

LYNDON CITY COUNCIL
REGULAR MEETING MINUTES OF
October 21, 2013

The Lyndon City Council met in regular session on Monday, October 21, 2013, 7:00 p.m., at City Hall.

Members Present: Mayor Brandon Smith, Doug Watson, Darby Kneisler, Chris Cole, Bill Patterson, and Laura Moore

Members Absent: None

Others Present: Kimberly Newman, City Administrator
Patrick Walsh, City Attorney
Julie Stutzman, City Clerk
Darrel Manning, Chief of Police
David Wilson, Maintenance Supervisor
Brian Spencer, USD 421
Glen Tyson, Osage County Highway Department
Don Barkley, V-Blox
Matt & Jacqueline Miller
Jeremy Gaston, Osage Herald-Chronicle
Wayne White, OsageCountyOnline.com

1. CALL TO ORDER: Mayor Smith called the meeting to order.
2. ROLL CALL: City Clerk called roll of the city council; all members were present.
3. ADOPTION OF MINUTES OF PREVIOUS MEETINGS: A motion was made by Kneisler to approve the regular meeting minutes of October 7, 2013 as presented. Watson seconded, motion carried.
4. CORRESPONDENCE TO COUNCIL:
 - Kansas Government Journal for October 2013.
 - Pledge of Securities from Lyndon State Bank.
5. CITIZEN'S STATEMENTS AND PETITIONS: None.
6. UNFINISHED BUSINESS:
 - a) CAMERA TRUCK: The City Administrator stated the City was able to purchase the camera truck. Kneisler asked what the final accepted bid was and the Maintenance Supervisor stated it was \$4500. The Maintenance Supervisor stated they would be picking up the camera truck this week.
 - b) ADAMS STREET PROJECT: Each Council member received copies of the final invoices from Criqui Construction and Killough for the Adams Street project. The City

Administrator stated the final numbers were 12% higher than the initial bids and the Killough bill included other projects. The City Administrator stated next year for the street project that the City include a buffer in the budget for project additions.

- c) UNSAFE STRUCTURES: Each councilmember received a copy of the 2006 report from BG Consultants on dilapidated structures in the City and a copy of the current unsafe structure ordinance. The City Administrator stated that we should look at recently updated ordinances on unsafe structures from other cities and from the League of Municipalities for procedures, timelines and costs. The City Attorney stated that not much has changed as far as the ordinance is concerned and is more of a budgetary issue. It was consensus of the Council to get information from other cities to review. Matter was tabled.

7. NEW BUSINESS:

- a) USD 421 BUILDING PROJECT, BRIAN SPENCER AND GLEN TYSON: Brian Spencer from USD 421 and Glen Tyson from the Osage County Highway department presented to Council to discuss the proposed building for USD 421. Each council member received a copy of the letter from USD 421 Superintendent Brian Spencer and an article printed in the recent *Jungle Journal*. After a lengthy discussion regarding city utilities, affected streets, traffic flow, and the current Safe Routes to School project, it was consensus of the Council to have the City Administrator consult with BG Consultants on a plan and estimated costs before considering closing 6th street in support of the proposed school building project.
- b) LED LIGHTING RETROFIT, V-BLOX, DON BARKLEY: Don Barkley with V-Blox presented a proposal to the Council regarding replacing lights at City Hall and the decorative streetlights downtown with LED lighting. Mr. Barkley stated the surge protection for the breaker boxes was not included in the proposal; however, the additional cost would be \$2,000. Kneisler stated the total cost to the City including the surge protection would be approximately \$16,000. The City Administrator stated the City would pursue a lease purchase to replace the lighting. After reviewing the cost savings to the City and cost of replacement, it was consensus of the Council to have the City Attorney look over the lease contract details. Matter was tabled until next meeting.

8. STAFF REPEORTS:

- a) POLICE: Each council member received a report for October 2013.
- b) PLANNING AND ZONING: No Planning and Zoning meetings have been held.
- c) MAINTENANCE: Each council member received a copy of the Maintenance report.

Patterson asked when the bathrooms at City Park close. The Maintenance Supervisor stated when the temperature drops considerably low at night they will be winterized and closed.

Smith asked if there were any drought information or restrictions on the City. The Maintenance Supervisor stated there are not any at this time.

d) CITY ADMINISTRATOR:

TRAIL: The City Administrator stated is close to completion, however, there were issues regarding the dirt work for the wetlands area and the drainage through the middle was not completed. The dead date for the trail was October 21st; however, there were some days for weather. The City Administrator stated the remaining concrete should be poured soon. She stated that she and the Maintenance Supervisor have been out to the site making sure things are working correctly and finalizing the final details. Bruce Boettcher with BG Consultants will be out later this week to sign off on the project.

REINDEER RAFFLE: The City Administrator stated the Reindeer Raffle is around the corner and provided the Council with the raffle details. She stated the sponsorship letters went out last week. The raffle is five weeks and includes reindeer that will be moved weekly from business to business. The drawing for the raffle will be on Saturday, December 7th at the craft show and participants must be present to win. The City Administrator stated the grand prize at the festival this year will be an Ipad mini.

WINTER FESTIVAL: The City Administrator stated the Winter Festival is the first Saturday in December from 8 a.m. to 2 p.m. and events include a 5K, Christmas parade, craft show, breakfast, and chili feed. She stated she is designing the shirts for the 5K charity.

SENIOR HOUSING: The City Administrator stated she has invited the Osage County Economic Development director and members of the Osage County Economic Development Corporation to a future meeting and they will be at the next Council meeting on November 4. She stated Dave Osborne from Osborne Construction is also attending.

QUARTERLY FINANCIALS: Each Council member received nine months worth of financial information to review. The City Administrator stated the County revenue is again off by \$20,000; however, City 1% is up about 6%. She stated the transfers that are in the budget are to be done in the accounting system, however, have been done on the spreadsheet provided. Further discussion continued regarding specific funds and what information the spreadsheet provides. The City Administrator stated the trash fund is still struggling and the sewer fund is due to the bond payments.

10. COUNCIL COMMENTS:

PATTERSON: Patterson asked if there was any word about the SRO grant and the Chief stated no word.

MOORE: Moore asked how much money was made for Fall Fest. The City Administrator stated the day of Fall Fest the City brought in \$3,000 and brought in \$2500 before the event

in advertising with a total of a little over \$5,000. She stated that the City did not make money as a portion of the profits were given to organizations such as the Girl Scouts, Lyndon PTO, Lyndon Junior class, Lyndon 8th grade class, Lyndon Endowment Association and Salt Creek Ranch with the Pride receiving nothing. The cost to the City for that day was approximately \$2400 in labor. The City budgeted about \$4,000 for the day and spent about \$2500 considering what the City received back from the event.

COLE: None

KNEISLER: None

WATSON: Watson asked about Reno's new building and asked if someone had plans for the space. The Zoning Administrator stated there is not and it will be a rentable space.

MAYOR SMITH: Smith stated he went to the Joint Recreation Meeting and stated he spoke to a few of them who would like more contact with the City, but cannot make the meetings. He stated that there was a discussion about a work session with the school board and City Council in which the Mayor stated would be an open meeting. Smith stated that he would like the City's Joint Recreation representatives to come to at least once Council meeting to get regular updates.

Smith stated he would like to set another date for the Council to have a goal-setting meeting. Due to the holidays and the City Administrator being gone after second meeting in December, it would possibly be January or February. After further discussion, it was consensus of the Council to hold the goal-setting meeting at the January meeting. The City Administrator stated each Councilmember need to provide her a list ahead of time of what City topics they would like to discuss.

10. EXECUTIVE SESSION: At 9:22 p.m., a motion was made Kneisler to recess for 5 minutes for executive session to discuss personnel. Watson seconded, motion carried.

At 9:27 p.m., the Council reconvened and a motion was made by Kneisler to authorize the City Administrator to make a conditional offer of employment to Christopher Brodbeck for the full-time police officer position starting at \$13.50 per hour. Patterson second, motion carried. Patterson asked when he would start if he takes the position, and the City Administrator stated on October 31 which is Halloween.

11. ADJOURNMENT: A motion was made by Cole to adjourn to Monday, November 4, 2013 at 7:00 p.m. for Regular meeting. Kneisler seconded the motion, which carried.

Julie Stutzman
City Clerk