

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

January 3, 2023

The Chetopa City Council met in regular session on Tuesday, January 3, 2023 at 7:00 p.m., at City Hall.

PRESIDING: Mayor Tammy Bushong.

PRESENT: Council Members/Bob Boyd, Linda Seaman, Justin Nading, Juanita Kepner, Geraldine Castle and Ernie Wulf.

ALSO PRESENT: Clerk/Toni A. Crumrine, Interim City Supervisor/Police Chief Scott Feagan, Attorney Shane Adamson (at 7:23 p.m.), Water Plant Supervisor Mike Tyler, Jim Nave, Utility Bookkeeper/City Treasurer Debbie Darnell and Shane Lamb.

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

It was requested to add visitor Jim Nave and the 4th Quarter Fire Department run/meeting pay to the agenda.

Motion by Wulf, second by Kepner to approve the Agenda with the additions. Motion carried.

Motion by Castle, second by Boyd to approve the Treasurer's Report. Motion carried.

Motion by Castle, second by Kepner to approve the Warrant Register. Motion carried.

APPROPRIATION ORDINANCE # 3673 as follows:

Payroll Funds	\$ 30270.20
Other Funds	<u>85809.07</u>
Total of all Funds	\$116079.27

MAYOR, COUNCIL, EMPLOYEES & VISITORS

Jim Nave was present to ask for an adjustment on his water bill due to a water leak that occurred. Discussion followed.

Motion by Castle, second by Wulf to make an adjustment on the water billing for Nave to bill at the city's cost. Motion carried.

It was asked how this would affect the sewer charge as it is based on the average of Dec.-Feb water usage. Darnell stated that she takes instances like this into account and uses a different month to figure the average when there is an unusual usage. Nave showed the council pictures of the fire rings that the school class is making for Elmore Park and asked if the city would pay for the paint that he estimated at \$150.00.

Motion by Nading to pay for the paint died for a lack of a second due to Nave asking to wait until he got an actual figure.

The 2022 4th Quarter fire department pay for runs and meeting in the amount of \$800 was presented for approval.

Motion by Seaman, second by Wulf to approve the payment of the 4th quarter run/meeting pay for the fire department. Motion carried.

Utility Bookkeeper/City Treasurer Debbie Darnell was present to answer questions from the last meeting regarding the meter base installation at the old nursing home that is being converted into apartments. Discussion followed.

Motion by Nading, second by Wulf to decline for the city to pay for the meter bases and installation at the old nursing home. Motion carried.

Water Plant Supervisor Mike Tyler informed the council that the turbidity meter is still not online, but Paul Trinkle and he are working on it, reported that the carbon motor is good but it seems it is the gear box that is locked up, requested to replace the flooring in the lab area with surplus flooring with Richard Houston doing the work, discussed the KDHE lead & copper survey that needs done and informed the council that there is a training seminar at Independence, KS on January 17, 2023 and requested that Paul Trinkle, someone from Scott Feagan's city helpers, someone from the city office and himself go to this training as there is no cost for registration.

Motion by Boyd, second by Wulf to send Trinkle, Tyler, Feagan and Amy Wilkinson to the training seminar in Independence, KS on January 17, 2023. Motion carried.

Water Plant Supervisor Mike Tyler continued on regarding repairs needed that were included in the 2023 budget, and they were repair of the backwash pump estimated between \$4500-\$5500; repairs to the two (2) high service pumps estimated between \$30000-\$50000 and discussed the raw water pump #2 that needs rebuilt and an estimated cost of \$22000.

Motion by Boyd, second by Seaman to rate the above repairs as 1) Rebuild raw water pump at estimate of \$22000; 2) Repair backwash pump and 3) repair the 2 high service pumps estimated at \$30000-\$50000. Motion carried.

Motion by Boyd to start the rebuild on the raw water pump for \$22000 and get another quote on backwash pump and high service pumps. Motion died for a lack of a second.

Motion by Boyd, second by Nading to allow Tyler to begin the rebuild on the #2 raw water pump for \$22000 but if more will need to come back to the council. Motion carried.

Tyler was instructed to narrow down the costs on the high service pumps.

Mayor Bushong discussed the three businesses that were overcharged on their dumpsters and asked that they be issued a credit on their billing for the overcharge.

Motion by Wulf, second by Castle to calculate the overcharge for the three customers and give a billing credit for the past year's overcharge. Motion carried.

Mayor Bushong discussed the dumpster item issue and it was decided that if approved by city council an authorized contractor could call if they have items for the roll off to be picked up outside of the second Thursday of the month. It was reported that the big overhead back door in the shop is not being locked and the lights are being left on.

Motion by Boyd, second by Nading to have ICR put a light switch in the shop area so that lights can be shut off. Motion carried.

Wulf reported that he had a complaint on a police officer about spot lighting a resident in their driveway and around their residence. Police Chief Feagan informed the council that the incident happened around the same time as the break ins at the school.

Clerk Crumrine asked to be allowed to register for a webinar regarding changes in the human resources that the League is putting on and it is February 1, 2023 at a cost of \$50.

Motion by Castle, second by Kepner to allow Crumrine to register for the webinar. Motion carried.

Interim City Supervisor/Police Chief Feagan gave an update on the broken window on Maple St., asked if it would still be policy to have costs of electrical materials and supplies forwarded to the mayor for approval in lieu of waiting for next council and this was approved.

OLD BUSINESS FOLLOWUP

Clerk Crumrine is waiting on response from grant administrator on RFP, no updates on the personnel policy manual, the mayor had gotten an updated list of junk vehicles and there are many in the west end of town not on the list and requested to start an out of state tag list and the brush dump policy would not have to have an ordinance redone, what was in the minutes of the last meeting will be the policy.

LETTER OF SUPPORT REQUEST

Clerk Crumrine had received a request for the city to give Premier Broadband a letter of support for a grant application to get high speed internet into the city and had been asked for letter to include a possible staging location for materials and equipment if the grant is approved.

Motion by Castle, second by Boyd to approve writing a letter of support for the grant application. Motion carried.

KDHE WASTE TIRE GRANT

Discussion on benches and picnic tables to be asked for in the grant application was held.

Motion by Castle, second by Boyd to ask for 4 8' picnic tables for Elmore Park and have Wulf determine benches and picnic tables needed for pool area. Motion carried.

AUDIT FIRM ENGAGEMENT LETTERS FOR AUDIT AND BUDGET

Clerk Crumrine presented engagement letters from Jarred, Gilmore & Phillips to do the 2022 audit which increased \$300 from last year and assist with the preparation of the 2024 budget which increased \$250 from last year. Crumrine didn't think that a special audit would need to be done as the city had not received enough funds in 2022 to require it, but it would be \$2100 if required.

Motion by Castle, second by Wulf to allow the signing of the engagement letters for the audit and budget. Motion carried.

ANNUAL MEMBERSHIP/SERVICE RENEWALS

An invoice from League of Kansas Municipalities in the amount of \$1044.31 up from last year \$22.82 and invoices from Higher Calling Technologies totaling \$10,010 for IT support,

software subscriptions and backup storage, up from last year by \$390 but mostly was from adding the new computer to the city office for Amy Wilkinson.

Motion by Castle, second by Wulf to allow the payment of the invoices discussed.

Motion carried.

EXECUTIVE SESSIONS

Motion by Castle, second by Wulf to enter into executive session for non-elected personnel with mayor, council, legal counsel, city clerk and police chief present for a period of 10 minutes with session ending at 9:10 p.m. Motion carried.

Entered: 9:00 p.m.

Returned: 9:10 p.m.

Mayor Bushong called the meeting back to order and the following action was taken.

Motion by Castle, second by Wulf to advertise for a full-time and part-time police officer.

Motion carried.

Motion by Boyd, second by Wulf to enter into executive session for non-elected personnel with mayor, council and legal counsel present for a period of 5 minutes with session ending at 9:16 p.m. Motion carried.

Entered: 9:11

Returned: 9:16 p.m.

Mayor Bushong called the meeting back to order and the following action was taken.

Motion by Boyd, second by Wulf to enter back into executive session for non-elected personnel with mayor, council and legal counsel present for a period of five minutes with session ending at 9:22 p.m. Motion carried.

Entered: 9:17 p.m.

Returned: 9:22 p.m.

Mayor Bushong called the meeting back to order and the following action was taken.

Motion by Boyd, second by Castle to give all employees a 7% across the board increase with the exception of the city clerk who will be given 12%. Motion carried.

Motion by Seaman, second by Wulf to adjourn. Motion carried. Meeting was adjourned at 9:27 p.m.

Seal

Mayor

City Clerk