

**WASHINGTON CITY COUNCIL MINUTES**  
**Regular Meeting – City Hall**  
**August 1, 2022**

**1. Call to order by Council President Roxanne Schottel.**

**2. Roll Call.**

Present: Theresa Herrs, Council Member  
Terry Morse, Council Member  
Carolyn Pinnick, Council Member  
Roxanne Schottel, Council Member

Absent: Ryan Kern, Mayor  
Jerry Fuhrken, Council Member

Staff Present: Carl Chalfant, City Administrator  
Denise Powell, City Clerk  
Caroline Scoville, Full-time EMT  
City Attorney Elizabeth Baskerville-Hiltgen

Others: Brittni Oehmke, Administrator Hanover Hospital

**3. Citizens Comments.**

No comments.

**4. Minutes.**

Motion to approve the minutes of the regular meeting held July 5, 2022, and adjourned meeting minutes of July 12, 19 & 26, 2022, by Herrs and seconded Morse.

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

**5. Appropriations Ordinance 2022-08.**

Motion to approve Appropriations Ordinance 2022-08 by Herrs and seconded by Pinnick.

**6. Munchkinland Committee.**

Consensus of the Council was to appoint Claire Lahodny to the playground committee.

**7. Ambulance.**

Full-time EMT Caroline Scoville and Brittni Oehmke, Hanover Hospital, visited with the Council about adding Hanover's ambulance and staff to Washington's ambulance license.

During discussion with Washington County Commissioners, Oehmke and Scoville agreed that Hanover's remaining portion of the ambulance subsidy paid by the County should be transferred to City of Washington's EMS to supplement additional expenses such as payroll, supplies, fuel, etc.

Scoville and City Clerk Denise Powell visited with Russel Shipley, the City's auditor, to work on figures for the upcoming budget and how adding additional expenses to this year's budget would impact the City's financials in the ambulance fund. Shipley stated that as long as the budget authority wasn't exceeded no budget amendment would be required.

Additionally, Oehmke and Scoville reached out to other services, and received a sample contract from another service in Kansas who had the same issue years ago. A copy was given to the Council for review. The contracts will need discussed and reviewed by attorney, Council and Hanover Hospital Board.

Scoville and Oehmke will continue to discuss the proposal and work toward having the service up and running by September 1, 2022.

Oehmke requested reimbursement for vehicle and liability insurance in the amount of \$4,496.00 which Hanover Hospital already paid.

There are many things to work out such as payroll, billing, purchase of supplies, maintenance to ambulance, insurance etc.

The Kansas Board of EMS has provided guidance on the best way to proceed.

Washington County Ambulance board is working with the Washington County Commission on moving forward with a county service.

**8. 2023 Budget.**

Council will continue the review of the 2023 Budget at an adjourned meeting at Noon on Tuesday, August 9, 2022.

**9. Ordinance No. 818, Annexation ATL Leasing.**

Motion to adopt No. 818, AN ORDINANCE ANNEXING CERTAIN LAND LOCATED AT 108 N B STREET INTO THE CITY OF WASHINGTON, WASHINGTON COUNTY, KANSAS by Herrs and seconded by Pinnick.

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

**10. Kansas Gas Franchise Fee.**

Kara Titus, community relations manager Kansas Gas Service, sent an email to staff stating the City's franchise agreement with Kansas Gas Service expires July 2023. The Council was given a copy of the current franchise agreement, and a proposed draft for renewal. A notice of negotiation has been published in the Washington County News.

**11. Battery Purchase.**

Motion to purchase 10 Batteries from KMEA Mid-States at a cost not to exceed \$5,610 plus tax by Pinnick and seconded by Morse.

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

**12. Catalyst Purchase.**

Motion to purchase a Catalyst Element, 36x24, 300 cpsi from Maxim Powertherm for engine three at a cost not to exceed of \$5,099 plus \$300 shipping by Schottel and seconded by Morse.

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

**13. Asphalt Reclaimer/Hot Box Bids.**

Motion to purchase a 2017 KM International 4-ton Asphalt Hot Box/Reclaimer at a cost not to exceed \$31,176.00 to paid out of the municipal equipment reserve fund by Pinnick and seconded by Morse.

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

**14. KRWA Apprenticeship Program.**

Motion to approve Kansas Department of Commerce Appendix D the Employer Acceptance Agreement adopted by Kansas Rural Water Association and authorize the City Administrator to mentor the apprentices and sign any necessary documentation by Herrs and seconded by Morse.

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

Motion to set a wage scale for the Kansas Department of Commerce Registered Water Apprentice Program at a minimum entry of \$14.50 per hour, upon completion of 2,000 hours \$15.00 and upon completion of 4,000 hours \$15.50 by Morse and seconded by Pinnick.

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

**15. Power Plant Invoice for Lease Purchase.**

Motion to approve payment of Invoice No. 2340-6-22 to KMEA Mid-States in the amount of \$5,804.58 for material to hook up two Fairbanks engines at the power plant to be paid through the UB&T lease purchase by Schottel and seconded by Morse.

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

At the request of the Council, Mike Schmaderer, KMEA Mid-States, was called to clarify the bill. Schmaderer stated the two SEL 735 meters are for the new generators so they are metered separately and the wildlife guards are to protect the bushings and animals.

**16. Power Plant Substation.**

Staff met with Mike Schmaderer Friday, July 29<sup>th</sup>, about the switches in the substation. One failed back in June, and is being maintained by a jumper cable.

Motion to approve the quote from Mike Schmaderer, KMEA Mid-States, to replace three 600-amp switch blades not to exceed \$5,500 by Pinnick and seconded by Herrs.

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

Chalfant said there will be a two-hour citywide blackout for the entire town except the industrial park upon installation of the switch blades.

Also discussed moving transformers off a utility pole on the north of side of the power plant to the substation on the south side of the power plant to allow for the new cooling tower for the new engines. Schmaderer will work up a quote.

#### 17. City Administrator Report.

a) **Street Project.** Staff met with Rob Peschel, president, and Scott Sutherland, project engineer of CES Group, Inc., July 29<sup>th</sup> to discuss the scope of the street project to draw up and preliminary engineering report. The City would receive more talking points toward grant money if sidewalks were installed on one side of the streets to be rehabbed and tying the projects to economic development. Also discussed was the Reinforced Box Culverts on East 2<sup>nd</sup> and 3<sup>rd</sup> Streets that were inspected in 2015. Chalfant said at that time they were structurally sound. If the RCB's are still structurally sound, the plan is to do the pointing and spalding under the decking as well.

Priority one will be 2<sup>nd</sup> from B Street to Pierce Street; priority two from 3<sup>rd</sup> Streets from B Street to Pierce Street; priority three from C Street from Highway 36 to 4<sup>th</sup> Street; and priority four D Street from Highway 36 to College Street.

b) **House Fire, 210 W 5<sup>th</sup>.** City Attorney Elizabeth Hiltgen told the Council the City has an ordinance in place when structures are damaged by fire. The City creates a lien and gets a portion of the insurance payout. Insurance proceeds go to payoff mortgage and in this case, a second mortgage. One lien has been released.

City Administrator Carl Chalfant suggested asking the property owner to turn the land over to the City and the City would tear down the house. City Attorney Elizabeth Hiltgen stated the City would have to go through the condemnation process or the lien would have to be released voluntarily.

c) **No Parking.** Staff has received complaints about cars parked at on both sides of the street on the east side of the intersection of B & 4<sup>th</sup> Streets. City Administrator Chalfant said he will visit with the property owner. Chalfant stated the Council may want to consider designation of no parking on one side of the street.

d) **Journeyman Lineman.** Jason Throm accepted the Journeyman Lineman position and will start Aug. 22, 2022.

e) **Cultural Study Industrial Park.** Staff received this email from Amanda Horn, NCRPC, "Please find attached your K&K Cultural Study for review. Their official finding was that "A finding of "no effect" is concluded by the investigators as to direct (and indirect) effects - no properties."

This is great news and once State Historical Preservation Office approves, means we can move forward with getting the environmental finalized. Please note this will still take a month or two to finalize due to final write up, SHPO approval, and USDA RD publishing timelines."

f) **Water Main.** On Wednesday, July 20, a break was found in the main line from the water wells to the water plant. Staff will begin budgeting toward replacement of the line which is anticipated to cost \$1,000,000.

- g) **CIPP.** Austin Torrente, Mayer Specialty, told staff they will be in Washington the third week of August to install the cured-in-place piping in sewer lines. KRWA was going to try to provide training but due to scheduling conflicts it has been cancelled.
- h) **Storm Shelter.** The storm shelter donated to the City by KSDS is a concrete storm shelter and will be placed at the campground. Chris Farabee, Farabee Mechanical Inc., has offered to move the storm shelter. Charles Votipka estimated the cost to pour a concrete pad to be around \$2,500.

**18. City Clerk’s Report.**

- a) **City Picnic.** Staff missed setting a date for the City picnic and free swim this summer. Consensus of the Council was to forgo it this year.
- b) **City Server.** The City’s server is installed. Staff issued a check for payment but will be holding it until some issues have been resolved.
- c) **Reports.** The Washington County Senior Citizens Meal Site June 2022 financials and Fire Department minutes for July were given to the Council for review.

**19. Reports.**

**Carolyn Pinnick.**

- a) **Sidewalk Project.** Pinnick stated she had an inquiry from one of the participants in this year’s Sidewalk & Curb & Gutter Programs as to when the work would be done. City Administrator Carl Chalfant stated the City staff has not torn out the sidewalk/curb and gutter and the contractor is finishing up another project.

**Theresa Herrs.**

- a) **Unsightly properties.** Herrs discussed unsightly properties and stated something needs to be done. Staff will inspect properties at 210 W 5<sup>th</sup> Street, 125 W 1<sup>st</sup> Street and 315 W 5<sup>th</sup> and 321 W 5<sup>th</sup> and review code requirements.

Council also discussed vehicles parked on city streets that were inoperable and parked the wrong way.

Motion to adjourn to Noon Aug. 9, 2022, by Schottel and seconded by Morse.

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

Time 7:55 p.m.

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**Denise M. Powell, City Clerk**