

LYNDON CITY COUNCIL  
REGULAR MEETING MINUTES OF  
June 15, 2015

The Lyndon City Council met in regular session on Monday, June 15, 2015, 7:00 p.m., at City Hall.

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

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

City Staff present: Betty Thompson, City Administrator; Erin Burkdoll, Assistant City Clerk; David Wilson, Public Works Supervisor; and Darrel Manning, Chief of Police.

Others present: Kelly Hurla, Osage County Herald Chronicle.

2. ADOPTION OF MINUTES OF PREVIOUS MEETINGS:

- a) Cole made the motion to approve the regular meeting minutes of June 1, 2015 as written. Patterson seconded, motion carried.

3. PUBLIC COMMENTS: None.

4. CORRESPONDENCE TO COUNCIL:

- Kansas Government Journal for June 2015.
- Pledge of Securities from Lyndon State Bank as of May 31, 2015.
- Public Wholesale Water Supply District #12 meeting minutes of May 20, 2015.
- Thank You letter from the MdCV Class of 2016 for donating pool passes to the after prom party.

5. UNFINISHED BUSINESS:

- a) JONES PARK - BUILDING PERMIT FEE: The City Administrator asked Council to consider waiving the building permit fee for the Lyndon Recreation Commission and USD 421 when making improvements at Jones Park which is City property. The City Attorney stated that a building permit needs to be completed and approved before any new structures or improvements are made at Jones Park and to decide to waive the fee for all improvements not on a case-by-case basis. After further discussion, it was consensus of the Council to waive building permit fees for improvements to Jones Park. Patterson made the motion to reimburse USD 421 the building permit fee of \$25 for the track expansion. Cole seconded, motion carried.

JONES PARK - USE AGREEMENT: The City Administrator stated the current Jones Park Agreement is active until June 30th. She asked Council if they still wanted to operate under the current agreement for another year or to continue work on approving the new agreement. The City Administrator stated she included the new

draft in the notebooks for their review. After further discussion, it was consensus of the Council that what the City has offered needs approved and signed or suggested changes from USD 421 and the Lyndon Recreation Commission made in writing for the Council to review.

BASEBALL FIELD LIGHT POLES: Patterson provided the Council with the pictures of the pole that is in poor condition at Jones Park for their review. He stated there is also a pole on the west side that is really leaning quite a bit and is on an embankment. Patterson stated that particular pole is not in bad condition and needs to be straightened. After further discussion, the Maintenance Supervisor will contact KCP&L to inspect the pole for structural integrity and replacement options.

- b) 2015 FINANCIAL UPDATES: The City Administrator provided the Council with PowerPoint presentation to review the types of funds and the glossary of budget terms. She also included financial information to Council and reviewed 2015 updates. The City Administrator stated the Capital Improvement Plan is a 5-year plan. The first year of the plan is included in the budget and then you continue to add another year to the plan for each budget year.

The City Administrator stated there are four types of funds that include Mill Levy, Special Purpose, Utility, and Non-Budget Funds. The Council received examples of City funds and departments under each category.

The City Administrator met with department heads to discuss how to improve providing information to staff on spending and what to provide to Council. She provided a copy of the previously used fund summary, monthly trial balance sheet prepared for auditor's preference, budget sheet, her Excel spreadsheet, and a target budget sheet from the Kansas Budget Workbook for the Council to review and discussed with Council what format would be the most useful.

- c) 2016 BUDGET AND CAPITAL IMPROVEMENT PLAN: The City Administrator discussed possible fund changes in the 2016 Budget. These included reducing the number of pool funds from three to one. The decision of whether to keep the Pool Fund or merging it with the General-Pool Fund depends on how whether it affects the mill levy. The pool bond is paid off in 2016 and payments are from the Debt Service Fund. After the pool is paid off, the Debt Service Fund can be used to pay another debt.

It was also discussed moving the Community Center Fund and adding Planning and Zoning to the General Fund using the revenues from rental fees and building permit fees as funding sources. The City Administrator stated that according the ordinance that establishes the Planning and Zoning Commission, the Council is required to approve a budget for Planning and Zoning.

The City Administrator recommended establishing water, sewer and equipment reserve funds. The proposed equipment reserve would be for major equipment with a value more than \$10,000 and excluding Street and Police vehicles. She stated this fund would need established in 2015 or 2016 by ordinance and funded by General, Water and Sewer Funds.

The City Administrator also discussed funding of Employee Benefits by the General, Water and Sewer Funds.

The City Administrator stated she held meetings with department heads about their needs and created a summary of priorities based on property, equipment and vehicles listed in the City's insurance policy.

The City Administrator stated at the next meeting there will be much to do in reviewing the 2016 budget.

The Council received a list of departmental financial duties for herself, the City Clerk, Assistant Clerk, Maintenance Supervisor and Chief of Police to review.

6. NEW BUSINESS: None.

7. STAFF REPORTS:

- a) POLICE: The Chief of Police provided the Council a Police Officer Activity report for the month of May/June 2015.
- b) PLANNING AND ZONING: The Commission held their regular meeting on June 3, 2015 at 6:30 p.m. and mainly focused on the City's Comprehensive Plan. Cole stated the meeting was informative and that the Comprehensive Plan is a tool that Council needs to utilize. Watson will attend the next meeting on July 1st.
- c) PUBLIC WORKS: No report provided. There was brief discussion about the sewer plant and moving the car show to Jones Park due to the increase in rainfall.
- d) CITY CLERK: No report given as City Clerk was absent.
- e) POOL: The Manager provided a report on the pool regarding training, guard start, swim team and other activities.
- f) CITY ADMINISTRATOR: Council received the City Administrator's report and discussed it Council. Council members were asked to serve as judges during the 4th of July parade.

8. COUNCIL/MAYOR COMMENTS AND REPORTS:

Patterson spoke with Brad Loveless about trees inside the loop of the trail and ones that need removed.

Morrison spoke briefly about attending the Planning and Zoning meeting.

Cole stated he attended the budget workshop.

Watson inquired about updates from BG Consultants regarding the sewer plant/lagoon study and would like to receive updates periodically from them.

9. EXECUTIVE SESSION:

Patterson made the motion to recess to executive session for 20 minutes for attorney-client privilege with the City Attorney attending. Watson seconded, motion carried. Council reconvened with no binding action taken.

10. ADJOURNMENT: Kneisler made the motion to adjourn to July 6, 2015 at 7:00 p.m. for regular meeting. Morrison seconded, motion carried.

Erin Burkdoll

Assistant Clerk