

WASHINGTON CITY COUNCIL MINUTES
Regular Meeting – via Zoom or City Hall
June 1, 2020

1. Call to order by Mayor.

2. Roll Call.

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

Absent:

Staff Present: Carl Chalfant, City Administrator
Denise Powell, City Clerk
Elizabeth Hiltgen, City Attorney, Zoom
Caroline Scoville, Fulltime EMT

Others: Chris Pannbacker, Washington County News, Zoom
Justin Dragastin, The Dragastin Agency, Inc., Zoom
Jim Davenport, Washington, 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 May 4, 2020 by Bryant and seconded by Herrs.

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

Motion to approve the minutes of the special meeting held May 21, 2020, by Schottel and seconded by Herrs.

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

5. Appropriations Ordinance 2020-06.

Motion to approve appropriations ordinance 2020-06 by Bryant and seconded by Herrs.

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

6. Ambulance Malpractice Coverage.

Justin Dragastin, The Dragastin Agency, updated the Council on the City's ambulance liability coverage. After the discussion with Dragastin and City staff, City Attorney Elizabeth Hiltgen said she did not believe the city needed to buy additional "tail end" coverage for protection for services provided previously.

7. COVID 19.

Motion to approve the City of Washington COVID-19 Reopening Action Plan as modified and presented by Schottel and seconded by Herrs.

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

Washington County Commissioners decided at their June 1 commission meeting to open the county with no restrictions. City staff will prepare to reopen the pool as soon as possible, allow ball practice to begin and reopen all City buildings and recreation facilities according to the city's adopted reopening plan. Basic guidelines include practicing social distancing, staying home if ill, encouraging good hygiene, adding hand sanitizer stations at some recreation facilities, and not allowing tobacco products or sunflower seeds at recreation facilities.

Fulltime EMT Caroline Scoville left the meeting at 7:01 p.m.

8. Arthur Davenport Request.

Council discussed drain and outlets problems in the 200 Block of West 1st Street at the request of Arthur Davenport. Davenport said every time there is heavy rain, water backs up and floods his yard nearly up to his garage and washes the rock from his driveway. City Administrator Carl Chalfant stated he will schedule the work to be completed the next couple weeks.

9. Summer Help Employment.

Motion to approve hiring summer help employees Jaisen Zimmer and Kylee Nikkel effective May 27, 2020, at a rate of \$9.00 per hour by Schottel and seconded by Bryant.

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

Jim Davenport left Zoom meeting at 7:08 p.m.

10. Motorized Ball Valve Purchase.

Motion to approve the purchase and installation of a motorized ball valve at the water plant at a cost of \$14,412.73 from Sargent Drilling if it cannot be added to the City's Water Project by Herrs and seconded by Schottel.

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

Chalfant said Engineer Brian Foster, BG Engineering, is checking to see if the purchase of the valve can add to water project as an addendum since it is related to work at the water plant.

11. Mill Creek Stream Bank Stabilization.

Motion to authorize the Mayor to execute an Addendum to Construction Agreement with Jueneman Excavation, Inc., modifying the total contract cost from \$191,106.91 as originally agreed upon to an amount as agreed upon between the City Administrator, Jueneman Excavation, Inc., and NRCS for the Mill Creek Stream Bank Stabilization Project No. 19-PF-021 by Imhoff and seconded by Schottel.

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

The Mill Creek Bank Stabilization project is nearly complete except for staff hauling off about 500 yards of waste material.

12. Request for Use of City's Ball Fields.

Motion to approve the request of Stephanie Clark and Mistina Baker to host the Jim Clark Memorial Softball Tournament on the City's ball fields on June 6, 2020, by Schottel and seconded by Bryant.

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

13. City Administrator Report.

- a) **B Street Project.** The B Street Project came to a halt due to weather and problems with the proposed storm sewer depth and utilities. Engineer Tony Duevers, CES Engineering, is redrawing plans to make everything work.

Motion to give an authorization for the Mayor to sign the pay request as presented for the B Street project by Bryant and seconded by Elder.

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

- b) **Voltage Conversion Mutual Aid.** Staff is waiting on a cost estimate and proposed schedule from Clay Center Public Power to assist with the voltage conversion.

- c) **Water Project.** Orr Wyatt Streetscapes submitted pay request #3 which was enclosed with the June accounts payable in the amount of \$419,941.16. Chalfant asked Orr Wyatt to make the work on College Street a priority before work begins on the replacement of the box culvert at B and College Streets.

Chalfant discussed a fiber optic line on D Street north of College Street which affected USD 108 buildings that had been hit by the contractor. The City was not aware the fiber optic was in the city's right of way. USD 108 was responsible for marking their private utilities.

- d) **Roof Update.** Staff has had no communications from McGee Roofing on damages during roof replacement at City Hall. According to City Administrator Carl Chalfant, Rick Applegarth, power plant operator, reported there were not leaks at the power plant. City Attorney Elizabeth Hiltgen stated she would visit with Justin Dragastin, The Dragastin Agency, and City Administrator Chalfant on options for settlement.

- e) **Storm Sirens.** Haug Communications is still working on some tweaks between communications and the city's sirens.

- f) **Industrial Park Improvements.** Staff received an engineer's cost estimate for improvements at the City's industrial park. Estimated cost for water and sewer extension and road is \$149,485. A copy of the estimate was given to the Council for review. Staff will begin to budget some of the improvements in the 2021

budget. Engineer Brian Foster sent a permit request for the sewer extension Kansas Department of Health and Environment on May 27.

14. City Clerk's Report.

- a) **Memorial.** Two benches located at the basketball court were donated in memory of Peyton Chandler.
- b) **Budget.** Staff is working on the 2021 budget and is awaiting preliminary budget figures from the accountants which will be sent to Staff by June 19th. The deadline is July 1 to certify to the county clerk and the election officer of the county whether the city will hold an election to raise the property tax levy above the rate of inflation.
- c) **Telephone/Internet.** Telephone and internet services for City Hall have been switched to Blue Valley Tele-Communications.
- d) **Library.** Motion to authorize the Mayor to execute the Library contract for roof and masonry repairs upon approval by City Attorney by Schottel and seconded by Bryant.
Vote: Ayes: Melanie Bryant
Kevin Elder
Theresa Herrs
Don Imhoff
Roxanne Schottel
- e) **2019 Audit.** Three employees with Summers, Spencer & Company were on site May 19th to work on audit. The final draft of the audit will be presented at the July 6 Council meeting. They preliminary budget will be sent to staff by June 19th.
- f) **Washington County Senior Citizens Meal Site.** The April 2020 financials for the Washington County Senior Citizens Meal Sites were given to the Council for review.

15. Reports.

Ryan Kern.

- a) **Thank you.** The City received a thank you note from Blue Valley Telecommunications for choosing them for internet and phone service at City Hall.

Motion to adjourn by Herrs second by Schottel.

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

Meeting adjourned at 7:36 p.m.

Denise M. Powell, City Clerk