

REGULAR MEETING, COUNCIL CHAMBERS, WASHINGTON, KANSAS, JUNE 2, 2003

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

ABSENT: None

ALSO PRESENT WERE: Tim Schook, City Administrator; Paul Monty, City Attorney; Denise Powell, City Clerk; Bill Hays, Washington County News; Debra Ohlde, North Central Regional Planning Commission; Erik Parker, Don Alldredge, Connie Imhoff, Lou Kern, Melinda Parrack, Irma Johnson, Lori Cook, Sandy Alldredge, Francis and Loretta Nutsch.

Copies of the minutes of the previous regular meeting of Monday, May 5, 2003, were given to the Mayor and each Council Member for review. City Clerk Denise Powell noted a correction to the minutes from the May 5 meeting to correct First National Bank of Washington Resolution Number to 2003-08. With the correction noted, Councilman Jon Snapp moved to accept the minutes. Councilman Kevin Williams seconded the motion. Motion carried.

COUNCIL MEETING NOTES

POWER PLANT TOUR: The Mayor, Council, Clerk, Administrator and Attorney left at 7:15 p.m. to take a tour of the power plant. City Administrator Tim Schook and Power Plant Operator Tim Pinnick updated those present on the cooling tower project and other changes that have been made at the plant.

REFUSE: The Council revisited the trash hauling criteria from the May meeting and the refuse contract drawn up by City Attorney Paul Monty. Haulers will be required to pay a \$50 annual license fee. The license will require a one million dollar general liability insurance policy and \$500,000 combined single limits automobile liability policy.

There came on for consideration an Ordinance entitled:

ORDINANCE NO. 683

Said Ordinance No. 683 was read in full, considered and discussed, thereupon Council Member Dawn Kramer moved for its adoption and Council Member Kevin Williams seconded the motion. Thereupon the Mayor declared Ordinance No. 683 duly adopted and passed unanimously by all Council Members present, and the Mayor directed that said Ordinance No. 683 be published in the Washington County News on Thursday, June 12, 2003, as provided by the Ordinance.

VEHICLES ON CITY STREETS: The Council heard again from several individuals seeking a limit on how long vehicles can be parked on the city street without being moved. Don Alldredge presented to the Council sample parking ordinances from other cities. Lori Cook, Connie Imhoff and Melinda Parrack spoke to the Council of near accidents they witnessed or had been involved in at the corner of F and Third Streets. Lou Kern gave the Council a copy of a letter she had written to the Parkers' after witnessing one of the Parker's children almost being struck when coming out of a driveway on a skateboard. The issue is two oversized vehicles, owned by Erik and Pat Parker, parked close to the intersection of West Third and F Streets. Parker said he has moved one of the vehicles. Parker stated there are lots of other safety issues to look at, such as trees. Councilman Jon Snapp asked what the current ordinance was. City Clerk Denise Powell copied and distributed to those present a copy of the current ordinance. Irma Johnson stated in 1946 there was an ordinance, when she and her husband lived in the 100 block of West Third Street the house did not have a drive and her husband had to park the oil truck he drove at the city park.

The Council asked City Administrator Tim Schook to call the League of Kansas Municipalities for ordinances concerning parking so they can be reviewed at the July meeting. Councilwoman Roxanne Schottel asked Erik Parker if he would move the vehicle until the issue could be resolved. Parker agreed. Alldredge thanked the Council for their time and stated he would like to see progress.

INDUSTRIAL PARK CONTRACT: City Administrator Tim Schook stated Brad and Donna Portenier were not ready to enter into the contract the City had drawn up conveying land to them to construct a building on.

FIRE/AMBULANCE BUILDING: Deb Ohlde, North Central Regional Planning Commission, visited with the Council on administrative work for the Kan Step Program. Ohlde inquired if the City had received the State contract. Schook advised he has not yet. Ohlde said she would contact Marilyn Graham to find out where it is.

Ohlde presented the Council with a contract between North Central Regional Planning Commission and the City for approval. Councilman Meyler Gibbs made a motion to authorize the Mayor to sign the contract with NCRPC. Kramer seconded the motion. Motion carried.

Ohlde had a contract between Don Mars, architect, and City. Travis Kier, Mayor, stated he would like the city attorney to review the contract.

The Rural Water Association will do the inspection for the project. Ohlde asked if the City has received the contract from the Rural Water Association. Schook stated he had not received it either. Ohlde will follow up and see where the contract is.

The Procurement Policy the City of Washington will be okay for the KanStep project according to Ohlde.

A Code of Ethics Policy was given to City Attorney Paul Monty to review.

Ohlde stated the City must have a Civil Rights Plan of Action should someone choose to file a complaint. Ohlde had a proposed outline, which the Council asked City Attorney Paul Monty to review.

The City of Washington must publish a Fair Housing Notice in the local paper. A copy of the notice was given to City Attorney Paul Monty for review. This must be done annually while the project is open.

Documentation of volunteer hours and equipment must be kept. Ohlde agreed to provide the Council with samples of forms.

Ohlde presented two financial forms, one to open a separate bank account for the project and the other to authorize for electronic deposit of vendor payment. Ohlde stated the bank account must be a non-interest bearing account. Councilman Meyler Gibbs moved to set up the account for the Fire/Ambulance project at First National Bank of Washington. Councilwoman Roxanne Schottel seconded the motion. Motion carried. Councilman Jon Snapp abstained from voting due to employment at First National Bank of Washington.

Councilman Meyler Gibbs moved to authorize Mayor Travis Kier, City Clerk Denise Powell, City Treasurer Colleen Hillyer and City Administrator Tim Schook to sign an authorized signature form to request for payment of Community Development Block Grant Funds. Councilman Jon Snapp seconded the motion. Motion carried.

SALARIES: The Council tabled pay raises for employees until the July meeting. The Council received a breakdown per employee's total wage package. The Personnel Policy states they should receive COLA plus one percent longevity raises. Councilman Jon Snapp reported that COLA for this year is 1.4%. In the past, raises have taken effect the first pay period in July.

Councilman Meyler Gibbs moved to set City Clerk Denise Powell's salary at \$23,500 retroactive to May 5. Councilman Kevin Williams seconded the motion. Motion carried.

INSURANCE: Councilman Jon Snapp made a motion to hire Connie Walenta as an insurance consultant at a rate of \$25 per hour and \$200 per trip. Councilwoman Dawn Kramer seconded the motion. Motion carried.

Schook was asked by the Council to contact Walenta concerning a ballpark figure of what health insurance rates will be next year.

SAFETY DEPOSIT BOX: City Clerk Denise Powell asked the Council if it was necessary to rent a Safety Deposit Box at First National Bank since the City has a vault. The Council requested inventory of what was in the box.

FIREWORKS: Councilman Kevin Williams made a motion to donate \$100 for Fourth of July Fireworks to the Washington City and Rural Fire Departments. Councilman Jon Snapp seconded the motion. Motion carried.

MAINTENANCE AGREEMENT: City Clerk Denise Powell asked the Council to authorize Mayor Travis Kier to sign the maintenance agreement for the Hewlett Packard 4101 MFP with Computer Solutions Inc., Concordia, KS. City Attorney Paul Monty stated no motion was needed as it was given at the time of purchase.

SHERIFF CONTRACT: Councilman Jon Snapp asked City Administrator Tim Schook or City Clerk Denise Powell to visit with Sheriff Bill Overbeck over obligations of the Sheriff contract.

TAX LIENS: Councilwoman Dawn Kramer asked if tax liens were being filed with the Washington County Clerk. City Clerk Denise Powell stated liens are being filed.

WESTSIDE: City Attorney Paul Monty inquired about the Westside project. City Administrator Tim Schook said he would like to hire four people for eight weeks to assist city employees in tearing down the structure. Schook said the salaries for the four employees would be divided between the utilities. Councilwoman Dawn Kramer moved to hire four individuals at \$6 per hour for eight weeks. Councilman Kevin Williams seconded the motion. Motion carried.

CITY ADMINISTRATOR TIM SCHOOK'S BUSINESS:

EXECUTIVE SESSION: On motion by Councilwoman Dawn Kramer that the City Council go into executive session for approximately 15 minutes to discuss confidential data relating to financial affairs of a company wishing to locate at the industrial site. From 9:58 p.m. to 10:13 p.m. Thereupon Councilman Jon Snapp seconded the motion. Thereupon the motion carried unanimously.

On motion by Councilwoman Dawn Kramer that the council reconvenes to the regular session at 10:13 p.m. Thereupon Councilman Jon Snapp seconded the motion. Motion was declared carried.

EASEMENT: Bill Jones has asked for an easement north of the Kuhlman building for a fence that has been put up for the Army Reserves. The fence is approximately three to four feet on City property. Councilman Meyler Gibbs moved to have City Attorney Paul Monty enter into negotiations with Bill Jones. Councilman Jon Snapp seconded the motion. Motion carried.

POOL: Walls at the swimming pool are starting to deteriorate and push in according to City Administrator Tim Schook. Schook stated the issue will need to be addressed over the next couple of years and it will be a major expense. Schook suggested putting together a committee of citizens to explore the possibilities. Councilman Jon Snapp stated he would like to see kids in the community be involved.

WATER SYSTEM: Administrator Schook asked Dick Powell to get estimates for installing a water system at the north end of the park around the playground and also at the island where Brandi Sawin did her Girl Scout project. Approximately \$15,000 remains in the playground account and he estimated the water project costing around \$7,500. Councilman Jon Snapp moved to get bids for the underground water system around Munchkinland and at the island between College and C Street and approve up to \$7500 for the project. Councilman Kevin Williams seconded the motion. Motion carried.

SPCC: Schook reported he would have a proposal and detailed report for a Spill Prevention Containment and Control plan at the July meeting. A plan is mandated by the Environmental Protection Agency and must have an engineering stamp.

DISTRIBUTION SYSTEM STUDY: Sega, an engineering firm, gave a bid of \$15,000 for a distribution system study. Schook stated if the assisted living facility were a go, the city would need to move forward quickly.

THANK YOU: Administrator Schook drafted and asked Mayor Travis Kier to sign a letter of thanks to the Oregon Trails Sams Club who recently painted the shelter houses at the south end of the City's park.

SECOND AND THIRD STREET BRIDGES: City Clerk Denise Powell asked what the plans were for the Second and Third Street Bridges. The Third Street Bridge was barricaded in December due to structural problems. Monty Prescott, an engineer with BG Consultant, advised one-way traffic until repairs could be made. Schook stated he is looking for a grant to help fund repairs/replacement.

There came on for consideration an Ordinance entitle:

APPROPRIATIONS ORDINANCE NO. 2003-06

“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 12677 through 12749 and warrant Check 12604 through 12694 in payment of just bills and claims against the City and debit the appropriate fund for each expenditure. Thereupon Council Member Dawn Kramer seconded the motion. Thereupon the mayor declared the motion carried.

Councilwoman Roxanne Schottel made a motion to adjourn to 7 p.m. Monday, July 7, 2003, at City Hall. Councilman Meyler Gibbs seconded the motion. Motion carried.