

WASHINGTON CITY COUNCIL MINUTES
Regular Meeting – via Zoom
April 6, 2020

1. Call to order by Mayor.

2. Roll Call.

Present: Ryan Kern, Mayor
Melanie Bryant, Zoom
Kevin Elder, Zoom
Theresa Herrs, Zoom
Don Imhoff, Zoom
Roxanne Schottel, Zoom

Absent:

Staff Present: Carl Chalfant, City Administrator
Denise Powell, City Clerk
Elizabeth Hiltgen, City Attorney, Zoom

Others: Chris Pannbacker, Washington County News, Zoom
Justin Dragastin, The Dragastin Agency, Inc., Zoom
Don Alldredge, Washington Fireworks, via phone call
Sharon Pierce, Washington Library Board, Zoom
Brian Foster, BG Consultants, Inc., Zoom

3. Citizens Comments.

Due to meeting being held via Zoom, no public comments were allowed.

4. Minutes.

Motion to approve the minutes of the regular meeting held March 2, 2020; adjourned meeting minutes held March 16, 2020; and special meeting minutes held March 20, 2020, by Schottel and seconded by Bryant.

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

5. Appropriations Ordinance 2020-04.

Motion to approve appropriations ordinance 2020-04 by Bryant and seconded by Schottel.

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

6. Insurance.

Justin Dragastin, The Dragastin Agency Inc., discussed 2020 insurance renewal premiums. Overall, the premiums increased by approximately \$9,281. Work comp premiums were the greatest increase as there is an ongoing claim. Property values increased on City Hall, Library and Golf Course Club House for replacement cost. The property value for the City Shop was decreased from \$911,317 to \$479,803. Also, staff removed collision insurance on six vehicles and comprehensive and collision from one vehicle. Auto insurance deductibles increased from \$500 to \$1,000. Dragastin stated the City should receive a dividend check in the next couple of weeks.

7. Washington Fireworks, Inc.

Motion to donate \$500 to Don Alldredge for the 2020 Fireworks display by Herrs and seconded by Schottel.

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

Allredge asked about shooting a few fireworks during cruise night. City Attorney Elizabeth Hiltgen suggested the Council hold off on any sort of decision at this point and time to shoot fireworks during cruise night.

8. Library Roof.

Motion to authorize BG Consultants Inc. to negotiate with the bidding contractor to explore the possibility of reducing the costs or scope of work associated with the Washington City Library by Schottel and seconded by Herrs.

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

Sharon Pierce, Washington Library Board, asked the Council to request a price breakdown for the project components, specifically the roof and masonry work. Pierce stated Sarah Hines, USDA loan specialist, suggested possibly rebidding the project. Pierce didn't think that was a good idea as the first time the library bid the project no bids were received and the second time only one bid was received. The Library has received grant funding for the project and a letter of intent can't be signed until all funding is available.

Pierce said the Library board has applied for a Washington Community Foundation grant

9. SCADA & Water Project.

Motion to approve and authorize the Mayor to sign the Construction Agreement for Project No. 18-1475M SCADA System for Water Supply – Washington, KS by Bryant and seconded by Imhoff.

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

Motion to authorize City Administrator Carl Chalfant and City Clerk Denise Powell to sign USDA and CDBG pay requests for the Water Project by Imhoff and seconded by Bryant.

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

After much discussion, the majority of the Council was in favor of moving forward with caution on the City's water project. Council Member Roxanne Schottel was not. City Administrator Carl Chalfant and Brian Foster, professional engineer with BG Consultants Inc., were asked to visit with the contractor and construction workers about following the guideline set by CDC, KDHE and Washington County for self-monitoring, social distancing, self-quarantine, etc. Construction workers are classified as essential and

allowed to work. “I don’t know what the right answer is” said Foster, “we are in uncharted territory.” Currently there is one crew in town; however, other crews are expected to filter in later this month and May. Foster stated if anyone has questions to reach out to him and he will get answers to those questions.

10. COVID 19 Updates.

Motion to ratify the City Administrator’s election to formally exempt all fulltime positions from the Emergency Family Medical Leave act retroactive March 31, 2020, by Bryant and seconded Imhoff.

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

Motion to ratify the City of Washington COVID 19 Action Plan Addendum B retroactive March 31, 2020, by Herrs and seconded Bryant.

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

City Administrator Carl Chalfant reported that the playgrounds and camper showers are currently closed. Staff is doing everything that can be done preventatively and proactively regarding COVID-19.

The laptop computers ordered from LockIT Technologies are on backorder due to COVID-19. Chalfant stated he authorized different laptops to be purchased at an additional cost of \$100 to \$150 due to the backorder.

Fulltime EMT Caroline Scoville was asked by Emergency Preparedness Coordinator Randy Hubbard to participate on the Washington County Health Advisory Board.

11. B Street Project.

Motion to approve the City of Washington and Washington County – “B” Street Improvements Civil Engineering Services Amendment to Agreement from CES Group in the amount of \$58,800 with half paid by the City and half paid by Washington County by Bryant and seconded by Herrs.

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

12. EMS Protocols.

Motion to adopt and authorize the Mayor to sign the updated EMS protocol & SOP book Herrs and seconded by Bryant.

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

13. Cold Mix Bids.

Motion to purchase 300 tons of cold mix from Hall Brothers at a cost of \$75.75 per ton delivered by Schottel and seconded by Bryant.

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

14. Mayoral Appointments.

Motion to approve Mayor Ryan Kern's appointment of Rick Dean to the Housing Authority Board by Herrs and seconded by Bryant.

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

Motion to approve Mayor Ryan Kern's appointment of Phyllis Applegarth and Sharon Pierce to a second term of the Library Board by Schottel and seconded by Herrs.

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

15. RICE MACT Bids.

Motion to accept the bid of \$6,000 plus taxes for RICE MACT compliance testing from Power Plant Compliance with the work to be completed by September 22, 2020, by Bryant and seconded by Imhoff.

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

16. Utility Penalties Related to Public Health Emergency COVID-19.

Motion to waive the 10% penalty on utility bills with original due dates of April 10, 2020, (February usage) and May 10, 2020, (March usage) with penalty to resume with utility bills due June 10, 2020 by Schottel and seconded by Herrs.

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

17. Mill Creek Bank Stabilization

Motion to authorize the Mayor to sign the agreement between the City of Washington and Jueneman Excavation, Inc., to provide services for the Mill Creek Streambank Stabilization Project ECA #2020045 by Elder and seconded Bryant.

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

18. City Administrator's Report.

- a) **Washington County Community Foundation Grant.** Staff applied for a Washington County Community Foundation Grant to purchase a 65" smart TV, wall mount and DVD player for the Emergency Services Building.
- b) **Housing Cleanup Program.** In light of the pandemic and changes at the Washington County Landfill, this program has been suspended until further notice. Staff will send letters to the applicants.
- c) **City Wide Cleanup.** The Washington County Commission and Solid Waste Director Duane Bruna have chosen to discontinue free dump days at the landfill for 2020. The City has suspended the program this year.
- d) **Capital Improvement Plan.** Staff will continue to work on creating a simplified and updated capital improvement plan to go along with future budget worksheets. Staff has already begun working on the 2021 budget worksheets.
- e) **Voltage Conversion Mutual Aid.** Staff has found an issue with a transformer and will have to reset two transformers at Bruna Implement. Scheduling of mutual aid will depend upon the current COVID-19 situation once the transformer issue has been resolved.
- f) **Mill Creek Streambank Stabilization.** The Mill Creek Streambank Stabilization project is over one-half (1/2) completed at this time.
- g) **Roof Update.** City Administrator Chalfant will work with City Attorney Elizabeth Hiltgen to resolve the roof issues with the contractor Vernon McGee. Staff sent McGee, owner, a letter asking for reconsideration of the dollar amount proposed regarding damage to the City Hall roof and has received no response and the power plant roof has a leak.
- h) **Storm Sirens.** Haug Communications has been working on the sirens in conjunction with the Washington County 911 Center.
- i) **Industrial Park Engineering.** Engineer Design Plans for utilities and road at the City's Industrial Park have been completed by BG Consultants. Due to the drop in the current interest of lots, lack of funding and many other projects, construction will be delayed. Staff will budget the expenses in the 2021 budget. BG Consultants is seeking approval from KDHE for the water and sewer extension. The farm lease will remain in place at this time.

19. City Clerk Report.

- a) **Washington Swim Team.** Staff made contact with the Swim Team and they will be removing the storage unit from the pool.

b) **Reports.** The February 2020 financials for the Washington County Senior Citizens Meal Sites and March 2020 Fire minutes were given to the Council for review.

20. Reports.

Roxanne Schottel.

a) **Citizen Contact.** Schottel received citizen contact about the Housing Demo program.

Ryan Kern.

b) **Citizen Contact.** Kern had contact from a citizen about the condition of property at 124 W College.

Motion to adjourn by Schottel second by Herrs.

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

Meeting adjourned at 8:03 p.m.

Denise M. Powell, City Clerk