

WASHINGTON CITY COUNCIL MINUTES
Regular Meeting – City Hall
December 4, 2023

1. Call to order by Mayor Ryan Kern.

2. Roll Call.

Present: Ryan Kern, Mayor
Jerry Fuhrken, Council Member
Terry Morse, Council Member
Carolyn Pinnick, Council Member
Absent: Mary Ann Crome, Council Member
Roxanne Schottel, Council Member
Staff Present: Carl Chalfant, City Administrator
Denise Powell, City Clerk
Others: Amy Anderson, Washington

3. Citizens Comments.

No citizens comments.

4. Minutes.

Motion to approve the minutes of the regular meeting held November 6, 2023, and special meeting of November 20, 2023, as corrected by Pinnick and seconded by Fuhrken.

Vote: Ayes: Jerry Fuhrken
Terry Morse
Carolyn Pinnick

5. Appropriations Ordinance 2023-12.

Motion to approve appropriations ordinance 2023-12 by Morse and seconded by Pinnick.

Vote: Ayes: Jerry Fuhrken
Terry Morse
Carolyn Pinnick

6. Cereal Malt Beverage Licenses.

Motion to approve 2024 cereal malt beverage licenses for Casey's Retail Company, Leiszler Oil dba Short Stop #25, Family Dollar and Washington Bowl by Morse and seconded by Pinnick.

Vote: Ayes: Jerry Fuhrken
Terry Morse
Carolyn Pinnick

7. Refuse Hauler Licenses.

Motion to approve 2024 refuse hauler licenses for Jones Trash Service, Durflinger Disposal Service and Temps Disposal Service, Inc., by Pinnick and seconded by Morse.

Vote: Ayes: Jerry Fuhrken
Terry Morse
Carolyn Pinnick

8. EMS Staffing Variance.

The staffing variance submitted to the Kansas Board of EMS has been approved. The 12-month period will start upon submission of verification of training for non-certified staff. Full-time EMT Caroline Scoville is preparing a curriculum to meet the regulatory compliance, and will begin advertising for individuals interested in serving. A pay rate scale for non-certified EMS personnel will need to be created.

9. Engineering Services Agreement East 2nd Street.

Motion to approve the Engineering Services proposal from CES Group for the KDOT Cost Share – Washington East 2nd Street Rehabilitation upon review by City Attorney by Morse and seconded by Fuhrken.

Vote: Ayes: Jerry Fuhrken
Terry Morse
Carolyn Pinnick

Motion to authorize Mayor to sign the Engineering Services proposal from CES Group for the KDOT Cost Share – Washington East 2nd Street Rehabilitation by Morse and seconded by Pinnick.

Vote: Ayes: Jerry Fuhrken
Terry Morse
Carolyn Pinnick

City Attorney Elizabeth Baskerville-Hiltgen reviewed the agreement and sent the following opinion, “I reviewed the proposed agreement submitted by CES and cross-referenced it with the KDOT Agreement. The required language per the KDOT agreement is contained within CES’s proposed Agreement, specifically in sections 3.7, 3.8, and 12.2. The language is compliant with Paragraph 7, Consultant Contract Language, as obligated by the KDOT agreement. Additionally, I would note the payment provisions as contained in Section 11.0 as there are several components to CES’s payment for various services as referenced therein, and there would be additional costs to the City under 9.3 if geotechnical services are required and a geotechnical laboratory is utilized.”

There was discussion on eliminating the parking in front of the old nursing home. City Administrator will visit with Washington County Hospital CEO Roxanne Schottel.

10. Power Plant Lease Purchase.

Motion to approve payment of a bill as presented for KMEA Mid-States in the amount of \$8,430.34 to be paid through the UB&T engine lease purchase by Pinnick and seconded by Morse.

Vote: Ayes: Terry Morse
Carolyn Pinnick
Abstain: Jerry Fuhrken

11. Storm Sewer Installation.

Motion to accept and authorize the Mayor to sign the bid from Ohlsen Right of Way for installation of storm sewer at a cost of \$26,400 out of street department by Pinnick and seconded by Morse.

Vote: Ayes: Jerry Fuhrken
Terry Morse
Carolyn Pinnick

City Administrator Carl Chalfant will visit with Gary and Mary Kaye Funke and Robert and Judy Funke concerning the installation of the storm sewer on the east side of their property from West 2nd Street to West 3rd Street. Chalfant stated his proposal would be to have the seeding and landscaping and repairs to water system done by the Funke’s contractor.

12. City Administrators Report.

a) **2023 KRMCA Municipal Concrete Awards Program.** The City of Washington has been informed they will receive an award plaque at the 2023 Kansas Ready Mixed Concrete Association Municipal Concrete Awards Program at Noon Jan. 11th at the Olathe Conference Center in Olathe. The award is for quality work performed by Marc Westhoff, Mid-America Redi-Mix, Inc. for the US Highway 36 Pavement Rehabilitation project.

- b) **Verizon Tower.** James Cardinal, site acquisition specialist and site development services, and City Attorney Elizabeth Hiltgen are still working on final details on the land lease for Verizon tower before the final draft is sent.

City Attorney Elizabeth Baskerville-Hiltgen submitted the following update, “I heard back from James Cardinal on November 7 (the day after the November council meeting) and was provided an updated draft Agreement incorporating the previously requested revisions, including an annual rental rate of \$11,400.00. I responded to James with a couple of minor revisions that were needed. They are still working on title, surveys and descriptions and their legal department does not want to send a final draft for approval until the survey is completed. He was hoping to have the final draft to me sometime this week.”

City Administrator Carl Chalfant stated he would like the Council to consider placing the rent from the tower in the park budget.

- c) **Water Well and Pump Testing.** Test results on water wells and water plant high service pumps from Sargent Drilling testing, performed on November 2, 2023. Well #1 was good and Well #2, #3, Big Booster and Small Booster were excellent.
- d) **Waste Tire Grant.** Consensus of the Council was for staff to apply for the KDHE waste tire grant for tables and benches at the swimming pool. The grant requires a 50% cash match, and staff would like to request the 50% cash match through the Davison bequest. Council asked staff to bring the estimated cost to the Council if the grant was received to be considered for the Davison bequest.
- e) **Christmas Decorations.** Staff has reached out to the City of Russell as requested by Council Member Terry Morse. The clerk’s office stated that they replaced their decorations six or seven years ago, and they did not keep any of them as they were not in any condition to resell, and what they did keep was purely for historical value.
- f) **Playground Committee.** The City has received a \$1,000 donation from Landoll’s Corporation for the playground project. Also, a copy of guidelines for the playground committee regarding donations and expenses has been developed with the assistance of the city’s auditor Russell Shipley, and was given to the Council. The playground fund has been re-activated in order to track the project, and a report will be provided to the committee monthly.
- g) **Employment Openings.** Consensus of the Council was for staff to advertise for two openings in the street/utility laborer position.

13. City Clerks Report.

- a) **Abstract of Votes.** Staff received the Abstract of Votes from the County Clerk November 27, 2023, and a copy was given to the Council for review.
- b) **CDBG Funding.** Deb Ohlde, North Central Regional Planning Commission, recently sent an email stating the city may qualify for 50% match through the Community Development Block grant for replacement of the playground. To qualify, the city must complete an LMI (Low to moderate income survey), as the city’s LMI is expired, with 51% of the people qualifying. Staff has spoken with the Playground Committee who has expressed interest in helping the City complete the survey as a way to help fund their project.

There also may be money available under the Thriving Communities option through the Patterson Family Foundation. They will soon be releasing a calendar of next year's priorities. Staff will be watching for the release and guidelines.

Staff will meet with Ohlde on December 7.

- c) **Code Violations.** Council directed staff at the November council meeting to begin the process of determining code violations on properties identified and proceed according to City code with alleviating the violation. Fuhrken said “Let’s not forget”. City Administrator Carl Chalfant stated he spoke with City Attorney Elizabeth Baskerville-Hiltgen and they will begin to address them after the first of the year.
- d) **Reports.** The Washington County Senior Citizens Meal Site October 2023 financials and minutes and November Fire minutes were given to the Council for review.

14. Reports.

Terry Morse.

- a) **Reimbursement for spouse attending meetings.** Morse stated he had not received a bill for what he owes for his wife attending recent meetings. Reimbursement was not requested and discussion was to clarify policy.

Jerry Fuhrken.

- a) **Intersection of Sixth & Pierce,** Fuhrken asked City Administrator Carl Chalfant if staff was able to look at the intersection of Sixth and Pierce. Chalfant stated it will be patched.

Ryan Kern.

- a) **Street patching.** Asked about the rough transition on the streets that were patched by the contractor. City Administrator Carl Chalfant stated the edges could have been smoothed.

15. 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 Administrator to resume in the Council chambers at 7:52 p.m. by Fuhrken and seconded by Pinnick.

Vote: Ayes: Jerry Fuhrken
 Terry Morse
 Carolyn Pinnick

Motion to adjourn to Noon, December 12, by Morse and seconded by Pinnick.

Vote: Ayes: Jerry Fuhrken
 Terry Morse
 Carolyn Pinnick

Adjourned at 7:55 p.m.

Denise M. Powell, City Clerk