

Westmoreland City Council
October 13, 2016 meeting minutes

The Westmoreland City Council met for its monthly meeting on October 13, 2016 at the Westmoreland Community Center.

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

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

Others present: Residents, Dorothy Campbell, Wayne” Chick” Roberts; Planning and Zoning chairperson, Wendy Hudson; Janet Goodenow, city library committee chairperson; Judith Cremer, Wendi Rogers and Sallie Force with Pottawatomie-Wabaunsee Regional Library and Lori Scoggins with The Smoke Signal.

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

Approval of agenda: Councilmember Rosell moved to approve the agenda as presented. Councilmember Smith seconded the motion. The motion passed five (5) ayes to zero (0) nays.

Approval of September 8, 2016 minutes: Councilmember Jack moved to approve the minutes of the September 8, 2016 council meeting as presented. Councilmember Moore seconded the motion. The motion passed five (5) ayes to zero (0) nays.

Approval of monthly bill payments: Councilmember Moore asked about the bond and interest payments. Clerk Zentner stated that the payments were paid from the balance of the refinancing of the city bonds.

Councilmember Moore also asked how much the city had paid Sink, Gordon and Associates for help with correcting the treasurer’s reports. Zentner replied that the expenses were around \$10,000, but she could give him the exact amount at the November meeting. Councilmember Moore then stated he felt the council should hold an executive session at the November council meeting once the clerk was able to research the expenses the city paid for issues regarding the former treasurer’s work.

There being no further discussion on the monthly bills, Councilmember Smith moved to approve the payment of the monthly bills as presented. Councilmember Jack seconded the motion. The motion passed five (5) ayes to zero (0) nays.

Public comments: There were no comments from those in attendance regarding non-agenda items.

Discussion with Judith Cremer, director of Pottawatomie/Wabaunsee Regional Library: Ms. Cremer stated she felt the council and the library board got off on the wrong foot previously, especially concerning the lack of communication between the two entities. She stated that she felt it was better now.

Ms. Cremer presented the council with a sample of the mailing regarding the new hours for the library as well as information on what the library offers to patrons for the council to approve. Councilmember Moore stated that the bank would be willing to pay for the printing and mailing costs.

Ms. Cremer also handed out a spreadsheet of the number of patrons that were using the library starting the first of September. She stated that Sallie Force, a volunteer working at the library, had commented that she was discouraged that foot traffic at the library stops at 6:00 pm.

Councilmember Moore stated he would be curious to see what patronage the other libraries in the regional system experienced after 6:00 pm. He also reiterated his stand regarding the division of the tax money between Pottawatomie and Wabaunsee counties should be shared equally.

Ms. Cremer stated that besides Westmoreland, St. Marys main library was the only library in the region served that did not pay rent on the building. She stated that all the others were already established in their present buildings.

After more brief discussion it was the consensus of the council that more communication between the city and the regional library board was essential. The council also thanked the board for trying being open another day until the end of the year to see if more patrons would use the library and that working with the city's library committee would help as well.

The council thanked Ms. Cremer, Ms. Rogers and Mrs. Force for attending the meeting.

Passage of Resolution #08-16: Councilmember Jack moved to approve Resolution #08-16 which authorized “*post-issuance tax compliance and continuing disclosure undertaking policies and procedures for the city’s Governmental Obligations effective September 29, 2016*”. Councilmember Rosell seconded the motion. The motion passed five (5) ayes to zero (0) nays.

Definition of a quorum: City Attorney Watt stated that he had been incorrect at the September meeting when he said that a quorum would be two (2) councilmembers. The correct definition would be three (3) for the city. He stated that two (2) councilmembers and the Mayor (as a non-voting member of the council) could meet with staff and discuss projects, etc., as long as the discussion was brought before the whole council for any decisions to be voted upon. He cautioned, however, that the council needed to be careful that discussions may look like a decision is being made and stated such discussions should be kept at a minimum if at all possible.

Appointment of city library committee members: Janet Goodenow, chairperson of the library committee, presented a slate of potential committee members to Mayor Goodenow for appointment. These members were: Rosie Hamilton, Caitlin McLean, Rebekah Purvis and Kent Robb.

Councilmember Moore expressed his concern with Ms. McLean and Ms. Purvis being members as they are graduating from high school in May and would be furthering their education after graduation. Mrs. Goodenow stated that all of those to be appointed were also asking others to join of all ages.

There being no further discussion or concerns, Mayor Goodenow presented the appointees for the councilmembers approval.

Councilmember Rosell moved to appoint Rosie Hamilton, Caitlin McLean, Rebekah Purvis and Kent Robb to the library committee. Councilmember Purvis seconded the motion. The motion passed five (5) ayes to zero (0) nays.

Discussion on Main Street milling and overlaying: Councilmember Moore stated that he and Maintenance Supervisor Krohn had spent time with the county engineer, Peter Clark, on the milling and overlaying of Main Street that afternoon.

He stated that he had also received correspondence from the county administrator, Robert Reece, asking if the city wanted Main Street to be overlaid. Before Councilmember Moore could give Mr. Reece an answer, Mr. Reece contacted him again and stated that Shilling couldn't work the overlaying into their schedule this year, but would honor the same price for the asphalt in the spring if the city still wanted to undertake the project.

Councilmember Moore stated that the county engineer felt that the concrete crossings on Main Street would need to be replaced before overlying the street. There were also other issues that would need to be fixed before the street work was to be done.

The estimated cost for tearing out and putting in concrete tubes was \$15-\$20,000 and the estimated cost to the city for overlaying Main Street from Walnut to Highway 99 was \$100,000 with the cost to the county being the same (\$100,000). Councilmember Moore stated the county engineer felt that the cost could be less.

Councilmember Moore stated that the county administrator had also stated that the county would "carry" the city for the financing, with the city paying the county \$50,000 a year. He also stated that chip and sealing of streets would be put on hold for 2-3 years.

Attorney Watt informed the council that they needed to keep in mind that the county sales tax will either come up for renewal or modification within the next two (2) years and the city's budget would be dependent upon whether the sales tax continues or not.

Councilmember Rosell stated that he thought the city could pay the county in two (2) years and pay part of the expense from the general fund. He stated the oil prices were at their cheapest and he felt that this was time to get Main Street done.

Councilmember Jack moved to authorize Councilmember Moore to enter into negotiations with the county to mill and overlay Main Street and bring back a written agreement to the council. Councilmember Smith seconded the motion. The motion passed five (5) ayes to zero (0) nays.

City Agent: City agent, Jeff Zimmerman, informed the council that he had nothing new to report. He stated that there were a few properties that had been previously written up that the council needed to decide what action to take. He stated that he didn't feel it was fair to write up new properties/vehicles until these were taken care of first.

Attorney Watt stated that one (1) property had previously been cleaned up at a city work day, but it was his understanding that their property was once again in violation. He stated that it was not a matter of staff going in and removing the items, that a notice would be need to be mailed to the property owners.

Another property will be taken care of by city staff and the owner will be billed for the work done as per the owner's written letter indicating she gave the city permission to do so.

Future agenda items: There were no future agenda items presented.

Continued discussion on the city library: Chairperson Janet Goodenow informed the council that the committee met on October 5, 2016 and discussed several ideas. One idea was having story telling on Halloween. The committee would like to serve hot cider and asked the council to pay for the hot cider, cups and napkins.

Councilmember Rosell moved to authorize the city clerk to appropriate up to \$100.00 to the library committee for Halloween refreshments. Councilmember Jack seconded the motion. The motion passed five (5) ayes to zero (0) nays.

The committee would like to make bookmarks with candy advertising the library hours. Committee members would donate the candy and requesting that the city pay for the card stock for the book marks.

Other ideas were: painting the library steps to look like book spines; a sandwich board for advertising the library when it was open. Mayor Goodenow suggested purchasing "feather" flags to be attached to the railing as a way to garner attention to the library being open.

Mrs. Goodenow also asked that the city purchase a folding table for crafts and study groups. The council authorized taking one (1) of the tables from the community center to the library for using for these uses.

(Ms. Cremer, Ms. Rogers, Mrs. Force and Chick Roberts exited the meeting at 8:11 pm).

Staff Reports:

Maintenance: Supervisor Krohn presented the council with the costs and diagram of erecting a sidewalk from the existing restrooms to the new concession stand at the ball diamond as well as the costs and diagram of remodeling the existing concession stand into ADA (Americans with Disabilities Act) restrooms.

After some discussion, Councilmember Purvis moved to proceed with finishing the new concession stand, remodeling of the existing concession stand/restrooms and the sidewalk between both buildings. Councilmember Moore seconded the motion. The motion passed five (5) ayes to zero (0) nays.

Councilmember Moore stated that he felt the board of directors at the bank would be willing to donate half of the cost of these projects for \$9,500 as a community service.

Krohn stated that the sidewalk project on Armer Street would be started the next week.

Krohn reported the following monthly report to the council:

- Utilities: B&B Services completed the annual service of the valves at the vault
Replaced water meter, meter pit and installed a resetter at the residence at 507 E. North
Repaired the water service and replaced the meter pit at 201 5th St.
- Streets: Sprayed weeds
Patched low spots on Campbell St. with asphalt given to the city by the county
Patched small potholes throughout town
- City Buildings: Sprayed weeds
- Parks: Mowed and sprayed weeds
Trimmed trees at the RV Park, Dechairo Park, ball diamond and T-Ball field
Trimmed hedges
- Cemetery: Mowed
Opened/closed one (1) cremation grave
Repaired water holes in the roads throughout

	Planted grass
	Removed two (2) partially dead cedar trees near the entrance
Pool:	Mowed Winterized the pool and concession/bathrooms
Zoning:	Mowed one (1) out of compliance yard at 101 Main
Equipment:	Replaced worn/leaking hydraulic hoses for the skid loader grapple
Misc.:	Completed mini free library project for the grade school Picked up six (6) tons of trash, eight (8) passenger tires, two (2) semi tires and two (2) batteries for free trash pickup day

Treasurer's Report: City Clerk Zentner informed the council due to figures incorrectly inputted by the former city treasurer from the beginning of the year and not being caught until September, Sink, Gordon had instructed she and the new city treasurer to add a column to the cash fund summary labeled "Corrections" to get the treasurer's report to balance with the checking account. She also stated that Mr. Gordon stated that the Budget Summary should be a "year-to-date" report since that is what the auditors use.

Councilmembers requested that the treasurer's cash fund summary and budget summary reports be not only monthly but year to date. Councilmember Rosell also asked that the pool summary be monthly and year to date and re-done so that it is easier to understand.

After some brief discussion on past issues, the council asked that the city clerk bring to the November council meeting all expenses, including the time that the clerk and new treasurer worked on getting the treasurer's reports corrected, the city incurred for discussion. This discussion will take place as an executive session for potential litigation at the November council meeting.

Clerk's Report: Zentner informed the council that they needed to decide what to do with the KPERS requirement of providing KPERS to the city treasurer as she will work 1,000 or more hours a year. This issue was brought to light at the KPERS conference the city treasurer had attended and has been mentioned to the auditors. This issue will be discussed at the November council meeting with the auditors.

The Westy Area Chamber has asked for the use of the community center free of charge for November 26, 2016 for the "Shop Small" event. Zentner explained that the event is nationwide and encourages residents to shop their local businesses instead of the "big box" stores. Councilmember Rosell moved to allow the Westy Area Chamber free use of the community center on November 26, 2016. Councilmember Moore seconded the motion. The motion passed five (5) ayes to zero (0) nays.

Zentner reported that the auditors had researched the refund checks received from the IRS and found that items were reported incorrectly and the city would need to repay the checks to the IRS with a letter explaining what had happened. Councilmember Jack moved to allow the city clerk to issue checks back to the IRS as recommended by the auditors. Councilmember Smith seconded the motion. The motion passed five (5) ayes to zero (0) nays.

Discussion was held regarding purchasing equipment for the pool concession stand. Zentner reported that every year she has been employed by the city, she has had to clean the nacho cheese machine at the end of the pool season before turning it back into the rental company. She stated she has informed the pool employees that it was to be cleaned, but every year she has had to clean it. She presented a "warming machine" that would warm sealed cups of nacho cheese from Sam's Club. The cost of the cheese cups purchased from the grocery store is \$4.89 per 4 packs. After the treasurer and clerk "punched" the numbers for renting the machine and purchasing the cheese bags, chips and trays, they found that the city was losing money. By owning the machine and purchasing the cups of cheese, the city would make approximately \$1.02 on the nachos.

Councilmember Rosell moved to purchase a cheese warming machine as presented. Councilmember Purvis seconded the motion. The motion passed five (5) ayes to zero (0) nays.

Zentner also stated that the treasurer and clerk had found a hot dog "rolling" machine to purchase, but after speaking with the grocery store, they were willing to let the city use the one at DD's that is not being used at no cost. Councilmember Rosell stated he might be able to get one of these machines from his work and will let the council know.

Office computers are running slow and need to be updated. The treasurer's computer was purchased in 2014 and the clerk's computer was purchased in 2011.

After some discussion, Councilmember Rosell moved to authorize the purchase of two (2) computers for City Hall not to exceed \$1,200. Councilmember Purvis seconded the motion. The motion passed five (5) ayes to zero (0) nays.

Councilmember Reports:

Utilities: Councilmember Rosell stated he had nothing more to report.

Streets: Councilmember Moore stated he had nothing more to report.

Animal Control: Councilmember Smith stated he had nothing to report.

Planning/Zoning: Councilmember Smith stated he had nothing to report.

Councilmember Moore stated that Farmers State Bank had purchased another 15 acres from the previous landowner. The acreage runs from the Blenn's Trucking to behind the Westy

Auto Sales. This is to expand the business park. He stated the bank will need to have it annexed into the city and approval on the plat. Attorney Watt will look into the process and get back to Councilmember Moore with the information.

Pool: Councilmember Jack had nothing more to report.

Fire: Councilmember Jack had nothing to report.

Cemetery: Councilmember Purvis had nothing more to report.

Parks: Councilmember Purvis had nothing more 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. Councilmember Jack seconded the motion. The motion passed five (5) ayes to zero (0) nays.

Mayor Goodenow declared the meeting adjourned at 9:00 PM.

Approved by the Governing Body on November 10, 2016.



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

Vicki B. Zentner
Vicki B. Zentner, City Clerk