

WASHINGTON CITY COUNCIL MINUTES
Regular Meeting – City Hall
April 1, 2024

1. Call to order by Mayor Garrett Edgar.

2. Roll Call.

Present: Garrett Edgar, Mayor
 Mary Ann Crome, Council Member
 Terry Morse, Council Member
 Carolyn Pinnick, Council Member
 Amy Anderson, Council Member
Absent: Jerry Fuhrken, Council Member
Staff Present: Carl Chalfant, City Administrator
 Caroline Scoville, Full Time EMT
 Elizabeth Baskerville-Hiltgen, City Attorney
Others: Cynthia Scheer, Washington County News
 Ben Koekemoer, Washington
 Amanda Lange, Washington
 Don Alldredge, Washington Fireworks, Inc.

1. Approval of Agenda.

Motion to approve the agenda as amended by Crome and seconded by Pinnick.

Vote: Ayes: Amy Anderson
 Mary Ann Crome
 Terry Morse
 Carolyn Pinnick

2. Citizens Comments.

None.

3. Minutes.

Motion to approve the minutes of the regular meeting held March 4, 2024, by Morse and seconded by Crome.

Vote: Ayes: Amy Anderson
 Mary Ann Crome
 Terry Morse
 Carolyn Pinnick

4. Appropriations Ordinance 2024-04.

Motion to approve appropriations ordinance 2024-04 by Pinnick and seconded by Morse.

Vote: Ayes: Amy Anderson
 Mary Ann Crome
 Terry Morse
 Carolyn Pinnick

5. Executive Session.

Motion to recess into executive session to discuss privileged matters with the city attorney under attorney-client exception to include the Mayor, Council, City Administrator and City Attorney to resume in the Council chambers at 6:56 p.m. by Crome and seconded by Morse.

Vote: Ayes: Amy Anderson
Mary Ann Crome
Terry Morse
Carolyn Pinnick

Motion to recess into executive session to discuss privileged matters with the city attorney under attorney-client exception to include the Mayor, Council, City Administrator and City Attorney to resume in the Council chambers at 7:03 p.m. by Crome and seconded by Morse.

Vote: Ayes: Amy Anderson
Mary Ann Crome
Terry Morse
Carolyn Pinnick

6. Industrial Lot Request.

Ben Koekemoer presented a proposal for his small engine repair business utilizing lot 13 in the City's industrial park. He installing a 40x60 or 40x80 metal "prefab" structure, with room for expansion. Future plans could include a lift, according to Koekemoer. Electric utility will be addressed per policy. City Attorney Elizabeth Hiltgen explained how a conveyance would work regarding a timeline, with the specifications in the deed regarding restrictions on the type of use and for the lot if it were to be sold.

Koekemoer asked about signage requirements. Chalfant stated signage on the highway is under KDOT jurisdiction and the City is not in the practice of allowing signage in utility right of ways.

Motion to convey Lot 13 in the City's Industrial Park to Ben Koekemoer for small engine repair business with future sales and parts with construction commencing within six months of date of the deed and authorize the Mayor and Clerk to sign said deed by Pinnick and seconded by Morse.

Vote: Ayes: Amy Anderson
Mary Ann Crome
Terry Morse
Carolyn Pinnick

7. Applicants.

Motion to hire Lilly Buchli for Summer Help at \$11.50 per hour by Crome and seconded by Pinnick.

Vote: Ayes: Amy Anderson
Mary Ann Crome
Terry Morse
Carolyn Pinnick

Motion to hire Richard Applegarth as a part-time employee not to exceed 999 hours in a calendar year at a rate of \$15.40 per hour by Crome and seconded by Pinnick.

Vote: Ayes: Amy Anderson
Mary Ann Crome
Terry Morse
Carolyn Pinnick

8. Playground Mulch Bids.

Motion to purchase 180 cubic yards of playground mulch from Phillips Pinewood Mulch at a cost of \$4,995.00 delivered to be paid out of the special park & rec fund by Pinnick and seconded by Morse.

Vote: Ayes: Amy Anderson
Mary Ann Crome
Terry Morse
Carolyn Pinnick

No action was taken on hiring Triple Threat to spread mulch. Mayor Edgar discussed finding local contractors to move/spread mulch.

9. Bushing Repair.

Motion to ratify the purchase and repair of a bushing in the D Street Substation at a cost of \$5,700 by Sunbelt Solomon by Morse and seconded by Crome.

Vote: Ayes: Amy Anderson
Mary Ann Crome
Terry Morse
Carolyn Pinnick

10. Transformer Bids.

Motion to purchase a 333kv 2400/4160Y 277/480Y pole mount transformer at a cost of \$9,495 plus tax from T&R Electric Supply Company, Inc. to be paid out of the electric distribution fund by Morse and seconded by Pinnick.

Vote: Ayes: Amy Anderson
Mary Ann Crome
Terry Morse
Carolyn Pinnick

11. Washington Fireworks Request.

Motion to donate \$1,200 to Washington Fireworks, Inc. for the 2024 Fireworks display to be paid out of the wastewater fund by Crome and seconded by Morse.

Vote: Ayes: Amy Anderson
Mary Ann Crome
Terry Morse
Carolyn Pinnick

Don Alldredge was present to discuss the Washington Fireworks, Inc. fireworks display, and to request a donation. He stated this year the cost is approximately \$10,000 for the fireworks, and that costs held steady this year overall.

12. City Hall Renovations.

Discussed previous proposed renovations to City Hall. Consensus is that something needs to be done and Mayor Edgar asked council to think about it and bring their thoughts back to next meeting.

13. Mayoral Appointment.

Motion to approve the mayor's appointment of Brandon Hubbard as the City Representative to the Washington Ball Association Board to replace Caroline Scoville by Pinnick and seconded by Crome.

Vote: Ayes: Amy Anderson
Mary Ann Crome
Terry Morse
Carolyn Pinnick

14. Uniforms.

City Attorney Elizabeth Hiltgen visited with Auditor Russell Shipley in reference to uniforms for public works employees. Both agreed that if the City's policy was changed to state full-time public works employees are required to wear distinctive clothing as a condition of employment, such clothing is not suitable for taking the place of an employee's regular clothing and the employee is prohibited per policy from wearing such clothing outside normal work hours, then the cost is not taxable to the employee. Consensus of the Council was to have the city attorney and city administrator develop a policy that would meet the Council's direction.

15. City Administrator Report.

- a. **East 2nd Street Project.** Rob Peschel, engineer CES Group, visited with staff about the intersection issues with the ditch and failing road tube at East 2nd & Pierce Street. A revised plan was shared with the Council.
- b. **Cybersecurity.** Carl Chalfant and Caroline Scoville, full-time EMT, met with the cybersecurity representative on March 13, 2024, to discuss the water/wastewater initiatives and start working on a compliance program. More information will be forthcoming.
- c. **Code Violations.** Carl Chalfant reached out to the first set of code violations. He was able to make contact with most of them via phone/in person, and official letters were sent via certified mail on March 8. Some of them have been resolved, and staff will continue to work on those remaining as time allows. The details are available for review at City Hall. Staff will have an update for the May meeting.
- d. **1995 Ford L800.** The 1995 Ford L800 Dump Truck sold for \$6,600 on purple wave.
- e. **KMU Conference.** Power Plant Operator David L'Ecuyer and Daniel Elder were authorized to attend the Kansas Municipal Utilities (KMU) Conference April 24-26 at the Hyatt in Wichita. Cost of the conference for member cities is \$325 per member plus one nights' lodging and some meals.
- f. **City-wide Cleanup.** Washington County Free Dump Days are scheduled for May 2, 3 & 4th. City crews will pick up May 2 and make one pass through town.
- g. **KMEA.** Kansas Municipal Energy Agency will be present at the May Council meeting to inform the Council of what their services are to the City and discuss the city's generating capacity and contract services for securing the city's energy needs and how they are billed.
- h. **Merry Go Round.** The merry go round at south end of the City's park is nonrepairable as they can't free up the center pivot.
- i. **Storm Sewer.** Received information from Ohlsen Right of Way that they plan to start on the storm sewer on West Second Street after May 1st.
- j. **US-36 KDOT Unofficial Detour Route Reimbursement.** Staff will follow up with KDOT on the Highway 36 Unofficial Detour reimbursement as it hasn't been received.
- k. **Kansas Water Office.** Chalfant was hoping to have heard from the Kansas Water Office about the grant for sewer lining, but no word yet.
- l. **Funeral.** Consensus of the Council was to allow City Hall to be closed Monday, April 8, from 10 a.m. to 1 p.m. in order to allow staff to attend the funeral of City Clerk Denise Powell's mother.

16. City Attorney Report.

- a. **Old City Hall.** Hiltgen stated that the city did receive a standard written notice of non-compliance from KDHE. This is a notice that possible violations may have occurred, but no official findings or violations have been confirmed.
- b. **Verizon Tower.** Hiltgen heard from Cardinal, the site acquisition specialist, they are waiting on a survey, and some ingress/egress easements from adjoining landowners. Once that is completed, they will get Hiltgen a final draft of a land lease agreement.

17. City Clerk's Report.

- a. **LMI.** Low to Moderate Income Surveys update shows the updated results are nearly the same as before at just over 24%. The playground committee is continuing to work on obtaining the return of more surveys.
- b. **Audit.** Auditor Russell Shipley, CPA, will have the 2023 audit ready for the May meeting.
- c. **Upcoming training opportunities.** The League of Kansas Municipalities will host the Annual League Conference Oct. 7-9 in Wichita. Cost is \$250/member and \$80/guest. This event will provide you the resources needed to be knowledgeable and skilled in your local government role, and offer opportunities to expand your knowledge of local government issues. In addition, this event will allow you to engage with other leaders.
- d. **Reports.** Washington County Senior Citizens Meal Site February financials and Washington Fire Department minutes from February and March were given to the Council for review.

18. Reports.

Terry Morse.

- a. **Power plant.** Morse stated KMEA Mid-States will be back this Friday to continue working on the control panel for the two new engines as there is no schematic or wiring diagram. Chalfant stated that the deadline provided by KMEA Mid-States was it would be completed by June 1 in order to meet capacity payments. Morse also said Engine #3 is wired and running as of last Friday,

Motion to adjourn by Crome seconded by Pinnick.

Vote: Ayes: Amy Anderson
 Mary Ann Crome
 Terry Morse
 Carolyn Pinnick

Adjourned at 9:02 p.m.

Denise M. Powell, City Clerk