

LYNDON CITY COUNCIL  
REGULAR MEETING MINUTES OF  
July 20, 2015

The Lyndon City Council met in regular session on Monday, July 20, 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 (7:10), Darby Kneisler and Bill Patterson present. Members Cole and Morrison absent.

City Staff present: City Attorney, Pat Walsh (7:05); Julie Stutzman, City Clerk; David Wilson, Maintenance Supervisor; and Darrel Manning, Chief of Police.

Others present: Kelly Hurla, Osage County Herald Chronicle.

2. ADOPTION OF MINUTES OF PREVIOUS MEETINGS:

- a) Patterson made the motion to approve the regular meeting minutes of July 6, 2015 as written. Watson seconded, motion carried.

3. PUBLIC COMMENTS: None

4. CORRESPONDENCE TO COUNCIL:

- Public Wholesale #12 meeting minutes from June 17, 2015.
- A copy of the letter to Matt Bones regarding his Recreation Commission position.
- Flyer for the Hero Run on Saturday, October 3, 2015.
- Brownfield workshop information for August 18, 2015. After further discussion, the City Clerk will attend.

5. UNFINISHED BUSINESS:

- a) 2016 BUDGET: The City Clerk stated she spoke with the auditor and he stated their firm could look over the budget and provide proposed changes, however, cannot make decisions for the City. The only other option is to find another CPA and have them complete it. The City Clerk stated in order to have the public hearing on the budget at the regular council meeting on August 17th, the budget needs to be completed by the August 3rd meeting. She stated that the final budget is due to the County Clerk on or before August 25th. Due to this schedule, the City has a two-week window to complete the budget. After further discussion, the Council directed the City Clerk find a CPA or an individual with municipal budgeting expertise to assist with finishing the City's budget. (Note: Don Osenbaugh contacted the City after an inquiry was put on the clerk's list serve and he will be in the office on Wednesday, August 29 to assist on finishing the budget.)

6. NEW BUSINESS:

- a) APPOINTMENT OF CITY TREASURER: After a lengthy discussion regarding using a consent agenda to approve monthly bills and check signatures, Council tabled the matter.
- b) COUNCIL AND DEPARTMENT HEAD DISCUSSION: The Council and department heads discussed what the needs are for each department as far as staffing and duties. In December of 2007, the Council adopted an Employee Performance policy that included job descriptions and evaluation forms. After further discussion, department heads will prepare updated job descriptions for Council to review and discuss. The Council also briefly discussed budget needs with department heads.

7. STAFF REPORTS:

- a) POLICE: The Council received the Officer Activity Report for July 2014 and a copy of job descriptions for the Police Department.
- b) PLANNING AND ZONING: No report given.
- c) PUBLIC WORKS: Council received the Maintenance Activity report for review.

Patterson asked about the meeting with BG Consultants regarding the sewer plant. The Maintenance Supervisor stated he met with Bruce Boettcher and Karen Weathers and toured the plant. He stated that Ms. Weather's took photographs and gathered information about the plant, but the City has not heard back from them at this time.

The Mayor asked about the lighting issue at Jones Park and the Maintenance Supervisor stated they fixed it.

Kneisler asked about the progress of Safe Routes to School. The Maintenance Supervisor stated that BG Consultant has an inspector and so does KDOT. He stated he is there to provide input and work on elevation issues. The Maintenance Supervisor discussed the project and some of the grading issues on 6th street. He encouraged Council to walk the route and voice concerns if any.

Watson asked about damage to the City streets along the project. The Maintenance Supervisor stated dump trucks loaded with rock are driving along the detour as well as the project trucks carrying several yards of concrete. The heavily loaded trucks are hard on city streets.

The Maintenance Supervisor stated he called KCPL about the light pole at Jones Park and they referred him to PAR Electrical Contractors. He contacted them and stated replacement of the pole is approximately \$12,000. This cost includes removal and re-installation of lighting hardware. The pole is a Class A, eighty-foot pole and is approximately \$7,290 wholesale plus ten percent if purchased from PAR Electric. The Maintenance Supervisor stated the total cost of replacing one pole at Jones Park

is approximately \$20,000 and does not include the cost of replacing or adding hardware.

Patterson stated a salesperson contacted him by email about the light pole issue at Jones Park. The former USD 421 Superintendent had given the salesperson Patterson's contact information to send information. He will forward the email to the City Clerk and she will give it to the Maintenance Supervisor to follow up on.

The Maintenance Supervisor stated he would be doing some sidewalk work along the downtown area. Watson asked about the missing concrete underneath the decorative poles and if that was part of the project. The Maintenance Supervisor stated the concrete under those poles move and existing concrete continues to crack. He stated he would replace them if Council directs him to and discussed the areas planned for repair.

- d) CITY CLERK: The City Clerk provided the Council trial balances and bill lists for the months of May and June for the Council to review.

The City Clerk stated there is a workshop on Payroll Law on August 14th in Topeka that she would like to attend. It was consensus of the Council to allow the City Clerk to attend the workshop and pay the registration fee.

- e) CITY ATTORNEY: The City Attorney stated Bruce Boettcher from BG Consultants sent a letter with a proposal for \$450 to prepare an engineer's opinion of probable costs in regards to capping the water line at the City Lake. After further discussion, Kneisler made the motion to approve the proposal from BG Consultants for \$450. Watson seconded, motion carried.

#### 8. COUNCIL/MAYOR COMMENTS AND REPORTS:

Patterson asked about hiring another crossing guard for the corner of 8th and Topeka after the Safe Routes to School project is completed. The Maintenance Supervisor stated it would more than likely take a traffic study to be able to reduce the speed and move the flashing school light from 7th to 9th street if the crosswalk is part of Safe Routes. The Maintenance Supervisor stated he would call Jason Hoskins with BG Consultants about the crosswalk.

Patterson asked when the last day the pool is open. The City Clerk stated the last day is August 10th.

Kneisler told the staff to be sure to let the Council know what they need and thanked them for their continued hard work.

#### 9. EXECUTIVE SESSION:

Patterson made the motion to recess to executive session for 10 minutes for non-elected personnel 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 August 3, 2015 at 7:00 p.m. for regular meeting. Patterson seconded, motion carried.

*Julie Stutzman*

City Clerk