

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

October 01, 2024

The Chetopa City Council met in regular session on Tuesday, October 01, 2024, at 7:00 p.m., at City Hall.

PRESIDING: City Council President Linda Seaman

PRESENT: Council Members/Bob Boyd, Brenda Dominguez, Maria Billingsly, Justin Nading @7:16 p.m. and Ryan Darnell @7:26 p.m. took position as Mayor. Ernie Wulf was not present.

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, Water Treatment Plant Supervisor Michael Tyler, Court Clerk Patty Wilkinson, Jessica Morgan and Bill Moses @7:09 p.m.

Council President Seaman called the meeting to order, led the council and visitors in the Pledge of Allegiance and opened the meeting in prayer.

The tree-cutting bid was requested to be added to the agenda while removing the building permit and food truck policy ordinances.

Motion by Dominguez, second by Boyd to approve the agenda with additions and deletions. Motion carried.

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

Clerk Crumrine noted that the water fund includes ARPA funds received from the County allocated for the waterline replacement.

Motion by Boyd, second by Dominguez to approve the treasurer reports. Motion carried.

Boyd pointed out the budgeted transfer from the electric fund to employee benefits.

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

**APPROPRIATION ORDINANCE # 3715** as follows:

Payroll Funds	\$ 34,682.13
Other Funds	\$ <u>125,472.07</u>
Total of all Funds	\$ 160,154.20

**MAYOR, COUNCIL, EMPLOYEES & VISITORS**

**Water Treatment Plant Supervisor Tyler** raised concern regarding Maguire, who is scheduled to carry out internal painting and exterior touchups on the water tower in October, which will necessitate emptying the tower. The timing aligns with the recent initiation of the sewer project, which needs water to flush the sewer lines. Tyler asked the governing body how they would like to proceed. Discussion followed.

Motion by Billingsly, second by Boyd to postpone the water tower painting until the spring so the sewer project can continue uninterrupted. Motion carried.

Before Water Plant Supervisor Tyler could order the actuator approved in the last meeting, another issue emerged with the flow meter and the other actuator stopped working. Employees are now required to pull the lever and adjust the meter manually. After exhausting all troubleshooting options over the phone, Tyler requested permission for Matt Stallbaumer from Systems Manufacturing, Inc. (Scada Representative) from Overland Park, KS, to come and evaluate the problem.

Motion by Boyd, second by Billingsly to grant Tyler authority to contact Stallbaumer to address the computer software issue. Motion carried.

**Utility Bookkeeper/City Treasurer Adams** provided the governing body with an update on the outstanding utility bills owed to the city.

**Assistant City Clerk Wilkinson** announced that the Patrick Leahy Bulletproof Vest grant she applied for has been awarded, covering 50% of the cost for new vests for Police Chief Feagan and Sergeant Rakestraw.

**Billingsly** requested that the structure at 1504 Maple Street be condemned.

Motion by Billingsly, second by Nading to start the condemnation process for 1504 Maple Street. Motion carried.

**Nading** brought up the volunteer sign-up sheet for the citywide cleanup scheduled for October 12<sup>th</sup>. The property owner must sign the form to permit volunteers on their property. Nading stated that Police Chief/City Supervisor Feagan will assist with a list of main street projects.

**Boyd** requested an updated junk vehicle list from code enforcement for the next meeting.

**Clerk Crumrine** mentioned she is finalizing the Neighborhood Revitalization Plan and will be meeting with the taxing entities. Crumrine also indicated she is in the process of closing out the waste tire grant. There was a discussion over the budget. Crumrine presented the budget report to the governing body, highlighting the need for department heads to implement significant cuts and avoid additional spending, until after the end of the year, unless it is an emergency.

## **OLD BUSINESS**

### **PERSONNEL POLICY MANUAL REVISION**

Boyd requested that the adoption of the policy manual be tabled. Billingsly commented that we need to move on this manual.

Motion by Boyd, second by Nading to table the personnel policy manual revisions. Motion carried.

### **PROPERTY MOWING UPDATE**

Police Chief/City Supervisor Feagan stated that five more properties have been added to the mowing list.

### **CONDEMNATION BIDS FOR 414 MAPLE STREET**

Clerk Crumrine stated that no bids have been received yet; however, Assistant City Clerk Wilkinson has been approached by a company interested in submitting a bid.

**SEWER PROJECT STATUS UPDATE**

The sewer project is underway, with Mayer Specialty Services, LLC. beginning the cleaning and videoing of the sewer lines.

**FOOD TRUCK POLICY ORDINANCE**

Clerk Crumrine requested confirmation of the food truck setup fee before drafting the ordinance. It has been clarified that each vendor will have a \$25.00 setup fee.

**ONE-WAY FLASHING LIGHTS BY SCHOOL**

The one-way flashing lights sign for Elm Street, located between 5<sup>th</sup> and 6<sup>th</sup> Street, north of the school, was discussed. Mayor Darnell will meet with Police Chief/City Supervisor Feagan to explore options.

**RIVERBANK MOWING**

Mayor Darnell inquired about the riverbank mowing. Police Chief/City Supervisor Feagan stated he would attend the county commission meeting on Monday to request permission to hire Micah Ekhoﬀ to mow the riverbanks with the side mower.

**NEW BUSINESS**

**PUMPKIN PARADE DONATION**

Clerk Crumrine requested to increase the pumpkin parade donation to \$200.00.

Motion by Dominguez, second by Billingsly to donate \$200.00 for the Halloween Pumpkin Parade. Motion carried.

**TREE CUTTING BID**

One sealed bid was received for the tree removal at 315 S. 4<sup>th</sup> Street.

Motion by Nading, second by Billingsly to accept Bill’s Lawn Service bid for the tree removal and grinding of the stump in the amount of \$1,850.00 Motion carried.

**EXECUTIVE SESSION**

Motion by Seaman, second by Dominguez 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 7:56 p.m. Motion carried.

Entered: 7:46 p.m. Returned: 7:56 p.m.

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

Motion by Billingsly, second by Nading 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 8:06 p.m. Motion carried.

Entered: 7:56 p.m. Returned: 8:06 p.m.

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

Motion by Nading, second by Billingsly to postpone Jason Shield’s CDL training for six months. Motion carried.

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

Meeting adjourned at 8:08 p.m.

Seal

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Mayor

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City Clerk