

WASHINGTON CITY COUNCIL MINUTES
Regular Meeting – City Hall
6:30 p.m. – July 7, 2025

1. Call to order by Mayor Garrett Edgar.

2. Roll Call.

Present: Garrett Edgar, Mayor
 Amy Anderson, Council Member
 Mary Ann Crome, Council Member
 Jerry Fuhrken, Council Member
 Terry Morse, Council Member
 Carolyn Pinnick, Council Member

Absent:

Staff Present: Carl Chalfant, City Administrator
 Denise Powell, City Clerk

Others: Cynthia Scheer, Washington County News
 Taylor Miller, 4th of July Committee
 Chris Milam, Washington Boy Scout Leader
 Lyle Milam, Washington Boy Scout
 Brenda and Kenny Nelson, Washington
 Mary and Lonnie Sawin, Washington

3. Approval of Agenda.

Motion to approve the agenda by Pinnick and seconded by Crome.

Vote: Ayes: Amy Anderson
 Mary Ann Crome
 Jerry Fuhrken
 Terry Morse
 Carolyn Pinnick

4. Citizens Comments.

Taylor Miller, 4th of July committee, came in to thank the city for their support for 4th of July celebration. The funds raised will assist with next year's celebration which is the 250th anniversary, signing of the Declaration of Independence. Miller gave a special thanks to city employee Chris Milam who helped with cleanup the day after, stating he went above and beyond helping to empty trash and put stuff away. Again, she stated how thankful the committee was for all the support from the city and community. Mayor Edgar stated it was an awesome atmosphere and hopes it continues.

5. Minutes.

Motion to approve the minutes of the regular meeting of June 2, 2025 and special meeting June 16, 2025, by Pinnick and seconded by Anderson.

Vote: Ayes: Amy Anderson
 Mary Ann Crome
 Jerry Fuhrken
 Terry Morse
 Carolyn Pinnick

Motion to approve the minutes of the special meeting June 16, 2025, by Pinnick and seconded by Crome.

Vote: Ayes: Amy Anderson
Mary Ann Crome
Jerry Fuhrken
Terry Morse
Carolyn Pinnick

6. Appropriations Ordinance 2025-07.

Motion to approve appropriations ordinance 2025-07 by Pinnick and seconded by Morse.

Vote: Ayes: Amy Anderson
Mary Ann Crome
Jerry Fuhrken
Terry Morse
Carolyn Pinnick

7. Chickens.

Motion to approve Ordinance No. 827, AN ORDINANCE AMENDING CHAPTER 2, ARTICLE 1, OF THE CITY CODE OF THE CITY OF WASHINGTON, KANSAS, AND PROVIDING FOR THE KEEPING OF CHICKENS WITHIN THE CITY LIMITS OF THE CITY OF WASHINGTON, KANSAS, as presented by Pinnick and seconded by Crome.

Vote: Ayes: Amy Anderson
Mary Ann Crome
Jerry Fuhrken
Carolyn Pinnick
Nay: Terry Morse

Motion to approve the Application for the Keeping of Chickens as proposed with the following modification of adding three to five business days to process application by Pinnick and seconded by Crome.

Vote: Ayes: Amy Anderson
Mary Ann Crome
Jerry Fuhrken
Carolyn Pinnick
Nay: Terry Morse

Morse requested it be stated “a \$100 fee is ridiculous.”

8. Public Hearing.

The Council adopted Resolution 2025-04, A RESOLUTION DEEMING AND DECLARING IT NECESSARY TO HOLD A HEARING TO DETERMINE IF CERTAIN STRUCTURES LOCATED IN THE CITY OF WASHINGTON, KANSAS, HEARING DESCRIBED ARE UNSAFE, DANGEROUS, SHOULD BE CONDEMNED AND ORDERED TO BE REPAIRED OF DEMOLISHED for structures located at 321 W 5th and 123 W 6th.

City Attorney Elizabeth Baskerville-Hiltgen stated there was an issue with publication and it was only published one time. Hiltgen has spoken with all interested parties of 321 W 5th who were notified via certified mail. Both parties have agreed neither are owners. Hiltgen will draft an acknowledgement and will have both parties sign and return. City would have nobody to mail bill to as there is no owner. Bills will be assessed directly to the tax roll.

The certified letter was returned for 123 W 6th and will need second publication. Staff will inspect other properties in the city to determine if they are unsafe and dangerous and should be condemned prior to moving forward taking care of multiple properties.

Brenda Nelson, Washington, asked about mowing the Miller property and wanted to thank Garrett Edgar, Justin Svanda, Art Schottel and her husband Kenny for mowing the Miller property. City Attorney Baskerville-Hiltgen said there are certain steps the city has to go through with respect to mowing that gives the city availability to mow. City staff does a good job by following statues and the proper notification process.

Lonnie Sawin asked if three small buildings with no roofs north of the house could be demolished at the same time. Baskerville-Hiltgen stated only what was identified on the violation.

Motion to adopt Resolution 2025-06, A RESOLUTION FINDING THAT CERTAIN STRUCTURES LOCATED ON LOTS ELEVEN (11), TWELVE (12) AND THIRTEEN (13) IN BLOCK THIRTY (30), IN THE CITY OF WASHINGTON, KANSAS, WITH A PHYSICAL ADDRESS OF 321 W. 5TH STREET, IN THE CITY OF WASHINGTON, WASHINGTON COUNTY, KANSAS, ARE UNSAFE AND DANGEROUS AND DIRECTING THAT THE STRUCTURES BE REMOVED AND THE PREMISES MADE SAFE AND SECURE by Pinnick and seconded by Morse.

Vote: Ayes: Amy Anderson
Mary Ann Crome
Jerry Fuhrken
Terry Morse
Carolyn Pinnick

The resolution must be published one time.

9. EAP.

Motion to accept the quote of Compliance One as presented for an Employee Assistance Program (EAP) in the amount of \$2 per member per month with six face to face visits per year for full-time employees by Pinnick and seconded by Crome.

Vote: Ayes: Amy Anderson
Mary Ann Crome
Jerry Fuhrken
Terry Morse
Carolyn Pinnick

Council asked staff to discuss the benefits of the Employee Assistance Program at the regular safety training meetings a couple times a year.

Sawin and Nelson left at 7:22 p.m.

10. Leave Behind Program.

Motion to ratify the approval of the First Responder Comprehensive Addiction Recovery Act Initiative Memorandum of Understanding between DCCCA, Inc., and City of Washington EMS by Anderson and seconded by Fuhrken.

Vote: Ayes: Amy Anderson
Mary Ann Crome
Jerry Fuhrken
Terry Morse
Carolyn Pinnick

Motion to approve the Naloxone Leave Behind Program Policy by Anderson and seconded by Pinnick.

Vote: Ayes: Amy Anderson
Mary Ann Crome
Jerry Fuhrken
Terry Morse
Carolyn Pinnick

11. Personnel Policy

Consensus to authorize City Attorney Elizabeth Hiltgen to draft a resolution to update the personnel policy eliminating Use of Vacation “but not during first six months of employment.”

12. Resolution 2025-05 Hazard Mitigation.

Motion to adoption Resolution 2025-05, May 2024 Northeast Kansas (Region K) Multi-Hazard, Multi-Jurisdictional Hazard Mitigation Plan as presented by Anderson and seconded by Morse.

Vote: Ayes: Amy Anderson
Mary Ann Crome
Jerry Fuhrken
Terry Morse
Carolyn Pinnick

13. Washington County Senior Citizens Meal Site.

Staff received an official letter from Sandra Kingston, site manager of Friendly Corners, stating a motion was made by the Washington County Senior Citizens Meal Site to discontinue service at Friendly Corners meal site. The building will be vacated the end of September 2025.

Chris Milam, Boy Scouts, asked the Council to consider allowing them to use the building for their weekly meetings. Milam said Boy Scouts and Cub Scouts don’t have dedicated place to meet, stating “it could be a place to call home” and they could do work on the building. “It is an investment into the youth”. They currently have five scouts and the Lions Club is their sponsor. Katie Wenzl does cub scouts and Rotary is their sponsor.” Milam asked the city to pay utilities.

Mayor Edgar said “it is definitely something to consider,” he appreciates the interest and it’s something to think about.

14. City Administrator Report.

- a) **EMT.** Full-time EMT Caroline Scoville recently completed her Advanced EMT training, and was successful at passing her exam. She is now an AEMT, and will be working with Dr. Hodgson, medical director, on updating protocols.
- b) **Code Violations.** Staff has been working on code violations. Some written complaints and a list from some council members has been received. Staff will continue as time allows. Some have been sent certified mail, some have been sent to the Sheriff office for personal service, and some have been sent to the newspaper for publication.
- d) **Ambulance Service.** Discussions regarding the future of ambulance services have continued with commissioners, council reps, county/city attorney, and other ambulance service representatives. A copy of the report from Fitch & Associates is enclosed for review.

Kylie Scheele, Linn City Council representative, submitted an email and a request for a business plan from both Washington and Linn EMS. A copy of her correspondence is enclosed. The request asks for a model business plan of each type of service, county owned/operated, city owned/operated, and private contract.

Staff visited with Scheele and discussed the options, and staff does not feel preparing a plan for a county owned or privately owned service is the duty of the city. Those plans could come from those types of entities. The request asks for information that is not readily available at this time and would require more answers than what staff has, as well as council commitment to move forward with discussing any type of city-owned/operated full-time service.

City Attorney Baskerville-Hiltgen gave a brief summary of the executive summary prepared by Fitch and Associates. City of Clifton is in process of negotiating a contract with Clay County EMS. Everyone needs to be on board, something needs to change due to low staffing. Washington County is one of very few counties that operates on volunteer service.

Commissioners did create a funding district to set a mill levy to fund ambulance service according the Baskerville-Hiltgen. County could contract with a for profit ambulance service; contract with existing municipal service or operate a countywide service. One of the existing services could provide service county wide she said, and a good example is what city of Washington did with Hanover. Nobody knows what the best direction is. It is important for governing bodies to decide what is best way to move forward.

Mayor Garrett Edgar spoke with Mayor of Linn and they are wanting to know where Washington is sitting. People just want to know when they need an ambulance there will be an ambulance, said Baskerville-Hiltgen.

d) Phone System/PCs. Phone system and computers were installed June 17.

e) Sewer Lining 2025 Project. Mayer's have started with the sewer lining project on North B Street. Staff has repaired two of the six pin point repairs and are diligently attempting to work on the other four.

f) Purple Wave. Staff has listed a trash pump, the old city fire truck, the street broom, and the old oil distributor on purple wave. The 1989 chevy fire truck sold for \$4,400; the Hydra broom sold for \$3,100; the 1985 oil distributor sold for \$2,250; and the trash pump sold for \$1,300.

g) Pickleball Club. Taylor Miller, Pickleball Club, contacted Chalfant about funds the Pickleball Club has raised and was considering doing a project at the C Street Island. Maybe install three flag poles, US Flag, Kansas Flag, school flag? Mayor Edgar said the curb is rough. Chalfant stated there is underground wiring and a sprinkler system in the island. Edgar said the Council needs to brainstorm on what direction they wish to take.

h) Boy Scouts. Chris Milam, Boy Scout Pack 186 leader, has inquired if the Friendly Corners building could be used for a meeting space for the boy scouts until a formal decision is made on the future of the building.

i) Streets. Staff has been working on streets as much as possible. The plan is to work on East 3rd Street to have it thoroughly repaired before closing East 2nd Street for the street replacement project. Once all of the major pot holes are taken care of, staff will schedule delivery of the milling attachment for milling out big bad spots and cutting down edges and overlaying those areas.

j) Water Valve Exercising. Water apprentices will be working with Greg Metz from KRWA to start exercising water valves. He will be instructing them on the correct operation of the exercise machine along with the correct procedure of operating each of the different sizes of valves in the system. The city's exercising program requires at least 60 valves be exercised this year per KDHE regulations.

15. City Clerk's Report.

a) Animal Ordinance.

As requested by Council Member Mary Ann Crome, a copy of the Animal Ordinance is enclosed for review in reference to dogs.

c) Budget.

Staff received the estimated assessed valuation and revenue neutral rate from the county which was sent to Shipley CPA. He sent the figures back, not exceeding the RNR. An adjourned meeting will need to be set to begin reviewing the budget to determine if the City will need to exceed the RNR. Consensus of the Council was to adjourn to 8:30 a.m. Saturday, July 12 at City Hall.

If the city chooses not to exceed the RNR the city must hold a budget hearing by September 20th. Publication of hearing must be done 10 days prior to budget hearing. The County Clerk must receive a certified budget no later than 5 p.m. October 1st.

If the city chooses to exceed the RNR, the city must notify the county clerk no later than July 20th of intent to levy above the Revenue Neutral Rate (RNR); hold a RNR hearing prior to or in conjunction with the budget hearing between Aug. 20th and Sept. 20th; place publication of the hearing in the newspaper and on the city's website 10 days prior to the RNR hearing and budget hearing; pass a resolution to exceed the RNR prior to adopting budget, record roll call and record vote of each governing body member, and adopt budget after resolution passed. Governing body certifies the budget to the county clerk no later than 5 p.m. Oct. 1st. County Clerk will notify tax payers via mail/email of all taxing subdivisions exceeding RNR 10 days prior to first hearing in the county.

d) Library Budget. Staff received an email as written confirmation from Natalie Welch, Library Board member, that the Library Board approved staying at 8.006 mil for 2026 budget. Copy of notice was given to the Council for review.

e) Kansas Gas Service. Staff received a bill from Kansas Gas for the power plant. A copy of the bill was given to the Council for review.

f) Forestry Grant. Blaine Stroble, community forester for Kansas Forest Service, reached out to staff June 25, 2025, about an available grant available to assist small rural communities in managing trees and also information on Tree City USA. The city could apply for up to a \$100,000 no match grant. This is a reimbursement grant, meaning the city must front the money, then file for reimbursement. Turnaround is usually less than two weeks. If this is something the council is interested in, staff would suggest contacting the tree board to meet and discuss the grant and Tree City USA. Staff met with the tree board in Stroble would be happy to meet to answer any questions and provide suggestions and recommendations. Grant deadline is Aug. 22, 2025.

The city worked with forestry back in 2015 to begin managing trees in the city park. Some progress was made but more work is needed. Other areas the council may consider would be around the dam, ball park, pool, etc. The grant is simple but does require a proposed project, budget, start/end dates and map. The work can be done by staff and/or contractor bid.

Consensus is to move forward and notify the Tree Committee to meet with Stroble to discuss the grant opportunity.

g) Reports.

June Fire and Library Board minutes; and Washington County Senior Citizens Meal Site accounting report for May were given to the Council for review.

16. Council Reports.

Carolyn Pinnick.

a) Powerlines. Pinnick asked when the power lines to Bob's Locker at Industrial Park would be installed. Chalfant said they need to work with Bradford Built as the service must be disconnected for the installation.

Terry Morse.

- a) **Complaints.** Morse said he has heard a complaint about the sewer charge on water bill for watering grass.
- b) **Alleys.** Morse also asked who owns alleys. It was stated the city owns alleys but not easements. There is a map in city hall that identifies alleys and easements.

Mary Ann Crome.

- a) **4th of July.** Crome stated the 4th of July celebration was great and thanked those involved with organizing the celebration.

Jerry Fuhrken.

- a) **Streets.** Inquired about patching streets, and City Administrator Chalfant stated they are getting done as time allows.

Mayor Garrett Edgar.

- a) **Council.** Mayor Edgar asked the Council to remember what their job is and to pay attention to what they are supposed to do. Edgar stated, “there are times you have to tell people what they don’t like to hear.”

17. Executive session.

Motion to enter into executive session to discuss employee performance for non-elected personnel to include the Mayor, Council, and City Administrator, to resume in Council chambers at 8:32 p.m. by Pinnick and seconded by Crome.

Vote: Ayes: Amy Anderson
Mary Ann Crome
Jerry Fuhrken
Terry Morse
Carolyn Pinnick

Motion to enter into executive session to discuss employee performance for non-elected personnel to include the Mayor, Council, and City Administrator, to resume in Council chambers at 8:37 p.m. by Pinnick and seconded by Crome.

Vote: Ayes: Amy Anderson
Mary Ann Crome
Jerry Fuhrken
Terry Morse
Carolyn Pinnick

Motion to adjourn to 8:30 a.m. Saturday, July 12, 2025, by Pinnick and seconded by Crome.

Vote: Ayes: Amy Anderson
Mary Ann Crome
Jerry Fuhrken
Terry Morse
Carolyn Pinnick

Adjourned at 8:48 p.m.

Denise M. Powell, City Clerk