

WASHINGTON CITY COUNCIL MINUTES
Regular Meeting – City Hall
February 5, 2024

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
 Caroline Scoville, Full-time EMT
 Elizabeth Baskerville-Hiltgen, City Attorney

Others: Cynthia Scheer, Washington County News
 Angela Martinez, USD 108, Washington

3. Approval of Agenda.

Motion to approve the agenda as amended by Pinnick and seconded by Morse.

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

4. Citizens Comments.

Angela Martinez, a student in a project-based learning class at USD 108, visited with the Council about a project to make it reasonable for residents to get house numbers on their homes. She stated she is using Washington to pilot the project and if it goes well will extend to the rest of the County.

Martinez brought a prototype of a wood house number sign that would be made by students at a cost of \$5 or less. She would like to allow people to pay double so that signs could be given to those that can't afford it. House numbers are crucial for emergency services. City Administrator Carl Chalfant said it is frustrating for EMS when looking for a house to someone needing care. Council Member Mary Ann Crome commented how reasonable the price was. Caroline Scoville, full-time EMT for City, will work with Martinez.

Council Member Mary Ann Crome asked Scoville about ambulance schedules for February. Scoville stated the waiver took effect on Feb. 1, 2024. It is for one year with an option to extend for 12 months. Washington's schedule was full but Hanover's is still short a few shifts. Scoville stated she is expecting a site visit from the consultant hired by the County to assist with a countywide EMS service.

5. Minutes.

Motion to approve the minutes of the regular meeting held January 2, 2024, by Crome and seconded by Fuhrken.

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

6. Council Present/Financial Signers.

Motion to elect Terry Morse as president of the Council by Pinnick and seconded by Fuhrken.

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

Motion to add Mayor Garrett Edgar and Council President Terry Morse as authorized signers to the City bank accounts at FNB Washington and United Bank & Trust, Washington, by Crome and seconded by Pinnick.

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

7. Appropriations Ordinance 2024-02.

Motion to approve appropriations ordinance 2024-02 by Pinnick and seconded by Crome.

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

8. Power Plant Lease Purchase Agreement.

Motion to approve payment of a bill as presented for Farabee Mechanical Inc. in the amount of \$365,535.00 with \$35,493.44 to be paid through the UB&T engine lease purchase and \$330,041.56 paid out of Electric Production by Pinnick and seconded by Morse.

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

9. Policy Updates.

Motion to adopt the updated Emergency Water Supply Plan as amended by Pinnick and seconded by Crome.

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

Motion to adopt the updated Emergency WasteWater Supply Plan as presented by Crome and seconded by Morse.

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

Motion to adopt the Municipal Water Conservation Plan as presented by Pinnick and seconded by Morse.

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

Motion to adopt the updated Electric Distribution Standard Operating Procedures Policy as presented by Pinnick and seconded by Morse.

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

Council Member Mary Ann Crome asked if security cameras were installed at various locations. Chalfant said staff received information from a vendor regarding potentially expanding the city's security surveillance system.

10. Networks Plus Access.

Motion to approve and authorize the execution of the addendum to the managed wireless networking agreement with Networks Plus at a rate of \$35/month by Crome and seconded by Fuhrken.

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

11. Land Water Conservation Fund.

Motion to authorize the mayor to sign the 2024 Annual Operation & Maintenance Assurance Statement for Project No. 20-00380 Washington Golf Course by Crome and seconded by Fuhrken.

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

12. Sidewalk, Curb & Gutter, Housing Cleanup Programs.

Consensus of the Council to defer the Sidewalk, Curb & Gutter and Housing Cleanup Programs for 2024 until Old City Hall demolition is completed and more information is received regarding the street rehabilitation program.

13. Hire of Ambulance Personnel.

Motion to ratify the hire of ambulance assistant personnel of Matthew Beckmann, Travis Dinkel, Auston Donovan, Tammy Gano, Nicholas Garber, Brad Heiman, Denise Powell, and Dayton Shockley by Crome and seconded by Fuhrken.

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

Motion to ratify the hire of ambulance personnel of Jayda Edgar and Aubrie Schaeffer by Pinnick and seconded by Fuhrken.

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

Council Member Crome asked if Edgar and Schaeffer would be covered by the City’s insurance. Chalfant stated they will be covered as long as they operate within the City’s protocol.

Motion to hire Lionel Saylor as ambulance assistant by Pinnick and seconded by Morse.

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

14. Supplemental Staff Ambulance Assistant Protocols & Procedures.

Motion to adopt City of Washington EMS Protocols and Standard Operating Procedures for Supplemental Staff Ambulance Assistants by Pinnick and seconded by Morse.

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

15. City Administrator Report.

- a) **US-36 KDOT Unofficial Detour Route Reimbursement.** City Administrator has received the final paperwork on the reimbursement but funds have not been received as of February 1, 2024.
- b) **Waste Tire Grant.** Staff submitted the Waste Tire grant paperwork for two picnic tables and two benches at the pool, and two picnic tables at the campground. The total project cost is \$6,254.00.
- c) **C Street Island.** City Administrator Carl Chalfant discussed the C Street Island. The trees are becoming detrimental and are considered an invasive species. During the last snowstorm the trees caused some damage to snow removal equipment and the maintenance and upkeep to the island is labor intensive. Consensus of the council was to remove the trees.
- d) **PFAS.** Staff received the PFAS results and there was none detected at this time. This is in reference to previously approved testing as required in order to determine whether the city would qualify to participate in a lawsuit that

affects water supply systems who may have experienced contamination. The city will remain in the lawsuit incase PFAS are detected in the future.

- e) **Water Rates.** Staff reviewed water rates for 2023 and recommends no rate increase for 2024. Rates will be reviewed again for 2025.
- f) **Employment Openings.** Staff received one applicant for open street/utility laborers position but it was since withdrawn by the applicant.
- g) **Cybersecurity.** City Administrator Carl Chalfant and Full-time EMT Caroline Scoville attended a recent cybersecurity training for the water/wastewater operational technology components of the systems. EPA issued a mandate for certain aspects of public water supply and wastewater utilities. The mandate has since been challenged in court, but it is best practice, and if it is upheld or reconfigured as another unfunded mandate, the city will be required to comply. At this time, there is a program through the Department of Homeland Security that will provide a consultant free of charge. Staff is working on coordinating a date in March with the consultant and with Networks Plus to obtain recommendations.
- h) **KRWA.** Kansas Rural Water Conference is March 26-28, 2024 at Wichita. City Administrator Chalfant will attend as a KRWA board member. Consensus was to allow Public Works Superintendent Chris Milam to attend the conference.
- i) **Correspondence.** A complementary letter received from Representative Lisa Moser was given to the council for review.
- j) **Old City Hall.** Orval Jueneman Dozer Service plans to take down Old City Hall this month if weather and road conditions to landfill allow.
- k) **KWO Water Projects Fund Grants.** On November 1, 2023, Governor Kelly announced two new water related grant programs funded by \$85 million and over seen by the Kansas Water Office (KWO). These grants will be spread over the next five years. The city was recently made aware that sanitary sewer lining and rehabilitation are eligible projects for the grant funding. Staff submitted a grant application to the KWO on December 28, 2023. Awards will be let by the end of March.
- l) **Code Violations.** Staff will begin work on code violations that received three and four recommendations by the council. Chalfant will make personal contact and staff will send a follow-up letters. City Attorney Elizabeth Baskerville-Hiltgen said violations are spelled out in the city's code.
- m) **KMEA Mid-States.** Staff received email correspondence from Mike Schmaderer, KMEA Mid-States, who stated he hope to be in Washington by the end of the month to finish work on the two new power plant engines.
- n) **Snow removal.** Chalfant stated staff received lots of compliments on snow removal.

16. City Clerk's Report.

- a) **Upcoming training opportunities.** Staff was given information on updated training opportunities which include the Kansas Rural Water Conference & Exhibition March 26-28 in Wichita; City Leaders Academy: Foundational Program April 12-13 in Manhattan hosted by The League of Kansas Municipalities; and The Annual League Conference Oct. 7-9 in Wichita hosted by The League of Kansas Municipalities.
- b) **LMI.** Low to Moderate Income Surveys were mailed Monday, January 8th with a deadline for return of February 2, 2024. North Central Regional Planning Commission will tally the surveys.

- c) **EMS Year End Reports.** A copy of the 2023 Yearend EMS report submitted to the County Clerk for review.
- d) **Cemetery.** Consensus of the council was to assist a group of volunteers in installing a flag pole near the directory at the cemetery with the city installing and paying associated cost for the light. City Administrator Chalfant stated the volunteers plan to reset flag bases for the existing avenue of flags.
- e) **Power Plant Engine Financing.** As of December 8, 2023, the remaining balance in the Power Plant Engine Lease-Purchase is \$35,493.44 which will be expensed out February 5, 2024, upon Council approval. Total estimated remaining expenses is \$58,812.18 which will be paid out of the electric production fund
- f) **Water Bond Payment.** Water Bond Payment is due March 25, 2024. Payment will be made March 22, 2024, as funds must be received one business day prior to payment date.
- g) **Ambulance.** Staff caught a rock on the windshield on the way back from a transfer to Manhattan on Friday. The Dragastin Agency was notified and Livengood Auto Glass will be up Thursday, February 15, 2024, to replace the windshield.
- h) **Insurance.** Staff has sent the bid packet out for the City's insurance. Bids are due back February 26, 2024, and recommendation will be made at the March Council meeting.
- i) **New Council Information.** Staff put together a Council Information binder to assist in providing council with information they may need to assist constituents.
- j) **Audit.** Staff is working with Russell Shipley, CPA, on the 2023 audit.
- k) **Reports.** The Washington County Senior Citizens Meal Site December financials for Friendly Corners and Washington City and RFD #9 December and January fire minutes were given to the council for review.

17. Reports.

Terry Morse.

- a) **Library.** Morse gave City Administrator Carl Chalfant the blue prints of renovations for the library. Morse and Chalfant will attend a meeting Monday Feb. 12th at the library.

Mary Ann Crome.

- a) **City Employees.** Crome asked to meet the City employees. Consensus was to adjourn to 4:30 p.m. Monday, Feb. 26th at the City Shop.
- b) **Potholes.** Crome thanked staff for filling potholes holes on College Street last week and stated E Street by the school needs holes filled.

Garett Edgar.

- a) **Goals.** The Honorable Mayor Edgar asked the Council what their goals were. Consensus was streets and property cleanup. Edgar stated he would like to set goals and work on a game plan to accomplish them. He would like to bring pride back to Washington.

18. Executive Session.

Motion to recess into executive session to discuss employee performance for non-elected personnel to include the Mayor, Council, City Administrator and City Attorney to resume in the Council chambers at 8:20 p.m. by Crome and seconded by Pinnick.

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

Motion to recess into executive session to discuss employee performance for non-elected personnel to include the Mayor, Council, City Administrator and City Attorney to resume in the Council chambers at 8:27 p.m. by Crome and seconded by Pinnick.

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

Motion to adjourn to 4:30 p.m. by Monday, Feb. 26, 2024 at City Shop by Pinnick seconded by Crome.

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

Adjourned at 8:56 p.m.

Denise M. Powell, City Clerk