

**WASHINGTON CITY COUNCIL MINUTES**  
**Regular Meeting – City Hall**  
**January 3, 2022**

**1. Call to order by Mayor.**

**2. Roll Call.**

Present: Ryan Kern, Mayor  
Theresa Herrs, Council Member  
Don Imhoff, Council Member  
Roxanne Schottel, Council Member  
Absent: Kevin Elder, Council Member  
Carolyn Pinnick, Council Member  
Staff Present: Carl Chalfant, City Administrator  
Denise Powell, City Clerk  
Others: Cynthia Scheer, Washington County News

**3. Citizens Comments.**

No public comments.

**4. Minutes.**

Motion to approve the minutes of the regular meeting held December 6, 2021, and adjourned meeting minutes held December 29, 2021, by Schottel and seconded by Herrs.

Vote: Ayes: Theresa Herrs  
Don Imhoff  
Roxanne Schottel

**5. Appropriations Ordinance 2022-01.**

Motion to approve appropriations ordinance 2022-01 by Schottel and seconded by Imhoff.

Vote: Ayes: Theresa Herrs  
Don Imhoff  
Roxanne Schottel

**6. GAAP Waiver Resolution.**

Motion to approve Resolution 2022-01 authorizing the City of Washington to waiver from generally accepted accounting principles and operate on the cash basis system by Herrs and seconded by Imhoff.

Vote: Ayes: Theresa Herrs  
Don Imhoff  
Roxanne Schottel

**7. Business Incentive Utility Plan.**

The consensus of the council following the December meeting was to work with City Attorney Elizabeth Hiltgen to discuss options of either a waiver or altering the Business Incentive Utility plan allowing a property owner and or contractor to be reimbursed on an annual basis if the lessee meets the terms of the agreement.

**8. Employee Resignation.**

Motion to accept the resignation of Terry Morse, power plant operator, effective January 3, 2022, by Herrs and seconded by Schottel.

Vote: Ayes: Theresa Herrs  
Don Imhoff  
Roxanne Schottel

**9. Storm Damage.**

Consensus of the Council was to seek reimbursement for damages to an electric utility pole and line damage that broke during the December 15, 2021, windstorm from a carport blowing into it from 114 E 1<sup>st</sup> Street.

**10. Electric Material Quote.**

Motion to accept the low electric material quote from Border States at a cost not to exceed \$5,156.78 by Schottel and seconded by Imhoff.

Vote: Ayes: Theresa Herrs  
Don Imhoff  
Roxanne Schottel

**11. Transformer Quote.**

Motion to purchase 1-50KVA, 2-25 KVA & 1-10 KVA new transformers and refurbish 1-50 KVA, 2-25 KVA & 1-10 KVA transformers from Sunbelt-Solomon Solutions at a projected cost of \$5,620 plus tax and freight by Schottel and seconded by Herrs.

Vote: Ayes: Theresa Herrs  
Don Imhoff  
Roxanne Schottel

**12. Power Plant Door and Wall.**

Staff contacted local contractors to request a written quote/bid to enlarge, support and build back to original size and interior wall, and enlarge the garage door opening, support and close back to original door size or enlarge the garage door opening and install a larger door to install engines. Chuck Votipka submitted one quote and staff was awaiting Inline Construction quote.

**13. Audit/Budget.**

Consensus of the Council was to proceed with a request for proposal for the 2021 audit and 2023 budget prep. The previous auditor has stated they will not bid the budget service as they have shifted their internal focus on services provided to clients.

**14. Water Rate Review.**

Staff had not completed the yearend accounting for the water rate review. Staff will complete and place on the February agenda.

**15. City Administrator Report.**

a) **Local Government Day.** The League of Kansas Municipalities will co-host Local Government Day, an event for members, with the Kansas Association of Counties on January 26, 2022. City officials wanting to attend should notify staff to complete registration.

b) **Goals.** City Administrator Carl Chalfant has asked department heads for their goals for the next five years and would like the Council to work on a list as well. Once received staff will review with Council and develop a 5-, 10-, and 15-year plan.

c) **Water System Improvements.** Brian Foster, BG Consultants, received information from USDA to proceed with sending out RFPs for water tower and for Sargent Drilling to proceed with the improvements

at the wells. The water tower bids were sent out and are due January 7, 2022, by 3:30 p.m. Staff has requested the regular January meeting to be adjourned until 12:00 p.m. on January 10, 2022, for review and approval of the Water System Improvement – Tower Painting bids.

- d) **CIPP 2022 Project.** City Administrator is compiling information from neighbor cities to prepare a request for proposal for Cured in Place Pipe lining of sewer lines to be sent out in January for a February bid opening.
- e) **Proposed Dollar Tree/Family Dollar.** City Administrator and electric staff have been discussing placement of utilities for the new proposed Dollar Tree/Family Dollar store. City Administrator sent a letter to the developer requesting assistance with street improvements.
- f) **City Hall.** Council discussed City Hall improvements. BG Consultants completed an architectural report for the remodeling of city hall at an estimated cost at \$572,000. Council Member Don Imhoff stated a half million dollars was a lot of money to put into the existing building. Imhoff suggested tearing down old city hall, saving the front façade and putting up a new handicap accessible building.
- g) **Equipment.** City Administrator Chalfant stated he hit a water valve with motor grader and busted the A frame on the grader and the big loader had an oil leak. Washington County allowed the City to use a loader to get the snow out of the middle of main street before it froze.

#### 16. City Clerk's Report.

- a) **EMS Policy.** The Council reviewed the EMS Standard Operating Procedure. The City of Washington shall pay all recertification fees for active EMT personnel employed by the City. An EMT is considered "inactive" if during any period of three (3) consecutive months the EMT has not been on the ambulance service call schedule. Council Member Roxanne Schottel asked if the policy was followed and staff agreed it was not. The policy will be reviewed along with the personnel policy.
- b) **Fuel Adjustment.** The fuel adjustment for bills due January 10, 2022 (November usage) is .00055 utilizing \$12,500 of expenses that were adjusted to levelize the fuel adjustment on utility bills due to the cold snap February 2021. The remaining expense to be adjusted is \$45,500 of the KMEA EMP2 & KMEA GRDA bills.
- c) **Council Payroll.** Council payroll will be written on January 14<sup>th</sup>, 2022, to allow all meetings from January 1, 2021 through January 9, 2022, to be encompassed for the outgoing Council members.
- d) **Reports.** The Washington County Senior Citizens Meal Site November 2021 financials were given to the Council for review.

#### Reports.

##### 1. Imhoff.

- a) **Thank you.** Council Member Don Imhoff stated he enjoyed sitting on the Council the last eight years and thanked everyone who worked with him. Council Member Theresa Herrs stated she has learned a lot the last few years working with him. He is a wealth of knowledge and she enjoyed working with him. Council Member Roxanne Schottel stated she has learned a lot and may not always agree with his opinion but it has been a pleasure working with him.

**17. Executive Session.**

Motion to enter into executive session to discuss employee performance of non-elected personnel to include the Mayor, Council, and City Administrator to resume at 7:20 p.m. by Schottel and seconded by Imhoff.

Vote: Ayes: Theresa Herrs  
Don Imhoff  
Roxanne Schottel

Meeting adjourned to Noon January 10, 2022, by Schottel and seconded by Herrs.

Vote: Ayes: Theresa Herrs  
Don Imhoff  
Roxanne Schottel

Meeting adjourned at 7:25 p.m.

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**Denise M. Powell, City Clerk**