

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

February 6, 2024

The Chetopa City Council met in regular session on Tuesday, February 6, 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, Assistant City Clerk Amy Wilkinson, Utility Bookkeeper/City Treasurer Krystal Adams, Court Clerk Patty Wilkinson, Water Plant Supervisor Michael Tyler, Pauline Brecheisen, Debbie Yost, Betsy Koontz, Ann McKenzie, Angela Forquer, Bonnie Mozingo, Nancy and Dale Miller, Jessica Morgan, Bob Splean, Tammy Bushong, Myles Adams, Johanna Mcdaniel and Bill Moses (7:07 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.

Motion by Wulf, second by Nading to approve the agenda. Motion carried.

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

Motion by Boyd second by Seaman to approve the treasurer’s report. Motion carried.

Clerk Crumrine pointed out an error on the warrant register for the check for the lease purchase that was made out to the wrong payee. This will be corrected with a manual check.

Motion by Billingsly, second by Seaman to approve the warrant register. Motion carried.

APPROPRIATION ORDINANCE #3699 as follows:

Payroll Funds	\$ 40307.72
Other Funds	<u>\$ 190287.55</u>
Total of all Funds	\$230,595.27

COUNCIL, EMPLOYEE & VISITORS

Debbie Yost with the Bank of Commerce approached the council about allowing the city to temporarily use the community room at the bank as a temporary location for the city library. Stipulations on the temporary building for the library were discussed as well as potential other locations.

Bob Boyd briefed the council on leasing the building at 903 Maple Street for a temporary library location.

Bob Splean, owner of the 903 Maple building discussed a 2-year lease on his building for \$700 monthly rent.

Motion by Seaman, second by Billingsly to use the bank room for the temporary location of the library. Motion carried. The council expressed gratitude to Debbie Yost for granting permission to use the bank room temporarily. It was agreed that city workers would aid Debbie in clearing out the bank room and then assist the library board in relocating the library materials to the new site.

A thorough conversation took place regarding the acquisition of funding for the new city library. Angela Forquer, the city librarian, was asked about a past grant designated for replacing windows and the back door. Forquer mentioned she was in communication with the Southeast Kansas Regional Library System to explore the possibility of reallocating the grant funds for library furnishings. This adjustment was considered since the original grant allowed for improvements or furnishings for the library building. Additionally, the library was prepared to cover the matching funds required for the furnishings grant.

Forquer asked permission to be able to go into the building to start packing up the library. A list of questions was passed around to the council members regarding questions the library board members had. It was discussed that two board members and the librarian would be in attendance for any library discussion. Forquer thanked the city for working with the library.

Water Plant Supervisor Tyler discussed the purchase of the high-service pump from B&B Electric. Tyler asked if we could order another Clarifier Mixer Motor to have on hand. Motion by Wulf, second by Nading to purchase a spare clarifier mixer motor. Motion carried.

Tyler inquired about the sale of a city vehicle. No action was taken.

Tyler requested to attend the KRWA annual conference in Wichita next month. Motion by Wulf, second by Nading to allow Tyler to attend this conference for continuing education. Motion carried.

Court Clerk Wilkinson asked permission for the destruction of payroll records prior to 2019. Motion by Wulf, second by Billingsly to allow the records destruction. Motion carried.

Seaman asked the council for an adjustment to the city cost on her water bill for a water leak.

Motion by Wulf, second by Nading to adjust the water billing. Motion carried.

Nading presented a proposal for the partition wall in the city office. It was suggested that another bid should also be sought.

Wulf passed out flyers for the School PAC Bingo Fundraiser that is on February 23rd and encouraged everyone to attend to support the school PAC team.

Dominguez suggested establishing an official Facebook page for the City of Chetopa. Concerns were raised about the negative content on the Chetopa Residents Facebook page, and the proposed page would enable city officials and council members to share informative updates with the public.

Motion by Dominguez, second by Nading to set up this new city of Chetopa public service Facebook page. Motion carried.

The Brush Dump Policy was discussed. A proposal of the rules and regulations was passed around. This will have to be adopted by an ordinance.

Motion by Boyd, second by Wulf to table until the next meeting. Motion carried.

Bill Moses asked the council if he could have an adjustment on his water bill due to a water leak.

Motion by Wulf, second by Nading to adjust the water bill to reflect the wholesale cost. Motion carried.

Boyd inquired about overdue utility payments from residents who have moved within the town. Boyd proposed empowering office staff to start collecting these outstanding debts for any past due utility bills owed.

Motion by Boyd, second by Nading to send letters to customers with outstanding utility bills from previous addresses to initiate collection. Motion carried.

Mayor Darnell emphasized to the governing body the importance of informing him about any external meetings and ensuring transparent communication with him.

Clerk Crumrine presented for payment the ESO fire department software invoice in the amount of \$2944.01, an increase of \$85.76 from last year.

Motion by Nading, second by Wulf to pay the ESO invoice. Motion carried.

Clerk Crumrine presented for payment the Cottonwood/ Neosho River Water Assurance District Invoice in the amount of \$2148.15, a decrease of \$184.19 from last year.

Motion by Billingsly, second by Wulf to pay this water assurance invoice. Motion carried.

Clerk Crumrine notified the council that Nancy Whetstone had phoned regarding an issue at the entrance of the Senior Citizen Building. Building Inspector Nading will investigate the matter.

Attorney Adamson emphasized to the council the importance of avoiding any violations of open meeting regulations. Any council member considering a project must present it to the entire council before any actions are taken.

Police Chief/City Supervisor Feagan informed the council that Cordell Bass has expressed interest in taking on part-time shifts with the department.

Motion by Seaman, second by Nading to appoint Bass as PRN police officer. Motion carried.

Feagan also updated the council on Wilkinson's application for the Parsons Community Foundation Grant concerning police tasers. Billingsly will confirm the anticipated grant award date.

Feagan proposed rehiring Jon Maples for a full-time position, restarting his 90-day probationary period.

Motion by Nading, second by Dominguez to appoint Jon Maples to full-time public works position effective 02/07/2024. Motion carried.

Feagan updated the council on the electrical substation problem. An engineer was set to arrive this week to assess the repairs required. The inventory of surplus transformers has been evaluated. T & R Electric has proposed purchasing the faulty transformers at \$4 per KVA, totaling \$4476.00.

Motion by Nading, second by Wulf to sell the bad transformers to T & R Electric. Motion carried.

Feagan informed the council about a significant sewer problem at 9th & Plum Street, where the main sewer line had backed up. The City of Parsons assisted by deploying their large sewer truck and cleared the line for a fee of \$150.00. Feagan expressed gratitude to Parsons for their assistance in resolving the issue. Additionally, repairs have been completed on the culvert at 6th and Locust as well as the alley exiting the bank onto main street. Debbie Yost voiced appreciation for the repairs. Feagan mentioned plans to collaborate with Sandy Krider from Labette County to purchase culverts at a better rate. Krider will furnish Feagan with quotes, after which he will consult Mayor Darnell regarding the culvert prices. Furthermore, Feagan reported the LED lights have been installed at the museum.

The Chetopa Ag kids are selling flowers.

Motion by Wulf, second by Seaman to allot \$2000 to purchase flowers, mulch, and any painting of park equipment for both parks. Motion carried.

Debbie Yost noted the need to acquire a memorial tree for Dennis Gerrity and inquired if anyone had suggestions regarding the type of tree, as the Chamber has been tasked with overseeing this donation.

The Chetopa Chamber of Commerce has scheduled the Easter Egg Hunt for March 30th and Clerk Crumrine asked for a donation of \$200 towards the event.

Motion by Seaman, second by Wulf to make a \$200 donation for prizes for the easter egg hunt. Motion carried.

Bill Moses requested a culvert at 715 Locust Street- It is city policy to provide one driveway culvert. A work order will be filled out for this request.

OLD BUSINESS FOLLOWUP

Personal Policy revisions were not completed. It was noted that the Brush Dump Policy will need to be incorporated.

The City Complex A/C Heat Unit specs are being drawn up so bids can be requested.

There was a generator discussion for the city office to be added to next year's budget.

There was no update on the City Code Revision.

Mayor Darnell is working on the preliminary city committee list. Due to a question from a visitor, this list will be revised, and Mayor Darnell will present at the next meeting.

Tammy Bushong inquired if the warrant register was available as a public record. It was confirmed that indeed it was.

Pauline Brecheisen raised the issue of the holes in the bank alley and inquired if the city would address them. Assistant City Supervisor Adams will look at the needed repairs.

The council discussed the conditions of the water fund loan and the GO Bond. Boyd asked about the interest on the CD. This discussion is going to be tabled until the next meeting. Clerk Crumrine will give Debbie Yost a city treasure report.

NEW BUSINESS

Clerk Crumrine requested that Krystal Adams be removed from probation retroactive to January 12th as she had failed to put the discussion on the last meeting agenda.

Motion by Boyd, second by Wulf to remove Adams from probation and give her a 50cent per hour raise. Motion carried.

Assistant City Clerk Wilkinson has been working on the Floodplain letters to mail to all property owners who will be affected by any changes. The city owns two properties that includes being removed from the floodplain map- 11 Plum Street and 22 Maple Street.

Motion by Wulf, second by Dominguez to authorize mailing the Floodplain Revision letters to all property owners affected. Motion carried.

Clerk Crumrine requested to use the same Auditors as last year with a quote of \$2000 to prepare the 2025 Budget and \$7400 to do the 2023 Audit. Boyd stated he would like the city to go out for other quotes.

Motion by Boyd, second by Wulf to seek quotes for the audit. Motion carried.

Clerk Crumrine requested to attend the CRMCS Training at Chanute on February 8th. This training is over any changes regarding employee badges.

Motion by Seaman, second by Dominguez to allow Toni to attend this training. Motion carried.

Clerk Crumrine updated the council, stating that the only development regarding the Sewer Project is the change in our USDA contact, with Mike Billings no longer in that role. Crumrine has contacted our new USDA contact, informing them that we are still awaiting Topeka’s approval to proceed with bidding for our project.

No new information was provided regarding the roof bids for the electrical building.

Clerk Crumrine also informed the council about a new asphalt company based in Parsons, KS, suggesting that it could be considered for future bids.

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

Seal

Mayor

City Clerk