

MEETING
OF THE CITY COUNCIL
OF LINN VALLEY, KANSAS
APRIL 10, 2017
6:00 pm

SPECIAL MEETING

Mayor Jeanne Dwyer opened the meeting at 6:00 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 Sergeant Joe Rogers, and Codes Enforcement Officer Ralph Fitch.

The Mayor introduced Ann Keffer, a former City Council Member. Mrs. Keffer told the Council that her late husband initiated the Mayor's Christmas Tree fund. In honor of her husband, Mrs. Keffer offered \$3,000 toward purchase of a pre-lit Christmas tree for Linn Valley. It was the consensus of the Council to accept the gift with thanks.

1. Mayor Dwyer asked if there were changes to the agenda. A ten minute executive session for personnel was requested by the Mayor.
2. APPROVAL OF MINUTES.
Mayor Dwyer asked if there were changes to the minutes from the March 27th meeting. With no changes, the minutes stood as presented.
3. CITY CLERK'S REPORT
 - a. City Clerk Siffring presented the first quarter financial report. General income was \$257,549.80 and expenses were \$133,868.85 being 27.6% of the 2017 budget. Expenses included the insurance package and the loan payments for city hall and the fire truck totaling approximately \$44,800 or 8.6% of the budget. Without the onetime expenses, the City has used 19% of this year's budget.
 - b. Following are balances of the City's accounts as of March 31st before reconciliation.

For the month of March income was \$31,918.02 and expenses were \$59,216.46. Expenses for March included the insurance package.

General Fund	\$164,023.73
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	\$242,004.77

Street and Highway Fund \$62,142.00
Sewer Construction Fund \$586.62
Utilities Fund \$27,939.46

- c. Clerk Siffring presented vouchers: General Fund vouchers 11026 - 11171 in the amount of \$64,114.97; Street and Highway Fund voucher 1408 in the amount of \$20.93; and Utilities Fund vouchers 1070 – 1077 in the amount of \$138,107.70 for a combined total of \$202,243.60. Council Member Smith made a motion to approve the vouchers in the amount of \$202,243.60. The motion was seconded by Council Member Jenkins. The motion carried 5-0.

4. NEW COUNCIL MEETING TIME ORDINANCE

- a. Attorney Thompson presented Ordinance #187 to establish regular meetings on the second Monday and fourth Monday of each month beginning at 6:00 pm. Council Member Jenkins made a motion to accept Ordinance #187 for meetings to begin at 6:00 pm. The motion was seconded by Council Member Kidwell. Council Member Kidwell asked the Council to think about moving from two meetings per month to one meeting per month. Discussion followed. The standing motion was voted on and passed 5-0.

Council Member Kidwell made a motion for an executive session for 10 minutes for personnel reasons. Council Member Smith seconded the motion. The motion passed and the Council recessed at 6:13 pm. The Council returned at 6:23 pm with no action taken.

Council Member Smith made a motion to give Police Sergeant Joe Rogers a 3% raise beginning at the next pay period. Council Member Donelson seconded the motion and it passed 5-0.

5. ORDINANCE ON SEWER DISTRICT LOTS

- a. Attorney Thompson explained that Ordinance #188 will create Sewer District No. 1 of the City of Linn Valley. The ordinance includes a complete list of lots included in the district. Council Member Davies made a motion to accept Ordinance #188 establishing the sewer district. The motion was seconded by Council Member Jenkins and carried 5-0.

6. MAYOR'S REPORT

- a. The Mayor informed the Council that BG Consultants had received a grant to help pay for a Preliminary Engineering Report. Attorney Thompson will work with BG Consultants and other involved parties to complete an inter-local agreement.
- b. The sewer project is near completion with some roads yet to be repaired. Mayor Dwyer continues to work with the project engineers. It was requested that the sign installed before the beginning of the project announcing the project be removed.

7. EMERGENCY PLANNING COMMITTEE REPORT

- a. Council Member Donelson reported on the first meeting of the Emergency Planning Committee. Doug Barlet, Linn County Emergency Management Coordinator spoke to the group and noted that tornados are the number one disaster threat in Linn County. Next meeting is April 27th. Identifying Critical Hazards will be on the agenda as well as choosing

officers. Council Member Donelson stressed that community awareness is important to an emergency plan and asked all in attendance to 'pass the word'.

- b. Mayor Dwyer informed the Council that in order to allow more than two council members to attend the Emergency Planning Committee meetings, the meeting could be announced as a 'special meeting workshop with no action taken'. Council Member Donelson made a motion to make every Emergency Planning Meeting a special meeting workshop with no action taken. The motion was seconded by Council Member Smith and passed 5-0.
- c. Council Member Donelson has plans for a City Hall / Police Station building that he will use to get construction cost estimates.

8. 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, and both pumps at the west lift station were pulled.

9. FIRE DEPARTMENT REPORT

- a. Chief Smith reported 11 calls in March. Eight were medical calls, one for a smoke investigation, one grass fire, and a storm watch. The department is in the process of removing equipment from the old fire truck before it is scrapped. The second and third week of April the department will begin purchasing construction materials for the training room. The new truck is expected to be in service this week. The Chief is waiting on new lettering.
- b. Chief Smith requested moving the ambulance from its current location. Council Member Jenkins explained that the storage location of the ambulance is part of a contract between the County and AMR. Adding on to the station could be a consideration. Council Member Jenkins suggested letting the County Commissioners know and let them set up a meeting with AMR and the City.
- c. The Council asked Chief Smith to provide information on ISO requirements.

10. POLICE DEPARTMENT REPORT

- a. In the absence of Police Chief Murrison, Sergeant Joe Rogers reported four outside agency assists, two theft reports, an arrest for disorderly conduct, 4 warrant arrests, 2 arrests for driving with revoke license, and an arrest for marijuana possession. Officer Stuteville will be attending Police Academy. Sergeant Rogers stressed that citizens report all suspicious activity immediately by calling 913-795-2666.

11. BUILDING INSPECTOR'S REPORT

- a. Building Inspector Isabell was absent. In his report he noted 45 inspections, 11 new permits, 5 finalized projects, 94 projects still open and 40 administrative hours.

12. CODES ENFORCEMENT OFFICER'S REPORT

- a. Codes Enforcement Officer reported 8 properties inspected and 6 corrections issued, 5 corrections completed and 2 sewer inspections. Of the previously condemned properties nine are now cleared and work is not complete on two.

- b. Officer Fitch will be attending training in Salina April 25-28 and will assist with the Dog Clinic on April 22. Officer Fitch will be pursuing additional property condemnations.

13. OPEN FORUM

Chief Smith expressed concern about lots with tall grass being a fire hazard. It was discussed that unimproved lots do not need to be mowed.

14. ADJOURN

- a. Council Member Kidwell made the motion to adjourn. The motion was seconded by Council Member Davies and carried 5-0. The meeting adjourned at 7:37 pm.

Submitted by
City Clerk Siffring