

Westmoreland City Council Minutes  
February 11, 2016 Meeting

The Westmoreland City Council met on February 11, 2016 for its regular meeting at the Westmoreland Community Center.

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

City Staff present: Maintenance Supervisor, Robert Krohn; City Attorney, John Watt; City Treasurer, Lindsay Elliott and City Clerk, Vicki Zentner.

Others in attendance: Gary Stith, Director of the Flint Hills Regional Council; Garrett Nordstrom with Governmental Assistance Services (GAS); Terry Force with Force Land Surveying; Resident and Council candidate, Judy Walton; Residents Dorothy Campbell, Bill Prinz and "Chick" Roberts and Matt Cobb, reporter for *The Smoke Signal*.

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

Agenda: Councilmember Moore asked that a discussion on the setting of a goal setting meeting be added to the agenda.

There being no further additions or deletions to the agenda, Councilmember Smith moved to accept the amended agenda. Councilmember Zimmerman seconded the motion. The motion passed five (5) ayes to zero (0) nays.

Minutes of the January 14, 2016 council meeting: Councilmember Jack moved to approve the corrected minutes of the January 14, 2016 council meeting. Councilmember Smith seconded the motion. The motion passed five (5) ayes to zero (0) nays.

Monthly payables: Councilmember Rosell moved to approve the payment of the monthly bills. Councilmember Jack seconded the motion. The motion passed five (5) ayes to zero (0) nays.

Public comments: There were no comments of non-agenda items from the public.

New Business:

Sewer Grant Application:

Garrett Nordstrom with Governmental Assistance Services (GAS) addressed the council to explain the reason the city was not awarded grant money for the wastewater improvements the city had applied for.

Mr. Nordstrom explained that the city had received a reduction of ten (10) points due to a form was not included with the application. Mr. Nordstrom stated that the required form was not listed on the application “check list” and that in the past it was not a requirement if a Low to Moderate Income (LMI) survey had been conducted. He stated that he had contacted the Department of Commerce regarding this and was told that in 2014 an email had been sent out asking that it be included with applications then due to the overestimating of populations for some cities.

Mr. Nordstrom stated that GAS had challenged the deduction being taken due to it not being on the “check list” with a year date of “2016”. The Department of Commerce agreed that it was not on the “check list”, but that it was a requirement and that the “check list” forms will have this requirement listed on it going forward. He stated that without the deduction of ten (10) points on the application, the city would have received the grant money.

Councilmember Moore asked if Mr. Nordstrom recommended applying for the grant again this year for awarding in 2017. Mr. Nordstrom replied absolutely. He also stated that GAS will apply again on behalf of the city at no cost should the city wish to apply again. He also stated that he would be taking the application that was denied in and discuss with the Department of Commerce and discuss it with them and resubmit the application in August.

There being no further discussion on the sewer grant application, Mr. Nordstrom exited the meeting at 7:25 PM.

#### Flint Hills Regional Council:

Gary Stith, director of the Flint Hills Regional Council, had a power point presentation for the council and public covering the benefits for the city to be a part of regional council. He stated that eight (8) counties made up the council and some of the benefits the council could provide were: cooperation between communities, exchange of ideas, promote economic development, strengthen the “voice” to legislature elected officials, help with grant writing, regional marketing, help with the need for housing in the community and much more. He stated that dues were based on population numbers of the community, which for Westmoreland would be \$389 a year.

Councilmember Moore asked how the staff was funded. Mr. Stith stated that funding comes through the membership dues and from government grants.

Councilmember Moore asked what the cost for the regional council to help with an updated comprehensive plan. Mr. Stith stated that if the public were to participate in the process, the council could possibly do one for around \$20,000.

The question was asked as to what other communities were members of the regional council. Those cities are Manhattan, Junction City, Wamego, Emporia, Riley, White City, Council Grove, Alma and Alta Vista. Mr. Stith also stated that Onaga has asked the regional council to help them with their comprehensive plan for housing issues. He stated that the

municipalities around the Manhattan area had a good opportunity for housing due to the fact that Manhattan is running out of land for new housing divisions.

There being nothing further presented by Mr. Stith or any further questions, he exited the meeting at 7:43 PM.

Discussion on First Responder truck: Chief Smith informed the council that the First Responders were running into instances regarding the need for a designated First Responder truck. He said there were several times when a 4-wheel drive vehicle would be needed in order to access the area they are responding to.

Chief Smith stated that he had spoken with the Seven Township Fire board president and was told that funds for 2016 were tired up, but they would be willing to help in 2017 with the purchase of the vehicle. The vehicle that Chief Smith had found was a jeep at Dunafon Auto at a price of \$6,700. He had asked both KA-COMM and TBS for bids on the lights and other equipment with the bids being \$6,261.55 from KA-COMM and \$2,543 from TBS.

Councilmember Moore stated he would consider the city purchasing the jeep if Seven Township Fire paid the other half.

After some more discussion, it was suggested that Chief Smith do some more looking around and contact the Seven Township board to put in writing that they would be willing to pay half the cost of the purchase price for a First Responder vehicle.

Sidewalk Cleaning: Councilmember Moore asked the rest of the council if they had any issues with allowing city staff to clean the following sidewalks after streets have been cleared after a snow fall: Main Street to Westy Community Care Home on the north and DD's Handi Korner on the south, 4<sup>th</sup> Street and State Street. Mayor Goodenow stated he didn't have a problem with this suggestion.

Councilmember Moore moved to allow city staff to clean the sidewalks on the north side to the Westy Community Care Home and DD's Handi Korner on the south side of Main Street, 4<sup>th</sup> Street and State Street after the streets had been cleared and as time permitted. Councilmember Smith seconded the motion. The motion passed five (5) ayes to zero (0) nays.

Discussion on Goal Setting meeting: After some brief discussion, a special meeting on goal setting for the city was set for March 3, 2016 at 7:00 PM at the Community Center and open to the public.

Old Business:

City owned property: Terry Force with Force Land Surveying informed the council that he was still working on the boundaries for the city owned property at the Westmoreland Elementary School grounds and would hopefully have this information at the March 10, 2016 council meeting.

Krause/Wege property issue: Mr. Force then informed the council that when the city vacated Water Street the county assumed that all north to south streets were vacated as well which made all the property to the north of Campbell Street that abuts the vacated Water Street, landlocked with no accessibility for those property owners.

Richard Wege has indicated he is agreeable to convey a 30' strip of the vacated Water Street to Pat Krause so she may legally access her property directly north of the Wege property. However, there are still some issues with insurance and the insurance company wants a driveway agreement which would require the city to grant an easement to the property owners.

After some discussion, City Attorney Watt was instructed to prepare and easement agreement for Pat Krause and Gary Threewit.

Mr. Force exited the meeting at 8:30 PM.

### **Staff Reports:**

*City Treasurer:* There being no questions to the city treasurer regarding her report, Councilmember Smith moved to approve the treasurer's report as presented. Councilmember Moore seconded the motion. The motion passed five (5) ayes to zero (0) nays.

Treasurer Elliott asked the council to approve the membership renewal price of \$199 for Fred Pryor webinars/seminars. She stated that she has gained much needed training and information from the webinars/seminars for not only her job as city treasurer but also for management at the pool.

Councilmember Moore moved to renew the membership fee of \$199 for the city treasurer to Fred Pryor Seminars. Councilmember Jack seconded the motion. The motion passed five (5) ayes to zero (0) nays.

Elliott informed the council that she would be having surgery March 1<sup>st</sup> and would not be able to work for at least a week afterwards.

*Pool Manager:* Elliott reported that all of the pool staff for the 2016 pool season had been hired. She reminded the council that they had agreed to revise the pool manual regarding the age requirement for the assistant manager if she hired the person she wanted.

Councilmember Moore stated he would like to read through the pool manual again and that the revision be put on the March 10, 2016 agenda.

Elliott stated she had the pool brochure updated and asked if the bank would be willing to print them again for the city. Councilmember Moore stated it would. Elliott will get a final count of resident mailings from the post office for an idea of how many brochures would need to be printed.

*Maintenance:* Supervisor Krohn gave his report on the following:

Utilities: Repaired a 2” water main leak in the alley south of Main and 4<sup>th</sup> Streets

Streets: Spread salt on streets on January 21, 2016

Cleared snow off of streets and sidewalks on January 21, 2016

Ordered culvert for Walnut Street and for stock

Removed trees and stumps that were plugged under the 4<sup>th</sup> Street bridge

City Buildings: Estimated cost of \$1,500 to install ADA bathroom in the library  
(Librarians want to see the plans first)

Will need to change the water lines as well as the meter was not moved when the old lines were replaced-may have to shut off water on Main Street when change the lines

Midland Exteriors installed guttering on the new awning at City Hall

Estimate for fabricating a cabin on a trailer for the RV Park is \$15,000

Zoning: Have issues with some building permits. They fall under conditional use and as there is no planning and zoning commission, these are in “limbo”

Equipment: Would like authorization to replace the current 2010 Kubota 72” mower with just under 600 hours usage with a new mower for \$7,600 and a trade in allowance of \$6,800. Snow plow blade will also need to be replaced at a later date due to a design change for the new mower not accepting the old plow. Cost for this is unknown at this time.

Councilmember Moore moved to authorize the installation of ADA bathroom at the library not to exceed a cost of \$2,000. Councilmember Smith seconded the motion. The motion passed five (5) ayes to zero (0) nays.

Council has asked that Krohn check around with other dealers regarding a new mower and bring back pricing to the council at a later date.

*City Clerk:* Clerk Zentner asked the council if the idea of holding a “Meet and Greet” of all the new candidates for city council would be a good idea as there are some candidates voters do not know. Council decided to hold this in conjunction with the goal setting meeting on March 3, 2016.

Zentner asked the council for some clarification as to what the \$200 office budget includes. She stated that when she purchases postage stamps for mailing customer’s bills and all

other correspondence she is left with \$4.00 for the rest of the month to purchase office supplies. She stated that when she was first appointed as city clerk, she was told the budget was for items not necessarily needed, but would help with doing her job. Recently, she was told that the \$200 was for office supplies only. She stated that if that was the case, then she goes over her budget every month.

Councilmember Rosell moved to raise the office budget from \$200 a month to \$1,000 a month. Councilmember Smith seconded the motion. The motion passed five (5) ayes to zero (0) nays.

Councilmember Moore asked that Zentner contact the city's copier maintenance company to see if the city could pay ahead on the maintenance agreement so as not to generate checks less than \$25.00 each month. Zentner stated she would contact the company the next day with this request.

### **Councilmembers reports:**

**Streets:** Councilmember Moore stated that the hot mixing of Main Street would hopefully happen next year with the county. He also stated that he would like the city attorney to research if Campbell Street was considered a "city/county link". Councilmember Rosell stated that it is not in writing but there was a verbal agreement with the county commissioners that they would maintain the street due to the use by the county vehicles.

**Utilities:** Councilmember Rosell stated that the purchase of new water reading handhelds was due to their age and issues staff was having with the transferring of readings.

**Cemetery:** Councilmember Zimmerman stated that when the city gets a significant amount of snow, the city staff will take care of plowing the roads in the cemetery. Although the city appreciates the good intentions of the individual(s) that went and plowed the roads, there are issues with insurance liability and if damage is done to a headstone, it would be the city that would have to pay for the repairs. Snow removal priority should be streets, sidewalks and cemetery as time permits.

**Parks:** Councilmember Smith had nothing to report.

**Mayor:** Mayor Goodenow had nothing to report.

**City Attorney:** Attorney Watt reminded the council that state statutes require the city to have a planning and zoning commission and that if each councilmember were to find a volunteer to serve there would be enough persons to appoint and have the commission.

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

Mayor Goodenow declared the meeting adjourned at 8:50 PM.

Approved by the Governing Body on March 11, 2016.

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



Attest:

Vicki B. Zentner  
Vicki B. Zentner, City Clerk