

LYNDON CITY COUNCIL
ADJOURNED MEETING MINUTES OF
NOVEMBER 19, 2012

The Lyndon City Council met in adjourned session on Monday, November 19, 2012, 7:30 p.m., at City Hall.

Members Present: Darby Kneisler, Brandon Smith, Doug Watson, Bill Patterson,
Mayor Kay Jones, Wayne Howard

Members Absent: Doug Watson

Others Present: Kimberly Newman, City Administrator
Julie Stutzman, Deputy Clerk
Darrel Manning, Chief of Police/Zoning Administrator
David Wilson, Maintenance Supervisor
Pat Walsh, City Attorney
Bruce Boettcher, BG Consultants
Steve Zerr
Brian & Deanna Romine

1. CALL TO ORDER: Mayor Jones called the meeting to order.
2. ROLL CALL: The City Clerk called roll. Watson absent by notification.
3. ADOPTION OF MINUTES OF PREVIOUS MEETING: A motion was made by Kneisler to approve the regular meeting minutes of November 5, 2012 as amended. Smith seconded, motion carried.
4. CORRESPONDENCE TO COUNCIL: Each council member was given a copy of:
 - Certification of Votes Cast at General Election on November 6, 2012 from Rhonda Beets.
 - Mediacom letter notifying of channel changes.
 - Letter from HomeServe regarding soliciting Lyndon for water line coverage.
 - Thank you note from Beth Culley for floral arrangement.
 - Thank you note from Dana Pinkston regarding gravel/mail box solution.
 - Flyer regarding Holiday Greeting Card/Ornament workshop.
 - Lyndon Winterfest flyer.
 - Family 5 K Run/Walk sign up form.
5. CITIZEN'S STATEMENTS AND PETITIONS: None.
6. UNFINISHED BUSINESS:

- a) ZERR DE-ANNEXATION: A motion was made by Patterson to adjourn to executive session for 10 minutes for attorney-client privilege. Kneisler seconded, motion carried. The council reconvened and the Mayor stated the City Attorney has become aware of a procedure by statute K.S.A. 12-504; the property owner must provide a petition asking for the de-annexation, plus a legal description of the property, then the city will publish a legal notice for a public hearing.
- b) SAFE ROUTES TO SCHOOL CONTRACT: The council was provided a copy of the agreement with BG Consultants regarding SRTS which was explained by Bruce Boettcher with BG. A motion was made by Smith to authorize the Mayor to sign the contract on behalf of the city to enter into an agreement with BG Consultants for Safe Routes to School, Phase I planning. Kneisler seconded, motion carried.
- c) JONES PARK AGREEMENT/JOINT RECREATION COMMISSION: The City Administrator stated the letter provided was a response from Supt. Brian Spencer regarding the Lyndon Joint Recreation Commission agreement. After brief discussion, it was consensus of the council to authorize the City Administrator to write a letter of response.

7. NEW BUSINESS:

- a) CONSTRUCTION/DEMOLITION MATERIALS AGREEMENT: A copy of the Interlocal agreement between Osage County and Cities of Osage County was provided to the council. The City Administrator stated this was brought to her by Stephanie Watson asking for support in which 25% of regular CD material fee will be rebated back to the city after project is complete. A motion was made by Smith to authorize the Mayor to sign the agreement with the county on the city's behalf. Howard seconded the motion carried with Patterson voting no.
- b) MEMORIAL DONATION POLICY: The City Administrator provided a draft of the Memorial and Donation policy for the council to review and possibly adopt at a later date. The matter was tabled.
- c) COMMUNITY GARDEN LOCATION & KHF GRANT AUTHORIZATION: The City Administrator stated that if it is the City's wish, she will re-apply for the Community Garden Grant. The City had submitted a grant and was not awarded. It was noted that one of the locations considered was the City Park and the soil tests from that area were the most viable. Soil samples were also taken from other locations and those results are still pending. The City Administrator asked for consensus of the council about the location at City Park. Matter was tabled to the December 3rd meeting.
- d) BRIDGE INSPECTIONS: The City Administrator stated there are many bridges in town that are need of repairs, BG had come out earlier in the summer, and a preliminary evaluation had been done. A copy of the agreement from BG Consultants to perform bridge/culvert inspections for the approximate amount of \$4,550. A motion was made by Kneisler to authorize the Mayor to sign the agreement with BG Consultants for inspections of bridges/culverts. Patterson seconded, motion carried.

- e) TRAIL/PARK MASTER PLAN: The City Administrator presented a master plan that was created for Jones Park years ago. The City Administrator also reported that the Westar Green Team had come to Jones Park, did a walk-through, and they would like to build an outdoor learning classroom which is to be built into the school curriculum. The City Administrator had spoken with the superintendent of USD 421 and he stated it would be something they would be interested in doing. A copy of an agreement with BG Consultants was provided to the Council for consideration to set up phases and costs for the master plan with engineering services not to exceed \$5,000. A motion was made by Patterson to authorize the Mayor to sign the agreement with BG Consultants regarding the trail master plan. Smith seconded, motion carried.
- f) SUNFLOWER TRUST AUTHORIZATION: The Sunflower Trust is a grant that was made available for municipalities to apply for. Discussion was included with the trail/master plan. No action taken.
- g) JONES TRUST AUTHORIZATION: Discussion was included with the trail/master plan. No action taken.

9. STAFF REPEORTS:

- a) POLICE: Each council member received a report of activity from the Police Department.

Patterson thanked Chief Manning for going to the school and talking with the students.

The City Administrator stated the candidate declined the offer for the part-time police position. There will be other avenues researched and will possibly re-advertise in the near future.

- b) PLANNING AND ZONING: The final site plan for Casey's was approved. They are awaiting a final approval from KDOT for traffic study and then it will proceed.
- c) MAINTENANCE: Each council member received an activity report from Maintenance.
- d) CITY ADMINISTRATOR:

The City Administrator handed out a flyer for Lyndon Winterfest events and gave a brief report to council.

10. COUNCIL COMMENTS:

Patterson asked if Zerr should be billed for the city's engineer fees for the Rockin Z project. The Mayor and City Administrator stated the engineer had worked on behalf of the city.

It was noted by the Mayor that the new curbs on 8th street look great.

11. EXECUTIVE SESSION: None.

12. ADJOURNMENT: A motion was made by Kneisler to adjourn. Howard seconded the motion, which carried.

Julie Stutzman
City Clerk