

CITY COUNCIL MEETING
OF LINN VALLEY, KANSAS
February 26, 2024 - 6:00 PM
AGENDA

CALL MEETING TO ORDER

REVIEW AGENDA

1. APPROVAL OF FEBRUARY 12, 2024 MINUTES
2. WASTEWATER PROJECT –DUMP STATION LOCATION
3. CITIZEN PARTICIPATION
4. CHARTER ORDINANCES IN REFERENCE TO CHARTER ORDINANCE #11
 - a. CHANGE OFFICER / APPOINTMENT REQUIREMENTS
 - b. RESIDENCY QUALIFICATIONS FOR OFFICERS
5. VEHICLE FOR BUILDING & CODES DEPARTMENT
6. PAYROLL COST OF LIVING ADJUSTMENT
7. 2024 PRIORITY LIST
8. PROJECT ASSIGNMENTS
9. OLD BUSINESS
10. NEW BUSINESS
11. ADJOURN

MEETING OF THE CITY COUNCIL
OF LINN VALLEY, KANSAS
February 12, 2024
6:00 pm

In the absence of Mayor Lewis Donelson, Council President Brenda Muncy called the regular meeting to order at 6:00 pm. Other Councilmembers present were Richard Gravelle, Dan Donham, and Robert Suppenbach. Councilman Michael Hemphill was absent. City Attorney James Brun was present.

There were no changes to the agenda.

MEETING MINUTES

Councilman Suppenbach motioned to approve minutes from the January 29, 2024 meeting contingent on correcting the date. Councilman Donham seconded, and the motion carried 4-0.

WATER PROJECT

Jason Hoskinson of BG Consultants presented an overview of the water project and its current status.

WASTEWATER PROJECT

Wesley Weishaar of BG Consultants reported the preliminary design of lagoon and wetlands is complete and asked the council to decide on a final location for the hold-and-haul dump station and lift station.

APPOINTMENT OF OFFICERS

City Charter Ordinance #11 requires appointment of city officers during the first meeting in February following an election. Councilman Suppenbach made a motion to appoint the following officers to their respective positions: City Attorney James Brun, Municipal Court Judge Doug Barlet, City Clerk Karen Siffring, and Public Safety Officer Corey Murrison. The motion was seconded by Councilman Donham and carried 4-0. The council requested an ordinance removing this requirement. City Clerk Siffring will prepare a draft.

ECONOMIC DEVELOPMENT COMMITTEE

Councilwoman Muncy informed the council that she and Councilman Donham will be working on a resolution for an economic development committee.

2024 PRIORITIES

City Clerk Siffring will schedule a special meeting to discuss the 2024 priorities list.

CITIZEN PARTICIPATION

No comments from the public.

SEWER REPORT

Sewer Operator, Page Enterprise, provided a monthly report. Pumps were changed out at three locations, and there were nine sewer line locates. A new contract from Page Enterprise with increased rates is pending.

BUILDING INSPECTOR REPORT

Inspector Steve German submitted the Building Report. Seventeen inspections were completed in January. Seven permits were approved in January.

NUISANCE CODES REPORT

Codes Enforcement reported ten violation notice letters sent in January with seven owners responding to remove the violation. Five citations were issued.

PUBLIC SAFETY REPORT

Public Safety Director Corey Murrison reported four individuals arrested, three reports of damage to the front gate, and two motor vehicle accidents. The fire department received twelve medical calls within Linn Valley. The department responded to two structure fires and one medical call in Miami County.

After the county dispatch switched over to a digital radio system, the Fire Department's handheld radios no longer work. Director Murrison requested the purchase of ten new digital handheld radios at the cost of \$5300 to be paid with ARPA grant funds. Councilman Suppenbach made a motion to allow Director Murrison to purchase the handheld radios for up to \$5500 with ARPA grant funds. The motion was seconded by Councilman Gravelle and carried 4-0.

Director Murrison received applications for fire fighter from two individuals and asked they be approved. Councilman Suppenbach made a motion to approve Jacob Coe and Dayton Kline as volunteer fire fighters. The motion was seconded by Councilwoman Muncy and the vote carried 4-0.

CITY CLERK'S FINANCIAL REPORT

City Clerk Karen Siffring reported General Fund income of \$462,411.43 and expenses of \$48,524.52 in January 2024. Income included \$432,231.85 Ad Valorem tax.

Balances for the city's accounts and funds on January 31, 2024:

Operating Fund: \$538,340.67

-Restricted Mayor's Christmas Tree Fund* \$1,029.57

-Restricted Parks & Recreation Fund* \$2,850.59

-Restricted Capital Improvement* \$48,890.70

-Restricted Special Equipment* \$54,695.29

*Restricted funds included in the Operating Fund total.

Street & Highway Fund: \$156,472.89

Sewer Utilities: \$542,515.53

Sewer Reserve Fund: \$93,832.35

ARPA: \$6,067.95

Temporary Notes (Water Project): \$667,686.25

Temporary Notes (Wastewater Project): \$5,181,481.89

Councilman Suppenbach motioned to approve the vouchers in the amount of \$298,356.17. The motion, seconded by Councilman Donham, carried 4-0.

OLD BUSINESS

No old business.

NEW BUSINESS

No new business.

ADJOURN

Councilman Suppenbach made a motion to adjourn. The motion was seconded by Councilman Donham and carried 4-0. The meeting adjourned at 7:03 pm.

Submitted by
Karen Siffring, City Clerk

DRAFT

CHARTER ORDINANCE NO. 16

A CHARTER ORDINANCE OF THE CITY OF LINN VALLEY, KANSAS, EXEMPTING THE CITY OF LINN VALLEY, KANSAS FROM THE TIMING PROVISIONS AND METHOD OF THE APPOINTMENT PROVIDED BY K.S.A. 15-204 FOR THE POSITIONS OF MUNICIPAL JUDGES, POLICE CHIEF, FIRE CHIEF, CITY CLERK, CITY ATTORNEY AND ANY OTHER APPOINTED OFFICE.

NOW THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF LINN VALLEY, KANSAS:

SECTION 1. The City of Linn Valley, Kansas, by virtue of the power vested in it by Article 12, Section 5 of the Constitution of the State of Kansas, hereby elects and does exempt itself from those provisions of K.S.A. 15-204, providing for the timing of appointments, the manner of appointment, and term of office for the Linn Valley, Kansas Offices appointed as municipal judge, police chief, fire chief, city clerk, city attorney, or any other appointed office.

SECTION 2. Appointment of City Officers: Duties and Compensation. The officer appointed in the position of municipal judge, police chief, fire chief, city clerk, city attorney, or any other appointed office shall be appointed to these positions by the mayor with the consent of the city council. Such officers who are appointed shall hold their office until their successors are appointed and qualified.

SECTION 3. Employees. The mayor, with the consent of the Governing Body, shall have the authority to hire all other employees, or such authority may be delegated to the respective department heads.

SECTION 4. Removal. Any officer or employee may be removed by a majority vote of all the members of the membership elected or appointed to the council and may be suspended at any time by the mayor.

SECTION 5. Charter Ordinance No. 3 and Charter Ordinance No. 11 are hereby repealed.

SECTION 6. This charter ordinance shall take effect 61 days after the final of two publications in the official newspaper of the city unless a sufficient petition for a referendum is filed and a referendum held on the charter ordinance is provided in Article 12, Subsection (c)(3) of the Constitution of the State of Kansas, in which case the ordinance shall become effective if approved by the majority of the electors thereof.

PASSED, APPROVED, and ADOPTED this 26th day of February 2024 by the Governing Body of the City of Linn Valley, Kansas with not less than two-thirds (2/3) vote of the entire governing body voting in favor thereof.

Mayor

Attest

(SEAL)

City Clerk

CHARTER ORDINANCE NO. 17

A CHARTER ORDINANCE OF THE CITY OF LINN VALLEY, KANSAS, EXEMPTING THE CITY OF LINN VALLEY, KANSAS FROM THE QUALIFICATIONS OF OFFICERS PROVIDED BY K.S.A. 15-209.

NOW THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF LINN VALLEY, KANSAS:

SECTION 1. The City of Linn Valley, Kansas, by virtue of the power vested in it by Article 12, Section 5 of the Constitution of the State of Kansas, hereby elects and does exempt itself from those provisions of K.S.A. 15-209, providing for the qualifications of officers for the Linn Valley, Kansas.

SECTION 2. Qualifications. Appointed officers of the City of Linn Valley, Kansas, need not be qualified electors of said city and may reside outside of said area of said city.

SECTION 3. Except as herein specifically provided, other provisions of K.S.A. 15-209 not pertaining to the residence of appointed city officers shall apply in all respects to the City of Linn Valley, Kansas.

SECTION 4. Charter Ordinance No. 11 and Charter Ordinance No. 12 are hereby repealed.

SECTION 5. This charter ordinance shall take effect 61 days after the final of two publications in the official newspaper of the city unless a sufficient petition for a referendum is filed and a referendum held on the charter ordinance is provided in Article 12, Subsection (c)(3) of the Constitution of the State of Kansas, in which case the ordinance shall become effective if approved by the majority of the electors thereof.

PASSED, APPROVED, and ADOPTED this 26th day of February 2024 by the Governing Body of the City of Linn Valley, Kansas with not less than two-thirds (2/3) vote of the entire governing body voting in favor thereof.

Mayor

Attest

(SEAL)

City Clerk

2024 Priorities
Linn Valley, Kansas

	2024 PRIORITY	Lead	Notes		2023 Task	Lead	Category
	Water Project			1	Water Project	Mayor and Council	Infrastructure
	Wastewater Project			2	Wastewater Project	Mayor and Council	Infrastructure
	City Hall Building			3	Review and update staffing requirements and projections for short and long term	Mayor and Council	Operating Improvement
	Replacement Fire Truck	Public Safety Director		4	Review and update Employee Handbook and related policies	Mayor and Council	Operating Improvement
	Create Capital Improvement Plan	City Clerk, Governing Body		5	Update the City Website	City Clerk/Mayor	Operating Improvement
	Review and update Employee Handbook and related policies			6	Review volunteer FD pay	Public Safety Director	Public Safety
	Development of Economic Development Committee			7	Replacement Fire Truck	Public Safety Director /Council	Public Safety
	No additional debt	Governing Body		8	No additional debt	Mayor and Council	Operating Improvement
	Comprehensive Plan Update	Planning and Zoning		9	Review and update Zoning Ordinance 2018	Planning and Zoning	Operating Improvement
	Review and update Ordinances & Charter Ordinances	Attorney, City Clerk		10	Review and update long-term and short-term rental property	Planning and Zoning	Operating Improvement
				11	Comprehensive Plan Update	Planning and Zoning	Economic Growth
					New Tasks Discussed		
				1	Review and update the Planning and Zoning Commission Responsibilities and related documentation including reappointment requirements		
				2	Disposition of existing older City Hall Buildings		
				3	Planning for long-term (perm) City Hall		
				4	Development of Economic Development Committee		
				5	Review and update the role and responsibility of the President of the City Council including reappointment requirements		
				6	Establish a Capital Improvement Plan	Governing Body	
				7	Review and update Ordinances & Charter Ordinances	Attorney & City Clerk	

RESOLUTION NO. 128

A RESOLUTION APPROVING A FEASIBILITY STUDY AND PRELIMINARY DESIGN OF A NEW CITY HALL FACILITY

WHEREAS, the City of Linn Valley has an immediate necessity for a new City Hall, to consolidate city services, promote more efficient government, and to accommodate future growth.

WHEREAS, a new city hall should be designed to meet the City’s program requirements and would have lower life cycle costs, as the new building is expected to have a significantly longer useful life; now, therefore.

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF Linn Valley:

Section 1. The city will pursue a feasibility study and preliminary location and design for a new City Hall.

Section 2. After completion of the new City Hall, the city will terminate the lease agreement for the currently leased mobile office space.

Section 3. The city will adopt the following project principles to provide direction and guide future decision making for the new City Hall.

1. ESSENTIAL.

There is a need for a new City Hall. City staff moved out of the previous mobile home used for City Hall offices due to hazardous mold conditions, faulty mechanical systems, and inadequate office space necessary for efficient day to day city operations. A mobile office space was leased to facilitate city employees and to provide essential public services. The temporary Mobil offices eased at \$1641.15 per month. Lease agreement expires in March 2026.

2. CONSOLIDATION

The New City Hall will include a consolidation of administration, building codes, nuisance codes, utility billing services, space for various public services, City Council chambers, and municipal court facilities. Consolidating city departments into one facility will improve administrative efficiency and provide better service to the community.

3. VISION

The new City Hall should be designed and constructed as a harmonious blend of functionality, aesthetics, and promote community engagement, promoting transparency by hosting open meetings and providing access to public services. The following key elements contribute to an effective city hall design:

- Optimize space for various governmental functions and services.
- Clear functional circulation allowing visitors easy navigation of the building, clear signage, accessible entrances, and logical pathways to access citizen services.
- Distinctive appearance reflecting Linn Valley’s identity and serve as a landmark and a symbol of local history and civic pride.
- Community engagement spaces with the design including multipurpose areas to host meetings, events, and civic gatherings; spaces should be designed to accommodate various functions.

4. COMMUNITY OUTREACH

The city will develop a community outreach plan to seek input from the community and to inform the public about decisions regarding the City Hall project.

5. PROJECT ARCHITECT/ENGINEER

The city will retain an outside Project Architect/Engineer to assist City staff and the City Council with a feasibility study and preliminary design to define the project direction and facilitate planning and implementation of the new city hall.

6. FUNDING

The City Council will determine the final funding approach for the project, including possible sale of City owned property, bonds, grants, and other funding sources.

PASSED AND ADOPTED by the Governing Body of the City of Linn Valley this 26th day of February, 2024.

Lewis Donelson, Mayor

ATTEST:

Karen Siffring, City Clerk