

**WASHINGTON CITY COUNCIL MINUTES**  
**Regular Meeting – City Hall**  
**March 4, 2024**

**1. Call to order by Mayor Garrett Edgar.**

**2. Roll Call.**

Present:                 Garrett Edgar, Mayor  
                              Mary Ann Crome, Council Member  
                              Jerry Fuhrken, Council Member  
                              Terry Morse, Council Member  
                              Carolyn Pinnick, Council Member  
Absent:                 Amy Anderson, Council Member  
Staff Present:         Carl Chalfant, City Administrator  
                              Denise Powell, City Clerk  
                              Elizabeth Baskerville-Hiltgen, City Attorney  
Others:                 Cynthia Scheer, Washington County News

**3. Approval of Agenda.**

Motion to approve the agenda as amended to add Summer Help & Pool Employees by Pinnick and seconded by Crome.

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

**4. Citizens Comments.**

No citizens comment.

**5. Minutes.**

Motion to approve the minutes of the regular meeting held February 5, 2024 and adjourned meeting February 26, 2024, by Crome and seconded by Fuhrken.

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

**6. Insurance Bids.**

Motion to approve the bid for insurance from The Dragastin Insurance Company in the amount of \$158,852 for the policy period of April 1, 2024 through April 1, 2025 by Pinnick and seconded by Fuhrken.

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

Justin Dragastin, The Dragastin Insurance Agency Inc., was present to discuss his bid through EMC Insurance for the 2024 insurance. The bid request for the commercial property deductible was for \$2,500 fire/\$5,000 wind/hail and his bid was a \$50,000 deductible per occurrence for wind & hail at a cost of \$43,928. Dragastin stated a \$10,000 deductible per occurrence would increase the premium to \$68,666. Vehicle bid requested was \$250 comprehensive and \$500 collision and his bid was \$1,000 deductible and the Commercial Output

Program deductible bid request was for \$10,000 per occurrence and his bid was for \$75,000 deductible per occurrence. Dragastin also discussed coverage extensions, the dividend program and nursing program.

**7. Appropriations Ordinance 2024-03.**

Motion to approve appropriations ordinance 2024-03 by Morse and seconded by Crome.

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

**8. Library Renovation Bids.**

Staff did not receive any information to present to Council on the library renovation bid.

**9. Cold Mix Bids.**

Motion to purchase 300 tons of cold mix from Hall Brothers at a cost of \$98.58 per ton delivered by Crome and seconded by Pinnick.

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

**10. SPCC Bids.**

Motion to accept the bid of CES Group in the amount of \$1,740 to revise and update the City's Spill Prevention Countermeasure Control Plan by Crome and seconded by Pinnick.

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

**11. Stephanie Kern Request.**

Motion to allow Stephanie Kern to use the City's big ball field on Sundays from March 24 through May 5, 2024, for a slow pitch softball league fundraiser for the 16 and under Fireballs by Pinnick and seconded by Fuhrken.

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

Motion to allow Stephanie Kern to host the annual Jim Clark Memorial softball tournament at the City's big ball field and concession stand May 18<sup>th</sup>, 2024, 8am – 1am by Pinnick and seconded by Crome.

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

**12. KMEA Board Members.**

Motion to appoint David L'Ecuyer to the Director #2 and Daniel Elder to the Alternate position effective May 1, 2024, through April 30, 2026, to the Board of Directors of Kansas Municipal Energy Agency, by Crome and seconded by Pinnick.

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

**13. Washington County Saddle Club.**

Motion to approve the Loudspeaker/Sound Amplifier Permit for the Washington County Saddle Club on June 14 and 15, 2024, for a live band from 6 p.m. to Midnight by the horse stalls by Crome and seconded by Fuhrken.

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

**14. Cereal Malt Beverage License.**

Motion to approve the Cereal Malt Beverage Special Event Permit for Larry Lovgren from 3 p.m. to midnight, Friday, June 14 and Saturday, June 15, 2024, at the Washington Fairgrounds by Crome and seconded by Pinnick..

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

**15. Mayoral Appointments**

Motion to approve the appointment of Rick Dean to another four-year term to the Housing Authority Board expiring March 31, 2028, by Pinnick and seconded by Morse.

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

Motion to approve the appointment of Dave Fischer to the Housing Authority Board to fill the unexpired term of Dale Bond through March 31, 2026, by Pinnick and seconded by Morse.

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

**16. Summer Help/Pool Employee Applicants.**

Motion to hire Talena McClellan as pool manager at a rate of \$11.25 per hour, Ruth Craig, assistant manager, at a rate of \$10.25 per hour; and the following lifeguards: Garrison Sand, Brianne Fincham, Natalya Almendarez and Jayden Laflen at a rate of \$9.25 per hour, and Mackenzie Kuhaneck at a rate of \$9.00 per hour by Crome and seconded by Pinnick.

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

Council Member Mary Ann Crome stated that if someone is in the swimming pool a lifeguard needs to be on the chair. City Administrator Chalfant said the issue was addressed last year and will be addressed with lifeguards at the employee meeting.

Motion to hire Seth White for Summer Help at \$11.50 per hour by Crome and seconded by Fuhrken.

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

#### 17. City Administrator Report.

- a) **Old City Hall.** City Administrator Carl Chalfant met with the Washington County Commissioners February 19<sup>th</sup> about waiving the dump fees for old city hall. They agreed to waive 50% of the cost if the loads were separated. Jueneman's pulled in on February 27, 2024, and began demolition on February 29, 2024, and had on the ground by 3:00 p.m. The City doesn't have enough dirt but the county does and there may be an expense to have an employee load it. Washington County Public Works Superintendent Workman will visit with commissioners and get back to Chalfant.
- b) **Park Lift Station.** Staff contacted Ed Hickman, Hickman Environmental Services, about installation of the refurbished Smith & Loveless Pump at the park lift station. Hickman stated they are working on the pump and will notify staff when ready to install.
- c) **City-wide Cleanup.** Washington County Free Dump Days are scheduled for May 2, 3 & 4<sup>th</sup>. City crews will pick up beginning May 2 and will make only one pass through town.
- d) **US-36 KDOT Unofficial Detour Route Reimbursement.** Staff is still waiting on the reimbursement from KDOT on the Highway 36 Unofficial Detour Reimbursement.
- e) **C Street Island.** Staff has removed the trees at the island on C Street between College and 1<sup>st</sup> Street.
- f) **Power Plant Engine Project.** Staff was given communication from Mike-Schmaderer, KMEA Mid-States, concerning the timeline to complete wiring on the two engines at the power plant.
- g) **Employment Openings.** No additional applications have been received for the street department/water/wastewater.
- h) **Insurance EMS employees.** Full-time EMT Caroline Scoville received information from the Marci Kohlmeyer, The Dragastin Agency, on February 29, 2024, with clarification on the insurance question asked at a previous council meeting regarding advanced personnel. The response was that as long as advanced personnel are recognized by the State of Kansas as eligible for participation in the city's ambulance service and as long as they are only operating within the scope of the EMS guidelines then they would be covered within the General Liability coverage. This is not meant to be a medical professional liability policy.
- i) **Merry Go Round.** John Kern's ag class will be working with staff to repair the merry go round at the south end of the park after spring break.
- j) **Mulch.** The playground will need two loads of mulch. Staff will seek bids to present at the next council meeting.  
  
Council Member Terry Morse asked about the south playground and stated it needs to be sprayed. City Administrator Chalfant stated staff sprays it and they do plan to put some mulch there.
- k) **Intrusion Alarms.** A copy of a quote from Sargent Drilling to install intrusion alarms at the city's water plant and wells was given to the Council. The cost to purchase and install is \$3,560.00 from Atlas Automation. This is a sole source purchase due to compatibility with the existing SCADA system.

**l) Employee resignation.**

Motion to accept the written resignation of James Aldredge effective March 4, 2024, by Crome and seconded by Pinnick.

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

**18. City Clerk's Report.**

- a) **LMI.** The preliminary results of the Low to Moderate Income Surveys came in at 24% and the city needs to be at 51% to qualify. The city mailed 519 surveys and 276 were returned. The playground committee is diligently working on obtaining the return of more surveys. The deadline for the grant application was extended to September 30, 2024.
- b) **Audit.** Staff uploaded all information requested by Russell Shipley, CPA, for the 2023 audit.
- c) **Upcoming training opportunities.** There are two upcoming training opportunities. The League of Kansas Municipalities will host The City Leaders Academy: Foundational Program April 12-13 in Manhattan. Cost is \$175/members and \$75/guest. This conference will provide a foundation to local government skills, plus an overview of important issues municipal officials face on a regular basis. The other is the League of Kansas Municipalities Annual League Conference Oct. 7-9 in Wichita. Cost is \$250/member and \$80/guest. This event will provide the resources needed to be knowledgeable and skilled in local government roles, and offer opportunities to expand the knowledge of local government issues.
- d) **Reports.** Washington County Senior Citizens Meal Site January financials for Friendly Corners were given to the Council for review.

**19. Reports.**

**Carolyn Pinnick.**

- a) **Community Involvement.** Discussed neighboring towns getting younger generations involved and taking pride in the community.

**Terry Morse.**

- a) **City Hall.** Morse stated now that old city hall has been torn down it is time to come up with a plan to fix the ceiling and renovate city hall. BG Consultants was hired by the city to develop a plan to renovate city hall meeting the short-term and long-term needs in 2021. Staff will gather the information and put in the April council packet.
- b) **Potholes.** Morse stated main street needs to be priority in filling potholes.
- c) **Personnel policy.** Morse asked if the personnel policy had any reference about cigarettes and cell phone use in which City Administrator Chalfant stated yes. Morse asked that the policy be enforced.
- d) **Transformer.** Morse asked about the transformer that went out in the industrial park. City Administrator Chalfant stated staff is getting quotes on a rebuilt and replacement transformer.
- e) **Housing.** Morse stated he is working to form a housing group and asked what the city had to offer for new construction or total renovation. City Administrator Chalfant stated the city is part of the County's Neighborhood Revitalization Plan which is a tax incentive program and there are some grants available. Mayor Edgar asked staff to see what other cities offer and bring to Council.

**Mary Ann Crome.**

- a) **Trash Service.** Crome asked why there are four trash services that serve the city. Chalfant stated it is a free enterprise and the City only contracts for their trash pickup. Some City's contract trash service for the entire city which is put on utility bills.
- b) **C Street Island.** Crome stated a patron called and suggested an avenue of American flags.
- c) **Code Violations.** Inquired about recent code violations.
- d) **Employee and Facilities.** Crome said she enjoyed looking at facility and meeting staff. If City is going to ask people to cleanup up properties the city needs to address their own properties. Also discussed an employee without a uniform.

**20. 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: 40 p.m. by Crome and seconded by Pinnick.

Vote: Ayes: 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 and Council to resume in the Council chambers at 8:52 p.m. by Pinnick and seconded by Crome.

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

Motion to adjourn by Pinnick seconded by Fuhrken.

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

Adjourned at 8:52 p.m.

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**Denise M. Powell, City Clerk**