

## **NOT OFFICIAL UNTIL APPROVED BY THE GOVERNING BODY**

Westmoreland City Council  
February 09, 2023 minutes

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

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

*Governing Body member absent:* Councilmember John Coleman

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

*Others present:* Michelle Campbell, Resident , Bryon and Amanda Brown, Residents, Natha Manges Burns and Pat Burns, Residents, Jay Copeland and Bret Engel, Copeland Insurance, and Cale Prater, Reporter of *The Times*.

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

*Agenda:* Councilmember Rice moved to approve the Agenda. Councilmember Meininger seconded the motion. The motion passed four (4) ayes to zero (0) nays with Councilmember Coleman being absent.

*Consent Items:* Councilmember Meininger moved to approve the consent items. Councilmember Rice seconded the motion. The motion passed four (4) ayes to zero (0) nays with Councilmember Coleman being absent.

*Public comments on non-agenda items:* Natha Manges Burns came to the Council on behalf of the Senior Citizen Group. She asked if it was possible they leave tables out due to not being able to easily lift and put away after they meet at the Community Center. Councilmember Purvis said that wouldn't be a problem but said the Council should take a look at the Community Center agreement next meeting and discuss.

*Jay Copeland- Introduction with Copeland Insurance Agency:* Jay Copeland presented Copeland Insurance Agency coverage to the Council and stated they cover cities around the area. He is interested in providing the City their services for when the times comes.

*Services and agreement with VonFeldt, Bauer and VonFeldt for budget and auditing services:* Councilmember Rice moved to authorize the Mayor to sign the services

provided by VonFeldt, Bauer and VonFeldt as presented. Councilmember Meininger seconded the motion. The motion passed four (4) ayes to zero (0) nays with Councilmember Coleman being absent.

Councilmember Purvis moved to authorize the Mayor to sign the agreement for services regarding the 2022 city budget with VonFeldt, Bauer and VonFeldt as presented. Councilmember Rice seconded the motion. The motion passed four (4) ayes to zero (0) nays with Councilmember Coleman being absent.

*Setting a date to go over Personnel Handbook:* Council agreed to call a Special Meeting for Tuesday, February 21<sup>st</sup> @ 6:00 PM at the Community Center.

*Stop signs on 4<sup>th</sup> St:* Councilmember Purvis was absent last meeting when discussing the stop signs on 4<sup>th</sup> St. Once filled in on details he then told Council due to it being a main access to the pool from main st, the stop signs should stay for the safety of the kids. Many kids take that route to the pool and there's a chance of cars to go slower if stop signs stay as they are. Mr. Brown stated that he sees many kids out running along 4<sup>th</sup> St and doesn't think it's a good idea to take the stop signs out. Council came to an agreement and decided to keep 4<sup>th</sup> St as is.

*Councilmember representing Westmoreland for Flint Hills Regional Council:* City Clerk Wren received an e-mail from Jerry with FHRC and he is to get with Wren after the executive committee meeting Monday (2/13). He also appreciated our patience and personally welcomes both Michelle and Westmoreland.

*Future agenda items:* Community Center Rental agreement, Pool items, Updated Ordinance for late fees to be waived for government agencies and schools, and RV Park Income and past 5 years for the February 2024 meeting.

## **Reports:**

*Treasurer:* Farmers State Bank has requested more information regarding the limit change for Krohn's credit card. The overall City limit is needing to be changed so that the City can change the limit for Krohn's card. Councilmember Purvis moved to raise the City of Westmoreland's overall limit to be \$10,000, Robert Krohn's limit for the card to be \$5,000 and Julie Wren's limit for the card to be \$1,500. Councilmember Rice seconded the motion. The motion passed four (4) ayes to zero (0) nays with Councilmember Coleman being absent. Reese explained to the Council that the remaining amount will remain idol, but if for some reason limits are going to need raised again, this step can be complete due to having the higher limit placed.

*Maintenance Report:*

## **UTILITIES**

- Completed seven work orders for water meter read in/turn on and/or read out/shut off.
- Completed and sent 2022 Annual Water Use Report to KDHE.
- Sent February drinking water samples to KDHE. Test results came back negative for E.coli or Total Coliform.
- Completed fourteen Kansas One Call locate tickets.
- Completed six work orders to shut down the water vault for RWD 4 to perform maintenance at their water plant, storage tanks, and wells.
- Put together lead/copper letters and surveys to be sent with February water bills.
- Completed one work order for backed up sewer at 504 Main, with no sanitary sewer main issues found.
- Completed one work order for sewer issues at 108 N. 4<sup>th</sup>, with no sanitary sewer main issues found.
- Replaced frozen/cracked water hydrant at campsite 12 of the RV Park.
- Completed one work order for a sanitary sewer lateral tap inspection at 314 Main.

## **STREETS**

- Finished rewiring large Christmas light displays.
- Spread salt on streets and ice melt on city property sidewalk on 1/19 and 1/21. Cleared snow off of city property sidewalks on 1/22.
- Need to discuss 2023 plans for street maintenance.
- Completed one work order to close 3<sup>rd</sup>, between Main and State, due to a down guide wire blocking the street.
- Completed one work order for potholes in the alley at 4<sup>th</sup>/Main, where the sidewalk crosses the alley.

## **PARKS**

- Picked up trash and tree limbs at city properties.
- Inspected playground equipment at the RV Park, pool, and City Park.
- Installed dog waste station for the dog park at the RV Park.

## **CEMETERY**

- Opened/closed one double cremation burial.
- Opened/closed one full burial.

## **BUILDINGS**

- Repaired/installed new garage door opener antenna at city shop.
- Replaced broken sink faucet at the fire station.

## **PLANNING AND ZONING**

- Completed one work order to inspect new construction property line setbacks for the property owner at 503 N. 4<sup>th</sup>.

## **EQUIPMENT**

- Received, assembled, and inventoried four new generators.
- Discuss disposal of three generators, air compressor, and 2008 GMC 2500 HD bed.
- Installed rear air suspension/compressor on 2020 Chevrolet (T5).

Krohn stated future street improvement plans are questionable due to budget but need to be discussed. Krohn has SMH still looking for grants that could assist with projects to improve the streets in town. Councilmember Purvis requested getting estimates on coating for Armer, 3<sup>rd</sup>, Redbud and Skene.

(Browns and Burns left @ 7 PM)

Krohn asked the Council if it would be ok to use Purple Wave to sell the three generators, a truck bed and air compressor. Councilmember Purvis moved to authorize Krohn to advertise and use Purple Wave to sell the three generators, truck bed and air compressor. Councilmember Meininger seconded the motion. The motion passed four (4) ayes to zero (0) nays with Councilmember Coleman being absent.

*Clerks Report:* City Clerk Wren asked about Spring/Fall City Clean Up days. Councilmember Purvis requested the staff chooses a date and to allow \$2,000 to be used for the Spring clean up day. Councilmember Meininger seconded the motion. The motion passed four (4) ayes to zero (0) nays with Councilmember Coleman being absent.

City Clerk Wren let Council know she will be attending the Spring conference in Manhattan March 22-24<sup>th</sup>. She also attended Westmoreland Chamber and informed the Council that Chamber would like to provide welcome baskets to residents new to the area. Staff in the office will hand these out.

Wren also wanted Council to be aware that the Roverpass website (which is used for the RV Park for online bookings and payments) is not completely free, there are platform and processing fees that they charge the City. Council stated to put on future agenda, a year from now, to revisit this and the income for RV Park from the past five years.

(Officer Torrez entered @ 7:15 PM)

(Prater left @ 7:18 PM)

*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 asked the Council to review the job description for the City Pool Manager. Councilmember Purvis requested to add CPR and First Aid Certified be part of the qualifications, once done then start advertising. Councilmember Meininger seconded the motion. The motion passed four (4) ayes to zero (0) nays with Councilmember Coleman being absent.

*Cemetery-* Councilmember Purvis had nothing to report.

*Parks-* Councilmember Purvis had nothing to report.

*Fire Department-* Smith had nothing to report.

*Mayor-* Mayor Jack asked the Council to consider waiving the late fee for those who pay out on certain dates and can't help when checks can be sent it. USD 323 asked for late fee to be waived due to meeting the 2<sup>nd</sup> Monday of the month and there are times they can't get the check cut in time. Same with the County. Councilmember Purvis asked that City Attorney Dierks look into amending the Ordinance to change the water billing to allow for government agencies and schools to not be charged a late fee unless a payment isn't received before the next billing cycle. Councilmember Rice seconded the motion. The motion passed four (4) ayes to zero (0) nays with Councilmember Coleman being absent.

*City Attorney:* Dierks said there is court to be set on the 24<sup>th</sup>. She also encouraged the city to start using the Sheriff's Office to serve Notice to Appear paperwork. It doesn't cost the City anything and we are certain they receive the paperwork.

*Insurance:* Councilmember Purvis moved that the City send out bids for insurance and have them due by the 21<sup>st</sup> unless the insurance we have now has an auto renew clause that is valid, then do so. Councilmember Smith seconded the motion. The motion passed four (4) ayes to zero (0) nays with Councilmember Coleman being absent.

There being no further business, Councilmember Smith moved to adjourn the meeting. Councilmember Purvis 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 7:40 PM.

Respectfully submitted by:  
Julie Wren  
City Clerk

