

# UNAPPROVED MINUTES

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

December 6, 2016

The Chetopa City Council met in regular session on Tuesday, December 6, 2016 at 7:00 p.m., at City Hall.

PRESIDING: Mayor Terry G. Robison.

PRESENT: Council Members/Juanita Kepner, Geraldine Castle, Jim Cooper, Carthen Nash and Linda Seaman. Gary Bryant was not present.

ALSO PRESENT: Clerk/Toni A. Crumrine, Police Chief Scott Feagan (at 7:13 p.m.), Attorney Shane Adamson (at 7:16 p.m.), City Supervisor Jason Dugan, Water Plant Leadman Mike Tyler, Scott Day, Officer Travis Rakestraw (at 7:16 p.m.) and Officer Tim Gilliland (at 7:29 p.m.).

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

A request to add Mike Tyler as a visitor to the agenda was made.

Motion by Cooper, second by Nash to approve the agenda with the addition. Motion carried.

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

The clerk noted that she had not seen the Employee Benefit negative balance and a transfer will be made.

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

Cooper commented on the pet tag and the number of people actually purchasing tags.

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

### **APPROPRIATION ORDINANCE # 3523** as follows:

Payroll Funds	\$27577.97
Other Funds	<u>25106.32</u>
Total of all funds	\$52684.29

### **MAYOR, COUNCIL, EMPLOYEE & VISITORS**

**Scott Day with Day Insurance Solutions, LLC**, presented information regarding the city health insurance renewal. Discussion followed.

Motion by Cooper, second by Castle to approve the Health Insurance coverage with Freedom Choice/Blue Cross Blue Shield, Dental with Blue Cross Blue Shield and set up the bank account here with Chetopa State Bank. Motion carried. (Day left at 7:44 p.m.).

**Mike Tyler** discussed the quote on the clarifier at the water plant and answered any questions that the council had. Action will be taken on the quote at the first meeting in January 2017. There are several classes that Tyler would like to attend and permission was given to get as much training before he is eligible for the certification testing.

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**Pat Robison** was unable to attend the meeting but the trash pickup was discussed and after discussion it was noted that employees would be advised to pick up all trash in and around poly carts after holidays such as Thanksgiving, Christmas, etc.

**City Supervisor Dugan** informed the council that the air tank to blow out the water intake had been built and was working good. Cooper asked that Dugan have employees trained to run the road grader with Jerry Midgett off work. Several employees have been trained.

**Police Chief Feagan** passed out the October and November police department activity reports and presented a quote to install Mobile Data Terminals in each patrol unit. The money would be paid out of the Special Law Account. Clerk Crumrine reported that when she made the budget amendment she did not understand that this purchase would be made in 2016 and there was not enough budget authority to make this purchase. This will be put on the January 3, 2017 agenda. Chief Feagan reported that he has someone interested in working part-time during the time that Ronnie Butler will be gone to the Academy and asked permission for the police committee, mayor and himself to interview and make a provisional offer of employment if agreed.

Motion by Cooper, second by Kepner to allow the interview process and make a provisional offer of employment if the committee, mayor and police chief are in agreement to do so. Motion carried.

Mayor Robison asked about the use of the sidewalk to display items by a business owner. Chief Feagan will follow up on this.

Chief Feagan recognized Officer Tim Gilliland on his response to a vehicle that was found partially submerged in water and the rescue of the occupant. The council expressed their appreciation of the good work by Gilliland. (Rakestraw and Gilliland left).

**Attorney Adamson** reported that he had an idea to increase revenues from municipal court and will talk to Chief Feagan about his proposal. Mayor Robison asked about the franchise ordinance and this is on the agenda to discuss. Adamson informed the council that his new office is located at 1906 Main, Suite 111 in Parsons. The clerk failed to swear Attorney Adamson in after he was appointed as the City Attorney at the last meeting and the swearing in was performed. (Dugan and Tyler left)

**Mayor Robison** announced that there will be a Dollar General coming to Chetopa. The utility installation required for the business was discussed.

**Clerk Crumrine** updated the council on the funds that need amended. The Amendment Budget Hearing will be held at the next council meeting on December 20<sup>th</sup>.

**Nash** gave an update on the employee Christmas Party and asked about an amount to spend towards Christmas prizes for the employees.

Motion by Kepner, second by Seaman to approve \$1600 towards employee Christmas presents. Motion carried.

**Seaman** reported that Greg Blankenship's dog is running loose. Chief Feagan will contact him concerning the dog.

**Castle** asked if the people that are caught stealing utilities can be denied service and was told that they could not if the restitution has been made.

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## **EMPLOYEE PERSONNEL POLICY MANUAL**

The manual was reviewed and several changes were noted.

Motion by Nash, second by Kepner to approve the policy manual with the changes.

Motion carried.

## **TECH 5 FRANCHISE UPDATE**

Information from the meeting with the internet provider was discussion. The company is willing to provide internet service to city buildings at no charge. It was asked if there is sales tax on broadband and this will be checked into. Attorney Adamson will start on the franchise ordinance.

## **GAAP WAIVER RESOLUTION**

Resolution No. 2016-10 to waive the GAAP reporting requirements for the year ending December 31, 2016 was presented.

Motion by Nash, second by Kepner to adopt the GAAP Waiver Resolution. Motion carried.

## **CEREAL MALT BEVERAGE LICENSE APPLICATIONS**

Applications have been received to renew three CMB licenses for sale in original and unopened containers and not for consumption on the licensed premises for Riverside Sporting Goods, LLC, AKAS, Inc., and Carm N' Dales, LLC and one to sell for consumption on the premises by The Shorthorn, Inc. Fees have been paid and backgrounds have been checked by the police chief.

Motion by Cooper, second by Kepner to approve the CMB license applications. Motion carried.

## **STORM SHELTER PAY REQUESTS & DISCUSSION**

A final Contractors Application for Payment No. 3 in the amount of \$91,199 was received from Sprouls Construction, Inc.; two invoices from BG Consultants, Billing No. 13 in the amount of \$345 and Final Billing No. 14 in the amount of \$1058, an invoice from SEKRPC in the amount of \$3750 and a Request for Payment of CDBG Funds No. 8 in the amount of \$85486.53 to pay the grant portion of the above pay requests and invoices. Spreadsheets showing the contract payments and the financial accounting on the storm shelter project were discussed.

Motion by Nash, second by Seaman to approve the payment of the Sprouls pay request # 3; the two BG Consultants invoices, the SEKRPC invoice and the mayor and clerk signing the Request for Payment of CDBG Funds No. 8. Motion carried.

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

Seal

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City Clerk

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Mayor