

REGULAR MEETING
OF THE CITY COUNCIL
OF LINN VALLEY, KANSAS
JANUARY 8, 2018
6:00 pm

Cindy Smith was sworn in as mayor by Clerk Siffring.

Mayor Smith opened the meeting at 6:00 pm.

Council Members present were Dan Davies, Jason Jenkins, Lew Donelson, Dennis Kidwell, and Brad Pennington. A quorum was present. Also present were City Attorney Gary Thompson, City Clerk Karen Siffring, Sewer Operator Mike Page, Deputy Fire Chief Melissa Crownover, Police Chief Corey Murrison, Building Inspector Joe Isabell and Codes Officer Ralph Fitch.

1. REVIEW AGENDA

The Mayor requested an executive session be added to the agenda after Open Forum. There were no other changes to the agenda.

2. APPROVAL OF MINUTES

Mayor Smith asked if there were any comments on or changes to the minutes from the December 11, 2017 meeting. Council Member Davies made a motion to accept the minutes as written. The motion was seconded by Council Member Donelson and carried with a vote of 5-0. The minutes from the December 20, 2017 meeting were reviewed. With no objection, Council Member Donelson made a motion to approve the minutes. The motion was seconded by Council Member Jenkins and passed 5-0.

3. MAYOR'S REPORT

Mayor Smith outlined her three objectives for the next 90 to 120 days. The first task would be getting to know the processes and laws of city government and will be scheduling a KOMA/KORA seminar to be presented by Attorney Thompson. The Mayor will meet with BG Consultants to discuss the ongoing water project. The second focus would be to enhance communications and information sharing with the council and citizens. The third objective is to understand the employees and their jobs, and review job descriptions. A ride-along with the police is planned.

Mayor Smith requested a laptop computer with mouse and software be purchased for her to use for City business. Council Member Jenkins made a motion to allow up to \$821 plus taxes for the purchase and \$10 plus taxes for a dedicated cell phone number. The motion was seconded by Council Member Kidwell. The motion carried 5-0.

4. CITY CLERK'S REPORT

- a. City Clerk Siffring presented the financial report for December and end of year 2017. General Fund expenses for the month of December were \$63,588.75. General income was \$21,548.15.

Following are balances of the City's accounts as of December 31st, before reconciliation.

General Fund	\$51,963.05
Special Funds:	
- Restricted Mayor's Christmas Fund*	\$336.57
- Restricted Tree Maintenance Fund*	\$2,350.00
- Restricted Parks & Recreation Fund*	\$1,300.59
- Restricted Capitol Improvement*	\$79,142.00
- Restricted Special Equipment*	\$20,000.00
*Restricted funds are included in General Fund total.	
Money Market	<u>\$103,386.11</u>
Total	\$155,349.16

Street and Highway Fund \$76,277.83
Sewer Construction Fund \$2,490.30
Utilities Fund \$160,615.54
Infrastructure Fund \$49,512.00

- b. Clerk Siffring presented vouchers: General Fund vouchers 11637 - 11681 in the amount of \$51,636.14; Street and Highway Fund voucher 1429 in the amount of \$2,017.17; Sewer Construction Fund voucher 1148 in the amount of \$3,795.00; and Utilities Fund vouchers 1116 - 1118 in the amount of \$16,211.76; for a combined total of \$73,660.07. Council Member Pennington made a motion to approve the vouchers in the amount of \$73,660.07. The motion was seconded by Council Member Davies and carried 5-0.
- c. With the change in mayor and new council member, Clerk Siffring asked the Council to designate check signers for the City's five accounts.

Council Member Kidwell made a motion that Phillis Dwyer and Claire Smith be removed as check signers and that Cindy Smith and Brad Pennington be added as signers to the four accounts at Labette Bank. The motion was seconded by Council Member Jenkins and the motion passed 5-0. All other signers remain the same.

Council Member Donelson made a motion to remove Phillis Dwyer and Charlotte Bays as check signers on the checking account at Landmark Bank and to add Cindy Smith and Carol Powers (treasurer) as signers. The motion seconded by Council Member Kidwell passed 5-0. All other signers remain the same.

Council Member Kidwell made a motion to remove Phillis Dwyer as signer for the safety deposit box and add Cindy Smith. The motion passed 5-0 after a second by Council Member Pennington. All other signers remain the same.

5. SANITATION REPORT

Operator Page reported running pumps daily; doing locates as required; installing PSI gauge on east lift station, pulling and fixing clogged main lift pump; repairing frozen water line at City Hall and installing heat tape and relocating a water line.

Operator Page stressed the need to resolve having to pull the sewer lift station pumps about every three days due to clogging. He presented a proposal for the purchase of a cutter pump at a cost of approximately \$5000. After discussion, Council Member Davies made a motion to purchase the grinder pump at less than \$6000. The motion was seconded by Council Member Donelson and the motion carried 4-1 with Council Member Jenkins apposed.

Page told the Council of a need for future engineering services to address new properties requesting to be added to the sewer system. Page will contact Shafer, Kline & Warren and BG Consultants for bids. He will also ask Shafer, Kline & Warren that the City be given all proprietary information associated with the sewer and belonging to the City. Attorney Thompson will contact Shafer, Kline & Warren.

6. FIRE DEPARTMENT REPORT

Deputy Chief Crownover reported the fire department's response to: one vehicle fire, one illegal burn, six medical calls, and 1 accident. Training for fire fighters is on-going with four training days scheduled in January. The SCBA's are not yet available. Police Chief Murrison is in the process of obtaining radios and working gear for the department. Storm Spotter Training will be held in Mound City on January 30th. The public is invited.

7. POLICE DEPARTMENT REPORT

Police Chief Murrison reported: two arrests for DUI, one arrest for driving while revoked and one for driving while suspended; reports of theft, suspicious person, non-injury accident, giving worthless check, and rape.

All equipment has been removed from wrecked patrol car. Insurance will be paying \$15,200 for vehicle damage as well as for damaged equipment and decals. The Police Department will take possession of the new replacement vehicle when the windshield is replaced.

Linn Valley Alarm sirens will be assessed by County Fire Chief Doug Barlet. The intent is to allow sirens to be controlled by both the City and the County Emergency Management.

There was a waterline break at the fire station on the hill that is being repaired.

8. BUILDING INSPECTOR'S REPORT

Building Inspector Isabell reported 63 inspections, 9 new permits with 2 new homes, 8 finalized projects, 39 active permits, 63 inactive permits, and 40 administrative hours.

9. CODES ENFORCEMENT OFFICER'S REPORT

Officer Fitch reported 11 properties inspected, 11 correction notices issued, 6 correction notices still working from December, 1 court case still pending and 5 corrections completed.

A building maintenance update: a water line was broken under the City Hall building and fixed. Heat tape was installed on the water line and a new line was run in annex so waterline to the restroom will not freeze.

10. BUILDING PERMIT APPLICATION REVISION

The revised application form was reviewed by Council Member Kidwell. He will work with Building Inspector Isabell and the POA office to finalize application.

11. OPEN FORUM

There were no comments from the audience.

Council Member Donelson requested an Executive Session for legal consultation with legal counsel for personnel for a period of 15 minutes. The motion passed 5-0. The council retired to the session at 7:15 and returned at 7:35 with no action taken.

12. ADJOURN

Council Member Kidwell made a motion to adjourn. The motion was seconded by Council Member Jenkins and the motion carried 5-0. The meeting adjourned at 7:38 pm.

Submitted by
City Clerk Siffring