

Westmoreland City Council
June 13, 2019 minutes

The Westmoreland City Council met on June 13, 2019 at the Westmoreland Community Center for its regular monthly meeting.

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

City staff present: Maintenance Supervisor, Robert Krohn; City Treasurer, Teri Varriale; City Agent, Jeff Zimmerman; City Attorney, Summer Dierks and City Clerk, Vicki Zentner.

Others present: Jim Bradley, Jenni Moore, Diane Ebert, Phyliss Hupe, Bob Heptig, Bob Stalder and Deanne Smith with Westmoreland Community Care Home board; Michelle Johnson and Mary Jo Hanner with Westy Area Chamber; Justin Kuzila with Flint Hills Regional Council and Mark Keller with Quality Concrete.

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

Amendments to the agenda: Councilmember Moore requested a discussion regarding the paving of the south end of Walnut Street be added to the agenda.

City Clerk Zentner informed the council that Naomi Area and Amber Krohn would not be in attendance.

There being no further amendments to the agenda, Councilmember Jack moved to approve the amended agenda as presented. Councilmember Purvis seconded the motion. The motion passed five (5) ayes to zero (0) nays.

Approval of the May 9, 2019 regular minutes and the June 6, 2019 special meeting minutes: Councilmember Jack moved to approve the minutes of the May 9, 2019 meeting and the June 6, 2019 special meeting as presented. Councilmember Purvis seconded the motion. The motion passed five (5) ayes to zero (0) nays.

Approval of monthly bills: Councilmember Purvis moved to approve the payment of the monthly bills as presented, excluding the bill from Shilling Construction-pulled for discussion. Councilmember Smith seconded the motion. The motion passed five (5) ayes to zero (0) nays.

Discussion on Shilling Construction bill payment: City Clerk Zentner informed the council that the question of which fund to pay the Shilling Construction bill from had

already been answered at the June 6th special meeting. Councilmember Purvis moved to approve the payment of the Shilling Construction bill from the general fund as previously discussed. Councilmember Smith seconded the motion. The motion passed five (5) ayes to zero (0) nays.

Public comments on non-agenda items: There were no public comments given.

Opening of bids for sidewalks and parking lot projects: Bids for the Quail Street sidewalk project were opened by Maintenance Supervisor Krohn as follows:

Ornamental Concrete	\$20,066.00
Carley Construction	\$12,668.00
Fleming Brothers	\$13,840.00
Acker Construction	\$19,865.00
Geron Construction	\$22,531.05
Cheney Construction	\$44,323.00

Bids for the 6th Street sidewalk project were opened by Maintenance Supervisor Krohn as follows:

Fleming Brothers	\$10,803.00
Acker Construction	\$12,702.00 (bid not accepted due to it not being on required form)
Ornamental Concrete	\$14,839.00
Quality Concrete	\$17,211.52
Cheney Construction	\$18,575.00
Geron Construction	\$21,045.00

Bids for the parking lot project at the Westy Community Care Home were opened by Maintenance Supervisor Krohn as follows:

Carley Construction	\$43,255.00 (6" concrete replacement/reinforced)
Fleming Brothers	\$48,208.75 (6" concrete replacement/reinforced)
Acker Construction	\$67,800.50 (6" concrete replacement/reinforced)

Maintenance Supervisor Krohn, Councilmember Moore and the Westy Community Care Home board members excused themselves from the meeting in order to discuss the bids for the parking lot project.

(Mark Keller with Quality Concrete exited the meeting at 7:16 PM).

Mayor Goodenow continued the meeting.

Donation to Summer Bash request: City Clerk Zentner informed the remaining councilmembers that the Westy Area Chamber was asking for a donation towards the Summer Bash AKA Car Show and BBQ.

Councilmember Purvis stated that he would be willing to donate toward the inflatables since they would be run by the pool staff and all proceeds would be given to the pool, but wanted the city attorney to review the state statute before a decision was made. The request will be addressed at the July 11, 2019 council meeting.

Authorization to sign contract with city attorney: Councilmember Smith moved to authorize the Mayor to sign the contract with the city attorney as presented. Councilmember Jack seconded the motion. The motion passed four (4) ayes to zero (0) nays with Councilmember Moore being unavailable for the vote.

Approval of CMB license renewal for South 40 Café: Councilmember Purvis moved to approve the CMB (Cereal Malt Enhanced Beverage) license renewal for the South 40 Café. Councilmember Jack seconded the motion. The motion passed four (4) ayes to zero (0) nays with Councilmember Moore being unavailable for the vote.

Resolution #04-19: City Clerk Zentner informed the council that one of the requirements for a special event CMB license permit was the passage of a resolution by the governing body to allow the special permit for the beer garden at the Summer Bash event on July 13, 2019.

Councilmember Purvis moved to pass Resolution #04-19 as presented. Councilmember Rice seconded the motion. The motion passed four (4) ayes to zero (0) nays with Councilmember Moore being unavailable for the vote.

Approval of Special Event Enhanced Alcoholic Beverages special event permit: Councilmember Purvis moved to approve the special event permit for enhanced alcoholic beverages on July 13, 2019 from 11:00 AM to 12:00 AM for the beer garden at the Summer Bash event. Councilmember Jack seconded the motion. The motion passed four (4) ayes to zero (0) nays with Councilmember Moore being unavailable for the vote.

New city logo setup fee for staff clothing items: Councilmember Jack moved to allow no more than \$150.00 be spent for the new city logo setup fee with N-Zone Apparel for city staff clothing items. Councilmember Purvis seconded the motion. The motion passed four (4) ayes to zero (0) nays with Councilmember Moore being unavailable for the vote.

Appointment of Erich Campbell as Municipal Court Judge: Mayor Goodenow appointed Erich Campbell as the municipal court judge due to the resignation of Blaine Carter.

Councilmember Jack moved to approve the appointment of Erich Campbell as the city's municipal court judge. Councilmember Smith seconded the motion. The motion passed four (4) ayes to zero (0) nays with Councilmember Moore being unavailable for the vote.

Approval of fireworks permit for Westy Hardware: Councilmember Rice moved to approve the fireworks permit for Westy Hardware contingent upon the approval of the city's zoning administrator and fire chief. Councilmember Jack seconded the motion. The motion passed four (4) ayes to zero (0) nays with Councilmember Moore being unavailable for the vote.

(Maintenance Supervisor Krohn, Councilmember Moore and Westy Community Care Home board members re-entered the meeting).

Recommendations on approval of bids for projects: Maintenance Supervisor Krohn stated that after reviewing the bids for the parking lot project at the Westy Community Care Home and speaking with the board members, he recommended awarding the bid from Carley Construction of \$43,255.00.

Councilmember Moore stated that there would be no cost to the city in the long run as the Care Home would reimburse the city for this amount as well any other costs that might occur.

Councilmember Jack moved to accept the bid from Carley Construction for the parking lot improvements project for the Westy Community Care Home contingent upon discussing with the city's auditor regarding their recommendation concerning the 2019 budget. Councilmember Moore seconded the motion. The motion passed five (5) ayes to zero (0) nays.

(The Westy Community Care Home board members exited the meeting at 7:33 PM).

Supervisor Krohn recommended the council accept the low bid from Carley Construction for the sidewalk project on Quail Street in the amount of \$12, 688.00.

Councilmember Jack moved to accept the recommendation of Supervisor Krohn to award the bid from Carley Construction for the Quail Street sidewalk project. Councilmember Moore seconded the motion. The motion passed five (5) ayes to zero (0) nays.

Supervisor Krohn recommended the council accept the low bid from Fleming Brothers for the sidewalk project on 6th Street in the amount of \$10, 803.00.

Councilmember Purvis moved to accept the recommendation of Supervisor Krohn to award the bid from Fleming Brothers for the 6th Street sidewalk project. Councilmember Smith seconded the motion. The motion passed five (5) ayes to zero (0) nays.

The council asked Supervisor Krohn when the sidewalk projects would be completed. Krohn stated that they both should be completed by the end of October. He also stated that there would probably be an additional cost to the city for drainage tubes and the purchase of top soil for the two (2) sidewalk projects at an estimated cost of \$5,000.00.

Councilmember Jack stated that he was concerned about the sidewalks not being completed before Halloween. Supervisor Krohn stated he was aware of this concern and was confident that the sidewalks would be completed in time.

Justin Kuzila with Flint Hills Regional Council regarding help with applying for grants: Mr. Kuzila stated that the Flint Hills Regional Council was offering an overall housing assessment to cities in Pottawatomie County at no cost to the city. He also stated that the Regional Council will help the council in seeing what they want to work on or improve and help in applying for grants.

He stated that the Minnesota Housing Institute was offering to fund a conference for helping with the writing of grants and that there would be no cost to the city, that it would pay for hotel and meals and the conference would teach the participants how to write and apply for grants. The possible dates for the conference had been set for September 12-13, 2019.

There being no questions or further discussion on this conference, Mr. Kuzila exited the meeting at 7:45 PM.

Westy Area Chamber signage proposal: Michelle Johnson and Mary Jo Hanner of the Westy Area Chamber signage committee presented the council with proposals for signage around town to help with tourism.

After the presentation and some discussion, Ms. Johnson and Ms. Hanner exited the meeting at 8:15 PM.

Donation to KidZone inflatables revisited: Upon hearing from the city attorney regarding the donation to the KidZone inflatables for the Summer Bash/Car Show that there seemed to be no violation of statute, Councilmember Purvis moved to donate \$100.00 to the Westy Area Chamber for the KidZone inflatables. Councilmember Jack seconded the motion. The motion passed five (5) ayes to zero (0) nays.

Hand Dug Well revisited: Councilmember Moore stated that he wanted to know what it would take for the rest of the council to vote to accept the deed from the Rock Creek Valley Historical Society for the Hand Dug Well.

Councilmember Purvis stated he didn't see any reason why the city would want to take over the maintenance and repairs of the hand dug well. He stated that he thought a historical society was formed for the preservation of historical sites and properties and just didn't see any reason why the city should take on the added expense and liability if owning the hand dug well.

Councilmember Jack stated that he heard of some cities filling in the wells because of the liability of someone getting hurt or falling in the well.

Councilmember Moore stated that he would go in and clean the well out himself. He stated that the Historical Society wanted to give the well to the city since it was surrounded by city property and that the Historical Society doesn't have the staff or the equipment for the upkeep.

After some brief discussion, this issue was dropped with Councilmember Moore stating that he better understood the reasons the rest of the council had voted down the initial offer.

Discussion on City Park restrooms: Mayor Goodenow stated that he thought erecting a single, generic/family restroom at the back of the community center facing 2nd Street with a concrete floor would be a good addition to the city park instead of the current porta potty.

Councilmember Moore stated that since this would be a city building on city property, that the city needed to have an engineer or architect sign off on any plans. He was willing to contact Charlie Hall to draw up a plan to present to the council at a later date.

Councilmember Jack moved to allow Councilmember Moore to speak with Charlie Hall to draw up plans for the restroom at city park for the council to consider. Councilmember Rice seconded the motion. The motion passed five (5) ayes to zero (0) nays.

Discussion on paving the south end of South Walnut Street: Councilmember Moore state that Shilling Construction would be in town asphaltting the driveway of Nola Wilkerson and that they would charge the city \$4,500.00 to asphalt the remaining of the street.

When asked if the city staff could do the job for less, Supervisor Krohn stated that Shilling would do a better job than staff could and that the city would only save \$1,000.00 if staff did the job.

Councilmember Moore moved to have 160' of asphalt done on the south end of Walnut Street by Shilling at a cost of \$4,500.00. Councilmember Purvis seconded the motion. The motion passed five (5) ayes to zero (0) nays.

City Agent: City Agent, Jeff Zimmerman, wanted to know what the council wanted to do with the ditch on North Walnut Street between Main and Armer Streets.

Councilmember Purvis inquired if the ditch was eroding. Krohn responded that it was.

Councilmember Moore stated the council had previously thought about lining the ditch with concrete but felt that it would cause more problems running across Main Street to the south.

Mayor Goodenow stated that most of the erosion problem was due to the runoff from the county's parking lot to the north. He said that the previous council had thought the best solution would be to line the ditch.

Jeff stated he felt there needed to be a decision made as to who was going to mow the ditch-the homeowners or the city?

City attorney Dierks stated that the ordinance stated that it was the property owner's responsibility to maintain the ditches. Krohn stated that he felt the city had a responsibility to a degree.

Jeff asked about the Wege property. He said he observed that trusses had been placed next to the shed the council had requested Mr. Wege do something with several months ago, but now the two (2) sheds to the east were falling and trash was encroaching on the adjacent property.

Councilmember Purvis asked if Danny Stockwell had ever been contacted for an opinion on the first shed. Councilmember Moore stated that Mr. Stockwell had looked at it. Councilmember Purvis then requested that Mr. Stockwell be contacted again and asked to give a written opinion to the council.

Future agenda items: There were no future agenda items requested.

Staff Reports-

Treasurer's report- Councilmember Purvis moved to approve the treasurer's report as presented. Councilmember Jack seconded the motion. The motion passed five (5) ayes to zero (0) nays.

Maintenance report- Maintenance Supervisor Krohn reported the following for the month of May:

- UTILITIES

Will be receiving water meter equipment in the next couple of weeks and begin training for installation of equipment/software and begin installation of the new meters

- STREETS

Installed new stop signs at the intersection of Walnut/State creating an all way stop intersection

Regraded the shoulders on Campbell between Highway 99/Walnut

Finished installing new street signs on Main

KCAT Tree Service is going to assist us in trimming trees to 20' above street surface throughout town as per our contract with the county to chip seal the streets. They will trim and we will handle the removal

Discussion on improvements that need to be made to Walnut St. ditch at Main and Skene St. ditch at Walnut. Past estimates, taken 4 times in the past, to install concrete ditch liners were around \$14,000.00 for both. On Walnut St. in the past 10 years we've installed ditch liner as requested by property owners to help with storm water erosion (which did work), then removed ditch liner as requested by the land owners (did not like the aesthetics of it), and finally hired company to professionally seed/install erosion control but it did not hold over the years. Leaving the options to install concrete ditch liner or reinstall less expensive rock ditch liner to control erosion. Also due to new policies we are not able to go in and mow the properties weekly, due to the landowners not weed eating the ditches with out the property owners receiving out of compliance letters for not mowing.

- PARKS

Mowed all properties

Groomed t-ball field and ball diamond

Installed American flag banners and all occasion banners

Assisted Westar in replacing broken field light at the ball diamond

Spread mulch where needed in flower beds

Valburg Electric began installation of electrical at the Dechairo Park shelter building

- CEMETERY

Mowed property

June 10th is the date allowed by the regulations to remove from the cemetery of items not allowed

- POOL

Mowed property

Replaced the shingles torn off by unknown individuals on the chemical building and thrown into the pool

Fabricated and installed new door to replace the door damaged last year for the concession area

Thomas sign is fabricating two (2) new pool signs located at Highway 99/Campbell that are faded and rotted out

- BUILDINGS

Placed ditch liner provided by Pott. County in the drainage ditch that drains their property onto city property and was beginning to wash out towards our shop and propane tank

Robert's Heating and Air completed summer service of all city buildings ac units

- PLANNING AND ZONING

Issued a building permit for an accessory use building at 303 State

Issued a building permit for a fence at 306 E. State

Issued a building permit for an accessory use building at 306 Main

Issued a building permit for a fence at 107 N. 6th

Issued a building permit for a fence at 507 Burkman

- EQUIPMENT

Sold old dump truck through Purple Wave for \$2,100.00

Stagg Hill Transmission replaced park actuator rod and serviced the transmission on the GMC truck

- MISC

KanEquip made warranty repairs to Kubota mower

Hired Dominic Varriale as seasonal maintenance assistant for the summer to help with mowing and parks maintenance

Krohn informed the council to add 100' of chain link fence at the cemetery would cost \$600.00 per 100' feet. He said he would start at the entrance to the cemetery and install the fence going south.

He also said that the city would need to talk to the landowner whose property adjoins the cemetery about having their own fence for their cattle as the city cemetery fence shouldn't be the only barrier and he would talk to the landowner before he starts to replace the cemetery fence.

Krohn stated that he didn't foresee any major projects being undertaken in the next 18 months outside of the new sidewalks and the water meter replacements. He also stated that the council would probably need to look at getting an extended cab four (4) door truck after the new water meters were all installed due to the new hardware for reading the meters.

Krohn presented the council with an example of a cabin for the RV Park as discussed during the goal setting meeting on June 6, 2019. The cost of the cabin is

\$6,300.00 but is on sale for \$6,000.00. It is 12' x 24' and is just a shell. A gravel pad for it sit on and anchor it down with a couple of footings would need to be installed. He didn't feel there would need to be a restroom in it as there is a shower house at the RV Park-just a bed, microwave, small refrigerator, heat/ac wall unit, couple of chairs and a table along with electricity. He felt that the city could start out with this basic one and could add a second one with possible more amenities depending on popularity of the cabin. He felt that the interior could be finished for around \$6,000.00 with \$1,500.00 for the microwave, mini fridge and heat and ac.

The council will take this into consideration with a decision to be made at a future council meeting.

City Clerk: City Clerk Zentner informed the council that a resident was requesting the city to block Cooper Street for a sale he was having in July.

The council declined this request stating that parking along N. Walnut between Main and Armer Streets was too narrow for parking and suggested that the resident note on the sale bill that parking could be accessed at the county's parking lot.

Zentner informed the council that a camper has been parked behind a residence and has hooked up to the property owner's water and sewer. She asked what the council feels needs to be done about this.

After some brief discussion, the council instructed the city attorney to write a letter to the property owner explaining that this is not acceptable. Zentner will get the information to the city attorney.

Zentner reminded the council that she would be on vacation the following week and the city treasurer would be in the office while she is gone.

Councilmember Reports

Streets: Councilmember Moore had nothing more to report.

Utilities: Councilmember Jack had nothing to report.

Animal Control: Councilmember Smith had nothing to report.

Planning and Zoning: Councilmember Smith had nothing to report.

Parks: Councilmember Purvis had nothing to report.

Cemetery: Councilmember Purvis had nothing to report.

Pool: Councilmember Rice had nothing to report.

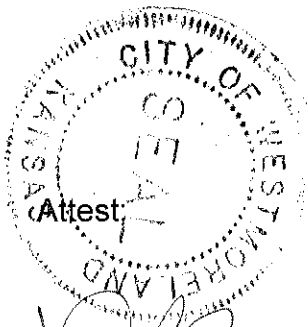
Mayor: Mayor Goodenow had nothing to report.

City Attorney: Attorney Dierks stated that she was still reviewing the employee handbook and the pool handbook for any revisions that may need to be implemented.

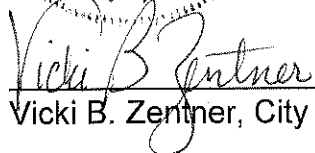
There being no further business brought before the council, Councilmember Smith moved to adjourn the meeting. Councilmember Rice seconded the motion. The motion passed five (5) ayes to zero (0) nays.

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

Approved by the Governing Body on July 11, 2019.



Signed: 
Mark A. Goodenow, Mayor


Vicki B. Zentner, City Clerk