

MEETING OF THE CITY COUNCIL
OF LINN VALLEY, KANSAS
APRIL 10, 2023
7:00 pm

Mayor Cindy Smith called the regular meeting to order at 7:00 pm.

Council Members present at the meeting were Robert Suppenbach, Lewis Donelson, Brenda Muncy, John Weers and Michael Hemphill.

WATER TOWER/FILL STATION - PAUL OWINGS, BG CONSULTANTS

Paul Owings of BG Consultants, engineers for the water project, provided a drawing locating the water tower, fill station and proposed driveway. The driveway to the fill station will not have access to the tower because the city, by KDHE requirements, cannot sell to anyone outside the city. When the project is complete, most residences will have water and the fill station will have minimum use. The existing fill station will be removed when the new is in service. The cost of water will increase. Water tower construction schedule: Bid request for construction has been advertised in multiple locations for several weeks, pre-bid meeting is April 12, and bid letting (opening bids) is April 20, 2023, at 10:00 am. After bid letting, the Engineer will check bids and make recommendations to the city. The City will issue a Notice of Award to the chosen contractor. Contracts will be put together by the engineers and a pre-construction meeting will be scheduled. The agreement will be signed and executed by the city, contractor, and USDA. Groundbreaking will be in July or August. Estimated time of painting the tower is late spring of 2024.

Bid letting for distribution phase is planned for December 2023 and estimated ground braking in next February. There are approximately 20,000 feet of distribution line to lay and possibly one thousand feet of line put in each day.

EXECUTIVE SESSION

Councilman Donelson made a motion to take an executive session for twenty minutes for personnel and will return at 7:30. Councilman Suppenbach seconded the motion. The motion carried 5-0. The Council retired to executive session at 7:19 pm with City Attorney James Brun and Public Safety Director Corey Murrison. The Council returned to the meeting at 7:41 pm with no action taken.

MEETING MINUTES

Councilman Hemphill made a motion to accept the March 27, 2023, meeting minutes as written. Councilman Suppenbach seconded the motion, and it carried 5-0.

SEWER REPORT

Monthly report from Page Enterprise: Lift station was checked, six locates completed, five grinder pumps installed, and the flow meter at bath house #2 has been installed.

WATER PROJECT

Councilman Donelson reported the contractor started construction of the fence today. The southwest part of the property is unusable due to the terrain. Jason Solomon was at city hall last week and met with City Clerk Karen Siffring about a water operator job description and requirements. The city/city

operator is responsible for testing the water every day. Councilman Donelson recommended that the city should have someone in place no later than completion of the tower. The RWD#1 board of directors will meet Tuesday and the city is expecting an approved agreement.

WASTEWATER PROJECT

The land survey for the title company was completed last week. The title search is in process for completing the wastewater land contract.

BUILDING PERMIT MORATORIUM UPDATE

Councilman Donelson reported on his conversation with Jason Solomon about the lagoons. When the moratorium was put in place the land for the lagoons had not been purchased and the sewer trucks were direct dumping into the lagoons. With the purchase of land and project back on timeline, Mr. Solomon is very comfortable with the city lifting the moratorium and he commended the city for making the decision to institute the moratorium. Councilman Donelson made a motion to raise the moratorium as of tonight and begin receiving permits tomorrow. Councilman Weers seconded the motion and the motion carried 5-0.

BUILDING AND CODES REPORT

Sixteen building permits were issued in March and forty-eight year-to-date with twenty-three open as of March 31st. Multiple illegal/non-permitted skid sheds have been installed since permit requirements were modified by the council. The city will publish and distribute skid shed guidelines.

One bid was received for construction of new steps and a ramp to the new building. The council will discuss construction of a ramp and stairs at a later date.

PUBLIC SAFETY REPORT

Public Safety Director Corey Murrison reported two motor vehicle accidents, two dog-at-large citations, one vicious dog citation, two arrests for possession of controlled substance. Director Murrison and Officer Brett Jenkins are taking over nuisance violations. There were four medical calls and one grass fire call in Linn Valley. In Miami County mutual aid area there were three grass fires and two medical calls. Director Murrison reported the police vehicle was ready to be put up for bids. Councilman Donelson made a motion to put the police vehicle out for bids and Councilman Weers seconded the motion. The motion carried 5-0.

Director Murrison requested the city purchase \$10,000 of fireworks for the fire department fund raising sale. The amount would be reimbursed to the city after the sale. Councilwoman Muncy made a motion to allow Corey to purchase of up to \$13,000 of fireworks and the amount be reimbursed to the city. Councilman Suppenbach seconded the motion which carried 5-0.

CLERK'S REPORT

Clerk Siffring reported \$49,563.67 income and \$132,892.57 expenses in March. Expenses included \$83,740.31 for city insurance policy and current quarter's health insurance payment.

Balances for the City's accounts and funds on March 31, 2023:

General Fund Checking: \$119,472.61
-Restricted Mayor's Christmas Tree Fund* \$204.57
-Restricted Parks & Recreation Fund* \$2,850.59
-Restricted Capital Improvement* \$23,890.70
-Restricted Special Equipment* \$29,695.29

*Restricted funds included in the General Fund total.

Money Market: \$207,806.55
Total General Fund: \$327,279.16

Balances of other city funds on March 31, 2023:

Street & Highway Fund: \$133,592.07

Sewer Utilities: \$389,721.07

Sewer Reserve Fund: \$44,134.57

ARPA: \$6,067.95

Temporary Notes (Water Project): \$1,431,640.17

Temporary Notes (Wastewater Project): \$6,199,015.31

FINANCIAL SOFTWARE

City Clerk Siffring requested the purchase of ClerkBooks, a financial software program for city finances and sewer/utility billing. Councilman Suppenbach made a motion to allow Karen to spend up to \$15,000 for the new ClerkBooks financial software. Councilman Hemphill seconded the motion. The motion carried 5-0.

Councilman Suppenbach made a motion to approve vouchers in the amount of \$135,887.03.

Councilman Muncy seconded the motion and the motion carried 5-0.

Clerk Siffring requested increasing the credit card limit for the city credit card account. Current limit is \$2500. Councilman Donelson made a motion to increase the credit card limit to \$6000. The motion, seconded by Councilman Hemphill, carried 5-0.

MAYOR'S REPORT

Mayor Smith reminded the council of a special meeting on Saturday, April 15th with the POA Board to discuss the water project and fill station.

OLD BUSINESS

Councilman Donelson addressed a request from City Attorney James Brun for a salary increase of \$5000. Councilman Weers made a motion to raise Jamie's salary by \$5000. The motion was seconded by Councilman Suppenbach and carried 5-0.

Councilman Donelson reminded the council that the city still needs a fire truck and last year's request for a sales tax to help fund a fire truck purchase failed. He requested the council consider proposing a special 1% sales tax designated for the fire truck and public safety equipment. The tax would end after 10 years. Councilman Donelson said Director Murrison has looked for grants and made applications for grants over several years, without success. The cost for a used fire truck will be approximately \$250,000. Council requested City Clerk Siffring prepare a resolution for the sales tax.

Councilman Suppenbach asked the council to consider increasing court costs. Council asked for information on cost increases for court related salaries, judge, insurance, utilities, etc. The topic will be discussed during budget preparation.

NEW BUSINESS

No new business.

OPEN FORUM

No public comments.

ADJOURN

Councilman Donelson made a motion to adjourn. The motion was seconded by Councilman Hemphill and passed 5-0. The meeting adjourned at 8:54 pm.

Submitted by

Karen Siffring, City Clerk