

MEETING OF THE CITY COUNCIL  
OF LINN VALLEY, KANSAS  
May 10, 2021  
6:00 pm

Mayor Cindy Smith called the meeting to order. Present at the meeting were Councilmembers Jason Jenkins, Lewis Donelson, Robert Suppenbach, John Weers, and Brenda Muncy, and City Attorney James Brun. The meeting was held in-person at City Hall.

REVIEW AGENDA

There were no changes.

AGENDA - MEETING MINUTES

Minutes from the April 12, 2021 meeting were presented. Councilmember Suppenbach made a motion to accept the minutes as written with removal of 'with a zoom option' from the text. The motion was seconded by Councilmember Jenkins and passed 5-0.

OPEN BIDS FOR VEHICLE

Five bids to purchase the 2013 Ford Explorer were opened. Bids were \$788.13, \$750.00, \$1001.00, \$2068.00, and \$2150.00. Councilmember Weers made a motion to accept the bid for \$2150 from Melissa Crownover. The motion was seconded by Councilmember Suppenbach and the motion passed 5-0.

SEWER REPORT

Page Enterprise provided a sewer report. Lift Station was checked and there were eleven locates. Planning and Development Director Dan Donham noted problems with the lift station motor.

PLANNING AND DEVELOPMENT REPORT

Director of Planning and Development Dan Donham reported Governmental Assistant Services sent letters regarding the lagoon expansion to prospective environmental agencies. After thirty days the Environmental Report will be sent to USDA. The Environment Report for the Water Project had been submitted to USDA.

McClure Engineers is working on the design for metering lagoon influent. The council was concerned about delays affecting cost of equipment and reducing income from ability to monitor use.

A proposal was submitted by Lagoon Pumping & Dredging for desludging the lagoons at a cost of \$55,000. Mayor Smith noted Infrastructure funds were available to cover the cost and funds from USDA would reimburse the City. Desludging will provide 30% more capacity. Councilmember Jenkins made a motion to approve the contract in the amount of \$55,000 and approve the Mayor to enter into the contract with Lagoon Pumping & Dredging. The motion was seconded by Councilmember Weers and the motion passed 5-0.

Director Donham reported watching a live demonstration of a Chopper Pump provided by Alliance Pump & Mechanical. The pump was able to chop up bottles, mop heads, wipes, and other large and small

items. Donham recommended a chopper pump be purchased and installed at the lift station. The Council requested more information for additional discussion at the June meeting.

Director Donham explained a few of the difficulties in inspecting of sewer tanks with cameras and/or probes. Pressure tests may be possible. There will be further investigation.

Codes Enforcement Officer Don Hastings presented maintenance tracking software. The software would track inventory, history of repairs and maintenance for vehicles, and help manage scheduling maintenance for grinder pumps. Barcodes would be used in tracking. Several Council members reported having had experience with similar software. A Zoom meeting will be set up with a company representative for a demonstration and to answer the Council's questions.

Director Donham reported 90 total building permits in April with 194 year-to-date. Permits have been issued for sixteen new residences. Mayor Smith showed the council a sample of permit applications from 'self' contractors, noting these non-professional applications are adding to Donham's workload. A definition of 'self' contractors will be discussed at a future meeting.

Codes Officer Hastings presented the Nuisance Codes report. In April, eleven letters were sent out and two citations issued. A trial will be set for June municipal court for those not in compliance.

Hastings contacted a company regarding aerators for the City's lagoons. Cost would be approximately \$7,370. Wiring and installation can be done by Page Enterprise, the City's Sewer Operator.

#### PUBLIC SAFETY DIRECTOR REPORT

Public Safety Director Corey Murrison reported four arrests for driving while suspended, a runaway juvenile, a vicious dog and dog bite with the animal being destroyed, and a report of a suicidal subject.

There was one mutual aid fire in Miami County, two injury accidents, a gunshot wound, and two medical calls. Four hours of training were conducted for the City's Fire Department.

One City siren is programmed to allow Linn County Dispatch to activate from Mound City. The other requires additional parts.

Fireworks for the fundraiser have been ordered. The Mayor thanked Director Murrison for opening the burn pit during the Spring Cleanup.

The fire truck from Linn County arrived. Councilmember Donelson made a motion to accept the donation of the fire truck. The motion was seconded by Councilmember Weers and the motion passed 5-0.

#### CITY CLERK'S REPORT

City Clerk Karen Siffring reported the annual financial audit and annual employee audit were complete. The financial audit report is expected within the week. The 'Spring Clean your Medicine Cabinet' disposal bag program was a success. Additional bags are available at City Hall. Clerk Siffring requested a 2022 Budget Workshop be scheduled prior to the June meeting. The Council agreed to meet June 7 at 7:00pm following the Zoom informational meeting for maintenance software.

Council Member Suppenbach made a motion to approve vouchers in the amount of \$53,236.35. The motion was seconded by Councilmember Weers and carried 5-0.

Balances for the City's accounts and funds on April 30, 2021:

General Fund: \$256,709.37  
Street & Highway Fund: \$104,567.33  
Sewer Utilities Balance: \$174,601.51  
Infrastructure Balance: \$210,402.25

March expenses for the general fund were \$40,157.76 and income was \$27,333.82.

#### ORDINANCE FOR MEETING TIME

Ordinance #221 was presented to change the time for regular council meetings to 7:00 pm. Councilmember Suppenbach made a motion to adopt Ordinance #221. Councilmember Weers seconded the motion and it passed 5-0.

#### REVENUE COMMITTEE

Councilmember Muncy reported limited attendance at the Revenue Committee meeting and would like to hire a grant writer. Councilmember Jenkins suggested contacting the grant writer previously used by the City. Also suggested was contacting Jessica Hightower at Linn County for information.

#### IT CONTRACT(S)

Clerk Siffring presented four bids for IT services. Councilmember Suppenbach made a motion to continue using Nathan at Peoples Telecommunications for IT help services and the contract with Ranson Citycode for redesigning and hosting the website and for hosting email. Councilmember Jenkins seconded the motion and the motion passed 5-0.

#### FLEET CARDS

Councilmember Suppenbach presented information on a fleet card program with the State of Kansas. There would be no cost to the City for the cards. Cards are accepted in a large number of locations, including local businesses. A card would be placed in each City vehicle. Council Member Jenkins made a motion for the City to use the Fleet Cards and the motion was seconded by Councilmember Weers. The motion passed 5-0. The Mayor recommended a policy be written for use of the cards.

#### NEW BUSINESS

Councilmember Donelson reported taking 6 – 10 cats to the K-State facility for vaccinations and spay/neuter.

#### OPEN FORUM

There were no comments.

Councilmember Suppenbach made a motion for a 30-minute executive session for legal. The motion was seconded by Councilmember Jenkins. The motion passed 5-0. The Council retired to executive session at 6:57 pm and returned at 7:27 pm with no action taken.

ADJOURN

Councilmember Suppenbach made a motion to adjourn. The motion was seconded by Councilmember Jenkins and passed 5-0. The meeting adjourned at 7:30 pm.

Submitted by  
City Clerk Siffring