

WASHINGTON CITY COUNCIL MINUTES
Regular Meeting – City Hall
April 3, 2023

1. Call to order by Mayor Ryan Kern.

2. Roll Call.

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

Absent: Jerry Fuhrken, Council Member

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

Others: Cynthia Scheer, Washington County News
Russell Shipley, Shipley CPA, LLC
Don Alldredge, Washington Fireworks LLC

3. Citizens Comments.

None.

4. Minutes.

Motion to approve the minutes of the regular meeting held March 6, 2023, and adjourned meeting minutes March 23, 2023, by Herrs and seconded by Morse.

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

5. Appropriations Ordinance 2023-04.

Motion to approve appropriations ordinance 2023-04 by Schottel and seconded by Morse.

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

Russell Shipley joined the meeting by phone at 6:35 p.m.

6. 2022 Audit.

Motion to accept the 2022 Audit of the City of Washington's finances as prepared by Shipley CPA, LLC by Schottel and seconded by Herrs.

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

Shipley stated a single audit for the water project was not required as expenses were under the \$750,000 threshold.

Russell Shipley left the meet at 6:45 p.m.

7. Washington Fireworks Request.

Motion to donate \$1,000 to Washington Fireworks, Inc. for the 2023 Fireworks display to be paid out of the Electric Fund by Schottel and seconded by Pinnick.

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

8. Executive Session.

Motion to enter into executive session for consultation on matters deemed privileged 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 Schottel and seconded by Herra.

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

Motion to enter into executive session for consultation on matters deemed privileged under attorney-client exception to include the Mayor, Council, City Administrator and City Attorney to resume in the Council chambers at 7:14 p.m. by Schottel and seconded by Herra.

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

Motion to enter into executive session for consultation on matters deemed privileged under attorney-client exception to include the Mayor, Council, City Administrator and City Attorney to resume in the Council chambers at 7:26 p.m. by Schottel and seconded by Herra.

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

Motion to enter into executive session for consultation on matters deemed privileged under attorney-client exception to include the Mayor, Council, City Administrator and City Attorney to resume in the Council chambers at 7:45 p.m. by Schottel and seconded by Herra.

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

9. Powerzone Request.

Motion to allow PowerZone to pay a reduced admission rate of \$1.00 per student for admission during the PowerZone events by Schottel and seconded by Herra.

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

10. Stephanie Kern Request.

Motion to allow Stephanie Kern to use the City’s big ball field on Sundays from March 26 through May 17, 2023, from 1 to 7 p.m. for a slow pitch softball league by Herra and seconded by Pinnick.

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

Motion to allow Stephanie Kern to host the annual Jim Clark Memorial softball tournament at the City’s big ball field May 13th, 2023, and access to the concession stand by Herra and seconded by Pinnick.

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

11. Printer/Plotter Bids.

Motion to accept the bid of \$1,216.00 from CBS for a Kyocera M3655 IDN multifunction printer/copier/fax plus service agreement of \$168.75 per quarter for 22,500 copies and extra copies at \$0.0075 per copy with printer/copier/fax to be paid out of municipal equipment reserve fund by Schottel and seconded by Pinnick.

Vote: Theresa Herra
Terry Morse
Carolyn Pinnick
Roxanne Schottel

Motion to accept the bid of \$4,435 from Salina Blue for a Canon Pro 4100 S plotter with the cost to be split with Washington County 911 with the City’s portion to be paid out of municipal equipment reserve fund by Schottel and seconded by Pinnick.

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

12. KMU Conference.

Council Member Terry Morse will attend the KMU conference April 26-28, 2023, in Wichita.

13. 210 W 5th Street.

Motion to give the property owner of 210 W 5th Street 60 days from today’s date within which to complete removal of the structure including the filling of the basement and other code requirements with no additional extensions, and if the intent is for garage to remain a stand-alone structure, it must be properly repaired and enclosed to city standards within the same time frame by Schottel and seconded by Herra.

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

At the request of the Council at the March Council meeting, a spreadsheet of all expenses to date on the property of 210 W 5th was given to the Council for review.

14. Mayoral Appointments.

Motion to approve the appointment of Blanche Graham to another four-year term to the Housing Authority Board expiring March 31, 2027, by Schottel and seconded by Pinnick.

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

Motion to approve the appointment of Claire Lahodny to a four-year term to the Library Board from May 1, 2023 through April 30, 2027, by Herrs and seconded by Pinnick.

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

15. Power Plant Lease Purchase.

Motion to approve payment of bill to KMEA Mid-States in the amount of \$67,219.98 to be paid through the UB&T engine lease purchase by Schottel and seconded by Morse.

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

16. Water Project Pay Request.

Motion to approve Water Project Payment Request in the amount of \$302.00 by Herrs and seconded by Pinnick.

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

17. City Administrator Report.

- a) **Water Tower.** Utility Service Company, Inc., will perform the one-year inspection on the water tower April 5th.
- b) **Power Plant Engine Update.** Chalfant requested an update from Farabee on the engines. Chris Farabee provided and email update which was given to the Council for review.
- c) **Washington Chamber of Commerce Employment Expo.** Washington Chamber of Commerce will host an employment expo April 11 from 3-7 p.m. at FNB basement. Chalfant will attend with information on current city employment vacancies.
- d) **303 W 1st Street Issue.** During meter reading on March 1, 2023, staff found the water meter pit located at 303 W 1st Street full of black stinking water. Staff pumped the pit out to inspect for a possible leak, and finding none, staff also noted that it had not rained recently. Staff returned the next day and pit was partially filled again with the same nasty water, noting that it smelled like sewer. City Administrator contacted homeowner of possible sewer issue as their private sewer line was in very close proximity to the water meter. The homeowner had her son contact City Administrator to discuss options since the water meter set was replaced just a couple of years ago by the water contractor, and wondered if there was a possibility that it may have been damaged. Both parties agreed to have Latta Plumbing camera their sewer line and if there was damage that could be attributed to the contractor, the city would cover the cost of the camera and repairs. If a problem was found not associated with the water project, city would split the cost of the camera and the property owner would have to cover cost of repairs. Upon camera inspection, their sewer line was in excellent condition. City will cover cost of camera inspection. Staff has been unable to determine the source of the stinking water, and the meter pit has been dry for the past two weeks.

- e) **Power Plant Operator/Superintendent.** No applications have been received for power plant operator/superintendent.
- f) **Free Dump Days.** Washington County Free Dump Days are May 4-6th. Staff will pick up applicable items at the curb May 4th.
- g) **Park Lift Station.** Hickman Environmental Services, the contractor that services Smith & Loveless pumps, presented a quote for repairs on the Park Sanitary Sewer Lift Station for \$2,000.00. They will try to get repairs scheduled as soon as possible. They suspect the only thing wrong is a crack in the suction pipe on Pump #1.
- h) **Drainage Waterway at Lagoons.** City Administrator was contacted by Micky Walter, stating that Tim Jueneman with Orval Jueneman's will be scheduling work on Dale Keesecker's field ditch, which was cut by a breach in the waterway ditch on the east side of the city's lagoons. Kevin Laflen with Jueneman's met with City Administrator on Friday, March 24, 2023, to discuss the waterway. Jueneman's plan to work on the waterway and Keesecker's ditch the week of March 27th. Estimated cost for the city is approximately \$1,5000.00 to \$2,000.00.
- i) **Lead Service Line Replacement.** Staff is working on a letter to send to property owners about lead service line replacement.
- j) **Playground Committee.** No information available this month.
- k) **Driveway Approach at 309 E 5th Street.** City Administrator was contacted by Gary Gauby about the concrete curb replaced by the water contractor at his mother's residence at 309 E 5th Street was not poured back correctly and left a sharp corner at the entrance off of E 5th Street. This is the first time the city was made aware of the issue. City Administrator investigated and did find that the west side of the west approach did have a sharp corner and it was noted that obvious vehicle tire marks were visible on the sharp corner. City Administrator will try to schedule this corner to be rounded out by a concrete contractor while they are performing concrete work for the city sanitary sewer crossing over Plum Creek on East 1st St.
- l) **KRWA Board.** City Administrator Carl Chalfant was elected to serve another three-year term on the Kansas Rural Water Association Board of Directors at the 54th annual conference.
- m) **Purple Wave Items.** The following items were sold on Purple Wave, and the proceeds of \$26,310 will be deposited into the Municipal Equipment Reserve fund. All items were paid for and removed from insurance.
 - i. 2-500 gallon propane tanks - \$2,000
 - ii. John Deere 826 snow blower - \$250
 - iii. 2 spools of southwire 18/1 wire = \$160
 - iv. 1998 Pace American sewer inspection trailer - \$6,100
 - v. 1998 Chevy C1500 pickup - \$2,200
 - vi. 2010 Onan 30SK generator - \$4,400
 - vii. 1992 Vermeer 1250 BC wood chipper - \$9,600
 - viii. Patchman Road Maintenance 720 pothole patcher - \$1,600

18. City Clerk's Report.

- a) **UB&T Lease Purchase.** The borrowed amount on the lease purchase agreement for the purchase of two engines at the power plant was lowered by \$300,000 due to the proceeds from the insurance claim proceeds. The City will be responsible to pay \$300,000 in expense towards the installation by Farabee of the engines.
- b) **KDOT Cost Share Application.** City Clerk Denise Powell submitted the application and supporting documentation for the KDOT Cost Share Program for the Street Project on Monday, March 20, 2023.

- c) **Reports.** The Washington County Senior Citizens Meal Site board meeting minutes and February 2023 financials and March Fire minutes were given to the Council for review.

19. Reports.

Theresa Herrs

- a) **Park Improvements.** Herrs presented her list of park improvements as requested at the March council meeting. All other council members and mayor will get their list to the City Clerk to be included in the May council packets.

Ryan Kern.

- a) **Electricity.** Discussed the power issues on feeder line three. City Administrator Chalfant staff is working to find the issue and stated they are using fault finders to assist in locating the issues. They are concentrating on a secondary feed at Colonial Acres.

20. Executive Session.

Motion to enter into executive session to discuss employee evaluation and job performance for non-elected personnel to include the Mayor, Council, and City Attorney to resume in the Council chambers at 8:28 p.m. by Schottel and seconded by Herrs.

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

Motion to enter into executive session to discuss employee evaluation and job performance for non-elected personnel to include the Mayor, Council, City Administrator and City Attorney to resume in the Council chambers at 8:40 p.m. by Schottel and seconded by Herrs.

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

Meeting adjourned by Herrs and seconded by Pinnick.

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

Adjourned at 8:41 p.m.

Denise M. Powell, City Clerk