



**City of Kingman**  
**City Commission Minutes**  
**January 25, 2024**

**Attendance:**

**Present:** Mayor Wallace, Commissioners Winsor, Wollen, and McFarland. Commissioner Harrel was absent. City staff consisted of Manager Graffman, Clerk Bieghler, Attorney Smith, Chief Lux, Director Schrag, Foreman Ellithorpe, Chief Rhodes, and Superintendent Goldston.

**Call to Order:** Mayor Wallace called the meeting to order at 7:00pm and Commissioner Wollen lead the commission in prayer and the Pledge of Allegiance.

**Approval of the Agenda:** Motion made by Wollen, seconded by Winsor to accept the amended agenda as presented. Motion carried by unanimous vote.

**Approval of Minutes (1/11/2024):** Motion made by McFarland, seconded by Winsor to accept the minutes presented with the edit of time spent on the executive session to 20 minutes. Motion carried with Wollen abstaining.

**Approval of Minutes (1/18/2024):** Motion made by Wollen, seconded by McFarland to approve the minutes as presented. Motion carried by unanimous vote.

**Approval of Bills Payable:** Motion made by Wollen, seconded by Winsor to approve the bills payable in the amount of \$566,960.44. Motion carried by unanimous vote.

**Hinten Retirement:** Chief Lux spoke of Captain Paul Hinten's retirement, stating that Capt. Hinten started his service to the City in 1978 and after 45 years of dedicated service, is retiring. Lux invited the commissioners to a retirement reception for Capt. Hinten on February 2, 2024, at 7:00am. Capt. Hinten was also present and shared some of his experiences with the City over the years and the commissioners thanked him for his service and wished him a happy retirement.

**EcoDevo Inventive Request – Kingman Jiu Jitsu:** Director Schrag provided an update on the incentive request, which the Commission tabled at the January 11<sup>th</sup> meeting. Director Schrag shared that Mr. Hook of Kingman Jiu Jitsu has been in talks with a photography business as well as a data recovery center business that would be willing to move into the office space if renovated, which is included in the funding request. Schrag presented letters of support from the businesses as well as customers of Kingman Jiu Jitsu.

Motion made by McFarland, seconded by Winsor to fund the requested Economic Development Incentive in the amount of \$8,000. Motion carried with Wollen abstaining.

**Resolution 2024-1 – GAAP Waiver:** A resolution to waive the requirements of K.S.A. 75-1120a(a) for the year ending in 2024 and allow the City of prepare financial statements and reports on the basis of cash.

Motion made by Winsor, seconded by Wollen to approve Resolution 2024-1. Motion carried by unanimous vote.

**Resolution 2024-2 – Continuation of Hearing for 234 W D Ave:** A resolution to continue the hearing for 234 W D Ave until April 11, 2024.

Motion made by Wollen, seconded by McFarland to approve Resolution 2024-2. Motion carried by unanimous vote.

**Ordinance 2120:** AN ORDINANCE AMENDING SECTION 12-801 OF THE CODE OF THE CITY OF KINGMAN CONCERNING KINGMAN ECONOMIC DEVELOPMENT ADVISORY COMMITTEE; FORMATION. The commission had some discussion and Director Schrag shared that typically there had been two committee members representing the City, two representing the County, and one alternating between city and county per term. Currently, there are three members representing the City and they have agreed to continue serving the committee. The City will need to appoint two new members at a future meeting to replace the two County representatives now that the department is 100% operated by the City.

Motion made by Winsor, seconded by Wollen to adopt Ordinance #2120 and was voted upon with the following results:

Aye: Wallace, McFarland, Wollen, Winsor

Nay: None

A majority of the commission voted in favor of Ordinance #2120, was ordered signed by the Mayor and attested by the City Clerk and to be published in the official newspaper.

**Ordinance 2121:** AN ORDINANCE AMENDING SECTION 12-802 OF THE CODE OF THE CITY OF KINGMAN CONCERNING THE OPERATION OF THE KINGMAN ECONOMIC DEVELOPMENT ADVISORY COMMITTEE. Discussion held that this ordinance goes along with Ordinance 2120 and updates the code to reflect the operations of the committee now that the department is 100% operated by the City.

Motion made by McFarland, seconded by Winsor to adopt Ordinance #2121, and was voted upon with the following results:

Aye: Wallace, McFarland, Wollen, Winsor

Nay: None

A majority of the commission voted in favor of Ordinance #2121, was ordered signed by the Mayor and attested by the City Clerk and to be published in the official newspaper.

**EMS Director Update:** Chief Rhodes provided a general update on 2023 EMS operations as well as the 2023 budget. Rhodes shared that there are some encumbered expenses still expected to come out of 2023, but it is a small amount. She shared that the department faced some staffing issues but is currently stabilizing and that vehicle maintenance was challenging in 2023 and continues to present high expenses. Rhodes and Clerk Bieghler reminded Commissioners that the department will be taking delivery of a new ambulance on a truck chassis in 2025 and that the department hopes that the ambulance being built on a more rugged truck chassis that it will incur less maintenance expenses.

**2024 Street Project:** Foreman Ellithorpe presented different projects and options to continue upgrading the streets in the northwest part of the city around the golf course. Manager Graffman asked the Commissioners to identify which project they would like to move forward with in 2024 while the other projects will be prioritized in future years. Manager Graffman recommends the Kelly Street project as it would help mitigate some ongoing drainage issues as well as provide a quicker and more dependable second entry into the neighborhood for emergency vehicles.

Motion made by McFarland, seconded by Winsor to move forward with the Kelly Street project for 2024. Motion carried by unanimous vote.

**Engine #2 Decommissioning:** Superintendent Goldston gave a report on Engine #2 at the power plant and stated that it was incredibly old and obsolete and that similar engines are only found in museums. The engine is starting to fall through the floor, has cracked parts, and cannot hold oil. Goldston shares that the engine has not operated in over a year and recommends that the commission decommission it.

Motion made by Wollen, seconded by Winsor to approve the decommissioning and disposal of Engine #2 of the Power Plant. Motion carried by unanimous vote.

**Electric System Study:** Superintendent Goldston reported that the City has not had an electric study done since 2005. Goldston stated that the purpose of the study is to identify all the components on the system, check for compatibility, and recommend upgrades to the system to help improve efficiency, safety, and insurance rates. Goldston also shares that the study will assist in applying for grants. Goldston presented a bid from HelpNet for the study, which is a company the City has contracted with in the past and the person who will complete the work is very well respected in the profession.

Motion made by Wollen, seconded by Winsor to approve the electric system study from HelpNet in the amount of \$82,500. Motion carried by unanimous vote.

**Replacement of Satec:** Goldston reported that the Satec is a piece of equipment that manages communication between the power plant and the city's grid. The Satec equipment was installed in 2005 and is now obsolete and no longer supported. Goldston presented a bid from HelpNet to replace the two Satec meters with an Axion system and update SCADA communications.

Motion made by Wollen, seconded by Winsor to approve the bid from HelpNet to replace the Satec system with the Axion system and to update the SCADA communications in the amount of \$38,100. Motion carried by unanimous vote.

**Sewer Plant Headwork Furnace:** Goldston reported that the headwork furnace at the sewer plant has failed and that the furnace is obsolete and not fixable. The unit heats incoming sewer lines coming into the plant. Currently, the system is providing needed airflow in the area, but the lack of heat is resulting in sewage entering the plant in the form of ice, which cannot be treated until thawed. Goldston presents a bid from Central Mechanical Wichita to replace the headwork furnace.

Motion made by Wallace, seconded by Wollen to approve the purchase of a headwork furnace for the disposal plant in the amount of \$24,468. Motion carried by unanimous vote.

**Heat Exchanger Pipes:** Goldston reported that the heat exchanger pipes in engine #7 at the power plant are leaking oil. The pipes cool the jacket water in the engine and are currently mixing oil into the jacket water. Goldston reported that the engine is leaking oil at a rate of 25-50 gallons per four hours of operation. City staff are unable to perform tests and repairs due to a lack of proper tools and equipment. Goldston presents three bids, one to replace the system with a new one, and two to repair the current system. Goldston recommends the bid from Conco because the work would not be sub-contracted as the third bid calls for and is much cheaper than replacing the system (bid #1). There was a discrepancy on the Conco quote because of shipping, which has a freight charge of \$20,100. However, Goldston stated that he found a shipping company that could do round-trip freight for around \$5,000.

Motion made by Wollen, seconded by McFarland to approve the bid and work by Conco in the amount of \$42,998.59. Motion carried by unanimous vote.

**Utility Mapping:** Goldston and Manager Graffman present a purchase request for equipment from Subsurface Solutions to map utilities. City staff received a demonstration of the equipment and saw the advantages the equipment can bring to the City. Commissioners saw some examples of how the system would be used to properly map the electrical grid, water system, as well as the disposal system. Staff reported that the equipment is versatile and can be used beyond just utilities and gave examples of the mapping burials at the cemetery or mapping property lines. The system uses GPS and is accurate within six inches. The current map that the city utilizes for utilities is accurate within twenty feet.

Motion made by Wollen, seconded by McFarland to approve the bid from Subsurface Solutions in the amount of \$32,266 for mapping equipment. Motion carried by unanimous vote.

**CMB – Polished Coupe:** Motion made by Wollen, seconded by McFarland to approve the CMB license for the Polished Coupe. Motion carried by unanimous vote.

**EMS Discussion:** The commission held general discussions regarding the oversight of EMS between the City and County. Wallace stated that the conversation is moving in a positive direction. McFarland shared that one discussion held between himself, Mayor Wallace, and County Commission Chair Henning is to hold meetings during the EMS budget process to improve intergovernmental communications as well as share more information throughout the year. No action was taken.

**Administrative Report:** Manager Graffman shared a 2023 Local Consult Summary that was done for KDOT, which identified project priorities for KDOT to consider. Of the eighteen projects for South Central Kansas, the Kingman US-54 Bypass project was one of three identified as the highest priority for KDOT to consider.

**Commissioner Comments:** **[WINSOR]:** Commented on how the commission spent a lot of money this meeting but the need was there to get systems updated. She also reiterated her appreciation for the 45 years of service provided by Capt. Paul Hinten to the Kingman Police Department. **[WOLLEN]:** Spoke with a previous city commissioner who had voiced that he wanted the US-54 Bypass pushed off for as long as possible. Another constituent of his would like to see more enforcement of property ordinances. Wollen also shared that he felt that utility projects are a priority and that the decision to spend so much money at this meeting supports that priority. **[McFARLAND]:** There were some complaints on social media regarding the flags at the memorial located at 54 & Main and wondered if there was a system that could be used to help remind city staff to inspect/replace flags and other maintenance items. Goldston stated that he would add flag inspections as a quarterly task to his calendar. **[WALLACE]:** Noted that the city's infrastructure is a very important component of the city and is easy to forget about because most of it is out-of-sight-out-of-mind kind of thing, and while he didn't want to spend the money that was approved tonight, it was needed to support that infrastructure.

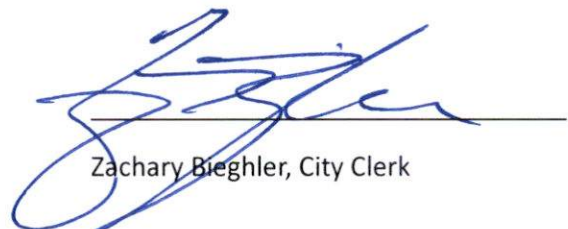
**Adjourn:** Motion made by McFarland, seconded by Wollen to adjourn the meeting at 9:30pm. Motion carried by unanimous vote.

BOARD OF COMMISSIONERS



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Sean Wallace, Mayor



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Zachary Bieghler, City Clerk