

REGULAR MEETING
OF THE CITY COUNCIL
OF LINN VALLEY, KANSAS
MARCH 13, 2017

REGULAR MEETING

Mayor Jeanne Dwyer opened the Regular Meeting at 6:30 pm. Council Members present were Dennis Kidwell, Claire Smith, Jason Jenkins, Lew Donelson and Dan Davies. Also present were City Attorney Gary Thompson, City Clerk Karen Siffring, Fire Chief Dan Smith, Police Chief Corey Murrison, Building Inspector Joe Isabell, and Codes Enforcement Officer Ralph Fitch.

1. Mayor Dwyer asked if there were changes to the agenda. An Executive session following the Police Department report was requested for personnel matters.

2. APPROVAL OF MINUTES.

Mayor Dwyer called for the approval of minutes from the February 27th meeting. Council Member Kidwell made a motion to approve the minutes as presented. Council Member Smith seconded the motion. The motion carried 5-0.

3. CITY CLERK'S REPORT

- a. City Clerk Siffring presented the monthly financial report. Following are balances of the City's accounts as of February 28th, 2017.

General Fund income was \$8,501. Expenses were \$33,656.67 which includes the annual payment for the City Hall building and land lease. These amounts are after reconciliation.

General Fund	\$196,041.83
Special Funds:	
- Restricted Mayor's Christmas Fund*	\$336.57
- Restricted Parks & Recreation Fund*	\$1,000.59
- Restricted Capitol Improvement*	\$62,142.00
- Restricted Special Equipment*	\$2,000.00
*Restricted funds are included in General Fund total.	
Money Market	<u>\$77,981.04</u>
Total	\$274,022.87

Street and Highway Fund	\$66,465.11
Sewer Construction Fund	\$608.62
Utilities Fund	\$137,509.56

- b. Clerk Siffring presented vouchers: General Fund vouchers 11083 - 11125 in the amount of \$32,581.49; Street and Highway Fund vouchers 1405 - 1407 in the amount of \$1,003.90; and Utilities Fund vouchers 1065 - 1069 in the amount of \$2,027.43 for a combined total of \$35,612.82. Council Member Smith made a motion to approve the vouchers. The motion was seconded by Council Member Kidwell. The motion carried 5-0.

- c. Clerk Siffring told the Council that the City's copy machine is no longer useable. She provided bids for a monochrome printer with print, scan and fax capabilities and would be wireless. It was explained that by including these features, the new copier would eliminate the need for the old fax machine. The bid for a Ricoh copier was \$3,418.80. The bid for a Kyocera copier was \$1,469.00. Council member Jenkins made a motion to purchase the Kyocera. The motion was seconded by Council Member Davies. The motion carried 5-0.
 - d. Clerk Siffring informed the Council that the 2017 Animal Clinic will be held Saturday April 22nd.
 - e. Parents of Prairie View High School juniors and seniors requested donations for the annual After Prom alcohol-free event. Council Member Jenkins made a motion to donate \$100 from the Parks and Recreation fund to the event. The motion was seconded by Council Member Smith and the motion carried 5-0.
 - f. Clerk Siffring explained that she was still working with the insurance agency and will present the final plan proposal at the next meeting.
4. WATER PROJECT PER CONTRACT
- a. Mayor Dwyer reported that Brian Kingsley from BG Consultants did not receive the 80% grant toward the PER payment. He will apply for an alternate 50% grant. The Mayor told the Council that there was water project information on the City's website.
5. INFRASTRUCTURE GRANT
- a. The City has not designated the use of the coming grant from the county. The grant will be approximately \$39,000. Attorney Thompson said if the Council banks the money, a use should be determined and the county notified by December of this year. Council Member Donelson made a motion to bank the funds until a use is determined by the Council. The motion was seconded by Council Member Jenkins and passed 5-0.
6. MAYOR'S REPORT
- a. The Mayor reminded the Council that a contract has been signed with a Pelofsky and Associates, Inc. to apply for grants for a new police station/city hall building. The Mayor appointed Chief Murrison, Council Member Donelson and Council Member Jenkins to be on a task force to prepare information for the grant process.
 - b. A final sewer punch list has been received. The contract will be closed within a week to ten days. The project engineers will determine the cost of completing the final items.
7. SANITATION REPORT
- a. Sanitation Operator Mike Page was absent but provided a written report which was read by Mayor Dwyer. Locates had been requested, pumps were run daily, a leak was checked at a residence, and a grinder pump and a control box was installed at a new residence. The City is out of pits, pumps and parts. Replacements have been ordered.

8. FIRE DEPARTMENT REPORT

- a. Chief Smith reported 10 calls in February. Five were medical calls and five were mutual aid grass fires. The county continues to be under a burn ban. Chief Smith reported meeting with Council Member Donelson, Police Chief Murrison and County Fire Chief Doug Barlet to discuss an Emergency Management Plan for Linn Valley.
- b. Mayor Dwyer thanked the individuals who set off the sirens during the tornado warning. Council Member Donelson noted that the POA had information for residents to follow in the event of a tornado. Areas available for shelter are the Club house, bath house and Pro Shop. There was discussion on designating an official shelter and the public accessibility to that location.
- c. Council Member Donelson told the Council that he would be forming a committee for the purpose of developing an emergency plan. The committee would be made up of one or two Linn Valley citizens as well as Chief Murrison and Chief Smith. He will present his plan at next Council meeting. Council Member Donelson also noted that Linn Valley was one of only two cities in Linn County addressing an emergency plan with Parker being the other.

9. POLICE DEPARTMENT REPORT

- a. Police Chief Murrison reported an application made for arrest warrants for indecent liberties, two out-of-county arrests and one for driving while suspended. A vicious dog was removed from the City. There is one stray dog in the pound.

Council Member Kidwell made a motion for a ten minute Executive Session for personnel matters. The motion was seconded by Council Member Jenkins. The vote was unanimous. The Council adjourned to the session at 7:15 and returned at 7:21.

10. BUILDING INSPECTOR'S REPORT

- a. Building Inspector Isabell reported 38 inspections, 13 new permits, 7 finalized projects, 88 projects still open and 40 administrative hours. He noted that this was the beginning of the busy time of year and several new homes will be under construction.

AT 7:25 Council Member Kidwell made a motion to raise the salary of Police Officer David Kline to \$16.00 per hour beginning the next pay period. The motion was seconded by Council Member Smith. The motion carried 5-0.

11. CODES ENFORCEMENT OFFICER'S REPORT

- a. Codes Enforcement Officer reported 19 properties inspected and 13 corrections issued, 8 corrections completed and 6 sewer inspections. Of the previously condemned properties six are now cleared and work is not complete on five.

12. OPEN FORUM

- a. Dave Cattelino of the POA Recreation Committee requested that the City pay for a 'moon walk' as entertainment for children attending the October festival. Funds would come from the City's Parks and Recreation fund. Council Member Davies made a motion to cover the cost to \$300 paid to the Recreation Committee for the 'moon walk'. The motion was seconded by Council Member Kidwell. The motion passed 5-0.

13. ADJOURN

- a. Council Member Davies made the motion to adjourn. The motion was seconded by Council Member Donelson and carried 5-0. The meeting adjourned at 7:35 pm.

- Submitted by City Clerk Siffring