

WASHINGTON CITY COUNCIL MINUTES
Regular Meeting –City Hall
October 5, 2020

1. Call to order by Mayor.

2. Roll Call.

Present: Ryan Kern, Mayor
Melanie Bryant, Council Member
Kevin Elder, Council Member (Telephone)
Roxanne Schottel, Council Member
Theresa Herrs, Council Member
Absent: Don Imhoff, Council Member
Staff Present: Carl Chalfant, City Administrator
Denise Powell, City Clerk
Others: Chris Pannbacker, Washington County News

3. Citizens Comments.

No public comments.

4. Minutes.

Motion to approve the minutes of the regular meeting held September 8, 2020, by Herrs and seconded by Bryant.

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

5. Appropriations Ordinance 2020-10.

Motion to approve appropriations ordinance 2020-10 by Schottel and seconded by Herrs.

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

6. Mark Uhlik Request.

Mark Uhlik asked to be removed from agenda.

7. Housing Cleanup Program bids.

Motion to approve Resolution 2020-05, A RESOLUTION AMENDING CERTAIN PROVISIONS OF SECTION 3, SUBSECTION B. RETAINED OWNERSHIP OF THE UNINHABITABLE STRUCTURE DEMOLITION AND CLEAN UP POLICY OF THE CITY OF WASHINGTON, KANSAS REGARDING DISPOSAL OF DEBRIS AT THE COUNTY LANDFILL, by Bryant and seconded by Herrs.

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

Motion to approve the housing clean-up program application of Gene Martin for 500 W 2nd Street and Mitch Merritt at 600 C Street and cause the property to be inspected by Herrs and seconded by Schottel.

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

Motion to accept the bid of Orval Jueneman Dozer Service, Inc., in the amount of \$2,350.00 per property for demolition and hauling and removal of construction and demolition material for houses located at 502 W 2nd Street and 600 C Street as part of the Housing Cleanup Program by Schottel and seconded by Bryant.

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

8. B Street Pay Request.

Motion to authorize the Mayor to sign Contractor's Application for Payment No. 5 from Vogts Parga Construction and approve payment of the City's share of \$14,312.75 less 10% retainage of \$1,431.27 by Schottel and seconded by Bryant.

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

Discussed why progress was delayed on the B Street project. City Administrator Carl Chalfant stated the water plans were given to Tony Duevers, CES, Inc. December 23, 2019, and Water Project Engineer Brian Foster didn't receive a response back that there were any conflicts between the B Street project and the Water project. The reinforced concrete box was placed over the new water line, which was installed exactly where plans stated.

Chalfant stated he authorized the new water line to be relocated so progress could resume. The relocation was completed Sept. 30th and the B Street contractor was notified they may resume work.

9. Water Project Pay Request.

Motion to approve and authorize Mayor Ryan Kern to sign Contractor's Application for Payment No. 7 from Orr Wyatt Streetscapes in the amount of \$158,240.83 for by Bryant and seconded by Schottel.

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

Motion to approve the purchase of Change Order #1, Control Valve Replacement, in the amount of \$11,031.70 from Sargent Drilling by Schottel and seconded by Bryant.

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

10. Itron Software Annual Maintenance Software Support.

Motion to approve the purchase of the Annual Maintenance Software Support/Hosting for 1-FCSHH – FCS SFTW, up to 2,500 Endpoints in the amount of \$720 and the Annual Subscription in the amount of \$1,080 for the use of the Itron Drive By and Walk By software, IMA-D-HH-SUB-ED by Schottel and seconded by Bryant.

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

Hardware has support of one year. According to Brendel Maier, Dutton Lainson, hardware support after initial warranty would cost \$1,608 and may be purchased prior to the expiration of the initial warranty. The Council will discuss the purchase of the additional year warranty in would like support in September 2020.

11. Rock Crushing.

Motion to approve the estimate of \$8.75 per ton for crushing/screening concrete and mobilization fee of \$5,000.00 for Vogts Crushing, LLC, by Bryant and seconded by Herrs.

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

12. Zoll Z-Series Monitor.

Motion to retroactively approve the sole source purchase of a Zoll X-Series monitor in an amount not to exceed \$31,218.76 to be paid with SPARKS funds out of the ambulance reserve fund by Bryant and seconded by Schottel.

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

13. Ordinance No. 808, Speed Humps.

Motion to adopt Ordinance No. 808, AN ORDINANCE AUTHORIZING THE PLACEMENT OF SPEED HUMPS AS TRAFFIC CONTROL DEVICES ON CERTAIN DESIGNATED SECTIONS OF D STREET IN THE CITY OF WASHINGTON, KANSAS, by Elder and seconded by Schottel.

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

14. Ordinance No. 809, Parallel Generation.

Motion to adopt Ordinance No. 809, AN ORDINANCE PROVIDING FOR RENEWABLE PARALLEL GENERATION RESIDENTIAL AND COMMERCIAL SERVICE IN THE CITY OF WASHINGTON, KANSAS, ADOPTING STANDARDS REGARDING INSTALLATION AND PARALLEL OPERATION THEREOF, AND ESTABLISHING THE RATES OF SERVICE FOR THE SAME, by Schottel and seconded by Bryant.

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

15. LKM Voting Delegate.

Motion to appoint Carl Chalfant as a 2020 voting delegate to represent the city in the conduct and management of the affairs of the League of Kansas Municipalities by Schottel and seconded by Bryant.

Vote: Ayes: Melanie Bryant
Kevin Edler
Theresa Herrs
Roxanne Schottel

16. 360 Documents.

The Council took no action on a proposal from Derek Barth, 360 Document Solutions, for a Kyocera multi-function solution for printers.

Council discussed public awareness for paperless billing and the ability to make payments through the City's website or signing up for ACH.

17. Law Enforcement Contract.

Motion to renew law enforcement contract for 2021 by Schottel and seconded by Bryant.

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

18. City Attorney Report.

- a) **Rotary Grant.** Elizabeth Baskerville-Hiltgen, city attorney, told the Council the Rotary applied and was approved for a \$2,500 grant with a \$2,500 match for new backboards, goals, lighting and concrete sealer for the basketball courts in the City's park.

19. City Administrator Report.

- a) **Storm Sewer Crossings.** Dustin Zutterman, Ward Funeral Home, has requested assistance from the City to stabilize the banks in the 100 block W 2nd Street west of the funeral home so he may replace the sidewalk. City Administrator Carl Chalfant stated the City needs to begin budgeting funds for either replacement of retaining walls with gussets or bank stabilization in the 100 block of West 2nd Street, 200 block West 3rd, 300 block West 4th and 300 block West 5th St as all have issues with part of the sidewalk and street right of way collapsing and sloughing off. City would need to work with property owners individually because there are no easements to place dirt up against the failing banks.

Council asked staff to seek a cost estimate for repair and budgeting purposes.

- b) **Cured-In Place Piping of Sewer.** Midlands Contracting, Inc., completed lining of the approved sewer mains. Staff received the invoice which included 41 extra service cutouts at a cost of \$2,870. City Administrator Carl Chalfant contacted Troy Cumpston, Midlands Contracting, Inc., who stated they cutout even the abandoned taps. Chalfant stated he was not happy to have all the abandoned taps opened and that was part of the reason for lining sewer pipe. Cumpston agreed to take off the extra charge. Theresa Herrs, council member, asked if the City gained anything if all the extra taps were cut. City Administrator Chalfant stated yes because the mains were cracked so it isn't a total loss however it is frustrating. Chalfant said to fix the problem staff would have to open up the street at each abandoned tap and plug them.
- c) **2020 Census.** Staff has been proactive in educating and encouraging citizens to respond to this year's Census.
- d) **City Website.** Full-Time EMT Caroline Scoville is working on a new website host and design. The vendor, MunicipalImpact.com, <https://www.municipalimpact.com/>, provides full support, assist with domain name, setup, etc. The program allows for notifications for alerts, outages, etc., and also works with third-party electronic payment vendor. They have an annual subscription fee of less than \$600 per year and a one-time setup fee of \$349. A proposal outlining fees and a flyer were given to the Council for review. The Council was provided a link to visit some of their websites <https://www.ricetx.gov/> <https://cityofstanwood.net/> <https://electriccity.us/> Scoville will keep City Administrator and Council updated on progress. The City Council will look at examples of existing sites.
- e) **1991 International Dump Truck.** The 1991 International Dump Truck has been listed for sale on Purple Wave, and will close October 6, 2020.
- f) **Power Plant Emissions Fee.** Staff received notice of proposed Emission Fee Changes for the Power Plant. Currently the City's Classification, Class 2, has not had any fees associated with it. KDHE is proposing an

emission fees to make up for lost revenue from larger plants producing less tons of emissions. Previous fees have been based on tons of emissions emitted. The estimated cost for the City of Washington is \$1,554 annually. There is a possibility of a 2.17% increase each year.

- g) Voltage Conversion Mutual Aid.** City Administrator Chalfant contacted KMU to assist in obtaining mutual aid with a couple of line crews and bucket trucks for converting line voltage south of Mill Creek. Four cities may have a crew available and also Great Plains Power, Inc., may have a couple of crews available. Mike Schmaderer, KMEA director of engineering and field services, is scheduled to stop in town and review completed work and plan what needs to be done in preparation for the conversion.
- h) Excessive Water Usage.** Staff contacted a property owner during meter reading to notify them of above average water consumption. After reviewing previous usage and rereading the meter multiple times it was determined the usage had returned to normal usage. The property owner asked for consideration regarding billing for excessive usage. Consensus of the Council was to follow the policy.

20. City Clerk's Report.

- a) Health Insurance.** BCBS health insurance premiums for 2021 should be available by the end of October and presented to Council in November.

b) Reports.

Reports. The August 2020 financials for the Washington County Senior Citizens Meal Sites, September Fire Minutes and the September Library minutes were given to the Council for review.

21. Executive Session for Non-elected Personnel.

Motion to enter into executive session to review application and resume for lineman for non-elected personnel to include the Mayor, Council, City Administrator, and City Clerk to resume at 7:52 p.m. by Bryant and seconded by Schottel.

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

Motion to adjourn by Herrs second by Bryant.

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

Meeting adjourned at 7:52 p.m.

Denise M. Powell, City Clerk