

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

December 19, 2023

The Chetopa City Council met in regular session on Tuesday, December 19, 2023, at 7:03 p.m., at City Hall. The meeting was delayed getting started waiting for Attorney Shane Adamson to connect via Zoom.

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, Police Chief/City Supervisor Scott Feagan, Attorney Shane Adamson (via Zoom), Assistant City Clerk Amy Wilkinson, Ryan Darnell, and Denton Gilleland.

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

It was requested to include visitor Denton Gilleland and the brush dump discussion on the agenda, while removing the pool/splash pad discussion.

Motion by Castle, second by Wulf to approve the agenda with these additions and deletion. Motion carried.

Mayor Bushong asked about the location of The Junction Internet tower which was discussed at the previous meeting and if it was subject to specific regulations. Clerk Crumrine clarified that the tower was situated on private property and asked Pippin if the city needed to address anything and he communicated that no immediate action was necessary at this time. The Junction Internet company committed to providing the city with updates on the project's status.

Motion by Boyd, second by Wulf to approve the minutes of the last regular meeting. Motion carried.

Motion by Castle, second by Kepner to approve the municipal court report. Motion carried.

Boyd pointed out an error in the monthly treasurer's report related to the amount on check #41552. Subsequently, this issue was deliberated with the treasurer.

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

The CNA Surety Bond on the warrant register for Darnell was questioned and asked if that was for the new mayor. Clerk Crumrine reported the bond is for Debbie Darnell but since she will still be working after the current bond expires, the premium will be prorated after her retirement. Boyd asked about the \$12,596.46 Invoice for T&R Electric. It was reported that this invoice covered 8 transformers purchased in January of 2023 and the order has just now been received.

Motion by Boyd, second by Wulf to approve the warrant register. Motion carried.

APPROPRIATION ORDINANCE #3696 as follows:

Payroll Funds	\$ 39,708.53
Other Funds	\$ <u>68,231.18</u>
Total of all Funds	\$107,939.71

2023 BUDGET AMENDMENT HEARING

Mayor Bushong opened the budget amendment hearing. There was no one present to discuss the budget amendment. The General Fund, Sewer Utility Fund, and Employee Benefits Fund were determined to need to be increased to meet expected expenditures for the rest of the year. Boyd inquired about the specific factors contributing to the increase. Clerk Crumrine clarified that the unforeseen addition of new employees, the additional salary raise, heightened overtime costs and payments for the KDHE sewer loan were the primary reasons.

Motion by Seaman, second by Wulf to adopt the 2023 Budget Amendment as presented. Motion carried. Clerk Crumrine passed the budget-amendment certificate page around for the governing body members to sign. Mayor Bushong closed the Budget Amendment Hearing.

COUNCIL, EMPLOYEE & VISITORS

Denton Gilleland was present to ask for an adjustment on his tenant's utility billing at 425 Mulberry Street which is currently in his name. Gilleland stated that he had not been receiving the bill and it was questioned if he had recently had it checked for a water leak. City Supervisor Feagan will send the guys out to check the status of the water meter. The council is going to table this discussion until they can talk with the Utility Billing Clerk for more information about this account.

Mayor Bushong raised concerns about a resident possibly residing in the travel trailer located at 7th and Plum. Police Chief Feagan will investigate this matter. Additionally, Bushong requested an inquiry into the camper situated at 220 Elm Street.

Bob Boyd raised questions regarding the approved building permit for 110 S. 13th Street. It was proposed to reevaluate the property six months after the permit's issuance. A conversation ensued regarding the possibility of implementing a year limit on the trailer house permits. City Attorney Adamson concurred that such a restriction could be implemented. Boyd provided a summary to the council regarding the KMU meeting, detailing his attendance along with Water Plant Supervisor Tyler and the tour of Wichita's new water plant. The meeting proved to be highly informative, and they acquired valuable contact information to support any future water projects.

Seaman asked about the semi-trailers situated opposite the grocery store. It was determined that these trailers belong to the individual who acquired the old Methodist church building and was presently in the process of relocating. The Police Chief will engage in a conversation with the individual and inspect the license plates to confirm their validity.

Nading inquired about the brush dump fee applicable to contractors. Following extensive deliberation, it was decided to postpone the matter, with the intention of formulating a new policy outlining modifications to the existing rules and regulations.

City Clerk Crumrine informed the council about the application for a waste tire grant, which offers a 50% match. Clerk Crumrine was instructed to pursue costs to purchase handicap-accessible tables for both parks and mulch for playground equipment and present at the next council meeting for a decision on what to apply for. Crumrine informed the council of the decision to go with age-based premiums with Blue Cross Blue Shield of Kansas for employee Insurance. Scott Day from Day Insurance will conduct a meeting on Wednesday to discuss all insurance benefits and the session will be recorded for those unable to attend. Additionally, Crumrine updated the council on the completion of Jonathan Maples's 90-day probation period on December 16th and mentioned Jason Wammack's 90-day probation is set to conclude on December 30th. Police Chief/City Supervisor Feagan reported that both employees are performing exceptionally well.

Motion by Wulf, second by Nading to remove Maples and Wammack from probation on their anniversary dates. Motion carried.

Police Chief/City Supervisor Feagan informed the council that Carly Eichler will be set to graduate from the academy on January 12th. Additionally, city and county police officers will be holding the Annual Taser Training in the council room on Saturday, December 23rd. Feagan updated the council about the need for a power steering box replacement part for the 2016 Dodge police truck, costing \$2800 excluding labor.

Motion by Wulf, second by Seaman to approve the purchase of the power steering box. Motion carried.

Feagan informed the council that Rush Truck has successfully repaired the blower motor on the big bucket truck, and he is currently addressing matters with the insurance company. The water leak at Elmore Park's faucet has been resolved. T&R Electric will be here this week to assess all the old transformers to provide us with a quote for their purchase. The new Kubota tractor performed well during lagoon mowing. Feagan presented condemnation reports for three potential properties. Boyd inquired about the Terex invoice, Feagan clarified that it pertained to a pin on the control arm bucket, with charges including one hour of labor with two hours of travel time.

OLD BUSINESS FOLLOWUP

Clerk Crumrine requested the council to review the revisions to the Personal Policy for updating. During the discussion, Bushong inquired about the paragraph on page 4 related to the Applicant KS Driver's License, suggesting it be amended to reflect a valid State of Residence License. Additionally, the background checks for new hires were discussed on the same page. Attention was also directed to the social media section, where additional information could potentially be included. It was collectively decided by the governing body to postpone the decision until the entire body had the opportunity to thoroughly review the manual.

NEW BUSINESS

The following building permit was posted on the Facebook Residents page and the City of Chetopa website with no protest: Jeremy Truelove to build a 20x20 Pole Barn at 704 N. 8th Street in Chetopa, KS. Building inspector Nading requested the resident's telephone number be included on the permit application.

Motion by Wulf, second by Seaman to approve the building permit. Motion carried.

Assistant City Clerk Wilkinson updated the council on her ongoing efforts regarding the HB 2302 Grant application from the Kansas Water Office, specifically focusing on securing financing for the sewer project.

Clerk Crumrine presented the BG Consultants Billing No 18 invoice in the amount of \$625.00.

Motion by Wulf, second by Nading to approve paying the BG Consultants invoice. Motion carried.

Crumrine introduced the SEKRPC Environment Review Invoice contract amounting to \$5000.00 for the council's examination.

Motion by Wulf, second by Seaman to approve the payment of the SEKRPC environmental review completion invoice. Motion carried.

Crumrine presented the KDHE Pay Request No. 18 in the amount of \$5625.00 to request funds to pay the BG Consultants and SEKRPC invoices.

Motion by Wulf, second by Boyd to approve the KDHE fund request. Motion carried.

Crumrine requested permission to add Krystal Adams as a signer for the Bank ACH Authorization.

Motion by Wulf, second by Nading to approve the authorization for Adams. Motion carried.

Motion by Castle, second by Kepner to adjourn. Motion carried. Meeting adjourned at 8:47 p.m.

Seal

Mayor

City Clerk