

# UNAPPROVED MINUTES

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

January 2, 2018

The Chetopa City Council met in regular session on Tuesday, January 2, 2018 at 7:00 p.m., at City Hall.

PRESIDING: Mayor Terry G. Robison

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

ALSO PRESENT: Clerk/Toni A. Crumrine, Police Chief Scott Feagan, Attorney Shane Adamson, City Supervisor Jason Dugan, Water Plant Leadman Mike Tyler, Tim Grover, Steve Blackledge, Bryan Midgett, Justin Nading, Johnna McDaniel and Brent Baker.

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

Visitors Brent Baker with Empire District Electric and Steve Blackledge with the Chetopa Fire Department were added to the agenda.

Motion by Nash, second by Castle to approve the agenda with the addition of the two visitors. Motion carried.

Koontz requested that the minutes from December 19, 2017 reflect that she had asked for discussion on the rates for the outside of the city water.

Motion by Nash, second by Koontz to approve the Minutes of the last regular meeting with the addition. Motion carried.

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

Bryant questioned the Labette Hardware that was formally Denton's Hardware.

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

### **APPROPRIATION ORDINANCE # 3549** as follows:

Payroll Funds	\$27422.25
Other Funds	<u>16745.08</u>
Total of all funds	\$44167.33

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

**Johnna McDaniel** addressed the council concerning her payment agreement and stated that due to circumstances she could only pay the current billing and was unable to pay on the back portion. Discussion followed.

Motion by Castle, second by Koontz to allow McDaniel to pay the monthly utility bill until she is able to begin paying on the past due balance. Motion carried. (McDaniel thanked the council and left)

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**Mike Tyler and Tim Grover** were present to discuss Grover testing for his Class II certification and it was asked if he could attend the training in Lawrence the first week in August as he also needed his training hours for his Class I recertification.

Motion by Castle, second by Bryant to allow Grover to attend the training and test for the Class II certification. Motion carried.

**Tyler** also stated that he wanted to test for a Class III and asked if there would be any financial incentive for him to do this. He also wants to test for the Class I wastewater certification along with Jeremiah Johnson. Discussion followed.

Motion by Bryant, second by Koontz to allow Tyler and Johnson to attend the Wastewater training and testing and allow Tyler to test for the Class III and Class IV and looe at the finances for the pay adjustment at that time. Motion carried.

The chlorine analyzer is working at the present. The part from HACH will cost \$471 but if that is not the problem, the part cannot be returned after installation. A new chlorine analyzer will cost \$3492. Discussion followed.

Motion by Bryant, second by Koontz to purchase the part to start with. Motion carried. (Tyler and Grover left).

**Brent Baker with Empire** was present to discuss working together on a proposal for renewing the contract with Empire. Baker discussed a rate adjustment that could be implemented before the end of the year and discussion continued on the Empire rates.

Motion Bryant, second by Koontz form a committee of Mayor Robison and Council Members Bryant and Koontz to meet with Empire to discuss the rates that they are willing to offer in a proposal to submit to the council. Motion carried. (Baker left)

**Mayor Robison** reported that Doug Moses had turned in his resignation as Fire Chief and Steve Blackledge was promoted to Fire Chief at the fire department meeting until the election in May.

Motion by Koontz, second by Nash to accept the resignation of Moses. Motion carried.

Mayor Robison appointed Steve Blackledge as Fire Chief.

Motion by Bryant, second by Koontz to confirm the appointment of Blackledge. Motion carried.

**Fire Chief Blackledge** discussed the ongoing problems with truck #6 and reported that the City of Galena had a 1995 fire truck for sale that they were asking \$40000 for but might take less. Several fire departments are interested in purchasing truck #6 and they felt that they could get \$10000 for it and finance the rest through the bank. Discussion followed.

Motion by Koontz, second by Castle to give Fire Chief Blackledge authorization to negotiate with Galena the purchase of the truck up to \$35000 and pay for the truck out right through the Fire Fighting Equipment fund because truck can be taken out of town. Motion carried. (Blackledge, Midgett and Nading left) NOTE: The funds received from the sale of Truck #6 will reimburse the Fire Fighting Equipment Fund.

**Koontz** asked if the budget report was being worked on and Crumrine stated it was and she had been working with Data Tech on the report format and had gotten it in a better layout.

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**Castle** discussed several utility accounts that are delinquent.

Motion by Koontz to shut off all properties except ones with small children due to nonpayment and customer's failure to sign a payment arrangement. This motion died for a lack of a second. Further discussion continued.

Motion by Koontz, second by Castle to have Debbie Darnell write a letter to customer to be hand delivered by the police department to notify customer that on the first day that the temperature is above 32 degrees all utilities will be turned off on the past due accounts unless a payment agreement is signed. Motion carried.

**Castle** asked the attorney what could be done on someone possibly filing bankruptcy and the attorney stated once bankruptcy is done, the past due utility bills could not be collected.

**Crumrine** asked for clarification of swearing in employees, confirming fire department and first responder rosters and appointment of committees due to the new governing body elections and the timing when they would be sworn in. Newly elected Governing Body members are to be sworn in on the 2<sup>nd</sup> Monday of January and Crumrine asked that Bryant, Koontz and Nash come to the office so that she could get them sworn in. The appointment of employees designated in the charter ordinance are to be sworn in the 2<sup>nd</sup> meeting of February and Crumrine asked if the Fire Department and First Responder Rosters would still be confirmed the second meeting of June as in the past or if they too would be moved to the 2<sup>nd</sup> meeting of February. Blackledge asked that the fire department remain the 2<sup>nd</sup> meeting in June as the fire department holds their elections at their fire meeting in May. Police Chief Feagan stated that the first responders could be moved as they hold their elections in January. It was decided to confirm the First Responder Roster in February and the Fire Department in June. The mayor's appointment of committees and the bank, newspaper, etc. be done at the 2<sup>nd</sup> meeting in January in the event that there is a change in the Governing Body during the prior year election.

**Attorney Adamson** reported that the letter to Sprouls was mailed and Crumrine asked that a copy of the letter be forwarded to her for the city's records.

**Police Chief Feagan** presented an end of the year activity report for the police department and gave the police truck purchase information to the council. The truck that is to be replaced will be sold and different options to sell it was discussed.

Motion by Seaman, second by Nash to approve purchase of the 2018 Dodge truck and equipment. Motion carried.

Police Chief Feagan requested an executive session and the following motion was made:

Motion by Koontz, second by Nash to enter into executive session to discuss non-elected personnel with mayor, council, legal counsel, clerk and police chief present for a period of 15 minutes with session ending at 8:53 p.m. Motion carried.

Entered: 8:38 p.m.

Returned: 8:53 p.m.

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

Motion by Castle, second by Seaman to reinstate the Police Sergeant position. Motion carried.

Mayor Robison appointed Officer Tim Gilliland as Police Sergeant.

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Motion by Koontz, second by Nash to confirm the appointment. Motion carried.

Motion by Castle, second by Koontz to move Officer Butler to Step 5 under the police officer pay scale. Motion carried.

Motion by Nash, second by Koontz to move hourly wage for the Police Sergeant position to \$16 per hour. Motion carried.

Mayor Robison requested that all overtime be clocked in not written on the time cards and wanted departments to be reminded that employees can charge one hour overtime for call outs under 1 hour time as per personnel policy manual.

Motion by Bryant, second by Koontz to require all overtime to be clocked in through the time clock. Motion carried.

**City Supervisor Dugan** inquired if work could begin again on the Elmore Park bathroom/shower facility and Mayor Robison stated that there was only \$2014.39 in the Park Fund so work will need to be delayed until that fund is built up.

## **LEAGUE OF KANSAS MUNICIPALITIES DUES INVOICE**

An invoice for LKM 2018 dues in the amount of \$2032.95 which is down \$6.70 from last year was presented for approval to pay.

Motion by Bryant, second by Koontz to approve the payment of the LKM dues invoice. Motion carried.

## **RESIDENT WATER ISSUE**

Mabel McCormick had contacted the city office concerning her outside water hydrant being froze up and felt it was from work that was done when her water meter was moved during the water project completed in 2012. It was the consensus of the council that the city's responsibility was to the water meter and anything past the meter was the responsibility of the property owner. During this discussion, Castle asked about the sewer issue between Chetopa Foods and Berry and was told that the private owned sewer line was crushed.

## **CHAMBER OF COMMERCE MEMBERSHIPS**

The past motion was for the city to have two paid membership but Council Member Linda Seaman was becoming a member and Crumrine asked if the city would be paying her membership which would make three memberships if approved. Discussion followed.

Motion by Bryant, second by Koontz to pay for three city memberships. Motion carried.

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

Seal

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Mayor

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City Clerk