

## REGULAR MEETING, COUNCIL CHAMBERS, WASHINGTON, KANSAS, DECEMBER 1, 2003

The Governing body of the City of Washington, Kansas, met in regular session in the usual meeting place in said City on the first day of December, 2003, at 7 p.m. with the following members present: Mayor Travis Kier; Council Members: Meyler Gibbs, Kevin Williams and Jon Snapp.

ABSENT: Council Members Dawn Kramer, Roxanne Schottel.

ALSO PRESENT WERE: Paul Monty, City Attorney; City Administrator Tim Schook; City Clerk Denise Powell; Bill Hays, Washington County News; Caroline Yungeberg; Mary Leck; Bill Kern; Mike Manning; Larry Pape; Terry Morse; Melvin Brungardt; Tim Sullivan, Liquid Glass; Tyler Tremblay, Liquid Glass; Washington County Sheriff Bill Overbeck; Brad and Donna Portenier.

Mayor Travis Kier called the meeting to order at 7:00 p.m.

Copies of the minutes of the previous regular meeting of Monday, November 3, 2003, and adjourned meeting of Monday, November 10, 2003, were given to the Mayor and each council member for review. Council Member Kevin Williams made a motion to accept the minutes. Council Member Meyler Gibbs seconded the motion. Motion carried.

### COUNCIL MEETING NOTES

LIQUID GLASS: Tyler Tremblay and Tim Sullivan, owners of Liquid Glass, visited with the Council regarding their plans for expansion and growth in the coming year. Tremblay began by asking the Council if there was any type of break they might be given on the utility bills. Sullivan then stated that they were appreciative of the fact that the Council has let them postpone paying their utility bill up to this point, but that they were in a position now to be able to pay it and are planning on paying it this week. He stated that that issue "can be taken off the table."

Mayor Travis Kier expressed that the Council is interested in the economic development aspect of the business, and what projections Liquid Glass has regarding employment figures, jobs, and tax dollars and revenue for the City. Sullivan stated that as of now they are producing about 8,000 units per month, and hope to continue at that rate after the holiday season. He stated they are currently set up in eight malls across the country, and by next year hope to be in as many as 20 to 50 locations. Liquid Glass currently has two full-time and six part-time employees. By next year Sullivan anticipates they will have created two additional full-time positions, as well as maintaining the staff they already have.

Sullivan told the Council that collecting and cleaning the bottles is their second highest expense next to payroll. He stated that it would be cheaper for them to buy bottles new than it is for them to collect and recycle used bottles. As of now, they are using 100% recycled products and would like to continue. He mentioned that in the future they would like to work with schools and community groups to collect bottles as a fundraiser for their organizations. He stated that if he were going to pay money to get the bottles, he would like to see it go to a school or other similar organization.

Sullivan stated that over the last one and one-half years they have invested over \$150,000 in the business here in Washington. He stated that included the building, as well as supplies and equipment. Sullivan expressed concern that at the rate they are growing, the business will soon outgrow their present location. Sullivan stated they weren't approaching the Council to ask for money. He stated that they want to lean on the City's expertise and contacts regarding local, state and federal resources that may be available to help with job growth, job training, and expansion.

City Administrator Tim Schook asked Sullivan when he might be available to meet with John Cyr and Deb Peters of the North Central Kansas Regional Planning Commission. Schook stated that Cyr and Peters are very knowledgeable regarding state and federal resources that might be available. Sullivan stated he probably wouldn't be available until late January. Council Member Jon Snapp suggested that Sullivan contact the Small Business Administration. Sullivan stated they weren't really in need of a small business

loan, and Snapp stated that they aren't only a lender or a guarantor of loans, but also were knowledgeable in grants and other resources that might be available.

Sullivan told the Council that by next year they hope to have a business plan in place, and would like to share it with the Council at that time. He stated, "I am sure it would raise a few eyebrows at the dollar figures."

Mayor Travis Kier told Sullivan and Tremblay that the Council would like to help as long as it was in the interest of economic development, and that any actual financial aid from the City would have to be tied to increases in jobs and tax revenues.

**EMPLOYEE HEALTH INSURANCE:** Each Council Member was given a spreadsheet detailing the quotes of the bids received on health insurance. There was a very minimal increase of just a few dollars in the bid from American Medical Securities for 2004 as compared to the 2003 rate. The Council Members expressed surprise that the increase was so nominal. City Administrator Tim Schook told the Council that as of 4 p.m. today, Midlands Choice had contacted him and told him that Washington County Hospital would be activated as a participating hospital as of January 1, 2004. Midlands Choice told Schook that Dr. David Hodgson would be approved as well, but that since he only has admitting privileges at Washington County Hospital, the hospital has to be approved first. Schook said Dr. Hodgson's office was contacted by Midland's Choice, and Jana Rollman, Dr. Hodgson's office manager, was told that she needed to have the application and paperwork turned in by Friday. Council Member Jon Snapp made a motion to approve the bid of American Medical Securities for 2004 employee health insurance coverage. Council Member Kevin Williams seconded the motion. Snapp and Williams both voted to approve the motion. Council Member Meyler Gibbs abstained due to conflict of interest.

**2004 POLICE CONTRACT:** Washington County Sheriff Bill Overbeck presented the 2004 Law Enforcement Contract to the Council. Overbeck stated there are no changes from last year's contract. Overbeck told the Council that the Washington County Sheriff's Office has a new policy in place that if the City of Washington EMS is dispatched, and there is an officer checked into the City or within a few miles, the officer must respond to the call as well. Council Member Meyler Gibbs made a motion to accept the 2004 contract as written and authorize the Mayor to sign the contract. Council Member Jon Snapp seconded the motion. Motion carried.

**EMPLOYEE PAY RAISE:** At the June Council meeting, the Council voted to give full-time employees a COLA raise of one point four percent, but held off on giving the additional one percent until December, pending the decision made on health insurance. City Administrator Tim Schook suggested that if the Council chooses to give the one percent raise, that it be given in the form of a one-time bonus, and in doing so, it would not be compounded. Schook stated this would increase wages approximately \$5,000 for this year. Council Member Meyler Gibbs said that he felt like the decision was made to hold back the one percent raise due to the anticipated rise in health insurance premiums, and obviously it did not increase as much as expected. Gibbs stated he would like to give it back in some way.

Council Member Jon Snapp stated when looking at raises in years past, insurance rates have increased, and that this year we were lucky that insurance did not increase a lot. Snapp stated he doesn't have a problem with a bonus of one percent this year. Snapp stated that the council possibly give an additional raise and then not look at raises again until December.

Council Member Kevin Williams stated that the Council could work on the personnel policy at a later date, but that he is in agreement with giving employees a bonus of one percent. Council Member Gibbs made a motion to give full-time employees employed as of December 1, 2003, a bonus of one percent of the employee's annualized base salary to be paid as of December 12, 2003. Council Member Williams seconded the motion. Motion carried.

**BRADFORD BUILT EXPANSION:** Brad and Donna Portenier reported that they are ready to move forward with their expansion as previously discussed with the Council. They are anticipating building a 50'x125' painting facility, which would provide five additional employment positions. They are ready to

begin construction, and they are requesting that the deed to the land northeast of their current building be provided to them free and clear so that they may secure bank financing for the project. Council Member Gibbs inquired about the time frame regarding construction. Another issue raised was if something could be put in the contract that the land revert back to the City if nothing were built there. City Attorney Paul Monty stated the City could transfer the property in question once financing is contained and the building is ready to contain. Monty also stated it could coincide with financing purposes.

Council Member Gibbs made a motion to direct City Attorney Paul Monty to make necessary changes to Portenier's contract "for timely transference of the deed". Council Member Williams seconded the motion. Motion carried. Council Members Williams and Gibbs approved motion. Council Member Jon Snapp abstained. The Portenier contract will be reviewed at an adjourned meeting at Noon, December 10, 2003.

JONES EASEMENT: Robert and Bill Jones want to delete the liability clause in a lease contract regarding an easement north of the Kuhlman building that is owned by the City. Council Member Jon Snapp stated this was not a situation that the City created and all other contracts have a liability clause. Mayor Travis Kier had concerns with liability falling back to the City. Snapp stated Jones could visit the Council. No decision can be made until more information is obtained. Council requested the presents of Robert and Bill Jones along with proof of insurance at the Jan. 5, 2004.

WELCOME SIGN: Council Member Dawn Kramer is working with Kelli Oestreich on the sign and due to Kramer's absence this issue was tabled until the January 5 meeting.

FIRE/AMBULANCE BUILDING: City Administrator Tim Schook stated he hopes to meet with Norman Elliott, J& N Construction, to get the building ordered. Schook stated he is still waiting on some of the contracts to be returned. The core committee is scheduled to meet on December 2, 2003, to develop a timeline for construction. Council Member Jon Snapp asked if there are plans to pour concrete. Schook said he would like to pour concrete as soon as possible, and that the site is prepared and ready to go, but building drawings are still needed.

UTILITIES: Discussion occurred regarding changing the meter reading date from the 10<sup>th</sup> day of each month to the first of each month. Council Member Kevin Williams made a motion to change the meter reading date to the first day of each month beginning January 1, 2004. Council Member Jon Snapp seconded the motion. Motion carried.

REFUSE HAULER LICENSE: Durflinger Disposal Service, Inc. completed the necessary paperwork to obtain a refuse hauler license from the City of Washington. Council Member Meyler Gibbs made a motion to accept the application of Durflinger Disposal Service, Inc. Council Member Kevin Williams seconded the motion. Motion carried.

CEREAL MALT BEVERAGE LICENSE: Applications for cereal malt beverage licenses were submitted for approval from Schoen's, Washington Bowl, and Kier's Short Stop. Council Member Jon Snapp made a motion to approve the cereal malt beverage licenses as submitted. Council Member Meyler Gibbs seconded. Motion carried. Council Member Kevin Williams abstained.

GOALS: Mayor Travis Kier asked each Council member state at least five things they would like to see the City accomplish in 2004 so that an overall list of goals could be drafted.

DAY AFTER CHRISTMAS: Council Member Meyler Gibbs made a motion to designate Friday, December 26, 2003, as a holiday for city employees. Council Member Kevin Williams seconded the motion. Motion carried. Council Member Jon Snapp did not vote

BLIGHTED OR UNSIGHTLY PROPERTY: Council Member Jon Snapp stated that the City Council should develop a policy in which the City would help with cleanup, and should be available to anyone. Snapp stated the policy wouldn't necessarily have to be cash, maybe just assistance with trucks, skid steer,

etc. City Administrator Tim Schook and Mayor Travis Kier recently visited with County Commissioners concerning reduced landfill fees.

POWER PLANT: City Administrator Tim Schook told the council that the No. 6 Nordberg engine has a cracked head, and it cannot be repaired. Schook stated they have located a used, stripped down head at a cost of \$4,500.00. Council Member Kevin Williams made a motion to purchase the used, stripped down head for the No. 6 Nordberg engine at a cost of \$4,500.00. Council Member Meyler Gibbs seconded motion. Motion carried.

DATE ON CHECKS: Council Member Meyler Gibbs made a motion to put a 60-day limit on warrant and payroll checks. Council Member Kevin Williams seconded the motion. Motion carried.

BLOOD PRESSURE MACHINE GRANT: Each council member received a copy of a letter declining a request for grant money to purchase a blood pressure monitor from The Leva and Frank Duclos Foundation.

There came on for consideration an Ordinance entitled:

APPROPRIATION ORDINANCE NO. 2003-12

“AN ORDINANCE ALLOWING FOR PAYMENT OF THE CITY’S BILLS AND DEBITS.”

Thereupon on motion made by Council Member Kevin Williams moved for its adoption, that the City Clerk is hereby authorized and directed to issue payroll Check 13084 through 13194 and warrant Check Nos. 13096 through 13123 in payment of just bills and claims against the City and debit the appropriate fund for each expenditure. Thereupon Council Member Jon Snapp seconded the motion. Thereupon the mayor declared the motion carried.

MOTION TO ADJOURN: Council Member Kevin Williams made a motion to adjourn the meeting to Wednesday, December 10, at 12:00 p.m. Council Member Meyler Gibbs seconded the motion. Motion carried. Council Member Jon Snapp voted neigh. Meeting adjourned to 12 Noon Wednesday, December 10, 2003.