

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

March 15, 2022

The Chetopa City Council met in regular session on Tuesday, March 15, 2022 at 7:00 p.m., at City Hall.

PRESIDING: Mayor Tammy Bushong.

PRESENT: Council Members/Bob Boyd, Linda Seaman, Pam Campbell, Juanita Kepner, Geraldine Castle and Ernie Wulf.

ALSO PRESENT: Clerk/Toni A. Crumrine, Police Chief Scott Feagan, Attorney Shane Adamson, Water Plant Supervisor Mike Tyler, Ann McKinzie, Amy Carter, Angela Forquer, Karin **Trimble**, Krystal Adams and Ashley Brown.

Mayor Bushong called the meeting to order and led the council and visitors in the Pledge of Allegiance and opened the meeting with prayer.

It was requested to add visitors Ashley Brown and Patty Wilkinson, Easter Egg Hunt Donation and Polk Building Permit to the agenda.

Motion by Castle, second by Wulf to approve the Agenda with the additions. Motion carried.

Motion by Boyd, second by Campbell to approve the Minutes of the last regular meeting. Motion carried.

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

Motion by Kepner, second by Campbell to approve the Treasurer's Reports. Motion carried.

Motion by Seaman, second by Campbell to approve the Warrant Register. Motion carried. **APPROPRIATION ORDINANCE # 3653** as follows:

Payroll Funds	\$ 27309.16
Other Funds	<u>99092.97</u>
Total of all funds	\$126402.13

**MAYOR, COUNCIL, EMPLOYEES & VISITORS**

**Krystal Adams** was present to ask for a donation to 2022 Project Prom.

Motion by Seaman, second by Campbell to donate \$200 to the 2022 Project Prom. Motion carried.

**Librarian Angela Forquer and Board Members Ann McKinzie and Amy Carter** were present to discuss the cancelling of the library break in claim and questioned why it was cancelled. Discussion followed and it was reported that the size of the claim and the deductible didn't warrant filing a claim. Also discussed was possibility of camera installation, work that

needed to be done on the backdoor, carpet replacement, bubbling on the walls from prior roof leaking, overhead light replacement and the recent roof repair. Clerk Crumrine was asked to make sure that a key was given to the city for the key box from the recent door replacement due to the break in.

Motion by Wulf, second by Campbell to have Interim City Supervisor/Police Chief Feagan look at the back door and if it is deemed that it needs a carpenter to contact Richard Houston. Motion carried.

**Ashley Brown with Thompson Insurance** presented the renewal for the city insurance and reported that some deductibles on the vehicles had changed and the value of the buildings are increased annually and the premium has increased. Valuations of the Senior Citizens and Museum were felt to be excessive compared to the Community Building valuation and this will be checked into. Further discussion followed.

Motion by Castle, second by Wulf to drop the coverage on the library contents and just insure the building. Motion carried. (Forquer, Carter and Brown left).

Motion by Castle, second by Wulf to renew the city insurance with EMC Insurance Co. with the quote presented. Motion carried.

**Patty Wilkinson** asked if the little building in the back would be for sale and was told that it would be included with other excess city property that was noted on the earlier walk through work session, when listing is compiled and advertised for sealed bids.

**Easter Egg Hunt** discussion was held and Clerk Crumrine reported that the city had donated \$50 last year.

Motion by Wulf, second by Boyd to donate \$50 towards the Chamber of Commerce Easter Egg Hunt. Motion carried.

**Ann McKinzie** reported that she wanted to withdraw her name of the petition to close the alley and petition was voided. (McKinzie and Wilkinson left)

**Karin Trimble** was present to check on status of her application for the water plant operator opening and if they would be interviewing for the position. This will be discussed and Wilson will be notified of interview when set up. (Wilson left).

It was questioned if a letter had been sent to the property owner that had gotten approval to temporarily move an RV and live in until they build a house on the property. It had not been done but will be. A listing of junk vehicles is being worked on by Officer Rakestraw and discussion was held on recent conversation with Atmos Energy on residents and businesses installing propane tanks.

**Mayor Bushong** questioned the posting of the minutes before being approved by the council and Clerk Crumrine had voiced concerns about this, but had been instructed to post unapproved minutes to Chetopa Resident Facebook page and the city website:

[www.chetopa.org](http://www.chetopa.org).

Motion by Boyd, second by Campbell to not publish unapproved minutes on city website and Chetopa Resident until approved by council. Motion carried.

Discussion was held on locking the Elmore Park bathroom/shower building and it was noted that the building was to be locked at 4:30 p.m. and unlocked at 8:00 am by city crews locked during the winter months unless campers are present.

**Castle** reported that the highway street lights going South on Highway 59 have not been working but was informed that Colton Ingram had been informed of this and it was on his list to look at.

**Wulf** noted that there was a small tree on Oak Street that needed to be cut.

**Boyd** requested that the Public Restroom signage be removed on the south door of the community building, noted that there is a trailer parked on the Senior Citizen's property and reported that there is an unburied sewer line coming from a camping trailer.

**Campbell** as that the property by her father's house be looked at as she has filed a complaint but hasn't seen any improvement done.

It was requested to get a camping fee report for the next meeting.

**Clerk Crumrine** reported that Robin Polk had filed a building permit application to move in a pre-constructed 10' x 16' storage building at 123 N. 13<sup>th</sup> St. that had been posted on the city website and Chetopa Resident Facebook page with no protest noted.

Motion by Campbell, second by Kepner to approve the Polk building permit. Motion carried.

**Mayor Bushong** asked Attorney Adamson for an update on the status of the water main damage letter to the contractors and it is being revised to include that the damage occurred after the line locates had expired.

**Police Chief Feagan** informed the council that his department had donated bicycles to the Easter egg hunt in the past and would be purchasing bicycles using his special law funds. Quotes on lawn mower and tractors were presented and discussed and no action was taken from discussion. KMU has a CDL Entry Level Driver Training (ELDT) program and Chief Feagan had registered an employee to attend the KMU CDL BTW Instructor Credential Course to become a registered training provider to verify that a CDL applicant has completed the required training before taking the tests to obtain the license.

**Clerk Crumrine** discussed the procedure to sign up an employee to be an Operator-In-Training (OIT) to satisfy KDHE's sewer requirement. Presently Joey Midgett is serving as the contracted certified operator but once an OIT is designated to KDHE, he will no longer be able to serve in that capacity and an OIT would need to be designated before Midgett's certification expires if he doesn't renew his certification.

**Water Plant Supervisor Tyler** reported that he had ordered pool chemicals and will contact the vacuum truck company in mid-May to drain the pool. Tyler discussed getting a free complimentary energy audit and asked permission to purchase items that had been included in the 2022 budget: Chlorite test kit-\$4000; Ammonia pump-\$800; Polymer pump-\$1200; Potassium Permanganate pump-\$800 and Sampling station kit-\$800.

Motion Wulf, second by Campbell to approve the purchase of the equipment for the water plant and provide a list to the clerk. Motion carried.

**Tyler** reported that an equipment failure claim had been filed on the CO2 generator and was waiting on adjustor to determine whether it was a covered claim. Water Plant Operator Paul Trinkle is in a use or lose it on vacation days and had requested 3 days in March and 3 days in April, with the plant being down to 2 employees, it was asked if an allowance could be made, where Trinkle would not lose these days. Discussion followed.

Motion by Castle, second by Campbell to extend deadline by six month for Trinkle to take 3 days and approve the days requested in April. Motion carried.

### **RESIGNATION**

A letter of resignation from Tim Grover was read by Mayor Bushong. The letter noted his last day as March 13<sup>th</sup> but was revised to be March 16<sup>th</sup>.

Motion by Wulf, second by Campbell to accept the resignation of Grover. Motion carried.

### **FOLLOW UP ON OLD BUSINESS**

No new information was presented on the Osage Nation Programmatic Agreement, the American Rescue Plan, Prior Special Assessment listing and the Lift Station discussion. Applications for the Water Plant Operator and Pool Manager were discussed.

Motion by Castle, second by Campbell to **conduct** interviews with applicants and after interview, to offer job and appoint at the next council meeting. Motion carried.

The vehicle policy required by the EMC audit was presented for approval and Chief Feagan had also reviewed and had no issues with the draft.

Motion by Campbell, second by Kepner to adopt the Fleet Safety Program. Motion carried.

### **SPRING CLEANUP DATES**

Potential dates to have the spring cleanup were discussed.

Motion by Campbell, second by Wulf to schedule the spring cleanup for April 15-April 25<sup>th</sup>. Motion carried.

### **BG CONSULTANTS-INVOICE #12**

Invoice #12 in the amount of \$1500 was presented for approval.

Motion by Castle, second by Wulf to approve payment of BG Consultants Invoice #12. Motion carried.

### **KDHE PAY REQUEST #11**

KDHE Pay Request in the amount of \$1500 to pay the BG Consultants invoice was presented for approval for the mayor to sign.

Motion by Campbell, second Wulf to approve the mayor signing the pay request. Motion carried.

Motion by Castle, second by Campbell to adjourn. Motion carried.

Seal

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City Clerk

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Mayor