

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

September 5, 2023

The Chetopa City Council met in regular session on Tuesday, September 5, 2023 at 7:00 p.m., at City Hall.

PRESIDING: Mayor Tammy Bushong.

PRESENT: Council Members/Bob Boyd, Linda Seaman, Justin Nading (at 7:10 p.m.), Juanita Kepner and Ernie Wulf. Geraldine Castle was not present.

ALSO PRESENT: Clerk/Toni A. Crumrine, Police Chief/City Supervisor Scott Feagan, Attorney Shane Adamson, Assistant City Clerk Amy Wilkinson, David Hubbell, Wayne Wolsey (at 7:20 p.m.) and Patty Wilkinson (at 7:35 p.m.)

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

It was requested to delete the paving bids from the agenda. There were two residents that were to attend to discuss their water billing, but were not at the meeting yet.

Motion by Seaman, second by Wulf to approve the Agenda with the deletion. Motion carried.

On the regular meeting minutes, it was requested to name the business in the discussion on the use of the sidewalk and on the special meeting minutes, it should state that discussion was held before the motion is noted.

Motion by Boyd, second by Wulf to approve the Minutes of the last regular meeting and the special meeting with the changes discussed. Motion carried.

Clerk Crumrine explained the large disbursement in the Park Fund that was questioned last meeting and that it was an audit adjusting entry to move payroll that had been paid from General Operating Park Department to be paid from the Park Fund, effective in 2022.

There is a negative balance in the Park Fund and Clerk Crumrine reported that there is a \$10,000 CD for the Park Fund that could be redeemed or the only other option is to transfer money from the Electric Fund. Discussion followed.

Motion by Boyd, second by Wulf to cash in the \$10,000 CD to cover the negative balance in the Park Fund. Motion carried.

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

Boyd questioned why there were two checks for an employee and Clerk Crumrine explained that the employee wanted the payroll to be automatically deposited into two separate bank accounts.

Motion by Boyd, second by Wulf to approve the Warrant Register. Motion carried.

APPROPRIATION ORDINANCE # 3689 as follows:

| | |
|---------------|-------------|
| Payroll Funds | \$ 30267.98 |
|---------------|-------------|

Other Funds 144776.20
Total of all Funds \$175044.18

PUBLIC HEARING-RNR HEARING/BUDGET HEARING

Mayor Bushong opened the public hearing and there was no one to address the Notice to Exceed RNR. Clerk Crumrine presented Resolution 2023-1 to levy a property tax rate exceeding the Revenue Neutral Rate.

Motion by Wulf, second by Seaman to adopt Resolution 2023-1 as presented. Motion carried. Clerk Crumrine passed a Roll Call Vote form for governing body members to sign and she will note of the absence of Council Member Castle on form.

The 2024 budget was presented for adoption.

Motion by Seaman, second by Wulf to adopt the 2024 budget as presented. Motion carried. Clerk Crumrine passed the certificate page around for all governing body members present to sign.

The public hearing was closed.

MAYOR, COUNCIL, EMPLOYEE & VISITORS

Wayne Wolsey was recognized to discuss his water usage and reported that he had a toilet that had been running and asked if the council could adjust the billing.

Motion by Wulf, second by Boyd to adjust the water portion of the utility bill to the city cost and allow Wolsey six months to pay the billing if needed. Motion carried.

Mayor Bushong reported on the Planning Board Committee meeting that was held.

Boyd discussed the condition of the door at the well house, the purple martin house in the park, the stagnant water in the pool and asked the mayor if she had a chance to review the police contract, which she had not. Discussion was held on the pool.

Motion by Wulf, second by Nading to research and have the pool looked at to offer recommendations on what needs to be done. Motion carried.

Seaman had been approached about dates to set up a “Meet and Greet the Candidates” and it was discussed that the city council should not be setting this up, it should be the chamber.

Nading had looked at the air conditioners at the museum and reported that the roof overhang above the units was too low.

Motion by Nading, second by Wulf to remove the roof over the air conditioning units at the museum. Motion carried.

Clerk Crumrine had been notified that the tree limbs behind the blue water plant building needed to be trimmed back as they are getting close to rubbing on the building; tree limbs hanging down on North 3rd Street needs trimmed back as they are hitting RV’s on the way to Elmore Park and grass clippings at the old Wood-Aire building need cleaned up before the Aldinger fundraiser. The school will be notified of this grass request.

Police Chief/City Supervisor Feagan informed the council that the old police truck was being detailed and would be taking sealed bids on it; the loader axle was rebuilt instead of being replaced due to the cost of freight; Myles Adams had made a surplus listing that was given to the governing body members; met with Jason Soloman, KMU to discuss the sewer operator in

training, with the clerk, Adams and himself present; that the bush hog tractor was at Erie, but the business hasn't had time to look at it to see what is wrong; will go before the county commissioners to ask if county employee can mow the lagoon; and wants to set up interviews with applicants for police officers and public works. Interviews will be scheduled by Feagan and an interview committee of Council Members Seaman and Kepner, Mayor Bushong and Police Chief/City Supervisor Feagan will conduct interviews. Also discussed was the starting wage for the utility bookkeeper/city treasurer position.

Motion by Wulf, second by Nading to put the starting wage on indeed at \$16/hour for the Utility Bookkeeper/City Treasurer position. Motion carried.

Assistant City Clerk Wilkinson discussed the termite issue and the library and McKinzie Pest Control will be called to do an inspection.

OLD BUSINESS FOLLOW-UP

Mayor Bushong opened up the two bids for cutting and grinding the stump by Bill Sanders: Bill's Lawn Service LLC-\$800 and Turf Bros-\$1100.

Motion by Wulf, second by Nading to award the bid to Bill's Lawn Service LLC. Motion carried.

Bids for the Museum A/C/Heating were received, but before opening the bids, it was pointed out that Dave Billingsly had not been contacted to rebid and discussed doing a lease purchase to replace both units now and pay the lease purchase off the first of the year. Discussion followed.

Motion by Nading, second by Wulf to accept sealed bids to replace both units at the museum and do a three year lease purchase. Motion carried.

GAAP WAIVER RESOLUTION

Resolution 2023-2 to waive the GAAP reporting requirements was presented for adoption.

Motion by Wulf, second by Nading to adopt Resolution 2023-2. Motion carried.

WORK ORDER LOG

There is no log being kept on work orders and no follow up that the order is being completed. In the future, a copy needs to be given to the city crews and the original kept in the office and have the form signed when the work has been done. A file will need to be started.

FEE SCHEDULE

It was questioned if a resident could make payments on getting a pole replaced and it wasn't approved. During this discussion, Clerk Crumrine reported that a fee schedule is being worked on so that the office staff will have a summary of the fees to look at when questions are asked about cost and what is charged for. Several other city fee schedules had been listed on the list-serv as examples and once completed the fee schedule will be reviewed by the council.

USE OF PARKS/APPROVAL OF CLOSING OF 5TH STREET

Flyers for a fundraiser for the Aldinger family had been posted to use the Chesnutt Park and it was asked to close 5th Street during the benefit.

Motion by Wulf, second by Seaman to allow the use of Chesnutt Park for the benefit and allow the closing of 5th Street. Motion carried.

CTE CONTRACT AGREEMENT

The contract with Labette Community College to allow employees to take classes and the tuition being paid through this CTE program was presented for approval.

Motion by Wulf, second by Seaman to allow the signing of the CTE agreement with the Labette Community College. Motion carried.

Motion by Seaman, second by Kepner to adjourn the city council meeting to hold the Oak Hill Cemetery Board meeting. Motion carried. Meeting was adjourned at 9:18 p.m.

The council meeting was called back to order at 9:31 p.m. after the adjournment of the Oak Hill Cemetery Board meeting.

The pending items on the agenda were reviewed. No action was taken from any discussion.

Motion by Seaman, second by Kepner to adjourn. Motion carried. Meeting was adjourned at 9:36 p.m.

Seal

Mayor

City Clerk