State of Kansas, this amount will be a credit on our account of which we would use for future monthly payments.

There being no further discussion or questions on the treasurer's report, Councilmember Smith moved to approve the report as presented. Councilmember Purvis seconded the motion. The motion passed five (5) ayes to zero (0) nays.

Maintenance: Supervisor Krohn reported the following:

- Utilities:
Filed the 2016 municipal water use report with KHDE

- Streets:

Cleaned the ditch and culvert end section at 1st and Grant Streets

Installed rip rap in the washout around the storm water area drain at Quail and Rock Creek Dr.

- Parks:

Removed old wood seating on the portable bleachers at the ball diamond, painted the frames and brackets and installed new treated seating

Painted the exterior of the bathrooms, concession building and grand stand roof at the ball diamond

Fabricated and installed awnings over the windows on the concession building

Painted the welcome sign at the west entrance into town

Water sealed all the bleachers, fencing, grandstand, press box, dug outs and picnic tables at the ball diamond

Replaced the slipper slide on the playground equipment in city park closest to Main Street due to it being damaged by bicycles going down it

Removed the leaves from the tennis court at city park

Fabricated and installed work for safety fencing along the 3rd base line and over the top of the concession building

Installed underground electrical conduit for the ball diamond concession building

Made repairs to walking trail bridge at the shop

- Cemetery:

Opened and closed three (3) graves

Trimmed the cedar trees and bushes

- Buildings:

Replaced light ballast at the library

Repaired and painted the ceiling at the fire station from the a/c condenser leak

Propane Central replaced shop heater due to parts failure allowing the propane to ignite in large quantities in the chamber

- Planning and Zoning:

Issued a building permit for a privacy fence at 101 S. 6th

City Clerk: Zentner reported the sales tax meeting with Pottawatomie County Economic Development would be held on March 22, 2017.

Zentner presented the cost for the new payment envelopes for the RV Park. After some brief discussion, Councilmember Purvis moved to purchase 500 envelopes at a cost of \$680.60. Councilmember Rosell seconded the motion. The motion passed five (5) ayes to zero (0) nays.

Councilmember Reports:

Streets: Councilmember Moore stated that the overlay for Main Street should take place within the next 60 days.

Utilities: Councilmember Rosell had nothing to report.

Animal Control: Councilmember Smith had nothing to report.

Planning and Zoning: Councilmember Smith had nothing to report.

Pool-Councilmember Jack reminded the rest of the council of the pool manager interviews on March 16, 2017.

Fire Department: Councilmember Jack had nothing to report, however Councilmember Smith requested that the city meet with the Seven Township board to discuss items with them. This item will be placed on the April council meeting's agenda to set a date.

Cemetery: Councilmember Purvis had nothing to report.

Parks: Councilmember Purvis had nothing more to report.

Mayor: Mayor Goodenow had nothing to report.

City Attorney: Attorney Watt had nothing to report.

Councilmember Purvis moved to adjourn the meeting. Councilmember Jack seconded the motion. The motion passed five (5) ayes to zero (0) nays.

Mayor Goodenow declared the meeting adjourned at 9:03 P.M.

Approved by the Governing Body on April 13, 2017.



Vicki B. Zentner
Vicki B. Zentner, City Clerk

Signed: *Mark A. Goodenow*
Mark A. Goodenow, Mayor