

**CITY OF LINN VALLEY  
CITY COUNCIL MEETING MINUTES  
JUNE 9, 2025**

Mayor 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

Also Present:                      James Brun, City Attorney  
   Corey Murrison, Public Safety Director  
   Mendi Cyr, City Clerk  
   Jeremy Hansen, Assistant Fire Chief  
   Steve German, Building Inspector

Council President Suppenbach led the members in the Pledge of Allegiance.  
Council Member John Weers led the members in Prayer.

**APPROVAL OF MINUTES**

Council Member Hemphill made the motion to approve May 12, 2025, meeting minutes.  
Council President Suppenbach seconded the motion, carried 5-0.

**CLERK REPORT**

City Clerk Cyr reported total Voucher for May were \$166,451.19 with a total income of \$13,478.93. Council President Suppenbach made the motion to approve the May Vouchers for \$166,451.19. Council Member Hemphill seconded the motion, carried 5-0.

Council President Suppenbach made the motion for the governing body recess into executive session at 6:05pm to discuss non-elected personal for ten (10) minutes returning at 6:15pm. Council Member Hemphill seconded the motion, carried 5-0.

Mayor Donelson called the meeting back to order at 6:15pm.

**MAYOR REPORT**

Mayor Donelson said that employees were up for merit raises. Council President Suppenbach made the motion to increase City Clerk Mendi Cyr \$2.00 per hour, moving her from \$21.74/hour to \$23.74/hour. Motion seconded by Council Member Capps, carried 5-0. Council President Suppenbach made the motion to increase Lisa Becraft \$2.00/hour, moving her from \$13.20/hour to \$15.20/hour. Council Member Weers seconded the motion, carried 5-0. Council Member Weers made the motion to increase Paige Muller \$2.00/hour, moving her from \$16.00/hour to \$18.00/hour. Council President Suppenbach seconded the

motion, carried 5-0. Council Member Weers made the motion to increase Brett Jenkins \$2.00/hour, moving him from \$25.72 to \$27.72, also increasing Corey Murrison \$2.00/hour, as a salaried employee would move him from \$87,010.00 to \$91,187.00 yearly. Motion seconded by Council President Suppenbach, carried 5-0. All increases go into effect next scheduled payroll.

#### **SEWER REPORT**

Page Enterprises reported they had four (4) locates, changed out one grinder pump, diagnosed and exchanged another grinder pump. They also performed lagoon checks.

#### **NUISANCE REPORT**

Steve German reported four (4) violation letters mailed out, two (2) for working without a permit, one (1) for violation of Ordinance 176 section 6 and one (1) for weeds over twelve (12) inches high.

#### **BUILDING REPORT**

Steve German reported 108 applications have been submitted year to date, and 108 permits approved. Ninety-two permits are open, six (6) of those extended. He has performed 204 inspections this year.

#### **POLICE DEPARTMENT**

Public Safety Director Murrison reported two (2) person arrested for possession of narcotics and stolen firearms, one (1) arrest for flee and elude, battery LEO, arrest for protection from abuse order, arrest for possession of Methamphetamine, Marijuana and a firearm, report for child in need, three (3) reports for dog at large, two (2) citations issued, report for criminal trespassing, report for juveniles on ATV's without parental supervision. Body cameras arrived and are in use.

#### **FIRE DEPARTMENT**

Assistant Fire Chief Hansen reported that the Fire Department was dispatched to a total of nine (9) calls, seven (7) EMS, one (1) crash detection and one (1) MVA located in Miami County. He reported that the Fire Truck is on track, September is still the projected delivery date.

#### **PLANNING AND ZONING**

Planning and Zoning submitted two (2) amendments to the Zoning codes. The first is for Short Term Rentals, the second is for container homes. As explained by the City Attorney, the council has three (3) choices on the amendments: 1) Accept the amendment "as is", 2) send the amendment back to planning and zoning with suggestions, or 3) reject the amendment.

#### **CALDWELL INVOICE #9**

Council President Suppenbach made the to rescind the motion to pay Caldwell Invoice #9 in the amount of \$57,585.00. Motion seconded by Council Member Weers, carried 5-

0.Council President made the motion to approve the corrected Caldwell Invoice #9 in the amount of \$57,902.50, the motion was seconded by Council Member Weers, carried 5-0.

#### **LAGOON EXPANSION PROJECT**

The project is approved by the KDHE, and the bidding process should start in July. BG Consultants are working on the bid package.

#### **CITY/POA MEETING**

On May 19 Council Members Gravelle and Hemphill met with two (2) POA Board members. They discussed several subject matters, including water fill and the water project. The City of Linn Valley will be writing an Ordinance for the water fill procedure next month. They will be meeting again in the near future.

#### **PERMITTING DURING MORATORIUM**

The Council Members decided that building would be permitted during the moratorium with the stipulation that the permit would not include hooking up to the water line, low pressure sewer line, or installing water and sewer tanks. City Attorney Brun has been working on an affidavit to be signed by the homeowner and builder before the permit can be approved, ensuring the contractor/owner knows they cannot hook-up to utilities. Council President Suppenbach made a motion to allow permitting during the moratorium, pending affidavit. Council Member Weers seconded the motion, carried 5-0.

#### **TRANSIENT GUEST TAX**

Council President Suppenbach made the motion to approve writing an Ordinance for a 3% transient tax. Council Member Weers seconded the motion, carried 5-0.

#### **AERATORS**

The POA Lake Committee inquired about the aerators that were purchased for the lagoons that were never installed. The committee would like to install them on the smaller lakes in the community.

#### **CITIZEN PARTICIPATION**

No members of the audience chose to address the council.

#### **ADJOURNMENT**

Council President Suppenbach made the motion to adjourn, Council Member Gravelle seconded the motion, carried 5-0.

The Council Meeting adjourned at 7:30pm.

Submitted by:

Mendi Cyr

City Clerk



**CITY OF LINN VALLEY  
SPECIAL MEETING  
JUNE 25,2025**

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

Also Present:                                      Corey Murrison, Public Safety  
    Brett Jenkins, Police Officer  
    Director Mendi Cyr, City Clerk

Absent:    James Brunn, City Attorney

Motion was made by Council President Suppenbach to move into Executive Session for non-elected personnel, starting at 6:00pm, resuming the meeting at 6:15pm for a 15-minute session. The motion was seconded by Council Member Capps, carried 5-0.

At 6:15pm, Council President Suppenbach, Council Member Weers and Council Member Hemphill returned, Council President Suppenbach made the motion to extend the Executive Session for five (5) minutes, returning at 6:25pm. Motion was seconded by Council Member Hemphill, motion carried 3-0.

The City Council Meeting was called back to order at 6:25pm with no action taken.

Council President made the motion to adjourn the June 25, 2025, Special Meeting. The motion was seconded by Council Member Hemphill, the motion carried 5-0.

Submitted by:  
Mendi Cyr  
City Clerk

## June 2025

**Total Income** **\$292,313.71**

Vouchers	
General Fund	\$86,197.60
Street & Highway	\$1,500.00
Sewer Utilities	\$9,014.81
Water Project	\$6,885.50
Wastewater Project	\$2,562.50
<b>Total Vouchers</b>	<b>\$106,160.41</b>

Bank Account Balances	
Money Market	\$232,937.69
Operating Checking	\$503,129.02
Sewer	\$412,850.13
Street & Highway	\$181,899.93
Wastewater Project	\$2,848.01
Water Project	\$9,445.89
<b>Total Bank Account Balances</b>	<b>\$1,343,110.67</b>

KMIP (Pool)Account Balances	
Lagoon Expansion	\$4,813,039.77
Water	\$19,749.99
Sewer Reserve	\$514,353.02
<b>Total KMIP</b>	<b>\$5,347,142.78</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	\$8,233.59
Mayor's Christmas	\$868.38
Sewer Utilities	\$696,128.31
Sewer Reserve	\$255,410.33
<b>Total Revenue Funds</b>	<b>\$1,203,345.05</b>

Budget	2025 YTD	2025 Budget
General Gov't	122,776.85	\$275,200.00
Buildings	37,763.88	\$50,370.00
Governing Body	7,084.71	\$11,050.00
Administration	78,443.08	\$118,350.00
Court/Legal	39,263.97	\$93,150.00
Codes	64,145.81	\$192,250.00
P&Z	8,199.53	\$16,700.00
Police	111,606.16	\$348,725.00
Fire	38,476.23	\$52,117.00

<b>Total</b>	<b>507,760.22</b>	<b>\$1,157,912.00</b>
<b>Authority</b>	<b>1,157,132.00</b>	
	649,371.78	

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

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

## CITY OF LINN VALLEY, KANSAS CLAIM VOUCHERS

June 2025

### GENERAL FUND

PAYEE	AMOUNT	PAYMENT FOR:	WARR #
Kansas State Treasurer	\$568.50	Collection Batch	ACH
BlueCross/Blue Shield KS	\$28,349.70	ref. 022197954	ACH
Visa	\$599.13	BH05185044	ACH
Payroll	\$9,785.53	5.26 - 6.10	ACH
Liabilities	\$8,671.77	5.26 - 6.10	ACH
Payroll	\$10,379.19	6.11 - 6.25	ACH
Liabilities	\$10,513.66	6.11 - 6.25	ACH
Quickbooks	\$2,770.06	P1-106144224	EFT
Williams Scotsman	\$1,976.77	9023823027	EFT
American Express	\$1,722.29	Amazon Business	EFT
Linn County Painting	\$349.25	Envelopes & Stickers	16838
Wex Bank	\$545.47	0496-00-739582-5	16839
Verizon	\$935.72	Cell Phones	16840
RRS Pest Solutions	\$75.00	Pest Control	16841
Ward Heating &Cooling	\$427.50	City Hall AC	16842
Peoples Telecommunications	\$612.32	Phone/Internet	16844
Angela Coe	\$350.00	Cleaning	16847
Doug Barlet	\$225.00	Jun-25	16848
Linn County News	\$133.56	Bill	16849
Ollson	\$496.25	Project 024-00146	16850
TechniServe IT	\$2,604.18	#1006389,1006365	16851
Linn County New	\$185.25	AD's	16852
MFA Oil Company	\$3,826.50	Renewal	16853
Puriton Pest Control	\$95.00	Pest Control	16854
<b>TOTAL GENERAL FUND</b>		<b>\$86,197.60</b>	

### STREET & HIGHWAY FUND VOUCHERS

PAYEE	AMOUNT	PAYMENT FOR:	WARR #
Brandy VanVlack Mowing	\$1,200.00	Mowing	1645
Brandy VanVlack Spraying	\$300.00	Spraying	1646
<b>TOTAL STREET &amp; HIGHWAY</b>		<b>\$1,500.00</b>	

### SEWER UTILITIES FUND CLAIM VOUCHERS

PAYEE	AMOUNT	PAYMENT FOR:	WARR #
Haynes Equipment	\$654.26	Supplies	30663E
Haynes Equipment	\$1,252.20	Supplies	30662E
Haynes Equipment	\$840.65	Repairs	30705E
Haynes Equipment	\$692.58	Repairs	30707E

Blue Cardinal	\$1,962.81	Lagoon Chemicals Project/ relpace ck	17099
Olsson	\$496.25	#16818	16843
Stainbrooks	\$379.87	Bill	16845
Page Enterprise	\$225.00	Control Panel Removal	2050
Page Enterprise	\$2,950.00	11690	2054
TechniServe IT	\$215.45	#1006389	2056
<b>TOTAL UTILITIES</b>	<b>\$9,014.81</b>		

#### WATER PROJECT FUND

PAYEE	AMOUNT	PAYMENT FOR:	WARR #
<del>BG Consultants</del>	<del>\$6,885.50</del>	<del>Void</del>	<del>1120</del>
BG Consultants	\$6,885.50	Lump Sum Contract	1121
<b>TOTAL WATER PROJECT</b>	<b>\$6,885.50</b>		

#### WASTEWATER PROJECT FUND

PAYEE	AMOUNT	PAYMENT FOR:	WARR #
KEIMS	\$248.25	Permit Fee	ACH
BG Consultants	\$1,994.00	Lagoons	1121
<b>TOTAL WASTEWATER PROJECT</b>	<b>\$2,562.50</b>		
<b>TOTAL CITY CLAIM VOUCHERS</b>	<b>\$106,160.41</b>		



**GOVERNING BODY OF LINN VALLEY  
EXECUTIVE SESSION**

DATE: 7.14.25

MOTION MADE BY: Sup

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

Non Elected Emp

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:     

NAT

**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:** Lewis Donelson  
**Sent:** Tuesday, July 8, 2025 10:56 AM  
**To:** Mendi Cyr  
**Subject:** Fw: Linn Valley Sewer Moratorium and KDHE Coordination

Trying again

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**From:** Aaron Castro <aaron.castro@bgcons.com>  
**Sent:** Thursday, July 3, 2025 4:29 PM  
**To:** Lewis Donelson <lewis.donelson@linnvalleyks.com>  
**Cc:** Jason Hoskinson <jason.hoskinson@bgcons.com>; Wesley Weishaar <wesley.weishaar@bgcons.com>  
**Subject:** Linn Valley Sewer Moratorium and KDHE Coordination

Lew,

I wanted to give you an update that we (Jason, Wesley and I) had a discussion this morning with Ryan Eldgridge at KDHE regarding Linn Valley's sewer moratorium and a potential plan to get the City some relief and allow the City to lift the moratorium and continue to issue new sewer tank permits. KDHE asked for BG to do some calculations to determine a maximum inflow (influent) to the lagoons. The lagoons currently provide an excess of 300 days of detention which is more than double the KDHE minimum of 120 days. The calculations will likely show that the extended detention should allow an increase in the current limit of inflow to the lagoons. KDHE appears willing to issue a letter to the City, based on the calculations BG provides and concurrence with those calcs, that would allow the City to increase their allowable inflow to the lagoons.

A key part of this would likely be KDHE requesting additional and potentially more frequent monitoring of the actual amount of inflow that is coming to the lagoons particularly by the POA Hold/Haul tanks. We may need to have a meeting with the City and the POA to determine a solid plan for this monitoring.

Once the new limit of inflow is determined, we then anticipate providing the City with some estimates on how many additional tanks could get added to the system before another moratorium may need to be put in place ahead of the new lagoon system coming on line.

If you have any questions about this, please feel free to give me a call.

**Aaron J. Castro, P.E. \***

Principal | Project Manager



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O: 816.439.0400 | D: 816.419.3251  
Web: [www.bgcons.com](http://www.bgcons.com) | [Map](#) | [Email](#)

\*Licensed in MO and KS

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## Mendi Cyr

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**From:** Page Enterprise LLC <cpageent@gmail.com>  
**Sent:** Wednesday, July 9, 2025 11:28 AM  
**To:** Mendi Cyr  
**Cc:** Clerk  
**Subject:** Invoice 11718 from Page Enterprise LLC  
**Attachments:** Inv\_11718\_from\_Page\_Enterprise\_LLC\_11528.pdf

Mendi:

Your invoice-11718 for \$2,999.41 is attached. Please remit payment at your earliest convenience.

Report for June 2025 is as follows:

\*Checked Lagoons

\*1 locate- 25280788 5 Mystery LN

\*Change out pump- 46 Fascination Lot 2426

\*Change out pump and new ends on electric whip- 622 N Linn Valley Dr

\*Unplug alarm wire- 649 Linn Valley Dr

Thank you

--  
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:**

- 2-Certified Mail Letters sent
- 1. Working without a permit
- 1. Article 7 sec 7.1 (Full time resident with no sewer tank)

**Violations:**

**Results:**

**Citations Issued for June court:**

**From June Court**

Maintaining 2 Residences under 600sq ft. No Show  
Raw Sewage in ditch- Had Trial

**Codes Enforcement**

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



**Building Codes Report**  
**July 14th 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	103 (8 Extended)
2025	140	131	108

**Inspections – July 2025**

	June 2025		YTD 2025	YTD 2024
New Residence	5		22	22
Roof Replacement	7		14	0
New Electrical Service or Upgrade	8		38	58
<b>New Skid Shed</b>	5		20	0
Renovation of Existing Structure	1		5	7
Deck Repair or Replace	0		9	16
Accessory Building	0		5	23
New Dock	0		3	5
Carports (Metal Awning)	0		5	4
<b>Lot Clearing</b>	1		<b>8</b>	<b>n/a</b>
<b>Culverts</b>	3		15	n/a
Seawall/Retaining Wall	0		1	4
Sewer Holding Tank	0		37	26
Water Holding Tank	0		25	20
<b>Concrete Patio/Slab</b>	0		3	1
Propane Tank	0		0	5
<b>Fence</b>	1		4	1
POA Water	0		2	0
Sewer System	0		5	2
Rural Water	0		0	4
Tornado Shelter	0		0	1
Hot Tub/Swimming Pool	1		1	0
Gazebo / Lean-To	0		2	4
Garage Addition	1		12	14
Photovoltaic System Installation	0		0	1
Demolition	0		0	1
<b>Totals</b>	<b>33</b>		<b>237</b>	<b>219</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	576,000
June	4,204	7,147	4,550	Not at this Time
July				
August				
September				
October				
November				
December				

## LINN VALLEY POLICE MONTHLY REPORT

07/14/2025

06/13 Report of theft for a license plate that did not arrive in the mail

06/20 Incident report at City Hall

06/20 Dog bit with injuries. Victim transported for treatment. Citations to dog owner.

06/21 Delayed Dog bite report. Investigation revealed the incident occurred on Valley Road. Victim was an Amazon Driver. Information was sent to the Sheriff's Office.

06/30 Report of Criminal Damage

07/01 Report an arrest of juvenile for selling e-cigarettes

07/02 Report of theft. Call was unfounded after the owner found the item when officer arrived.

07/04 Report and arrest of 24 year old female for Domestic Violence.

07/05 Report of Domestic Violence. Suspect left scene prior to officers arrival. Application for arrest warrant has been applied for. Additional charges for Possession of Methamphetamine and Paraphernalia.

- Charlie Stokes - \$22  
Part time  
Sup/Hemp 50  
Start 7/15



**Linn Valley Fire**  
**June Monthly Report**  
**Quarterly Report**

**June 2025**

Linn Valley	7
Miami County	0
EMS	4
Smoke Investigation	1
MVA	1
Unattended Campfire	1

**Quarterly Report**

	1Q 2025	2Q 2025	3Q 2025	4Q 2025	Total
EMS	21	20			41
Smoke Investigation	1	1			2
MVA	3	2			5
MVA Non-Injury	2	0			2
Crash Detection	1	1			2
Brush Fire	6	1			7
Vehicle Fire	1	0			1
Unattended Campfire	0	1			1
Canceled Enroute	2	0			2
<b>Totals</b>	<b>37</b>	<b>26</b>			<b>63</b>

Responders	1Q 2025	2Q 2025	3Q 2025	4Q 2025	Total
Murrison	9	6			15
Hansen	8	6			14
M Cyr	6	3			9
M Connor	7	3			10
Edwards	1	0			1
J Ward	10	5			15
VanVlack	18	4			22
L Cyr	2	2			4
Becraft	2	5			7
Kline	7	4			11
Sup	18	9			27
S Ward	19	9			28
Williams	0	3			3

## PROJECT PROGRESS MEETING MINUTES

### 2024 Waterline Distribution System Improvements

Linn Valley, Kansas

July 2, 2025

BG Project No. 20-1141L

**Attendees:** Jason Hoskinson, Aaron Castro, Jim Mayfield, Miles Kingsley, Caleb Ard, Lew Donelson, Mendi Cyr, Jodi Wade, Bret Hettinger

1. Review of Work progress.

Bret (Hettinger Exc.) reported that work on the Transmission Main has continued generally progressing from the Booster Station towards the Linn Valley Water Tower. Bret provided a Construction Schedule with the following anticipated milestones:

- July 1 – Continue laying transmission main towards the Water Tower
- July 9 – Hettinger is planning for the arrival of an additional crew to work on the water main. This crew will likely begin at the Water Tower and work back towards the current crew
- July 9 – Hettinger plans to start the foundation for the Booster Pump Station. Apple Concrete will be the sub that will pour the concrete for the footing and floor
- July 21 – Begin construction of brick walls; Water Main will begin being laid inside Linn Valley to the tower
- August 1 – Begin distribution main K G007 inside Linn Valley (Along Linn Valley Blvd)

2. Review and process application for payment.

- Hettinger sent June pay application this morning; a revised pay app is now pending (as of Jul 3, 2025)
- BG will review ASAP
- Pay App should be available for Council approval at the July 14 meeting

3. Field observations, problems, and decisions & effect on progress.

- Transmission Main Connection/Meters
- Booster Station:
  - Gas Connection (City of LaCygne)
  - Electrical Connection (Every)

The group discussed various items related to the timeline of booster station construction, utility connections, and progress of waterline work.

- Mendi (City of Linn Valley) requested notice from the Contractor when work is planned inside of Linn Valley City limits particularly when they will need to close a road for construction.
- Jodi Wade (LaCygne) asked what Hettinger's plan was for flushing the transmission main. Hettinger noted that their plan is to flush once the full transmission main is installed prior to filling the tower.
- Jodi Wade (LaCygne) noted that Hettinger still needs to submit a Building Permit for the Booster station BG will provide the site plan sheets to Hettinger for their application. No particular inspections are required since they do not have a building code/inspector but instead it will need to follow applicable State of Kansas building code.
- Gas will be installed by the City of La Cygne (their Contractor). Dan or Jodi (La Cygne) will coordinate that when a pad site is graded for the building. Bret (Hettinger) noted that the booster station is staked, so LaCygne can have USDI look into where to install the Gas service now or wait until the pad is graded/poured.

4. Review of submittals schedule and status of submittals.

- Bret (Hettinger) asked if the rebar material submittal has been approved. BG will look into and provide a response to Hettinger.
- BG noted that the BABA issue with the meters is still being discussed/investigated with USDA-RD and Core & Main.
- Jodi asked about access to the Linn Valley's SCADA system so La Cygne can see the status of Linn Valley's water tower & pumps. Jason indicated that the rep from Harnes is working on the programming information to ensure La Cygne can see the information they need. Additional details to be coordinated as the Project progresses. If Microcomm desires to connect La Cygne's SCADA into a flow meter, that would need to be done on the flow meter that La Cygne provides at the connection point.

5. Maintenance of progress/projected schedule/coordination.

- Contract Time
  - 120 CD's to Substantial Completion of Transmission Main/Booster Station/Fill Station (October 3, 2025)
  - 480 CD's to Substantial Completion (September 28, 2026)
  - 500 CD's to Final Completion (October 18, 2026)
- Contactors Three Week Lookahead

Bret (Hettinger Exc.) provided a paper copy of their planned schedule (the information was captured above under item 1).

6. Maintenance of quality and work standards.

Other business relating to Work: The group discussed the patching within Linn Valley under existing asphalt. Hettinger has requested to patch the trenches with concrete in lieu of asphalt. Linn Valley noted that their maintenance workers currently patch sewer work with aggregate and concrete in lieu of asphalt and believes that Hettinger should be able to do the same. Concurrence from the POA will be needed before this change is accepted. Bret noted the patch would involve flowable above the pipe and concrete at the surface.

BG to send a waterline map to the City of Linn Valley to be uploaded to the City's website (this was a request from the Town Hall Meeting)

Engineer will record minutes and distribute copies within five working days after meeting to participants, Engineer, Owner, others presiding, and those affected by decisions made.

Next meeting is scheduled for **Tues. August 5, 2025 at 9:00 am at the booster station site.**



**CITY/POA MEETING  
JUNE 23, 2025**

**MEMBER PRESENT:**

**Richard Gravelle, City Council  
Michael Hemphill, City Council  
Julie Miller-Childs, Board President  
Dan Coleman, Board Member**

**ALSO PRESENT:**

**Mendi Cyr, City Clerk**

**RV ON BUILDING LOTS**

Clarification on the Zoning and Planning Regulations, permitting RVs on building lots from May 1 until September 30. Gravelle explained that enforcing a 14-day limit will be tough for either entity.

**WATER HAULING**

Council Members explained to the POA that the POA can still provide water hauling, the city would need to know where the water went for record keeping. The City will be working on an Ordinance that will explain the procedure.

**ACC**

Hemphill stated the KORA request for permits may not be necessary; the city will have to check with out attorney. They also asked that the permits be turned into the POA first, that was the procedure in the past. That would require more work on the POA office employees, and it would also delay permits for two (2) weeks since the ACC only meets twice a month. The city will have to find another avenue for sharing permits, the city will be discontinuing dropbox soon.

The Council updated the POA on the Container Home Addendum and the Short-Term Rental addendum to the Planning and Zoning Regulations.

Submitted by:

Mendi Cyr  
City Clerk