

WASHINGTON CITY COUNCIL MINUTES
Regular Meeting
January 6, 2020

1. Call to order by Mayor.

2. Roll Call.

Present: Ryan Kern, Mayor
Melanie Bryant
Kevin Elder
Theresa Herrs
Don Imhoff
Roxanne Schottel

Absent:

Staff Present: Carl Chalfant, City Administrator
Denise Powell, City Clerk

Others: Chris Pannbacker, Washington County News
Brian Foster, BG Consultants, Inc.
Denise O’Dea, USD 108 Superintendent

3. Citizens Comments.

None.

4. Minutes.

Motion to approve the minutes of the regular meeting held December 2, 2019, and adjourned meeting minutes of December 30, 2019 by Imhoff seconded by Bryant.

Vote: Ayes: Melanie Bryant
Kevin Elder
Theresa Herrs
Don Imhoff
Roxanne Schottel

5. Appropriations Ordinance 2020-01.

Motion to approve appropriations ordinance 2020-01 with the addition of payment to Marvel Boston Trust in the amount of \$3,000 by Schottel and seconded by Herrs.

Vote: Ayes: Melanie Bryant
Kevin Elder
Theresa Herrs
Don Imhoff
Roxanne Schottel

6. GAAP Waiver Resolution 2020-01.

Motion to approve Resolution 2020-01 authorizing the City of Washington to waiver from generally accepted accounting principles and operate on the cash basis system by Schottel and seconded by Imhoff.

Vote: Ayes: Melanie Bryant
Kevin Elder
Theresa Herrs
Don Imhoff
Roxanne Schottel

7. Water Project Bids.

Motion to award the contract to Orr Wyatt Streetscapes contingent upon CDBG and USDA concurrence for the Base Bid plus Bid Alternates #1, #2, #3, and #4 for the sum of \$6,131,421.40 by Schottel and seconded by Imhoff.

Vote: Ayes: Melanie Bryant
Kevin Elder
Theresa Herrs
Don Imhoff
Roxanne Schottel

Motion to authorize the Mayor and City Attorney to process all Contract Documents and proceed with construction by Bryant and seconded by Schottel.

Vote: Ayes: Melanie Bryant
Kevin Elder
Theresa Herrs
Don Imhoff
Roxanne Schottel

Brian Foster, BG Consultants, stated at this time the project has not received KDHE approval. The letter is needed before notice of award may be sent to the contractor. The project must be completed by March 2021.

Brian Foster said bids are due January 27, 2020, for the Supervisory Control and Data Acquisition system (SCADA). Foster plans to have a proposal for the February Council meeting.

8. Resolution 2020-02.

Motion to approve Resolution 2020-02, AUTHORIZING AND PROVIDING FOR THE INCURRENCE OF INDEBTEDNESS FOR THE PURPOSE OF PROVIDING A PORTION OF THE COST OF ACQUIRING, CONSTRUCTING, ENLARGING, IMPROVING AND/OR EXTENDING ITS PUBLIC DRINKING WATER FACILITY TO SERVE AN AREA LAWFULLY WITHIN ITS JURISDICTION TO SERVE by Herrs and seconded by Schottel.

Vote: Ayes: Melanie Bryant
Kevin Elder
Theresa Herrs
Don Imhoff
Roxanne Schottel

9. Executive Session.

Motion to enter into executive session to discuss possible extended leave of absence and employee performance evaluation for non-elected personnel to include Mayor, Council, City Attorney and City Administrator to resume in the Council chamber at 8:00 p.m. by Herrs and seconded by Schottel.

Vote: Ayes: Melanie Bryant
Kevin Elder
Theresa Herrs
Don Imhoff
Roxanne Schottel

Motion to enter into executive session to discuss employee performance evaluation for non-elected personnel to include Mayor, Council, City Attorney and City Administrator to resume in the Council chamber at 8:07 p.m. by Herra and seconded by Schottel.

Vote: Ayes: Melanie Bryant
Kevin Elder
Theresa Herra
Don Imhoff
Roxanne Schottel

10. Bradford Built Request.

Motion to approve Bradford Built Inc. request for participation in the Business Utility Incentive Plan for expansion of existing business at 1622 Progress Street by Herra and seconded by Schottel.

Vote: Ayes: Melanie Bryant
Kevin Elder
Theresa Herra
Don Imhoff
Roxanne Schottel

City was in process of developing a plan and all requirements were not known at the time the work was done. There is not a signed quote with the application but there is a receipt of payment and breakdown of cost.

11. USD 108 Crosswalk Request.

Consensus of the Council was to get an estimate on the cost of an engineer's study following a formal request for consideration of a school pedestrian crosswalk that would go directly east of the high school main entrance and cross North D Street to the football field/track complex.

City Administrator Carl Chalfant stated per the Manual of Uniform Traffic Control Devices (MUTCD), a mid-block crossing recommends an engineer's study.

12. McGee Roofing.

No action was taken on accepting the proposal of McGee Roofing's to pay \$2,500 for damage to the ceiling at City Hall.

13. EMT Applicant.

Motion to approve contract with Paris Yungeberg for EMT training by Herra and seconded by Bryant.

Vote: Ayes: Melanie Bryant
Kevin Elder
Theresa Herra
Don Imhoff
Roxanne Schottel

Motion to authorize the Mayor and Service Director to sign Education Incentive grant documents for the EMS Service for Paris Yungeberg by Herra and seconded by Schottel.

Vote: Ayes: Melanie Bryant
Kevin Elder
Theresa Herra
Don Imhoff
Roxanne Schottel

14. CCMFOA Conference.

Motion to approve City Clerk Denise Powell to attend the 70th Annual CCMFOA Spring Conference March 11-13, 2020, in Manhattan by Imhoff and seconded by Bryant.

Vote: Ayes: Melanie Bryant
Kevin Elder
Theresa Herrs
Don Imhoff
Roxanne Schottel

15. Cured In Place Pipe Bids.

Motion to accept the bid of Midlands Contracting Inc. for Cured-In-Place Pipe for 6,176 linear feet of 8” sewer pipe at a cost not to exceed \$143,430.40 by Herrs and seconded by Bryant.

Vote: Ayes: Melanie Bryant
Kevin Elder
Theresa Herrs
Don Imhoff
Roxanne Schottel

Motion to authorize the Mayor to sign the CIPP contract contingent upon review by City Attorney by Schottel and seconded by Herrs.

Vote: Ayes: Melanie Bryant
Kevin Elder
Theresa Herrs
Don Imhoff
Roxanne Schottel

16. Kansas Rural Water Association.

Motion to appoint City Administrator Carl Chalfant as a designated voting delegate and Dennis Stigge as alternate voting delegate for the 2020 Annual KRWA meeting by Schottel and seconded by Herrs.

Vote: Ayes: Melanie Bryant
Kevin Elder
Theresa Herrs
Don Imhoff
Roxanne Schottel

Motion to approve Dennis Stigge to attend the KRWA Conference March 24-26, 2020, in Wichita by Bryant and seconded by Imhoff.

Vote: Ayes: Melanie Bryant
Kevin Elder
Theresa Herrs
Don Imhoff
Roxanne Schottel

17. Resolution 2020-03.

No action was taken to approve and adopt a resolution of support for a federal legal holiday for Native American Indians at the request of Merle Whiteside.

18. Computer Bids.

Consensus of the Council is to seek new bids for computers. Council Member Theresa Herrs will work with staff on putting a bid packet together.

19. Utility Account Error.

With the City's apology, motion to apply a credit to the utility billing account number 1517-30517 of USD 108 for overcharges in the amount of \$74,537.98 by Schottel and seconded by Imhoff.

Vote: Ayes: Melanie Bryant
Kevin Elder
Theresa Herrs
Don Imhoff
Roxanne Schottel

20. Refuse License.

Durflinger Disposal 2020 refuse hauler license was received January 6 and will be addressed at the February Council meeting.

21. City Attorney Report.

a) Well Property.

Motion to enter into executive session for preliminary discussion of the acquisition of real property to discuss the potential purchase of real estate to include the Mayor, Council, City Administrator, and City Attorney to resume in the Council chamber at 7:36 p.m. by Schottel and seconded by Herrs.

Vote: Ayes: Melanie Bryant
Kevin Elder
Don Imhoff
Theresa Herrs
Roxanne Schottel

Motion to enter into executive session for preliminary discussion of the acquisition of real property to discuss the potential purchase of real estate to include the (Mayor, Council, City Administrator, City Clerk and City attorney) to resume in the Council chamber at 7:47 p.m. by Schottel and seconded by Imhoff.

Vote: Ayes: Melanie Bryant
Kevin Elder
Don Imhoff
Theresa Herrs
Roxanne Schottel

b) Grant for Library.

Motion to approve the legal services agreement between City and the City Attorney for the Library Grant by Imhoff and seconded by Bryant.

Vote: Ayes: Melanie Bryant
Kevin Elder
Don Imhoff
Theresa Herrs
Roxanne Schottel

City Attorney Elizabeth Hiltgen stated she revised and signed the Loan Closing Opinion for the Library Grant also.

c) Nuisance Abatement Program, Memorandum of Understanding between City and Library, and Ball Association. There were no updates.

22. City Administrator Report.

- a) **Water Well and Pump Testing.** Test results on water wells and water plant high service pumps from Sargent Drilling testing, performed on October 21, 2019 were given to the Council for review. All efficiency tests were excellent.
- b) **City Hall Electric.** Consensus of the Council was to get a bid/quote for installing grounded outlets at City Hall. Also discussed the remodel of City Hall.
- c) **Sunflower Transmission Charges.** Staff received notice from KMEA that Sunflower has requested a 30% increase in transmission charges which would amount to a \$50,000 per year increase for the City of Washington. It is being contested but the rate will go into effect January 1, 2020. Once the rate case is settled with the Federal Energy Regulatory Commission (FERC) any overcharges will be refunded.

Staff received a letter dated December 30, 2019, that stated effective January 1, 2020, Mid-Kansas Electric Company, Inc., (Mid-Kansas or MKEC) and Sunflower Electric Power Corporation (Sunflower) will become one merged entity.

- d) **Storm Sirens.** Staff has had no update from Ka-Comm on the City's storm sirens.
- e) **Capital Improvement Plan.** Staff has been working on creating a simplified and updated capital improvement plan to go along with future budget worksheets.
- f) **Mill Creek Bank Stabilization.** Staff is waiting on the final Mill Creek Bank Stabilization plans to submit to the Army Corp of Engineers for permit approval.
- g) **Vehicle Nuisances.** Staff has not had time to follow up on active verifiable vehicle nuisances.
- h) **B Street Project.** CES has presented a preliminary set of drawings for the final phase of the B Street Project. On December 20, 2019, the City Administrator and Washington County Public Works Director met with Tony Duever, CES, to review the preliminary plans. CES is preparing a final design plan in preparation for sending the project out for bid request.
- i) **Voltage Conversion Mutual Aid.** Scott Graves, Clay Center Public Utilities superintendent, along with a couple of his staff, met with City electric staff December 11 to review feeder line five in the industrial park in preparation for actual converting from 2400 to 4160. Staff has been working on items identified and will contact Clay Center once completed to schedule the actual conversion.
- j) **Industrial Park Engineering.** Staff was able get the sewer main cleaned enough to run the sewer camera up 475' from the lift station. Camera indicated that there was not a sewer manhole within that 475' as records and plans indicate. City Administrator Carl Chalfant spoke with Brian Foster, BG Consultants, to inform him of our findings. Foster was going back to BG's office to see if he could pull up records to try and determine why a manhole was not installed according to the original Industrial Park Plans.
- k) **Vehicle.** The City's Dodge Stratus needs the water pump replaced. City Administrator Carl Chalfant said the cost was over a \$1,000 and that he didn't want to put that kind of money into the repairs. Staff will watch Federal Surplus for a vehicle.

23. City Clerk Report.

- a) **Library grant.** Staff received a letter from Daniel Fischer, USDA community programs director, stating funds have been reserved for the Library roof Community Facilities Project. A copy of the letter is enclosed.
- b) **AT&T.** Discussed the contract with AT&T phone service at City Hall. Consensus of the Council was to contact Dave White for a cost estimate to assist with the issue.
- c) **Audits.** Staff received a contract from Summers, Spencer & Company, P.A., for the 2019 audit and 2021 budget. Cost for the audit increased \$2,400 and \$75 increase for the budget. Council asked staff to see what other cities of the third class pay for audits and budget prep.
- d) **Reports.** The November 2019 financials and board minutes for September for the Washington County Senior Citizens Meal Sites and the December fire minutes were given to the Council for review.
- e) **Loyalty Oath.** Mayor Ryan Kern and Council Members Roxanne Schottel and Theresa Herrs were asked to stop by City Hall Monday, January 13 to take oath of office for re-election of Mayor and Council.

24. Reports.

Don Imhoff.

- a) **Power Plant Engines.** Imhoff asked about repairs to the power plant engine repairs. City Administrator Chalfant stated Power Plant Operator Rick Applegarth is moving forward with repairs he is able to do.

Motion to adjourn by Elder second by Herrs.

Vote: Ayes: Melanie Bryant
Kevin Elder
Theresa Herrs
Don Imhoff
Roxanne Schottel

Meeting adjourned at 8:21 p.m.

Denise M. Powell, City Clerk