

WASHINGTON CITY COUNCIL MINUTES
Regular Meeting –City Hall
April 5, 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

Others: Chris Pannbacker, Washington County News
Craig Dassow, Senior Associate, Summers, Spencer & Company, P.A. (via phone)

3. Citizens Comments.

No public comments.

4. Minutes.

Motion to approve the minutes of the regular meeting held March 1, 2021, and special meeting March 18, 2021, by Schottel and seconded by Herrs.

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

Council Member Kevin Elder arrived at 6:32 p.m.

5. Appropriations Ordinance 2021-04.

Motion to approve appropriations ordinance 2021-04 by Imhoff and seconded by Elder.

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

6. 2020 Audits.

Motion to accept the 2020 Audit of the City of Washington's finances and required Single Audit for the water project as prepared by Summers, Spencer & Company, P.A., by Schottel and seconded by Imhoff.

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

Craig Dassow, Senior Associate, Summers, Spencer & Company, P.A., joined the meeting by conference call. He stated it was a very clean audit with no major problems or disagreements. Some suggestions to strengthen internal controls were to have a designated person sign the treasurer report signifying review of the report and certifying reasonableness of cash balances; that office employee timesheets have a signature of approval; and

the city administrator sign the direct deposit report documenting review of net payroll prior to being sent to bank.

7. Insurance Renewal.

Motion to approve insurance renewal premiums as presented for April 1, 2021 to March 31, 2022 as presented by The Dragastin Agency by Imhoff and seconded by Herrs.

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

Justin Dragastin, The Dragastin Agency, Inc., was present to discuss changes to the City's renewal policy. Dragastin noted increased deductibles on the bucket truck and ambulance has gone from \$1,000 to \$2,000. He stated linebacker coverage for officers and administrators was added for \$334.

The City Council asked that Dragastin work with the city administrator and city clerk on recommendations in lowering the premium for equipment coverage for Munchkinland which is currently \$8,000 per year.

8. Brad and Donna Portenier Request.

Motion to convey Lot 12 in the City's Industrial Park to Kansas Territory Brewing Co. Inc. for industrial, manufacturing or storage purposes with construction commencing within six months of date of the deed and authorize the Mayor and Clerk to sign said deed by Imhoff and seconded by Elder.

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

Brad and Donna Portenier were present to discuss acquisition of Lot 12 in the City's Industrial Park for a grain facility for the brewery. Portenier stated it was a terrible time to put up a building due to the increased price of steel and lumber but would like to get dirt and concrete work done.

Council also discussed the sewer and water utility extension which has been approved from the Kansas Department of Health and Environment and will be put out for bid. Portenier stated at this time he only needs an 800 amp 3 phase electric service and will not need sewer or water for a couple years.

9. Summer Employees.

Motion to approve hiring summer help employees Konner Gepner and Josiah Lucas at a rate of \$9.00 per hour by Schottel and seconded by Imhoff.

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

Motion to hire 2021 pool manager Camryn Boykin at a rate of \$10.00 per hour, assistant manager Elise Uffman at a rate of \$9.00 per hour; and the following lifeguards: Joel Hoover at a rate of \$8.50 per hour; Ruth Craig, Talena McClellan, Joy Lucas, Kealy Helms, and Emma Hoover at a rate of \$8.25 per hour by Herrs and seconded by Elder.

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

Council discussed swimming lessons and asked that Abi Sawin and Alison Wohler Meyer be contacted to see if they would be interested in teaching them.

10. GIS Mapping.

Motion to approve the quote from Kansas Rural Water Association for GIS mapping of the water system not to exceed \$11,636 and sewer system not to exceed \$2,279 by Imhoff and seconded by Schottel.

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

11. Club Car.

Motion to purchase a roll bar and lap seat belts for the 2013 Club Car from Camp Creek, LLC at a cost not to exceed \$1,635.00 by Imhoff and seconded by Herrs.

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

12. Housing Cleanup Program.

Motion to approve the applications of Kenneth & Brenda Nelson, 207 W 5th Street and Jeff Welch, 216 W 4th Street for housing clean-up program and cause the properties to be inspected by Herrs and seconded by Schottel.

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

13. Land & Water Conservation Fund Statement.

Motion to authorize the Mayor to sign the 2021 Annual Operation & Maintenance Assurance Statement for Project No. 20-00380 Washington Golf Course by Schottel and seconded by Herrs.

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

14. Power Plant Diesel Tanks Cleaning Quotes

Motion to ratify the purchase from reNUEL Fuel, LLC to clean the Power Plant Diesel Tanks at a cost not to exceed \$10,309.20 by Imhoff and seconded by Elder.

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

15. USD 108 Prom Request.

Motion to approve Street Use Permit for April 17, 2021 for USD 108 Promenade as presented by Schottel and seconded by Herrs.

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

16. 2021 Mayoral Appointments.

Motion to appoint Christina Metz to serve a third term from April 1, 2021 through March 31, 2025, on the Housing Authority Board by Schottel and seconded by Elder.

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

17. Utility Billing.

Motion to suspend the enforcement of Chapter 21, Section 3, Article 343 and 345 effective immediately due to the water project by Herrs and seconded by Schottel.

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

Motion to approve the water inventory for sale as presented by Schottel and seconded by Herrs.

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

18. Water Project Pay Request.

Motion to approve and authorize Mayor Ryan Kern to sign Contractor's Application for Payment No. 13 from Orr Wyatt Streetscapes in the amount of \$372,737.93 by Schottel and seconded by Imhoff.

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

19. City Administrator Report.

a) **Water Well and Pump Testing.** Test results on big booster and small booster from Sargent Drilling testing, performed on January 27, 2021, were given to the Council for review. All efficiency tests were excellent.

- b) **SCADA Water Plant Security.** City Administrator Carl Chalfant approved the purchase and installation of a managed firewall from Blue Valley Technologies (Networks Plus) as a security measure for the City's water SCADA system at a cost of \$1,210. Non recurring charge of \$250 for installation and \$80 per month to manage Firewall Security. This was implemented as a risk management procedure in order to protect the security of the city water supply.
- c) **Free Dump Days.** The Washington County Landfill will be holding free dump days on April 29-30 & May 1. City staff will pick up one time through town beginning the morning of April 29. Staff is advertising the event.
- d) **GRDA Communication.** Staff received a letter from Daniel Sullivan, CEO, Grand River Dam Authority (GRDA) referencing the extraordinary bills from the cold event in February, cash reserves and the need to make adjustments to the GRDA power cost adjustment.
- e) **Storm Sewer Crossing 100 Blk. West 2nd St.** Dustin Zutterman, Ward Funeral Home, inquired about the failing wall along the north side of West 2nd Street west of the funeral home. He is wanting to replace the sidewalk and has expressed interest in the curb and sidewalk assistance program. However, replacing the sloping sidewalk with the condition of the north bank would be a waste of money until something is done to stabilize the bank. The Council had discussed the failing bank issues at a prior council meeting but didn't make a decision on whether to repair with a concrete retaining wall or a dirt bank. The dirt bank is less costly and the City could do the work. City Administrator Chalfant will visit with the neighbor to west about the work.

20. City Clerk's Report.

- a) **Cedar Hills Golf Course Ad Valorem Tax Exemption.** Staff received notice March 11, 2021, from the Board of Tax Appeals State of Kansas that 1344 Quivira Road has been granted exemption from Ad Valorem Tax for real property.
- b) **Water Project.** Water Project loan closing was completed March 25, 2021.
- c) **Reports.**
The December 2020, and January & February 2021 financials for the Washington County Senior Citizens Meal Sites; March 2021 fire minutes; and July 2020 Washington County Senior Citizens Meal Sites were given to the Council for review.

21. Executive Session.

Motion to enter into executive session to review employee performance for non-elected personnel to include the Mayor, Council, and City Administrator to resume in the Council chambers at 8:20 p.m. by Schottel and seconded by Herrs.

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

Motion to hire Terry Morse as part-time power plant operator at a rate of \$19 per hour by Schottel and seconded by Herrs.

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

Motion to adjourn by Schottel and seconded by Herrs.

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

Meeting adjourned at 8:22 p.m.

Denise M. Powell, City Clerk