

REGULAR MEETING OF THE CITY COUNCIL
OF LINN VALLEY, KANSAS
November 12, 2018
6:00 pm

The regular meeting was opened at 6:00 pm by Mayor Cindy Smith.

Present at the meeting were Mayor Smith and Council Members Dan Davies, Jason Jenkins, Lew Donelson, Brad Pennington and Dennis Kidwell. A quorum was present. Also present were City Clerk Karen Siffring, Police Chief Corey Murrison, and Building & Codes Officer Dan Donham.

1. REVIEW OF AGENDA

Council Member Donelson requested an executive session after the open forum. There were no other additions or changes to the agenda.

2. APPROVAL OF MINUTES

Council Member Donelson made a motion to approve minutes from the October 8, 2018 council meeting. The motion was seconded by Council Member Pennington and passed 5-0. Council Member Donelson made a motion to approve minutes from the October 31, 2018 council meeting. The motion was seconded by Council Member Kidwell and passed 5-0.

3. SEWER REPORT

Operator Mike Page was absent. City Clerk Siffring read the printed report provided. Checked and troubleshoot the lift stations, locates were done as requested, sewer warranty work (pump replacement) done on 90 Deepwoods. The nine alternate properties are 70% complete with three fully functional, the main line laid to several others, and the majority of electrical is complete.

4. FIRE DEPARTMENT REPORT

Police Chief Murrison presented the monthly report for the fire department. Firefighters had three sessions of training including one on extraction using two vehicles made available to the department. Fire calls included a semi-trailer fire and an illegal campfire. There were four medical calls.

5. POLICE DEPARTMENT REPORT

Chief Murrison reported four arrests for possession of narcotics and three arrests for driving while suspended. Chief Murrison informed the Council that in the past year the PD officers traveled 578 miles taking digital equipment to labs for analysis. He applied and has been offered a grant that would cover equipment to extract information from electronic devices (cell phones, laptops, and tablets) and associated training. Training would be online and not require travel. Following training, the City's police department officers would be certified for this extraction and would be the only department in the county with this capability. The total cost would be \$8,500 but the City's portion of expenses with the grant would be \$2,500. Beginning in 2020 there would be a \$1,400 annual maintenance fee for updates. Council Member Donelson made a motion to accept the grant and provide the \$2,500 from Special Equipment funds. Council Member Davies seconded the motion which passed 5-0.

6. BUILDING AND CODES REPORT

Building & Codes Officer Donham reported four new residences under construction. Cold weather concrete pouring is in effect. The Bulk Disposal week was a success. Twenty telephone calls were taken regarding codes. Several structures and RV's are currently in the condemnation process. Fifteen telephone calls were made to owners for corrective action. Permits were issued for four residences, seven electrical, five skid sheds, a deck repair, two accessory buildings, two docks and two car ports.

Officer Donham reported some property owners who are repeat offenders and requested guidance from the Council on next steps. Officer Donham also requested a phone upgrade which will be done through the police department's agreement with the service provider.

The site of the burned down house on lot 153 has been cleaned up as requested by the City. A condemnation hearing for that property was scheduled for November 20. Council Member Donelson made a motion that with Officer Donham's approval of the site cleanup, the meeting be canceled. The motion was seconded by Council Member Davis. The motion carried 5-0.

With on-going discussion regarding unlicensed contractors working in Linn Valley, Officer Donham informed the Council that he now asks that proof of a valid contractor's license be on the building site. The Council discussed penalties for unlicensed contractors. It was suggested a sign be posted for information purposes alerting contractors of this requirement. Officer Donham also requested that the process of warning and penalizing the contractor be outlined.

Mayor Smith's priority for the Officer Donham would be building inspections for the reason of public safety. Nuisance codes violations were secondary.

7. CITY CLERK'S REPORT

The financial report for October 2018 is as follows:

General Fund income for the month was \$13,157.63 and expenses were \$56,098.45. For January through October, income was \$526,221.52 and expenses \$439,655.65.

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

General Fund	\$36,962.06
Special Funds:	
- Restricted Mayor's Christmas Fund*	\$270.57
- Restricted Tree Maintenance Fund*	\$2,250.00
- Restricted Parks & Recreation Fund*	\$1,400.59
- Restricted Capitol Improvement*	\$79,142.00
- Restricted Special Equipment*	\$20,000.00
	*Restricted funds are included in General Fund/Money Market total.
Money Market	<u>\$204,255.77</u>
Total	\$241,217.83
Street and Highway Fund	\$96,065.79
Sewer Construction Fund	\$2,338.20
Utilities Fund	\$170,808.53 with income of \$15,979.16 and expenses \$3,205.68

Infrastructure Fund balance is \$20,185.32. Expenses were \$8,017.58

General Fund vouchers: 12149, 12183 – 12251: \$44,197.28

Street and Highway Fund: vouchers 1446 – 1448: \$625.86

Sewer Utilities Fund: vouchers 1300 – 1310: \$5,638.46

A motion was made by Council Member Donelson to approve the vouchers in the amount of \$50,461.60. The motion was seconded by Council Member Davies and carried 5-0.

8. CEREAL MALT BEVERAGE LICENSE APPLICATION

Clerk Siffring presented a cereal malt beverage application from Mark Hough for The Lake Shop for off premises consumption. Council Member Jenkins made a motion to approve the license and the motion was seconded by Council Member Davies.

9. MAYOR REPORT

The Mayor reported that the public was pleased with the Burn Pile and Dump event. The Mayor's Christmas Tree ceremony will be November 25th at 5:30 pm at the Community Center. The Linn Valley Pride Committee will provide cookies and hot chocolate. The Mayor is hoping to have performance reviews completed by year end. A job description was written for the Public Safety Director. Further discussions with the Council will follow.

10. WATER PROJECT

BG Consultants is closer to reporting build out and water source, and closer to a cost estimate. Communications continue with PWWSD #13 and LaCygne public water service. A public meeting will be planned. Pam McCoy of the POA suggested the public meeting with BG Consultants be held after the annual POA meeting in late February.

11. CHRISTMAS BONUSES

Council Member Davies made a motion to approve the employee bonuses as presented. The motion was seconded by Council Member Jenkins and carried 5-0.

12. POLICE DEPARTMENT BUILDING

Council Member Donelson reported meeting with three banks requesting financing. Two responded. The Council will review the reports.

13. SPAY AND NEUTER CATS

Council Member Donelson reported that there are many feral cats in Linn Valley which continue to be a nuisance. He informed the Council of a program, sponsored by K-State and based in Ottawa that will spay and/or neuter and vaccinate feral cats at no cost. The cats are then released at the same location they were trapped. This process would potentially reduce the breeding and possibly reduce the number of cats in the future. Cats must be caught in specified traps which can be purchased for \$109 and \$168 depending on size. Council Member would like to present a proposal to the public to start the program in Linn Valley and request neighborhood assistance. Anticipated cost to the City would be less than \$500. Ms. McCoy suggested presentation to the POA Board at Saturday's meeting.

14. OPEN FORUM

A suggestion was made to set a penalty for unlicensed contractors based on cost of their project.

Council Member Donelson requested having Council meetings more often than once per month. Council Member Donelson requested that the City recognize Veterans' Day as a holiday. After discussion, the subject was tabled until next meeting.

EXECUTIVE SESSION

Council Member Donelson made a motion for an executive session for 30 minutes for trade secrets. The motion was seconded by Council Member Jenkins and passed 5-0. The Council retired to the board room at 7:20 pm and returned at 7:58 pm with no action taken.

Council Member Jenkins made a motion to allow Council Member Donelson to begin negotiations with First Option Bank for financing of the Police Building. The motion was seconded by Council Member Davis. The motion passed 5-0.

15. ADJOURN

Council Member Davies made a motion to adjourn. The motion was seconded by Council Member Jenkins and carried 5-0. The meeting adjourned at 7:59 pm.

Submitted by
City Clerk Siffring