

**CITY COUNCIL MEETING
OF THE CITY OF LINN VALLEY, KANSAS**
March 11, 2024 - 6:00 PM
AGENDA

CALL MEETING TO ORDER

1. AGENDA
2. APPROVAL OF FEBRUARY 26, 2024 MINUTES
3. CITIZEN PARTICIPATION
4. WATER PROJECT
5. WASTEWATER PROJECT
6. SEWER REPORT
7. CODES REPORTS
8. PUBLIC SAFETY REPORT
9. CLERK'S REPORT
10. HEALTH INSURANCE
11. CITY INSURANCE POLICY
12. CELL TOWER LETTER OF INTENT
13. CITY CLERK'S RETIREMENT
14. MAYOR'S REPORT
15. OLD BUSINESS
16. NEW BUSINESS
17. ADJOURN

MEETING OF THE CITY COUNCIL
OF LINN VALLEY, KANSAS
FEBRUARY 26, 2024
6:00 pm

Mayor Lewis Donelson called the meeting to order at 6:00 pm.

Council Members present: Richard Gravelle, Brenda Muncy, Robert Suppenbach, and Dan Donham. Michael Hemphill was absent. There was a quorum. Also present were City Attorney James Brun and Public Safety Director Corey Murrison.

MEETING MINUTES

Councilman Suppenbach made a motion to accept the February 12, 2024 meeting minutes as written. The motion was seconded by Councilwoman Muncy and carried 4-0.

WASTEWATER PROJECT

Wesley Weishaar of BG Consultants presented an amended design for the location of wastewater lagoon system. After discussion with the council, Mr. Weishaar will make modifications to increase the area available for commercial use. Councilman Suppenbach made a motion to allow BG Consultants to work on updating the design that would meet the specifications provided by the council. The motion was seconded by Councilwoman Muncy and carried 4-0.

CHARTER ORDINANCES

City Clerk Siffring presented a charter ordinance eliminating the requirement to appoint city officers every election year. Councilman Muncy motioned to approve Charter Ordinance #16 exempting the city from the timing provisions and method of appointment by K.S.A. 15-204. Councilman Donham seconded the motion and it carried 4-0.

City Clerk Siffring presented a charter ordinance exempting city officers from the requirement of living within the city limits of Linn Valley. Councilwoman Muncy made a motion to adopt Charter Ordinance #17. The motion was seconded by Councilman Donham and carried 4-0.

VEHICLE FOR BUILDING AND CODES DEPARTMENT

Mayor Donelson requested the council's approval to trade in the current Codes vehicle for a pick-up truck. Codes Officer Steve German submitted a quote for \$24,500 for a 2018 Ford F150 pick-up with a \$12,000 trade-in value of the existing vehicle. Councilwoman Muncy motioned to approve the purchase up to \$25,000. The motion was seconded and carried 3-1 with Councilman Suppenbach voting nay.

PAYROLL COST OF LIVING ADJUSTMENT

Councilman Suppenbach made a motion to approve a 3.5% cost of living raise for employees effective with the March 1st payroll. The motion was seconded and carried by a vote of 3-1 with Councilwoman Muncy voting nay.

Councilman Muncy made a motion to increase the base pay for volunteer firefighters to \$30.00 per call out. The motion was seconded by Councilman Suppenbach and carried 4-0. Public Safety Officer Corey Murrison will make recommendations for a system of applying meritorious payment.

2024 PRIORITY LIST

The following priorities and designated leads were discussed and assigned by the governing body as follows:

Project – Leads:

Water Project – Councilmen Donham and Gravelle

Wastewater Project – Councilmen Donham and Gravelle

City Hall Building – Councilmen Donham and Suppenbach

Capital Improvement Plan – Mayor Donelson and City Clerk Siffring

Fire Truck – Public Safety Officer Murrison.

Economic Development – Councilwoman Muncy and Councilman Donham

Employee Handbook – Councilman Gravelle, City Attorney James Brun, City Clerk Siffring

Comprehensive Plan – Planning and Zoning Commission

Review/Update Ordinances – City Attorney Brun, City Clerk Siffring and Codes Officer German

Mayor Donelson reminded everyone that Project Leads do not have authority to enter into a contract without the approval of the entire council and they are not authorized to spend money that is not already approved by the council. They will be asked to report at regular council meetings to keep the full council updated.

Mayor Donelson stated he would be meeting with the POA in the near future. Among the discussions would be lake patrol. He asked for input from the council.

A resolution regarding a feasibility study of a new city building was presented. Councilman Suppenbach made a motion to approved Resolution No. 128 approving a feasibility study and preliminary design of a new city hall facility. The motion was seconded by Councilman Donham and carried 4-0.

EMERGENCY PLANNING

Assistant City Clerk Mendi Cyr proposed forming a committee to assist with developing an emergency plan for the city. The committee will have five members plus a representative from the council. Mendi Cyr will be the Chairperson, a secretary will be assigned from the membership, and Councilman Suppenbach will be the Council representative. The motion was made by Councilman Gravelle to form the committee, the motion was seconded and carried 4-0. Attorney Brun cautioned that portions of the discussion and documentation could not be disclosed to the general public for security and safety reasons.

NEW BUSINESS

Councilman Donham requested an addition to the priority list: - adding connection capability to certain buildings that will allow quick and safe connection with the city's generator. Updating existing wiring in the facility may be required.

Caldwell Tanks Inc submitted invoice #5 for the water tower construction. Councilman Suppenbach made a motion to approve payment of Invoice #5 in the amount of \$28,091.06. The motion was seconded by Councilman Gravelle and carried 4-0.

Director Murrison asked the council to approve adding Robert Suppenbach to the volunteer fire department. The vote was unanimous. Mr. Suppenbach will be sworn in after the meeting.

ADJOURN

Councilman Gravelle made a motion to adjourn. The motion, seconded by Councilman Suppenbach, passed 4-0. The meeting was adjourned at 7:50 pm.

Submitted by
Karen Siffring, City Clerk

DRAFT

Building Codes / Maintenance Report

March 11, 2024

Permit Application Status

YEAR	TOTAL SUBMITTED	TOTAL APPROVED	OPEN AS OF 2/29/2024
2021	409	303	1 (Extended)- April 2024
2022	276	248	5 (Extended)
2023	184	175	47
2024	32	27	27

Inspections – February 2024

	January 2024		YTD 2024	YTD 2023
New Residence	6		8	1
Roof Replacement	0		0	0
New Electrical Service or Upgrade	14		17	5
New Skid Shed – over 240 sq ft	0		0	0
Renovation of Existing Structure	0		0	0
Deck Repair or Replace	5		5	0
Accessory Building	5		9	1
New Dock	1		1	3
Carpports (Metal Awning)	1		2	0
Seawall/Retaining Wall	1		1	1
Sewer Holding Tank	5		8	1
Water Holding Tank	5		7	1
Concrete Patio/Slab	0		0	0
Propane Tank	2		2	0
Fence	1		1	0
POA Water	0		0	0
Sewer System	1		1	0
Rural Water	1		2	0
Tornado Shelter	0		0	0
Hot Tub/Swimming Pool	0		0	0
Gazebo / Lean-To	0		0	1
Garage Addition	5		5	1
Photovoltaic System Installation	0		0	0
Demolition			1	0
Totals	53		70	15

Nuisance Codes Report

March 11, 2024

Letters:

12 Letters sent in February

Violations:

- 1 – Expired out of state tags/inoperable vehicle
- 1 – Sanitation & inoperable/expired tags on vehicles
- 1 – Propane tank encroaching on neighbor's property – No permit on file
- 1 – Building debris dumped on lot
- 1 – Inoperable/expired tags on 3 vehicles
- 1 – Inoperable /expired tag
- 1 – Inoperable/ expired tags on 2 vehicles
- 1 – Unsafe structure – railing missing/broken on upper deck
- 1 – Altering or Raising Grade of land without a permit

Results:

- * Truck now has current tags
- * Inoperable vehicle with expired tags has been towed
- * Working without a permit – Permit was obtained
- * Property clean

Citations Issued:

- 1 – Junk vehicle & sanitation
- 1 – 3 untagged vehicles
- 1 – Sanitation
- 1 – Inoperable vehicle with expired tags

Court

- 1 – Warrant issued
- 1 – Trial set for April
- 3- Continued to March court date

Steve German
Codes Enforcement

js

Linn Valley Public Safety

March 2024

Fire Department

Linn Valley	8 medical calls
	3 grass fires
Miami County	2 grass fires

Police Department

One report for Dog bite

One report for illegal Dumping

Two Motor Vehicle Accidents

One motor vehicle accident involving a pedestrian.

One report of physical altercation with 2 arrests

3 arrests for Driving while suspended.

3 citations for driving without insurance.

The handheld radios which were approved have been ordered and will be shipped as soon as they complete the programming. We learned that our storm sirens cannot be activated by dispatch since the switch over to digital communications. We are working on a solution for this and until that happens, we will have to activate the storm sirens manually.

CITY OF LINN VALLEY FINANCIAL REPORT

March 11, 2023

General Fund:

February 2024 general fund income was \$28,991.03, Expenses were \$56,822.56.

Balances for the City's accounts and funds on February 29, 2024:

General Operating Fund Checking: \$110,383.33

General Operating Fund Money Market: \$405,943.87

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

-Restricted Parks & Recreation Fund \$3,200.59

-Restricted Capital Improvement \$48,890.70

-Restricted Special Equipment \$54,695.29

Street & Highway Fund: \$156,441.16

Sewer Utilities: \$582,614.54

Sewer Reserve Fund: \$98,911.63

American Rescue Plan Act (ARPA): \$6,067.95

Water Project Temporary Notes: \$638,037.62

Wastewater Project Temporary Notes: \$5,133,940.87

Vouchers

General Fund: 16152 – 16217: \$57,851.02

Street & Highway Fund: 1612 – 1613: \$198.61

Sewer Utilities: 1901 – 1907: \$3,817.00

Water Project: 1088 – 1089: \$39,942.88

Wastewater Project: 1108 – 1110: \$42,140.34

Total: \$143,949.85

- Karen Siffring, City Clerk

City of Linn Valley
Balance Sheet by Fund (Fiscal Year-to-Date)
January through February 2024

	General Funds	Special Parks & Recreation	Special Street & Highway	Special Equipment	Capital Improvement	Wastewater Project	Water Project	ARPA	Utilities	Reserve	Mayor's Christmas Tree	Unallocated Cash	TOTAL
ASSETS													
Current Assets													
Checking/Savings													
Allocated Cash	400,322.05	3,200.59		54,695.29	48,890.70			6,067.95	563,194.17	98,911.63	1,029.57	-1,176,311.95	
Money Market												405,943.87	405,943.87
Operating Checking												111,092.59	111,092.59
Sewer												659,275.49	659,275.49
Street & Highway			156,441.16										156,441.16
Wastewater Investment Pool						97,604.43							97,604.43
Wastewater Investment Pool 365						4,953,425.72							4,953,425.72
Wastewater Project						82,910.72							82,910.72
Water Investment Pool							615,884.05						615,884.05
Water Project							22,153.57						22,153.57
Total Checking/Savings	400,322.05	3,200.59	156,441.16	54,695.29	48,890.70	5,133,940.87	638,037.62	6,067.95	563,194.17	98,911.63	1,029.57		7,104,731.60
Accounts Receivable													
1100 - Accounts Receivable									19,420.37				19,420.37
Total Accounts Receivable									19,420.37				19,420.37
Other Current Assets													
1200 - Undeposited Funds	3,174.97												3,174.97
Total Other Current Assets	3,174.97												3,174.97
Total Current Assets	403,497.02	3,200.59	156,441.16	54,695.29	48,890.70	5,133,940.87	638,037.62	6,067.95	582,614.54	98,911.63	1,029.57		7,127,326.94
TOTAL ASSETS	403,497.02	3,200.59	156,441.16	54,695.29	48,890.70	5,133,940.87	638,037.62	6,067.95	582,614.54	98,911.63	1,029.57		7,127,326.94
LIABILITIES & EQUITY													
Liabilities													
Current Liabilities													
Other Current Liabilities													
2120 - Accrued Payroll Taxes													
Health Insurance	3,347.16												3,347.16
Unemployment - State	751.90												751.90
Total 2120 - Accrued Payroll Taxes	4,099.06												4,099.06
Total Other Current Liabilities	4,099.06												4,099.06
Total Current Liabilities	4,099.06												4,099.06
Total Liabilities	4,099.06												4,099.06
Equity													
Fund Balances													
3000 - General Funds													
3100e - General Fund	399,397.96												399,397.96
Total 3000 - General Funds	399,397.96												399,397.96
3200 - Special Revenue Funds													
3205e - Parks & Recreation		3,200.59											3,200.59
3210e - Street & Highway			156,441.16										156,441.16
3215e - Special Equipment				54,695.29									54,695.29
3225e - Capital Improvement					48,890.70								48,890.70
3235e - Wastewater Project						5,133,940.87							5,133,940.87
3240e - Water Project							638,037.62						638,037.62

City of Linn Valley
Balance Sheet by Fund (Fiscal Year-to-Date)
January through February 2024

	General Funds	Special Parks & Recreation	Special Street & Highway	Special Equipment	Capital Improvement	Wastewater Project	Water Project	ARPA	Utilities	Reserve	Mayor's Christmas Tree	Unallocated Cash	TOTAL
3245e · ARPA								6,067.95					6,067.95
Total 3200 · Special Revenue Funds		3,200.59	156,441.16	54,695.29	48,890.70	5,133,940.87	638,037.62	6,067.95					6,041,274.18
3600 · Enterprise and Utility Funds													
3620e · Sewer													
3621e · Utilities									582,614.54				582,614.54
3622e · Reserve										98,911.63			98,911.63
Total 3620e · Sewer									582,614.54	98,911.63			681,526.17
Total 3600 · Enterprise and Utility Funds									582,614.54	98,911.63			681,526.17
3700 · Trust Funds													
3710e · Mayor's Christmas											1,029.57		1,029.57
Total 3700 · Trust Funds											1,029.57		1,029.57
Total Fund Balances	399,397.96	3,200.59	156,441.16	54,695.29	48,890.70	5,133,940.87	638,037.62	6,067.95	582,614.54	98,911.63	1,029.57		7,123,227.88
Total Equity	399,397.96	3,200.59	156,441.16	54,695.29	48,890.70	5,133,940.87	638,037.62	6,067.95	582,614.54	98,911.63	1,029.57		7,123,227.88
TOTAL LIABILITIES & EQUITY	403,497.02	3,200.59	156,441.16	54,695.29	48,890.70	5,133,940.87	638,037.62	6,067.95	582,614.54	98,911.63	1,029.57		7,127,326.94

City of Linn Valley
Profit & Loss by Fund (Fiscal Year-to-Date)
January through February 2024

	General Funds	Special Street & Highway	Wastewater Project	Water Project	Utilities	Reserve	Total Sewer	TOTAL
Ordinary Income/Expense								
Income								
A - Taxes								
A1 - Taxes Levied on Property								
4000 - Ad Valorem Tax	432,321.85							432,321.85
4004 - Motor Vehicle Tax	15,019.76							15,019.76
4006 - Recreational Vehicle Tax	803.67							803.67
4008 - Real Estate Redemption	4,630.76							4,630.76
Total A1 - Taxes Levied on Property	452,776.04							452,776.04
A3 - Other City Taxes								
4103 - Special Utility Assessment	1,872.45							1,872.45
Total A3 - Other City Taxes	1,872.45							1,872.45
Total A - Taxes	454,648.49							454,648.49
B - Licenses & Permits								
4202 - Contractors Registration	1,900.00							1,900.00
4203 - Pet License	12.00							12.00
4205 - Building Permits	17,911.44							17,911.44
Total B - Licenses & Permits	19,823.44							19,823.44
C - Use of Money & Property								
4300 - Interest	915.09	469.10	62,009.90	4,364.14	528.95		528.95	68,287.18
4301 - Cell Tower Rent	1,126.14							1,126.14
Total C - Use of Money & Property	2,041.23	469.10	62,009.90	4,364.14	528.95		528.95	69,413.32
D - Intergovernmental								
D1 - State Shared Revenue								
4402 - Highway Gas Tax - Qtrly		7,103.25						7,103.25
4403 - Miami Co. Interlocal Agreement	15,000.00							15,000.00
Total D1 - State Shared Revenue	15,000.00	7,103.25						22,103.25
Total D - Intergovernmental	15,000.00	7,103.25						22,103.25
E - Charges for Services								
E2 - Sewer								
4510 - Sewer Utility Fees					58,694.99		58,694.99	58,694.99
4511 - Sewer Penalties					242.50		242.50	242.50
4513 - Lagoon Use					13,737.84	4,579.28	18,317.12	18,317.12
4514 - Installs						500.00	500.00	500.00
4515 - High Volume Customers					1,218.26		1,218.26	1,218.26
4516 - Pump Installation					200.00		200.00	200.00
Total E2 - Sewer					74,093.59	5,079.28	79,172.87	79,172.87
Total E - Charges for Services					74,093.59	5,079.28	79,172.87	79,172.87
F - Miscellaneous Revenue								
4601 - Refunds & Reimbursements								
Clean Drinking Water					119.27		119.27	119.27
Total 4601 - Refunds & Reimbursements					119.27		119.27	119.27
4602 - Sale of Property & Merchandise	30.00	45.00			1,680.00		1,680.00	1,755.00
4603 - Fines & Fee Revenue	4,446.75							4,446.75
4690 - Other Miscellaneous Revenue								
Other Miscellaneous	-988.95				1,450.00		1,450.00	461.05
Total 4690 - Other Miscellaneous Revenue	-988.95				1,450.00		1,450.00	461.05
Total F - Miscellaneous Revenue	3,487.80	45.00			3,249.27		3,249.27	6,782.07
Total Income	495,000.96	7,617.35	62,009.90	4,364.14	77,871.81	5,079.28	82,951.09	651,943.44
Gross Profit	495,000.96	7,617.35	62,009.90	4,364.14	77,871.81	5,079.28	82,951.09	651,943.44
Expense								
Governmental Activities								
100 - General Government								
101 - GENERAL GOVERNMENTAL								
Contractual Services								
Health Insurance Expense	2,701.50							2,701.50
Total Contractual Services	2,701.50							2,701.50
Operations	4,152.63							4,152.63
Staff Development	120.00							120.00
Utilities	769.38							769.38
Total 101 - GENERAL GOVERNMENTAL	7,743.51							7,743.51
102 - GENERAL BUILDINGS, CITY HALL								
Contractual Services								
Janitorial	500.00							500.00
Maintenance & Repairs	479.15							479.15

City of Linn Valley
Profit & Loss by Fund (Fiscal Year-to-Date)
January through February 2024

	General Funds	Special Street & Highway	Wastewater Project	Water Project	Utilities	Reserve	Total Sewer	TOTAL
Rent	3,282.30							3,282.30
Total Contractual Services	4,261.45							4,261.45
Operations	-72.68							-72.68
Utilities	1,174.25							1,174.25
Total 102 · GENERL BUILDINGS, CITY H/	5,363.02							5,363.02
104 · GOVERNING BODY								
Operations	50.00							50.00
Payroll Total	1,074.76							1,074.76
Total 104 · GOVERNING BODY	1,124.76							1,124.76
105 · CLERK, FINANCIAL, ADMIN								
Operations	-9.99							-9.99
Payroll Total	18,044.76							18,044.76
Total 105 · CLERK, FINANCIAL, ADMIN	18,034.77							18,034.77
107 · MUNICIPAL COURT								
Contractual Services								
Judge	475.00							475.00
Law Enforcement Fees	2,201.00							2,201.00
Total Contractual Services	2,676.00							2,676.00
Operations	113.75							113.75
Payroll Total	1,615.37							1,615.37
Utilities	132.98							132.98
Total 107 · MUNICIPAL COURT	4,538.10							4,538.10
108 · LEGAL SERVICES, CITY ATTORNEY								
Payroll Total	9,749.98							9,749.98
Total 108 · LEGAL SERVICES, CITY ATT	9,749.98							9,749.98
130 · CODES ENFORCEMENT								
Contractual Services								
Judge	275.00							275.00
Operations	52.14							52.14
Payroll Total	15,366.43							15,366.43
Utilities	222.90							222.90
Vehicle Operations	134.89							134.89
Total 130 · CODES ENFORCEMENT	16,051.36							16,051.36
Total 100 · General Government	62,605.50							62,605.50
200 · PUBLIC SAFETY								
201 · POLICE DEPARTMENT								
Contractual Services								
Judge	158.00							158.00
Payroll Total	41,120.82							41,120.82
Supplies	-150.00							-150.00
Utilities	1,407.07							1,407.07
Vehicle Operations	3,922.98							3,922.98
Total 201 · POLICE DEPARTMENT	46,458.87							46,458.87
202 · FIRE DEPARTMENT								
Contractual Services								
Judge	47.00							47.00
Payroll Total	1,860.25							1,860.25
Staff Development	-767.00							-767.00
Supplies	168.84							168.84
Utilities	847.49							847.49
Vehicle Operations	2,625.05							2,625.05
Total 202 · FIRE DEPARTMENT	4,781.63							4,781.63
Total 200 · PUBLIC SAFETY	51,240.50							51,240.50
300 · Public Works								
310 · Street & Highway		691.55						691.55
Total 300 · Public Works		691.55						691.55
710 · DEBT SERVICE								
Debt Service - Principal	3,520.66							3,520.66
Total 710 · DEBT SERVICE	3,520.66							3,520.66
Total Governmental Activities	117,366.66	691.55						118,058.21
800 · Business Type Activities								
815 · SEWER - ENTERPRISE								
Contractual Services								
Billing Expense					475.00		475.00	475.00
Locates					750.00		750.00	750.00
Maintenance & Repairs					6,705.00		6,705.00	6,705.00
O&M Contractual Services					3,600.00		3,600.00	3,600.00
Other Services					610.20		610.20	610.20

City of Linn Valley
Profit & Loss by Fund (Fiscal Year-to-Date)
January through February 2024

	General Funds	Special Street & Highway	Wastewater Project	Water Project	Utilities	Reserve	Total Sewer	TOTAL
Professional Services					4,827.50		4,827.50	4,827.50
Pump Installs					5,480.00		5,480.00	5,480.00
Total Contractual Services					22,447.70		22,447.70	22,447.70
Operations					-480.09		-480.09	-480.09
Utilities					296.59		296.59	296.59
Vehicle Operations					3,520.66		3,520.66	3,520.66
Total 815 · SEWER - ENTERPRISE					25,784.86		25,784.86	25,784.86
Total 800 · Business Type Activities					25,784.86		25,784.86	25,784.86
900 · OTHER ACTIVITIES								
915 · WATER PROJECT				186,010.44				186,010.44
916 · WASTEWATER PROJECT			79,346.34					79,346.34
Total 900 · OTHER ACTIVITIES			79,346.34	186,010.44				265,356.78
Total Expense	117,366.66	691.55	79,346.34	186,010.44	25,784.86		25,784.86	409,199.85
Net Ordinary Income	377,634.30	6,925.80	-17,336.44	-181,646.30	52,086.95	5,079.28	57,166.23	242,743.59