

# UNAPPROVED MINUTES

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

March 15, 2016

The Chetopa City Council met in regular session on Tuesday, March 15, 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, City Supervisor Jason Dugan, Nancy Kepford, Cindi McElroy, Dale Yates and Jim Blundell.

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

The following items were added to the agenda, Utility Incentive for Chetopa Veterinary Clinic, Community Storm Shelter invoice and form, Fire Department Forestry Grant Application and the Lease Purchase paperwork for the Water Intake and Community Storm Shelter.

Motion by Cooper, second by Nash to approve the Agenda with the additions. Motion carried.

Motion by Bryant, second by Castle to approve the Minutes of the last regular meeting. Motion carried.

Motion by Nash, second by Cooper to approve the Municipal Court Report. Motion carried.

Motion by Nash, second by Castle to approve the Treasurer's Reports. Motion carried.

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

### **APPROPRIATION ORDINANCE # 3506** as follows:

Payroll Funds	\$ 30995.71
Other Funds	<u>104958.71</u>
Total of all funds	\$135954.42

### **MAYOR, COUNCIL EMPLOYEES & VISITORS**

**Dale Yates** gave the council a copy of the contract from the contractor who is tearing down the house at 917 Maple with an anticipated start date of April 10, 2016. Discussion followed.

Motion by Cooper, second by Nash to give Yates until April 30, 2016 to tear down the house at 917 Maple. Motion carried.

**Cindi McElroy** was present for discussion on properties on Walnut and Pecan Streets. Bryant passed around pictures of the property on Walnut Street. Discussion followed concerning demolition and cleanup of properties.

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Motion by Cooper, second by Nash to give McElroy until April 30, 2016 to tear down house on Walnut Street. Motion carried.

Motion by Cooper, second by Bryant to set May 1<sup>st</sup> to re-evaluate property on Pecan and McElroy needs to be showing progress on cleanup. Motion carried.

McElroy asked that the brush pile behind the house on Pecan Street be removed as city crews had piled it there while working on a sewer issue. This will be put on list to do.

**Cooper** asked if an update had been given on the water intake project. The clerk called Holly Powers with Shafer, Kline & Warren, who reported that the screen was to be delivered this Friday and Sprouls will begin the installation on Monday.

**Mayor Robison** reported that the bleachers had been installed at the Elmore Park ball field and discussion was held on the parking south of the field. City Supervisor Jason Dugan informed the council that there was a ditch by the railroad tracks that might present a problem with parking in that area. After discussion, grey pipe will be installed in the ditch area to make the parking area available.

**Mayor Robison** had been contacted about a ditch issue by Nancy Armstrong. Pictures were presented and the matter was turned over to City Supervisor Jason Dugan. A date of April 12<sup>th</sup> at 7:00 p.m. was schedule to work on the personnel policy manual. April 4-11, 2016 will be “Chetopa Pride City Wide” cleanup. Residents will be able to set items out for city crews to pick up during that time period and it was requested that small items be bagged.

**Castle** discussed bids to replace the shelter house roof in Veterans Park by the Mae Lessley Community Building and the Chetopa Chamber of Commerce will contribute \$2000 towards the project. Discussion followed and the council approved allowing the chamber to choose the contractor for the project.

Motion by Cooper, second by Bryant to allow up to \$1200 to be paid from the Park Fund for the shelter house roof repair. Motion carried.

**Castle** asked for approval of a \$2500 budget for park cleanup supplies and materials to repair park equipment for the April 2, 2016 park work day.

Motion by Nash, second by Seaman to approve \$2500 towards the park cleanup/repair work day on April 2, 2016. Motion carried.

**Clerk’s Misc.** Chetopa Veterinary Clinic has applied for the business utility incentive and the clerk asked for approval for the mayor to sign the agreement.

Motion by Nash, second by Bryant to approve the utility incentive for the Chetopa Veterinary Clinic. Motion carried. Cooper asked if this was a policy and if future applicants could just sign agreement without it having to go over the council table and the council was in agreement to allow this. Billing # 5 from BG Consultants, Inc. in the amount of \$4,200 was presented for approval to pay. After this billing, the remaining maximum contract amount is \$26,503.

Motion by Bryant, second by Cooper to approve the payment of billing # 5 to BG Consultants. Motion carried.

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Lease Purchase documents were presented for signatures to set up a line of credit on the water intake and community storm shelter projects.

Motion by Nash, second by Castle to authorize the signatures on the lease agreements. Motion carried.

Jerry Midgett would like to donate three days of vacation to Rob Darnell. Discussion followed.

Motion by Bryant, second by Cooper to only allow sick leave donation with the council's approval. Motion carried.

Because of the award to Sprouls for the community storm shelter project, a CDBG Applicant/Recipient Disclosure/Update Report needs to be sent to the Kansas Department of Commerce.

Motion by Nash, second by Seaman to allow the mayor to sign the disclosure report. Motion carried.

Fire Chief Doug Moses was unable to attend the meeting tonight, but requested approval for the fire department to apply for the Forestry Grant 50/50 matching funds. The clerk reported that she had sent in reimbursement paperwork from the 2015 grant award for additional bunker gear that was approved after the initial award.

Motion by Bryant, second by Cooper to approve the fire department applying for the Forestry Grant. Motion carried.

**Police Chief Feagan** reported that Officer Timothy Gilliland will be graduating from the academy on Friday and he will be attending the graduation.

**City Supervisor Dugan** informed the council that they would be trying to move the oil tank next week. Discussion followed.

Motion by Cooper, second by Nash to allow Dugan to order a load of oil as soon as he can once tank is moved. Motion carried.

Mayor Robison asked if the cemetery road would be repaired before Memorial Day and Dugan stated that they should be able to get it done. Hours for labor/equipment and materials will be kept track of to turn into the Oak Hill Cemetery.

## **COUNCIL VACANCY**

Four applicants had filed for the council vacancy and Nancy Kepford was in attendance. Juanita Armstrong and Luke Wethey had notified the clerk and a council member that they would not be able to attend the meeting. Discussion followed.

Motion by Bryant, second by Cooper to elect Juanita Armstrong to the council. Motion did not pass. Bryant and Cooper voted yes; Seaman, Nash, Castle and Robison voted no.

Motion by Robison, second by Castle to elect Nancy Kepford to the council. Motion did not pass. Robison, Castle and Nash voted yes; Seaman, Cooper and Bryant voted no. There was no one to break tie.

Motion by Bryant, second by Cooper to table action on filling the vacancy until the next meeting. Motion carried.

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## **BULK WATER SUPPLY DISCUSSION**

Bryant had contacted Bartlett Coop concerning the rebuilding of the tower that had been approved at the February 16, 2016 council meeting and there was some confusion as to what the council had thought was going to be done and what Bartlett had quoted. Discussion followed.

Motion by Bryant, second by Cooper to leave the bulk water system as is and not do anything at this point. Motion carried.

## **AUDITOR DISCUSSION**

Responses from Mense, Churchwell & Mense and Jarred, Gilmore & Phillips had been received from the request of quotes from auditors. The quotes were read but there were some questions regarding what the audit services would cover.

Motion by Cooper, second by Bryant to table action until the clerk can get clarification on quotes and also get a quote from Jennifer Eichinger. Motion carried.

## **ROLL OFF FEE DISCUSSION**

Information from Oswego on their bulk item pickup fees was discussed.

Motion by Cooper, second by Bryant to set the bulk rate for loads larger than a pickup to \$55/ton and only allow dumping when a city employee is present. Motion carried. The clerk was instructed to check with Bartlett Coop to be sure they were agreeable to allow trucks to come in and weigh empty and loaded.

## **CHARTER ORDINANCES**

Two charter ordinances were presented to change the election date from April to November and exempt the city from provisions relating to the filling of governing body vacancies.

Motion by Nash, second by Bryant to adopt Charter Ordinance No. 15. Motion carried.

**CHARTER ORDINANCE NO. 15/A CHARTER ORDINANCE EXEMPTING THE CITY OF CHETOPA, KANSAS FROM THE PROVISIONS OF K.S.A. 14-103, 14-201 AND 14-204 RELATING TO THE ELECTION AND APPOINTMENT OF THE MAYOR, COUNCIL MEMBERS AND CITY OFFICERS, THEIR TERMS OF OFFICE. TRANSITIONS TO NOVEMBER ELECTIONS, THE APPOINTMENT OF OFFICERS AND NOMINATION PEITIONS; AND PROVIDING SUBTITUTE AND ADDITIONAL PROVISIONS ON THE SAME SUBJECT; AND REPEALING CHARTER ORDINANCE NO. 14.**

Motion by Nash, second by Seaman to adopt Charter Ordinance No. 16. Motion carried.

**CHARTER ORDINANCE NO. 16/A CHARTER ORDINANCE EXEMPTING THE CITY OF CHETOPA FROM THE PROVISIONS OF L. 2015, CHAPTER 88, SECTION 71, RELATING TO THE FILLING OF GOVERNING BODY VACANCIES. SWIMMING POOL DISCUSSION**

Shawna Clayborn was interested in running pool again this year but requested raises for manager to \$8; assistant manager to \$7 and lifeguards to at least \$6. Clayborn reported that she has no returning lifeguards except herself and she is certified for the shallow end only. Robin Oldham will be gone most of May so unless training is done by LCC, the pool may have to be

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opened a week later. The clerk had been informed that several returning lifeguards had come in to get applications, so there might be enough to open pool, but so far no applications had been returned by them. Discussion followed and it was requested that as many lifeguards as can, be sent through LCC for the training.

Mayor Robison appointed Shawna Clayborn as pool manager.

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

Motion by Cooper, second by Nash to approve the wages as follows: Manager-\$8; Assistant Manager-\$7; and lifeguards-\$6. Motion carried. The clerk asked if there are any returning lifeguards what their wage would be.

Motion by Cooper, second by Nash to increase returning lifeguards wages by \$.15 per hour. Motion carried.

Motion by Nash, second by Castle to require Assistant Manager to be at least shallow end certified. Motion carried. Cooper voted no.

## **KDHE WASTE TIRE BENCH AND TABLE GRANT**

Information regarding the 2016 KDHE Waste Tire grant was discussed. The clerk reported that she had submitted the final paperwork and needed to install the KDHE sign for the balance of the grant funds to be sent and the 2015 grant closed out.

Motion by Nash, second by Cooper to apply for the same items as last year, 3 benches and 3 picnic tables. Motion carried.

The clerk asked if some of the benches at Chesnutt Park could be moved to Elmore Park to be placed around the playground equipment there.

Motion by Bryant, second by Nash to move three items to Elmore Park. Motion carried.

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

Seal

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Mayor

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City Clerk