

WASHINGTON CITY COUNCIL MINUTES
Regular Meeting –City Hall
September 7, 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
Absent: Roxanne Schottel, Council Member
Staff Present: Carl Chalfant, City Administrator
Denise Powell, City Clerk
Richard Applegarth, Power Plant Operator
Terry Morse, Power Plant Operator
Others: Cynthia Scheer, Washington County News
Darrin Prince, KMEA Manager of Regulatory & Rates

3. Citizens Comments.

No public comments.

4. Minutes.

Motion to approve the minutes of the regular meeting held August 2, 2021, by Herrs and seconded by Imhoff.

Vote: Ayes: Theresa Herrs
Don Imhoff
Carolyn Pinnick

5. 2022 RNR and Budget Hearing.

Motion to open public hearing to hear public comments regarding the 2022 revenue neutral rate hearing by Imhoff and seconded by Herrs.

Vote: Ayes: Theresa Herrs
Don Imhoff
Carolyn Pinnick

Motion to close the public hearing by Imhoff and seconded by Herrs.

Vote: Ayes: Theresa Herrs
Don Imhoff
Carolyn Pinnick

Motion to adopt RESOLUTION 2021-07 OF THE CITY OF WASHINGTON, KANSAS TO LEVY A PROPERTY TAX RATE EXCEEDING THE REVENUE NEUTRAL RATE by Herrs and seconded by Imhoff.

Vote: Ayes: Theresa Herrs
Don Imhoff
Carolyn Pinnick

Motion to open public hearing to hear public comments regarding the proposed 2022 budget by Herrs and seconded by Imhoff.

Vote: Ayes: Theresa Herrs
Don Imhoff
Carolyn Pinnick

Council Member Kevin Elder arrived at 6:34 p.m.

Motion to close the public hearing by Herrs and seconded by Imhoff.

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

Motion to adopt the 2022 Budget as published by Herrs and seconded by Imhoff.

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

6. Appropriations Ordinance 2021-09.

Motion to approve appropriations ordinance 2021-09 by Imhoff and seconded by Herrs.

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

Darrin Prince, KMEA manager of regulatory and rates, joined meeting at 6:50 p.m.

7. Power Plant Operator Report.

Power Plant Operators Richard Applegarth and Terry Morse presented cost estimate and financing information on the purchase of the two Fairbanks Morse engines at a cost of \$1,533,000. At the request of Applegarth and Morse, Darrin Prince, KMEA manager of regulatory & rates, joined the meeting to discuss the rate study, which will take about two and a half more months to complete. Prince said his recommendations right off the bat would be to change the percentage (rate). When the rate study is complete, he will present it to the Council.

Applegarth and Morse said the Fairbanks Morse engines out of an Indiana power plant are 1971 Vintage engines that have been maintained, overhauled, inspected and repaired by the Fairbanks Morse Company and have reputable maintenance records. This would be a turn key operation and the cost includes installation of the engines with RICE-NESHAP silencers, catalysts, switchgear, electrical installation, performance test, and KDHE Construction Permit. The City's current peak load need is 3700kw. Adding these two new engines would more than carry the city's electrical demand, bringing a peak load of 5800kw.

How to meet the financial obligation of purchasing the two engines was discussed. Options included financing 50% with the other 50% paid out of the electric fund and increasing electric rates by 7% or .0084 per kWh to fully financing for 20 years with a rate increase of 8% or .0096 per kWh.

City Clerk Denise Powell stated she did not think the City had enough cash reserves to put 50% percent down on the purchase of the two engines.

City Administrator Carl Chalfant stated the average household uses 1,000 kilowatts a month and would see a one cent per kilowatt or a \$10 increase to their monthly utility bill.

Applegarth stated they must have an answer in 15 days and would need a 10% nonrefundable deposit.

“It’s hard to make a \$1.5 million decision overnight,” said mayor Ryan Kern. “You can’t come to the council and ask for \$1.5 million and expect a decision in 15 days. That is asking a lot of a council.”

Council members discussed budgeted unfinished projects which include the electric voltage conversion project.

Council member Don Imhoff said he wanted to see more numbers and have more time to think before making a decision.

“I appreciate all the work you’ve done on this,” council member Theresa Herrs said. She expressed concern for adding costs to customers’ utility bills after recently increasing water and sewer rates and the cost for everything else going up. “Right now, I don’t feel like we have the money to do this,” Herrs said.

City Administrator Carl Chalfant stated he would like to see the power plant kept open and didn’t want to put any more money in some of the engines.

Consensus of the Council was to send a letter of interest good for a 15-day extension to purchase the two engines from Wheeler World Incorporated to pursue financial obligations.

The Council will have an adjourned meeting Wednesday, September 22, 2021, to make a final decision on whether to proceed.

Other power plant items:

- a) An insurance claim was filed with the City’s insurance provider for the failure of engine #7. An adjuster was sent out and staff is waiting to hear back. Morse said ice is believed to be the culprit as it formed in the pipe and dislodged and went into engine.
- b) Staff replaced some contactors in the boiler control panel. Several showed signs of overheating and the State Boiler Inspector required them to be replaced.
- c) Staff sought quotes to repair an oil leak on the transformer in power plant substation. Staff will need to generate during this repair.
- d) KMGGA sent an update on natural gas pricing on August 31st and prices are up 31 cents per mcf since July 1st.
- e) The new breaker for #6 engine is being installed and once completed engine six will be available to generate.
- f) All operation tests for Southwest Power Pool are completed and were sent to KMEA. The City is receiving \$1,669.93 per month in capacity payments.
- g) Renewable Energy Credits earned from the Buckeye wind project sold for 75 cents each in 2019. On January 1, 2021, they were valued at \$1.65 each. In July 2021, they are worth \$6.45 each. The City is selling the credits. If the City wants to claim they are green, then they must be retired.
- d) Power Plant Operator Terry Morse asked if Sawvel made a recommendation on the last rate study. City Administrator Carl Chalfant stated Sawvel stated a demand charge needs to be implemented on three phase meters. The base rate was also updated to the cost of actual maintenance which is used in the fuel adjustment. Morse asked if businesses have demand meters. Chalfant stated all businesses with three phase meters have demand meters.

8. Utility Ordinance No. 812.

Motion to adopt Ordinance No. 812, AN ORDINANCE AMENDING CERTAIN SECTIONS AND PROVISION OF CHAPTER 21 OF THE CODE OF THE CITY OF WASHINGTON, KANSAS REGARDING UTILITIES, effective for bills due December 10, 2021, (October usage) by Imhoff and seconded by Elder.

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

9. Utility Policy & Procedure Manual.

Motion to adopt the Utility Application Policy and Procedure Manual as presented by Herrs and seconded by Imhoff.

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

10. Ordinance No. 813 STO & 814 UPOC.

Motion to adopt Ordinance No. 813, AN ORDINANCE REGULATING TRAFFIC WITHIN THE CORPORATE LIMITS OF THE CITY OF WASHINGTON, KANSAS; AND INCORPORATING BY REFERENCE THE *STANDARD TRAFFIC ORDINANCE FOR KANSAS CITIES* EDITION OF 2021, by Herrs and seconded by Imhoff.

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

Motion to adopt Ordinance No. 814, AN ORDINANCE REGULATING PUBLIC OFFENSES WITHIN THE CORPORATE LIMITS OF THE CITY OF WASHINGTON, KANSAS; AND INCORPORATING BY REFERENCE THE *UNIFORM PUBLIC OFFENSE CODE FOR KANSAS CITIES*, EDITION OF 2021, by Herrs and seconded by Imhoff.

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

11. Emergency Wastewater & Municipal Water Conservation Plans.

Motion to approve the Emergency Wastewater Supply Plan as presented by Imhoff and seconded by Pinnick.

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

Motion to approve the Municipal Water Conservation Plan as presented by Imhoff and seconded by Elder.

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

12. Bloodborne Pathogens.

Motion to approve the updated Bloodborne Pathogens Program Policy as presented by Herrs and seconded by Imhoff.

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

13. League of Kansas Municipality Voting Delegate.

Motion to appoint Carl Chalfant as a 2021 voting delegate to represent the city in the conduct and management of the affairs of the League of Kansas Municipalities by Herrs and seconded by Imhoff.

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

14. EMT Class.

Motion to grant permission to Caroline Scoville to hold an EMT Class at the Emergency Services Building beginning November 1, 2021 by Herrs and seconded by Imhoff.

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

Motion to enter into the Field Internship Agreement & EMT Initial Training Contract between Caroline Scoville and the City of Washington and authorize Service Director Leland S. Cook and Mayor Ryan Kern to sign as indicated by Herrs seconded by Imhoff.

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

15. Home Rule Proclamation.

Motion to authorize the Mayor to sign a proclamation declaring October 11, 2021, Home Rule Day by Herrs and seconded by Imhoff.

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

16. Munchkinland Assessment.

Staff received the final assessment from Bill Hugill, construction consultant of Leathers & Associates. A copy was given to the Council for review.

17. Swimming Pool Handbook Proposed Changes.

Motion to approve the Swimming Pool Handbook as presented by Imhoff and seconded by Herrs.

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

18. Electric Distribution Underground Workshop.

Motion to enter into executive session to review application and resume for power plant operator for non-elected personnel to include the Mayor, Council, City Administrator, and City Clerk to resume at 8:30 p.m. by Herrs and seconded by Imhoff.

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

Motion to enter into executive session to review application and resume for power plant operator for non-elected personnel to include the Mayor, Council, City Administrator, and City Clerk to resume at 8:42 p.m. by Herrs and seconded by Pinnick.

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

19. City Administrator Report.

- a) **EMS Staff.** Council was given the 2021 history of hours covered by EMS personnel along with a summary of hours Full-time EMT Caroline Scoville covered outside her normal working hours since June 15, 2019. Scoville has been receiving interest for the EMT class, but so far very few of the potential students will benefit the City's service at this point.
- b) **Retirement.** Staff received written notice from Water/Wastewater Operator Dennis Stigge, who will retire October 29, 2021. Staff will plan a retirement reception. Stigge began employment with the City on Aug. 8, 2007.
- c) **Employment Positions.** Staff has advertised for a Power Plant operator position and a Water and Wastewater operator position. At present, staff has not received any applications for the water/wastewater position and one application for the power plant operator position.
- d) **Streets.** Staff had been diligently trying to work on streets as staff and weather permits. The City is very much behind schedule, but with the staff shortage and mowing needs due to the weather, it is very difficult to prioritize and get everything completed.
- e) **KMEA/KMGA conference.** Rick Applegarth will be attending the Kansas Municipal Energy Agency/Kansas Municipal Gas Agency Annual Virtual Conference September 30-October 1, 2021, at a cost of \$125 for registration.
- f) **Old Water Pumphouse.** Staff is still reviewing and evaluating options.
- g) **Water Tower.** Results of the paint sampling from the water tower have been forwarded to the project engineer for evaluation and recommendations.
- h) **Thank you.** Chalfant thanked the Council for their thoughts, prayers and condolences during and after the loss of his son-in-law.

20. City Clerk's Report.

- a) **Fuel Adjustment.** The fuel adjustment for bills due September 10, 2021 (July usage) is -.02081 utilizing zero dollars 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 \$47,000.

- b) **KMEA GRDA Winter Storm Event.** Staff received the GRDA Winter Storm Cost Recovery Method Agreement Aug. 27th. Per the motion made at the August Council meeting the City of Washington will pay a lump sum payment of \$43,489 and spread the impact to the fuel adjustment through the Spring of 2022.
- c) **Insurance Claim.** City Hall staff was notified on Aug. 4, 2021, that the Power Plant staff had initiated an insurance claim on the Power Plant engine 7.
- d) **CDBG Grant.** Staff received the Certificate of Completion for CDBG Project No. 19-PF-021. The project is considered complete upon their receipt of the City's audit which was emailed Aug. 6, 2021.
- e) **Library Roof.** Staff was notified Tuesday, Aug. 31, 2021, about a leak in the Library roof. An email was sent to Clint Hibbs, BG Engineering. Hibbs has contacted Josh McKinzey with Milbourn Construction to do a site review.
- f) **Water Project.** Staff has not received any communications from the water contractor as to completing work that has arisen since they left, along with reseeding.

21. Mayor/Council Member Reports

Pinnick

- a) **Sign.** Reported that the handicapped parking sign on the north side of Meyler Gibbs, DDS, needs to be put back up. She stated it was taken down during the water project.

Imhoff

- a) **Sign.** Reported the street sign at 1st & F Street needs to be put back up.

Herrs

- a) **Weeds.** Inquired about weeds being sprayed in the brick streets and around old city hall.
- b) **Sales Tax.** Asked now that the pool is paid off what is the plan for the money collected on the 1% sales tax. City Administrator Carl Chalfant stated he would like to see the money used towards rehabilitation of city streets.

Kern

- a) **Horse Show.** Participants of the horse show did not clean up the fairgrounds after their event. There is manure everywhere. City Administrator Carl Chalfant made contact with Fair Board President Ethan Schuette about getting it cleaned up prior to the Lions Club and Washington Rotary Club fundraiser September 11th.
- b) **Horse Soldier Monument.** Mayor Kern stated the Horse Soldier Monument is a huge opportunity for this community. He stated the City needs to proactive in this events and future events.

Motion to adjourn to 6:30 Wednesday, September 22, 2021, by Elder seconded by Imhoff.

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

Meeting adjourned at 8:57 p.m.

Denise M. Powell, City Clerk