

Westmoreland City Council Meeting  
April 12, 2018 minutes

The Westmoreland City Council met on April 12, 2018 at the Community Center for its regular monthly meeting.

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

Governing Body members absent: Councilmembers Waide Purvis and Councilmember Ashley Rice (arrived at 7:50 p.m.)

City Staff present: Maintenance Supervisor, Robert Krohn; City Agent, Jeff Zimmerman; City Treasurer, Teresa Varriale; City Attorney, John Watt and Pool Manager, Amber Krohn.

City Staff Absent: City Clerk Vicki Zentner (arrived at 7:48 p.m.)

Others present: Jeff Hancock with SMH Consultants; Janet Goodenow, Chairperson with the city library committee and Cale Prater, reporter for *The Smoke Signal*.

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

*Additions/Deletions to prepared agenda:* Councilmember Moore asked to add a discussion for repairs to the floor of the shelter house at the hand dug well. There being no further additions/deletions to the prepared agenda, Councilmember Jack moved to approve the amended agenda. Councilmember Smith seconded the motion. The motion passed three (3) ayes to zero (0) nays with Councilmembers Rice and Purvis being absent.

*Approval of minutes from March 8, 2018 regular meeting and March 15, 2018 special meeting:* Councilmember Jack moved to approve the corrected minutes from the March 8, 2018 regular meeting, and the minutes of the March 15, 2018 special meeting as presented. Councilmember Smith seconded the motion. The motion passed three (3) ayes to zero (0) nays with Councilmembers Purvis and Rice being absent.

*Approval of payment of monthly bills:* Councilmember Moore moved to approve the payment of the monthly bills as presented. Councilmember Jack seconded the motion. The motion passed three (3) ayes to zero (0) nays with Councilmembers Rice and Purvis being absent.

*Public Comments (non-agenda items only):* There were no comments from the public on non-agenda items.

*Opening of bids for porta potty contract:* Bids were received by Cat Cans and Frankfort Porta Potty. The bids were opened and reviewed by the councilmembers. After some discussion on the bids, Councilmember Jack moved to reject the received bids and let back out for bids after revising the terms and dates for uniformity. Councilmember Moore seconded the motion. The

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

Councilmember Jack moved to rent one porta potty from Frankfort Porta Potty for the t-ball field for the current month, as practices and games have already begun. Councilmember Moore seconded the motion, which passed three (3) ayes to zero (0) nays with Councilmembers Rice and Purvis being absent.

*Discussion on Fiscal Sustainability Plan - Todd Anderson with SMH Consultants:* Todd Anderson from SMH Consultants was present to discuss the Fiscal Sustainability Plan and answer questions from the councilmembers. The plan requires the city to set aside \$8,710 annually for sewer upkeep and repairs. After much discussion, the councilmembers requested that Todd speak with KDHE to reduce the amount required to be set aside annually.

*Discussion on new roof for Community Center:* Councilmember Moore stated he would like the council to consider replacing the existing roof at the Community Center with either a metal roof or with architectural shingles. The estimated cost would be around \$15,000.00.

After some brief discussion, it was decided to table this until the city's auditors could be contacted for their opinion on whether the city's budget would allow this expense this year.

*Further discussion on banner poles on Main Street request from the Westy Area Chamber:* Councilmember Moore stated that the Westy Area Chamber would like to have poles on either side of East Main Street to hang a banner across the driving lanes to advertise events within the city.

Councilmember Moore stated that he had not contacted Thomas Sign in Manhattan for their recommendation on the poles and the banners but will before the next council meeting.

Jeff Zimmerman stated that perhaps Councilmember Moore should also contact Schurle Signs in Riley for their recommendation as well.

*Review of plan for various street signage:* Maintenance Supervisor Krohn stated that to replace 20 stop signs in the city, the cost would be \$1,500.00 and for speed limit and other traffic signs and posts, it would cost \$1,700.00, for a total cost to replace all the signs that are in need of replacement of \$3,200.00. He stated that all signs would be reflective as required by the State.

Mayor Goodenow stated that he thought the replacements was worth the expense and suggested the council allocate \$500.00 in the street budget every year for the replacements.

After some brief discussion, Councilmember Rice moved to have Krohn replace all stop signs, traffic signs and posts up to \$3,200.00 as Krohn felt were needed. Councilmember Jack seconded the motion. The motion passed four (4) ayes to zero (0) nays with Councilmember Purvis being absent.

*Review of sidewalk plans:* Councilmember Moore and Krohn presented the sidewalk replacement plan to the council for review.

The plan calls for five (5) blocks of sidewalk to be erected/replaced on 2<sup>nd</sup> Street from Armer Street to Fulton Street, a half block on Cochrun at 2<sup>nd</sup> Street and the sidewalk on the west side of the Community HealthCare Systems clinic at 3<sup>rd</sup> and Main Streets.

Councilmember Moore moved to request for bids to replace the sidewalks as stated above. Councilmember Jack seconded the motion. The motion passed four (4) ayes to zero (0) nays with Councilmember Purvis being absent.

*Discussion on advertising for RV Park host:* City Clerk Zentner asked the council if they wished to advertise for a RV Park host since the first applicants had informed her that they were no longer interested. The council decided not to advertise for a host at this time.

Councilmember Moore stated that the shelter house flooring at the hand dug well area (as so known as Dechairo Park) was in bad shape and needed to be fixed. Maintenance Supervisor Krohn stated that one of the problems with tearing out the existing floor was that the picnic tables and seating were anchored in the concrete.

Councilmember Moore moved to ask for bids to pour a new floor at the shelter house at Dechairo Park as an alternate bid with the sidewalk bid request voted upon earlier. Councilmember Smith seconded the motion. The motion passed four (4) ayes to zero (0) nays with Councilmember Purvis being absent.

It was also mentioned to extend the overhanging of the shelter house to the north and screen in the area at the same time.

*City Agent report:* City Agent, Jeff Zimmerman, reported that he had turned in several violations to the city clerk and was waiting for the residents to take care of the issues before sending the reports to the city attorney for court summons. He also stated that there were a few issues pending at court.

There being no questions or further information from Mr. Zimmerman, he exited the meeting at 8:20 PM.

*Continued discussion on the library:* Discussion was held regarding erecting a second "Little Free Library" at the pool as discussed at the February council meeting. Pool manager, Amber Krohn, was concerned about the books and the "Little Free Library" building itself possibly having damaged done to them when the pool was not open. She suggested that the books could be put in the Oregon Trail Market instead.

Councilmember Jack moved to authorize city staff to erect bookcases at the Oregon Trail Market in an area to be decided by the Oregon Trail Market management and place the donated books there. Councilmember Rice seconded the motion. The motion passed four (4) ayes to zero (0) nays with Councilmember Purvis being absent.

City Clerk Zentner informed the council that the librarian at the Pottawatomie-Wabaunsee Regional Mini-Library had asked about have a barn quilt square erected on the library building.

After discussion, the council declined this request due to the age of the building and the concern of damaging the limestone frontage.

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

### City Staff Reports:

*Pool Manager:* Manager Krohn asked the council to donate a family pool pass for the Wheaton Lutheran Youth Group's fundraising raffle. Councilmember Moore moved to donate a family pool pass to the Wheaton Lutheran Youth Group as requested. Councilmember Jack seconded the motion. The motion passed four (4) ayes to zero (0) nays with Councilmember Purvis being absent.

Krohn asked to purchase 10 loungers and more water aerobic weight sets from the donated money received from the Westmoreland Christian Church earlier as well as from the money that was raised for the pool from the 2017 BBQ concession stand.

Councilmember Moore moved to authorize the pool manager to purchase 10 loungers and more water aerobic weight sets as requested. Councilmember Smith seconded the motion. The motion passed four (4) ayes to zero (0) nays with Councilmember Purvis being absent.

Krohn also asked the council to allow her to have an assistant head guard in title only in the event that she, the assistant manager and head life guard were not available.

Councilmember Rice moved to allow the pool manager to have an assistant head guard in title only for extenuating circumstances. Councilmember Jack seconded the motion. The motion passed four (4) ayes to zero (0) nays with Councilmember Purvis being absent.

Krohn stated that pool brochures would be mailed in May to Olsburg, Westmoreland and Blaine with the use of Farmers State Bank's bulk mailing permit. She would like to also send the brochures to St. George as well. Councilmember Moore stated that the bank would be willing to split the cost 50/50 with the city for mailing the brochures.

Councilmember Jack moved to allow paying half of the cost of mailing the pool brochures with Farmers State Bank, using the bulk mailing permit from the bank. Councilmember Rice seconded the motion. The motion passed four (4) ayes to zero (0) nays with Councilmember Purvis being absent.

Krohn proposed to the council to not have the pool open on June 9, 2018 during the BBQ. She stated that last year, the pool only made \$61.00 from concessions and paid the guards to work. She felt that this was not productive. She stated that this year for the BBQ, the guards

would be voluntarily working not only a concession stand again but would also work the bounce houses and dunk tank which she felt would be more profitable in the long run. The guards would not be paid for working these areas, rather having them do this as a fundraiser and community service.

Councilmember Rice moved to allow Krohn to close the pool on June 9, 2018 with the guards voluntarily working as stated above. Councilmember Smith seconded the motion. The motion passed four (4) ayes to zero (0) nays with Councilmember Purvis being absent.

Krohn requested a budget for purchasing of prizes for the End of School bash and the BBQ concession stand and prizes.

Councilmember Rice moved to authorize a budget up to \$350.00 for purchasing prizes and concession stand items for the End of School bash and the BBQ concession stand. Councilmember Jack seconded the motion. The motion passed four (4) ayes to zero (0) nays with Councilmember Purvis being absent.

*Treasurer's Report:* After brief discussion on the treasurer's report as presented, Councilmember Moore moved to accept the treasurer's report. Councilmember Rice seconded the motion. The motion passed four (4) ayes to zero (0) nays with Councilmember Purvis being absent.

*Maintenance Report:* Supervisor Krohn reported the following:

UTILITIES-Haynes Equipment made electrical repairs to the lift station at the RV Park

A resident on Skene Street had complained about low water pressure at his residence. Krohn spoke with the resident about the issue and has changed the time of the water tower's filling cycle to see if this will remedy the low water pressure issue.

Krohn requested that the council consider hiring SMH Consultants to digitally map the water and sewer lines in the city. The mapping will be done by using a drone and the cost would be \$7,200.00. By having the lines mapped digitally, Krohn would be able to pull up the maps on a smartphone should there be a problem with a line, or in the event of a disaster and paper maps would not be available.

Councilmember Moore authorized \$7,200.00 from the utility fund to be allocated for the use of a drone to digitally map the city's water and sewer lines. Councilmember Jack seconded the motion. The motion passed four (4) ayes to zero (0) nays with Councilmember Purvis being absent.

STREETS-Patched a large pothole on Campbell between the pool entrance and Highway 99

Repaired a street cut from sewer repairs on Pine Street

Replaced a plugged and rusted out driveway culvert at 210 Campbell

PARKS-Opened the bathrooms and concession stand at the ball diamond

Removed loose paint and repainted the ball diamond bathrooms exterior  
Opened up the RV Park bathhouse for the season  
Installed an electrical box with outlet and Blue Valley Telecommunications  
installed WIFI for the RV Park  
Removed and replaced damaged concrete sidewalk at the pool grounds  
Removed loose chip seal rock from the pool parking lot  
Replaced flag pole rope and hardware at the ball diamond  
Trimmed trees and picked up fallen branches at the pool, RV Park, Dechairo  
Park, City Park and the ball diamond

CEMETERY-Installed new concrete planters

POOL-Built fill, installed chain link fence posts and fence, poured concrete for the new  
concrete deck  
Removed and reinstalled benches at the pool for the new concrete deck

BUILDINGS-Installed dry erase board at the Community Center

PLANNING & ZONING-Issued permits for new construction at 101 S. Highway 99 and  
also at 301 State Street  
Issued a permit for a fence at 504 Main Street  
Issued a permit for an accessory use building at 610 N. 2<sup>nd</sup> Street

EQUIPMENT-Prepped sewer jet for sale with Purple Wave  
Installed new fuel pump and fuel shut off solenoid on the GMC  
Installed new salt spreader on the F650  
Replaced snow plow cutting edge on the F650  
Westmoreland Auto Repair made repairs for transmission electronic  
sensor code on the GMC  
Safelite Auto Glass replaced cracked windshield from previous chip  
repair on the 2006 Chevy truck

Krohn reported the cost for mounting a motorized projector screen and projector would  
be \$700.00 not including the electrical work.

He reported the cost for a mini-excavator and trailer would be \$31,904.00 from Reed  
Company.

After some discussion, Councilmember Jack moved to put out to bid for lease/purchase  
agreement for a term of five (5) years with the city putting down \$10,000.00 towards the  
purchase price of \$31,904.00 for the acquisition of a mini-excavator and trailer from Reed  
Company with Bennington State Bank and Kaw Valley State Bank in Wamego and Farmers  
State Bank in Westmoreland. Councilmember Moore seconded the motion. The motion passed  
four (4) ayes to zero (0) nays with Councilmember Purvis being absent.

(Todd Anderson exited the meeting at 9:00 PM)

*Clerk's Report:* Clerk Zentner asked the council if they would give the Flint Hills Glamper Club a discount on camping at the RV Park during the weekend of the BBQ and Car Show.

Zentner informed the council that she had been contacted by a resident asking for a payment plan to pay their water bill due to a recent leak they had encountered. The council declined this request stating that the council had stated that any such requests would need to be in person to the council.

Zentner asked the council to allow a fireworks stand to be in the RV Park this year. After some discussion, the council instructed Zentner to contact the city's insurance carrier to see if there would be any liability for the city for the stand being on city property. They also stated that proof of liability insurance for the individuals running the stand would need to be provided to the city.

### Councilmember's Reports:

*Streets:* Councilmember Moore stated that he had looked at the 2018 street budget and became concerned that it was lower than previous years. He had inquired the reason for this of the treasurer and city clerk and was informed that since a transfer had been made to the general fund for the paving of Main Street in 2017, the budget for streets was deducted by \$20,000.00. Due to this, there will be no chip and seal of streets this year. Patching of Skene Street, State Street before the bridge, Walnut Street and Grant intersections and the intersection of 1<sup>st</sup> and Grant will be done. He also stated that there is a drainage issue on Campbell Street by the pool at the right of way of Campbell and Highway 99, but he is waiting for a response back from the Kansas Department of Transportation on their willingness to help with the issue.

*Utilities:* Councilmember Jack had nothing more to report.

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

*Planning and Zoning:* Councilmember Smith had nothing to report.

*Pool:* Councilmember Rice had nothing more to report.

*Fire Department:* Councilmember Jack stated that the fire department would like to apply for a 50/50 grant from the Forestry Department again this year. The total amount of the grant is \$10,000.00 of which the city would pay \$5,000.00.

Councilmember Jack moved to approve the fire department to apply for a 50/50 \$10,000.00 grant from the Forestry Department. Councilmember Rice seconded the motion. The motion passed four (4) ayes to zero (0) nays with Councilmember Purvis being absent.

*Cemetery and Parks:* Due to Councilmember Purvis' absence, there was nothing to report.

*Mayor:* Mayor Goodenow had nothing to report.

*City Attorney:* Attorney Watt had nothing to report.

There being no further business brought before the council, Councilmember Smith moved to adjourn the meeting. Councilmember Jack seconded the motion. The motion passed four (4) ayes to zero (0) nays with Councilmember Purvis being absent.

Mayor Goodenow declared the meeting adjourned at 9:22 PM.

Approved by the Governing Body on May 10, 2018.



*Vicki B. Zentner*  
Vicki B. Zentner, City Clerk

*Mark A. Goodenow*  
Mark A. Goodenow, Mayor