

**WASHINGTON CITY COUNCIL MINUTES**  
**Regular Meeting –City Hall**  
**November 1, 2021**

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

**2. Roll Call.**

Present: Ryan Kern, Mayor  
Kevin Elder, Council Member  
Theresa Herrs, Council Member  
Don Imhoff, Council Member  
Carolyn Pinnick, Council Member  
Roxanne Schottel, Council Member

Absent:

Staff Present: Carl Chalfant, City Administrator  
Denise Powell, City Clerk  
Richard Applegarth, Power Plant Operator

Others: Cynthia Scheer, Washington County News  
Kevin DeValkenaere, Systems Manager, Farabee Mechanical

**3. Citizens Comments.**

No public comments.

**4. Minutes.**

Motion to approve the minutes of the regular meeting held October 4, 2021, and special meeting minutes held October 6, 2021 by Schottel and seconded by Herrs.

Vote: Ayes: Theresa Herrs  
Don Imhoff  
Carolyn Pinnick  
Roxanne Schottel

Kevin Elder arrived at 6:32 p.m.

**5. Appropriations Ordinance 2021-11.**

Motion to approve appropriations ordinance 2021-11 by Schottel and seconded by Imhoff.

Vote: Ayes: Theresa Herrs  
Don Imhoff  
Carolyn Pinnick  
Roxanne Schottel

Nay: Kevin Elder

Richard Applegarth arrived at 6:37 p.m.

**6. Industrial Park Maintenance Agreement.**

Motion to authorize the Mayor to sign a maintenance agreement with James K. Cole for land at the industrial park as presented by Imhoff and seconded by Schottel.

Vote: Ayes: Kevin Elder  
Theresa Herrs  
Don Imhoff  
Carolyn Pinnick  
Roxanne Schottel

**7. Employee Health Insurance.**

Motion to pay the total premium for fulltime employee/spouse/children/family 2022 health insurance premiums of Blue Cross Blue Shield Classic SG Choice 2 health insurance plan, employee only dental and allow employees the option to buy up to Classic SG Choice 1 and spouse/children/family dental with the employee paying the difference by Herrs and seconded by Elder.

Vote: Ayes: Kevin Elder  
Theresa Herrs  
Don Imhoff  
Carolyn Pinnick  
Roxanne Schottel

Motion to reimburse employees for 2022 Medicare premiums for Medicare eligible employees and their spouses who are not enrolled in the City's Blue Cross Blue Shield plan structure by Herrs and seconded by Elder.

Vote: Ayes: Kevin Elder  
Theresa Herrs  
Don Imhoff  
Carolyn Pinnick  
Roxanne Schottel

**8. Advance Insurance.**

Motion to approve 2022 renewal of the Advance Insurance Policy providing employee life, short-term disability and accidental death insurance as presented by Herrs and seconded by Elder.

Vote: Ayes: Kevin Elder  
Theresa Herrs  
Don Imhoff  
Carolyn Pinnick  
Roxanne Schottel

Motion to purchase the Employee Assistance Program for a fee of \$1.50 per month per employee for the 2022 plan year by Herrs and seconded by Elder.

Vote: Ayes: Kevin Elder  
Theresa Herrs  
Don Imhoff  
Carolyn Pinnick  
Roxanne Schottel

**9. AFLAC.**

Motion to update City's AFLAC plan year to 1/1/2022 through 12/31/2022, change the unreimbursed medical threshold to the maximum allowable amount of \$2750, and to authorize the City Clerk to execute a Payroll Account Acknowledgement reflecting the same by Schottel and seconded by Pinnick.

Vote: Ayes: Kevin Elder  
Theresa Herrs  
Don Imhoff  
Carolyn Pinnick  
Roxanne Schottel

**10. Employee Christmas.**

Consensus of the Council was to close at Noon Thursday, Dec.23 with employees using comp or vacation time; close Friday, Dec. 24, 2021, for the Christmas holiday; and be closed Dec. 31 for New Year’s holiday.

Discussed employee Christmas gifts. Council asked for information to be presented at the December Council meeting.

**11. Low Income Water Assistance Program.**

Motion to authorize the Mayor to sign a Kansas Department for Children and Families Agreement for Providing Water/Wastewater Assistance Payments to Utilities as presented by Schottel and seconded by Herrs.

Vote: Ayes: Kevin Elder  
Theresa Herrs  
Don Imhoff  
Carolyn Pinnick  
Roxanne Schottel

**12. Sargent Drilling.**

Motion to approve and authorize the Mayor to sign Sargent Drillings proposal to perform install VFDs on Wells 1, 2 & 3; Pump repairs on Wells 2 & 3; Level transducers on Wells 1, 2, & 3; a Diesel Generator and associated electrical work for a total cost of \$185,051.51 contingent upon USDA approval and funding by Herrs and seconded by Schottel.

Vote: Ayes: Kevin Elder  
Theresa Herrs  
Don Imhoff  
Carolyn Pinnick  
Roxanne Schottel

Council Member Carolyn Pinnick asked about maintenance on diesel generator. City Administrator Carl Chalfant stated Staff would perform routine maintenance on the diesel generator.

**13. Transformers.**

Motion to rescind the motion made by Don Imhoff and seconded by Kevin Elder to purchase a three-phase pad mount 500 KVA transformer from Midwest Electric Transformer Service at a cost of \$11,625.00 plus \$988.13 tax at the September 22, 2021, Council meeting by Herrs and seconded by Pinnick.

Vote: Ayes: Theresa Herrs  
Don Imhoff  
Carolyn Pinnick  
Roxanne Schottel  
Nay: Kevin Elder

Motion to purchase a three-phase pad mount 500 KVA transformer from Sunbelt-Solomon Solutions at a cost of \$14,120 plus \$1,200 tax for the Washington County Courthouse by Schottel and seconded by Herrs.

Vote: Ayes: Kevin Elder  
Theresa Herrs  
Don Imhoff  
Carolyn Pinnick  
Roxanne Schottel

Motion to upgrade the existing transformer at the Courthouse to make it compatible with the 4160Y as quoted with a three-year warranty at a cost of \$4,300 plus tax by Sunbelt-Solomon Solutions by Schottel and seconded by Herrs.

Vote: Ayes: Kevin Elder  
Theresa Herrs  
Don Imhoff  
Carolyn Pinnick  
Roxanne Schottel

**14. Diesel Fuel Bids.**

Motion to purchase a tanker of dyed diesel fuel at \$2.529 per gallon from Sapp Bros by Pinnick and seconded by Elder.

Vote: Ayes: Kevin Elder  
Theresa Herrs  
Don Imhoff  
Carolyn Pinnick  
Roxanne Schottel

**15. Hayground Bids.**

Motion to accept the bid and authorize the mayor to sign the lease agreement effective upon acceptance of bid from Marvin L. Heck in the amount of \$150.00 per year for haying rights of approximately 3.1 acres more or less out of the Southwest Quarter (SW1/4) of 1-3-3 which terminates December 31, 2024 by Schottel and seconded by Imhoff.

Vote: Ayes: Kevin Elder  
Theresa Herrs  
Don Imhoff  
Carolyn Pinnick  
Roxanne Schottel

Motion to accept the bid and authorize the mayor to sign the lease agreement effective upon acceptance of bid from James K. Cole in the amount of \$1,029.20 or \$62.00 per acre per year for haying rights on approximately 16.6 acres more or less out of the Northwest Quarter of the Northeast Quarter (NW/4, NE/4) of 14-3-3 which terminates December 31, 2024 by Schottel and seconded by Herrs.

Vote: Ayes: Kevin Elder  
Theresa Herrs  
Don Imhoff  
Carolyn Pinnick  
Roxanne Schottel

Motion to accept the bid and authorize the mayor to sign the lease agreement effective upon acceptance of bid from James K. Cole in the amount of \$390.00 or \$65.00 per acre per year for haying rights on approximately 6 acres more or less on the E ½ NE ¼ of 11-3-3 located at 1004 D Street which terminates on December 31, 2024 by Schottel and seconded by Herrs.

Vote: Ayes: Kevin Elder  
Theresa Herrs  
Don Imhoff  
Carolyn Pinnick  
Roxanne Schottel

**16. Christmas Lighting Contest.**

Motion to approve the 2021 Christmas Lighting Contest with the following prizes:

1<sup>st</sup> Place – 100% off the customer’s electric portion of their utility bill due on February 10, 2022;

2<sup>nd</sup> Place – up to \$50 off the customer’s electric portion of their utility bill due on February 10, 2022;

3<sup>rd</sup> Place – up to \$25 off the customer’s electric portion of their utility bill due on February 10, 2022 by Schottel and seconded by Elder.

Vote: Ayes: Kevin Elder  
Theresa Herrs  
Don Imhoff  
Carolyn Pinnick  
Roxanne Schottel

Council will judge for the Christmas lighting contest on December 19, 2021.

#### 17. Utility Pole Bids.

Motion to purchase 31 – 35’ class 3 wood utility poles at \$337.00 per pole, 6 – 40’ class 2 wood utility poles at \$617.00 per pole, plus sales tax of \$1,202.66 and freight of \$2,387.00 for a total not to exceed \$17,738.66 from Bell Lumber & Pole by Herrs and seconded by Elder.

Vote: Ayes: Kevin Elder  
Theresa Herrs  
Don Imhoff  
Carolyn Pinnick  
Roxanne Schottel

#### 18. Engine Bids.

The Council was given the bids submitted from two companies, Wheeler World, Inc. and Farabee Mechanical, Inc. for one and two 2,000 kW dual fuel engine generators.

Wheeler World, Inc. bid \$850,000 for one 2000 kW Fairbanks Morse Diesel Engine generator set and \$1,300,000 for 2-2000 kW Fairbanks Morse Diesel Engine Generator sets sold as is with a one-year warranty on service installation.

Farabee Mechanical, Inc. bid \$1,096,605 for one 12-Cylinder Fairbanks Morse OP Engine and \$1,827,674 two 12-cylinder Fairbanks Morse OP Engines installed with 1-year/1,000-hour warranty. Test operation on test stand prior to shipment would add an additional \$16,675 per engine; a 2 year/2,000-hour warranty would add \$50,450 per engine and electronic controls with a 3-year/3,000-hour warranty would add \$193,469 per engine. Farabee’s bid also included a bid to restore the damaged 10-cylinder diesel only unit at a cost not to exceed \$164,119 with a 1 year/1,000-hour warranty and electronic controls would add \$177,538 per with a 3-year/3,000-hour warranty would cost an additional \$177,538. Farabee also offered a lease/purchase program with 120 monthly payments if the city selected the three-year warranty option with electronic controls at a cost of \$193,469.

If the Council were to go with the Wheeler World, Inc. additional cost would include KMEA Mid-States quoted the connection of the electrical portion of the project at an estimated probable cost of \$300,000, and Power Plant Compliance, LLC, quote the purchase of 2 – DCL 69.5 200 CPSI 48” round catalyst, performance testing, and permits as required at a cost of \$34,982.

Staff received an engineer report from EMC insurance for the findings of failure of engine seven from the ice storm. According to the EMC engineer review the cause was ice in the turbo. The engineers report stated with a 400-day associated lead time with cylinder liners it is probable that it may be more cost effective to replace the generator engine with a rebuilt or used engine for less than the proposed combined cost of parts plus labor (\$647,524) and sourcing of power from a third party.

Council Member Roxanne Schottel asked if the rate study was complete. City Administrator Chalfant answered no. Power Plant Operator Applegarth stated he hoped to have the rate study back by first of December.

Kevin DeValkenaere, systems manager, Farabee Mechanical Inc., asked about not being able to get cylinder liners and they have them in stock. DeValkenaere stated power plants close every day, and it isn’t hard to find engines and they have a warehouse full of them.

DeValkenaere discussed the engines Farbee bid and a quote for repairing the engine the City has. He also stated the City's current engine could be converted to a dual fuel engine as well for about \$750,000. Applegarth said he would rather purchase an engine than to repair than repair engine 7. "Farabee stands behind their warranty and Michael Orr, City of Jetmore, is a great reference," according to DeValkenaere.

Schottel stated she was 100 percent for the power plant. However, that it was a lot of money. She asked what the advantage to the City would be buying two engines instead of one.

"Two engines would give the City flexibility to carry the City's load if one of the four compliant engines went down," according to Applegarth. "Purchasing just one engine is all the City needs at this time."

Schottel said if the City had the money, purchasing two engines would be a "no brainer," but she is concerned as a high percentage of City residents are on fixed incomes.

The electric rate study and insurance loss information on the engine has not been received so the Council made no decision on the purchase of engines. The bids are good for 45 days and the Council hopes the information will be received and presented at the December meeting.

#### **19. Executive Session.**

Motion to enter into executive session to review applications and resumes for power plant operator and employee performance for non-elected personnel to include the Mayor, Council, and City Administrator to resume at 8:08 p.m. by Schottel and seconded by Pinnick.

Vote: Ayes: Kevin Elder  
Theresa Herrs  
Don Imhoff  
Carolyn Pinnick  
Roxanne Schottel

#### **20. City Administrator Report.**

- a) **Server Bids.** Staff is preparing bids for replacement of the utility billing server, as it is outdated and after January potentially will face some compatibility issues. The server is 2016 the version of the operating system that is on it is outdated at the end of the year. Council Member Theresa Herrs asked if the software could be updated and what the memory of the server was. Staff will gather information and present at the December Council meeting.
- b) **Grant.** Staff applied for a grant through the Washington County Community Foundation for refrigerators for the ball diamond and swimming pool. It was determined that the project did not fit the specifications of this particular grant cycle, but staff was asked to resubmit for the February grant cycle.
- c) **Yard Waste Permit 918.** Full Time EMT Caroline Scoville has submitted the updated information for renewal of the compost permit.
- d) **Water Tower and Industrial Park.** Brian Foster, BG Consultants, reported that due to additional information requested by USDA, the water tower and Industrial Park utility expansion RRP's were placed on hold. The following information was received from Foster on October 28, 2021.

According to Foster, "USDA has requested I make an amendment to the PER to show the need for the improvements that we are doing. I will get this drafted and sent to them hopefully tomorrow, but if not early next week. Sara went back and checked on the original environmental and it was a categorical exclusion based on the fact we were just replacing waterline. Now that we are proposing to install new waterlines in the industrial park, she is afraid we will have to complete a new environmental and send out

notices to all the agencies. This could slow the Industrial Park project by several months. She will visit with Dan and get back to me early next week, but I anticipate what she is stating is correct.”

- e) **CIPP 2022 Project.** City Administrator Chalfant sent out requests to neighboring cities to inquire if they are interested in participating with a joint bid process for relining of sewer lines as has been done in the past. The City of Marysville has organized the RFP process for the last several years, but are holding off this year, so staff will be spear heading the program this year, with a proposed budget of approximately \$140,000.00 with \$80,000 being CARES money. Bids will be due in January and submitted for approval at the regular February city council meeting.
- f) **Power Plant Roof Leak.** Power Plant Operator, Rick Applegarth reported a leak in the roof of the power plant, above the operator’s office. McGee Roofing was contacted and looked at the roof Wednesday, Oct. 27, 2021.
- g) **Transformer Connections Workshop.** Kansas Municipal Utilities will have a Transformer Connection Workshop December 7-9, 2021, in McPherson. Cost would be registration fee, two nights lodging and some meals. City Administrator Chalfant stated if regulators and capacitors are included in the class Oppenheimer would like to attend. Chalfant stated the City relies on KMEA Mid-States for knowledge for repairs.
- h) **Line Upgrade.** City Administrator Chalfant stated that an electric line upgrade from KSDS to the Dollar Tree would be required to service Dollar Tree.
- i) **Electric Distribution Report.** Council Member Theresa Herra stated she like the report on Electric Distribution and would like to see timelines and goals for the specified projects.

## 21. City Clerk’s Report.

- a) **Fuel Adjustment.** The fuel adjustment for bills due November 10, 2021 (September usage) is +.0001 utilizing \$20,000 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 \$70,489 of the KMEA EMP2 & KMEA GRDA bills.
- b) **Local Government Day/Governing Body Institute.** Local Government Day sponsored by the League of Kansas Municipalities will be January 26, 2022, and the Governing Body Institute will be April 29-30, 2022, in Manhattan. Local Government Day gives the Mayor and Council the opportunity to advocate issues that affect the City. The Governing Body Institute is an excellent resource for the Mayor and Council Members to learn about conducting public business, open meetings and records, home rule, personnel management, municipal finance and much more. If you are interested in attending, please let City Clerk Denise Powell know so motel rooms may be booked and registration may be completed.
- c) **Personnel Policy.** Council Members Roxanne Schottel and Theresa Herra have agreed to work with staff updating the City’s Personnel Policy. Staff will order an electronic version of a model set of personnel policies from the LKM at a cost of \$100 to use as guidance.
- d) **Survey Questions.** Council members were given a list of the survey questions received from City Administrator Carl Chalfant, Power Plant Operator Richard Applegarth and City Council Member Theresa Herra. Council members will review the questions and give input on completing the survey.
- e) **Thank You.** The Council and Mayor received a thank you from Mike Manning for his retirement reception and gift.
- f) **Reports.** The Washington County Senior Citizens Meal Site September 2021 financials for the Washington County Senior Citizens Meal Sites and Washington Fire Department September minutes were given to the Council for review.

## 22. Mayor/Council Member Reports Carolyn Pinnick

**a) Handicap Sign.** Council Member Pinnick asked where the handicap accessible sign went that was leaned up against Dr. Meyler Gibbs office. The sign was picked up and taken to the shop according to Chalfant. Chalfant stated he was checking with City Attorney Elizabeth Hiltgen about regulations for designating handicap parking stall. Hiltgen just got back to him that they are not required to be designated by ordinance. However, they must follow ADA guidelines. The City needs to come up with guidelines for installation of handicapped parking stalls.

Motion to adjourn by Schottel seconded by Elder.

Vote: Ayes: Kevin Elder  
Theresa Herrs  
Don Imhoff  
Carolyn Pinnick  
Roxanne Schottel

Meeting adjourned at 8:26 p.m.

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**Denise M. Powell, City Clerk**