

REGULAR MEETING, COUNCIL CHAMBERS, WASHINGTON, KANSAS, FEBRUARY 2, 2004

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 February 2004, at 7 p.m. with the following members present. Mayor Travis Kier; Council Members Meyler Gibbs, Kevin Williams, Jon Snapp, Dawn Kramer and Roxanne Schottel.

ABSENT: NONE.

ALSO PRESENT WERE: Paul Monty, City Attorney; City Administrator Tim Schook, City Clerk Denise Powell; and Bill Jones.

Copies of the minutes of the previous regular meeting of Monday, January 5, 2004, were given to the Mayor and each council member for review. Council Member Dawn Kramer made a motion to accept the minutes as written. Council Member Roxanne Schottel seconded the motion. Motion carried.

COUNCIL MEETING NOTES

KUHLMAN BUILDING EASEMENT: Bill Jones, representing the Jones brothers, met with the Council to discuss an easement they are requesting north of the Kuhlman building. Mayor Travis Kier explained the necessity of providing a proof of insurance certificate to the City. City Attorney Paul Monty will add the insurance information to the contract and present it to the Jones Brothers.

NUTSCH: Jennifer Nutsch, owner of Nutsch's Trading Post, had requested to meet with the Council but due to the weather was unable to make it.

GOALS: Mayor Travis Kier had asked the Council in December to come up with at least five goals they would like to see accomplished in 2004. Those goals were reviewed. Making the top five were 1) Cleaner City – removal of run down houses and buildings. Provide a clean up day for brush and limbs and participate in the annual cleanup the County has. 2) Major Theater – Council agreed they would like to see it tore down and the lot cleaned up. 3) Economic Development Plan – Business growth and expansion. Offer incentive plans for new business and existing businesses. 4) Curb, gutter and sidewalk program – Find funding for the curb and gutter program. City Administrator Tim Schook stated he had \$5000 in funding for 2004. The Council would also like to see a sidewalk program started or enforce the ordinance and make landowners put sidewalks on their property. 5) Employee benefits – defining and determining pay levels, health insurance and other health benefits. The Council stated they act when needed rather than having a plan and sticking to it.

Other items on the lists were a new pool/water park; develop a proactive plan to help with electrical cost by using the City power plant to generate when advantageous and adverse fuel costs arise; develop the Neighborhood Revitalization Program; Start and finish the Emergency Services Building; Zoning; Complete a sidewalk around the park; Comprehensive plan for getting rid of surplus property; Developing a purchase policy; Repair the Second and Third Street bridges; Develop a long term replacement plant for equipment; Cooperate with other city governments; City Marketing; Street upgrade; and a Homestead program.

WELCOME SIGN: Dawn Kramer has not received any proposal from Kelli Oestreich. Kramer stated she would contact Oestreich.

HOUSING CLEANUP FUND: City Administrator Tim Schook presented and discussed a Housing Cleanup Fund Policy. The Council asked if we had the criteria for what constitutes un-inhabitable housing. Council Member Jon Snapp made a motion to direct Schook and City Attorney Paul Monty to put the plan together for a policy. Councilman Meyler Gibbs seconded the motion. Motion carried.

LEASE/PURCHASE COOLING TOWER: City Administrator Tim Schook stated it was necessary for the City to sign a new lease/purchase agreement for the cooling tower project with First National Bank of Washington. The dollar amount needed ended up being less than the initial lease/purchase agreement. Council Member Dawn Kramer made a motion to authorize the Mayor enter into a lease/purchase agreement with First National Bank of Washington in the amount of \$196,571.73 to replace the original

lease/purchase in the amount of \$230,000 on the water cooling tower project. Councilwoman Roxanne Schottel seconded the motion. Motion carried. Council Member Jon Snapp abstained.

RETURN CHECK POLICY: City Clerk Denise Powell informed the Council the City's auditors requested the City change their return check policy with First National Bank. The present policy requires the City to provide payment for a returned check. The new policy would have the amount debited to the City's account. Council Member Roxanne Schottel made a motion to change the return check policy at First National Bank to have the returned check debited to the City's account. Seconding the motion was Council Member Dawn Kramer. Motion carried. Council Member Jon Snapp abstained.

TREE & LIMB DISPOSAL: Council Member Dawn Kramer inquired about the former tree and limb dump near the old airport. City Administrator Tim Schook stated that dump was closed due to illegal dumping and restrictions placed by the state. The City currently pays the County \$300 per month to allow City residents to dispose of their tree limbs and grass clippings without a fee.

STREET SWEEPER: The Council discussed the purchase of a new street sweeper. Monies will try to be allotted for purchase in 2005.

WESTSIDE: Council Member Jon Snapp inquired as to where the City was at on the Westside cleanup. Schook stated he needed to call Mike Eddings with the Kansas Department of Health and Environment since he has not received written notification that the cleanup is complete.

EXECUTIVE SESSION: On motion by Council Member Jon Snapp that the City Council go into executive session for approximately five minutes for the purpose to discuss attorney/client privileges. From 8:05 p.m. to 8:10 p.m. Thereupon Council Member Meyler Gibbs seconded the motion. Thereupon the motion carried unanimously.

On motion by Council Member Kevin Williams that the Council reconvene to the regular session at 8:10 p.m. Thereupon Council Member Meyler Gibbs seconded the motion. Motion was declared carried.

15/36 PROJECT: City Administrator Tim Schook informed the Council he received word the 15/36 Project has been tentatively approved. Approval will be made if the City accepts financial approval of five percent of the construction cost of approximately \$27,000. Schook stated he has been in contact with Mr. Gaines, the landowner, who would like to move their house back on the lot. Council Member Roxanne Schottel made a motion to approve the scenario from KDOT on the 15/36 project not to exceed \$50,000. Council Member Kevin Williams seconded the motion. Motion carried.

RETREAT: City Administrator Tim Schook gave a list of new lecture classes for municipal leaders. Schook stated he would like to incorporate the classes into a retreat weekend for council members. No action was taken.

ANIMAL CONTROL: Payment for the animal control officer was discussed. No action was taken.

UTILITY BILLING: Tim Schook, City Administrator, informed the council he is working on the utility billing section of the code. Lots of things were found during the transition of the new software that should be addressed. Schook asked the Council if a customer has more than one meter on their property if each meter received the minimum charge plus consumption. According to the ordinance each meter gets a minimum charge along with consumption.

ZONING: The Council received copies of the proposed Zoning Ordinance for review from the planning commission. City Administrator Tim Schook requested the Council set up work sessions to thoroughly review before any official action is taken. A work session was set for 7 p.m. Monday, Feb. 23 at City Hall.

FREE HOUSING PLAN: City Administrator Tim Schook gave the Council an article from Marquette, Kansas, on the program they have. Schook presented a Free Housing Lot Plan for review. Council Member Roxanne Schottel made a motion for Schook and City Attorney Paul Monty to work out a plan for the Council to review. Council Member Meyler Gibbs seconded the motion. Motion carried.

NEIGHBORHOOD REVITALIZATION: Each council member received a copy of the Neighborhood Revitalization Act. City Administrator Tim Schook informed the Council he needed some information to proceed. The length of time the Council would like to participate in the plan was seven years. Seventy-five percent was set for the tax rebate and five years would be the length of time the property owner would get on the rebate. Schook will work on the plan and present it at the March Council meeting.

VENDOR LICENSES: City Administrator Tim Schook said he was asked if the City had portable vendor licenses. According to Schook the City has a Green River Ordinance which prevents direct sales door to door. The Council asked City Attorney Paul Monty to review the Green River Ordinance and present the information at the March council meeting.

FUNDING: City Administrator Tim Schook gave the Council information on tax bills being presented by the League of Kansas Municipalities. The City needs to consider a sales tax, transient guest tax and motor fuel tax according to Schook. In order to fund projects the city will need to increase its revenue. The state continues to cut revenue. No action was taken.

ACH: City Administrator Tim Schook asked the Council if they were interested in the City performing ACH (Automatic Clearing House) transactions. It is a service the City does not currently offer and the new software does allow it. If there is a charge do we pass the cost onto those who participate or should the City bear the cost of administering it? After discussion, the Council asked City Clerk Denise Powell to get bids from both banks and bring to the March Council meeting.

SEWER: City Administrator Tim Schook asked the Council to approve a new contract with Utility Maintenance on the sewer system cleaning. Council Member Roxanne Schottel made a motion to approve the new contract upon approval by City Attorney Paul Monty. Councilwoman Dawn Kramer seconded the motion. Motion carried.

SNOW REMOVAL: An emergency snow route and snow removal policy is needed according to City Administrator Tim Schook. Schook was asked to propose a snow removal policy to be reviewed at the March council meeting. Council Member Dawn Kramer made a motion to designate C Street and Second and Third Streets as emergency snow routes. There will be no parking from 8 p.m. to 6 a.m. after a two inch snow fall. Councilman Kevin Williams seconded the motion. Motion carried.

There came on for consideration an Ordinance entitled:

**ORDINANCE NO. 688  
PETITION FOR ANNEXATION**

**“AN ORDINANCE ANNEXING CERTAIN LAND INTO THE CITY OF WASHINGTON, KANSAS, IN CONFORMITY WITH THE PROVISION OF K.S.A. 12-520 OWNED BY CENTENNIAL HOMESTEAD, INC. AND HOMESTEAD MANAGEMENT, INC.”**

said Ordinance No. 688 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. 688 duly adopted and passed unanimously by all council members present, and the Mayor directed that said Ordinance No. 688 be published in the Washington County News on Thursday, February 5, 2004 as provided by the Ordinance.

There came on for consideration an Ordinance entitled:

**APPROPRIATION ORDINANCE NO. 2004-2**

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

Thereupon on motion made by Council Member Meyler Gibbs moved for its adoption, that the City Clerk is hereby authorized and directed to issue payroll Check Numbers 30056 through 30133 and warrant Check Numbers 1028 through 1078 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 Jon Snapp made a motion to adjourn the meeting to 7 p.m. Monday, February 23, 2004. Council Member Kevin Williams seconded the motion. Motion carried.