

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

October 17, 2023

The Chetopa City Council met in regular session on Tuesday, October 17, 2023, at 7:00 p.m., at City Hall.

PRESIDING: Council President Linda Seaman called the meeting to order in Mayor Bushong's absence.

PRESENT: Council Members/Bob Boyd, Justin Nading, 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, Water Plant Supervisor Mike Tyler, Utility Bookkeeper/City Treasurer Debbie Darnell, Krystal Adams, Pauline Brecheisen, Timothy Burnham, and Pat Robison.

Council President Seaman 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 add a non-elected executive session and visitors, Pat Robison and Pauline Brecheisen to the Agenda.

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

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

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

Boyd asked for a detailed breakdown of the Electric Quarterly Report. Clerk Crumrine explained that the warrant registers provide a monthly breakdown of all expenses, and the report presented a summary of the last three months' expenditures. In response, Boyd expressed the need for a breakdown of any expenses exceeding \$100,000 in the electric fund.

Boyd questioned the 2016 GMC truck still being listed under the first responders on the quarterly report. Debbie will fix the title to show the 2016 GMC truck under the water plant department.

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

Boyd raised a question about the payment to Labette Bank for restitution. Clerk Crumrine clarified that the money in question was restitution for a stolen debit card used in Chetopa and restitution was collected through the court.

Boyd inquired about the payment to Lawellin Backhoe LLC for a private line repair. Clerk Crumrine explained that she had discussed the matter with Scott, and the plan is to invoice the customer for the repair costs.

Boyd inquired about the specific repairs included in the Moores Auto Invoice. In response, Clerk Crumrine mentioned that the invoice encompassed repairs for the water plant truck, the small bucket truck, the sanitation truck, servicing the police dodge truck, and adding new tires.

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

APPROPRIATION ORDINANCE #3692 as follows:

Payroll Funds	\$ 44,475.47
Other Funds	<u>\$ 93,982.53</u>
Total of all Funds	\$138,458.00

COUNCIL, EMPLOYEE & VISITORS

Timothy Burnham expressed gratitude to the council for their unwavering support regarding the Meat Processing Plant, which he anticipates opening either by the end of this month or in early November. He formally requested the city's approval and signature on the Kansas Department of Agriculture City Sewage Disposal Certificate form, enabling him to proceed with the State Inspection.

Motion by Kepner, second by Wulf to approve the signing of the sewage certificate. Motion carried.

Pat Robison expressed her frustration regarding the pace of the property cleanup at 1504 Maple, along with similar concerns about other properties in the town. Police Chief Feagan updated her on the process of dealing with the complaint.

Pauline Brecheisen raised the issue of loose dogs around town and stated two dogs came onto her property and were going to attack her dog. Police Chief Feagan informed her that she could call dispatch and the officer on duty would respond.

Water Plant Supervisor Tyler reported increased water consumption issues over the past 4 to 5 days. The master water meters have been examined, but that is not the reason for the increase in consumption. On Monday, there was a chlorine leak which was successfully identified and repaired by Lawellin Backhoe LLC. Tyler reported a problem with the Clarifier, which required draining for a thorough inspection. To address this issue, they had to close 5 valves, and unfortunately, 2 of them would not shut properly, necessitating their replacement. Each of these valves' projected costs are over \$1,000. Additionally, B&B Electric conducted an inspection of the backwash pump and noted a substantial amount of additional work required. They will be providing an updated cost estimate for these repairs.

Clerk Crumrine inquired about the cleaning of the Sinclair building property. In response, Scott mentioned that he had already discussed this matter with the property owner, who confirmed plans to address the cleanup. Crumrine then asked all the department heads present to estimate their year-end purchase requirements, as she will be working on a budget amendment and any additional purchases will need to be held off until after the first of the year, unless it is needed for an emergency. Furthermore, Crumrine mentioned the need to replace the office vacuum. She also made a formal request for funeral leave, for a trip to Texas to meet with family members.

Motion by Nading, seconded by Wulf, to grant Crumrine permission to utilize funeral leave. Motion carried.

Police Chief/City Supervisor Feagan reported that the Police Truck listed on the Purple Wave Auction website is scheduled to conclude on November 14th.

Assistant City Clerk Wilkinson mentioned collaborating with the City Library on the Seed 2.0 Grant, aimed at securing funding for a new roof and carpet. The grant entails a 10% matching requirement, capped at \$25,000. Mayor Bushong has already endorsed this initiative with a support letter, and a similar request has been extended to the Chamber. Additionally, Wilkinson discussed working on the Heal Grant Program, aimed at addressing the library wall damage and replacing the heating/AC unit. This grant requires a 50% match and permits a maximum request of \$100,000.

Utility Bookkeeper/City Treasurer Darnell provided the council with an email from a level-pay customer who experienced a significant water leak and requested a billing adjustment.

Motion by Wulf, second by Nading to adjust the water portion of the utility bill to the city cost. Motion carried.

Darnell asked Nading how many fire hydrants were flushed by the fire department this weekend as she needs this information for her water loss report. Nading stated that 10 fire hydrants were opened for an approximate 2-minute run time each. Darnell also asked Boyd what he wanted to add to the treasurer's report. Boyd stated he would like the CD numbers in the report.

OLD BUSINESS FOLLOWUP

Clerk Crumrine provided an update to the council, explaining that she was actively working on drafting the bond ordinance and resolution required for the Rural Development Forms concerning the sewer project. She also mentioned that Attorney Shane Adamson would be coordinating with Billings from USDA in Iola, and the engineering firm BG Consulting to address any questions pertaining to these forms. Crumrine informed the council of her intention to order W2s and 1099s from GWorks. Crumrine sought the council's approval to make the payment for the GWorks Annual Support Agreement/License Fee Invoice, totaling \$3,618.00.

Motion by Wulf, second by Kepner to approve paying the GWorks Invoice. Motion carried.

There was no update on the tractor repair.

There was no update on the information about the alley closing petition.

EXECUTIVE SESSION

Motion by Wulf, second by Kepner to enter into executive session to discuss non-elected personnel with council, clerk, legal counsel, police chief/city supervisor, and assistant city clerk present for a period of five (5) minutes with the session ending at 7:56 p.m. Motion carried.

Entered: 7:51 p.m.

Returned: 7:56 p.m.

President of the Council Seaman called the meeting back to order and the following action was taken.

Motion by Boyd, second by Wulf to allow the Police Chief/City Supervisor Feagan to donate sick leave to an employee at his discretion. Motion carried.

Boyd asked for an update on why Carol Luman requested to be on the agenda. Further discussion was not held because Luman did not show up to the meeting.

Motion by Wulf, second by Kepner to adjourn. Motion carried. Meeting adjourned at 8:00 p.m.

Seal

Mayor

City Clerk

Council President