

WASHINGTON CITY COUNCIL MINUTES
Regular Meeting –City Hall
July 6, 2020

1. Call to order by Council President.

2. Roll Call.

Present:

Theresa Herrs

Don Imhoff

Kevin Elder

Roxanne Schottel

Absent:

Ryan Kern, Mayor

Melanie Bryant

Staff Present:

Carl Chalfant, City Administrator

Denise Powell, City Clerk

Caroline Scoville, Fulltime EMT

Others:

Chris Pannbacker, Washington County News

3. Citizens Comments.

None.

4. Minutes.

Motion to approve the minutes of the regular meeting held June 1, 2020 by Herrs and seconded by Elder.

Vote: Ayes: Kevin Elder

Theresa Herrs

Don Imhoff

Roxanne Schottel

5. Appropriations Ordinance 2020-07.

Motion to approve appropriations ordinance 2020-07 by Herrs and seconded by Imhoff.

Vote: Ayes: Kevin Elder

Theresa Herrs

Don Imhoff

Roxanne Schottel

6. 2019 Audit.

Motion to accept the 2019 Audit as presented by Imhoff and seconded by Herrs.

Vote: Ayes: Kevin Elder

Theresa Herrs

Don Imhoff

Roxanne Schottel

Andi Willems, CPA with Summers, Spencer & Company, Inc., joined the Council through a conference call to review the City's audit. Willems also discussed the City's 2021 budget.

7. B Street Project.

Motion to approve and authorize the Mayor to sign the City's share of the Contractor's Application for Payment No. 2 from Vogts Parga Construction in the amount of \$77,151.66; which includes a correction in the amount of \$783 for an error on Contractor's Application for Payment No. 1 and Change Order No. 1 by Herrs and seconded by Elder.

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

A motion to approve and authorize the Mayor to sign Change Order No. 2 at 125 East 1st Street upon review and approval of City Attorney and KDOT by Imhoff and seconded by Elder.

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

Change Order 2 refers to a fire hydrant, ADA compliant sidewalk and retaining wall at the southwest corner of the intersection of 1st and B Street.

City Administrator Carl Chalfant gave an update on B Street construction stating curb and gutter was scheduled to be poured July 8th.

8. Bad Debt.

Motion to write off the balance of accounts of Stephen Brazzle in the amount of \$109.90 and Danny Wilder in the amount of \$143.00 as presented by Herrs and seconded by Imhoff.

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

9. Mayoral Appointments.

Motion to approve City of Washington Fire Department officers as presented by Imhoff and seconded by Elder.

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

Officers are Chief Jerry Alldredge; Assistant Chief Alex Alldredge; Captain Justin Svanda; Treasurer Andrea Alldredge; and Secretary Chris Milam.

10. Summer Help.

Motion to accept the resignation of Presley Rose effective June 19, 2020, by Herrs and seconded by Imhoff.

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

Motion to ratify the hiring of lifeguards Zachary Zarybnicky at a rate of \$8.75 per hour and Nathaniel Tice at a rate of \$8.50 per hour by Herrs and seconded by Imhoff.

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

11. Employee Resignation.

Motion to accept the resignation of Journeyman Lineman Marvin McCormick effective June 17, 2020, by Herrs and seconded by Elder.

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

Motion to ratify the hire of Marvin McCormick as PRN (as needed) journeyman lineman June 18, 2020, by Herrs and seconded by Imhoff.

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

McCormick has offered to assist with voltage conversion at the City's Industrial Park.

12. Executive Session.

Motion to enter into executive session to discuss leave and employee performance for non-elected personnel to include the Council, City Administrator, and City Clerk to resume in the Council chamber at 7:25 p.m. by Herrs and seconded by Imhoff.

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

Caroline Scoville, full-time EMT, arrive at 7:25 p.m.

13. Washington County Fair Board Permits.

Motion to approve the Loudspeaker/Sound Amplifier permit; Street Use permit and the Special Purpose Vehicle Registration Waiver Request for Exemption for the Washington County Fairboard on July 24 & July 25, 2020 by Herrs and seconded by Elder.

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

14. Water Project.

Motion to approve and authorize the Mayor to sign Contractor's Application for Payment No. 4 from Orr Wyatt Streetscapes in the amount of \$515,358.16 for by Herrs and seconded by Elder.

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

City Administrator Carl Chalfant stated two property owners have requested reimbursement, one for expenses related to a plumber when the contractors hit their sewer line and another for expenses paid for a sprinkler system repair.

15. MC800 Bids.

Motion to purchase 25 tons MC800 from Vance Brothers at a cost of \$15,795.00 to be paid out of the street department fund by Herrs and seconded by Imhoff.

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

16. Budget 2021.

Motion to authorize staff to publish the proposed 2021 budget in the Washington County News, the official city newspaper, and hold a public hearing on August 3, 2020, at 6:30 p.m. by Imhoff and seconded by Elder.

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

City Clerk Denise Powell and Fulltime EMT Caroline Scoville reviewed the 2021 budget with the Council.

Council received the Library Fund 2021 budget request of 8 mills for the 2021 budget along with a letter from President Phyllis Applegarth stating the Library may need to ask for an increase in mill for the 2022 budget.

There was discussion in reference to old city hall roof.

17. City Administrator Report.

- a) **Highway 36.** KDOT is proposing changing Highway 36 from four lanes to three lanes with the center lane being a turning lane. Dale Hershberger, KDOT area engineer, will visit with property owners who will be losing entrances.
- b) **Chip and Seal.** Plans are to postpone chip and seal on the city's streets on this year's planned route due to the water project.
- c) **Insurance Claim.** EMC Insurance provided an update on a water damage claim and the City was found not liable.
- d) **Rollman Well.** Bob Rollman, 520 C Street, is installing a private well on empty lot north of his house. He has obtained state and county permits as required. Chalfant did advise Rollman the well could not be attached to any city water service line and only used for outside water such as irrigation.
- e) **Voltage Conversion Mutual Aid.** City Administrator Carl Chalfant said staff has been waiting on an estimate and schedule for conversion at the City's industrial park from Scott Glaves, superintendent of utilities for Clay Center Public Utilities Commission. This may be pushed back to the fall due to weather and staffing issues.
- f) **Mill Creek Streambank Stabilization.** The project is complete and staff is waiting on final approval from NRCS for final reimbursement.
- g) **Roof Update.** Staff has heard nothing from McGee Roofing. Rick Applegarth, power plant operator, reported that there were not leaks at the power plant.
- h) **Storm Sirens.** City Administrator Carl Chalfant stated Haug Communications has repaired the City's storm sirens and all are operation.

18. City Clerk's Report.

- a) **Printer.** The Xerox printer is not functioning well with the utility billing system and staff has been working with LockIt Technologies and Computer Information Concepts to find a resolution.
- b) **Governing Body Institute.** Council Member Roxanne Schottel will attend the 2020 Governing Body Institute & Kansas Mayors Conference Virtual Thursday and Friday, July 30 & 31.

- c) **Library.** Contracts are signed and staff has received the signed bond and certificate of insurance from Milbourn Construction LLC the contractor for the Library roof project. Work may begin at any time and must be completed Aug. 19, 2020.
- d) **Fireworks Ordinance.** Consensus of the Council was to allow the sale and discharge of fireworks from June 27th through July 4th in the City to coincide with state law of when fireworks may be sold. Staff will visit with City Attorney Elizabeth Hiltgen to draft an ordinance.
- e) **Thank You's.** Staff received thank you's from the families of Ruth True and Betty Zimmerman for the memorials.
- f) **Reports.**
The May 2020 financials for the Washington County Senior Citizens Meal Sites; June Fire minutes; and May special meeting and June regular meeting Library board minutes were given to the Council for review.

19. Reports.

Don Imhoff.

- a) **Break.** Councilman Imhoff asked that staff take breaks at city shop to get out of heat.

- 20. **Pannbacker request.** Chris Pannbacker, Washington, asked whose responsibility the barricades on College Street were. She stated there is loose iron on one of the barricades and if a driver is not paying attention they could drive over it and cause damage to a tire. City Administrator Carl Chalfant will visit with contractor Vogts-Parga Construction about the barricade.

Motion to adjourn by Herrs second by Elder.

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

Meeting adjourned at 9:10 p.m.

Denise M. Powell, City Clerk