

REGULAR MEETING OF THE CITY COUNCIL  
OF LINN VALLEY, KANSAS  
December 10, 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, Lew Donelson, Brad Pennington and Dennis Kidwell. Council Member Jason Jenkins was absent. A quorum was present. Also present were City Clerk Karen Siffring, Attorney Gary Thompson, Police Chief Corey Murrison, and Building & Codes Officer Dan Donham.

1. REVIEW OF AGENDA

Mayor Smith requested a twenty minute legal executive session after the open forum. There were no other additions or changes to the agenda.

2. APPROVAL OF MINUTES

Council Member Davies made a motion to approve minutes from the November 12, 2018 meeting. The motion was seconded by Council Member Donelson. The motion passed 4-0. Council Member Donelson made a motion to approve minutes from the November 28, 2018 meeting. The motion was seconded by Council Member Pennington and passed 4-0.

Council Member Donelson made a motion to hold a special meeting for finances on December 17. The motion was seconded by Council Member Pennington and carried 4-0.

3. SEWER REPORT

Operator Mike Page was absent. City Clerk Siffring read the printed report provided. All nine alternate sewer connections have been completed. Clerk Siffring will contact Rural Development regarding end-of-project payment of invoice. Questions were raised about a property in foreclosure. Attorney Thompson will follow up.

4. FIRE DEPARTMENT REPORT

Police Chief Murrison reported a calm month. The fire fighters attended training for blood-borne pathogens. Fire Department was called for a semi-trailer that slid off road blocking Highway 69 and had five medical calls.

Chief Murrison requested the purchase of three sets of gear to rotate out old sets. The cost would be \$4080. He also requested the purchase of lights to mount on helmets in the amount of \$535. Total of the purchases would be \$4615. Remaining in the Fire Department budget, after purchases would be \$4867.07 which he requested be transferred to the Special Equipment Fund. Council Member Donelson made a motion to use the remainder of the 2018 budget for the equipment and the remaining \$4867.07 be transferred to the Special Equipment Fund. The motion was seconded by Council Member Davis and passed 4-0.

5. POLICE DEPARTMENT REPORT

Chief Murrison reported four arrests for possession of narcotics and two agency assists. The Citizens Police Academy will tentatively begin in March and last ten weeks.

Chief Murrison requested purchase of two body cameras at a cost of \$1410. He asked that the remainder of the Police Department budget, \$3013, be transferred to the Special Equipment Fund. Council Member Davies made a motion for Chief Murrison to purchase the body cameras for \$14. The motion was seconded by Council Member Davies. The motion passed 4-0. Council Member made a motion to transfer \$3013 to the Special Equipment Fund. The motion was seconded by Council Member Pennington and passed 4-0.

6. BUILDING AND CODES REPORT

Building & Codes Officer Donham reported 31 new homes in 2018. Officer Donham informed the Council that he had requested an ordinance be written to include the need for ice barriers. There were several RV's found parked on building lots. He had 35 building related telephone calls and 18 telephone calls regarding nuisance codes. Violation zoning code and building enforcement stickers have been received. The stickers will be placed on doors to give notice to owners that codes violations are on their property.

Permits approved include five new residences, one roof replacement, a new electrical, four skid sheds, two accessory buildings, two carports, and an internal residential finish. Officer Donham suggested an ordinance outlining the process of addressing codes violations. Possible fines were discussed. The Mayor, Council Member Donelson and Officer Donham will meet with the POA to establish a process for handling nuisance code violations. Posting signs giving notice to contractors that they must be licensed will also be a discussion point in the proposed meeting with the POA.

The Council and Officer Donham discussed doubling the cost of a permit as a fine for not getting a permit prior to construction. An ordinance will be written addressing administrative fee requirement.

7. CITY CLERK'S REPORT

The financial report for November 2018 is as follows:

General Fund income for the month was \$64,193.02 and expenses were \$31,750.19. For January through November income was \$545,298.71 and expenses \$471,184.04.

Following are balances of the City's accounts as of November 30<sup>th</sup>, before reconciliation.

General Fund	\$64,193.02
Special Funds:	
- Restricted Mayor's Christmas Fund*	\$270.57
- Restricted Tree Maintenance Fund*	\$2,100.00
- Restricted Parks & Recreation Fund*	\$1,400.59
- Restricted Capitol Improvement*	\$79,142.00
- Restricted Special Equipment*	\$17,505.00
*Restricted funds are included in General Fund/Money Market total.	

Money Market	<u>\$164,351.18</u>
Total	\$228,544.20

Street and Highway Fund \$96,698.62  
Sewer Construction Fund \$2,338.20  
Utilities Fund \$176,798.54 with income of \$9,348.47 and expenses \$4,652.92  
Infrastructure Fund balance is \$18,015.61.

General Fund vouchers: 12184 – 12307: \$48,612.23  
Street and Highway Fund: voucher 1449: \$19.94  
Sewer Utilities Fund: vouchers 1311 – 1317: \$6,281.01

A motion was made by Council Member Donelson to approve the vouchers in the amount of \$54,913.18. The motion was seconded by Council Member Davies and carried 4-0.

The Council was asked to provide information needed to 1<sup>st</sup> Option Bank as will be required from all check signers on the City's account. The Council agreed that signers on this account will be the same as on the City's other accounts.

8. CEREAL MALT BEVERAGE LICENSE APPLICATION

Clerk Siffring presented two cereal malt beverage applications from the POA for Deer Trace Pro Shop. One is for off premises consumption and the other is for on premises consumption. Council Member Donelson made a motion to renew the licenses and the motion was seconded by Council Member Davies. The motion passed 4-0.

9. CHRISTMAS BONUSES

The Mayor thanked the City's employees and distributed bonus checks.

10. MAYOR REPORT

The Mayor thanked Council Member Donelson for his leadership on the police station building. The contract with Van Kirk Engineering has been signed and mailed along with the first payment check.

The Mayor informed the Council of two structures in Linn Valley being used as residences. As residences, both structures are unsafe and not in compliance with City ordinances. The buildings are 240 sq. ft. (residence requirement is a minimum of 600 sq. ft. of living space) and have no sewer. The Mayor will follow up.

Eight attended the Spay/Neuter/Release presentation and 15 others were not able to attend. Council Member Donelson is leading the committee.

11. PUBLIC SAFETY DIRECTOR

The Mayor presented a job description for a Public Safety Director. Council Member Davies made a motion to approve adopting the Public Safety Director job description. The motion was seconded by Council Member Pennington and carried 4-0. Attorney Thompson will research the possible need for an ordinance. The new title and responsibilities will be given to Police Chief Murrison.

## 12. WATER PROJECT

The Mayor told the Council that she and the president of RWD#1 discussed the potential of RWD#1 being a supplier of water for the Linn Valley water project. The subject is on the RWD#1's agenda for their meeting on Tuesday. The Mayor reported that LaCygne is close to a formal response. PWWSD #13 has responded with enough information to include in the PER. A public information meeting will be held with BG Consultants after the annual POA meeting to be held in late February.

## 13. PERSONNEL MANUAL

Clerk Siffring presented the Council with recommendation for additions and changes to the City's Personnel Manual. Some of the areas reviewed were pay periods, KP&F, compensatory time off, and policies for credit card use and social media use. The Mayor discussed holiday recommendations. Clerk Siffring asked the Council to consider the information presented, and discuss any changes at the January meeting.

Clerk Siffring asked the Council to set a time for an end of the year financial review meeting. Council Member Davies made a motion to have a special meeting on December 17<sup>th</sup> for discussion of the City's financial standing. The motion was seconded by Council Member Donelson and the motion passed 4-0.

## 14. COUNCIL MEETINGS

The Mayor asked that in the future, there be no council meetings on a holiday. She requested that the Council change the date of the meeting now scheduled to be held on Veteran's Day. Council Member Davies made a motion to change the meeting day to November 18, 2019. The motion was seconded by Council Member Donelson. The motion carried 4-0.

## 15. POLICE DEPARTMENT BUILDING

Council Member Donelson told the Council and public that the City will have a police station building in 2019. He expects to have a 3-D picture from the architect for the meeting in January.

## 16. SPAY AND NEUTER CATS

Council Member Donelson reported that Tim from Prairie Paws in Ottawa gave an educational talk at the Spay/Neuter/Release meeting last week. In the program, cats will be caught with traps, taken to a K-State extension location in Ottawa. The cats would be spayed/neutered, vaccinated, and released in the same location as they were trapped. Traps to use for this program cost \$700. The POA will contribute \$350 toward the cost. Five cats per month can be treated. In May that number may increase. Council Member Davis made a motion to pay \$350 toward purchase of traps. The motion was seconded by Council Member Kidwell. The motion passed 4-0.

Attorney Thompson told the Council that the Municipal Judge has resigned. Attorney Thompson will find a substitute for December and the Council can discuss a replacement in January.

## 17. OPEN FORUM

Chief Murrison informed the Council that two of three toilets at City Hall need to be repaired. The issue will be passed to the building maintenance manager.

Robert Sullivan, Mayor of LaCygne, introduced himself and asked for clarification on what information the City needed from them to respond to the City's Water Project plans. Discussion followed. The LaCygne Council will discuss costs for water in their January 16<sup>th</sup> meeting.

#### EXECUTIVE SESSION

Council Member Donelson made a motion for a 20 minute executive session for legal. The motion was seconded and passed 4-0. The Council retired to the board room at 7:43 pm and returned at 8:10 pm with no action taken.

#### 18. ADJOURN

Council Member Davies made a motion to adjourn. The motion was seconded by Council Member Donelson and the motion carried 4-0. The meeting adjourned at 8:11 pm.

Submitted by  
City Clerk Siffring