

CALL TO ORDER – PLEDGE OF ALLEGIANCE

Acting Mayor Tim Fairchild presided and called the meeting to order at 6:30 p.m., the Pledge of Allegiance was recited.

Commissioners Present: Acting Mayor Tim Fairchild and Commissioners Sam Budreau and Phillip Chaney

Commissioners Absent: Mayor Jacob LaRue and Commissioner Kevin Berthot

Staff Present: Todd Newman, City Manager; David Brake, City Attorney (via Zoom); Tina Bailey, City Clerk; Ryan Follmer, Assistant City Manager; and Cory Kepley, Chief Finance Officer.

INVOCATION

The invocation was given by Commissioner Phillip Chaney.

AGENDA

Commissioner Budreau requested the addition of Consent Agenda Item 5B-Request for Street Closure, First United Methodist Church and the removal of Agenda Item 8N-Resolution Declaring Property at 718 South Grant in Violation of Chanute Municipal Code 8.20.010 (G).

The amended Agenda was approved on motion by Commissioner Budreau, seconded by Mayor Tim Fairchild. Voting Aye: All. Motion carried unanimously.

CONSENT AGENDA

The Consent Agenda is used to approve non-controversial or routine matters by a single motion and vote. The Consent Agenda consisted of the following:

- Minutes – City Commission – August 24, 2020
- Warrant Register dated August 26, 2020
- Warrant Register dated September 2, 2020
- Warrant Register dated September 9, 2020
- Uncollectible Accounts
- Request to Hold Annual Veterans Day Parade – November 11, 2020
- Request for Street Closure – First United Methodist Church

General discussion was made. Comments were made by City Manager Todd Newman, Assistant City Manager Ryan Follmer, Chief Finance Officer Cory Kepley, and City Attorney David Brake.

Motion made by Commissioner Budreau, seconded by Mayor Fairchild, to approve the Consent Agenda. Voting Aye: All. Motion carried unanimously.

PUBLIC COMMENTS

None

CITY MANAGER'S REPORT

City Manager Todd Newman gave his report on City activities and operations. Items reported on included updates on a Fiber Grant Application through KDOC, the City's Comprehensive Plan, the Santa Fe Ball Complex project, the Hike & Bike Trail, recent equipment lease purchase bid award & interest rate, and equipment lease purchase bid letting.

General discussion was made.

City Manager Newman reported that several past discussions with the City Commission related to the City hiring an in-house Grant Writer and that he plans to move forward with filling this position if he receives no objection from the City Commission.

General discussion was made.

City Manager Newman reported that City staff reviewed the Commission's request for no parking signage on East 4th Street between South Lincoln Ave. and South Santa Fe Ave. City staff will install no parking signage for 90 days at this location and this item will be placed on a future Agenda for formal City Commission review and approval.

City Manager Newman requested that the City Commission consider a Work Session, Monday, September 21, 2020 at 6:00 p.m. in the Third Floor Alliance Room to review and discuss several current and future projects. Mr. Newman reported that the City's Engineer Firm Wilson and Company will be in attendance.

Commission consensus was to approve the request to hold a Work Session, Monday, September 21, 2020 at 6:00 p.m. in the Third Floor Alliance Room.

NEW BUSINESS

APPLICATION FOR SPECIAL EVENT PERMIT TO SELL CEREAL MALT BEVERAGE

Chanute Elks Lodge Post 806 has applied for a Special Event License to Sell Cereal Malt Beverages. They will be hosting a beer garden at the 2020 Chanute Bit & Spur Saddle Club Chanute Rodeo located at 2730 S Katy Rd, September 24-28, 2020.

Prior to licensing clearance by the Police Department will be made and inspection of the premises will be made and approved by the City Building Inspector and Fire Department.

Motion made by Commissioner Budreau, seconded by Mayor Fairchild, to approve the application for Special Event Permit to Sell Cereal Malt Beverage upon approval and inspection by the Police Department, City Building Inspector, and Fire Department. Voting Aye: All. Motion carried unanimously.

MODERATE INCOME HOUSING GRANT

The Kansas Housing Resources Corporation through the State Housing Trust Fund has a grant program that cities can apply for to obtain funds for new construction and home improvement.

The grants are for up to \$400,000 and the housing units will be targeted to households between 60% and 150% of HUD's State non-metro area median income. The City is required to be the applicant but Chanute Regional Development Authority (CRDA) through its land bank 501(c)(3) corporation will supervise and administer the grant if it is received. There are no direct costs to the City.

CRDA Director of Programming & Community Progress Kim Ewert and Housing Developer JR Roble provided a brief overview of their request.

General discussion was made. Comments were made by Ms. Ewert, Mr. Robl, City Manager Todd Newman, and City Attorney Davide Brake.

Commission consensus was to recess tonight's meeting until Monday, September 21, 2020 at 5:30 p.m. in the Commission Chambers and to place this item in front of the Commission for further review and consideration. This will allow CRDA time to finalize the Grant Application and present it to the City Commission prior to the adoption of a Resolution supporting the Development of Certain Housing within the City of Chanute.

APPOINT MEMBER TO CHANUTE HOUSING AUTHORITY BOARD

Chanute Housing Authority Executive Director Terri Orozco is requesting that the City Commission appoint Jennifer Dietsch to the Board. Ms. Dietsch's appointment was unanimously approved by the Housing Authority Commission.

The appointment is by the Mayor with consent of the Governing Body. The term of office shall be for a period of four (4) years.

General discussion was made. Comments were made by City Attorney David Brake and City Manager Todd Newman.

Commission consensus was to recess tonight's meeting until Monday, September 21, 2020 at 5:30 p.m. in the Commission Chambers and to place this item in front of the Commission for further review and consideration. This will allow City staff time to provide additional information relating to City appointments to the Housing Authority Board.

REQUEST TO EXCHANGE FEDERAL FUNDS

On February 5, 2018 KDOT and the City of Chanute entered into a supplemental agreement with KDOT regarding the federal fund exchange program (Supplemental No. 1 to Agreement No. 74-16). A program which allows a local public agency (LPA) to trade all or a portion of its federal fund allocations in a specific federal fiscal year with KDOT in exchange for state transportation dollars or with another LPA in exchange for their local funds. The exchange rate for the program is \$.90 of state funds for every \$1.00 of local federal obligations authority exchanged. State funds will be paid on a reimbursement basis as the LPA incur costs.

Currently the amount of City federal funds available to be exchanged is \$190,559.55. State funds must be used for transportation project(s) in accordance with the program guidelines and would be paid on a reimbursement basis as the City incurs costs on the project(s).

General discussion was made. Comments were made by City Manager Todd Newman and Chief Finance Officer Cory Kepley.

Motion made by Commissioner Budreau, seconded by Mayor Fairchild, to approve the Request to Exchange Federal Funds and authorize the City Manager to complete and sign required forms. Voting Aye: All. Motion carried unanimously.

NEIGHBORHOOD REVITALIZATION APPLICATION – JMR PROPERTIES

JMR Properties has submitted an application under the Neighborhood Revitalization Program. It has been verified that the property listed under the scope of the application, 9 E Main - parcel identification number 067-045-21-0-30-06-002.00-0 & 11 E Main - parcel identification number 067-045-21-0-30-06-001.00-0 is within the scope of the city limits of Chanute. The application has been reviewed by the Neosho County Appraisers office along with the Neosho County Treasurer's office.

General discussion was made.

Motion made by Commissioner Chaney, seconded by Commissioner Budreau, to approve the Neighborhood Revitalization Application – JMR Properties. Voting Aye: All. Motion carried unanimously.

PROPERTY RESOLUTION – 902 NORTH STEUBEN

PROPERTY RESOLUTION – 906 NORTH STEUBEN

PROPERTY RESOLUTION – 1216 WEST MAIN

PROPERTY RESOLUTION – 902 NORTH WASHINGTON

PROPERTY RESOLUTION – 106 SOUTH WILSON

PROPERTY RESOLUTION – 224 SOUTH KANSAS

PROPERTY RESOLUTION – 1017 NORTH GARFIELD

PROPERTY RESOLUTION – 401 SOUTH KATY

PROPERTY RESOLUTION – 205 NORTH WASHINGTON

PROPERTY RESOLUTION – 1120 NORTH GRANT

General discussion was made relating to publication cost. Comments were made by City Attorney David Brake.

Motion made by Commissioner Chaney, seconded by Commissioner Budreau, to adopt resolution declaring that the above properties are in violation of Chanute Municipal Codes and authorizing abatement of certain nuisances as presented. Voting Aye: All. Motion carried unanimously.

The Resolutions were assigned: No. 2020-53, No. 2020-54, No. 2020-55, No. 2020-56, No. 2020-57, No. 2020-58, No. 2020-59, No. 2020-60, No. 2020-61, and No. 2020-62.

COMMISSION COMMENTS

Commissioner Budreau reported that he continues to receive complaints relating to the railroad crossing on Main Street.

General discussion was made. Comments were made by City Manager Todd Newman and City Attorney David Brake.

City Manager Newman will send a letter to the Railroad addressing concerns expressed by the City Commission.

Commissioner Chaney commented on options for City Utility Billing via E-mail.

Chief Finance Officer Cory Kepley reported that he had researched this item and that the City's billing software does not currently support this option.

Commissioner Chaney commented on the City's past contracted grant writing services with ECivis and requested confirmation that this service had been terminated.

General discussion was made relating to the City hiring an in-house Grant Writer. Comments were made by City Manager Todd Newman and Assistant City Manager Ryan Follmer.

Commissioner Chaney commented on City owned parcels and potential options relating to the sale of unused property.

General discussion was made. Comments were made by City Manager Todd Newman and Assistant City Manager Ryan Follmer.

Assistant City Manager Follmer reported that vacant or unused parcels were included in the Red Book (list of City Owned Properties) that was recently distributed to the City Commission.

Commissioner Chaney commented on the monthly warrant register payment relating to fiber for Orizon.

General discussion was made. Comments were made by City Manager Todd Newman, Assistant City Manager Ryan Follmer, and Chief Finance Officer Cory Kepley.

Commissioner Chaney commented on the Revolving Loan Fund.

General discussion was made. Comments were made by City Manager Todd Newman and City Attorney David Brake.

Commission consensus was for the City Manager and City Attorney to research collection options for loans that are currently in default.

Mayor Fairchild reported that he appreciated the update relating to the Santa Fe Ballfields.

RECESSED

Motion made by Commissioner Budreau, seconded by Commissioner Chaney, to recess until Monday, September 21, 2020 at 5:30 p.m. in the City Commission Chambers. Voting Aye: All. Motion carried unanimously. Meeting recessed at 8:07 p.m.

RECONVENE MEETING

Meeting reconvened September 21, 2020 at 5:30 p.m.

Commissioners Present: Mayor Jacob LaRue and Commissioners Sam Budreau, Tim Fairchild, and Phillip Chaney

Commissioners Absent: Commissioner Kevin Berthot

Staff Present: Todd Newman, City Manager; David Brake, City Attorney (via Zoom); Tina Bailey, City Clerk; Ryan Follmer, Assistant City Manager; and Cory Kepley, Chief Finance Officer.

OLD BUSINESS

MODERATE INCOME HOUSING GRANT

CRDA Executive Director Matt Godinez provided a brief overview of the grant application and their request.

General discussion was made. Comments were made by CRDA Executive Director Matt Godinez, City Attorney David Brake, NMRMC Foundation Director Anna Methvin, NMRMC Foundation Board President Phil Jarred, and City Manager Todd Newman.

Motion made by Commissioner Budreau, seconded by Commissioner Fairchild, to adopt the Resolution Supporting the Development of Certain Housing within the City of Chanute, Kansas.

Voting Aye: Mayor LaRue and Commissioners Budreau and Fairchild
Voting Nay: Commissioner Chaney
Motion carried.

The Resolution was assigned: No. 2020-63

APPOINT MEMBER TO CHANUTE HOUSING AUTHORITY BOARD

General discussion was made. Comments were made by City Manager Todd Newman and City Attorney David Brake.

Commission consensus was to table this item to allow City staff time to research the process for appointments to the Chanute Housing Authority Board.

COMMISSION COMMENTS

Commissioner Fairchild requested an update on the collection process for outstanding Revolving Loan Funds.

General discussion was made. Comments were made by City Attorney David Brake and City Manager Todd Newman.

Commission consensus was for City Attorney David Brake to send a letter to the Kansas Department of Commerce requesting the collection options for loans that are currently in default.

Commissioner Budreau commented on the railroad crossing located on Main Street.

City Manager Todd Newman reported that a letter has been sent to the Railroad.

Mayor LaRue commented on the pedestrian sign located at Cherry and Forest and that it is appreciated.

ADJOURNMENT

Motion made by Commissioner Fairchild, seconded by Commissioner Budreau, to adjourn. Voting Aye: All. Motion carried unanimously. Meeting adjourned at 6:24 p.m.

Tina L Bailey, CMC
City Clerk