

## NOT OFFICIAL UNTIL APPROVED BY THE GOVERNING BODY

Westmoreland City Council  
March 09, 2023 minutes

The Westmoreland City Council met on March 09, 2023 at the Westmoreland Community Center for its monthly meeting.

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

*Governing Body member absent:* Councilmember John Coleman and Ashley Rice.

*City Staff present:* Maintenance Supervisor, Robert Krohn; City Treasurer, Amanda "Mandi" Reese; and City Clerk, Julie Wren.

*Others present:* Resident; Michelle Campbell, Members of The Way Church; Barry and Sharon Pemberton, Fire Chief; Kevin Umscheid, Pott Co. Officer; Crystian Torres, Charlson & Wilson Insurance; Bernie Haney, and Reporter of The Times; Cale Prater.

There being a quorum present, Mayor Jack called the meeting to order at 6:30 PM.

*Agenda:* Councilmember Purvis asked to add to D.2- Quote from Networks Plus for offsite backup. Councilmember Meininger moved to approve the minutes with above additions. Councilmember Purvis seconded the motion. The motion passed three (3) ayes to zero (0) nays with Councilmember Coleman and Rice being absent.

*Consent Items:* There being no corrections or discussion, Councilmember Meininger moved to approve the minutes with above additions. Councilmember Purvis seconded the motion. The motion passed three (3) ayes to zero (0) nays with Councilmember Coleman and Rice being absent.

*Public comments on non-agenda items:* Barry Pemberton representing The Way non-denomination Church, located in the Sunflower Room on Sundays at 10:45 am, came to the meeting wanting to introduce himself and the church. He welcomed us all to join their worship and wants to be a part of the community in any way so to reach out if there's anything they can do.

*Bernie Haney with Charlson and Wilson Insurance Renewal:* Mr. Haney with Charlson and Wilson Insurance (C&W) introduced himself and the relationship of how he got the opportunity to insure the city. He then went over the "Premium Summary" which he

provided to us and the Council. There was an 8% increase from last year's (pending any policy changes), but still about \$3,500 less than the 2021-22 policy year for EMC. Something he said we may want to discuss is cyber coverage, do we want to include that.

*Jayhawk Software and Networks Plus offsite backup quotes:* City Clerk, Wren presented the quotes from Networks Plus and Jayhawk Software for offsite backup. Councilmember Purvis motioned to go with Networks plus and to see if they are able to back up our Jayhawk software, if they cannot then to go with Jayhawk quote for backup on the software. Councilmember Smith seconded the motion. The motion passed three (3) ayes to zero (0) nays with Councilmember Coleman and Rice being absent.

*Approve renewal for Dollar General Cereal Malt Beverage (CMB) license:* Councilmember Purvis moved to approve the CMB License for Dollar General. Councilmember Meininger seconded the motion. There being no further discussion, the motion passed with three (3) ayes to zero (0) nays with Councilmembers Rice and Coleman being absent.

*Review the Community Center Agreement:* Once looking over the Community Center agreement, Mayor Jack stated that Emergency Services are able to use the building for free and groups have it open to the public, the building is free. Councilmember Purvis said events who ask for donations, but open to public can be free as well. If groups have any special requests, they must put it on their Community Center Agreement form and have prior approval. Councilmember Purvis moved to approve Community Center Agreement with verbiage of prior approval added to regulations, third item. Councilmember Meininger seconded the motion. There being no further discussion, the motion passed with three (3) ayes to zero (0) nays with Councilmembers Rice and Coleman being absent.

*Future agenda items:* Councilmember Purvis asked to keep track of sales tax and look at it November's council meeting, Personnel Handbook once completed.

### **Reports:**

*Treasurer:* Treasurer Reese printed a report showing three months' worth of activity for the Community Center last year. It had what we paid a month and the deposits we had from those who rented. Council requested to have a breakdown of "free groups" we have that rent the building monthly.

KPERS has an Optional Group Life Insurance that is no cost to the city. It would be an extra benefit provided to employees at little cost to them. Councilmember Purvis motioned to opt in for the Optional Group Life Insurance through KPERS. Councilmember Meininger seconded the motion. There being no further discussion, the

motion passed with three (3) ayes to zero (0) nays with Councilmembers Rice and Coleman being absent.

### *Maintenance Report:*

## **UTILITIES**

- Completed five work orders for water meter read in/turn on and/or read out/shut off.
- Sent March drinking water samples to KDHE. Samples came back negative for Total Coliform and/or E. coli.
- Collected and delivered 1<sup>st</sup> quarter lagoon samples to Pace Analytical.
- Completed four Kansas One Call locate tickets.
- Completed one work orders to shut down the water vault for RWD 4 to perform maintenance at their water plant, storage tanks, and wells.
- Completed one work order for a backed-up sewer lateral at 110 Campbell. Mayer Specialty assisted with cleaning the sanitary sewer main due to roots coming from the lateral tap at 703 N. 1<sup>st</sup> blocking the main and the city's sewer jet not powerful enough to unblock the roots plugging the sanitary sewer main.
- Attended KRWA online class for the new KDHE lead service line inventory requirements.
- Larson Construction assisted with water main repair at 504 N. Walnut due to the main being installed on a rock ledge with no bedding and/or backfill material. There was a 15" crack in the bottom of the pipe and a previous repair 6' from this crack was removed and one large repair was made.
- Discuss water service replacement at the Community Center.
- Hand dug a hole under the Community Center to be able to bore and/or sleeve a new water line under the building.
- Completed one work order to scan and generate an hourly water usage/flow rate report for the water meter at 507 Burkman.

## **STREETS**

- Spread salt on streets and ice melt on city property sidewalk on 2/16. Cleared snow off of city property sidewalks on 2/16.
- Need to discuss 2023 street maintenance plans for ONYX sealing.

## **PARKS**

- Picked up trash and tree limbs at city properties.
- Dug footing, installed bench frame, and poured concrete for bench frame at the RV Park dog park.

## **CEMETERY**

- Opened/closed one full burial.

## **BUILDINGS**

- Alternative Air replaced the control board for the furnace at the storage garage.

- Replaced the leaking water supply lines to the washing machine at the fire station.
- Installed and wired new ceiling fan at City Hall.

## **PLANNING AND ZONING**

- Sent violation letter for a fence built without a permit at 507 N. Walnut.
- Issued a demolition permit for a structure at 100 Armer St

Krohn asked Council their thoughts on the seal coating for Armer, 3<sup>rd</sup>, Redbud, Cochrun and Skene streets. Hall Brothers estimated the project to be about \$49,000.

Councilmember Meininger moved to approve the seal coating for Armer, 3<sup>rd</sup>, Redbud, Cochrun and Skene streets. Councilmember Smith seconded the motion. There being no further discussion, the motion passed with three (3) ayes to zero (0) nays with Councilmembers Rice and Coleman being absent.

*Clerks Report:* The Westmoreland Country Market reached out to Wren and stated they now have charge accounts. Council members said it would be ok to set one up like the city had in the past with previous owners.

The spring-cleaning day for the city has been set for Saturday, April 22<sup>nd</sup> 8 am to Noon. Open to residents within the city limits.

*Streets-* Councilmember Meininger had nothing to report.

*Utilities-* Councilmember Coleman was absent.

*Animal Control-* Councilmember Smith had nothing to report.

*Planning & Zoning-* Councilmember Smith had nothing to report.

*Pool-* Councilmember Rice was absent, but Mandi had items to bring up. Currently no applicants for manager or lifeguard. Mandi stated she sent e-mails to past lifeguards on 3-09 with application attached. The base pay was questioned for the pool manager and Attorney Dierks suggested that be talked about during executive session. Following the meeting there will be executive session called to discuss this further.

*Cemetery-* Councilmember Purvis had nothing to report. Mr. Krohn made a comment that after the past couple funerals, due to vehicles driving on the grass when wet they got stuck and tore up some spots. Council suggested reaching out to the funeral homes to have them kindly ask quests to stay off the grass when wet.

*Parks-* Councilmember Purvis had nothing to report.

*Fire Department-* Smith had nothing to report. Kevin Umscheid updated the Council with the purchases they have made. Kevin asked if the Fire Department could purchase non-

ethanol gas from the city. The pumps on the brush trucks take non-ethanol gas and guessing it would only need 50 gallons a year. Krohn said he would be able to have Wanklyn Oil put a meter on the bulk gas fuel tank at no cost and Council did not have a problem with it. Kevin also asked the Council if it would be ok the Fire Department purchased a laptop due to theirs no longer working. Councilmember Purvis moved to approve the purchase of a laptop and then the city reimburse them. Councilmember Smith seconded the motion. The motion passed with three (3) ayes to zero (0) nays with Councilmembers Rice and Coleman being absent.

*Mayor-* Mayor Jack had nothing to report.

*City Attorney:* Dierks said court for the 24<sup>th</sup> got dismissed. She has been in contact with Mr. Krohn regarding signage at the Dog Park and approved the signage put up by the project organizers.

(Resident Campbell and Officer Torres exits @ 7:24 PM)

*Executive Session:* Councilmember Purvis moved to enter into executive session at 7:25 PM for no more than ten (10) minutes with the Mayor, Councilmembers, City Clerk, City Treasurer, City Attorney and Utility Maintenance Supervisor in attendance for personnel matters of non-elected personnel and to protect their privacy. Councilmember Meininger seconded the motion. The motion passed three (3) ayes to zero (0) nays with Councilmember Coleman and Rice being absent.

Councilmember Purvis moved to exit the executive session at 7:35 PM. Councilmember Meininger seconded the motion. The motion passed three (3) ayes to zero (0) nays with Councilmember Coleman and Rice 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 Purvis seconded the motion. The motion passed three (3) ayes to zero (0) nays with Councilmember Coleman and Rice being absent.

Mayor Jack declared the meeting adjourned at 7:36 PM.

Respectfully submitted by:  
Julie Wren  
City Clerk