



202 Main St. ~ PO Box 7 ~ Westmoreland, Kansas 66549  
Phone (785) 457-3361 ~ Fax (785) 457-3708

### Request for Special City Council Meeting

Westmoreland, Kansas

Dated: February 9, 2018

To: Mark A. Goodenow  
Mayor of Westmoreland

We, the undersigned, Council members of the City of Westmoreland, Kansas, hereby respectfully request you to call a Special Meeting of the Council for the object(s) and purpose(s) of:

Reviewing pool manual and procedures with the pool manager. Discussion on RV Park host.

This meeting will take place at the Community Center on February 20, 2018

at 7:00 PM

Signed: [Signature] Council member  
Mark Jack

[Signature] Council member  
Jim Moore

[Signature] Council member  
Waide Purvis

[Signature] Council member  
Ashley Rice

[Signature] Council member  
Jim Smith

Westmoreland City Council  
Special Meeting Minutes  
February 20, 2018

Purposes: Review the pool manual and make any changes for the 2018 pool season; to discuss RV park host.

The Westmoreland City Council met on February 20, 2018 at the Community Center for a special meeting for the purposes stated above.

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

City Staff present: Maintenance Supervisor, Robert Krohn; City Treasurer, Teresa Varriale; and Pool Manager, Amber Krohn.

City Staff absent: City Clerk, Vicki Zentner.

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

*Review of the pool manual and discussion on changes for the 2018 pool season:* Pool Manager Amber Krohn felt we should increase the prices of season passes for the 2018 season. After much discussion, Councilmember Purvis moved to increase the price of a single season pass to \$60, a family season pass to \$100, and a family with babysitter season pass to \$120, in which one babysitter must be specified by name. Councilmember Jack seconded the motion. The motion passed five (5) ayes to zero (0) nays. The price of swimming lessons would be addressed at the next city council meeting after the council reviews the 2017 Pool Revenue Summary prepared by the City Treasurer.

Pool Manager Krohn requested tankini swimming suits be allowed for the female guards this year. She also would like to purchase suits of a higher quality, as the cheaper suits did not hold up well last year. In addition, she requested each guard be provided with two (2) suits, and one (1) tank top. Councilmember Mark Jack moved to approve the requests involving life guard swim suits and tank tops, with Councilmember Jim Smith seconding the motion. The motion passed five (5) ayes to zero (0) nays.

The issue of reimbursement to the guards for life guard class fees was discussed next. In past years, the city has reimbursed the life guards for the entire cost of the class, only to have the guard seek employment at another pool the following year. Amber Krohn proposed the city pay for half of the class fee in the first year of employment and then pay the other half if the guard returns the following year. Councilmember Smith moved to approve the proposal as stated above, and Councilmember Purvis seconded the motion. The motion passed five (5) ayes to zero (0) nays.

The next issue for discussion was the need for a life guard with WSI certification, so the pool can offer certified swimming lessons. The person that Amber would like to hire as her assistant manager is interested in becoming a WSI certified instructor. Councilmember Purvis moved to pay for the assistant manager to get his/her WSI certification, and Councilmember Smith seconded the motion. The motion passed five (5) ayes to zero (0) nays.

Pool Manager Krohn brought up the issue of minimum starting pay and yearly raises for the life guards. After much discussion, Councilmember Purvis made a motion to increase starting pay to \$7.50 for lifeguards, with up to a \$0.50 raise each year at the pool manager's discretion, based on effort from prior year's employment. The new minimum wage would be retroactive for the returning guards. The motion was seconded by Councilmember Smith and passed five (5) ayes to zero (0) nays.

Next was a discussion of wages for the assistant manager and head lifeguard for the 2018 pool season. After some discussion, Councilmember Purvis made a motion to pay the assistant manager \$10 per hour (and up to \$0.50 over standard wages in future years) and the head lifeguard \$8.25 per hour (and up to \$0.25 over standard wages in future years.) Councilmember Rice seconded the motion, which passed five (5) ayes to zero (0) nays.

Councilmember Purvis made a motion for the pool manager to do evaluations of the pool employees at the end of each pool season, with Councilmember Rice seconding. The motion passed five (5) ayes to zero (0) nays. This will be updated in the pool manual.

The next topic for discussion was pool manager wages. After some discussion, Councilmember Purvis made a motion that for the five (5) pay periods during June, July and the first half of August (when the pool is open full time) the pool manager will be a salaried position earning \$1,000 per pay period. During all other pay periods, the pool manager will earn \$12.50 per hour. Councilmember Jack seconded the motion, which passed five (5) ayes to zero (0) nays.

Councilmember Jack made a motion that the pool manager clock in and out whenever at the pool, even during the summer months when the manager is earning a salary. Councilmember Smith seconded the motion, which passed five (5) ayes to zero (0) nays.

Councilmember Moore would like to revise page 24 of the pool manual to clarify the procedures for reporting sexual harassment.

Maintenance Supervisor Robert Krohn reported that building the shade structure at the pool would cost between \$2,500 and \$3,000. Mayor Goodenow suggested to the council that, before the shade structure is built, they consider moving the fence 8 to 10 feet back and pour concrete to make more deck space. Krohn estimated it could be done for around \$3,000. Councilmember Moore suggested the council go look at the area in question and discuss it at the next meeting. The shade structure could then be considered at a future meeting.

Discussion then turned to the chemicals used at the pool. Robert Krohn reported that the Energy Center had suggested we switch from liquid chlorine to chlorine tablets. The tablets cost half the price of the liquid, but we would need to purchase a tablet machine, which costs \$500 to


\$1,000. Councilmember Jack made a motion to purchase a tablet machine and to switch to chlorine tablets, which was seconded by Councilmember Moore. The motion passed five (5) ayes to zero (0) nays.



The topic of RV park host was postponed until the next city council meeting.

There being no further business brought before the council, 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 8:30 PM.

Approved by the Governing Body on March 8, 2018.

Signed:   
Mark A. Goodenow, Mayor

  
Attest:  
  
Vicki B. Zentner, City Clerk