

MEETING OF THE CITY COUNCIL
OF LINN VALLEY, KANSAS
MARCH 9, 2020
6:00 pm

Mayor Cindy Smith called the meeting to order.

Present at the meeting were Council Members Dan Davies, Lew Donelson, Robert Suppenbach, Jason Jenkins and Brenda Muncy. A quorum was present. City Attorney James Brun was absent.

AGENDA

Mayor Smith requested an executive session be held.

Councilman Suppenbach made a motion to hold an executive session for legal for 30 minutes. The motion was seconded and passed 5-0. Mayor Smith explained although Attorney Brun was absent due to having the flu, he will participate in the meeting by phone. The Council retired to session at 6:05 and returned at 6:33 with no action taken.

MEETING MINUTES

Minutes from the February 10, 2020 meeting were presented. Councilman Suppenbach made a motion to accept the minutes as written. Councilman Donelson seconded. The motion passed 5-0.

SEWER OPERATOR REPORT

In February, there were locates as requested, lift stations were checked, and a French drain installed. Sewer was being dumped directly into the lagoons while repairs on the lift station were in progress.

PLANNING AND DEVELOPMENT REPORT

Director of Planning & Development Director Dan Donham provided the following information to the Council.

The demolition and cleanup of the condemned building on Ullery was 80% complete.

There was a waterline leak at City Hall but was repaired. The cost was approximately \$300.

The Building Codes vehicle is now repaired at no charge and being used.

The gate on Fitch Lane has been installed.

An ordinance for adopting the 2006 International Property Maintenance Code was recommended for Council approval. Councilwoman Muncy made a motion to adopt Ordinance #211. The motion was seconded by Councilman Davies. The motion passed 5-0.

Director Donham is continuing to take actions against violators of City ordinances.

The City is negotiating with EK Construction for weed control in ditches, along the lagoon fence line and Fitch Lane.

Director Donham explained the requirement of the 2006 International Property Maintenance Code to establishment a Board of Appeals. The Mayor will work on filling positions.

Approval was requested for \$300 to repair the waterline leak in the parking lot. Councilman Davies made a motion to approve, the motion seconded by Councilman Donelson and passed 5-0. Council agreed that unless the amount exceeds \$1500 per month, no approval was needed but asked that the Council be informed.

Director Donham presented the Council with a list of properties recommended for condemnation. Council Member Donelson made a motion to approve condemnation proceedings on Lots 1291, 3801, 1578, 1161, 1410, 3669, 3679 and 385. The motion was seconded by Councilman Suppenbach and the motion carried 5-0

BUILDING CODES REPORT

Four citations were issued for ordinance violations. Seven abandoned RV's and one unsafe dilapidated structure were added to the condemnation list.

Seventeen building permits were issued in February. Total for the year is 29.

SHORT TERM RENTAL/AIRBNB

The issue will be reviewed by the Planning and Zoning Commission on March 23rd.

PUBLIC SAFETY REPORT

Public Safety Director Corey Murrison reported that In February the police department had taken 14 calls for service including one stolen vehicle. The vehicle was found in Kansas City and returned to the owner. An individual was arrested for possession of narcotics.

Three individuals applied for the open police officer position. An offer was made to one of the applicants which is contingent upon passing examinations.

The fire department responded to four emergency medical calls. Members attended training for Storm Spotting, Wildland Fires, and Fire Behaviors.

Storm sirens were tested March 3rd. One siren failed to set off remotely and a technician has been called for repairs. The siren will work manually.

Director Murrison contacted the ISO rating agency and updated a list of current equipment owned by the City. The agency will also review our mutual aid agreements with LaCygne and Linn County. Linn Valley has never had an ISO rating. The council asked Murrison to investigate new sirens and possible grants. The Mayor suggested contacting Linn County about an app for emergency warnings.

CLERK'S REPORT

Clerk Karen Siffring reported completing the processing of our new employee including paperwork for federal and state agencies and health care. Bids were requested and received for a wide format printer, writing a city code, and City Insurance. Worked with Dan to create Ordinance #211.

General Fund income for the month was \$5,490.94. Expenses were \$63,020.91.

General Fund balance is \$224,352.88

Special Funds:

- Restricted Mayor's Christmas Fund* \$204.57
- Restricted Tree Maintenance Fund* \$1,800.00
- Restricted Parks & Recreation Fund* \$1,800.59
- Restricted Capitol Improvement* \$34,075.32
- Restricted Special Equipment* \$18,419.89

*Restricted funds are included in General Fund/Money Market total.

Money Market	<u>\$125,313.50</u>
Total	\$349,666.38

Street and Highway Fund \$81,499.98

Sewer Utilities Fund \$213,064.05

Infrastructure Fund balance is \$112,432.25

General Fund vouchers: 13085 – 13137: \$52,039.11

Street and Highway Fund voucher: 1490: \$18.22

Sewer Utilities Fund vouchers: 1433 – 1440: \$5,116.79

Total: \$57,174.12

A motion was made by Councilman Donelson to approve the vouchers in the amount of \$57,174.12. The motion was seconded by Councilman Davies and carried 5-0.

A contract for the annual audit by Deihl Banwart Bolton was received. The contract states that the cost of the audit would not exceed \$4,700. Councilman Davies made a motion to approve the contract. The motion was seconded by Councilman Jenkins. The motion passed 5-0.

A bid was received for a wide format printer. Options were \$108.43 per month for 36 months, and \$71.20 per month for 60 months. Councilman Davies made a motion to get the printer with payments of \$108.43 per month for 36 months. The motion was seconded and carried 5-0.

The agency currently providing insurance for the City received two bids and recommended EMC for City insurance at \$40,055 for the year. The Property Owners Association will be paying \$6,500 of that amount. Councilman Davies made a motion to accept the insurance bid at \$40,055 with Councilman Suppenbach seconding. The motion passed 5-0.

CITY CODE

Bids for writing a city code will be discussed at a future meeting.

REVENUE COMMITTEE

Councilman Davies informed the council that the Revenue Committee had met once. Recommendations will be discussed after the next committee meeting.

WATER PROJECT

Director Donham reported two items remain to be completed prior to receiving grants for the project. The first item is the City needs Cultural Resource study required by the state Historical

Preservation Office. Bid requests have been sent out. Cost for the study will be reimbursed out of funding from the State. The second item needed is a signed water purchase agreement between the City and LaCygne.

MAYOR'S REPORT

The Mayor announced the retirement of Court Clerk Powers. The job description will be changing to assume additional duties. The Mayor and City Clerk Siffring are discussing the possibilities.

Plans are being made for discussions with the POA, Councilman Donelson and the Mayor regarding the Architectural Control Committee.

The City will coordinate with the POA to schedule a city-wide clean up date.

NEW BUSINESS

Councilman Suppenbach reported tablets will be purchased for Director Donham and Codes Officer Hastings.

OPEN FORUM

David Close addressed the Council suggesting a committee of volunteers work with the public to gather locations of code violations and provide the information to Codes Officer Hastings or Director Donham. Additional individuals expressed frustration of no progress on correcting issues on specific lots. The Mayor assured the individuals that there is a legal process which the City is following.

ADJOURN

A motion to adjourn was made by Councilman Davies and was seconded by Councilman Suppenbach. The motion passed 5-0. The meeting adjourned at 7:47 pm.

Submitted by
City Clerk Siffring