

UNAPPROVED MINUTES

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

March 1, 2016

The Chetopa City Council met in regular session on Tuesday, March 1, 2016 at 7:00 p.m., at City Hall.

PRESIDING: Mayor Terry G. Robison.

PRESENT: Council Members/Gary W. Bryant, Geraldine Castle, Jim Cooper, Carthen Nash and Linda Seaman.

ALSO PRESENT: Clerk/Toni A. Crumrine, Police Chief Scott Feagan, Attorney Ed Dosh, Terry Hall, Dale Yates, Bruce Boettcher, Jim Blundell and Cindi McElroy.

Mayor Robison called the meeting to order and opened with prayer.

The following items were added to the agenda, visitor Bruce Boettcher, camping voucher discussion, two proclamations and auditor discussion.

Motion by Bryant, second by Nash to approve the agenda with the additions. Motion carried.

Motion by Nash, second by Castle to approve the Minutes from the last regular meeting. Motion carried.

Motion by Cooper, second by Nash to approve the Treasurer's Report. Motion carried.

Motion by Bryant, second by Nash to approve the Warrant Register. Motion carried.

APPROPRIATION ORDINANCE # 3505 as follows:

Payroll Funds	\$ 25394.29
Other Funds	<u>204717.83</u>
Total of all funds	\$230112.12

MAYOR, COUNCIL, EMPLOYEE & VISITORS

Bruce Boettcher, BG Consultants, Inc., reported on the bid opening for the community storm shelter. There were 5 bidders and the low bid was from Sprouls Construction Inc. with a bid of \$205,000 and a total for alt. #1-#4 of \$10,250 for a total bid of \$215,250. An explanation of the Alternates was given and the references that had been checked were discussed. Boettcher is waiting on a reference call from MoDOT for projects that had been done for them. Discussion followed pertaining to criteria on how projects are awarded. Boettcher reported that the project has a deadline of June 30, 2016 and recommended to look at awarding contract today pending approval from CDBG with the four added alternates.

Motion by Cooper, second by Bryant to approve the award of the storm shelter contract to Sprouls Construction, Inc. pending approval from CDBG and with a good reference received from MoDOT, award to include the four alternates to the base bid for a total construction project cost of \$215,250. Motion carried. (Boettcher left)

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Cindi McElroy was present to discuss the two properties that demolition permits had been approved for at a prior meeting. The ninety day completion date was up February 28, 2016 and McElroy informed the council on what progress had been made. The original condemnation permit had been approved giving the owners 90 days to get the structures torn down and if demolition was not completed within the 90 days, condemnation proceedings would be started. Discussion followed.

Motion by Cooper, second by Bryant to table action on both properties to allow Enforcement Officer Police Chief Scott Feagan time to inspect the property. Motion carried.

McElroy also discussed the payments that she had made on a past nuisance cleanup. A balance of \$2800 had been charged to the three properties and she had not been informed of the assessment and had made several payments to the city office. Several options were discussed on how to handle the payments that were made.

Motion by Bryant, second by Cooper to send a notice to the county to credit the amount paid to the special assessment balance. Motion carried.

A brief discussion was held on the dumping of the demolition debris in the roll off and further discussion will be held later in the meeting. (McElroy left).

Dale Yates requested an extension to get his property torn down. His demolition permit had the same stipulations as the McElroy permits, and he has a contract with someone to tear the house down, but the contractor has two projects ahead of him. Discussion followed.

Motion by Cooper, second by Nash to table action until the next meeting and have Yates bring his contract in with an estimated completion date. Motion carried. (Yates left)

Terry Hall informed the council that there is a drainage problem in front of his mother's house at 5th and Mulberry that he has contacted the city office several times about it and would like it fixed. The clerk was instructed to put a note in City Supervisor Jason Dugan's box concerning this request.

Mayor Robison discussed the charter ordinance moving the election dates for next year and moving the appointment date from the second meeting of June to the second meeting of February that still needed to be done. The clerk will work on this for next meeting. Robison wants to wait on making the new committees until the vacancy is filled. There is some confusion on holiday pay and the use of leave. The employee policy manual just states that an employee receives double pay when working on a holiday, but it doesn't address when an employee works 40 hours during the holiday week but not on the holiday. The employee policy manual needs to be updated and copies will be put in the council packets for next meeting. It was asked if the water plant has a time clock and it was reported that they did not.

Motion by Nash, second by Castle to get a time clock for the water plant. Motion carried. The clerk asked how Paul Trinkle was to clock in on the Wednesdays that he works at the city complex and he will have a time card at the water plant and also one at the city complex.

Nash discussed improvements to the ball field at Elmore Park. Nathan Blackledge had talked to him about needing grass seed at a cost of \$175 and also a set of bleachers. Nash presented information for a 40 seat bleacher at a cost of \$1542. Discussion followed.

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Motion by Castle, second by Cooper to purchase the bleachers and grass seed and have city crews clean out the tree line along the vacated railroad at Elmore Park. Motion carried.

Castle reported that there was a street light out at the funeral home corner and also discussed a resident that had moved to another house in town and asked if the policy would be enforced for not turning on utilities for someone when someone else is living there that owes an unpaid utility bill. The council was in agreement that the policy would be enforced. Police Chief Feagan asked if the electric could be disconnected at the top of the pole on empty houses to prevent people from placing slugs in to steal electricity. City Supervisor Dugan will be informed to start doing this. Castle also had been asked by a resident if they could get their driveway graveled as they saw a city employee putting rock in their personal driveway. It wasn't known where the gravel was being placed as the city maintains driveways up to the sidewalk.

Clerk's Miscellaneous: Two proclamations were presented, one that Recognized March 21-25, 2016 as Flood Safety Awareness Week and the other proclaiming the month of April as Fair Housing Month.

Motion by Nash, second by Bryant to approve the mayor signing the two proclamations. Motion carried.

Two auditors had called concerning the 2016 audit and assistance with the 2017 budget. One proposal had been received and has not been opened. The clerk reported that in discussing the audit over the phone, she had been told that this auditor would not audit the museum or the library within the city audit, these would have to be done separately for an additional cost. This will be put on the next meeting's agenda.

A person who has previously camped in Elmore Park came in about being able to leave his camper in the park and vacating it for a week and having his son come the week he was gone. This had been discussed last year and the council felt that the camper should be removed to comply with the ordinance length of stay and be out of the park for 7 days. The camper had stated that he would be able to get more vouchers that way and discussion was held on the camping fees and vouchers.

Motion by Nash, second by Castle to raise the camping fees to \$15 and put a limit of a maximum of 10 vouchers in a 6 month period. Discussion followed and the motion was withdrawn.

Motion by Nash, second by Castle to do away with the camping vouchers and leave camping fee at \$10. Motion carried. (Note: Bryant had left the room and was not present for vote)

Attorney Dosh thanked the council for their understanding with him being absent from meetings.

Police Chief Feagan discussed the condemnation proceedings and inspections. Bryant will go with him to inspect the two McElroy properties. The two trucks listed on Purple Wave had sold for a total of \$1815 and Chief Feagan asked if that amount could be added to the \$6000 from the city utility departments that will be applied towards the new police truck in exchange for the police truck that will be passed down to the utility department.

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Motion by Nash, second by Seaman to put these funds with the \$6000 towards the new police truck. Motion carried.

Items are being dumped in the roll off without a city employee present and in many cases the \$15 fee is not being paid.

Motion by Bryant, second by Nash to shut the gate anytime a city employee is not present to prevent unauthorized dumping in the roll off. Motion carried.

Also discussed was the fee when someone brought in a dump truck load of debris and felt that it should be more than the \$15 per load as McElroy had brought two loads which filled the roll off over half full. Discussion followed and the fees that the City of Oswego charges will be put in the council packets. Nash asked when the cameras were going to be installed and it was reported when the wiring was purchased and it could be scheduled.

LIBRARY BOARD APPOINTMENT

The clerk reported that Robison had not been sworn in as mayor at the time that he made the appointment to the library board and that the appointment would need to be redone.

Mayor Robison appointed Ann McKinzie to replace Tracey Bruce who had resigned.

Motion by Bryant, second by Cooper to approve the appointment. Motion carried.

PRESIDENT OF THE COUNCIL ELECTION

Motion by Cooper, second by Castle to elect Gary Bryant as President of the Council due to his prior experience on the council and as mayor. Motion carried. Nash voted no.

COUNCIL VACANCY DISCUSSION

A list of those interested in filling the council vacancy was given and discussion followed.

Motion by Nash, second by Castle to set a deadline of noon on March 11, 2016 to file for the council vacancy and include this list in the council packets. Motion carried.

CMB LICENSE APPLICATION FEE

The clerk was not clear on the CMB license fee that Carm N Dales LLC would need to pay and had only charged the \$25 stamp fee and questioned whether the additional \$50 to the city was to be collected. The council was in agreement that the full fee of \$75 for the new license should be paid.

SKW INVOICE-WATER INTAKE PROJECT

Invoice # 110326-020-9 in the amount of \$4399.91 for professional services was received from SKW on the water intake project.

Motion by Nash, second by Bryant to approve the payment of the SKW invoice. Motion carried.

FIREWORKS/EASTER EGG DONATION

The fireworks budgeted amount of \$4500 and a donation of \$20 to the Easter Egg Hunt were approved.

COMMUNITY STORM SHELTER RULES AND REGULATIONS

The clerk asked about rules for the storm shelter once it is constructed and put into use. No smoking, no pets and no alcohol are allowed and a sign will be constructed to put on the building.

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DEMOLITION PERMIT

A demolition permit was applied for by Paul Trinkle to tear down garage at 820 Cherry Street in the City of Chetopa.

Motion by Castle, second by Nash to approve the demolition permit. Motion carried.

MUSEUM ROOF BID SPECIFICATIONS

Cooper gave copies of the typed bid specifications for the museum roof to the council for review. No changes were made.

Motion by Bryant, second by Nash to adjourn. Motion carried.

Seal

Mayor

City Clerk