

**CITY OF LINN VALLEY  
CITY COUNCIL MEETING MINUTES  
MAY 12, 2025**

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

Council Members Present:	Council President Robert Suppenbach Council Member Richard Gravelle Council Member Connie Capps Council Member John Weers Council Member Michael Hemphill
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Also Present:	Corey Murrison, Public Safety Director Mendi Cyr, City Clerk Jeremy Hanson, Assistant Fire Chief Steve German, Nuisance/Codes
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Absent:	James Brunn, City Attorney
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Council President Suppenbach led the members in the Pledge of Allegiance.  
Mayor Lew Donelson led the members in Prayer.

**APPROVAL OF MINUTES**

Council President Suppenbach made the motion to approve the April 28, 2025, meeting minutes as written. The motion was seconded by Council Member Weers, motion carried 5-0.

**CLERK REPORT-VOUCHER APPROVAL**

Total income for April 2025 was \$31,359.92, the vouchers totaled \$17,287.39. Council President Suppenbach made the motion to approve the Vouchers in the amount of \$17,287.39. The motion was seconded by Council Member Capps, motion carried 5-0.

**MAYOR REPORT**

Mayor Donelson informed the Council of a few funding opportunities for a new City Hall. The mayor passed out a proposed agenda for the joint work session with POA members. This meeting is composed of two (2) council members and two (2) POA members.

**SEWER REPORT**

Page Enterprises submitted his report for April, the lagoons were checked, seven (7) locates were done, they changed out three (3) grinder pumps and installed a new battery on the generator.

### **NUISANCE REPORT**

Four (4) letters were sent out for RV in the driveway, two (2) RVs on one lot, trash all over a yard, and a fence dispute. One citation was issued for trash in the yard. Four (4) cases are in the court system.

### **BUILDING CODES REPORT**

In April twenty (20) inspections were carried out. There have been 98 permits submitted this year, 88 have been approved. There are currently 72 open permits.

Council President made the motion to move into Executive Session for a five (5) minute discussion on Non-Elected Personnel, starting at 6:20pm and return at 6:25pm. The motion was seconded by Council Member Hemphill, motion carried 5-0.

Mayor Donelson called back to order at 6:25pm with no action taken.

### **POLICE DEPARTMENT REPORT**

Public Safety Director Murrison reported they had two (2) separate arrests for Protection of Abuse, one (1) motor vehicle accident, three (3) reports for damage at the front gate, and two (2) arrests for possession of a Controlled Substance and Stolen Handgun. He has contacted a company to replace two (2) body cameras.

### **FIRE DEPARTMENT REPORT**

Assistant Chief Hansen reported the department was dispatched to 10 incidents in April, a grass fire in Miami County and nine (9) medical calls in Linn Valley. Hansen presented the council with pictures of the new Fire Truck that will be purchased with the 1% sales tax approved by the community.

### **WATERPROJECTUPDATE**

We are still waiting for the report on the inspection for paint issues, there will probably be touch-up painting needed. Contractors are scheduled at the end of May and beginning of June to get started on the transmission line for water. BG needs a motion for the change order to allow for more meters for the water project. Council President Suppenbach made the motion to approve a change order in the amount of \$456,000.00 for an additional 114 water meters to be added to the water project. The motion was seconded by Council Member Weers, motion carried 5-0.

### **LAGOON EXPANSION PROJECT UPDATE**

BG reported that KDHE has sent back approvals, and they will forward them to Linn Valley. The bidding will start as soon as all the paperwork is sent back.

### **TRANSIENT GUEST TAX**

This has been discussed in past meetings, during a recent webinar City Clerk Cyr learned that cities that do not have a transient guest tax need to get one implemented. Council President Suppenbach shared his research he has done in the past. The Planning and

Zoning is currently working on a zoning regulation for short term rentals in Linn Valley, Mayor Donelson would like to read the decision from the Planning and Zoning before moving forward with the tax.

#### **PERMITTING DURING MORATORIUM**

City Attorney Brun explained in the last meeting the challenges of issuing building permits during the moratorium, his opinion has not changed. There are a few options that can be done to help with the moratorium, all these options are costly. BG has offered its services, no less than \$5000.00 for a study on the lagoons for a temporary fix. They are communicating with USDA to use grant money for this project. All projects will have to be submitted through KDHE and USDA. Council President Suppenbach made the motion to allow Mayor Donelson and the City Clerk to enter an agreement with BG Consultants for the purpose of research and discovery on the possible mitigations on the existing lagoons infrastructure, not to exceed \$5000.00. The motion was seconded by Council Member Hemphill, motion carried 5-0.

#### **BUDGET WORKSHOP**

The City Clerk would like to schedule a workshop to discuss the 2026 budget for May 28, 2025 at 6:00pm. Council Members agreed to that date.

#### **CITIZEN PARTICIPATION**

No members of the audience chose to address the council.

#### **ADJOURNMENT**

Council President made the motion to adjourn the May 12, 2025, City Council Meeting. The motion was seconded by Council Member Hemphill, motion carried 5-0.

Linn Valley Council Meeting adjourned at 6:56pm.

Submitted by:  
Mendi Cyr  
City Clerk



## May 2025

**Total Income \$13,478.93**

Vouchers	
General Fund	\$149,508.54
Street & Highway	\$420.16
Sewer Utilities	\$6,217.89
Water Project	\$60.00
Wastewater Project	\$10,244.60
<b>Total Vouchers</b>	<b>\$166,451.19</b>

Bank Account Balances	
Money Market	\$232,584.03
Operating Checking	\$291,633.31
Sewer	\$392,543.97
Street & Highway	\$183,089.08
Wastewater Project	\$5,088.65
Water Project	\$16,325.89
<b>Total Bank Account Balances</b>	<b>\$1,121,264.93</b>

KMIP (Pool) Account Balances	
Lagoon Expansion	\$4,813,039.77
Water	\$19,699.46
Sewer Reserve	\$514,353.02
<b>Total KMIP</b>	<b>\$5,347,092.25</b>

Special Revenue Funds	
Parks & Recreation	\$3,550.59
Street & Highway	\$140,172.05
Special Equipment	\$50,286.10
Capital Improvement	\$48,695.70
Public Safety Reserve	\$1,000.00
Mayor's Christmas	\$868.38
Sewer Utilities	\$696,128.31
Sewer Reserve	\$255,410.02
<b>Total Revenue Funds</b>	<b>\$1,196,111.15</b>

Budget	2025 YTD	2025 Budget
General Gov't	93,719.70	\$275,200.00
Buildings	35,200.89	\$50,370.00
Governing Body	5,463.62	\$11,050.00
Administration	67,834.39	\$118,350.00
Court/Legal	133,512.53	\$93,150.00
Codes	54,442.45	\$192,250.00
P&Z	7,703.28	\$16,700.00
Police	102,094.35	\$348,725.00
Fire	37,547.96	\$52,117.00
<b>Total</b>	<b>537,519.17</b>	<b>\$1,157,912.00</b>

**Authority 1,157,132.00**  
619,612.83

Upcoming Bond Payments			
May 1, 2025	GO BDS 2015A	\$1,000,757.00	Pd
May 1, 2025	GO BD 2015B	\$8,425.00	Pd
June 1, 2025	Seris 2022	\$76,992.00	Pd
June 1, 2025	Seris 2023	\$99,500.00	Pd

La Cygne Water Payment		
<b>May 31, 2025</b>	<b>First Pmt</b>	<b>\$67,560.00</b>



**City of Linn Valley**  
**General Fund Profit & Loss**  
 January through May 2025

Jan - May 25

<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>A · Taxes</b>	
<b>A1 · Taxes Levied on Property</b>	
4000 · Ad Valorem Tax	553,350.55
4004 · Motor Vehicle Tax	19,276.08
4006 · Recreational Vehicle Tax	1,485.62
4008 · Real Estate Redemption	13,626.69
<b>Total A1 · Taxes Levied on Property</b>	<b>587,738.94</b>
<b>Total A · Taxes</b>	<b>587,738.94</b>
<b>B · Licenses &amp; Permits</b>	
4202 · Contractors Registration	4,100.00
4203 · Pet License	562.00
4205 · Building Permits	41,460.24
<b>Total B · Licenses &amp; Permits</b>	<b>46,122.24</b>
<b>C · Use of Money &amp; Property</b>	
4300 · Interest	2,654.69
4301 · Cell Tower Rent	2,871.65
<b>Total C · Use of Money &amp; Property</b>	<b>5,526.34</b>
<b>D · Intergovernmental</b>	
<b>D1 · State Shared Revenue</b>	
4403 · Miami Co. Interlocal Agreement	15,000.00
<b>Total D1 · State Shared Revenue</b>	<b>15,000.00</b>
<b>Total D · Intergovernmental</b>	<b>15,000.00</b>
<b>E · Charges for Services</b>	
<b>E2 · Sewer</b>	
4516 · Pump Installation	6,611.25
<b>Total E2 · Sewer</b>	<b>6,611.25</b>
<b>Total E · Charges for Services</b>	<b>6,611.25</b>
<b>F · Miscellaneous Revenue</b>	
<b>4601 · Refunds &amp; Reimbursements</b>	
Clean Drinking Water	125.78
Insurance Dividends	4,408.08
Reimbursements from LVL POA	9,466.00
<b>Total 4601 · Refunds &amp; Reimbursements</b>	<b>13,999.86</b>
4602 · Sale of Property & Merchandise	90.00
4603 · Fines & Fee Revenue	10,621.00
<b>4690 · Other Miscellaneous Revenue</b>	
Other Miscellaneous	6,811.14
4690 · Other Miscellaneous Revenue - Other	135.06
<b>Total 4690 · Other Miscellaneous Revenue</b>	<b>6,946.20</b>
<b>F · Miscellaneous Revenue - Other</b>	<b>178.50</b>
<b>Total F · Miscellaneous Revenue</b>	<b>31,835.56</b>
<b>Total Income</b>	<b>692,834.33</b>
<b>Gross Profit</b>	<b>692,834.33</b>

3:25 PM

06/05/25

Accrual Basis

**City of Linn Valley**  
**General Fund Profit & Loss**  
 January through May 2025

	Jan - May 25
<b>Expense</b>	
<b>Governmental Activities</b>	
100 · General Government	
101 · GENERAL GOVERNMENTAL	
Contractual Services	
Contract Labor	1,300.00
Health Insurance Expense	29,334.89
Insurance Expense	61,110.00
Contractual Services - Other	352.63
<b>Total Contractual Services</b>	<b>92,097.52</b>
Operations	
Dues & Subscriptions	430.31
Equipment Expense	-758.99
Fees & Penalties	17.43
Printing & Publishing	321.55
Software	109.50
<b>Total Operations</b>	<b>119.80</b>
Utilities	
Telecommunications/Internet	1,490.52
<b>Total Utilities</b>	<b>1,490.52</b>
<b>Total 101 · GENERAL GOVERNMENTAL</b>	<b>93,707.84</b>
102 · GENERAL BUILDINGS, CITY HALL	
Contractual Services	
Janitorial	50.08
Maintenance & Repairs	281.56
Rent	13,837.39
Contractual Services - Other	17,036.40
<b>Total Contractual Services</b>	<b>31,205.43</b>
Operations	
Equipment Expense	2,621.27
Supplies	-0.73
<b>Total Operations</b>	<b>2,620.54</b>
Utilities	
Electric/Gas Expense	590.30
Water/Sewer Expense	112.20
<b>Total Utilities</b>	<b>702.50</b>
<b>Total 102 · GENERAL BUILDINGS, CITY HALL</b>	<b>34,528.47</b>
104 · GOVERNING BODY	
Contractual Services	
Equipment Expense	758.99
Software	393.83
<b>Total Contractual Services</b>	<b>1,152.82</b>
Operations	
Staff Development	335.27
Supplies	218.76
Operations - Other	43.81
<b>Total Operations</b>	<b>597.84</b>

**City of Linn Valley**  
**General Fund Profit & Loss**  
 January through May 2025

	Jan - May 25
<b>Payroll Total</b>	
Medicare	30.90
Social Security	132.06
Without KPERS	3,550.00
<b>Total Payroll Total</b>	3,712.96
<b>Total 104 · GOVERNING BODY</b>	5,463.62
<b>105 · CLERK, FINANCIAL, ADMIN</b>	
Contractual Services	
Equipment Expense	296.79
Software	10,673.67
Contractual Services - Other	496.39
<b>Total Contractual Services</b>	11,466.85
Maintenance & Repairs	142.50
Operations	
Fees & Penalties	180.22
Postage & Shipping	6.13
Staff Development	1,143.78
Supplies	1,736.10
<b>Total Operations</b>	3,066.23
Payroll Total	
KPERS	7,527.76
Medicare	866.26
Social Security	3,704.03
Unemployment - State	1,196.80
With Retirement	29,722.09
<b>Total Payroll Total</b>	43,016.94
Utilities	
Electric/Gas Expense	440.11
Telecommunications/Internet	1,491.66
Water/Sewer Expense	79.87
<b>Total Utilities</b>	2,011.64
<b>105 · CLERK, FINANCIAL, ADMIN - Other</b>	385.00
<b>Total 105 · CLERK, FINANCIAL, ADMIN</b>	60,089.16
<b>107 · MUNICIPAL COURT</b>	
Contractual Services	
Judge	700.00
Law Enforcement Fees	1,682.00
Software	772.55
Contractual Services - Other	333.73
<b>Total Contractual Services</b>	3,488.28
Operations	
Staff Development	85.00
Supplies	740.77
<b>Total Operations</b>	825.77
Payroll Taxes & Benefits	
KPERS	0.68
<b>Total Payroll Taxes &amp; Benefits</b>	0.68



**City of Linn Valley**  
**General Fund Profit & Loss**  
 January through May 2025

	Jan - May 25
<b>Payroll Total</b>	
Medicare	33.01
Social Security	141.20
With Retirement	26.00
Without Retirement	3,442.11
<b>Total Payroll Total</b>	3,642.32
<b>Utilities</b>	
Electric/Gas Expense	531.34
Telecommunications/Internet	768.48
Water/Sewer Expense	13.87
<b>Total Utilities</b>	1,313.69
<b>107 · MUNICIPAL COURT - Other</b>	-12.27
<b>Total 107 · MUNICIPAL COURT</b>	9,258.47
<b>108 · LEGAL SERVICES, CITY ATTORNEY</b>	
<b>Payroll Total</b>	
KPERs	1,323.02
Medicare	225.43
Social Security	963.88
With Retirement	22,241.73
<b>Total Payroll Total</b>	24,754.06
<b>Total 108 · LEGAL SERVICES, CITY ATTORNEY</b>	24,754.06
<b>130 · CODES ENFORCEMENT</b>	
<b>Contractual Services</b>	
Fuel	318.00
Other Services	114.45
Professional Services	1,189.81
<b>Total Contractual Services</b>	1,622.26
<b>Operations</b>	
Fees & Penalties	114.22
Postage & Shipping	436.40
<b>Total Operations</b>	550.62
<b>Payroll Total</b>	
KPERs	2,414.31
Medicare	412.38
Social Security	1,763.33
With Retirement	40,096.66
Without Retirement	158.69
<b>Total Payroll Total</b>	44,845.37
<b>Supplies</b>	
Other Supplies	2,422.85
Supplies - Other	3,083.00
<b>Total Supplies</b>	5,505.85
<b>Utilities</b>	
Telecommunications/Internet	1,011.63
Utilities - Other	279.58
<b>Total Utilities</b>	1,291.21
<b>Vehicle Operations</b>	385.38
<b>Total 130 · CODES ENFORCEMENT</b>	54,200.69

**City of Linn Valley**  
**General Fund Profit & Loss**  
**January through May 2025**

	Jan - May 25
<b>140 · PLANNING &amp; ZONING</b>	
Contractual Services	
Consultant	6,742.96
<b>Total Contractual Services</b>	6,742.96
Operations	
Printing, Postage & Publishing	101.38
Operations - Other	858.94
<b>Total Operations</b>	960.32
<b>Total 140 · PLANNING &amp; ZONING</b>	7,703.28
<b>180 · DISCRETIONARY</b>	100.00
<b>Total 100 · General Government</b>	289,805.59
<b>200 · PUBLIC SAFETY</b>	
<b>201 · POLICE DEPARTMENT</b>	
Commodities	
Equipment Expense	2,718.89
Fees & Penalties	350.99
Printing & Publishing	0.00
Uniforms	873.25
<b>Total Commodities</b>	3,943.13
<b>Contractual Services</b>	1,259.99
Payroll Total	
KPERS	11,474.99
Medicare	727.51
Social Security	3,110.71
With Retirement	69,538.86
Without Retirement	705.87
<b>Total Payroll Total</b>	85,557.94
Supplies	
Other Supplies	13.96
Supplies - Other	769.81
<b>Total Supplies</b>	783.77
Utilities	
Electric/Gas Expense	628.19
Telecommunications/Internet	1,587.85
Water/Sewer Expense	176.10
<b>Total Utilities</b>	2,392.14
Vehicle Operations	
Fuel	1,893.50
Vehicle Equipment & Supplies	158.51
Vehicle Repair	1,138.56
<b>Total Vehicle Operations</b>	3,190.57
<b>201 · POLICE DEPARTMENT - Other</b>	116.94
<b>Total 201 · POLICE DEPARTMENT</b>	97,244.48
<b>202 · FIRE DEPARTMENT</b>	
Contractual Services	
Maintenance & Repairs	656.06
Contractual Services - Other	884.99
<b>Total Contractual Services</b>	1,541.05

**City of Linn Valley**  
**General Fund Profit & Loss**  
 January through May 2025

	Jan - May 25
<b>Payroll Total</b>	
KPERS	406.91
Medicare	97.53
Social Security	417.01
With Retirement	2,280.00
Without Retirement	6,636.70
<b>Total Payroll Total</b>	9,838.15
<b>Supplies</b>	
Other Supplies	171.18
Supplies - Other	750.37
<b>Total Supplies</b>	921.55
<b>Utilities</b>	
Electric/Gas Expense	1,668.13
Telecommunications/Internet	1,316.34
Water/Sewer Expense	176.10
<b>Total Utilities</b>	3,160.57
<b>Vehicle Operations</b>	
Fuel	499.05
Vehicle Operations - Other	19,947.93
<b>Total Vehicle Operations</b>	20,446.98
<b>Total 202 · FIRE DEPARTMENT</b>	35,908.30
<b>Total 200 · PUBLIC SAFETY</b>	133,152.78
<b>Total Governmental Activities</b>	422,958.37
<b>800 · Business Type Activities</b>	
<b>815 · SEWER - ENTERPRISE</b>	
Operations	2,770.06
<b>Payroll Total</b>	
Without Retirement	50.00
<b>Total Payroll Total</b>	50.00
<b>Total 815 · SEWER - ENTERPRISE</b>	2,820.06
<b>Total 800 · Business Type Activities</b>	2,820.06
<b>900 · OTHER ACTIVITIES</b>	
910 · Transfers Out	1,000.00
<b>Total 900 · OTHER ACTIVITIES</b>	1,000.00
<b>Total Expense</b>	426,778.43
<b>Net Ordinary Income</b>	266,055.90
<b>Other Income/Expense</b>	
Other Expense	
Ask My Accountant	0.00
Fund Balance Transfer	368,871.11
<b>Total Other Expense</b>	368,871.11
<b>Net Other Income</b>	-368,871.11
<b>Net Income</b>	-102,815.21



**GOVERNING BODY OF LINN VALLEY  
EXECUTIVE SESSION**

DATE: 6-9-25

MOTION MADE BY: Sup

"I move that the governing body recess into executive session to discuss:

Non elected personnel

Pursuant to KSA 75-4319 (b)

START TIME: 6:05

MEETING DURATION: 10

OPEN MEETING WILL RESUME AT: 6:15

MOTION SECONDED: Hemp

MOTION CARRIED: AYES: 5 NAYS: 0

**75-4319. Closed or executive meetings; conditions; authorized subjects for discussion; binding action prohibited; certain documents identified in meetings not subject to disclosure.**

b) Justifications for recess to a closed or executive meeting may only include the following, the need:

(1) To discuss personnel matters of nonelected personnel.

(2) for consultation with an attorney for the public body or agency which would be deemed privileged in the attorney-client relationship.

(3) to discuss employer-employee negotiations whether or not in consultation with the representative or representatives of the public body or agency.

(4) to discuss data relating to financial affairs or trade secrets of corporations, partnerships, trusts, and individual proprietorships.

(5) to discuss matters relating to actions adversely or favorably affecting a person as a student, patient or resident of a public institution, except that any such person shall have the right to a public hearing if requested by the person.

(6) for the preliminary discussion of the acquisition of real property.

(12) to discuss matters relating to security measures, if the discussion of such matters at an open meeting would jeopardize such security measures, that protect: (A) Systems, facilities or equipment used in the production, transmission or distribution of energy, water or communications services; (B) transportation and sewer or wastewater treatment systems, facilities or equipment; (C) a public body or agency, public building or facility or the information system of a public body or agency; or (D) private property or persons, if the matter is submitted to the public body or agency for purposes of this paragraph. For purposes of this paragraph, security means measures that protect against criminal acts intended to intimidate or coerce the civilian population, influence government policy by intimidation or coercion or to affect the operation of government by disruption of public services, mass destruction, assassination or kidnapping. Security measures include, but are not limited to, intelligence information, tactical plans, resource deployment and vulnerability assessments.

## Mendi Cyr

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**From:** Page Enterprise LLC <cpageent@gmail.com>  
**Sent:** Thursday, June 5, 2025 11:41 AM  
**To:** Mendi Cyr  
**Cc:** Clerk  
**Subject:** Invoice 11690 from Page Enterprise LLC  
**Attachments:** Inv\_11690\_from\_Page\_Enterprise\_LLC\_2672.pdf

Mendi

Your invoice-11690 for 2,950.00 is attached. Please remit payment at your earliest convenience.

Report for May 2025 is as follows:

\*Checked lagoons

\* 4 locates- 25220383 197 Timber Valley Dr, 25224617 89 Foothills TRL, 25228103 102 Fawn Valley Dr, 25254737

34 Foothills Trail

\*Change out pump- 653 N. Linn Valley Dr.

\*Diagnose and replace pump- 641 N. Linn Valley Dr.

Thank you for your business - we appreciate it very much.

--

Carrie Sewell  
Page Enterprise, LLC  
132 W. Main St.  
Parker, KS 66072  
913-898-4722

**Nuisance Codes Report**  
June 9th, 2025  
Nuisance Codes for May 2025

**Letter:**

- Certified Mail Letters sent
- 1. Working without a permit
- 1. Working without a permit
- 1. Ordinance No 176 #6
- 1. Weed over 12"

**Violations:**

**Results:**

**Citations Issued for April court:**

**From May Court**

- 5 -Court cost & fine to be paid Moved to July Court
- Living in shed < 600 sq ft w/o sewer hookup Moved to July Court
- Maintaining 2 Residences under 600sq ft. Moved to June Court
- Raw Sewage in ditch- Cont. to June Court

**Steve German**  
**Codes Enforcement**

- 4 -Certified Letters & citations sent @ \$9.68 each
- 4-Trips to Post Office to send certified letters
- 7- Trips to properties
- 1- Court appearance
- 6- Files updated



**Building Codes Report**  
**June 9<sup>th</sup>, 2025**  
 Permit Application Status

YEAR	TOTAL SUBMITTED	TOTAL APPROVED	OPEN AS OF 1/31/2025
2022	276	248	3 Extended
2023	184	175	4 Extended
2024	264	233	105 (6 Extended)
2025	108	108	92

**Inspections – May 2025**

	May 2025		YTD 2025	YTD 2024
New Residence	1		18	18
Roof Replacement	5		7	0
New Electrical Service or Upgrade	3		30	44
<b>New Skid Shed</b>	4		15	0
Renovation of Existing Structure	0		4	6
Deck Repair or Replace	0		9	13
Accessory Building	1		5	17
New Dock	1		3	5
Carports (Metal Awning)	1		5	3
<b>Lot Clearing</b>	1		<b>7</b>	<b>n/a</b>
<b>Culverts</b>	1		12	n/a
Seawall/Retaining Wall	1		1	2
Sewer Holding Tank	0		37	23
Water Holding Tank	0		25	18
<b>Concrete Patio/Slab</b>	1		3	1
Propane Tank	0		0	5
<b>Fence</b>	0		3	1
POA Water	0		2	0
Sewer System	0		5	2
Rural Water	0		0	3
Tornado Shelter	0		0	1
Hot Tub/Swimming Pool	0		0	0
Gazebo / Lean-To	1		2	4
4Garage Addition	1		11	12
Photovoltaic System Installation	0		0	1
Demolition	0		0	1
<b>Totals</b>	<b>22</b>		<b>204</b>	<b>181</b>

\*Moratorium 3/19-9/11

POA USAGES  
2025

	CLUBHOUSE	BATH HOUSE #2	POA OFFICE	SEWER HAULS
January	1,390	1,930	20,170	472,000
February	1,856	2,506	12,270	464,000
March	4,389	4,654	45,456	460,000
April	2,296	5,858	4,890	532,000
May	1,110	8,440	4,011	Not at this time
June				
July				
August				
September				
October				
November				
December				

## Linn Valley Police Monthly Report

06/09/2025

1. Two arrested for possession of narcotics and stolen firearm.
2. One arrest for Flee and Elude, Battery LEO
3. Arrest for Protection from Abuse Order
4. Arrest for Possession of Methamphetamine, Marijuana and a firearm.
5. Report for Child in Need of Care, referred to Juvenile Intake.
6. 3 reports of Dog at Large. 2 Citations issued.
7. Report of Criminal Trespassing, Suspect located and advised not to return to property per owners request.
8. Report of Juvneiles on ATV's without parental supervision. Parent were located and advised of the city ordinance guidelines.

The new body cameras orders last month have arrived and are in use.



## **Linn Valley Fire Department Report**

**May 2025**

**Linn Valley – 8**  
**Miami County - 1**

EMS Assist-7

Crash Detection-1

MVA-1 Miami County

May 14<sup>th</sup>, 2025

Dear Mayor Lewis Donelson,

On behalf of the Linn Valley Planning and Zoning Commission, I am pleased to submit for your consideration two proposed amendments to the City's zoning code. These amendments were developed in response to evolving community needs and were carefully reviewed through a public hearing process.

Following a duly noticed public hearing held on **May 13, 2025**, the Planning and Zoning Commission voted **unanimously** to recommend the adoption of the following zoning code amendments:

**1. Short-Term Rentals Ordinance**

This amendment establishes a regulatory framework for the operation of short-term rental properties within Linn Valley. It includes provisions for permitting, occupancy limits, and enforcement mechanisms to ensure compatibility with residential neighborhoods while supporting tourism and economic development.

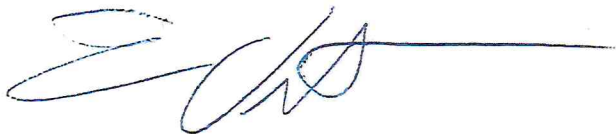
**2. Container Buildings Ordinance**

This amendment allows for the use of repurposed shipping containers structures, subject to design and building code standards. The ordinance is intended to encourage innovative, affordable, and sustainable building practices while maintaining the aesthetic character of the community.

The Commission believes these amendments reflect a balanced approach to growth and modernization, while preserving the values and vision of Linn Valley residents. We respectfully request that the City Council place these items on the agenda for formal consideration and adoption.

Please do not hesitate to contact us should you require any additional information or clarification regarding these proposals.

Sincerely,  
**Eric Victor**

A handwritten signature in blue ink, appearing to read 'Eric Victor', with a long horizontal line extending to the right.

Chair, Planning and Zoning Commission  
City of Linn Valley, Kansas

## LINN VALLEY, KANSAS

### Zoning Regulations

floor area of any one floor of the dwelling unit shall be utilized for a home occupation.

2. All materials or equipment used in the home occupation shall be stored within an enclosed structure.
3. No alteration of the exterior of the principal residential building shall be made which changes the character thereof as a residence.
4. No sign shall be permitted, unless required by state statutes, and if so required shall not exceed two (2) feet in any one direction, shall not be illuminated and shall not be placed closer to the front property line than one-half (1/2) the distance of the front yard, unless otherwise required by state statutes.
5. No equipment shall be utilized that creates a nuisance due to noise or electrical interference.
6. The off-street parking regulations set forth in Article 13 shall apply to home occupations. In no event shall fewer than two (2) off-street parking spaces be required.
7. All child day care homes must obtain a special use permit as per Article 16 of the zoning regulations, valid for a maximum of five (5) years from the date of approval. The special use permit may be revoked at any point by the Governing Body if it is determined that the childcare business is in violation of State or City regulations.

B. Prohibited Home Occupations: Permitted home occupations shall not, in any event, include the following:

1. Retail sales of antiques.
2. Funeral services.
3. Retail or wholesale of groceries.
4. Retail sales of second-hand merchandise.
5. Tourist homes.
6. Equipment rental.
7. Automobile and other motor vehicles repair services.
8. Professional offices for physicians, osteopaths, chiropractors, ophthalmologists, dentists, and other related health care facilities.

#### **SECTION 12.9: Short-Term Residential Rental Property:** Short-term residential rental property shall be permitted in any legally existing residence subject to the following restrictions:

A. Definitions. The following words, terms, and phrases, when used in this Article, shall, except where the context clearly indicates otherwise, have the following meanings:

1. "Accessory Dwelling Unit" shall mean a Dwelling Unit that is located on the same Lot as, but is incidental to a Principal Use, where the Principal Use is a Dwelling Unit.

# LINN VALLEY, KANSAS

## Zoning Regulations

2. "Dwelling Unit" shall mean one room, or a suite of two or more rooms, designed for or used for living and sleeping purposes and having only one kitchen. Recreational vehicles (RVs) and campers are included under this definition.
3. "Non-owner Occupied" shall mean any Dwelling Unit in which the Owner resides less than 183 days per calendar year.
4. "Owner" shall mean the individual or individual(s), natural or corporate, in possession of lawful title to real property.
5. "Owner Occupied" shall mean any Dwelling Unit in which the Owner resides for more than 182 days per calendar year.
6. "Premises" shall mean a Lot or contiguous Lots under common ownership, together with all buildings, structures, and appurtenances existing thereon.
7. "Rent" shall mean, for the purposes of this Article, to provide or to offer for possession or occupancy a Dwelling Unit, or any portion thereof, for a Short-term basis, to a Transient Guest for consideration, pursuant to a written, oral, or implied agreement.
8. "Short-term" shall mean a period of time that is less than thirty (30) days in length.
9. "Short-term Residential Rental Property" shall mean any Premises having one or more Dwelling Units, or portions thereof, that are Rented, on a Short-term basis, to one or more Transient Guests.
10. "Transient Guest" shall mean any person who occupies a Dwelling Unit, or portion thereof, on a Short-term basis, other than the Owner, the Owner's immediate family (related by blood, marriage, or adoption), or any person residing with the Owner on Short-term Residential Rental Property.

### B. Short-term rentals permitted, restrictions.

1. The use of any Dwelling Unit, or portion thereof, on Owner Occupied Short-term Residential Rental Property is permitted within the City as a Transient Accommodation use within all housing types. Each Owner Occupied Short-term Residential Rental Property must, at all times,



## **LINN VALLEY, KANSAS**

### ***Zoning Regulations***

comply with all provisions of this Article, including the occupancy limits established for the zoning district in which it is located.

2. The use of any Dwelling Unit, or portion thereof, on Non-owner Occupied Short-term Residential Rental Property is permitted within the City as a Transient accommodation use within all housing types. Each Non-owner Occupied Short-term Residential Rental Property must be issued a Special Use Permit under Article 16 of the Zoning Regulations, as amended, and must also, at all times, comply with all provisions of this Article, including the occupancy limits established for the zoning district in which it is located.
3. It shall be unlawful for any Owner or Person to use an Accessory Dwelling Unit as Short-term Residential Rental Property.

C. Exemptions. The provisions of this Article shall not apply to the following:

1. Bed and Breakfasts
2. Campgrounds
3. Hotels or motels
4. Any short-term residential rental property fully operational prior to the Effective Date of this Article as per Section 20.2. These properties shall hence be considered nonconforming and subject to the conditions of Article 15 of the zoning regulations.

## AMENDMENT TO THE ZONING ORDINANCE OF LINN VALLEY, KANSAS

### ARTICLE 12: SUPPLEMENTARY DISTRICT REGULATIONS

#### TEXT AMENDMENT– Section 12.9 Short-Term Rentals

- A. Definition.** The following words, terms, and phrases, when used in this Article, shall, except where the context clearly indicates otherwise, have the following meanings:
1. "Accessory Dwelling Unit" means a Dwelling Unit that is located on the same lot as, but is incidental to a principal Use, where the principal Use is a dwelling unit.
  2. "Dwelling Unit" means any room or group of rooms located within a structure, and forming a single habitable unit with common facilities which are intended for living, sleeping, cooking, and eating. Recreational vehicles (RVs) and campers are included under this definition.
  3. "Non-owner Occupied" means any dwelling unit in which the owner resides less than 183 days per calendar year.
  4. "Owner" means the individual or individual(s), natural or corporate, in possession of lawful title to real property.
  5. "Owner Occupied" means any dwelling unit in which the owner resides for more than 182 days per calendar year.
  6. "Premises" means a lot or contiguous lots under common ownership, together with all buildings, structures, and appurtenances existing thereon.
  7. "Rent" means provide or to offer for possession or occupancy a dwelling unit, or any portion thereof, for a short-term basis, to a transient guest for consideration, pursuant to a written, oral, or implied agreement.
  8. "Short-term" means a period of time that is less than thirty (30) days in length.
  9. "Short-term Residential Rental Property" means any premises having one or more dwelling units, or portions thereof, that are rented, on a short-term basis, to one or more transient guests.
  10. "Transient Guest" means any person who occupies a dwelling unit, or portion thereof, on a short-term basis, other than the owner, the owner's immediate family (related by blood, marriage, or adoption), or any person residing with the owner on short-term residential rental property.
- B. Short-term Rentals.** Short-term rentals are permitted within the City on an annual basis subject to the standards herein. The dwelling unit shall comply with all applicable federal, state, and local laws, including but not limited to collection and certification of payment of taxes and procurement of any required licenses and permits, the use and development standards of the underlying zoning district, occupancy limits, and all property maintenance, building, fire, electrical, mechanical, and plumbing codes. Short-term rentals are permitted within in City within all housing types, and subject to the following standards:
1. Short-term rentals that are owner-occupied shall provide proof at the time of permitting demonstrating that such dwelling is their primary residence through at least two of the following

documents: proof of valid vehicle registration, federal or state tax returns or other financial documentation, proof of voter registration, a utility bill, and/or any other legal documentation deemed sufficient by the City.

2. Only one short-term rental contract and registration is permitted per licensed dwelling unit, regardless of building type.
3. The proposed registrant, owner, and other local emergency contact information shall be provided at the time of registration.
4. Upon registration and renewal, the City may require the dwelling unit be inspected by the Building Inspector or Fire Department to ensure no code violations are observed.
5. No exterior evidence that the property is being used as a short-term rental is allowed, including signage.
6. Fire extinguishers and a working, battery-powered flashlight or other emergency lighting device shall be located in each dwelling unit that is workable during an electrical power outage.
7. No more than two persons per each bedroom being rented plus two additional person per dwelling unit, not to exceed fourteen guests per dwelling unit, shall occupy the dwelling unit at any given time.
8. The short-term rental unit may not be rented or offered for use as reception space, party space, meeting space, or for other similar events open to non-resident guests.

**C. Registration Requirements.** Registration is required with the City including the following information and documentation, upon forms provided by the director of community development department:

1. The common name of the property, if any, and exact street address of each dwelling unit to be registered, including unit number and total number dwelling units in each dwelling structure
2. The legal names of all owners of the property
3. The complete mailing address and physical address of all owners
4. Telephone numbers of each owner, including mobile phone numbers
5. Date of birth of all owners
6. If the property is owned by a corporation, limited liability company, partnership, limited partnership, trust or real estate investment trust, the name, address, and phone number of the any of the following shall be provided: For a corporation, a corporate officer, and the chief operating officer; For a partnership, the managing partner; For a limited liability company, the managing or administrative member; For a limited partnership, a general partner; For a trust, a trustee; or For a real estate investment trust, a general partner, or an officer.
7. The full name, address, telephone number, and email address of the operator to handle the affairs of the property. The operator shall reside within fifty (50) miles of the City limits. The designated operator may be different from the owner of the property.

**D. Short-term rental operators** are required to have a liability insurance policy with a minimum coverage of \$300,000 and must provide proof of this coverage as part of the permitting process.

**E. Exemptions.** The provisions of this Article shall not apply to the following:

1. Bed and Breakfasts
2. Campgrounds
3. Hotels or motels

**F. Revocation.** The City retains its right to deny, suspend or revoke the license when the short-term dwelling unit fails to meet or uphold any provisions of the Linn Valley, Kansas Municipal Code. Such dwelling units may not be eligible for registration within two years upon the issuance of denial, suspension, or revocation of the license.



## AMENDMENT TO THE ZONING ORDINANCE OF LINN VALLEY, KANSAS

### ARTICLE 12: SUPPLEMENTARY DISTRICT REGULATIONS

#### NEW – Section 12.10 Permanent Shipping Container Buildings

- A. Definition.** A “Shipping Container” is defined as a unit originally or specifically designed or used to store goods or merchandise during shipping or hauling by container upon ships, rail, or other types of transportation and are usually 8' wide and 8'6" high by either 20' or 40' length.
- B. Compliance with Applicable Building and Life Safety Codes.** Buildings constructed using Shipping Containers, like any other building or structure, are required to comply with current applicable building and safety codes, including but not limited to the International Building Code (“IBC”), the International Residential Code (“IRC”), the International Fire Code (“IFC”), and the International Existing Building Code (“IEBC”). Detached one and two-family dwellings and townhomes not more than three stories and abide the grade plane fall under the scope of the IRC, addressing all aspects of residential construction including means of egress, smoke and carbon monoxide detection, energy standards, fire protection, fire-resistant construction, room dimensions, and sanitation. All other structures generally fall under the scope of the IBC.
- C. Applications & Approvals.** Applicants must submit construction documents stamped by a registered architect or engineer demonstrating the following:
1. *Applicable Building Codes.* The plans comply with all applicable building and life safety codes, addressing issues such as structural strength, means of egress, sanitation, adequate lighting and ventilation, accessibility, energy conservation, and life safety for new and existing buildings, facilities, and systems.
  2. *Foundation.* The plans ensure containers are affixed to a permanent foundation.
  3. *Zoning.* Site and building plans comply with all standards of the underlying zoning district, including setbacks and allowed land uses.
  4. *Utilities.* The plan shows adequate connections to water, sewage, and electricity services.
  5. *Rust & Corrosion.* The plans ensure the metal exterior will be coated with direct-to-metal paint or covered in cladding to prevent rust and corrosion. Alternative methods may be permitted subject to approval by the Planning and Zoning Commission.
  6. *Insulation.* The plans demonstrate proper insulation, either by interior or exterior insulation methods.
  7. *Health Hazards.* The plans verify the container, or containers are free of contamination.
- D. Enforcement.** Any container that becomes unsound, unstable or otherwise dangerous, as determined by the City, shall be immediately repaired or removed by the property owner and at the expense of the property owner.

## FORM: LINN VALLEY, KANSAS SHORT-TERM RENTAL APPLICATION

Regardless of ownership, each dwelling unit shall have separate applications. There will be an initial registration fee of two hundred dollars (\$200.00) upon receiving of an application. All registrations issued shall expire on December 31 of each year and shall be subject to renewal annually. Application for renewal of registration in any year will be accepted beginning January 1 and may be made without penalty through January 31. There is a yearly registration fee of two hundred dollars (\$200.00). A late renewal fee will be charged at fifty dollars (\$50.00) per month.

Type of Short-Term Rental:	<input type="checkbox"/> Owner-Occupied <input type="checkbox"/> Non-owner-Occupied
The common name of the property, if any, and exact street address of each dwelling unit to be registered, including unit number and total number dwelling units in each dwelling structure:	
The legal names of all owners of the property: The complete mailing address and physical address of all owners:	
Telephone numbers of each owner, including mobile phone numbers:	
Date of birth of all owners:	
If the property is owned by a corporation, limited liability company, partnership, limited partnership, trust or real estate investment trust, the name, address, and phone number of the any of the following shall be provided: For a corporation, a corporate officer, and the chief operating officer; For a partnership, the managing partner; For a limited liability company, the managing or administrative member; For a limited partnership, a general partner; For a trust, a trustee; or For a real estate investment trust, a general partner, or an officer.	
The full name, address, telephone number, and email address of the OPERATOR to handle the affairs of the property. The operator shall reside within fifty (50) miles of the City limits.	
Number of Bedrooms	
Maximum Number of Guests (two per bedroom, plus two additional guests per unit; not to exceed fourteen guests)	

Print Name:

Signature:

Date:

# FORM: LINN VALLEY, KANSAS SHORT-TERM RENTAL APPLICATION

*For City Staff Only – Do not mark below this line.*

If the short-term rental is owner-occupied, the owner has provided at least two of the following documents:	<input type="checkbox"/> proof of valid vehicle registration; <input type="checkbox"/> federal or state tax returns or other financial documentation; <input type="checkbox"/> proof of voter registration; <input type="checkbox"/> a utility bill; <input type="checkbox"/> any other legal documentation deemed sufficient by the City.
Is a building or fire code inspection necessary prior to approving the permit, and if so, when	<input type="checkbox"/> yes, an inspection was deemed necessary. <input type="checkbox"/> no, inspection was not deemed necessary by the City
If an inspection is deemed to be necessary by the City, specify the date of inspection, person(s) who conducted the inspection, and any violations found.	
The applicant has provided proof of insurance. Short-term rental operators are required to have a liability insurance policy with a minimum coverage of \$300,000 and must provide proof of this coverage as part of the permitting process.	<input type="checkbox"/> yes, the applicant provided proof of an active insurance policy. <input type="checkbox"/> no, the applicant has not provided proof of an active insurance policy.

This application has been: ☐ approved ☐ denied

Print Name (City Staff Reviewer):

Signature:

Date:





ENGINEERS JOINT CONTRACT DOCUMENTS COMMITTEE

# Contractor's Application for Payment No. NINE (09)

Application Period: 07/26/2024 - 11/25/2024		Application Date: 11/25/2024	
To (Owner):	City of Linn Valley, KS 22412 East 2400th Road Linn Valley, KS 66040	Via (Engineer):	BG Consultants, Inc.
Project:	Linn Valley, KS	Contract:	250,000 Gallon Elevated Water Storage Tank
Owner's Contract No.:	20-1141L	Contractor's Project No.:	E-9252
Contractor's Project No.:		Engineer's Project No.:	

## Application For Payment Change Order Summary

Approved Change Orders		1. ORIGINAL CONTRACT PRICE.....		\$ 1,551,700.00
Number	Additions	Deductions	2. Net change by Change Orders.....	\$
			3. Current Contract Price (Line 1 ± 2).....	\$ 1,551,700.00
			4. TOTAL COMPLETED AND STORED TO DATE (Column F on Progress Estimate).....	\$ 1,551,700.00
			5. RETAINAGE:	
			a. 5%   X   \$1,551,700.00   Work Completed.....	\$ 77,585.00
			b.       X                   Stored Material.....	\$
			c. Total Retainage (Line 5a + Line 5b).....	\$ 77,585.00
			6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5c).....	\$ 1,474,115.00
			7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application).....	\$ 1,416,212.50
			8. AMOUNT DUE THIS APPLICATION.....	\$ 57,902.50
			9. BALANCE TO FINISH, PLUS RETAINAGE (Column G on Progress Estimate + Line 5 above).....	\$ 77,585.00
	TOTALS			
NET CHANGE BY				
CHANGE ORDERS				

## Contractor's Certification

The undersigned Contractor certifies that to the best of its knowledge: (1) all previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with Work covered by prior Applications for Payment; (2) title of all Work, materials and equipment incorporated in said Work or otherwise listed in or covered by this Application for Payment will pass to Owner at time of payment free and clear of all Liens, security interests and encumbrances (except such as are covered by a Bond acceptable to Owner indemnifying Owner against any such Liens, security interest or encumbrances); and (3) all Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

By: <i>Cindy Biddle</i>	Date: 11/25/2024
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Payment of: \$ <u>57,902.50</u>	(Line 8 or other - attach explanation of the other amount)
is recommended by: <i>Mike Taylor, I.E.</i>	(Date) <u>12/6/2024</u>
Payment of: \$	(Line 8 or other - attach explanation of the other amount)
is approved by:	(Owner) _____ (Date) _____
Approved by:	Funding Agency (if applicable) _____ (Date) _____





## **CITY/POA MEETING**

**MAY 19, 2025**

### **MEMBER PRESENT:**

**Richard Gravelle, City Council  
Michael Hemphill, City Council  
Julie Miller-Childs, Board President  
Terry Barnhart, Board Member**

### **ALSO PRESENT:**

**Mendi Cyr, City Clerk**

## **OLD BUSINESS**

### **POLICE PATROL**

The council let the Board know they have spoken with the Police Chief, if there are problem areas, please contact the police department so they can be aware.

### **ROAD TAX**

Property Owners were contacting the Board about road maintenance; the Board has explained to them that the roads are not owned or maintained by the City.

### **ORDINANCE 250**

At the first meeting the Board presented Ordinance 250 to the Council Members, stating that the Police Department would enforce UTV/ATV stickers. After research it was found that Ordinance 250 was repealed by Ordinance 259, and then repealed again by Ordinance 264 stating the Police cannot enforce UTV/ATV Stickers.

### **FIRE DEPARTMENT PARKING**

The Board mentioned that the vehicles behind the Fire Department were an eye sore, the Fire Department as already cleaned up excess clutter.

### **COMPARING COVENANTS AND ORDINANCES**

After comparing the two, there were not that many differences, due to the ordinances being originally written from the covenants.

## **NEW BUSINESS**

### **RETENTION POND**

Last year the Mayor sent Mike Johnson inquiring about purchasing property at 2400 road and Ulrey road. It appears, at that time, it was presumed by the POA that is where the City intended on Building a New City Hall. The Mayor was inquiring about the property for a possible retention pond to keep water from rushing the seven (7) acre lake. The offer was rescinded by the City. Julie Miller-Childs suggested that the City contact the POA Board again with an offer.

### **RV STORAGE CLEAN UP STATUS**

The Board was advised by their attorney that they must send two (2) certified letters to each person asking them to remove their property before anything can be removed from RV Storage. The POA is in the process of sending letters as directed by their attorney.

### **CONTRACTOR STORAGE CLEANUP STATUS**

All but one piece of equipment is left and should be picked up by the end of the week. Barnhart inquired about any fines that had been issued. Mr. Hoffman will inquire with the City for an answer.

### **DECOMMISSIONING THE WATER PLANT**

The City is the owner of the water system, with an agreement that the POA maintain and run the water plant, meters, and lines. The certification status is in question for the water plant. Both parties are looking into the details of the certification of the water plant and the operator.

### **WATER FILL STATION-BULK HAULING**

The Board members were updated on the progress of the water project. The Board members asked questions about the bulk water fill and how it would operate with hauling water for their water customers. The City is working on an ordinance outlining the procedure for bulk water hauling. They asked who pays for truck maintenance, or pay the driver, since all water money will be going to the City and not the POA. There are many questions to address with both entities.

Discussions were held on postponing any road improvements until the water project has moved past that area, and the POA was assured there would be an engineer on site from BG Consultants to oversee road cuts.

Submitted by:  
Mendi Cyr  
City Clerk