REGULAR MEETING

OF THE CITY COUNCIL

OF LINN VALLEY, KANSAS

MARCH 12, 2018

6:00 pm

Mayor Smith opened the meeting at 6:00 pm. Council Members present were Jason Jenkins, Lew Donelson, Dennis Kidwell, Brad Pennington, and Dan Davies. A quorum was present. Also present were City Attorney Gary Thompson, City Clerk Karen Siffring, Sewer Operator Mike Page, Police Chief Corey Murrison, Melissa Crownover, and Codes Officer Ralph Fitch.

1. REVIEW AGENDA

There were no changes to the agenda.

1. APPROVAL OF MINUTES

Mayor Smith asked for comments on or changes to the minutes from the meeting on February 26, 2018. Council Member Kidwell made a motion to accept the minutes as published. The motion was seconded by Council Member Jenkins and carried with a vote of 5-0.

1. MAYOR’S REPORT

Mayor Smith informed the Council that she will be attending Mayors Conference in April and has entered a mentoring program organized by the Kansas League of Municipalities.

A meeting was held on Saturday. In attendance were Council Members Brad Pennington and Dennis Kidwell, the POA Board, and the POA manager. The meeting was attended by Brian Kingsley and engineer from BG Consultants. The agreement for the water preliminary report was discussed.

A special joint meeting with the Council and POA Board will be held April 14, 2018 at 10:00 am at the Club House lower level. The process of the water project and what is trying to be accomplished will be discussed. The public is encouraged to attend.

1. FIRE CHIEF

Mayor Smith began a discussion on hiring a fire chief. Several questions were raised regarding financial feasibility, and how could the department be restructured. A consolidated public safety office was offered as an alternative. Currently Police Chief Murrison is managing the fire department. Council Member Donelson reminded the council of the need for a new police station. It was decided to put the subject of a new station on the April agenda. Council Member Davies made a motion to maintain status quo with Chief Murrison’s oversite until next year’s budget. The motion was seconded by Council Member Kidwell and carried 4-1 with Council Member Jenkins voting against.

1. SHAFER, KLINE & WARREN

Clerk Siffring reported she received the following information and documents from Phillip Burns of Shafer, Kline & Warren: sewer construction drawings, maps, manuals, precon videos and related information that had been requested. He will forward a set of map files saved as individual sheets to the clerk. The Amendment to the Owner-Engineer Agreement was approved by the Council in a November 2017 meeting. The City is expecting an invoice in the amount of the $59,987.77 stated in that agreement. There may be additional fees that will need approval.

1. DELINQUENT UTILITY BILLS

Mayor Smith presented a draft policy for collection of delinquent bills. The policy contained an option to turn off sewer service. Attorney Thompson suggested working with the water providers to discontinue water service for non-payment of sewer bills. Currently, the City puts non-payment on property tax role. Attorney Thompson will draft an ordinance to address the options presented.

1. LOSS OF PROPERTY ORDINANCE

Attorney Thompson presented a draft of an ordinance intended to insure damaged properties would be cleaned up after covered damage by requiring insurance companies to pay for the clean-up. Council Member Jenkins made a motion to adopt the ordinance. The motion was seconded by Council Member Davies and passed 5-0.

1. OFFICE ASSISTANT – EXTENDED CITY HALL HOURS

Mayor Smith asked the Council to consider hiring someone to fill in for the City Clerk during vacations and necessary time off. A draft job description was provided to the council. The concern was budget and lack of funds to cover this employee. Council Member Davies made a motion to hold a ten minute executive session for personnel matters returning at 7:30. The motion was seconded by Council Member Jenkins, passing 5-0. The Council retired to executive session at 7:20. The meeting reconvened at 7:30 pm with no action taken. Council Member Davies made a motion to authorize hiring someone for a maximum of 3 weeks a year. The motion was seconded by Council Member Pennington and carried 5-0.

1. EMC 2018 INSURANCE

Clerk Siffring presented an invoice from Linn County Insurance which covers the City’s insurance for 2018. A portion of the items on the invoice will be reimbursed to the City by the POA with the final cost to the City of $25,145. Council Member Jenkins made a motion to pay $31,390 for the insurance invoice from Linn County Insurance with the understanding that the POA will reimbursed the City for their portion. Council Member Davies seconded the motion. The motion passed 5-0.

1. AUDIT CONTRACT

Diehl, Banwart, Bolton submitted a contract for the 2017 city financial audit. In the contract, the maximum cost would be $4,600. Council Member Davies made a motion to approve the contract with Diehl, Banwart, Bolton for the audit of 2017. The motion was seconded by Council Member Jenkins and passed 5-0.

1. CITY CLERK’S REPORT

City Clerk Siffring presented the financial report for February 2018. General Fund expenses for the month were $41,330.55 including payment on city hall property and buildings. General income was $13,144.50.

Following are balances of the City’s accounts as of February 28th, before reconciliation.

General Fund $65,859.41

Special Funds:

- Restricted Mayor’s Christmas Fund\* $336.57

- Restricted Tree Maintenance Fund\* $2,250.00

- 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 $228,484.60

Total $294,344.01

Street and Highway Fund $81,842.09

Sewer Construction Fund $61,128.07

Utilities Fund $208,368.20

Infrastructure Fund $49,512.00

Clerk Siffring presented vouchers: General Fund vouchers 11755 – 11810 in the amount of $38,963.97. Street and Highway Fund voucher 1432 in the amount of $29.16; and Utilities Fund vouchers 1124 - 1128 in the amount of $1,768.46; for a combined total of $40,761.59. Council Member Davies made a motion to approve the vouchers in the amount of $40,761.59. The motion was seconded by Council Member Jenkins and carried 5-0.

The annual Animal Clinic will be held April 21 from 9:00am – 11:00am at City Hall.

Clerk Siffring presented a request from Prairie View After Prom committee for donations to the event. Contributions have been made in years past. Council Member Kidwell made a motion to contribute $100 to the activity. The second was made by Council Member Jenkins. The motion passed 5-0.

1. SEWER REPORT

Operator Page reported that the cutter pumps were in place and effective. A grinder pump was replaced. A frozen water line at the fire station was repaired. Several alternate properties will have sewer pumps installed by Operator Page. He requested a contract for this installation. A contract will be prepared to present at next month’s meeting. Responding to a question from the council, Page reported having 15 spare pumps on hand.

1. FIRE DEPARTMENT REPORT

Melissa Crownover reported the fire department responding to a structure fire and an unattended campfire, a motor vehicle accident, power pole fire, one mutual aid grass fire and seven medical calls. The SCBA’s are in the truck and ready. The department trained with the Fire Marshall on a structure fire, and with the county for use of SCBA’s. Construction in the station is almost complete and gear is in place. Jerry Ingram gave accost of $1600 per set for turnout gear. The department would like to purchase two sets per year. There are ten firefighters on the roster with five active. Recruiting continues.

1. POLICE DEPARTMENT REPORT

Police Chief Murrison reported one arrest each for driving while suspended, possession of marijuana, and transporting an open container. There were 92 traffic stops, 30 ended in citations and 62 verbal warnings.

An application has been submitted to the state for a burn permit. The road to a burn site would need to be graveled and gated. Street and Highway funds could be used if the road were platted. It would cost $5,300 to grade and gravel the road.

There has been a positive public response to a gun range. For a gun range, the cost of insurance would be an additional $500 per year for public use. If approved, the work could begin on building a berm at the site.

The city’s K9 has been named Harley. Officer Kline and Harley have been training Saturdays. There will be 5-6 months of training.

With the new repeater tower now in place, the radios are capable of hearing dispatch. Chief Murrison asked to purchase five radios at the cost of $461 each for a total of $2303.85. Council member Davies made a motion to authorize the purchase of radios for the fire department and police department. The motion was seconded by Council Member Donelson. The motion carried 5-0.

Repair of the leaking pump on the fire truck will cost $660.40. Council Member Davies made a motion to authorized repair of the leaky pump of the pumper truck. The motion was seconded by Council Member Jenkins and carried 5-0.

1. BUILDING INSPECTOR’S REPORT

Building Inspector Isabell was absent. His report stated 52 inspections, 4 new permits with 1 new home, 6 finalized projects, 37 active permit (including 22 homes), 61 inactive permits, and 41 administrative hours.

1. CODES ENFORCEMENT OFFICER’S REPORT

Officer Fitch reported 8 properties inspected, 82 correction notices issued, 10 correction notices still working from January and February, 3 court cases pending, and 5 corrections completed. Compiling a list of properties for condemnation is continuing. Keller Fire installed hazardous box for an extinguisher outside of the water plant for carbon safety.

1. OPEN FORUM

Melissa Crownover thanked Chief Murrison for his management and support of the fire department.

1. 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 8:18 pm.

Submitted by

City Clerk Siffring