

WASHINGTON CITY COUNCIL MINUTES
Regular Meeting – via Zoom
May 4, 2020

1. Call to order by Mayor.

2. Roll Call.

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

Absent: Kevin Elder

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

Others: Chris Pannbacker, Washington County News, Zoom
Sharon Pierce, Washington Library Board, Zoom
Sarah Hines, loan specialist, USDA Rural Development, Zoom
Clint Hibbs, professional engineer, BG Consultants Inc, Zoom
Phyllis Applegarth, Washington Library Board, Zoom
Shailyn Zenger, Lifeguard, 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 April 6, 2020 by Imhoff and seconded by Schottel.

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

Bryant, Hibbs and Zenger joined meeting at 6:33 p.m.

5. Appropriations Ordinance 2020-05.

Motion to approve appropriations ordinance 2020-05 by Schottel and seconded by Imhoff.

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

6. Library Roof.

Motion to approve the recommendation from the Washington Library Board to accept and award the bid to Milbourn Construction LLC in the amount of \$105,995 for a roof overlay system by Bryant and seconded by Herrs.

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

The Council, at last month's Council meeting, made a motion to allow Clint Hibbs, BG Consultants, Inc., to negotiate with the contractor the possibility of reducing costs or scope of work associated with the Washington City library roof due to the bid coming in over the estimated cost. Hibbs stated the contractor agreed to take out some of the masonry work. Under the new proposal the contractor will clean the masonry, seal the wall and replace the gutters and down spouts. The original bid asked for repointing and repair of the wall, which has been eliminated.

Hibbs said the life expectancy of the membrane roof is 20 to 30 years and it is important to have the roof inspected once a year to make sure there are no holes or other damage to the membrane.

Work will not begin for a couple weeks as it will take that long to complete the paperwork.

Mayor Ryan Kern asked if the Library would be open tomorrow. Applegarth stated the Library board will discuss a plan for reopening at next week's Library board meeting.

Phyllis Applegarth, library board president, stated repairs to the roof were critical for the library to continue to offer services. Sharon Pierce, library board treasurer, stated she was happy with the proposal. Sarah Hines, loan development specialist for Rural Development, USDA, said the library board has been proactive on the roof project and stated, "I have good faith in this project."

Hibbs and Hines left at 6:48 p.m.

7. Covid-19.

Motion to authorize the City Administrator Carl Chalfant to utilize his discretion as when to open city buildings to public access by Schottel and seconded by Herrs.

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

Staff continues to work on monitoring changes, regulations, Executive Orders, etc., to assist with updating/developing guidelines and action plans, and gathering response equipment. The League of Kansas Municipalities has been providing guidance as well.

On April 30, 2020, Governor Kelly issued guidance on re-opening of the state, and a summary of the phases were given to the Council for review. This does include waiving utility disconnects for non-payment until May 31, 2020. On Monday, April 27, 2020, the Washington County Commissioners rescinded Washington County Emergency Health Order 2020-01, which imposed quarantine of county residents who traveled to designated Kansas counties. The restriction for travel to states per KDHE guidance remains in effect.

Per guidance from the League of Kansas Municipalities, in the interest of protecting staff, government buildings can remain closed to the public and continue to operate in the same capacity as we have been, and recommend considering doing so at least through Phase One.

Discussed the financial impact the City will face including the significant decline in tax revenue, a decrease in tax distribution payments and utility revenue.

City Attorney Elizabeth Hiltgen said Caroline Scoville has done a great job following up on the rules and regulations of COVID-19 and can't be commended enough.

Staff is still gathering information related to the swimming pool and ball season, and may need further discussion and guidance from the council as the reopening plan progresses. At this time, there is no way to get lifeguards trained as Red Cross has postponed all training events.

The Pee Wee State Association received 13 of 19 votes in favor of playing this season. Game season will run June 1 through July 10. District tournament will be July 13-17 and State tournament will be July 20-24. They are asking each team to abide by county/city regulations and that may change day to day. Ball practices can start in phase two which begins May 18th. The Washington Ball Association is moving forward with forming teams and it will be up to the parents if they want to allow their children to participate. City Administrator Carl Chalfant stated a water heater will need to be installed for the bathrooms at the ball field.

The consensus of the Council was to open the playground and camper bathrooms Tuesday, May 5th with staff following CDC and KDHE cleaning guidelines and posting signs on how to protect against COVID-19 and rules per the Governor's phased opening plan. Council Member Roxanne Schottel will research if hand air dryers meet the recommendations from the CDC/KDHE.

7:13 Zenger left meeting.

8. Resolution 2020-04.

Motion to adopt Resolution 2020-04, A RESOLUTION MAKING CERTAIN AMENDMENTS TO THE PERSONNEL POLICY OF THE CITY OF WASHINGTON, KANSAS, by Schottel and seconded by Bryant.

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

9. Computers/Internet/Email/Telephone.

The four new computers and two printers for City Hall were installed April 22, 2020. The City's email accounts did not work with Microsoft Office/Outlook 2019, due to a domain name mismatch. Staff researched different options for internet providers and email, with Blue Valley Telecommunications being the best option. Switching providers will require staff to change their email addresses. Blue Valley has agreed to waive the installation fee of \$199 as the City is already a current customer. Blue Valley internet will cost \$50 per month and include five email addresses and telephone will cost \$79.50 plus applicable fees for the three phone lines. Long distance service will remain with Touch Tone Communications and Valnet will provide webhosting for the City's web page.

10. Fire Department Resignations.

Motion to accept the resignations of Richard Applegarth effective March 18, 2020, and Trenton Neugebauer effective April 6, 2020, from the Fire Department, by Herrs and seconded by Schottel.

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

11. Vehicle Request.

Motion to approve the purchase of a 2010 Ford Escape in the amount of \$6500 from Federal Surplus to be paid out of the Municipal Equipment Reserve by Herrs and seconded by Bryant.

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

12. Mayoral Request.

Motion to approve 2020 Mayoral appointments as presented by Mayor Ryan Kern by Schottel and seconded by Herrs.

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

Foster joined meeting at 7:25 p.m.

13. City Administrator Report.

- a) **LKM Governing Body Institute.** The date for the League of Kansas Municipalities 2020 Governing Body Institute has been moved to July 31-August 1, 2020, in Manhattan. Any elected official wishing to attend was asked to let City Clerk Denise Powell know so conference registration can be completed and motel reservations can be made.
- b) **Summer Help.** Staff has not received any summer help applications. There was discussion about checking with lifeguards to see if any had an interest in summer help.
- c) **Washington County Community Foundation Grant.** Staff was awarded the Washington County Community Foundation Grant to purchase a 65" smart TV, wall mount and DVD player for the Emergency Services Building.
- d) **Capital Improvement Plan.** Staff has not had time to work on this but will revisit in the future.
- e) **B Street Project.** Tony Duevers, CES Engineering, reached out to the B Street Contractors and they are slated to begin work May 11. A copy of the proposed scheduled and phasing plan was given to the Council.
- f) **EMS Power Load.** The Power Load system has been installed in the ambulance and is working great. EMS personnel are extremely appreciative and would like the Council to know that it has made a significant impact.
- g) **Voltage Conversion Mutual Aid.** Staff 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.
- h) **Mill Creek Streambank Stabilization.** The project is nearly complete except for the seeding and erosion control mat being placed and some waste material needing to be hauled off yet, along with the compacted farm ground to be ripped up.

There will be a need for some price negotiations due to the actual quantity of material used being less than the engineer's estimate in the bid contract. Greg Jueneman, the City along with NRCS are working on the proposed change order. This will most likely require a special council meeting once negotiations are complete.

- i) **Water Project.** Orr Wyatt Streetscapes request for payment #2 was enclosed in the accounts payable for May. Brian Foster, professional engineer, gave an update on the contractors work. The contractor has two more crews working on the project.

Mayor Ryan Kern asked if properties with irrigation systems and landscaping were being bored. Foster said he wasn't comfortable making a general statement that everyone with a sprinkler system would be bored and as according to the contract 20% of the project is required to be bored. Kern said he saw an area where sod was ripped up and relaid and he was pleased with that. Foster said he was in Washington one day last week and was pleased with the work he had seen.

Foster left at 7:38 p.m.

- j) **Roof Update.** City Attorney Elizabeth Hiltgen stated she visited with Justin Dragastin, The Dragastin Agency and the City's insurance provider, about damages from McGee Roofing during installation of the new membrane roof at City Hall and the Power Plant. Staff sent a letter to Vernon McGee, owner, a letter asking for reconsideration of the dollar amount proposed regarding damage to the City Hall roof. No response has been received as of January 28, 2020. The City retained 10% of the bill until a resolution has been reached.
- k) **Storm Sirens.** Haug Communications was to be here Monday to work on sirens but was postponed due to weather. They have rescheduled to Tuesday, May 4th.

14. City Clerk's Report.

- a) **Insurance Dividend.** Staff received from Justin Dragastin, The Dragastin Agency, a Kansas Municipal Utilities Safety Group dividend check in the amount of \$19,788.16 from EMC Insurance on April 27.
- b) **Library.** Sharon Pierce, library board member, reported the library was not awarded a grant to help with the roof from the Washington County Community Foundation.
- c) **2019 Audit.** Colette Greene, Summers, Spencer & Company has made it through 50% of the audit. When management gives staff the okay to go out for fieldwork they plan to spend one day at the City to finish up everything that cannot be done remotely.
- d) **Reports. Washington County Senior Citizens Meal Site.** The March 2020 financials for the Washington County Senior Citizens Meal Sites are enclosed.

15. Reports.

Theresa Herra

- a) **Housing Demo and Cleanup Programs.** Reported citizen contact about the City not doing the Housing Demolition Program or the Housing Cleanup Program. City Administrator Chalfant stated the Housing Demolition Program was placed on hold due to the landfill being closed and the Cleanup Program was cancelled due to the County not doing the Free Dump Days.

Melanie Bryant,

- a) **Tree.** Discussed a large tree over Plum Creek and over the City's sewer line. Chalfant stated it was on the project list to get done.
- b) **Bridge Railing.** Discussed kids playing on bridge railing near her property. It was suggested she talk with the parents.

Don Imhoff.

- a) **B Street Project.** Discussed the B Street Project starting May 11 and running through September 11 and the condition of 18th Road. City Administrator Carl Chalfant will visit with the County and Farmington Township.

Ryan Kern.

- a) **Electric Issues.** Discussed recent problems with electric lines. Chalfant stated a primary burnt where the lines cross Willow Drive and a pole broke in the 600 block of Woodland Drive.
- b) **Jim Clark Memorial Softball Tournament.** Mayor Ryan Kern on behalf of the Jim Clark Family asked for Council approval to host the Jim Clark Memorial Softball Tournament May 30th. Due to the

gathering limits through COVID-19 the consensus of the Council was not to allow the tournament to be held on that date.

Motion to adjourn by Schottel second by Herrs.

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

Meeting adjourned at 7:55 p.m.

Denise M. Powell, City Clerk