

# UNAPPROVED MINUTES

## THE RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY CITY OF CHETOPA, KANSAS

April 20, 2021

The Chetopa City Council met in regular session on Tuesday, April 20, 2021 at 7:00 p.m., at City Hall.

PRESIDING: Mayor Tammy Bushong.

PRESENT: Clerk/Toni A. Crumrine, Police Chief Scott Feagan, Attorney Shane Adamson, Water Plant Supervisor Mike Tyler, Joey Midgett, Mildred Blackledge. Kathy Pease, Lee Bushong and Corey Brown.

Mayor Bushong called the meeting to order and led the council and visitors in the Pledge of Allegiance and opened the meeting with prayer.

Mayor Bushong asked for an executive session to discuss non-elected personnel be added to the agenda.

Motion by Castle, second by Wulf to approve the agenda with the addition. Motion carried.

Motion by Wulf, second by Brown to approve the Minutes from the last regular meeting. Motion carried.

Motion by Seaman, second by Wulf to approve the Municipal Court Report. Motion carried.

Castle asked if a transfer was scheduled for General Operating Fund as it was negative and Clerk Crumrine stated it would be done on next warrant.

Motion by Bryant, second by Seaman to approve the Treasurer's Report. Motion carried.

Motion by Seaman, second by Brown to approve the Warrant Register. Motion carried.

### **APPROPRIATION ORDINANCE # 3630** as follows:

Payroll Funds	\$24869.61
Other Funds	<u>43612.13</u>
Total of all funds	\$68481.74

### **CONDEMNATION HEARING**

Mayor Bushong opened the hearing and Kathy Pease was present. Pease stated that she has a contractor coming to fix the roof of the house and were asked how she was going to pay for the roof and she responded that she was filling out paperwork to get grant from Topeka. When asked how she was going to fix the water and sewer plumbing issues, she stated her brother was to come fix that. Discussion followed on the condition of the house and whether fixing the roof and plumbing would make the structure safe and inhabitable.

Motion by Bryant, second by Seaman to proceed with the next step of condemnation and give Pease 30 days from May 4 to complete the demolition at the owner's expense. Motion

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carried. Clerk Crumrine will draft the condemnation findings resolution to be adopted at the next meeting. (Pease and Blackledge left).

## **MAYOR, COUNCIL, EMPLOYEES & VISITORS**

**Mayor Bushong** reported that at 826 Elm, the driveway had been leveled but it needed a culvert. This will be looked at.

**Castle** asked Police Chief Feagan when the realty company was going to come clean up the mess left when a trailer was moved that was discussed at the last meeting. Feagan reported that the new owner was coming and would be cleaning up the property to put a travel trailer in. Complaints had been issued about trash and other items at 313 S. 4<sup>th</sup> St. and Chief Feagan stated that he had verbally talked to owner and the next step is a written notification of a nuisance violation.

**Police Chief Feagan** reported that the car is gone at the old Pepe's restaurant and that he had placed a police monthly activity report on the table for the council.

**Water Plant Supervisor Tyler** asked if a decision had been made on the yellow truck and was told that it would be placed in the next sale. Wulf had looked at the brakes and stated that they would not be good to pull the sludge trailer. Tyler also asked if any decision had been made on the packet that he hand delivered to the council members and Mayor Bushong stated that it was one of the items that would be discussed in the executive session that she had requested.

**Clerk Crumrine** reported that David Hubbell had contacted her about the lock at the museum being worn out and hard to unlock and she was told to contact Abe's Lock to get it fixed. Sandy Baldrige is not available to open the museum right now and the museum board is working on a way to open the museum during her absence.

## **MUSEUM BOARD APPOINTMENTS**

Clerk Crumrine had been notified that the museum board wished to withdraw their request to have Bob Boyd Sr. appointed to the board as he wished to remain a board member at large, but in accordance with Ordinance No. 763, board members are to be reappointed to serve a two (2) year term and Janine Albertan and Betsy Koontz were due to be reappointed.

Mayor Bushong appointed Janine Albertini and Betsey Koontz to the museum board.

Motion by Castle, second by Wulf to confirm the appointment. Motion carried.

## **2021 MUNICIPAL WATER CONSERVATION PLAN**

Clerk Crumrine asked if there were any changes to the draft copy of the 2021 Municipal Water Conservation Plan that had been given to the council last meeting.

Motion by Wulf, second by Brown to adopt the Water Conservation Plan as presented. Motion carried.

## **2020 CITY AUDIT**

The 2020 city audit packets were given to the council and Mayor Bushong asked if the audit firm was going to be at the council meeting to discuss the audit report. Clerk Crumrine stated that she had received the audit reports in the mail but will follow up on this question. An

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audit representation letter had been received with the reports and needed to be signed by the mayor and clerk.

Motion by Seaman, second by Brown to sign the audit representation letter. Motion carried.

## **RESIGNATION**

A resignation letter from Bryan Midgett was read by Mayor Bushong, with an effective last day of April 23, 2021.

Motion by Bryant, second by Wulf to accept the resignation of Bryan Midgett. Motion carried.

Places to advertise the help wanted ad for City Supervisor were discussed and Clerk Crumrine will place the ads.

## **AMERICAN RESCUE PLAN WEBINAR**

The League of Kansas Municipalities is hosting a webinar Wednesday, April 28 from 3:00 to 4:00 p.m. to provide details on the American Rescue Plan and Crumrine had registered for the webinar and asked if anyone wanted to attend to come to the city office.

## **SENIOR CITIZEN'S BUILDING REPAIRS**

Jane Becker had contacted Crumrine about doing the repairs to the Senior Citizen's building from when the water lines broke in the ceiling as they wanted to hold a carry in dinner. There is no damage to the dining area and the items that Becker discussed that need moved are owned by the senior citizens. A copy of the EMC insurance summary was reviewed and discussed.

Motion by Wulf, second by Seaman to advertise for repairs to the Senior Citizen's building. Motion carried.

## **BUILDING PERMITS**

The following building permits were posted on the city website and Chetopa Residents Facebook page without protests: Adam Carter to build an 11' x 14' addition to house at 1030 Cherry Street; Robin D. Polk to build an 8' x 8' addition to outbuilding at 123 N. 13<sup>th</sup> St.; and Ty Curry/1<sup>st</sup> Christian Church to move in a 12' x 24' storage building at 317 S. 5<sup>th</sup> St., all in the City of Chetopa. Building Inspector Wulf had reviewed and approved all three (3) permits.

Motion by Bryant, second by Brown to approve the three building permits. Motion carried. Clerk Crumrine had Wulf sign permit applications.

## **LIBRARY BOARD DISCUSSION**

Information regarding the board appointments and the terms of the current board members were discussed. No action was taken from the discussion at this time.

## **KDHE PAYMENT REQUEST-SEWER PROJECT**

KDHE Pay Request #1 in the amount of \$28,700 for the two (2) BG Consultants professional services invoices was presented for the mayor to sign.

Motion by Seaman, second by Wulf to approve the signing of the KDHE pay request #1. Motion carried.

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## **FIRE DEPARTMENT RUN/MEETING PAY REQUEST**

The 1<sup>st</sup> Quarter 2021 fire department pay request in the amount of \$672.00 was read and presented for approval to pay.

Motion by Bryant, second by Wulf to approve the payment of the Fire Department pay request. Motion carried.

## **FIRST RESPONDER UNIT RUN PAY REQUEST**

The 1<sup>st</sup> Quarter 2021 first responder pay request in the amount of \$480.00 was read and presented for approval to pay.

Motion by Seaman, second by Wulf to approve the payment of the First Responder Unit pay request. Motion carried.

## **SENIOR FARMERS MARKET NUTRITION PROGRAM**

An email from Bobbi Williams concerning the Senior Farmers Market Nutrition Program was discussed. This is a program for low income senior citizens by providing eligible seniors with \$35 in vouchers that can be accepted by certified farmer's market vendors and Williams asked if it would be possible to use the council room when it came time to enroll eligible seniors in the program.

Motion by Bryant, second by Brown to approve using the council room to enroll senior citizens in the SFMNP. Motion carried.

Police Chief Feagan asked who needed to be contacted by dispatch in the event of an electrical issue and it was decided that until a city supervisor was appointed that Joey Midgett will be called. Feagan will notify dispatch.

## **EXECUTIVE SESSION**

Motion by Wulf, second by Castle to enter into executive session to discuss non-elected personnel with mayor, council and legal counsel present for a period of ten (10) minutes with session ending at 8:14 p.m. Motion carried.

Entered: 8:04 p.m.

Returned: 8:14 p.m.

Mayor Bushong called the meeting back to order and there was no action taken from executive session.

Motion by Wulf, second by Bryant to adjourn. Motion carried.

Seal

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Mayor

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City Clerk