

REGULAR MEETING
OF THE CITY COUNCIL
OF LINN VALLEY, KANSAS
OCTOBER 9, 2017
6:00 pm

Mayor Dwyer opened the meeting at 6:00 pm.

Council Members present were Dan Davies, Jason Jenkins, Lew Donelson, Dennis Kidwell, and Claire Smith. A quorum was present. Also present were City Clerk Karen Siffring, Fire Chief Daniel Smith, Police Chief Corey Murrison, Building Inspector Joe Isabell, and Codes Enforcement Officer Ralph Fitch.

1. REVIEW AGENDA

The Council was asked if there were changes or additions to the agenda. The Mayor requested the addition of a raise for Clerk Siffring. Council Member Donelson asked for an opportunity to discuss policies in the employee manual. He stated that City policies require employees to conduct themselves in a manner that reflects well on the City. Council Member Donelson also reminded all present that no employee can use his or her official authority or influence for the purpose of interfering with an election or taking "any active part in political management or political campaigns". He asked employees and everyone to conduct themselves with civility and mutual respect. It was noted that Fire fighter Laura Ridenour resigned from the department. There were no other changes or additions to the agenda.

Mayor Dwyer requested a 6% raise for Clerk Siffring. Council Member Donelson made a motion for an executive session for five minutes to discuss personnel matters. The motion was seconded by Council Member Jenkins and passed 5-0. The Council recessed at 6:08pm and returned at 6:13pm with no action taken. Council Member Donelson made a motion to give Clerk Siffring a 6% raise effective immediately. The motion was seconded by Council Member Smith and the vote carried 5-0.

2. APPROVAL OF MINUTES

Mayor Dwyer asked if there were any changes to the minutes from the September 25th meeting. Council Member Donelson made a motion to approve the minutes as they stand. The motion was seconded and passed 5-0.

3. WATER STUDY UPDATE

The Mayor announced that the City has received notice confirming the Regional Public Water Supply Planning Assistance Grant has been awarded to City. The grant would be applied to the Preliminary Engineering Report (PER). The amount of the grant is a maximum of \$12,500 with matching funds from the City. Brian Kingsley, engineer, from BG Consultants explained the proposed scope of work for the PER including supply options, distribution systems, and costs.

Council Member Donelson made a motion to authorize the Mayor to sign the Grant agreement and to authorize proceeding with Phase 1 portion of the Proposal. The motion was seconded by Council Member Jenkins. The motion carried 5-0. Council Member Donelson thanked the Mayor for her persistence in getting the grant.

Council Member Davies requested discussing the City/POA water agreement at next meeting's workshop.

4. LOW PRESSURE SEWER SYSTEM UPDATE

The Mayor reported installation of eight additional pumps was in process.

5. CELL TOWER CONTRACT

It was requested to table a discussion on a proposed cell tower contract until the Workshop at the next Council Meeting.

6. MEETING SCHEDULE

Discussion of continuing to hold two meetings a month will be tabled until later in the year.

7. CITY CLERK'S REPORT

a. City Clerk Siffring presented the financial report for the third quarter of 2017. Income was \$54,142. Expenses were \$117,999 which was 22.8% of the annual budget. For January through September expenses were 72.5% of the budget.

b. General Fund expenses for September were \$31,463. General income was \$37,829. Expenditures in line items were typical for the month.

Following are balances of the City's accounts as of September 30th, before reconciliation.

General Fund	\$79,904.46
Special Funds:	
- Restricted Mayor's Christmas Fund*	\$336.57
- Restricted Parks & Recreation Fund*	\$1,300.59
- Restricted Capitol Improvement*	\$62,142.00
- Restricted Special Equipment*	\$2,000.00
*Restricted funds are included in General Fund total.	
Money Market	<u>\$128,336.30</u>
Total	\$145,683.92

Street and Highway Fund \$74,707.21

Sewer Construction Fund \$495.30

Utilities Fund \$119,598.14

The Council asked the Clerk for information on budget line items for utilities, office and fire department. The Council requested all employees keep in line with their budget and pay attention to expenses. Emergency expenses for the Fire Department will be reviewed.

c. Clerk Siffring presented vouchers: General Fund vouchers 11461 - 11514 in the amount of \$47,532.70; Street and Highway Fund voucher 1423 in the amount of \$19.52; Sewer Construction Fun voucher 1144 in the amount of \$1887.50; and Utilities Fund vouchers 1102 - 1105 in the amount of \$3,154.70; for a combined total of \$52,594.42. Council Member Davies made a motion to approve the vouchers in the amount of \$52,594.42. The motion was seconded by Council Member Kidwell and carried 5-0.

8. SANITATION REPORT

- a. Sanitation Operator Mike Page was absent but provided a written report. Pumps were run daily, locates were done as requested, west lift station pump was pulled twice, alarm was going off with the system in high water locked up/float wires burnt off the east lift station and pulled pump utilizing extra labor and machine to pull pumps. Checked on inventory of pumps.

9. FIRE DEPARTMENT REPORT

- a. Chief Smith reported there were 6 medical calls in September and no fire calls or mutual aide calls. Calls were for lift assist, difficulty breathing, female in labor, overdose, non-responsive, and back pain. Chief Smith commented that AMR was delayed by 18 minutes for the female in labor medical call.
- b. Chief Smith informed the Council that Les Ridenour had worked 44 hours on construction of the training room in the fire station. Council Member Jenkins made a motion to go into executive session for personnel reasons for five minutes. The motion was seconded and carried 5-0. The Council recessed to the meeting at 7:04pm and returned at 7:09pm with no action taken. Council Member Donelson made a motion to give Les Ridenhour \$400 for work performed. The motion was seconded and carried 4-1 with Council Member Jenkins opposed.

10. POLICE DEPARTMENT REPORT

- a. Police Chief Murrison reported arrests for possession of marijuana, domestic violence, and DUI. Chief Murrison reported a fight involving ten people and leading to injury and arrest for battery and disorderly conduct.
- b. A light bar and equipment for a police vehicle was purchased from a state grant. The City will be reimbursed for the cost.
- c. The kennel is currently housing a dog that attacked its owner. The owner was taken to the hospital. The dog will be euthanized.

11. BUILDING INSPECTOR'S REPORT

- a. Building Inspector Isabell reported 61 inspections, 24 new permits including 2 new homes, 15 finalized projects, 40 active permits, 67 inactive permits and 48 administrative hours. The Mayor requested the number of new homes built in 2017.

12. CODES ENFORCEMENT OFFICER'S REPORT

- a. Codes Enforcement Officer reported 18 properties inspected and 10 corrections issued, 10 certified notices sent, 9 corrections completed, 2 dumped RV's removed, 1 property with dumped household items, and 2 court cases pending.

13. OPEN FORUM

An attendee asked if private citizens could clean up property lots with junk. It was explained that the Codes officer works with the City Attorney to handle these issues.

14. ADJOURN

- a. Council Member Jenkins made a motion to adjourn. The motion was seconded and the motion carried 5-0. The meeting adjourned at 7:20 pm.

Submitted by
City Clerk Siffring