

REGULAR MEETING, COUNCIL CHAMBERS, WASHINGTON, KANSAS, MAY 3, 2004

The Governing body of the City of Washington, Kansas, met in regular session in the usual meeting place in said City on the third day of May 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, April 5, 2004, and adjourned meeting minutes of Monday, April 19, 2004, were given to the Mayor and each council member for review. Council Member Jon Snapp made a motion to accept the minutes as corrected. Council Member Roxanne Schottel seconded the motion. Motion carried.

COUNCIL MEETING NOTES

WELCOME SIGN: Council Member Dawn Kramer stated Schurle Signs Inc. still had not given her a bid. She had a quote from Tri State Advertising for \$350. Councilman Jon Snapp made a motion to accept the lowest bid with a deadline of the next Council meeting. Councilman Kevin Williams seconded the motion. Motion carried.

KUHLMAN BUILDING: The Jones brothers have the contract. City Administrator Tim Schook stated he would contact Bill and Janet Jones concerning the contract.

WESTSIDE: City Attorney Paul Monty stated he sent a letter to Attorney Charles D. McAtee representing Deanna McAtee on the option to purchase Lot Six in Block Forty-two as per the contract agreement. Monty stated McAtee has 60 days from receipt of the letter to exercise their option.

UTILITY BILLING: City Attorney Paul Monty and City Administrator Tim Schook are still working on the 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 June Council meeting.

HOUSING CLEAN UP FUND: City Attorney Paul Monty is to draw up deeds for the two properties, located at 300 West Fourth Street and 217 East Third Street, which are being given to the City.

FREE HOUSING LOT PLAN: City Attorney Paul Monty and City Administrator Tim Schook are working on a proposed plan for review.

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 June Council meeting.

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

ADA AND POLLING PLACES: City Administrator Tim Schook stated he met with Engineers BG Consultants and Charlie Walters about making the entrance into City Hall ADA compliant. Schook stated the cost would be between \$4,000 and \$5,000 if the City crews were to do the demolition and help with the pour. Schook stated he was going to ask Keyna Steinbrock, Three Rivers Independent Living, if they would accept the proposal from BG Consultants. Schook also stated he would contact Lou Kern about the deadline for notifying her on the City's plans.

HEALTH INSURANCE: Councilman Jon Snapp made a motion to hire Connie Walenta to begin research on employee health insurance and begin the bidding process under the same contract terms as last year. Councilman Meyler Gibbs seconded the motion. Snapp, Gibbs, Williams and Kramer voted yea. Schottel voted nay.

APPOINTMENTS: Mayor Travis Kier read his recommendations for appointments. See below. Council Member Roxanne Schottel made a motion to accept the appointments made by Mayor Kier. Councilman Meyler Gibbs seconded the motion. Motion carried.

CITY OF WASHINGTON
OFFICE OF THE MAYOR
WASHINGTON, KANSAS

Elected president of the City Council: Dawn Kramer

Two Year Term -- 05-01-03 through 04-30-05

Utilities -- Electric, Water, Sewer & Sewer Disposal
Ambulance
Streets, Alleys & Storm Sewers
Library, Parks & Rec. & Island C
Swimming Pool, City Hall & Friendly Corners
Fire, Cemetery

Dawn Kramer
Kevin Williams
Meyler Gibbs
Roxanne Schottel
Jon Snapp

One Year Term

City Administrator
City Attorney
City Clerk
City Treasurer
Municipal Judge
Cemetery Superintendent
Fire Department Chief
Fire Department Assistant Chief
Civil Defense Coordinator
Fair Board Coordinator
Municipal Golf Course Coordinator
Official City Newspaper
Official City Depository

Timothy Schook
Paul Monty
Denise Powell
Colleen Hillyer
Terry N. Taylor
Linus Linenberger
Delwin Wiemers
Mike Hattesohl
Delwin Wiemers
Dawn Kramer
Meyler Gibbs
Washington County News
First National Bank &
United Bank & Trust

Library Board

Four Year Term (7 Members)

(May only serve two consecutive terms. After a two year lapse may serve again.)

Beverly Finlayson	05-07-01 through 04-30-05	1 st Term
Mary Leck	05-04-98 through 04-30-06	1 st Term
Jim McBeath	05-04-00 through 04-30-06	1 st Term
Phyllis Applegarth	05-01-02 through 04-30-05	Filling unexpired term of Nicole Howe
Rick Dean	05-01-03 through 04-30-07	1 st Term
Clifford Stewart	05-01-04 through 04-30-08	1 st Term
Betty Kastl	05-01-04 through 04-30-08	1 st Term

Housing Authority Appointment

Four Year Term

Amy Anderson	04-01-01 through 03-31-05	Appointed 05-07-01
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Agnes Marsteller	04-01-98 through 03-31-06	Appointed 05-04-98
Jeanette Stamm	04-01-02 through 03-31-06	Appointed 05-04-98
Jim McBeath	04-01-99 through 03-31-07	Appointed 05-01-99
Pat Linenberger	04-01-00 through 03-31-08	Appointed 05-06-00

Tree Board

Three Year Term (5 members)

Dale Hiesterman	05-01-99 through 04-30-05	Appointed 05-03-99
Mary Alice Pacey	05-01-99 through 04-30-05	Appointed 05-03-99
Jerry Pierce	05-01-95 through 04-30-07	Appointed 05-04-98
Greg Metz	05-03-04 through 04-30-07	Appointed 05-03-04
Ron Scott	05-01-98 through 04-30-07	Appointed 05-04-98

Planning Commission

Three Year Term (Seven members within City limits and two members outside the City within three miles)

Mark Chapin	05-01-99 through 04-30-05	Outside City Member	
Tom Dragastin	05-01-99 through 04-30-06		
John George	05-07-01 through 04-30-06	Appointed 05-01-95	
Richard Powell	05-07-01 through 04-30-06	Appointed 05-01-95	Chairman
George Clark	05-01-03 through 04-30-06	Outside City Member	
Brad Owen	05-01-03 through 04-30-06		
Mike Kongs	05-01-03 through 04-30-06		
Mark Johnson	05-01-03 through 04-30-06		
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Golf Course Advisory Board

One Year Term (10 members, one member will be a city council member)

James Cole, President	05-01-04 through 04-30-05
Mike McGatlin, Vice President	05-01-04 through 04-30-05
Rick Dean, Secretary	05-01-04 through 04-30-05
Lynn Schneider, Treasurer	05-01-04 through 04-30-05
Jeff Brabec	05-01-04 through 04-30-05
Greg Laflen	05-01-04 through 04-30-05
Andy Baker	05-01-04 through 04-30-05
Kevin Beikmann	05-01-04 through 04-30-05
Karl Tiemeyer	05-01-04 through 04-30-05
Meyler Gibbs, City Council Rep	05-01-04 through 04-30-05

Washington County Solid Waste Management Committee

City of Washington Representative-Permanent Position

Tim Schook	Appointed	05-01-2002
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Kansas Municipal Energy Agency Board

Two Year Terms

Tim Schook, Resident Member	05-01-03 through 04-30-05
Terry Morse, Alternate	05-01-03 through 04-30-05
Kevin Williams, Governing Body	05-01-04 through 04-30-06 1 st Term

Kansas Municipal Gas Association

Tim Schook, Director	Expires 08-31-05
	Two Year Term 09-01-03 through 08-31-05
Dawn Kramer, Alternate Director	10-06-03 through 08-31-05 <i>fulfilling unexpired term of Greg Wilson</i>

Public Building Commission (as provided by City Ordinance NO. 622)

Seven Regular Members and Four ex officio members

One City Council Member Dawn Kramer
One County Commissioner Marcia Funke
Three City at Large Members, to be appointed for a two year term by a majority vote of the city council, subject to removal by majority vote of the city council
One City at Large Member David Fischer 05-01-04 through 04-30-06
One City at Large Member Donald Imhoff 05-01-04 through 04-30-06
One City at Large Member Dick Powell 05-01-04 through 04-30-06

One Washington County Development Corporation Member (formerly Horizon Board Member to be appointed by said board):
Malcolm Stamm 05-01-04 through 04-30-06

Secretary of the Administration of the State of Kansas, or the designee of the Secretary: ??????????

Four ex officio non-voting members shall be the City Attorney, the City Administrator, the Mayor and a member of the Board of Directors of Washington, Kansas Chamber of Commerce, to be appointed by said board.

City Attorney Paul Monty
City Administrator Tim Schook
Mayor Travis Kier
Chamber of Commerce Member ???

City Recreation Board

Three Year Term (3 members)

Roberta Alexander 05-04-98 through 04-30-06
Schanah Miller 05-01-99 through 04-30-06
Caroline Yungeberg 05-01-03 through 04-30-06

SBC: City Attorney Paul Monty has reviewed the Southwestern Bell Telephone franchise agreement. Monty stated the Council needs to decide the fee per access line and the length of the agreement. City Administrator Tim Schook stated the current agreement is 10 cents per line and hasn't been changed since 1974. Council Member Jon Snapp made a motion to enter into an agreement with SBC from July 1, 2004 through June 30, 2007, with a 75 cents per line access fee. Councilman Snapp rescinded his motion to the following:

There came on for consideration an Ordinance entitled:

ORDINANCE NO. 690

said Ordinance No. 690 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. 690 duly adopted and passed unanimously by all council members present, and the Mayor directed that said Ordinance No. 690 be published in the Washington County News on Thursday, May 6, 2004, as provided by the Ordinance.

OLD CITY HALL: City Administrator Tim Schook reported the roof on Old City Hall has been damaged by recent winds. Schook had an estimate from Washington Roofing for the repair. The south side roof would cost \$6,990 with all but \$1,000 covered by insurance and the north side that has needed repair for three years would run \$3,375. Councilman Jon Snapp moved to have Washington Roofing fix the roof for the estimated cost of \$4,375. Councilman Meyler Gibbs seconded the motion. Motion carried.

KSDS GRANT: Kansas Specialty Dog Service was asking the City for an endorsement to haul off the debris from the demolition of the north part of their administration building. City Administrator Tim Schook reminded the Council they previously committed to hauling off the debris. Council Member Dawn

Kramer made a motion to sign the endorsement. Council Member Roxanne Schottel seconded the motion. Motion carried.

PICNIC: City Administrator Tim Schook informed the Council that the City Employee Picnic and Golf Outing would be Friday, May 21. Golf will begin at 1 p.m. and the picnic at 6 p.m. Schook asked the Council's permission to invite members of the 487th Engineer Detachment Firefighters and the families of Guardsmen Jeff Metz and Justin Cordry who are currently serving in Baghdad. Permission was granted.

15/36 INTERSECTION: Official notification that the City was awarded a grant for the 15/36 intersection project was received from the Kansas Department of Transportation, according to City Administrator Tim Schook. The City will match five percent, around \$27,000, of the \$549,000 grant. Money for the grant will be available in 2007.

Schook also stated the Pierce Street project was rejected and he plans to reapply next year.

COUNCIL GOALS: City Administrator Tim Schook gave the Council copies of a progress report on goals they wanted accomplished in 2004.

SUMMER HELP: Tyler Hodgson, Nick Uhrich and Scott Manning were hired as summer help, according to City Administrator Tim Schook. Schook stated he has not yet hired summer help for the demolition of the former Hyland building.

AMBULANCE: City Administrator Tim Schook on behalf of Director Leland Cook asked the Council to purchase a new blood pressure monitor for the ambulance. The one they currently have does not work properly. Two bids were presented, Bound Tree Medical for \$2,400 and TechMed Industries for \$2,425. Council Member Dawn Kramer made a motion to purchase the blood pressure machine from Bound Tree Medical for \$2,400 with money from the ambulance fund. Councilman Kevin Williams seconded the motion. Motion carried.

MOBILE PHONE: Mayor Travis Kier stated the Council needs to come up with a way to reimburse City Administrator Tim Schook for using his personal mobile phone for City business. The Council asked Schook to check into the cost of upgrading his current plan and bring the information to the June Council meeting.

CITY CLERK WAGES: City Administrator Tim Schook reminded the Council that City Clerk Denise Powell's salary was to be reviewed following her first year of employment. Council Member Dawn Kramer moved to increase City Clerk Denise Powell's salary by \$1 per hour. Councilman Meyler Gibbs seconded the motion. Motion carried.

BIOPACK: Kyle Bauer is working on the smell issues of BioPack, according to Tim Schook, City Administrator. Schook stated he recently informed Bauer about engineering services available through Kansas State University.

LIBRARY: Library Board President Rick Dean, Treasurer Jim McBeath and Secretary Bev Finlayson visited the Council concerning struggling finances of the Library. President Rick Dean stated, "The Library is an extremely important asset of the community. The expenses in 2003 outweighed the income by about \$6,000. The expenses are basically insurance, utilities, taxes and wages. We need to look at ways to raise the revenue."

Councilman Jon Snapp inquired about a recent memorial the library received. McBeath, Dean and Finlayson said they have no concrete plans but they feel the memorial money should be used on capital expenses rather than daily operating expenses. They stated expenses for the Library have risen over the years while the revenues have stayed the same.

City Administrator Tim Schook stated he would suggest a one percent sales tax or increase the mill levy 1.5 percent. Schook stated 10 percent of the revenue from the sales tax would go the Library with the other going to city funds which also face tight budgets. Schook asked the Council for permission to schedule public meetings to pass along information to local residents and seek their input.

Mayor Travis Kier and Council Member Roxanne Schottel expressed opposition to a sales tax. Council Member Dawn Kramer said she supported it. Kramer stated she would like to increase the mill levy by 1.5 percent and pursue the sales tax.

All five Council members gave permission for Schook to schedule public meetings and seek the input of the local residents. The Council will revisit financing for the Library at the adjourned meeting Monday, May 17.

COUNCIL MEMBERS COMMENTS: Dawn Kramer inquired about the noise ordinance. Kramer stated they need something for music in the ordinance. City Administrator Tim Schook stated he gets complaints also. City Attorney Paul Monty is to look into an enforceable ordinance and the item will be revisited at the June Council meeting.

Jon Snapp asked when employee wages will be discussed. City Administrator Tim Schook stated the Council decided in December that employee wages were to be reviewed along with health insurance in December.

Roxanne Schottel stated she has received pothole complaints. City Administrator Tim Schook stated the street crew was working on patching.

CITY ATTORNEY Paul Monty stated he had a letter from the bank concerning financing for the new building at the industrial park. He stated he would get the signature of the City Clerk and Mayor.

There came on for consideration an Ordinance entitled:

APPROPRIATION ORDINANCE NO. 2004-5

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

Thereupon on motion made by Council Member Dawn Kramer moved for its adoption, that the City Clerk is hereby authorized and directed to issue payroll Check Numbers 30322 through 30410 and warrant Check Numbers 1129 through 1276 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 Dawn Kramer made a motion to adjourn the meeting to 7 p.m. Monday, May 17. Council Member Jon Snapp seconded the motion. Motion carried.