

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

January 16, 2024

The Chetopa City Council met in regular session on Tuesday, January 16, 2024, at 7:00 p.m., at City Hall.

PRESIDING: Mayor Ryan Darnell.

PRESENT: Council Members/Bob Boyd, Linda Seaman, Justin Nading, Maria Billingsly, Brenda Dominguez 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, Carly Eichler, Zack Lawellin, and Pauline Brecheisen (8:00 p.m.).

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

It was requested to delete the city complex air conditioner/heating unit bids and the city code revision contract.

Motion by Wulf, second by Seaman to approve the agenda with these deletions. Motion carried.

Boyd identified a typo in the minutes, this will be corrected.

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

Motion by Seaman, second by Wulf to approve the court report. Motion carried.

Motion by Boyd, second by Wulf to approve the treasurer report. Motion carried.

Boyd requested a breakdown of the pay of employee #78. Boyd questioned how many employees participated in Aflac. The LIEAP reimbursement was explained, by law we must return any LIEAP money that has not been used in 2 years.

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

Meeting was adjourned to hold the Oak Hill Cemetery Board meeting.

OAK HILL CEMETERY ASSOCIATION BOARD MEETING

APPROPRIATION ORDINANCE #3698 as follows:

Payroll Funds	\$ 68420.03
Other Funds	<u>\$ 126927.04</u>
Total of all Funds	\$195,347.07

COUNCIL, EMPLOYEE & VISITORS

Mayor Darnell advised Toni, who is set to retire in a year, to create a checklist and job description detailing all her responsibilities and tasks. Clerk Crumrine mentioned that she has started delegating some of her job duties to Assistant Clerk Wilkinson.

Boyd requested the clerk to investigate the possibility of paying off the water debt revenue bond to reduce interest expenses. Boyd praised Pauline Brecheisen for her excellent work in cleaning the city buildings and proposed a \$2 per hour raise for the 7 weekly hours assigned to her.

Motion by Wulf, second by Billingsly for the \$2 hourly raise effective 01/01/2024.
Motion carried.

Nading inquired about contractors being able to pay to use the brush dump. Clerk Crumrine stated that it was essential to implement a policy to effectively monitor and manage the billing process. It was recognized that a policy for the Brush Dump will need to be developed.

Billingsly suggested putting a locked mailbox out front of the city office to save on the post office box fees. Billingsly also let Mayor Darnell know she was interested in being on the police and park committees.

Wulf asked if there was a way to hire an Animal Control/ City Helper for the upcoming available public works position. A discussion took place regarding the community's need for animal control services.

Clerk Crumrine presented the KMU invoice in the amount of \$3295 for membership dues, an increase of \$157 from last year.

Motion by Seaman, second by Wulf to approve paying the KMU invoice.
Motion carried.

Clerk Crumrine presented an amendment to the agreement for the SEKRPC to administer the KDHE loan, as the original agreement did not include some compliance forms and regulations.

Motion by Seaman, second by Dominguez to approve the contract amendment. Motion carried.

Clerk Crumrine informed the council that she submitted the Waste Tire Grant for the rubber mulch and handicapped picnic tables.

Clerk Crumrine presented the BG Consultants invoice in the amount of \$318.00.

Motion by Wulf, second by Boyd to approve payment of this invoice. Motion carried.

Police Chief/City Supervisor Feagan reported that Officer Eichler completed the Police Academy and received the most improved fitness cadet. Chief Feagan requested a 50-cent increase for Eichler. More discussion followed.

Motion by Boyd, second by Wulf to increase Officer Eichler \$1 per hour. Motion carried.

The lights for the museum have been ordered and Jon Maples is going to install them. Eichler is going to do some of the welding projects in the shop on her days off and she will get the city a material list.

OLD BUSINESS FOLLOWUP

Clerk Crumrine asked the council about reviewing the Personnel Policy.

Motion by Boyd, second by Nading to add the Nepotism section back into the policy manual. Motion carried.

Boyd raised inquiries about the Medicare section of the policy mentioned in the April 4th 2023 minutes. **Crumrine** clarified that the handout from Day Insurance Solutions, approved by the council, indicated 95% coverage for Medicare A, B, & D.

It was decided to table this discussion on the policy revision until the next council meeting.

Clerk Crumrine presented the resolution to set the public hearing for the 3 condemnation properties scheduled for March 5th.

Motion by Nading, second by Wulf to approve the Resolution 2024-1. Motion carried.

The Solid Waste Committee Members were discussed.

Motion by Wulf, second by Seaman, to add Darnell, Feagan, and Myles Adams to serve on the wastewater committee. Motion carried.

Clerk Crumrine addressed the EMP3 Representatives, mentioning that Krystal Adams has replaced Debbie Darnell and will now participate in the monthly meetings with KMEA. The committee is still in need of two additional members.

Motion by Seaman, second by Wulf to appoint Boyd on the committee with Seaman as an alternate. Motion carried.

The 1-hour webinar from the League for New City Officials was discussed. Members will receive an email containing the link to watch the webinar at their convenience.

The documentation for the Kansas Public Water Supply was revised to include Amy Wilkinson as the administrative contact. The clerk presented the updated paperwork for approval.

Motion by Wulf, second by Dominguez to authorize the mayor's signature on the modifications for the Kansas Public Water Supply. Motion carried.

CHETOPA CITY LIBRARY DISCUSSION

The option to use Chesnutt Park as a possible new library location was discussed. Mayor Darnell will talk with Cody Chesnutt about this possibility. Considering the state of the existing library structure, the council deliberated on future temporary locations for the library.

Motion by Wulf, second by Billingsly to close the library building temporarily. Motion carried.

The decision was made to direct the Chetopa City Library Board to return the grant funds received from the Southeast Kansas Library System, originally designated for certain building repairs.

NEW BUSINESS

Clerk Crumrine requested to add herself, Amy, and Krystal as signers for the petty cash account and the safety deposit box.

Motion by Wulf, second by Billingsly to allow the new signers on the Petty Cash Account and Safety Deposit box. Motion carried.

UTILITY BILLING DISCUSSION

Craig Sanders had paid under protest his last utility billing and requested an adjustment on the bill as he moved out on the first of the following month. It was discussed that he was charged the minimum only for his services.

Motion by Wulf, second by Billingsly to not allow any billing adjustments. Motion carried.

Assistant City Clerk Wilkinson reviewed the Utility Billing Ordinance enacted in 2015 with the council, asking the council's support for consistency in payment and shut-off regulations. Wilkinson briefed the council on her conversation with Home Pro. They are still working on a few options for the city pool and will keep us updated.

Wilkinson inquired about the possibility of enclosing the office counter for enhanced protection. Nading was asked to measure the area and provide a cost estimate.

Mayor Darnell requested that council members express their preference for committee assignments, with the final decisions to be made during the next council meeting.

EXECUTIVE SESSION

Motion by Wulf, second by Dominguez to enter into executive session to discuss pending litigation with the mayor, council, city clerk, police chief, attorney (via zoom), and assistant city clerk for a period of ten (10) minutes with session ending at 9:25 p.m. Motion carried.

Entered: 9:15 p.m. Returned: 9:25 p.m.

Mayor Darnell called the meeting back to order and asked if any action was to be taken.

Motion by Wulf, second by Nading to take the attorney's recommendation and not accept the pending litigation settlement. Motion carried.

EXECUTIVE SESSION

Motion by Boyd, second by Wulf to enter into executive session to discuss non-elected personnel with the mayor, council, city clerk, police chief, attorney (via zoom), and assistant city clerk for a period of five (5) minutes with session ending at 9:32 p.m. Motion carried.

Entered: 9:27 p.m. Returned: 9:32 p.m.

Mayor Darnell called the meeting back to order and no action was taken.

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

Meeting adjourned at 9:33 p.m.

Seal

Mayor

City Clerk