

WASHINGTON CITY COUNCIL MINUTES
Regular Meeting –City Hall
December 7, 2020

1. Call to order by Mayor.

2. Roll Call.

Present: Ryan Kern, Mayor
Theresa Herrs, Council Member
Don Imhoff, Council Member
Roxanne Schottel, Council Member
Absent: Melanie Bryant, Council Member
Kevin Elder, Council Member
Staff Present: Carl Chalfant, City Administrator
Denise Powell, City Clerk
Others: Chris Pannbacker, Washington County News
Nina Kern, USD 108 student

3. Citizens Comments.

No public comments.

4. Minutes.

Motion to approve the minutes of the regular meeting held November 2, 2020, by Schottel and seconded by Herrs

Vote: Ayes: Theresa Herrs
Don Imhoff
Roxanne Schottel

5. Appropriations Ordinance 2020-12.

Motion to approve appropriations ordinance 2020-12 by Herrs and seconded by Imhoff

Vote: Ayes: Theresa Herrs
Don Imhoff
Roxanne Schottel

6. Presentation of Service Awards.

Mayor and Council presented Service Awards to Mike Manning, 40 years as Lineman; Leland Cook, 20 years as EMT; Denise Powell, 20 years as City Clerk; and another 10 years as an EMT, 1990-2016.

7. Nina Kern Request.

Nina Kern, USD 108 senior, gave a presentation on a project with the USD 108 Project Based Learning class to install billboards at each edge of the City of Washington.

Kern gave an overview of her project and presented several theme and sign ideas and the preliminary cost. Consensus of the Council was to have City Administrator Carl Chalfant work with Kern to gather more information on the two current city signs on the east and west ends of town and speak with landowners on the south end of town to obtain permission to erect a sign.

Kern also made presentations to the Washington Chamber of Commerce and Washington Rotary Club seeking support.

8. Utility Billing.

Motion to suspend the enforcement of Chapter 21, Section 2, article 213 effective immediately due to the water project by Schottel and seconded by Herrs.

Vote: Ayes: Theresa Herrs
Don Imhoff
Roxanne Schottel

9. Refuse Bids.

Motion to approve the bid from C&M Refuse, Inc., for refuse service for 2021-2022 in the amount of \$1,380.00 per year by Schottel and seconded by Herrs.

Vote: Ayes: Theresa Herrs
Don Imhoff
Roxanne Schottel

10. Laundry Bids.

Motion to approve the bid from AmeriPride Services for laundry service for 2021-2022 in the amount of \$21.77 per delivery for City Hall and \$38.22 which includes 120 shop towels per delivery with every four-week service and authorize the Mayor to sign the rental service agreements as presented by Herrs and seconded by Schottel.

Vote: Ayes: Theresa Herrs
Don Imhoff
Roxanne Schottel

11. Cereal Malt Beverage Licenses.

Motion to approve 2021 cereal malt beverage licenses for Casey's Retail Company, Leiszler Oil dba Short Stop #25, and Washington Bowl by Herrs and seconded by Schottel.

Vote: Ayes: Theresa Herrs
Don Imhoff
Roxanne Schottel

12. Refuse Haulers Licenses.

Motion to approve 2021 refuse hauler licenses for C & M Refuse, Inc., Jones Trash Service, Get Er Dumped, Durflinger Disposal Service and Temps Disposal Service, Inc., by Schottel seconded by Herrs.

Vote: Ayes: Theresa Herrs
Don Imhoff
Roxanne Schottel

13. B Street Project – Contractor's Application for Payment No. 7.

Motion to authorize the Mayor to sign Contractor's Application for Payment No. 7 from Vogts Parga Construction and approve payment of the City's share of \$44,692.71, less 10% retainage of \$4,469.27 by Herrs and seconded by Schottel.

Vote: Ayes: Theresa Herrs
Don Imhoff
Roxanne Schottel

City Administrator gave an update on the B Street Project and stated if the break test meets minimum requirements the road should be open for traffic December 18. Sidewalks are left to be poured.

14. Bad Debt Write-off.

Motion to write off the balance of Janet Younkin in the amount of \$62.36 as presented by Schottel and seconded by Herrs.

Vote: Ayes: Theresa Herrs
Don Imhoff
Roxanne Schottel

15. Water Project Contractor's Application for Payment No. 9.

Motion to approve and authorize Mayor Ryan Kern to sign Contractor's Application for Payment No. 9 from Orr Wyatt Streetscapes in the amount of \$501,884.05 by Schottel and seconded by Herrs.

Vote: Ayes: Theresa Herrs
Don Imhoff
Roxanne Schottel

Water contractor crews remain in the downtown area tying in the mainline bores and installing fire hydrants. Other crews continue activating services on 5th and 6th Streets. The concrete crew is pouring street patches, driveways, and sidewalks along 2nd and 3rd Streets and West of F Street.

16. Resolution 2020-05.

Motion to adopt Resolution 2020-05, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WASHINGTON, KANSAS AMENDING THE FEE SCHEDULE AS REQUIRED OR ALLOWED BY THE CITY CODE, by Herrs and seconded by Schottel.

Vote: Ayes: Theresa Herrs
Don Imhoff
Roxanne Schottel

17. City Administrator Report.

- a) **Rock Crushing.** Vogts Crushing, LLC, will begin crushing rock the week of December 14th.
- b) **Working Remotely.** Full-time EMT Caroline Scoville worked on setup for the City's laptops to allow City Hall employees to work remotely in the event it becomes necessary.
- c) **EMS Monitor.** Staff received the Zoll X-Series monitor that was purchased with SPARKS Funding. Full-time EMT Caroline Scoville will issue a press release and a photo and work with staff to train on the equipment.
- d) **Storm Sewer Crossings.** City Administrator discussed with Jay Holle the storm sewer street walls in the 100 Block of West 2nd Street and in the 200 Block of West 3rd Street. Holle concurred with the City Administrator that these could be taken care of with dirt slope, utilizing a 3 to 1 slope at a minimum and would require property owner's permission. No action was taken.
- e) **City Website/Email Accounts.** Caroline Scoville, full-time EMT, was in contact with TelXp/Valnet regarding the email & domain registration. The domain, washingtonks.net, was affected by and attached to the Valnet insolvency, and after discussion with the trustee working on the Valnet case, it was suggested that the City attempt to gain control of the domain registration. She was able to complete it at a cost of \$130.00 for five years, and is working on one more piece of the issue with TelXp and email access before it can be finished up.
- f) **Voltage Conversion Mutual Aid.** Voltage conversion of feeder line five (south of Mill Creek) was completed Sunday, November 22, 2020. Working on the project were Mike Schmaderer from Mid States/KMEA; Clay Center Public Utilities; Great Plains Power; and the City of Washington. The cost was just under \$8,400. Staff will move continue to move forward to complete more conversion.
- g) **Water Rate Review.** Staff will review expense and revenue for the past 12 months, along with projected debt service payments to determine if a water rate increase next year will be warranted. Staff will try and have it ready for review at the January Council meeting.

18. City Clerk's Report.

- a) **Cedar Hills Golf Course property.** City received the 2020 Real Estate Tax statements. Staff paid half the tax for the golf course property out of the Cedar Hills budget to prevent a costly penalty. According to the contract between the City and Golf Course, if the real estate becomes subject to property tax, tax shall be paid by Cedar Hills. An appeal was filed July 24, 2020, and staff is awaiting to hear from the Kansas Board of Tax Appeals.
- b) **Printer.** The Xerox printer issue has been resolved.
- c) **Audit.** Consensus of the Council is to request a formal audit proposal from Summers, Spencer and Company for the 2020 city audit, additional audit for the water project and the 2022 Budget.
- d) **Work Comp.** Staff received notice the work comp experience mod will be 1.4% in 2021, up from 2020's 1.35%.
- e) **Reports.**
The October 2020 financials for the Washington County Senior Citizens Meal Sites were given to the Council for review.

19. Reports.

Ryan Kern.

- a) **Resignation.** Mayor Kern received a written resignation from Council Member Melanie Bryant effective Dec. 8, 2020.

20. Wages, Evaluations, COLA.

Motion to enter into executive session to discuss employee evaluations of non-elected personnel for a period of 30 minutes to include the Mayor, Council, and City Administrator to resume in the Council chamber at 7:55 p.m. by Schottel and seconded by Herrs.

Vote: Ayes: Theresa Herrs
Don Imhoff
Roxanne Schottel

Motion to enter into executive session to review application for employment for non-elected personnel to include the Mayor, Council, and City Administrator to resume in the Council chambers at 8:07 p.m. by Herrs and seconded by Schottel.

Vote: Ayes: Theresa Herrs
Don Imhoff
Roxanne Schottel

Motion to give wage increase as follows 3% EMT & FR weekday, weekend and standby; lineman #2; street laborer; water/waste water operator; and 5% wage increase for treasurer; power plant operator; administrator; public works supervisor; electric lineman #1; city clerk; and full-time EMT to take effect on the pay date of January 15, 2021 by Schottel and seconded by Herrs.

Vote: Ayes: Theresa Herrs
Don Imhoff
Roxanne Schottel

Motion to adjourn to Noon Tuesday, December 29, 2020, by Herrs second by Schottel.

Vote: Ayes:

Don Imhoff
Theresa Herrs
Roxanne Schottel

Meeting adjourned at 8:16 p.m.

Denise M. Powell, City Clerk