

UNAPPROVED MINUTES

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

July 19, 2016

The Chetopa City Council met in regular session on Tuesday, July 19, 2016 at 7:00 p.m., at City Hall.

PRESIDING: Mayor Terry G. Robison.

PRESENT: Council Members/Gary W. Bryant, Juanita Armstrong, Geraldine Castle, Jim Cooper (at 7:05 p.m.), Carthen Nash and Linda Seaman.

ALSO PRESENT: Clerk/Toni A. Crumrine, Police Chief Scott Feagan, Attorney Ed Dosh, City Supervisor Jason Dugan, Debbie Darnell, Patty Wilkinson, Kevin Rook, Patty Darnell, and Paul Trinkle.

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

Motion by Bryant, second by Nash to approve the Agenda. Motion carried.

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

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

Mayor Robison voiced his concern about the bottom line of the treasurer report decreasing.

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

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

APPROPRIATION ORDINANCE # 3514 as follows:

Payroll Funds	\$ 32957.89
Other Funds	<u>133731.64</u>
Total of all funds	\$166689.53

MAYOR, COUNCIL, EMPLOYEE & VISITOR

Patty Darnell was present to ask for a donation to the Chetopa 4-H/FFA Livestock Sale.

Motion by Bryant, second by Castle to give \$200 to support the livestock sale. Motion carried. (P. Darnell left)

Kevin Rook, with Sprouls Construction discussed the community storm shelter and addressed the change order #3 which added 6 days to the contract time and increased the contract price by \$8000 for excavating under the area for the concrete parking. Another change order will be presented to add additional days to the contract time because of delays in contract execution, soil testing, block issues and weather days.

Motion by Bryant to allow the additional days extension. Motion carried.

UNAPPROVED MINUTES

Rook asked about the excavating of the parking area.

Motion by Cooper, second by Nash to sign the change order #3 presented plus the next change order that will be presented to change the contract date per the engineer's recommendations. Motion carried. The remaining amount of change order dollars was discussed.

Castle questioned if the cut out of the webbing compromised the integrity of the bean and Rook replied that according to the engineer, it did not. (Rook left)

Debbie Darnell, Utility Bookkeeper/City Treasurer discussed the reading dates and discussion continued on how to compensate for the sales tax as the auditor did not recommend that a change be made on the sales tax computation to the state. (Darnell left)

Mayor Robison had an offer for the purchase of lots previously owned by Frieda Whitecotton that had been deeded over to the city where the structure had been torn down and cleaned up. Delores Collins had offered \$500.

Motion by Armstrong, second by Cooper to sell the property to Deloris Collins for \$500. Motion carried.

Mayor Robison also discussed the mowing listing with City Supervisor Jason Dugan and then discussed the lost time card issue of Caleb Scales. A time card policy will be discussed later in the meeting.

Cooper discussed the Locust St. overlay project that totaled \$52,899 and thought the previous motion limit was \$50000 but it was approved at \$60000.

Castle questioned the policy on trash pickup as there are several places in town that larger items are being piled up or not being placed in the poly carts and the city crews are picking things up. Dugan will talk to the crews. The door hangers purchased were distributed to the council.

Clerk Crumrine had been asked if the House of Prayer church could set up an inflatable water slide one day in the East River Park during the brush arbor. Discussion followed.

Motion by Castle, second by Cooper to charge a camping fee for the water usage. Motion carried.

Clerk Crumrine reported that the city was awarded the KDHE Waste Tire Grant to add three picnic tables and three benches to Elmore Park.

City Supervisor Dugan informed the council that the burnt house owned by Robin Haney will be cleaned up tomorrow. It was asked if some asphalt could be put in Moore's Auto Repair as there is a drop off pulling into that business. Dugan will put that on the list to take care of.

Police Chief Scott Feagan had been called away, but Clerk Crumrine reported that when Officer Ronnie Butler was hired, Chief Feagan had asked to start him out at \$12.50 per hour which was below the entry Step 1 of \$12.89 per hour and Chief Feagan would like to have the pay raised to \$12.89.

Motion by Nash, second by Cooper to increase Butler's pay to Step 1 \$12.89 and make it retroactive back to when he was hired. Motion carried.

UNAPPROVED MINUTES

The June police activity report was passed out

BUILDING PERMIT

Rachel Loria to put in a 10' x 14' storage building at 714 Elm St., in the City of Chetopa. This building permit had been put on Facebook and the city website with no protest noted. Building Inspector Bryant had tried to contact Loria to see where the building placement would be but had not been able to contact her.

Motion by Cooper, second by Nash to approve the building permit pending the building inspector's approval. Motion carried.

Police Chief Feagan returned and reported that the new First Responder Unit had been outfitted and asked that the old unit be declared as surplus to list it on Purple Wave.

Motion by Cooper, second by Armstrong to declare the old First Responder Unit as surplus and list it on Purple Wave. Motion carried.

2017 BUDGET DISCUSSION

There were no changes to the draft 2017 budget and the clerk will prepare the publication of the Notice of Public Hearing for the second meeting in August.

SEASONAL WORKER APPLICATION

Motion by Cooper, second by Nash to enter into Executive Session to discuss non-elected personnel with mayor, council, City Supervisor Dugan and clerk present for a period of 15 minutes. Motion carried.

Entered: 8:49 p.m.

Returned: 9:04 p.m.

Mayor Robison called the meeting back to order and the following action was taken.

Motion by Cooper, second by Nash to offer the Seasonal Worker job to Charlie Blundell at \$8.75 per hour. Motion carried.

Paul Trinkle reported on how things were going at the water plant and had called several places to get information and help. Trinkle is still deciding if the lead man position is the job for him.

NUISANCE ABATEMENT RESOLUTION

A nuisance letter to the property owner of 715 Locust St had been returned unable to forward. A resolution was presented to allow city crews to go on the property to clean up the items causing the nuisance.

Motion by Nash, second by Bryant to adopt Resolution No. 2016-7 to allow the cleanup of the property at 715 Locust St. Motion carried.

TIME CARD POLICY DISCUSSION

Because of the loss of time cards by Caleb Scales, a policy concerning time cards was discussed. A policy will be drawn up with the following items included: Time cards are not to leave the facility where the employee is working except to be turned into the payroll clerk, if an employee is working in two different areas, they will have a time card in both places; If it is found a time card is being removed, that will be a firing offense and If a time card is not turned in, the employee will be docked pay or have any unused vacation used to make up the time. This policy will not apply to the police department.

UNAPPROVED MINUTES

Motion by Nash, second by Castle to authorize the writing of the time card policy.
Motion carried. Cooper and Bryant voted no.

The clerk will work on a policy and present it at the next council meeting for review before it is distributed to the employees. Castle questioned if the council could review the time cards and the clerk will check into this.

BG CONSULTANTS INC INVOICE

BG Consultants presented Billing No. 9 on the storm shelter project in the amount of \$7270. This leaves the remaining maximum contract amount balance of \$12133.

Motion by Castle, second by Seaman to approve the payment of the BG Consultants billing. Motion carried.

The clerk had not received the UPOC and STO books from the LKM so the Ordinances to adopt them will be presented at the next meeting.

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

Seal

City Clerk

Mayor