

Westmoreland City Council Meeting  
April 9, 2020 minutes

The Westmoreland City Council met on April 9, 2020 at the Westmoreland Community Center at 7:00 PM.

Governing Body Members present: Mayor, Mark Goodenow; Councilmembers, Jeff Rosell, Mark Jack, Waide Purvis and Ashley Rice.

Governing Body Members absent: Councilmember Jim Smith.

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

Due to the COVID-19, commonly known as coronavirus, restrictions on social gatherings limit of no more than 10 persons, there was no public present.

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

*Approval of agenda-additions/deletions:*

Councilmember Purvis moved to approve the agenda as presented. Councilmember Jack seconded the motion. The motion passed four (4) ayes to zero (0) nays with Councilmember Smith being absent.

*Approval of March 12, 2020 regular meeting minutes and April 2, 2020 special meeting minutes:*

Councilmember Jack moved to approve the March 12, 2020 regular meeting minutes and the April 2, 2020 special meeting minutes as presented. Councilmember Rice seconded the motion. The motion passed four (4) ayes to zero (0) nays with Councilmember Smith being absent.

*Approval of payment of monthly bills:*

Councilmember Jack moved to approve the payment of the monthly bills as presented. Councilmember Rice seconded the motion. The motion passed four (4) ayes to zero (0) nays.

*Opening of bids for new city truck:*

City Clerk Zentner informed the council there had been only one (1) bid received for the lease/purchase of the new city truck.

Upon opening of the sealed bid, Zentner read it was from Farmers State Bank as follows:

5-year term 2.50% interest, yearly payment beginning 4-15-2021 \$7,013.52  
7-year term 2.60% interest, yearly payment beginning 4-15-2021 \$5,151.48

After some brief discussion, Councilmember Rosell moved to accept the bid from Farmers State Bank of option #2 (7-year lease/purchase at 2.60% interest and yearly payments beginning 4-14-2021 for \$5,151.48). Councilmember Purvis seconded the motion. The motion passed four (4) ayes to zero (0) nays with Councilmember Smith being absent.

*Discussion on RV Park gathering building letter:*

Zentner read a letter from Daryle Frank stating that his family would like to provide financing for a meeting place building at the Oregon Trail RV Park in memory of his wife.

The council was receptive to the idea and asked Zentner to write a letter to Mr. Frank asking for his ideas for the building and an approximate amount the family would be willing to donate towards the meeting place building.

*Future Agenda Items:*

There were no future agenda items mentioned at this time.

**Staff Reports:**

*City Agent*-Jeff Zimmerman informed the council that it looked like the trailer demolition on North 6<sup>th</sup> Street was coming along and thought it would be totally demolished and cleaned up by the target date the owner was given.

The council provided other properties and vehicles to Mr. Zimmerman to start observing.

There being nothing else to discuss, Mr. Zimmerman exited the meeting at 7:22 PM.

*Pool Manager*-Pool manager, Amber Krohn was not in attendance. However, Zentner informed the council of several items that would need to be done once the pool is open after getting notification from the Governor and County Health Director that the city can open it to the public again.

Treasurer-Councilmember Purvis moved to approve the treasurer's report as presented. Councilmember Jack seconded the motion. The motion passed four (4) ayes to zero (0) nays with Councilmember Smith being absent.

Maintenance Supervisor-Maintenance Supervisor, Krohn, reported the following:

#### UTILITIES:

- USDA (United States Department of Agriculture) had submitted the Rock Creek erosion project at the lagoons for funding this year.
- Sensus discovered a software update made to the AMR (Automatic Meter Reader) water meter sensors before the city received them had depleted the 20-year batteries in the sensors, causing them to fail. He is waiting for Sensus to send out new sensors and a contractor to install them, along with warranty support extensions for another year (see more about this after the complete report)
- Assisted a contractor trying to find a backed-up sewer service at 310 Main. Located the tap at the main via video measurements and used the city's locator to try to assist with locating it through their sewer machine in the line on the property (the City Attorney will address this issue in her report)

#### STREETS:

- Replaced seven (7) stop signs, post and anchors that were faded and due for replacement. Where there was a street sign, removed the sign and installed it onto the stop sign post, eliminating a post in residents' yards
- Cleaned the leaves out of the upstream/downstream sides of the intersection culverts throughout town
- Regraded topsoil and planted grass seed along new sidewalks on Quail, Skene and 6<sup>th</sup> Streets

#### PARKS:

- Mowed all city properties
- Removed four (4) dead pine trees at Dechairo Park
- Removed one (1) dead pine tree at the RV Park

#### CEMETERY:

- Mowed
- Adjoining land owner installed a new five (5) wire fence along the south and east property lines

#### POOL:

- Installed the new basketball anchor and goal
- Repaired broken decorative fence and post between the main pool and children's pool
- Removed the leaves, power washed and acid etched the pool surface to prepare it for painting when weather permits
- Replaced and securely mounted three (3) toilets at the pool that had been broken where they bolted to the floor

- Mowed the property
- Removed two (2) dead pine trees

**BUILDINGS:**

- Touched up painted interior walls at the Community Center

**PLANNING AND ZONING:**

- Issued a building permit for a Conex storage container at 306 N.6<sup>th</sup>
- Issued a chicken permit at 308 N. Walnut

**EQUIPMENT:**

- Ordered a 2020 Chevrolet 2500hd for the low bid of \$32,567 after receiving four (4) other bids from other dealerships for the same equipped truck as per the March 12, 2020 council meeting
- KanEquip replaced the left side brake booster due to very little brake response, broken motor mount on a weld causing a large vibration while running, and installed new valve gasket to repair oil leak on the backhoe

Krohn stated that Sensus had contacted him about hiring him to install the new AMR batteries. He stated that he would be a sub-contractor for Sensus and would do the installations on weekends.

The council felt that since Krohn knew the placement of the meters, having him do the installations would be the best solution, especially during the COVID-19 pandemic.

Krohn stated that the pool had been painted and he anticipated filling it around May 1<sup>st</sup>, weather permitting. He also stated that either he or pool staff would need to vacuum the pool at least twice a week and that chemicals would need to be purchased before opening of the pool.

Krohn asked if the council wanted him to order flowers for the planters around town. He estimated the cost of the flowers would be around \$1,000. Councilmember Rosell said to wait on this decision as he might be able to get a donation for the purchase of the flowers.

Councilmember Rosell inquired about the fence at the cemetery. He asked Krohn if the area in the original part of the cemetery had been surveyed. Krohn responded that it was found that when the property line was surveyed, part of the south road and the entrance were actually part of the adjoining landowner's property. Krohn had spoken to the person in charge of the trust for the property, and she indicated she wasn't concerned about it.

Councilmember Rosell requested that the city attorney write a letter to the trustee of the property to get a written agreement between the trustee and the city regarding the property line between the cemetery and the landowner.

*City Clerk-Zentner* reported that she had tried two (2) times to contact Zoom for the video conferencing program for council meetings and they still had not returned her calls. She contacted "Go to Meeting" and found that the city could get their product for \$14.00 a month plus \$5.00 for the designated toll-free phone number. She asked the council for permission to go with "Go to Meeting" instead of Zoom as was voted upon at the special meeting of April 2, 2020.

Councilmember Jack moved to purchase "Go to Meeting" and toll-free phone number at a cost of \$19.00 a month. Councilmember Rosell seconded the motion. The motion passed four (4) ayes to zero (0) nays with Councilmember Smith being absent.

Zentner informed the council that a monument at the cemetery had been set on the wrong lot and the cost to move it to the correct lot would be \$416.00. Councilmember Rosell stated that it needed to be corrected and the rest of the council agreed. Zentner will call the monument company to arrange the moving of the monument to the correct lot.

The council requested Zentner to write a letter to the lifeguards explaining the situation of the pool due to the pandemic issue and have the city attorney review it before Zentner sends it out.

#### **Councilmembers Reports:**

*Streets:* Councilmember Rosell requested Krohn to call the paving company and request that the paving of the streets not be done until 2021 due to the pandemic.

*Utilities:* Councilmember Jack replied to a letter received from a property owner regarding the issue with his sewer. Councilmember Jack stated that there was no way that the city could make the judgement that heavy delivery trucks were indeed the cause of the broken sewer line.

Attorney Dierks replied that the city's ordinance states that it is the property owner's responsibility for repairs and maintenance of their sewer line from the main to their property. She will send a letter to the property owner stating that the city has no responsibility for the line and the property owner will have to get it repaired at his cost.

*Pool:* Councilmember Rice stated she felt that the POS (Point of Sale) system should not be purchased for the pool until the city is able to open the pool. The rest of the council agreed.

*Fire Department:* Councilmember Jack stated that the joint meeting between the council and the Seven Township Board was on hold until the pandemic crisis is over.  
*Cemetery:* Councilmember Purvis had nothing to report. However, Krohn reported that SMH Consultants had been in town with their drone mapping the creek erosion situation in anticipation of being the engineers on that project, and he had asked them to do drone mapping of the cemetery to help with burials. They did it at no charge to the city.

*Parks:* Councilmember Purvis had nothing to report.

*Mayor:* Mayor Goodenow had nothing to report.

*City Attorney:* Attorney Dierks stated that a petition had been sent to the resident that had not paid for the damage to his water meter reader and a hearing would be set soon.

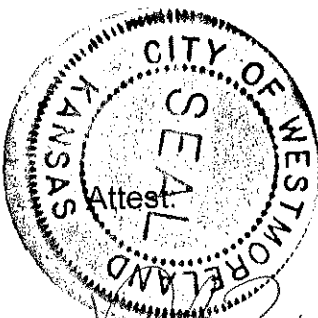
She also reported that Rural Water District #4 had sent paperwork to her regarding the loan repayment billed to the city for the installation of the new water lines and the financials will be sent to the city's auditor for review. She stated that the board was very receptive to talk with the city on this issue.

As for the sewer line issue, as requested by Councilmember Rosell, she will be sending a response to the property owner soon.

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

Mayor Goodenow declared the meeting adjourned at 7:55 PM.

Approved by the Governing Body on May 14, 2020.



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

Signed

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