

REGULAR MEETING, COUNCIL CHAMBERS, WASHINGTON, KANSAS, APRIL 5, 2004

The Governing body of the City of Washington, Kansas, met in regular session in the usual meeting place in said City on the fifth day of April 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; Bill Hays, Washington County News.

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

Copies of the minutes of the previous regular meeting of Monday, March 1, 2004; special meeting minutes of Monday, March 8, 2004, 2004, and adjourned meeting minutes of Monday, March 22, 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 Kevin Williams seconded the motion. Motion carried.

COUNCIL MEETING NOTES

EAGLE SCOUT PROJECT: Jordan Ouellette, a member of the Washington Boy Scouts who is trying to achieve his Eagle Scout award, visited the Council about the possibility of an Eagle Scout Project consisting of preparing the ground and planting flowers by Munchkinland Playground and also placing concrete slabs for new trash containers, which were constructed by Pat Linenberger of Washington. Council Member Meyler Gibbs moved to accept Ouellette's proposal for the Eagle Scout Project. Councilman Jon Snapp seconded the motion. Motion carried.

WELCOME SIGN: Sign proposals for the billboard west of town, designed by Kelli Oestreich, were reviewed. Council Member Dawn Kramer was waiting on a bid from Shurle Sign Company. Revisit the issue at the regular May 3 council meeting.

KUHLMAN BUILDING: The Jones brothers have the contract. The Council is waiting on Jones's to get back to them. No action taken.

LEASE/PURCHASE COOLING TOWER: Mayor Travis Kier signed the lease purchase agreement from First National Bank for the cooling tower project. It was noted the motion at the February 2, 2004, council meeting stated the total lease amount of \$196,571.73. However, by the time the agreement was prepared more payments had been made making the total lease amount \$190,634.52.

WESTSIDE: City Administrator Tim Schook has received a letter from the Kansas Department of Health and Environment. City Attorney Paul Monty reviewed the letter and stated the City is to the point of offering the McAtee's the option to purchase Lot Six in Block Forty-Two per the original contract. KDHE has officially indicated that the premises have been cleaned up of the current pollution problem existing thereon. Council Member Jon Snapp made a motion for City Attorney Paul Monty to contact the attorney representing McAtee. Councilman Kevin Williams seconded the motion. Motion carried.

SNOW REMOVAL POLICY: City Administrator Tim Schook is working on a proposed snow removal policy. Schook stated he would have a policy for review at the September regular council meeting.

DOG ORDINANCE: City Attorney Paul Monty was to check on length of time someone who is bitten by a dog has before they begin rabies shots to see if City policy needs to be changed. City Attorney Paul Monty stated he has checked into the matter and stated nothing is wrong with the current code.

ANIMAL CONTROL POLICY: City Attorney Paul Monty and City Administrator Tim Schook did not have the policy ready for review. The issue will be revisited at the May 5th Council meeting.

HOUSING CLEAN UP FUND: City Attorney Paul Monty and City Administrator Tim Schook presented Housing Clean-Up Fund Resolution 2004-2. Council Meyler Gibbs expressed concern about paying all excavation and hauling fees. City Attorney Paul Monty stated that the resolution read the City might pay for or assist the owner for the payment of the demolition of the structure and hauling the debris resulting in the demolition as the City Council determines from time to time. Council Member Dawn Kramer made a motion to adopt resolution 2004-02, Housing Clean Up Fund. Councilman Meyler Gibbs seconded the motion. Motion carried.

Two properties with uninhabitable homes have been donated to the city, one being located at 300 West Fourth Street and the other at 217 East Third Street. Council Member Jon Snapp made a motion to accept the gift upon the condition all taxes are paid and there are no liens against the properties. Snapp amended his motion to state all taxes paid to date of transfer, prorated based on prior years taxes. Councilwoman Roxanne Schottel seconded the motion. Motion carried.

RESOLUTION 2004-02

WHEREAS, the City of Washington, Kansas, deems that it is necessary so as to beautify the City and make lots available for new housing to assist in the demolition and clean up of uninhabitable structures.

FREE HOUSING LOT PLAN: City Attorney Paul Monty and City Administrator Tim Schook to have a proposed plan for review. Item was tabled until the regular May Council meeting.

NEIGHBORHOOD REVITALIZATION PLAN: City Attorney Paul Monty is to review City Administrator Tim Schook's plan and have a rough draft for review. Item was tabled until the regular May Council meeting.

ZONING: Council was reminded to schedule a meeting to continue going over the proposed zoning ordinance.

BIO PACK: Ron Nutsch, President of Washington County Saddle Club, and Verlin Fulton, and Kristi Fulton, Melissa Ditmars and Becky Hughes, representing Independence Farms, were in concerning the odor from Bio Pack during the Washington County Rodeo scheduled for June 18th and 19th and Independence Farms Fundraiser April 17th. Nutsch stated he read in the paper that Bio Pack would shutdown for the Tractor Show June 5th and 6th and inquired if they would shutdown for their events as well. City Administrator Tim Schook stated Bio Pack is not currently running on weekends. City Administrator Tim Schook was to visit with owner Kyle Bauer and get back in touch with Ron Nutsch and Kristi Fulton.

Kristi Fulton also inquired about getting bleachers moved back around the arena. City Administrator Tim Schook stated she needed to contact Street Supervisor Linus Linenberger about making arrangements to have them moved. Fulton also asked if a dirt pile by the new retaining wall put in by the Fair Board could be moved prior to the Independence Farm fundraiser. The Council suggested she contact the Fair Board to see if they had plans for the dirt. Kevin Frerking, Fair Board president, who was present at the meeting, said the Fair Board did have plans for the dirt and they would work something out.

FAIR BOARD: Kevin Frerking, Fair Board president, was in and invited the Council to the Fair Board meeting at 8:30 p.m. Monday, April 19 at the fair grounds. Frerking also reminded the Council they are open to ideas on improving the Fair. Councilman Jon Snapp stated he would like to see the parade route extended to Fourth Street, west to D Street then north on D Street. Frerking stated the parade route has a special committee and he would pass on the information.

City Administrator Tim Schook stated he would try to have a cost estimate for the sewer line extension from the baseball diamond to the food stand done for the Fair Board meeting. The City and Fair Board are working together on the project.

BALL FIELD CONCESSION STAND: Councilman Jon Snapp made a motion to allow Lori Cook to run the Ball Park Concession stand at the South ball field and at the High School ball field under the same contract terms as last year, the City receiving 17% of the profit. Motion seconded by Councilwoman Dawn Kramer. Motion carried. This year the school does not have an organization interested in running the

concessions at the high school diamond. Mike Stegman, USD 222 Superintendent, said the USD 222 would allow the City to bid those concessions as well. Cook is willing to run that concessions as well.

ADA AND POLLING PLACES: Lou Kern, Washington County Clerk, presented the Council with a voting accessibility survey from Keyna Steinbrock, Three Rivers Independent Living. City Hall handicap accessibility issues were discussed.

USD 222 AFTER PROM: Jerry LaBonte, Washington, spoke with City Administrator Tim Schook about a donation to the USD 222 after prom party. Council member Jon Snapp made a motion to donate \$100 to USD 222 After Prom. Councilman Meyler Gibbs seconded the motion. Motion carried.

AMBULANCE: The Council reviewed a collections policy on outstanding ambulance bills. The Policy states, "It is the responsibility of each patient to provide the City of Washington EMS with his or her insurance information. The City of Washington EMS will submit a bill on behalf of each patient to his or her insurance company. After all insurance payments are received, or in the event a patient has no insurance, the remaining balance shall be billed to the patient or the patient's responsible party for payment, with payment due thirty (30) days from date of statement. If payment is not received, the City shall pursue further collections." Council Member Jon Snapp moved to adopt the policy. Councilman Kevin Williams seconded the motion. Motion carried.

LIFEGUARDS: Lifeguards hired for this summer are Megan Sherlock, Nick Durst, Teresa Baskerville, Brooke Dragastin, Colleen Wiechman, Rhandyl Miller and Chelsea L'Ecuyer. Caroline Yungeberg will oversee the operation with Sherlock and Durst being head lifeguards. The pay structure will stay the same as last year.

KMU: City Administrator Tim Schook ask the Council if they were interested in participating in the regional training groups throughout the state for all personnel and emphasis on the electrical systems and cities that have gas systems. The estimated cost would be around \$4,500 a year with 11 cities participating. Schook stated payment would be paid per person per department. An informal poll from the Council was the City should participate.

There came on for consideration an Ordinance entitled:

Ordinance No. 689

said Ordinance No. 689 was read in full, considered and discussed, thereupon Council Member Jon Snapp moved for its adoption and Council Member Roxanne Schottel seconded the motion. Thereupon the Mayor declared Ordinance No. 689 duly adopted and passed unanimously by all council members present, and the Mayor directed that said Ordinance No. 689 be published in the Washington County News on Thursday, April 8, 2004 as provided by the Ordinance.

On motion of Council Member Dawn Kramer that the City Council go into executive session for approximately 10 minutes for the purpose to discuss confidential data relating to financial affairs or trade secrets of second parties, such as corporations, partnerships, trusts and individual proprietorships from 9:12 p.m. to 9:22 p.m. Thereupon Councilman Kevin Williams seconded the motion. Thereupon the motion carried unanimously. On motion by the Councilman Meyler Gibbs that the Council reconvenes to the regular session at 9:22 p.m. Thereupon Council Member Roxanne Schottel seconded the motion. Thereupon the motion was declared carried unanimously. Kramer, Gibbs, Snapp, Schottel and Williams all voted yea.

INDUSTRIAL SITE: Preliminary plat work needs to be done on the north acreage at the industrial site, according to City Administrator Tim Schook. Schook stated BG Consultants gave him an estimate of around \$5500. Councilman Jon Snapp made a motion to hire BG Consultants to do a preliminary plat of the north acreage at the industrial site. Snapp amended his motion to include the Economic Development Fund to stand the expense. Councilman Kevin Williams seconded the motion. Motion carried.

NCRPC: A copy of the North Central Regional Planning Commission organizational resume is available for review, according to Tim Schook, City Administrator.

NORTH ROAD AT INDUSTRIAL SITE: City Administrator Tim Schook stated the Council needed to name the north road at the industrial site. Councilwoman Dawn Kramer made a motion to name the road Wilson Drive. Councilman Jon Snapp seconded the motion. Motion carried. The Council asked that City Administrator Tim Schook draft a letter to Greg's wife Pat prior to publication of the minutes in the Washington County News.

BIO PACK: Tim Schook, City Administrator, updated the Council on Bio Pack. Schook stated the building would be here May 20, 2004, and the business would probably move to the new site towards the end of June.

SALES TAX: The Council received information from City Administrator Tim Schook outlining that a one percent sales tax would generate \$96,000 based on figures from October 2002 through September 2003. Schook suggested the Library fund receive 10 percent, approximately \$9,600; Economic Development receive 10 percent; Street department curb and gutter program and sidewalk program receive 20 percent, \$19,240 and the remaining 60 percent, \$57,660, go to a comprehensive street program. Schook stated he felt this was the fairest tax to create much needed revenue. The Council asked Schook to find out the percentage of sales tax in other surrounding cities.

UTILITY DEPOSITS: A clarification as to electric utility deposits was discussed. Electric utility deposits are to be collected on each property that has a meter.

SUMMER HELP: Tim Schook, City Administrator, says he would like to hire two to three summer employees to tear down the Hyland building. No action was taken.

CITY WIDE CLEANUP: City Wide Clean Up Days has been set for April 23 and 24 to coincide with free dumping at the County landfill. Items that will not be picked up by City crews are normal household trash, construction and demolition material and tires.

LIMB & BRUSH CLEANUP: City crews will pick up limbs and brush placed at the curb May 5th through 7th.

AMERICAN RED CROSS: American Red Cross must have a authorized provider agreement between them and the City in order for American Red Cross swimming lessons to be given at the swimming pool. Councilman Jon Snapp made a motion to authorize the Mayor to sign the authorized provider agreement with American Red Cross. Councilman Meyler Gibbs seconded the motion. Motion carried.

City Administrator Tim Schook also asked if the Council was interested in discussing an Emergency preparedness plan for the City. No action was taken.

KANSAS FORESTRY SERVICE: A representative from the Kansas Forestry visited with City Administrator Tim Schook about the City of Washington becoming a Tree City USA City. Schook stated guidelines are very simple and suggested when the Mayor makes his appointments for the tree board this year that he find some individuals willing to take this on.

KMU: The Kansas Municipalities Conference is May 12-14 in Wichita. City Administrator Tim Schook stated he needed to know who planned to attend so registration can be turned in and motel reservations can be made.

ELECTRIC UTILITY: Tim Schook, City Administrator, stated he would like to start a replacement program for electric meters similar to the water meter replacement program. Schook stated there are approximately 800 electric meters in the City and 650 water meters. Schook presented a quote for 96 Landsgyr meters at a cost of \$3,500. Councilman Kevin Williams moved to purchase 96 meters for \$3500. Councilwoman Dawn Kramer seconded the motion. Motion carried.

SURPLUS: The Council discussed surplus property the City has. The Council asked Schook to notify the auctioneers of the surplus property to possibly combine with another entity.

SPCC: City Administrator Tim Schook visited with Pat Cox, BG Consultants, on completing the Spill Prevention Containment and Control Plan that Cox said would cost between \$4,000 and \$6,000. A plan must be in place by August 17, 2004 and implemented by February 18, 2005. Councilman Meyler Gibbs made a motion to accept BG Consultants proposal for the Spill Prevention Containment and Control Plan for between \$4,000 and \$6,000. Councilman Kevin Williams seconded the motion. Motion carried.

COUNCIL GOALS: Tim Schook, City Administrator, gave an update on the City Goals for 2004.

There came on for consideration an Ordinance entitled:

APPROPRIATION ORDINANCE NO. 2004-4

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

Thereupon on motion made by Council Member Jon Snapp moved for its adoption, that the City Clerk is hereby authorized and directed to issue payroll Check Numbers 30217 through 30321 and warrant Check Numbers 1129 through 1228 in payment of just bills and claims against the City and debit the appropriate fund for each expenditure. Thereupon Council Member Roxanne Schottel seconded the motion. Thereupon the Mayor declared the motion carried.

INDIVIDUAL COUNCIL COMMENTS: Council Member Dawn Kramer stated she has received complaints of pot holes needing patched. City Administrator Tim Schook stated the Street crew had been working on patching them the last few days. Council Member Roxanne Schottel stated she had received phone calls from a resident by the park unhappy with the odor from Bio Pack.

MOTION TO ADJOURN: Council Member Jon Snapp made a motion to adjourn the meeting to 7 p.m. Monday, April 19. Council Member Roxanne Schottel seconded the motion. Motion carried.