

**WASHINGTON CITY COUNCIL MINUTES**  
**Regular Meeting**  
**March 2, 2020**

**1. Call to order by Mayor.**

**2. Roll Call.**

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

Absent: Kevin Elder

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

Others: Chris Pannbacker, Washington County News  
Joy McClure, PowerZone

**3. Citizens Comments.**

None.

**4. Minutes.**

Motion to approve the minutes of the regular meeting held February 3, 2020 by Schottel and seconded by Bryant.

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

**5. Appropriations Ordinance 2020-03.**

Motion to approve appropriations ordinance 2020-03 by Herrs and seconded by Bryant.

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

**6. B Street Bids.**

Motion to approve the Notice of Award for B Street Improvements (Final Phase) approximately 600 feet north of College Street to Second Street from Vogts Parga Construction, Newton, in the amount of \$793,552.79 with the City's portion being \$339,334.71 and authorize the Mayor to sign contract documents by Herrs and seconded by Schottel.

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

Motion to approve the memorandum of understanding between the City of Washington and Washington County for B Street between 2nd Street and 500' North of College Street located within the city limits of the City by Schottel and seconded by Bryant.

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

**7. Joy McClure Request.**

Joy McClure, director of Powerzone Program at USD 108, was present to discuss incorporating swimming lessons into the PowerZone program one hour a day for eight days in June. Lifeguards would be paid by Powerzone. McClure would work with Fulltime EMT Caroline Scoville who oversees operation of the pool for the City.

McClure said they would like to reach families who don't live in town or don't have the financial means to pay for it. Students would be transported by bus to the pool and students would change clothes at the school and PowerZone staff would accompany the students.

The Council agreed to support the issue if lessons would allow for pool staff schedules. McClure will attend the April Council meeting to follow-up.

**8. Computer Bids.**

Motion to accept the bid of LockIT for computers, printers and software not to exceed a cost of \$10,502.93 and labor of \$135 per hour by Schottel and seconded by Herrs.

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

**9. Washington County Saddle Club Request.**

Motion to allow the Washington County Saddle Club to use the open shelter with awning and tennis courts for a live country band from 6 p.m. to Midnight on June 13, 2020, upon receipt of a Certificate of Liability Insurance with the City listed as an additional insured by Schottel and seconded by Imhoff.

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

Motion to approve the Loudspeaker/Sound Amplifier Permit for the Washington County Saddle Club from 6 p.m. to Midnight on June 13, 2020, for a live band at the open shelter with awning and tennis courts by Herrs and seconded by Bryant.

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

**10. Request for Use of Ballfields.**

Motion to allow Stephanie Kern and Mistina Baker to host the annual Jim Clark Memorial softball tournament at the City's big ball field May 9th, 2020, and have access to the concession stand by Schottel and seconded by Bryant.

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

**11. Housing Cleanup Program.**

The Council took no action on the four applications for the Housing Clean-up Program. They directed City Administrator to inspect the four properties prior to the April Council meeting. The City has a budget of \$12,000 in 2020. Projections based on last year's expenses for two houses significantly exceeds this year's budget.

**12. EMS Cot PowerLoad.**

Motion to approve purchase of a PowerLoad system and conversion kit for the ambulance from Stryker in the amount of \$25,340.46 by Herrs and seconded by Imhoff.

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

Motion to approve bid for installation of the Stryker PowerLoad system by Stephenson Automotive Excellence, Assaria, at a cost of \$1,400 by Schottel and seconded by Herrs.

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

**13. Request for Placement on Council Agenda Policy and Form.**

Motion to adopt a Request for Placement on City Council Agenda policy and form as presented by Schottel and seconded by Bryant.

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

**14. Emergency/Supply Plans.**

Motion to approve the Emergency Water Supply Plan as presented by Herrs and seconded by Schottel.

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

Motion to approve the Emergency Wastewater Supply Plan as presented by Herrs and seconded by Bryant.

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

Motion to approve the Municipal Water Conservation Plan as presented by Herrs and seconded by Bryant.

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

**15. Audit/Budget Contract.**

Motion to approve the revised contract with Summers, Spencer & Company, P.A. to perform the audit at the standard hourly rate plus out-of-pocket costs (such as report reproduction, word processing, travel, postage, copies, telephone, etc.) except that the agreeance is that the gross fee, not including expenses will not exceed \$10,200 for the 2019 audit and \$950 for the 2021 Budget by Schottel and seconded by Bryant.

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

**16. Mayor/Council Wages Ordinance No. 805.**

Motion to adopt Ordinance No. 805, AN ORDINANCE AMENDING CHAPTER 1, ADMINISTRATION, ARTICLE I, GOVERNING BODY, SECTION 1-103, COMPENSATION, OF THE CODE OF THE CITY OF WASHINGTON, KANSAS WITH RESPECT TO COMPENSATION OF THE GOVERNING BODY by Schottel and seconded by Bryant.

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

**17. Fair Housing Proclamation.**

Motion to authorize the Mayor to sign a proclamation declaring April Fair Housing Month by Bryant and seconded by Imhoff.

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

**18. Swimming Pool Employees.**

Motion to enter into executive session for nonelected personnel to discuss applicants for employment exception to include the Mayor, Council, and City Administrator to resume in the Council chamber 7:35 p.m. by Schottel and seconded by Imhoff.

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

Motion to hire 2020 pool manager Shailyn Zenger at a hourly rate of \$10.00, assistant manager Camryn Boykin at a hourly rate of \$9.00; and the following lifeguards: Presley Rose at an hourly rate of \$8.65; Elise Uffman, Briahna Boykin and Alexandria Boykin at an hourly rate of \$8.25 by Bryant and seconded by Herrs.

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

**19. LWCF Statement for Cedar Hills Golf Course.**

Motion to authorize the Mayor to sign the 2020 Annual Operation & Maintenance Assurance Statement for Project No. 20-00380 Washington Golf Course by Bryant and seconded by Herrs.

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

## 20. USD 108 Collaboration.

City Administrator Carl Chalfant and City Council Member Roxanne Schottel talked about a collaborative meeting they attended of business and USD 108 representatives on ways to educate young people about jobs available in the local community and developing careers here. Ideas included creating a job board to offering EMT and Firefighting training to juniors and seniors during the school day. Chalfant stated he would like to see the discussion continue.

## 21. City Attorney Report.

a) **Utility Billing Ordinance.** City Attorney Elizabeth Hiltgen will work with staff to update the City's Utility billing section of the City Code 21-115 TESTING OF METERS; ADJUSTMENTS TO UTILITY ACCOUNTS to include human or mechanical errors (to include but not limited to meters, CT's, billing etc.) for both water and electric.

b) **Well Property.**

Motion to enter into executive session for preliminary discussion of the acquisition of real property to discuss the potential purchase of real estate to include the Mayor, Council, City Administrator, and City Attorney to resume in the Council chamber at 8:05 p.m. by Bryant and seconded by Herra.

Vote: Ayes: Melanie Bryant  
Theresa Herra  
Don Imhoff  
Roxanne Schottel

c) **Ball Association.** The Ball Association recently met and had some updates to the bylaws they wanted to present according to City Attorney Hiltgen. Once the changes are incorporated into the current draft they will be presented to the Council and Rotary.

d) **Memorandum of Understanding for City and Library.** City Attorney Hiltgen asked city staff to create an outline of how things are currently handled at the Library with respect to the building, insurance, maintenance, upkeep, payroll, budget etc., so it can be utilized to make a draft of a Memorandum of Understanding. Carol Barta, North Central Kansas Library, is to provide information as well.

e) **Nuisance Abatement Program.** City Attorney Elizabeth Hiltgen contacted the City of Belleville regarding the North Central Regional Planning Commission Nuisance Abatement program in which they participated and encouraged staff to talk with the Belleville City officials. City of Belleville had 200 property owners who received official violations and only had to abate six of the properties.

## 22. City Administrator Report.

a) **USD 108.** City Administrator Carl Chalfant spoke with Denise O'Dea Tuesday, February 4, 2020, in reference to a request at the January Council meeting for sidewalk from the front door of the high school to the sports complex east across D Street. The City had their engineer look at the parking situation and reported that it would take approximately \$4,000 to \$6,000 to study and make a recommendation. Superintendent O'Dea stated that USD 108 was not interested in pursuing the crosswalk at this time.

b) **Fence.** On February 4, staff found damage to the chain link fencing around the northwest corner of the volleyball court. It appears that someone backed over it with a semi and failed to report it. Staff reported damages to the Washington County Sheriff's Department.

c) **City Wide Cleanup.** City Administrator Carl Chalfant visited with Duane Bruna, Washington County Solid Waste Director, who stated that the County has not discussed free dump days yet. If a date is approved by the County, staff will coordinate and schedule the cleanup event.

- d) **Swim Team.** Staff received correspondence from Kylah Schlabach, Washington County Swim Team, stating the team would not be requesting to use the Washington pool this year. Council requested staff make contact with Schlabach about the swim teams' storage shed and see if it will be removed.
  - e) **Computers.** Staff ordered one laptop for the power plant. It has been received and staff has installed it and transferred files over to it. Staff has also revised the bid packet for city hall computers and equipment and sent it back out for bids which is on the agenda this month.
  - f) **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.
  - g) **Voltage Conversion Mutual Aid.** Electric staff reports they have two more full days of work to complete at the Industrial Park and they will be ready to schedule a weekend with Clay Center to convert that portion of feeder line #5. Staff would like to schedule work to be done on a weekend when there is a nice weather prediction for consideration of those who will be without electricity.
  - h) **Mill Creek Streambank Stabilization.** Bid packets have been completed and request for bids sent out for Mill Creek Streambank Stabilization. Bid opening will be at 1 p.m. March 12, 2020, in council chambers. Staff recommends an adjourned council meeting on March 16, 2020, to award the bid. City staff was given approval by NRCS clear and prepare the staging area for this project as part of the City's in-kind service.
  - i) **KDHE Sanitary Sewer Inspection.** KDHE staff performed an inspection of the City of Washington's sanitary sewer system on February 24, 2020. The inspection includes record keeping, discharge reports, bypass reports, lift station inspection and maintenance reports, main inspection and cleaning reports, customer reports and staff actions, and treatment facility. KDHE found two small deficiencies. The first is some small trees and brush that need removed within the fenced area of the treatment facility. The second is some erosion around the discharge piping from the polishing pond. Staff has begun work to remove the trees and brush and will schedule packing rip rap around the outlet piping when ground conditions allow.
  - j) **Roof Update.** Staff has received no response from Vernon McGee, owner of McGee Roofing, from a letter asking for reconsideration of the dollar amount proposed regarding damage to the City Hall roof.
  - k) **Storm Sirens.** Staff has not had any update from Ka-Comm about the storm sirens failing to work properly. Staff will set by sirens March 3, 2020, during the Statewide Tornado drill to see if all work.
  - l) **Industrial Park Engineering.** City Administrator Chalfant told engineers not to spend lot of money on road at the industrial park at this time.
  - m) **Vehicle Nuisances.** Staff has not had time to follow up on active verifiable vehicle nuisances.
  - n) **City vehicle.** City Administrator Chalfant asked about checking to see if a program vehicle would qualify for the municipal discounts rather than wait on something from surplus. Council stated to do some shopping around.
- 23. City Clerk Report.**
- a) **Lease-Purchase Electric Distribution Sub Station.** The final payment for the Lease-Purchase Agreement for the Electric Distribution Sub Station, 1008 D Street, was made on February 4, 2020.
  - b) **Water Project.** The preconstruction conference for the Water Project will be at 2 p.m. March 6, 2020, at City Hall. The contractor may start work mid to late March. Seaver Williams, industrial engineer with

BG Consultants, Inc., has sent several material submittals from Orr Wyatt and City Administrator Carl Chalfant has reviewed and approved them.

- a. **Reports.** The February 2020 Fire Department and Library Board minutes were given to the Council for review.

**24. Reports.**

**Don Imhoff.**

- a) **Projects.** Imhoff asked what company was digging around town. City Administrator Carl Chalfant stated that Kansas Gas is replacing steel gas lines.

Motion to adjourn to Noon, March 16, 2020 by Schottel second by Bryant.

Vote: Ayes: Melanie Bryant  
Theresa Herra  
Don Imhoff  
Roxanne Schottel

Meeting adjourned at 8:22 p.m.

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**Denise M. Powell, City Clerk**