

UNAPPROVED MINUTES

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

April 5, 2016

The Chetopa City Council met in regular session on Tuesday, April 5, 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, Holly Powers, Juanita Armstrong, Don Smith, Sarah Delancy, William Glassco, Kim Riddle, Patty Wilkinson and James and Paula Reynolds.

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

The following items were added to the agenda: Museum Roof Bids and 1st Responder 1st Quarter 2016 run pay.

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

Bryant questioned what the payment to LESO and Applied Concepts was for. Applied Concepts was for a radar monitor repair and the LESO was for surplus rifles purchased through the state.

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

APPROPRIATION ORDINANCE # 3507 as follows:

Payroll Funds	\$31256.48
Other Funds	<u>37219.00</u>
Total of all funds	\$68475.48

MAYOR, COUNCIL, EMPLOYEES & VISITORS

Holly Powers with Shafer, Kline & Warren, Inc. reported that she had done a walk through inspection on March 30, 2016 and has scheduled a meeting with Phil Balch on April 12, 2016 at 10:30 a.m. for him to inspect the bendway weir. Powers had informed Kevin Rook with Sprouls Construction that most likely the weir work would probably not pass the inspection and would require more work. Powers also discussed maintenance work that would need to be done monthly and annually on both the new intake and the valve to the old intake if the city chose to keep it operational. James Reynolds asked about tree replacement and Powers stated that not enough trees had been removed to require tree replacement. Bryant asked about the degree of

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the angle of the weir and also discussed the contract calling for a certified welder. Powers will discuss this with the engineers. Robison asked about the warranty and Powers stated that Rook has the information. Sprouls Construction had submitted a pay request for the balance of the project less the retainage. Discussion followed and the council wished to increase the retainage.

Motion by Cooper, second by Nash to hold 10% of the pay request amount in addition to the 5% retainage until all lien releases are received and release the 10% when the lien releases are given to the city. Motion carried. Bryant voted no.

Powers will redo the pay request and submit it to Sprouls Construction for approval. James Reynolds asked to be notified before the final inspection and payout is made.

Kim Riddle presented the information for the city liability and property insurance renewal and discussed the changes adding the CyberSolutions coverage.

Motion by Bryant, second by Cooper to accept the quote on the insurance with the CyberSolutions coverage. Motion carried.

Residents Sarah Delancy and William Glassco were present to discuss their utility bill. No payment was received in March so their utilities were turned off. A history of their account was presented and discussed.

Motion by Cooper, second by Bryant to allow the payment of \$451.60 (Current bill plus \$33 plus reconnection fee) and sign agreement to pay the current bill plus \$33. Motion carried.

Mayor Robison requested that the council vacancy be discussed. Don Smith and Juanita Armstrong were present to introduce themselves and answer any questions that the council had.

Motion by Bryant, second by Cooper to appoint Juanita Armstrong to fill the council vacancy. Motion carried.

Juanita Armstrong was sworn in and took her seat at the council table.

City Supervisor Jason Dugan reported that the oil tank had been moved and will order a load of oil as soon as he can. The parking lot was done at Elmore park and crews are working on ditches. The listing of items that B-3 Construction will accept in the roll off was discussed.

Robison discussed the two burnt houses in the west end.

Motion by Nash, second by Castle to start the condemnation process on the two burnt houses in the west end. Motion carried. The clerk asked Chief Feagan to give her a copy of his report when done.

Police Chief Feagan requested an executive session to discuss non-elected personnel.

Motion by Nash, second by Cooper to enter into an executive session to discuss non-elected personnel with mayor, council, attorney, clerk and Patty Wilkinson present for 10 minutes. Motion carried.

Entered: 8:27 p.m.

Returned: 8:37 p.m.

Mayor Robison called the meeting back to order and there was no action to be taken from executive session.

Police Chief Feagan reported that the new truck was in and had been equipped and would be put in service Friday, April 8, 2016. Chief Feagan also notified the council that during a call, his truck had been damaged and the estimate to repair the truck was \$880 and he asked if

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the council wanted to pay the bill or run it through the insurance because the deductible was \$500.

Motion by Bryant, second by Nash to pay the repair outright. Motion carried.

Police Chief Feagan discussed vacation that Travis Rakestraw needed to take or in accordance with the policy manual he would lose if not taken. Because of the shortage in the department while Officer Gilliland was at the academy, Rakestraw had not been able to take days off and Chief Feagan asked if the council would approve paying Rakestraw for these days in lieu of him taking them off.

Motion by Nash, second by Cooper to pay Rakestraw for his vacation time, but in the future have the officer's take their vacation. Motion carried.

Clerk Crumrine gave the mayor two bids for repairs to the museum roof. Bill Hutchins submitted a bid of \$18,500 and Service Solutions submitted a bid of \$18,090.70 with two additional options for guttering. Discussion followed.

Motion by Cooper, second by Bryant to table action until references are received and checked from both contractors. Motion carried.

A 1st Quarter 2016 run pay request had been submitted by the 1st Responder Unit in the amount of \$600.

Motion by Armstrong, second by Seaman to approve the run pay of \$600. Motion carried.

Mayor Robison handed out the committee listing and discussed the spindle damage to the Altoz mower. Robison reminded everyone of the policy manual work session next Tuesday and the preconstruction conference meeting at 1:30 p.m. Friday April 8, 2016 on the storm shelter. It was asked if an ordinance had been done on the electric fencing as there was some on Pecan Street. The clerk reported that she thought an ordinance had been adopted but would double check. Police Chief Feagan will check into the issue. It was requested that all departments make a list of any needs or purchases for the 2017 budget and to turn them in by the 1st meeting in June.

Bryant discussed building bathrooms at Elmore Park by the ball field and stated that he still has issues with the bendway weir.

AUDITOR DISCUSSION

Jennifer Eichinger had been contacted to submit a quote for the 2015 audit and the 2017 budget preparation. The two other firms had been contacted regarding the audit of the library and museum. Discussion followed.

Motion by Cooper, second by Bryant to hire Mense, Churchwell & Mense to perform the 2015 audit and assist with the 2017 Budget. Motion carried.

SPECIAL ASSESSMENT ORDINANCE

An ordinance was presented to levy a special assessment on parcels of land for last half mowing and condemnation expenses for 2015.

Motion by Bryant, second by Seaman to adopt Ordinance No. 888. Motion carried.

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ORDINANCE NO 888/AN ORDINANCE MAKING AND LEVYING A SPECIAL TAX UPON ALL LOTS AND PARCELS OF GOUND IN THE CITY OF CHETOPA, KANSAS LIABLE FOR THE COST AND EXPENSE OF MOWING IN SAID CITY DURING THE MONTHS OF AUGUST, SEPTEMBER AND OCTOBER 2015 AND CONDEMNATION CHARGES FOR 2015.

SWIMMING POOL DISCUSSION

There are six lifeguards that need certified and they have been instructed to enroll in the college lifeguarding course. Shawna Clayborn would like to have Abby Cassell be the assistance manager and will have her certified as soon as Robin Oldham is available.

Motion by Cooper, second by Bryant to allow Abby Cassell to be the assistant manager as long as she gets certified for at least the shallow end. Motion carried.

BUILDING PERMITS

Two building permits were present: Jacob Scales to build a 10' x 30' deck on house at 418 Locust and Ernest Riddle to build 24' x 30' shop at 828 Elm, both in the City of Chetopa.

Motion by Nash, second by Castle to approve the building permits. Motion carried.

COMMUNITY STORM SHELTER DISCUSSION

Contract documents were presented. Attorney Dosh had reviewed the documents and noted several items that had been corrected. A motion was needed to sign the contract and the Notice to Proceed. A request for CDBG funds to reimburse the city for the CDBG portion of invoices paid to SEKRPC and BG Consultants was presented for approval.

Motion by Nash, second by Cooper to allow the mayor to sign the contract and the NTP. Motion carried.

Motion by Nash, second by Cooper to allow the mayor and clerk to sign the Request for CDBG Funds form. Motion carried.

STREET CLOSING REQUEST

A petition to close Lincoln Street between 15th and 16th Streets was present and signed by Donald Dunn and Brock Pease, which was over 51% of the property owners. Discussion followed.

Motion by Nash, second by Bryant to allow the closure to the street. Motion carried. Legal information will be given to the attorney to draft an ordinance.

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

Seal

Mayor

City Clerk