

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

November 05, 2024

The Chetopa City Council met in regular session on Tuesday, November 05, 2024, at 7:00 p.m., at City Hall.

PRESIDING: Council President Linda Seaman in the absence of Mayor Ryan Darnell.

PRESENT: Council Members/Bob Boyd, Brenda Dominguez, Justin Nading, and Maria Billingsly @ 7:02 p.m. Mayor Darnell and Ernie Wulf were not present.

ALSO PRESENT: Clerk Toni A. Crumrine, Police Chief/City Supervisor/First Responder President Scott Feagan. Police Sergeant Travis Rakestraw, Officer Jason Wammack, Attorney Shane Adamson, Assistant City Clerk Amy Wilkinson, Utility Bookkeeper/City Treasurer Krystal Adams, Court Clerk Patty Wilkinson, Water Treatment Plant Supervisor Michael Tyler, Tim Smith, Bonnie Mozingo, Charles Morse, James Krstolich and Jessica Morgan.

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 library board visitors were requested to be added to the agenda while removing the property mowing update, condemnation bids for 414 Maple Street, condemnation resolution at 1504 Maple Street, building permit ordinance and food truck policy ordinances.

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

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

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

Boyd inquired about the lift station repairs. Discussion was held.

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

APPROPRIATION ORDINANCE # 3717 as follows:

Payroll Funds	\$ 39,057.48
Other Funds	<u>\$ 64,493.77</u>
Total of all Funds	\$ 103,551.25

MAYOR, COUNCIL, EMPLOYEES & VISITORS

Tim Smith provided an update regarding the progress on his 201 N. 11th Street property.

Motion by Nading, second by Billingsly to grant Smith an extension until December 3, 2024, to provide the council with an update on the property's cleanup. Motion carried.

James Krstolich with Ideatek was present to inform the council of a high-speed fiber internet opportunity. Krstolich asked if the council would be willing to provide a letter of support for an application to the Kansas BEAD grant program for their project in Labette County.

Motion by Dominguez, second by Nading to allow Mayor Darnell to sign a letter of support for Ideatek. Motion carried.

Labette County Emergency Manager Charles Morse discussed the Homeland Security Hazard Mitigation Plan.

Motion by Nading, second by Billingsly to adopt Resolution 2024-5. Motion carried.

Boyd thanked Morse for the assistance he provided through the county with the waterline replacement ARPA funding.

Library Board Members; Bonnie Mozingo and Jessica Morgan inquired about the old catholic church building that was for sale. Crumrine stated that due to budget constraints that will be discussed later, action on this discussion would not be possible at this time. Crumrine also questioned the fire extinguisher that was missing from the old library building and was told that it was hanging on the wall. Feagan will go again to see if it was overlooked when an old extinguisher was brought over to the temporary library location.

Tyler noted two upcoming KDHE continuing education classes he would like permission to attend with operator Karin Trimble.

Motion by Boyd, second by Nading to approve Tyler and Trimble's attendance for the water plant operator continuing education class in Pittsburg on November 20, 2024, and the class in Chetopa on April 8, 2025. Motion carried.

Tyler reported that Foley Equipment assessed the issues for both of the generators at the water treatment plant and the repairs would be covered under warranty, Tyler also mentioned that the filter flow actuator has been replaced and is functioning well.

Nading stated he received a verbal blessing from Cody Chesnutt to use Chesnutt Park for a future library location.

A. Wilkinson reported that she attended the second year of the Clerks Institute in Wichita last week. The program included several classes on topics such as HR, audits, and policy procedures, along with numerous networking opportunities.

Boyd discussed the KMEA Directors Meeting and showed pictures of The Junction Internet tower built at 5th and Locust Street.

Crumrine mentioned that she has closed out the waste tire grant and will soon receive \$3,921 for the remaining portion of the award. Crumrine also stated that she has requested a traffic detour from KDOT for the December 11th Christmas Parade. Additionally, a representative from Blue Cross Blue Shield will be visiting this week to discuss the 2025 health and dental plan renewal rates, with an increase in premiums expected.

Crumrine requested to pay the Ionware invoice for the handheld maintenance agreement in the amount of \$900.00

Motion by Seaman, second by Nading to pay the maintenance agreement invoice. Motion carried.

Feagan reported that Alexis Scofield is doing well at Kansas Law Enforcement Training Center and is scheduled to graduate on December 13, 2024. Scofield will be on Thanksgiving break and will be permitted to work that week alongside the officer on duty.

Feagan reported that the trash truck tires will soon need to be replaced and will obtain quotes from Diamond J and Bartlett Coop. Additionally, Feagan will seek another quote for the front loader radiator.

OLD BUSINESS :

CITY PERSONNEL POLICIES & GUIDELINES REVISION ADOPTION

The revised personnel policy manual was presented for adoption.

Motion by Boyd, second by Billingsly to adopt said document as presented. Motion carried.

SEWER PROJECT STATUS UPDATE

The first contractor pay request in the amount of \$277,553.16 was presented for payment. CDBG funding with the Kansas Water Office grant funding will cover this request.

Motion by Billingsly, second by Dominguez to approve the contractor's pay request. Motion carried.

W&W BACKHOE & TRENCHING CONTRACT

The contract between the City of Chetopa and W&W Backhoe & Trenching was presented for approval. Signing this contract is necessary to confirm that the funds for the waterline replacement project have been appropriated for this year and a copy will be sent to the county for their records.

Motion by Nading, second by Boyd to allow Mayor Darnell to sign this contract. Motion carried.

2024 CITY BUDGET AMENDMENT

Crumrine reported that the City of Chetopa is facing a budget crisis and will need to amend the budgets for both the employee benefits fund and the sewer fund. A budget hearing is scheduled for December 03, 2024. Crumrine noted that the electric fund has NO available funds to transfer to the general operating fund, and cost-cutting measures must be implemented. The city's financial auditor emphasized the need to reduce spending and cut expenses due to overtime. Crumrine stressed the urgency of cutting ALL unnecessary spending, as she had never seen the city's finances in this state. Boyd, referring to email from auditor, expressed deep concerns over the overtime and he has requested the department heads completely stop any overtime that is not an emergency. Billingsly added that excessive overtime has been a significant budgetary issue. Crumrine explained while the budget amendment has covered the anticipated expenses to year-end, there is insufficient cash to fund the remaining budget, which may lead to some departments being eliminated. Without cutting overtime, the city will be unable to cover payroll for any department that is paid out of the general operating fund.

NEIGHBORHOOD REVITALIZATION PLAN ORDINANCE NO.990

The NRP Ordinance No.990 was presented for adoption.

Motion by Billingsly, second by Seaman to adopt said ordinance. Motion carried.

NEW BUSINESS:

BUILDING PERMIT-VON LAUFFER

Shaun Von Lauffer to pour a 42x51 ft concrete slab at 1005 Elm Street, in the City of Chetopa. Building Inspector Nading recommended the approval of the permit.

Motion by Seaman, second by Dominguez to approve the building permit for Von Lauffer. Motion carried. Nading abstained.

FIRST RESPONDER 3rd QUARTER PAY

Due to budget constraints First Responder President Feagan recommended submitting the 3rd quarter First Responder run pay with the 4th quarter run pay for approval in January. The council was in agreement.

EMPLOYMENT APPLICATIONS

Crumrine noted that we had two applications turned in for public works even though we do not have an opening at this time and all job applications will be held on file for 6 months. Boyd requested that all job applications need to be presented to the council.

EXECUTIVE SESSION- NON-ELECTED PERSONNEL

Motion by Seaman, second by Dominguez to enter into executive session to discuss non-elected personnel with the council, Clerk Crumrine, Attorney Adamson, Police Chief/City Supervisor Feagan, Assistant City Clerk A. Wilkinson, Court Clerk P. Wilkinson, and Utility Billing Clerk/City Treasurer Adams for a period of (15) fifteen minutes with the session ending at 8:36 p.m. Motion carried.

Entered: 8:21p.m.

Returned: 8:36 p.m.

Council President Seaman called the meeting back to order and asked if any action was to be taken.

Motion by Billingsly, second by Boyd to re-enter into executive session to discuss non-elected personnel with the council, Clerk Crumrine, Attorney Adamson, Police Chief/City Supervisor Feagan, Assistant City Clerk A. Wilkinson, Court Clerk P. Wilkinson, and Utility Billing Clerk/City Treasurer Adams for a period of (20) twenty minutes with the session ending at 8:57 p.m. Motion carried.

Entered: 8:37 p.m.

Returned: 8:57 p.m.

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

Motion by Boyd, second by Billingsly to stop overtime immediately, except for in emergency situations. Motion did not carry. Boyd and Billingsly voted yea, Nading, Dominguez, and Seaman voted nay. Boyd stated he would not be complicit in the decision to continue overtime when there are no funds to support it and left the meeting at 9:02 p.m.

Motion by Seaman, second by Billingsly to forgo council pay for the council members present for the 4th quarter. Motion carried.

Motion by Nading, second by Billingsly to instruct Feagan to contact Labette County Sheriff Eichinger regarding assistance in shift coverage. Motion carried.

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

Meeting adjourned at 9:27 p.m.

Seal

Mayor

City Clerk