

UNAPPROVED MINUTES

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

February 20, 2018

The Chetopa City Council met in regular session on Tuesday, February 20, 2018 at 7:00 p.m., at City Hall.

PRESIDING: Mayor Terry G. Robison

PRESENT: Council Members/Gary W. Bryant (at 7:14 p.m.), Juanita Kepner, Geraldine Castle, Betsy Koontz, Carthen Nash (at 7:14 p.m.) and Linda Seaman.

ALSO PRESENT: Clerk/Toni A. Crumrine, Police Chief Scott Feagan, Brenda Dominguez, Charles Archer and Jim Blundell.

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

Motion by Koontz, second by Castle to approve the agenda as presented. Motion carried.

Motion by Seaman, second by Kepner to approve the Minutes of the last regular meeting and the Minutes from the February 10, 2018 special council meeting. Motion carried.

Motion by Koontz, second by Castle to approve the Municipal Court Report. Motion carried.

Mayor Robison noted the low balance in the Electric Fund.

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

Mayor Robison questioned the payment to Dennis O'Brien (Rock Hauling) and Moores Auto Repair (Repairs to police vehicles and fire department truck and wiper blades).

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

APPROPRIATION ORDINANCE # 3552 as follows:

Payroll Funds	\$25136.93
Other Funds	<u>49293.48</u>
Total of all funds	\$74430.41

MAYOR, COUNCIL, EMPLOYEES & VISITORS

Brenda Dominguez asked the council asked if the city would donate to the Relay for Life.

Motion by Castle, second by Kepner to donate \$200 to the Relay for Life. Motion carried. (Dominguez left)

Charles Archer inquired if the city would reduce the special assessment on the property that is located next to him on Elm Street that he is interested in purchasing. Discussion followed.

Motion by Koontz, second by Castle to table action on the special assessment adjustment until further information is received. Motion carried.

Mayor Robison updated the council on the meeting with Empire and stated that Empire would lower the KW cost if the city were to sign a new contract now. The lower cost would be

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applied to the remainder of the current contact. The proposed increased wholesale distribution cost was also discussed. More discussion followed.

Motion by Koontz, second by Bryant to invite KMEA to come back to council meeting to discuss their proposal again. Motion carried.

Mayor Robison asked about advertising for a pool manager and lifeguards.

Motion by Castle, second by Nash to advertise for a pool manager with the requirement that they already be certified or be willing to get certified. Motion carried.

Koontz asked about the trailer in Elmore Park and Police Chief Feagan reported that he had the trailer towed to the city complex as the owner had ignored his attempts to contact them to discuss moving the trailer. The repairs to the river bank were discussed and Mayor Robison had not contacted the Corp of Engineers to discuss the process with them. It was inquired if there would be a spring cleanup this year. Discussion followed.

Motion by Nash, second by Koontz to have a spring cleanup and then have the company pick up the roll off and bring back in the fall for a fall cleanup. Motion carried.

Koontz discussed the delinquent report.

Clerk Crumrine reported that the Project Prom wanted to do a fundraiser at the community building and wanted to have inflatables. Crumrine had told them that no water inflatables were to be used and asked if there were any more restrictions. The council didn't have any restrictions with the exception that they should be sure that there was insurance in the event that someone got hurt. A swimming pool diving board was discussed and the clerk was instructed to get prices. Inventories were presented and the clerk discussed closing out the Special Liabilities Fund to transfer into General Operating and then that funding could be transferred to the Water Fund to pay towards the upcoming bond payment. Information had been sent to Attorney Adamson, who was not present due to the road conditions, who will need to draft an ordinance to allow the close out and transfer of funds.

Police Chief Feagan discussed that Officer Rakestraw had 48 hours of vacation that he would either use or lose and Chief Feagan asked the council to pay Rakestraw for this time and apply the funds to his utility balance.

Motion by Bryant, second by Koontz to approve Rakestraw being paid for the unused vacation and having the balance being paid towards his utility bill. Motion carried.

Nash asked about tree trimming and the clerk stated that she had already told Britt Commons to put that on his list of priorities as storm season is approaching. The council will work on a list of items needing to be done to give to Commons.

POLE REPLACEMENT BY WILLOW LIFT STATION

Commons had stated that he could do the pole replacement by the Willow lift station but would need to purchase some equipment to be able to do it. A pole had been priced from Baldwin Poles in Pittsburg and it would cost an additional \$650 for them to deliver. Commons is working on plan to be able to go get the pole and save the delivery fees.

WATER ERP/VA ADOPTION

The water Emergency Response Plan and Vulnerability Assessment was presented to the council and minor changes were discussed. The plan will need some changes due to the

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resignations and hiring of new employees but Philip Fishburn with Midwest Assistance Program had included a flash drive with the plan on it to allow for changes to be made.

Motion by Nash, second by Koontz to adopt the ERP/VA for the water utility. Motion carried.

EMPLOYEE APPOINTMENTS

Mayor Robison asked if an executive session was necessary before he made employee appointments and one was not requested. The mayor made the following appointments:

Rob Darnell-City Department Helper; Jerry Midgett-City Department Helper; Toni A. Crumrine-City Clerk; Debra Darnell-Utilities Bookkeeper/City Treasurer; Patty Wilkinson-Assistant Utility Bookkeeper/Assistant City Clerk and Court Clerk; Scott Feagan-Chief of Police; Travis Rakestraw-Police Officer; Timothy Grover-Water Plant Helper; Paul Trinkle-Water Plant Helper; Timothy Gilliland-Police Sergeant; Ronnie Butler-Police Officer; Michael Tyler-Water Plant Leadman; and Joey Midgett-City Department Helper. Britt Commons and Bryan Midgett are on the initial probationary period and were not included in the appointments.

Motion by Bryant, second by Koontz to approve the employee appointments. Motion carried.

FIRST RESPONDER ROSTER CONFIRMATION

The following Chetopa 1st Responder roster was presented for confirmation:

Ronnie Butler; Blake Clayborn; Kyle Darnell; Brett Darnell; Brenda Dominguez; Hannah Durborow; Kelsey Durlinger; Kaitlyn Dvorak; Michelle Feagan; Scott Feagan; Tim Gilliland; Katie Littlejohn; Bryan Midgett; Joey Midgett; Lori Midgett; Carthen Nash, Julia Nash and Sierra Yost as Active Members and Jaylee Sanders and Raven Hull-Jones as Explorers.

Motion by Koontz, second by Castle to confirm the First Responder roster. Motion carried.

RESIGNING EMPLOYEE PROCEDURE

Clerk Crumrine is gathering information from other cities on how they handle resigning employees and will be drafting a procedure to be completed before the employee is given their last check. Discussion followed.

Motion by Koontz, second by Bryant to prepare procedure for resigning employees to be added in the personnel policy manual. Motion carried.

2017 AUDIT/2019 BUDGET PREPARATION ENGAGEMENT LETTERS

Engagement letters for The Mense CPA Firm to do the 2017 audit and the 2019 Budget were presented for the mayor's signatures.

Motion by Bryant, second by Nash to have the mayor sign the engagement letters. Motion carried. The mayor signed the letters.

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

Seal

Mayor

City Clerk