

UNAPPROVED MINUTES

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

June 7, 2016

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

PRESIDING: Mayor Terry G. Robison.

PRESENT: Council Members/Gary Bryant (at 8:30 p.m.), Juanita Armstrong, Geraldine Castle, Jim Cooper, Carthen Nash (at 7:30 p.m.) and Linda Seaman.

ALSO PRESENT: Clerk/Toni A. Crumrine, Police Chief Scott Feagan, Attorney Ed Dosh, Tom Arpin, Bryant Midgett and Patty Wilkinson (at 7:55 p.m.).

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

Two visitors were added to the agenda, Tom Arpin and Bryan Midgett.

Motion by Cooper, second by Castle to approve the Agenda with the two visitors added.

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

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

Mayor Robison questioned second payment to Hutchins regarding conversation he had with him about reducing price due to not installing guttering but had increased the gauge of metal on the roof. Crumrine had issued check upon completion after project was inspected by Building Inspector Bryant and was unaware of this conversation.

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

APPROPRIATION ORDINANCE # 3511 as follows:

Payroll Funds	\$ 26991.82
Other Funds	<u>294983.71</u>
Total of all funds	\$321975.53

MAYOR, COUNCIL, EMPLOYEE & VISITORS

Tom Arpin, BG Consultants, discussed the engineering study findings and presented Change Order #2 to excavate the north and west side of the storm shelter building 15 feet wide and 3' deep and place and compact 4" minus rock from the Chetopa quarry and also extend the completion date for construction from June 30, 2016 to July 5, 2016 due to weather and work conditions adding five days at a total increase in the contract price of \$8,665.

Motion by Cooper, second by Seaman to approve Change Order #2. Motion carried. (Arpin left).

Bryan Midgett was present representing the Chetopa Fire Department as Fire Chief Doug Moses was not able to attend the meeting. Midgett passed around two refurbished masks

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and discussed the need of purchasing new masks for the department as the masks they have now are old. Crumrine asked if this was something for the 2017 budget or for a purchase now.

Motion by Seaman, second by Cooper to table action on this until the next meeting to allow the fire department to present a proposal of what they would like to get for the fire department. Motion carried. (Cooper will visit with Fire Chief Moses concerning the proposal).

Midgett also informed the council that they had found a source to purchase refurbished pagers for \$285. (Midgett left)

CONDEMNATION HEARINGS

Mayor Robison opened up the condemnation hearings for 231 N. 13th (Robin Haney) and 1306 Maple (Frieda Whitecotton). Neither owner was present to discuss the properties but Frieda Whitecotton had called and asked if she could deed the property over to the city. Discussion followed on both properties.

Motion by Nash, second by Armstrong to accept the donation of the Whitecotton property and proceed with the Haney condemnation process to give owner two weeks to complete removal and have resolution prepared for the next council meeting. Motion carried.

Robison discussed the light poles on the bridge rusting out. Gale Helwig will be contacted to look at them to see what needs done. When the museum roof was torn off, it was discovered that the gas line was rusted through and the city crews replaced the line. There was a complaint on grass in a pasture area. This information was given to Police Chief Feagan to inspect.

Armstrong asked what could be done on the two houses by the Haney property that was being condemned. Discussion followed and Nash asked about the blue house across from the school, because it wasn't secure and was accessible to the public.

Castle reported that there was a mound of dirt at the corner of 9th and Cherry Streets and Doug Moses had contacted her and stated that if the city would level the dirt out that Paul Trinkle and he would keep it mowed.

Nash made the following motion, second by Castle to start condemnation proceedings on the house across the street from the school on Elm Street. Motion carried.

Nash extended a thank you from Bob Boyd for fixing the sewer problem at his house.

Crumrine asked that the council formally adopt the Safety Policies and Procedures Manual and asked that the council review the Employee Handbook so that the handbook could be distributed to the employees at the same time the revised Employee Personnel Policy was given.

Motion by Nash, second by Armstrong to adopt the Safety Policies and Procedures Manual. Motion carried. Cooper asked that the Bloodborne Pathogen section be looked at as it stated that the Hepatitis B vaccine would be made available to employees who have had an exposure and it should be made available before an exposure.

Crumrine discussed the letter received from B3 Construction on the new acceptable and unacceptable items that they would pick up. The CTE Contract from the Labette Community College was presented for approval. This agreement with the college allows any employee or

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person on the fire department or First Responder to take classes at LCC with the tuition being paid through a scholarship program.

Motion by Cooper, second by Armstrong to approve the mayor signing the CTE Contract with LCC. Motion carried.

Crumrine had been contacted by Connie Blundell, who is going to offer to clean the poly carts and would like approval for anyone interested to contact the city office to leave their name and phone number. No one had any objection to allowing this. The newer pool vacuum has stopped working and they are presently using the older model. Discussion followed.

Motion by Cooper, second by Nash to send the vacuum in and get an estimate on the cost to repair it. Motion carried.

Police Chief Feagan reported that Officer Ronnie Butler is scheduled to start the academy on January 17, 2017.

City Supervisor Jason Dugan was not able to be at the meeting but left a list of projects that he is scheduling.

STORM SHELTER O&M PLAN/MUNICIPAL WATER CONSERVATION PLAN

The draft of the Storm Shelter Operations & Maintenance Plan required by CDBG was given to the council to review. Police Chief Feagan had reviewed the draft and approved it as written. The clerk asked that Attachment 1 listing the shelter equipment and supplies be reviewed to see if anything needed to be added or removed. Attachment 3, which is the floor plan diagram will be added once everything is finalized. The Municipal Water Conservation Plan was presented for adoption.

Motion by Nash, second by Cooper to approve the Municipal Water Conservation Plan. Motion carried.

BUILDING PERMIT

Cindi McElroy to move in an 8' x 32' trailer for storage at 611 Pecan St., in the City of Chetopa. This trailer had been located at 416 Walnut when the permit was applied for, but the location was changed to Pecan St. Building Inspector Gary Bryant arrived at the meeting during the discussion and was not aware that the trailer had been moved.

Motion by Cooper, second by Nash to table action on the building permit. Motion carried.

2017 BUDGET DISCUSSION

Items to include in the 2017 budget were discussed. The council requested that Dugan get costs not estimates on items that he wanted put in the budget. Police Chief Feagan, who is also the President of the First Responders reported that a new vehicle for that department needs to be looked into and discussed the issues. It was reported that the Labette County Sheriff's Department will have some surplus vehicles that could replace the First Responder Unit that has the lights, etc. and Sheriff Sims had priced it at \$6000. Discussion followed.

Motion by Cooper, second by Seaman to approve the purchase of the expedition through the county pending approval of a lease purchase through Chetopa State Bank and set up depreciation towards the purchase of a new vehicle in the future. Motion carried.

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WALKER MEMORIAL

The family of Patty Walker had contacted the city concerning putting something in Veterans Park in her memory. Several options were presented and discussed.

Motion by Bryant, second by Nash to offer the family the opportunity to purchase a bench like the ones already in the park with a plaque and if they wanted something else to put a proposal together to present to the council. Motion carried.

CIVIL RIGHTS/FAIR HOUSING POLICY

Carey Spoon, Grant Administrator sent a Civil Rights/Fair Housing Policy that needed to be adopted by the council for the CDBG storm shelter project.

Motion by Bryant, second by Nash to adopt the Civil Rights/Fair Housing Policy. Motion carried. Cooper voted no.

Sprouls Construction Inc. presented pay request # 1 in the amount of \$60,984 for the storm shelter. The clerk reported that all pay requests for CDBG funds had to be turned in by noon on June 9th in order to be processed before the state's year end June 30th. There was some issue with the payroll which prevented these funds being requested from CDBG at this time. Discussion followed.

Motion by Cooper, second by Nash to approve the payment request pending Sprouls getting information to administrator to get CDBG funding requested by Thursday June 9, 2016. Motion carried.

CDBG Request No. 3 in the amount of \$4810 was presented to get reimbursement on two BG Consultants, Inc. billings.

Motion by Nash, second by Armstrong to approve the mayor and clerk signing the Request for Payment of CDBG Funds Request No. 3. Motion carried.

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

Seal

Mayor

City Clerk