

Westmoreland City Council
Meeting Minutes
February 9, 2017

The Westmoreland City Council met for its monthly meeting on February 9, 2017 at the Community Center at 7:00 PM.

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

City Staff present: City Attorney, John Watt; City Agent, Jeff Zimmerman; City Maintenance Supervisor, Robert Krohn; outgoing City Treasurer, Anastasia Keller; newly hired City Treasurer, Teresa Varriale and City Clerk, Vicki Zentner.

Others present: Todd Anderson with SMH Consultants, Janet Goodenow, City Library Committee Chairperson 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 the agenda: The acceptance of the CDBG (Community Development Block Grant for the Kansas Department of Commerce) agreement and authorizing the Mayor to sign the agreement.

Councilmember Smith moved to approve the amended agenda. Councilmember Jack seconded the motion. The motion passed five (5) ayes to zero (0) nays.

Approval of minutes: Councilmember Rosell moved to approve the minutes of the January 12, 2017 regular council meeting and the minutes of the January 19, 2017 special meeting as presented. Councilmember Purvis seconded the motion. The motion passed five (5) ayes to zero (0) nays.

Approval of monthly bills: Councilmember Jack moved to pay the monthly bills with the exception of the Westar bill until the clerk is able to clarify the charges and report back to the council of her findings. Councilmember Smith seconded the motion. The motion passed five (5) ayes to zero (0) nays.

Public Comments: There were no comments from the public in attendance.

Discussion with Todd Anderson regarding the sewer improvement project: Mr. Anderson informed the council that he had researched the funding for the sewer improvement project and found that it was indeed a 50/50 split between the Department of Commerce (CDBG) and Kansas Department of Health and Environment (KDHE) funds.

He also informed the council that should the bids come under the projected cost of the project by SMH, that the city could spend the additional funds from KDHE up to the total amount the city asked for to use for any extra work or to purchase equipment that is sewer related. Mr. Anderson said this decision can be made later and suggested doing more manhole updates and make the extra updates in the original bid.

When asked the estimated time frame of the actual work and the total project time would take, Mr. Anderson responded that an estimate of 800 to 900 feet a day to line the sewer lines and the whole project would take approximately 30 days to complete. He explained that the contractor will first televise the complete sewer line system, clean what needs to be cleaned, take the footage back and decide how much of the lining that would need to be cut for each section.

He stated that he was looking at bid letting to take place around June 1, 2017.

Councilmember Purvis moved to accept the engineering contract with SMH for the sewer improvement project. Councilmember Smith seconded the motion. The motion passed five (5) ayes to zero (0) nays.

Councilmember Purvis moved to authorize the Mayor to sign the contract with SMH. Councilmember Smith seconded the motion. The motion passed five (5) ayes to zero (0) nays.

Agreement with CDBG: Councilmember Rosell moved to accept the grant for the sewer improvements project with the Department of Commerce. Councilmember Jack seconded the motion. The motion passed five (5) ayes to zero (0) nays.

Authorizing the Mayor to sign the agreement: Councilmember Rosell moved to authorize the Mayor to sign the agreement with the Department of Commerce for the sewer improvements project funding. Councilmember Purvis seconded the motion. The motion passed five (5) ayes to zero (0) nays.

Councilmember Moore stated that he had several patrons inform him they would like to see the sewer rate increase be used as a down payment on the project.

Discussion on wage increase for Aaron Keller: After some brief discussion, Councilmember Rosell moved to increase Mr. Keller's hourly wage \$0.50 per hour per license obtained. Councilmember Jack seconded the motion. The motion passed five (5) ayes to zero (0) nays.

Acceptance of Anastasia Keller's resignation: Councilmember Rosell moved to accept Mrs. Keller's resignation as city treasurer. Councilmember Jack seconded the motion. The motion passed five (5) ayes to zero (0) nays.

City Agent: City Agent, Zimmerman, reported that he had submitted several reports of vehicles and trash and debris locations to the city clerk.

Continued discussion on the library: Janet Goodenow informed the council that the committee had met the past week with the regional director and Councilmember Purvis in attendance. She stated that the committee had requested that the library be open on Saturday mornings and one more night to be ran by volunteers. The director "shut down" the ideas and stated that due to the by-laws, a trained librarian needed to be present anytime the library was open. She also stated that for the summer reading program there was only one (1) hard copy of the program available for all the libraries and that a thumb drive had been given to the city clerk to download to keep for reference.

At this point, Mrs. Goodenow turned the floor over to Councilmember Purvis for his report to the council.

Councilmember Purvis stated that the meeting was one of the most frustrating meetings he had been a part of. He stated that the director was very defensive and more concerned about staffing and space available.

He stated that they acted like the summer reading program was a new idea and that the library board would decide what happens at the summer reading program, and if they didn't like an idea presented to them they wouldn't allow it. The reading program would only be staffed for children 8 years and under and that volunteers would need to be found for those 8 years and older. He said that the director told the committee and himself, that the city couldn't use the building or space, even though the city owns the building.

He stated that he felt that the city needed to take over the library and both he and Mrs. Goodenow had been told by several patrons that they would not volunteer at the library under the direction it is now under.

Councilmember Moore stated that the recent news release letter written by the library director and sent out with the city newsletter, was not written well and hard to read, in his opinion.

It was decided that a special meeting would be held with the council, the Pottawatomie County Administrator, Robert Reece, and County Commissioner Pat Weixelman as soon as possible to discuss the library.

(Todd Anderson exited the meeting at 7:46 PM).

Revision of personal leave calculations-Attorney Watt: Attorney Watt presented the revisions to the Personal Leave Time (PLT) and Extended Sick Leave (ESL) for full time city employees as requested by the council. He stated that he did add a provision that an employee wished to give any addition hours accrued to another employee that needed

more time due to an extended illness, that all but 100 hours could be transferred to that employee. He stated he felt that the “giving” employee shouldn’t lose all of their time accrued in case that employee might need them. Mr. Watt also had an additional 20 hours of accrued time written into the revision.

Councilmember Moore moved to approve and accept the changes to the PLT/ESL accrual schedule for full-time employees, with the additional 20 hours of accrued time take out, retroactive to January 1, 2017. Councilmember Jack seconded the motion. The motion passed five (5) ayes to zero (0) nays.

Explanation on Sink, Gordon bills: City Clerk Zentner informed the council that the hourly rate from Sink, Gordon for any help provided to the staff is \$65.00. After some brief discussion, Councilmember Rosell moved to approve the latest bill payment to Sink, Gordon. Councilmember Smith seconded the motion. The motion passed five (5) ayes to zero (0) nays.

Future agenda items: Councilmember Moore stated he would like to schedule a goal setting meeting in March.

Staff Reports:

Treasurer: Councilmember Rosell had a question on the amount of sales tax the city was paying into the State and asked if it could be re-cooped from the patrons. Clerk Zentner stated that it was her understanding that since the city pays a water protection fee, sales tax is not charged to the residential accounts. As for the amount of sales tax the city paid, she will do some research and report back at the March meeting.

Councilmember Moore stated that he felt the payment on the loan that Rural Water District #4 charges the city for the water improvements should be listed as a city debt. Again, Zentner will look into this and report back in March.

There being no further discussion on the treasurer’s report, Councilmember Rosell moved to approve the report as presented. Councilmember Purvis seconded the motion. The motion passed five (5) ayes to zero (0) nays.

Maintenance: Supervisor Krohn reported the following:

Utilities:

Met with a representative of RE Pedrotti Co., to discuss repairs to the telemetry system at the water storage tank. The cost to get the parts for the tower and the vault is \$3,000.

Streets:

Spread salt on streets and ice melt on the sidewalks on January 15, 2017

Cleaned the culvert, removed existing and poured new storm water culvert at 2nd and Main Streets
Cleaned the culvert at 5th & Main
Cleaned and added extension to storm water culvert at 6th & Main

Parks:

Finished all but the painting, which will have to wait for warmer weather at the ball diamond bathroom improvements
Westar will be charging the city for the transformer installation for electricity at the concessions building at the ball diamond at a cost of \$1,000+
Electrical work by Valburg Electric will be \$1,5000
Waiting on school to see about fence
Will get new treated boards for the bleachers
There will be no awning on the concession stand for now due to the fence

Cemetery:

Opened and closed three (3) graves
Trees & bushes are trimmed

Pool:

Cleaned leaves out of the pool

Buildings:

Replaced the battery in the generator at the fire station

Planning & Zoning:

Issued one (1) building permit for an accessory use building at 401 N. 1st

Councilmember Moore asked that Westar be asked to help with the cost of the transformer at the concession stand at the ball diamond as it is for the kids. Bob will talk to them.

Councilmember Moore moved to approve the maintenance supervisor report as given. Councilmember Purvis seconded the motion. The motion passed five (5) ayes to zero (0) nays.

(Janet Goodenow exited the meeting at 8:25 PM).

City Clerk: Clerk Zentner informed the council that she would like to order security lined pre-addressed return address envelopes at a cost of \$242.25 for 2500.

She also asked about getting new pay envelopes for the RV Park. She will bring the pricing back to the March meeting.

Zentner asked the council if they still wanted to send a bid for proposal for the city's auditing services. The council asked that she contact several cities in the area for a copy of their request for proposals (RFP) and put this item on the March agenda.

(Cale Prather exited the meeting at 8:30 PM).

Councilmembers' Reports:

Streets: Councilmember Moore stated that the city staff is ready for street improvements except for the sidewalks on Main Street that haven't been done but have already been bid for.

Mayor Goodenow asked if the city was going to do any new sidewalks in town this year. Councilmember Moore responded that the worst sidewalk is the one on North Street and he and Krohn will look at it.

Councilmember Rosell commented that he would like to have decorative light poles and lights in the business district as well.

Utilities: Councilmember Rosell had nothing to report.

Cemetery: Councilmember Purvis had nothing to report.

Animal Control: Councilmember Smith had nothing to report.

Fire Department: Councilmember Jack had nothing to report. Councilmember Smith, as fire chief, reported that he had found a bottle fill station with 15 bottles and a compressor for \$700. At the present time, it is being inspected and if everything checks out, he would like to purchase it.

Councilmember Rosell moved to purchase a bottle fill station, 15 bottles and compressor for \$700 if it passes inspection. Councilmember Moore seconded the motion. The motion passed four (4) ayes to zero (0) nays with one (1) abstention by Councilmember Smith due to conflict of interest.

Councilmember Smith informed the council that he would be working with the Kansas Fire Association (KFA) as a district representative. Within the next few months, the KFA will be putting on grant schools in Manhattan and asked that the city treasurer attend and be the department's grant writer. The council approved (without a vote) to send the city treasurer to the grant writing school.

Parks: Councilmember Purvis had 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 Jack moved to adjourn the meeting. Councilmember Smith seconded the motion. The motion passed five (5) ayes to zero (0) nays.

Mayor Goodenow declared the meeting adjourned at 8:35 PM.

Approved by the Governing Body on March 9, 2017.



Signed: Mark A. Goodenow
Mark A. Goodenow, Mayor

Vicki B. Zentner
Vicki B. Zentner, City Clerk