

# UNAPPROVED MINUTES

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

July 16, 2024

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

PRESIDING: Mayor Ryan Darnell.

PRESENT: Council Members/Bob Boyd, Linda Seaman, Brenda Dominguez, Ernie Wulf, Maria Billingsly and Justin Nading.

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 at 7:07 p.m., Pauline Brecheisen, Phil Jarred, Patty Darnell, Jessica Morgan, Tim Smith, Johnna McDaniel and Sydney Dwyer.

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 add visitors Tim Smith and Sydney Dwyer and to add the fire department second quarter run pay, vacation request, the Coronavirus State and Local Fiscal Recovery Funds Memorandum of Understanding, and David Hubbell's letter to the council to new business on the agenda.

Motion by Dominguez, second by Wulf to approve the agenda with additions.

Motion carried.

Motion by Boyd, 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.

Boyd inquired about the LIEAP Fund balance; it was stated that the balance is updated on the first of every month.

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

Boyd asked about the invoice for Foley Equipment. It was stated this was a repair to the air line for the road grader.

Motion by Billingsly second by Wulf to approve the warrant register. Motion carried.

**APPROPRIATION ORDINANCE # 3710** as follows:

Payroll Funds	\$ 45,433.61
Other Funds	<u>\$ 101,462.68</u>
Total of all Funds	\$ 146,896.29

### **MAYOR, COUNCIL, EMPLOYEE & VISITORS**

**Patty Darnell**, representing the Chetopa Merchants, asked for a donation to the Labette County Fair premium livestock sale as done in the past.

Motion by Nading, second by Wulf to approve a \$200 donation. Motion carried.

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**Tim Smith** provided an update regarding his 201 N. 11th Street property.

Motion by Billingsly, second by Dominguez to grant Smith another extension until August 31<sup>st</sup>, 2024, to show improvement on the property. Motion carried.

**Sydney Dwyer** was present to request the council's approval to be added to the rural waterline. The approval paperwork from all customers currently on the master meter on X-Ray North of 4000 Rd was presented.

Motion by Dominguez, second by Wulf to allow the mayor and city clerk to sign the document permitting the installation of an additional water meter on the rural waterline. Motion carried.

**Johnna McDaniel**, Chetopa City Library Board President, informed the council that the library had agreed to sign over a \$15,000 CD currently at Commercial Bank in Oswego, KS to the city toward the purchase of a new library building. McDaniel also asked permission for the library to set up a fund at the Bank of Commerce to collect library building donations. The council had no issue with the library board doing a new building fundraiser on their own.

**Phil Jarred with Jarred, Gilmore, and Phillips**, was present to discuss the 2023 audit with the council.

Motion by Wulf, second by Boyd to approve the 2023 audit. Motion carried.

**Jarred** also presented the 2025 budget report. A lengthy discussion was held on the many budget cuts that the city is facing. It was decided to have a special council meeting on Thursday, July 18<sup>th</sup> at 6:00 p.m. to finalize the budget, to get the mill levy to the County Clerk for the RNR notification.

**Utility Bookkeeper/City Treasurer Krystal Adams** went over the quarterly report numbers. Adams requested to dispose of all 2018 Utility Billing Records.

Motion by Wulf, second by Seaman to allow the disposal of the 2018 Utility Billing Records. Motion carried.

**Wulf** requested Chief of Police/City Supervisor Feagan to post an unauthorized access sign to stop the neighbor from gaining access to Elmore Park on a 4-wheeler.

**Billingsly** inquired about police officer applications. Feagan stated he should be starting interviews next week.

**Boyd** showed a picture of a tree located on Elm Street. Feagan will investigate this matter.

**Mayor Darnell** discussed the brush dump issues.

**Clerk Crumrine** addressed a complaint at Mulberry Estates involving raccoons. Feagan suggested switching out the dumpster for one with a lid. A complaint concerning the alley behind Mulberry Estates was addressed.

**Chief Police/City Supervisor Feagan** reported that the city crew had started installing the rubber mulch in Veterans Park. A discussion was held over the sanitation truck.

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## **OLD BUSINESS**

### **KANSAS WATER OFFICE/SEWER PROJECT**

Clerk Crumrine presented three KWO sewer project forms that need to be signed by the mayor.

Motion by Wulf, second by Dominguez to approve Mayor Darnell's signature on the KWO forms regarding the sewer project. Motion carried.

Clerk Crumrine requested to pay two engineering invoices from BG Consultants for the sewer project in the amount of \$2,550.00 and \$8,536.00.

Motion by Wulf, second by Billingsly to approve and pay the BG Consultants invoices. Motion carried.

### **SPECIAL ASSESSMENT**

Clerk Crumrine wanted clarification on what the special assessment letter needed to say to Kathy Pease. Discussion followed and a letter will be sent to Pease.

### **JOB DESCRIPTION UPDATES**

The council discussed the job descriptions. Feagan mentioned the only modification he proposed was renaming the City Helper position to Public Works with no other changes. All job descriptions will be revised and submitted for council approval.

### **PROPERTY MOWING UPDATE**

Feagan stated that the mowing list is still being updated. Several council members have received complaints regarding properties that need to be mowed.

### **WATER PLANT LINE REPAIR UPDATE**

The Labette County Commissioners agreed to provide the city \$37,500 from ARPA funds to assist with the water plant line replacement. The quote is \$99,500 from W&W Backhoe and Trenching. Discussion was held on how to pay the balance. Clerk Crumrine presented a Coronavirus State and Local Fiscal Recovery Funds Memorandum of Understanding that needed to be signed to receive this ARPA money.

Motion by Wulf, second by Billingsly to allow the mayor and city clerk to sign the MOU. Motion carried.

Motion by Nading, second by Billingsly to bill an additional \$10.00 per water meter for the next ten months. Motion carried.

Clerk Crumrine will prepare an ordinance for this water meter increase.

### **FINANCIAL WORKSHOP DATE DETERMINATION**

The discussion regarding the date of the financial workshop has been tabled.

**Chief of Police/City Supervisor Feagan** requested city employee, Jason Shields to be removed from probation effective July 22, 2024.

Motion by Nading, second by Boyd to remove Shields from probation. Motion carried.

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## **NEW BUSINESS**

### **VACATION REQUEST**

Karin Trimble requested three vacation days in August.

Motion by Boyd, second by Wulf to allow Trimble to take vacation. Motion carried.

### **MUSEUM LETTER TO COUNCIL**

David Hubbell, the president of the museum, wrote a letter requesting approval to install three new museum signs in various locations to increase awareness of the location of the museum.

The council instructed Clerk Crumrine to consult with the Department of Transportation regarding two signs that would be out of the city limits.

### **FIRE DEPARTMENT RUN PAY**

The second quarter pay request in the amount of \$608.00 for the Fire Department runs was presented for approval.

Motion by Seaman, second by Wulf to approve the Fire Department pay request. Motion carried.

It was stated that there will be a ZOOM meeting at the August 6<sup>th</sup> council meeting with Landon with Mid-America Pool Renovation for questions regarding the swimming pool quote.

Mayor Darnell stated he would contact Jim Nave to see if the FFA class could make payment boxes for the city parks.

Motion by Wulf, second by Dominguez to adjourn the meeting. Motion carried.  
Meeting adjourned at 9:22 p.m.

Seal

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Mayor

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City Clerk