

WASHINGTON CITY COUNCIL MINUTES
Regular Meeting – City Hall
February 7, 2022

1. Call to order by Mayor.

2. Roll Call.

Present: Ryan Kern, Mayor
Jerry Fuhrken, Council Member
Theresa Herrs, Council Member
Terry Morse, Council Member
Carolyn Pinnick, Council Member
Roxanne Schottel, Council Member

Absent:

Staff Present: Carl Chalfant, City Administrator
Denise Powell, City Clerk

Others: Cynthia Scheer, Washington County News
Jerry Kellogg, Washington

3. Citizens Comments.

Jerry Kellogg

- a) Cemetery. Expressed concern about people driving within a foot of his daughter's grave.
- b) Water Project. Discussed the sidewalk on his property at 506 D Street. Kellogg stated there was a small portion of sidewalk that went north that was either covered up with dirt or was removed during the sidewalk project. Kellogg stated he didn't think it was that big of a deal until his dad lost his leg. City Administrator Carl Chalfant will look into it.

4. Minutes.

Motion to approve the minutes of the regular meeting held January 3, 2022, and adjourned meeting minutes held January 10, 2022, by Schottel and seconded by Herrs.

Vote: Ayes: Jerry Fuhrken
Theresa Herrs
Terry Morse
Carolyn Pinnick
Roxanne Schottel

5. Appropriations Ordinance 2022-02.

Motion to approve appropriations ordinance 2022-02 by Schottel and seconded by Herrs.

Vote: Ayes: Jerry Fuhrken
Theresa Herrs
Terry Morse
Carolyn Pinnick
Roxanne Schottel

6. Joy McClure PowerZone Request.

Motion to allow PowerZone to pay a reduced admission rate of \$1.00 per student for admission to the swimming pool during the 2022 season for students enrolled in PowerZone events by Herrs and seconded by Fuhrken.

Vote: Ayes: Jerry Fuhrken
Theresa Herrs
Terry Morse
Carolyn Pinnick
Roxanne Schottel

Joy McClure, USD 108 PowerZone, discussed allowing PowerZone students to swim at a reduced rate for an hour a day during the 2022 summer program the month of June. She stated she will bring her staff who will either be in the water with the students or around the perimeter of the pool. McClure said she is an advocate of getting kids in the water and many don't have the opportunity.

7. Michael & Glenda Uhrich Request.

Michael and Glenda Uhrich were present to discuss a recent sewer issue at their property of 118 East College Street that was damaged and repaired during the water project by Contractor Orr Wyatt. Uhrich had Pure Energy rot their sewer line 60 feet on Jan. 12, 2022, which did not solve the problem. Randy Latta, Latta Plumbing, then ran a camera in the line Jan. 26, 2022, which showed the repaired line had settled and tore apart. Latta notified City staff of his findings. Staff contacted Orr Wyatt who did not have a crew available to make the repair. Guy Howell, Orr Wyatt, asked staff to make the repair and bill Orr Wyatt for the costs. A bill for the City's services, Pure Energy and Randy Latta, Latta Plumbing, were sent to Orr Wyatt for reimbursement.

8. Water Improvement Bond Payments.

Motion to approve the payment of Water Improvement General Obligation Bonds, Series 2021 on March 25th of each year as an ACH payment by Herrs and seconded by Pinnick.

Vote: Ayes: Jerry Fuhrken
Theresa Herrs
Terry Morse
Carolyn Pinnick
Roxanne Schottel

9. Audit/Budget Bids.

Motion to accept the bid of Shipley CPA, LLC, for the 2021 Audit and 2023 Budget at a cost not to exceed \$16,400 and authorize the Mayor to sign the engagement letter contingent upon review of City Attorney by Schottel and seconded by Fuhrken.

Vote: Ayes: Jerry Fuhrken
Theresa Herrs
Terry Morse
Carolyn Pinnick
Roxanne Schottel

10. Crane Operator Certification Class.

Motion to allow Electric Superintendent Jacob Oppenheimer to attend the Mobile Crane Operator certification class February 21-25, 2022, to include meals and lodging by Herrs and seconded by Morse.

Vote: Ayes: Jerry Fuhrken
Theresa Herrs
Terry Morse
Carolyn Pinnick
Roxanne Schottel

11. KMEA Appointment.

Motion to appoint David L'Ecuyer to the Director #2 position for Kansas Municipal Energy Agency effective February 7, 2022 through April 30, 2024, by Schottel and seconded by Herrs.

Vote: Ayes: Jerry Fuhrken
Theresa Herrs
Terry Morse
Carolyn Pinnick
Roxanne Schottel

12. KRWA Conference.

Motion to appoint City Administrator Carl Chalfant as a designated voting delegate and Chris Milam as alternate voting delegate for the 2022 Annual KRWA Meeting of Membership by Herrs and seconded by Schottel.

Vote: Ayes: Jerry Fuhrken
Theresa Herrs
Terry Morse
Carolyn Pinnick
Roxanne Schottel

Motion to approve Chris Milam to attend the KRWA Conference March 29-31, 2022, in Wichita by Herrs and seconded by Pinnick.

Vote: Ayes: Jerry Fuhrken
Theresa Herrs
Terry Morse
Carolyn Pinnick
Roxanne Schottel

13. CIPP Sewer Lining Bids.

Motion to accept the bid of Mayer Specialties for Cured-In-Place Pipe for approximately 5,385 linear feet of 8" sewer pipe at a cost of \$21.25 per foot and mobilization of \$350.00 for an estimated total of \$114,781.25 Herrs and seconded by Morse.

Vote: Ayes: Jerry Fuhrken
Theresa Herrs
Terry Morse
Carolyn Pinnick
Roxanne Schottel

Motion to authorize the Mayor to sign the CIPP contract contingent upon review by City Attorney by Herrs and seconded by Fuhrken.

Vote: Ayes: Jerry Fuhrken
Theresa Herrs
Terry Morse
Carolyn Pinnick
Roxanne Schottel

14. Water Rate Study.

Staff has recommended no increase to water rates in 2022 following review of the City’s Water Fund revenue and expenses in 2021. The City’s 2021 cash ending balance in the water fund was \$1,273,014.27 plus a \$40,000 Certificate of Deposit.

15. Sidewalk, Curb & Gutter, Housing Cleanup Programs.

Consensus of the Council was to advertise the Sidewalk, Curb & Gutter, and/or Housing Cleanup Programs for the 2022 year to see what interest there are in the programs.

2022 budget has \$12,700 budgeted for the housing cleanup program, \$20,000 for sidewalk program, and \$20,000 for curb & gutter program. This includes the city’s portion and the property owner portion.

In 2021, staff worked with USD 108 and Washington County Sheriff Department on a joint plan to install new curb & gutter and sidewalk along E Street and due to the time constraints and budget concerns, it was postponed until 2022. Denise O’Dea, superintendent of USD 108, spoke with City Administrator Carl Chalfant about delaying the project until 2023 due to the school’s budget.

16. Washington County Saddle Club Request.

Motion to approve the Loudspeaker/Sound Amplifier Permit for the Washington County Saddle Club on June 10 and 11, 2022, for a live band from 6 p.m. to Midnight by the horse stalls by Schottel and seconded by Morse.

Vote: Ayes: Jerry Fuhrken
Theresa Herrs
Terry Morse
Carolyn Pinnick
Roxanne Schottel

17. Summer Employees.

Motion to hire 2022 pool manager Camryn Boykin at a rate of \$10.25, assistant manager Elise Uffman at a rate of \$9.25; and the following lifeguards: Ruth Craig, Talena McClellan, Joy Lucas, and Ella Dusin at a rate of \$8.50/hour; and Reanna Rencin at a rate of \$8.25/hour by Schottel and seconded by Fuhrken.

Vote: Ayes: Jerry Fuhrken
Theresa Herrs
Terry Morse
Carolyn Pinnick
Roxanne Schottel

18. Power Plant Door and Wall.

Motion to approve for the Power Plant Door and Wall quote of Charles Votipka at a cost not to exceed \$19,000 by Herra and seconded by Morse.

Vote: Ayes: Jerry Fuhrken
Theresa Herra
Terry Morse
Carolyn Pinnick
Roxanne Schottel

Votipka is a sole proprietor and is not required to carry work comp. Therefore, the City will be responsible for the cost of his work comp which EMC Insurance priced at \$6.99 per \$100 or \$1,328.10.

19. Emergency Water Supply Plant & Emergency Wastewater Plan

Motion to adopt the updated Emergency Water Supply Plan as presented by Herra and seconded by Pinnick.

Vote: Ayes: Jerry Fuhrken
Theresa Herra
Terry Morse
Carolyn Pinnick
Roxanne Schottel

Motion to adopt the updated Emergency Wastewater Plan as presented by Herra and seconded by Pinnick.

Vote: Ayes: Jerry Fuhrken
Theresa Herra
Terry Morse
Carolyn Pinnick
Roxanne Schottel

20. City Administrator Report.

- a) **Year End EMS Report.** 2022 year end ambulance report was given to the Council for review.
- b) **Grant.** Staff will be submitting a grant through the Washington County Community Foundation for refrigerators for the ball diamond concession stand and swimming pool.
- c) **Open Burn Site.** Staff received a letter from KDHE stating the city’s open burn site was inspected in January 2022 and at the time of inspection the site was found to be in compliance.
- d) **City Wide Cleanup.** City Administrator Carl Chalfant contacted James Yungeberg, Washington County Solid Waste director, to inquire about city wide cleanup this year. A copy of projected expense to the City and correspondence were given to the Council. The landfill will offer free dump days on March 31st, April 1st and 2nd. City staff will pick up on March 31st.
- e) **Dollar Tree/Family Dollar.** City Administrator and electric staff have been discussing utilities and placement of the new proposed Dollar Tree/Family Dollar store. City Administrator sent a letter to the developer requesting assistance with street improvements. Staff also sent an invoice for electric materials per the bid. As of February 2, 2022, no response has been received to either inquiry. Chalfant also attended a zoom meeting with the developer and KDOT over access concerns.
- f) **Business Utility Incentive Plan.** Staff is working with City Attorney Elizabeth Hiltgen regarding the utility incentive plan for those that request modification or deviation. A formal request in writing must be submitted to the City and will be at the sole discretion of the Council. The plan will be updated and presented to the Council at the March Council meeting.

- g) **Storm Damage on E 1st Street.** The City has not sent an invoice for damages from a carport that blew into the utility line from 114 E 1st Street. After visiting with the property owner's insurance company and the City's insurance company it was determined the damage wouldn't be covered as it was an act of God. The City will submit the cost of damages in for FEMA reimbursement if the County/City qualifies for FEMA reimbursement and a bill will not be sent to the property owner.
- h) **City Hall.** Staff contacted Clint Hibbs, AIA, LEED AP, with BG Consultants Inc., for a quote on architectural proposal on the demolition of old city hall, saving the front façade and constructing a new City Hall behind the façade. The correspondence from Hibbs along with a drawing were given to the Council for review. The new building was estimated to cost \$1.17 to \$1.29 million dollars.
- i) **KMU Membership Letter.** A letter from KMU was given to the Council which thanked them for membership in Kansas Municipal Utilities and outlined services they provide. The letter also stated that Brad Mears, KMU, has accepted the position as executive director as of Jan. 1, 2022.
- j) **Goals.** Department heads are working on preparing goals for the next five years for consideration and budgeting. City Administrator Carl Chalfant would like the Council to work on a list as well. Once received staff will review with Council and develop a 5-, 10-, & 15-year plan with budgets for the projects.

21. City Clerk's Report.

- a) **New Council.** Council Member Carolyn Pinnick took her loyalty oath as a newly elected Council Member at 1:15 p.m. Monday, January 10, 2022 at City Hall.
- b) **Fuel Adjustment.** The fuel adjustment for bills due February 10, 2022 (December usage) is +.01067 utilizing \$10,000 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 \$35,500 of the KMEA EMP2 & KMEA GRDA bills. Attached was an email correspondence about the SPP Market Resettlement & TCR that was a -\$785.56 on the KMEA bill. A copy of the KMEA bill was given he the Council to show the short-term purchase of 600kw to limit market exposure for December 2021 was billed at \$23,962.75.

The Council made a motion at the Oct. 7, 2021, council meeting at the recommendation of Neal Daney, KMEA, to consider a short-term purchase of 600kw or .6MW of energy for the on-peak hours or 6 a.m. to 10 p.m. for the months of December 2021, January 2022 and February 2022 to limit the City's market exposure.
- c) **KOMA for Elected Officials.** League of Kansas Municipalities will be holding the Kansas Open Meeting Act (KOMA) for Elected Officials virtual course Feb. 23 from 2-4 p.m. The cost is \$75 for member cities. Council Member Roxanne Schottel asked to be registered for the course.
- d) **City Clerk's Conference.** City Clerk's Conference is March 16-18, 2022, at the Hilton Garden Inn. The cost is \$335. Powell will review the topics for the conference and may submit a formal request on the March agenda.
- a) **Reports.** The Washington County Senior Citizens Meal Site December 2021 financials and December 2021 Fire Department minutes were given to the Council for review.

22. Council President

Motion to appoint Roxanne Schottel as Council President by Herrs and seconded by Pinnick.

Vote: Ayes: Jerry Fuhrken
Theresa Herrs
Terry Morse
Carolyn Pinnick
Roxanne Schottel

Motion to adjourn by Herrs and seconded by Pinnick.

Vote: Ayes: Jerry Fuhrken
Theresa Herrs
Terry Morse
Carolyn Pinnick
Roxanne Schottel

Meeting adjourned at 7:58 p.m.

Denise M. Powell, City Clerk