

LYNDON CITY COUNCIL  
REGULAR MEETING MINUTES OF  
November 16, 2015

The Lyndon City Council met in regular session on Monday, November 16, 2015, 7:00 p.m., at City Hall.

1. CALL TO ORDER: Mayor Smith called the meeting to order.

- a) City Clerk called roll of the City Council. Mayor Brandon Smith and members Doug Watson, Chris Cole, Steve Morrison and Bill Patterson present. Kneisler absent with notification.

City Staff present: City Attorney, Pat Walsh; Julie Stutzman, City Clerk; David Wilson, Maintenance Supervisor; and Darrel Manning, Chief of Police.

Others present: Byron Jordan, Utility Clerk; Kelly Hurla, Osage County Herald Chronicle.

2. ADOPTION OF MINUTES OF PREVIOUS MEETINGS:

- a) Watson made the motion to approve the Regular Meeting minutes of November 2, 2015 as written. Patterson seconded, motion carried.

3. CONSENT AGENDA:

- a. Approval of Bills: Patterson made the motion to approve the bills as set forth. Watson seconded, motion carried.

4. PUBLIC COMMENTS: Bryon Jordan thanked the Council for the opportunity to work for the City and Council welcomed him aboard.

5. CORRESPONDENCE TO COUNCIL:

- Pledge of securities from Lyndon State Bank as of October 31, 2015.
- November 2015 copy of the Kansas Government Journal.

6. UNFINISHED BUSINESS:

- a. JONES PARK USE AGREEMENT: The City Clerk stated the meeting was held on Tuesday, November 20 at City Hall with Mayor Smith, Council member Watson, USD 421 Superintendent Cheryl Cook, and Joint Recreation Director Michael Massey attending. Watson stated there was some miscommunication about the current draft of the document and discussed those concerns. The draft document is what the City is proposing and is not a final agreement. Watson stated the other entities are to review it with their boards and bring specific concerns back to a future meeting for discussion. Watson stated communication is important and each entity needs to communicate issues with the others.

The Maintenance Supervisor stated a portion of the sidewalk at Jones Park is broken due to the dump truck hauling in screenings for the ball fields driving too close to

the edge. He stated Michael Massey called him about the issue of entering the tee ball field and the Maintenance Supervisor stated there was never an entry way put in and discussed that with Council as well as other ball field issues.

- b. **ORDINANCE NO. 810 - UTILITY CODES:** The City Attorney provided the proposed Ordinance No. 810 for approval, which adopts the updated edition of the City's utility codes by reference. Cole made the motion to approve and adopt the ordinance. Watson seconded, motion carried.
- c. **UPDATE ON LEARNING CENTER ON TRAIL:** The City Clerk stated she submitted the letter to Kansas Wildlife, Parks and Tourism for the approval to build the learning center on the trail, which included a sketch of the proposed structure and a map showing the location. On Friday, November 13, she received an email back approving the building as long as there were plans to provide an acceptable ADA accessible pathway. Cole stated he spoke with Mr. Loveless about the project and Mr. Loveless was confident in his ability to make the pathway ADA accessible. Patterson stated he has not had any communication on another workday for the project.

The City Clerk provided the Council with the plans from Mr. Loveless on where he plans to plant trees at Jones Park and City Park. The Maintenance Supervisor stated there are so many trees that need to be planted to be eligible for Tree City USA.

7. **NEW BUSINESS:**

- a) **UNIFORM & MAT SUPPLY CONTRACT:** The Council received a copy of the price quote from UniFirst for maintenance uniforms, mats and other supplies. The City Clerk stated the cost savings of switching would be approximately \$4,000 annually and that she and the Maintenance Supervisor both met with the UniFirst representative. Morrison asked how long the contract term is and the City Clerk stated it would be a five-year contract versus a three-year contract because the discount is through the NJPA (National Joint Powers Alliance) membership in which UniFirst is an accepted vendor. After further discussion, Cole made the motion to terminate the contract with AmeriPride that expires on May 16, 2016 and initiate the new contract with UniFirst to begin on June 1, 2016. Patterson seconded, motion carried.
- b) **ANNUAL JAYHAWK SOFTWARE LICENSE CONTRACT:** The annual license for the City's software for utility billing, municipal court and payment receipting modules are due in December and provided Council with the copy of the contract for review. The contract runs January 1, 2016 to February 1, 2017. Morrison made the motion to renew the license contract for 2016 from Advantage Computer. Cole seconded, motion carried.
- c) **2016 HOLIDAY SCHEDULE:** The City Clerk provided the 2016 Holiday Schedule for employees per the employee handbook for Council approval. Cole made the motion to approve the holiday schedule. Watson seconded, motion carried.

- d) ANNUAL HOLIDAY PARTY: The City Clerk discussed the annual holiday party with a tentative date of December 11, 2015 at the Community Center. After further discussion, it was consensus of the Council to have employees decide the date.
- e) DECEMBER MEETINGS: The City Clerk stated the last two years Council only met once in December due to how the holidays fell. After further discussion, it was consensus to proceed with regular meetings for the month of December.

8. STAFF REPORTS:

- a) POLICE: The Council received a copy of the Officer Activity report for November 2015.
- b) PLANNING AND ZONING: The Planning and Zoning Commission meeting was held on November 4. The Mayor asked about the report that was to be given and the Zoning Administrator stated the Chairman of Planning and Zoning was supposed to be here this evening, but did not show. The Zoning Administrator stated there is interest to fill the vacant position, but no one definite.
- c) PUBLIC WORKS: The Maintenance Supervisor provided Council the Maintenance Activity report for review.

Patterson asked about the meeting with Mr. Zerr. The Maintenance Supervisor stated he is meeting with Mr. Zerr and a representative from Torgeson tomorrow at 10 a.m. The Maintenance Supervisor stated the Council needs to decide how many services are going to be allowed on a two-inch line without fire protection. He stated he looked at upgrading the piping and boring and the cost is approximately \$40,000 to \$50,000. The Maintenance Supervisor stated Mr. Zerr plans to take the water line down Zerr Road and put in a new meter to the ice machine and then a line further back to put in a yard hydrant near the new shed he is building. He told Mr. Zerr that before anything is done easements will have to be marked and the boring will be under the City's permit. Mr. Zerr stated he would have Bartlett and West come down and make sure those are clear. After further discussion about water line options, no action was taken.

- d) CITY CLERK: No report.

9. COUNCIL/MAYOR COMMENTS AND REPORTS:

Watson inquired about the pavement sunk in near the water valve in the southbound lane by Casey's and wondered if there had been a water leak. The Maintenance Supervisor stated he did not have an asphalt compactor and before it had a chance to settle, KDOT went through with a two-inch overlay and there are no issues with the valve.

Mayor Smith asked about the new location for Harrison's Shooter Supply in the former Casey's building. The Zoning Administrator stated the Harrisons are still working on the inside of the building and is not sure, when they plan to open the business. Patterson stated that they participated in Neighborhood Revitalization and saw it in the paper. The City Clerk stated the former City Administrator told her that she needed to visit with

Council about opting out of the Neighborhood Revitalization and needed to notify the County by the end of December. Cole stated he is not sure the program will be renewed. The City Clerk stated she will call the County Clerk about the Neighborhood Revitalization.

10. EXECUTIVE SESSION:

Patterson made the motion to recess to executive session for 10 minutes for Attorney-Client privilege. Watson seconded, motion carried. Council reconvened with no action taken.

11. ADJOURNMENT: Patterson made the motion to adjourn to Monday, December 7, 2015 at 7:00 p.m. for the regular meeting. Morrison seconded, motion carried.

*Julie Stutzman*

City Clerk