

LYNDON CITY COUNCIL  
REGULAR MEETING MINUTES OF  
November 3, 2014

The Lyndon City Council met in regular session on Monday, November 3, 2014, 7:00 p.m. at City Hall.

1. CALL TO ORDER: Mayor Smith called the meeting to order.
2. ROLL CALL: City Administrator called roll of the City Council. Mayor Brandon and members Doug Watson, Darby Kneisler, and Bill Patterson present. Chris Cole absent with notification.

City Staff present: Betty Thompson, City Administrator; Pat Walsh, City Attorney; David Wilson, Public Works Supervisor; Scott Culley, Maintenance Operator; Darrel Manning, Chief of Police; and David Forkenbrock, Police Officer.

Others present: Kelly Hurla, Osage County Herald.

3. ADOPTION OF MINUTES OF PREVIOUS MEETINGS: Watson made a motion to approve the regular meeting minutes of October 20, 2014 as presented. Kneisler seconded, motion carried.
4. CORRESPONDENCE TO COUNCIL:
  - a. Lyndon Community Thanksgiving Meal flyer
  - b. 2014 Hazardous Waste Pickup flyer
  - c. KCP&L letter about upcoming vegetation management work
  - d. Kansas Department of Health and Environment plaque for Waste Tire Management Grant for benches. It was consensus of the Council to put the plaque on the trail sign
5. CITIZEN'S STATEMENTS AND PETITIONS: None.
6. UNFINISHED BUSINESS:
  - a. JONES PARK MEMORIAL TRAIL NAME. Council reviewed trail name suggestions from Lyndon Middle School students. After discussion about the need for a trail name and the need to recognize donations from the Jones Family Trust and from the Sunflower Foundation, Watson moved that we name the new trail Jones Park Sunflower Trail. Kneisler seconded, motion carried.
  - b. FINANCIAL UPDATES. The City Administrator reported that a snow plow had been purchased for \$4,944 from and installed by Knapheide Truck Equipment Center in Kansas City, Missouri, and added to the City's insurance policy. The City Administrator also handed out the City Clerk's summary of revenue and expenses from Lyndon Pride's events. The consensus of the Council was that a goal of PRIDE would be to become a 501(c)3 non-profit organization.

7. UNFINISHED BUSINESS:

- a. HAZARD MITIGATION PLAN RESOLUTION 14-04. City Attorney Pat Walsh provided copies of Resolution 14-04 adopting the Region J Kansas Multi-Hazard, Multi-Jurisdictional Hazard Mitigation Plan. The Chief of Police explained that a resolution for hazard mitigation plan should be updated periodically and is required to receive FEMA funds. Patterson moved to approve Resolution 14-04. Kneisler seconded, motion carried.
  
- b. SEWER SYSTEM AND RATE REVIEW. The City Administrator and Public Works Supervisor provided updates on the sewer plant and system, on requirements in the City's new five-year permit from Kansas Department of Health and Environment (KDHE), and from this morning's meeting with Jerry Grant who is under contract with KDHE to assist cities. Instead of spending \$225,000 (as quoted by CAS Construction) for a trickle filter cover, the Public Works Supervisor will work on extending the existing wind wall, obtain quotes for purchasing a suspended solids meter this year, and explore other options to control nitrogen, phosphorus, inflow, and infiltration. A cost-share program between the City and residents, as done by Osage City, may be considered to decrease infiltration into the sewer system from sump pumps, roof drains, unsealed manhole covers, private sewer lines, and laterals. De-nitrofication of the system could cost another \$225,000. The existing Imhoff plant, built in 2005, has a twenty-year life expectancy and is the only one in Kansas.  
  
After discussion of sewer rate handouts with Council, the City Administrator will work on developing a flat rate all year that sustains current level of revenue and will consider whether such a rate can be based on a cost analysis of the sewer system instead of water usage.
  
- c. AUTHORIZATION TO SIGN GRANT APPLICATION FOR BAILEY HOUSE: The City Administrator stated that Peggy Clark prepared a Heritage Trust Fund 2015 Grant Application for the Bailey House and wanted to sell the City's tax credits as the City's twenty percent match. Peggy Clark and the City Administrator are still researching the details of the tax credits. If the credits are not sold, the grant application can be withdrawn. The City Administrator requested authorization from the Council to submit the application. Watson moved that the City authorize the Mayor to submit the grant application in the amount of \$19,520 on behalf of the City to Heritage Trust Fund. Kneisler seconded, motion carried.
  
- d. APPROVAL TO PURCHASE CHAIN FOR SAND TRUCK: The Public Works Maintenance Supervisor requested authorization to purchase a chain assembly for the salt and sand sprayer. Kneisler moved to approve the purchase of a conveyor chain for the salt and sand sprayer in the amount of \$1,570.90 from Lecal Equipment, Inc. Watson seconded, motion carried.

- e. **RESIDENT SURVEY:** The City Administrator proposed printing short resident surveys on the back of the utility bills. Council discussed how residents who pay online would complete surveys and who would tabulate survey results. The City Administrator will prepare a sample survey on actual card stock and present at the next meeting.

8. **STAFF REPORTS:**

- a. **POLICE:** The Council received a copy of the Police Officer Activity report for October 17<sup>th</sup> through November 2<sup>nd</sup> for review. No feedback on the recently opened round-about has been received yet.
- b. **PLANNING & ZONING:** The next meeting will be Wednesday, November 5<sup>th</sup>. Rockin Z Ice, LLC's building permit application is on the agenda.
- c. **PUBLIC WORKS:** The Council received a copy of the Maintenance report. Patterson expressed appreciation for the street maintenance map that was provided.
- d. **CITY CLERK:** There was no report from the City Clerk who is attending City Clerk Institute in Wichita this week.
- e. **CITY ADMINISTRATOR:** The Council received a copy of the City Administrator's report and a revised Master List of projects that are pending or in process. The City Administrator will take a vacation day on Monday, November 10<sup>th</sup>. City Hall will be closed on Veteran's Day, Tuesday, November 11<sup>th</sup>.

The City Administrator will provide updates on the Jones Park facility and Use Agreement at the November 17<sup>th</sup> meeting which precedes the joint meeting of the Lyndon Recreation Commission, USD #421, and the City on Wednesday, November 19<sup>th</sup>.

9. **COUNCIL COMMENTS:**

Patterson requested adding an Executive Session for Attorney-Client privilege to the agenda.

Kneisler asked about plans for the Reindeer Raffle and noted that the Reindeer Raffle drew a large crowd at the school's craft show last year. The City Administrator and Mayor explained that the City Clerk recommended taking a year off from the Reindeer Raffle after she received feedback from several business owners who felt the Reindeer Raffle was not achieving the desired result of getting people into and supporting the businesses.

Kneisler mentioned that a resident who lives on Washington Street between 13<sup>th</sup> and 14<sup>th</sup> Streets approached him about water running across the street and asked the

Maintenance Supervisor to include the issue when planning street repairs. Both Washington and Monroe Streets require surveying which may be done when the engineer is in town during the Safe Routes project.

Watson reported that the joint meeting among the Lyndon Recreation Commission, USD #421, and the City was a good start in addressing Jones Park facility maintenance and updating the Use Agreement. One issue discussed during the joint meeting was how a piece of property or equipment would be maintained if the party responsible for maintenance did not have the money for maintenance. Watson also noted that Jones Park was, more than other locations in the City, a visitor's first impression of Lyndon.

Mayor Smith agreed that the joint meeting went well, the City needs to budget money for Jones Park maintenance, and that by working together for one project would make that project very nice.

The Mayor and Patterson reported that there was a good turnout at City Hall for Halloween treats with a lull during the school event but a steady flow from 5:30 to 7:00 and again from 8:30 until 9:00 p.m.

10. EXECUTIVE SESSION – NON-ELECTED PERSONNEL: Patterson moved to recess for ten minutes for non-elected personnel with the City Administrator. Kneisler seconded, motion carried. Council reconvened with no action taken.
11. EXECUTIVE SESSION – ATTORNEY/CLIENT PRIVILEGE: Patterson moved to recess for ten minutes for attorney/client privilege. Watson seconded, motion carried. Council reconvened with no action taken.
12. ADJOURNMENT: Patterson moved to adjourn to November 17, 2014 at 7:00 p.m. for regular meeting. Kneisler seconded, motion carried.

*Betty H. Thompson*

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City Administrator