

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

June 6, 2023

The Chetopa City Council met in regular session on Tuesday, June 6, 2023 at 7:00 p.m., at City Hall.

PRESIDING: Mayor Tammy Bushong.

PRESENT: Council Members/Bob Boyd, Linda Seaman, Justin Nading, Juanita Kepner and Geraldine Castle. Ernie Wulf was not present.

ALSO PRESENT: Clerk/Toni A. Crumrine, Police Chief/City Supervisor Scott Feagan (at 7:54 p.m.), Attorney Shane Adamson (at 8:18 p.m.), Water Plant Supervisor Mike Tyler and Amy Wilkinson.

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

Clerk Crumrine requested that the dumpster ordinance be deleted from the agenda.

Motion by Castle, second by Nading to approve the agenda with the deletion. Motion carried.

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

Boyd commented on the negative balance in Employee Benefits and a budgeted transfer will be made. It was also noted by Clerk Crumrine that the sewer fund will need to have money transferred from the electric fund to cover the bond payment in the warrant register that is not budgeted for 2023.

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

Boyd questioned a line on the warrant register and it was stated that only the first line of the posting shows up on that particular report and what was showing on the report was not the only item being paid. Clerk Crumrine also pointed out that a check would be voided as it was posted to an incorrect vendor and the correct check will be manually issued.

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

APPROPRIATION ORDINANCE # 3683 as follows:

Payroll Funds	\$ 38578.05
Other Funds	<u>176154.56</u>
Total of all Funds	\$214732.61

MAYOR, COUNCIL, EMPLOYEES & VISITORS

Amy Wilkinson was asked to be at the meeting to discuss what she has learned in the grant writing training sessions and was present to answer questions.

Nancy Whetstone and Bruce Schulz were not present but Mayor Bushong informed the council that the senior citizen board is looking at updating the door at the building to be an automatic opening door for persons in wheelchairs and will be using their funds to make this upgrade. Because the building belongs to the city, they wanted this to be known. Schulz had received a mowing letter but when he came to mow, it had been mowed by someone in the period between the date of the letter and when he came to mow it.

Mayor Bushong gave an update on the Solid Waste Committee and suggested to do an ordinance to increase the trash fees a percentage each year like is being done for water and sewer, as the proposed contract with the transfer station will increase a percentage increase.

Motion by Castle, second by Boyd to allow research to be done to determine a sanitation rate increase for an ordinance. Motion carried.

Mayor Bushong questioned the usage of the street sweeper, that status on the Ford tractor, reported that she had attended the water plant inspection and was told that the estimated water meter life span is 10 years, that water valves need to be exercised periodically and discussed the peddlers licenses. Bushong also praised the water plant employees on the good job that they are doing.

Motion by Boyd, second by Seaman to have the clerk research with the league and other cities on what regulations they have on licensing mobile vendors. Motion carried.

Water Plant Supervisor Tyler expressed his appreciation on the positive comments for their department. Quotes from B&B Electric Motor and C&B Equipment were reviewed and discussed.

Motion by Nading, second by Seaman to approve the quote from C&B Equipment for repairs on the backwash pump \$15,720 and replacing the Patterson high service pump for \$27,285 plus any additional work which will be quoted at that time. Motion carried.

Water Plant Supervisor Tyler reported that Layne Christensen Company is waiting on a signed quotation to proceed with the repair of the South water intake motor and it has been reviewed and the remaining project cost is \$15,080.

Motion by Seaman, second by Castle to approve mayor signing the \$15080 quotation from Layne Christensen Company. Motion carried.

Water Plant Supervisor Tyler discussed quote from Power Specialties for parts totaling \$9760.

Motion by Nading, second by Kepner to purchase the parts from Power Specialties per quote. Motion carried.

Boyd discussed a prior building permit at 813 Cherry and reported that there are a large number of cars there and that resident had been told that would not be allowed, reported that at 213 Elm there is sewage running on neighbor's property. Zach Lawellin will be replacing the line either by the end of the week or first of next week and asked about water line that had been installed on N. 6th St. Boyd discussed the poly cart requirements and asked that a write up be done on the poly cart regulations. Discussion was held on a resident who had a death in the family.

Motion by Castle, second by Nading to give resident a 30 day grace period on utility due to death in family. Motion carried.

Seaman asked that the large hole in the alley by the bank be filled and discussed the condition of the old restaurant by the Old Mill. It was reported that Police Chief Feagan is starting the condemnation proceedings on that structure.

Nading gave a listing of streets to be paved and Clerk Crumrine reported that she has not heard back from the school on the sealing of the alley that was damaged by contractor while working on roof of the old Wood Aire building. Bids will be requested from Heckert and Teeters.

Clerk Crumrine informed the council that organizers of the tractor pull will be getting water to wet the pulling area during the 4th as they usually do and reported that there will be an increase in the cost of cement purchased from O'Brien Ready Mix.

Police Chief/City Supervisor Feagan requested an executive session and reported that the 2004 utility truck has been repaired and they are waiting on the check from EMC Insurance to be able to pick up the truck.

OLD BUSINESS FOLLOW UP

The final billing for the archaeological survey from KB Archaeological Consulting in the amount of \$7003.50 and the KDHE disbursement request were presented for approval

Motion by Castle, second by Kepner to sign the KDHE disbursement request and approve the payment. Motion carried.

The code revision will be put in the 2024 budget. Discussion turned to sewer issue at 213 Elm.

Motion by Castle, second by Seaman to send letters to owner and renters at 213 Elm to give 10 days to repair the sewer issue or utilities will be shut off. Motion carried.

The replacement of a utility pole on Harden will be scheduled

BUILDING PERMIT

The following building permit was posted on Facebook Residents Page and city website: Community Bible Church to move a 20' x 12' prebuilt building in at 421 S. 3rd St. in the City of Chetopa.

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

WATER EMERGENCY RESPONSE PLAN

There are 2 pages in the plan that needs approval by the governing body: Page 9-Section 2—Emergency Response Team, Alternates and Responsibilities and Page 10-Section 3—Delegation of Authority.

Motion by Nading, second by Castle to approve pages 9 & 10 of the emergency response plan. Motion carried.

WATER CONSERVATION PLAN

The 2023 draft copy of the water conservation plan was presented for approval.

Motion by Castle, second by Kepner to approve the water conservation plan with the addition of the added generators at the water plant. Motion carried.

LIBRARY SINK

The library board would like to add a sink to the back room and requested permission to do that.

Motion by Castle, second by Kepner to allow the installation of a sink at the library. Motion carried.

CDBG SEWER TIME EXTENSION REQUEST

The new CDBG grant administrator had discovered that the prior time extension for the sewer project had expired at the end of February, but the Department of Commerce understood the delay in getting the project started due to the archaeological survey requirement by the Osage Nation and is allowing an extension request to December 31, 2024 to be submitted. A letter and contract extension request was presented for the mayor’s signature.

Motion by Kepner, second by Nading to allow the mayor to sign letter and extension request. Motion carried.

EXECUTIVE SESSIONS

Motion by Seaman, second by Kepner to enter into executive session to discuss non-elected personnel with mayor, council, legal counsel, police chief/city supervisor and city clerk present for a period of 10 minutes with session ending at 10:10 p.m. Motion carried.

Entered: 10:00 p.m. Returned: 10:10 p.m.

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

Motion by Seaman, second by Kepner to enter back into an executive session to discuss non-elected personnel with mayor, council, legal counsel, police chief/city supervisor and city clerk present for a period of 2 minutes with session ending at 10:13 p.m. Motion carried.

Entered: 10:11 p.m. Returned: 10:13 p.m.

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

Mayor Bushong appointed Amy Wilkinson as Assistant City Clerk.

Motion by Castle, second by Boyd to approve the appointment. Motion carried.

Motion by Seaman, second by Kepner to enter into executive session to discuss pending litigation with mayor, council, legal counsel, police chief/city supervisor and city clerk present for a period of 2 minutes with session ending at 10:16 p.m. Motion carried.

Entered: 10:14 p.m. Returned: 10:16 p.m.

Mayor Bushong called the meeting back to order and no action was taken from executive session.

Motion by Seaman, second by Kepner to adjourn. Motion carried. Meeting was adjourned at 10:17 p.m.

Seal

Mayor

City Clerk

