

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

August 06, 2024

The Chetopa City Council met in regular session on Tuesday, August 06, 2024, at 7:00 p.m., at City Hall.

PRESIDING: Mayor Ryan Darnell.

PRESENT: Council Members/Bob Boyd, Linda Seaman, Brenda Dominguez, Ernie Wulf, Justin Nading and Maria Billingsly @ 7:01 p.m.

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, Sherry Tyler, Bonnie Mozingo, Adrienne Vining, Alexis Scofield, Phil Jarred, Pauline Brecheisen @ 7:06, Jessica Morgan @ 7:24 p.m. and Bill Moses @ 7:35 p.m.

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

It was requested that visitor Alexis Scofield be added and Teresa Hughes and Landon Cole via ZOOM be deleted from the agenda.

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

Motion by Seaman, second by Billingsly to approve the minutes of the last regular meeting and the July 18th special council meeting. Motion carried.

Motion by Boyd, second by Nading to approve the Treasurer Reports. Motion carried.

Clerk Crumrine reported printer issues that prevented the printing of warrant checks but gave the council a list of checks that will be printed once the printer issue is resolved. Nading asked about the red items on the warrant register, which were identified as additional items to be paid that were added after the council packets were delivered on Friday. Boyd inquired about the work compensation payment, and Crumrine explained it was for the additional premium amount from the audit.

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

APPROPRIATION ORDINANCE # 3711 as follows:

Payroll Funds	\$ 34,355.30
Other Funds	<u>\$ 63,233.02</u>
Total of all Funds	\$ 97,588.32

MAYOR, COUNCIL, EMPLOYEE & VISITORS

Adrienne Vining was present to ask for an adjustment on her utility bill due to a water leak.

Motion by Nading, second by Wulf to adjust the water portion of the utility bill to the city cost and enter into a payment plan if needed. Motion carried.

Police Chief/City Supervisor introduced Alexis Scofield and requested that she be appointed to the police officer vacancy.

Mayor Darnell appointed Alexis Scofield to the police officer position, with a start date of Monday, August 12, 2024.

Motion by Nading, second by Dominguez to confirm the appointment. Motion carried.

Phil Jarred with Jarred, Gilmore, and Phillips, presented the 2025 Budget with suggested utility rate increases.

Motion by Nading, second by Seaman to adopt Ordinance No. 988 to raise the electric rates by 10%. Motion carried.

ORDINANCE NO. 988/AN ORDINANCE AMENDING SECTION 15-301 OF THE CITY CODE OF THE CITY OF CHETOPA, KANSAS, AND AMENDING ORDINANCE NO. 932, RELATING TO ELECTRICAL RATES WITHIN SAID CITY AND OUTSIDE THE CITY LIMITS.

Motion by Nading, second by Dominguez to adopt Ordinance No's 985-987 to increase the water, sewer, and sanitation rates by 10%. Motion carried.

ORDINANCE NO. 985/AN ORDINANCE AMENDING SECTION 15-219 AND 15-220 OF THE CITY CODE OF THE CITY OF CHETOPA, KANSAS AND AMENDING ORDINANCE NO 872, RELATING TO WATER RATES WITHIN SAID CITY AND OUTSIDE THE CITY LIMITS.

ORDINANCE NO. 986/AN ORDINANCE AMENDING CHAPTER XV, ARTICLE 4, SECTION 15-421 OF THE CITY CODE OF CHETOPA, KANSAS, AND AMENDING ORDINANCE NO. 976, RELATING TO SEWER SERVICE CHARGES WITHIN SAID CITY AND OUTSIDE THE CITY LIMITS.

ORDINANCE NO. 987/AN ORDINANCE AMENDING CHAPTER XV, ARTICLE 5, SECTION 15-520 OF THE CITY CODE OF THE CITY OF CHETOPA, KANSAS, AND AMENDING ORDINANCE NO. 974, RELATING TO THE FEE SCHEDULE FOR THE COLLECTION OF REFUSE FOR THE CITY.

Further discussion was held on options to decrease the mill levy.

Motion by Nading, second by Seaman to decrease the mill levy for the 2025 Budget from 80.807 to 72.000 mills. Motion carried.

Changes will be made to the budget hearing publication and the budget hearing will be held on Tuesday September 3, 2024, at 7:00 p.m.

Water Plant Supervisor Tyler gave an update on the issues with the generator transfer switches. Boyd requested to review the billing for these repairs from ICR Electric.

Assistant City Clerk Wilkinson informed the council that the application period for the streetlight funding through the Kansas Corporation Commission had ended. Wilkinson requested permission to apply for the second round of funding through the Kansas Water Office HB2303 Grant for the additional funds needed for the water plant line replacement.

Motion by Wulf, second by Billingsly to allow Mayor Darnell to sign the Grant Application Submission Affidavit for Wilkinson to apply for this grant. Motion carried.

Wulf raised concern about the mowing of city parks, suggesting that work orders be issued to ensure the parks are properly weeded. Mayor Darnell agreed to discuss the issue with Police Chief/City Supervisor Feagan.

Dominguez asked if the city could assist the school by repairing the entrance to the teacher parking lot as well as the bus barn drive. This matter will be postponed until the school board meeting.

Billingsly reported she would discuss the job description revisions after the executive session.

Nading inquired about any update on the mobile home at 110 S. 13th Street owned by James Stephens. Clerk Crumrine reported that Stephens had not responded to the letter and a resolution was discussed.

Motion by Nading, second by Billingsly to draft a resolution for the trailer house on 110 S. 13th Street. Motion carried.

Nading inquired about the demolition at 414 Maple Street. Clerk Crumrine reported no bids have been received for this demolition project.

Seaman addressed mowing issues around town. Police Chief/City Supervisor Feagan stated the city crews were going to start mowing properties this week.

Boyd pointed out an issue with his water meter lid. Boyd inquired about the update on the nuisance vehicle at 402 N. 8th Street as well as many properties around town that need to be mowed.

Clerk Crumrine reported that Kathy Pease had not responded to the special assessment letter. There was a discussion over the special assessments and the mowing of several properties. Crumrine read some of the complaints to the council. Crumrine also reported that the rubber mulch from the Waste Tire Grant had been installed at both parks and she would review the insurance coverage. Crumrine stated that her printer was malfunctioning and that a replacement printer from McCarty's Office Supplies would cost \$499.00.

Motion by Billingsly, second by Seaman to allow Clerk Crumrine to order a new printer. Motion carried.

Police Chief/City Supervisor Feagan reported the power outage on Sunday on the South side of town was due to another reclosure failure at the substation. Feagan stated he is driving the part to Salina to get the reclosure refurbished to have as a spare.

OLD BUSINESS

WATER PLANT LINE REPLACEMENT UPDATE

A discussion took place regarding the payment for the water plant line replacement. Additional funding is needed, and it was discussed to levy a \$100 fee to every water meter payable over a ten-month period at \$10 per month.

Motion by Wulf, second by Boyd to adopt Ordinance No. 984 assessing the \$100.00 meter fee. Motion carried.

ORDINANCE NO. 984/AN ORDINANCE TO ASSESS A ONE-TIME FEE FOR EACH WATER METER, PAYABLE OVER A TEN-MONTH PERIOD TO PROVIDE FUNDING FOR REPAIRS TO THE WATERLINE FROM THE WELL HOUSE TO THE WATER PLANT.

Starting next month, residents will see a \$10.00 per water meter fee on their bills, for the next 10 months.

PERSONNEL POLICY MANUAL REVISION

The city office staff are currently updating the policy manual.

NRP Public Hearing Scheduled

Clerk Crumrine announced that the public hearing for adopting the Neighborhood Revitalization Plan is scheduled for August 20, 2024.

NEW BUSINESS

Pauline Brecheisen asked about painting the parking lines on Main Street in front of her business. This matter will be investigated.

EXECUTIVE SESSION-NON-ELECTED PERSONNEL

Motion by Billingsly, second by Nading to enter into executive session to discuss non-elected personnel with the mayor, council, Attorney Adamson, and Police Chief/City Supervisor Feagan for a period of ten (10) minutes with the session ending at 8:37 p.m. Motion carried.

Entered: 8:37 p.m. Returned: 8:47 p.m.

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

Motion by Nading, second by Billingsly to re-enter into executive session to discuss non-elected personnel with the mayor, council, Attorney Adamson, and Police Chief/City Supervisor Feagan for a period of ten (10) minutes with the session ending at 8:48 p.m. Motion carried.

Entered: 8:48 p.m. Returned: 8:58 p.m.

Mayor Darnell called the meeting back to order and the following action was taken.

Motion by Billingsly, second by Seaman to enroll Myles Adams in Leadership Labette classes at LCC. Motion carried.

RESIGNATION

Motion by Nading, second by Wulf to accept Jonathan Maples's resignation. Motion carried.

Motion by Nading, second by Dominguez to terminate Maples's cell phone plan on Monday, August 12th, 2024. Motion carried.

JOB DESCRIPTION ADOPTION

Motion by Billingsly, second by Dominguez to add assisting the code enforcing officer with the printing and mailing of the letters of code violations to the City Treasurer/Utility Bookkeeper job description. Motion carried.

Seaman made a motion to adopt the job descriptions. Additional discussion was held. Motion died for a lack of second.

Motion by Billingsly, second by Nading to include the collection of camping fees from the park boxes in the job description for the public works position. Motion carried.

Motion by Seaman, second by Billingsly to accept the job description adoption with these changes. Motion carried.

FIRE DEPARTMENT RETIREMENT/APPOINTMENT

At the July fire meeting, Fire Chief Bryan Midgett retired and Justin Nading was appointed as the new fire chief. The fire department adopted a bylaw stating that if the fire chief is a member of the city council, they will not receive payment for their role as fire chief.

Motion by Boyd, second by Dominguez to accept Midgett's resignation and accept the appointment of Justin Nading as the fire chief. Motion carried. Nading abstained.

VACATION REQUEST

Paul Trinkle requested 4 vacation days.

Motion by Dominguez, second by Seaman to allow Trinkle to take vacation. Motion carried.

CMB LICENSE

Jumpstart has sold to the company Baig Petroleum LLC- doing business as All Star 02 and has applied for a cereal malt beverage license. The license fees have been paid and a background check has been passed.

Motion by Billingsly, second by Nading to approve the CMB License. Motion carried.

CITY CODE WEED ABATEMENT DISCUSSION

Clerk Crumrine outlined the city code process for weed abatement. The Code Enforcement Officer gives a list of properties to issue letters to property owners, giving them 10 days to abate the nuisance or request a hearing with the council. If the nuisance is not resolved the city will abate the nuisance and there will be a minimum charge of 2 hours of labor plus a \$30 administrative fee billed to the property owners. These billing letters are either hand-delivered or sent as certified mail, and property owners have 30 days to make payment. If payment is not received, the City Clerk will prepare an ordinance and forward the abatement to the County Clerk by the end of August to be included on the property tax bill.

Boyd noted that in other cities, code enforcement officers issue tickets rather than using tax abatements. He expressed concern about this issue and requested that the discussion be postponed and added to the pending items list on the back of the agenda.

KMU TRAINING DISCUSSION

Clerk Crumrine talked with Rob Manthei, the Electric Programs Coordinator with Kansas Municipal Utilities about the overhead electric workshop in McPherson, Kansas. Clerk Crumrine wanted to verify that the training would be suitable for a public works employee with no prior electrical experience. Rob stated that the classes would be appropriate for someone with no electrical background. Clerk Crumrine recommended that the governing body consider sending a public works employee to this training in September. Police Chief/City Supervisor Feagan agreed to discuss the opportunity with the public works employees and determine who is interested in attending. He also requested that Clerk Crumrine provide him with the instructor's contact information.

STO/UPOC Book Adoption Ordinance

Clerk Crumrine presented two ordinances to adopt, by reference, the new Uniform Public Offense Code and the Standard Traffic Ordinance books published by the League of Kansas Municipalities. Discussion followed.

Motion by Wulf, second by Billingsly to adopt Ordinance No's 982 and 983. Motion carried.

ORDINANCE NO.982/AN ORDINANCE REGULATING TRAFFIC WITHIN THE CORPORATE LIMITS OF THE CITY OF CHETOPA, KANSAS: INCORPORATING BY REFERENCE THE STANDARD TRAFFIC ORDINANCE FOR KANSAS CITIES, 51ST EDITION, WITH CERTAIN CHANGES; PROVIDING CERTAIN PENALTIES AND REPEALING ORDINANCE NO.971.

ORDINANCE NO.983/AN ORDINANCE REGULATING PUBLIC OFFENSES WITHIN THE CORPORATE LIMITS OF THE CITY OF CHETOPA, KANSAS: INCORPORATING BY REFERENCE THE UNIFORM PUBLIC OFFENSE CODE FOR KANSAS CITIES, 40TH EDITION, WITH CERTAIN OMISSIONS; PROVIDING CERTAIN PENALTIES AND REPEALING ORDINANCE NO. 972.

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

Meeting adjourned at 9:24 p.m.

Seal

Mayor

City Clerk