

LYNDON CITY COUNCIL
REGULAR MEETING MINUTES OF
November 20, 2017

The Lyndon City Council met in regular session on Monday, November 20, 2017, 7:10 p.m., at City Hall.

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

a) ROLL CALL: City Clerk called roll of the City Council. Mayor Morrison and members Bill Patterson, Katie Shepard (7:11), Darrel Finch and Darin Schmitt present

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

Others Present: Tammy Schlingmann, Herald Chronicle.

2. ADOPTION OF MINUTES OF PREVIOUS MEETINGS:

a) Patterson made the motion to approve the regular meeting minutes of November 6, 2017 as written. Finch seconded, motion carried.

3. CONSENT AGENDA:

a) Approval of Bills: Finch made the motion to approve the bills as set forth. Schmitt seconded, motion carried.

4. PUBLIC COMMENTS: None.

5. CORRESPONDENCE TO COUNCIL:

- Pledge of Securities from Lyndon State Bank as of November 7, 2017.
- Copy of PWWS#12 regular meeting minutes of October 18, 2017 and special meeting minutes of October 25, 2017.

6. UNFINISHED BUSINESS:

a) JONES PARK USE AGREEMENT MEETING DATE: The City Clerk stated she had not heard back from Council representatives in regards to scheduling the meeting with USD 421 and Lyndon Joint Recreation Commission for updating the Jones Park Use Agreement. After a brief discussion, it was consensus of the Council to try and schedule the meeting for Sunday, December 3 or Monday, December 11 at 6:30 p.m. The City will host the meeting and hold it in the basement at City Hall. The City Clerk was directed to contact the other entities to schedule the meeting.

Patterson stated the website for the Lyndon Rec Commission needs to be updated and stated there are two different versions. The City Clerk stated she would look into it and was sure she updated it after appointments in May.

b) BAILEY HOUSE: The City Clerk stated the work at the Bailey House is completed and provided pictures of some of the work as well as Ms. Clark's quarterly report.

She stated in one of the pictures of a window on the east side of the house shows there is still an issue of birds being able to get behind the window that needs to be sealed up. She stated she contacted Corey Thomas with Pishny about a final walkthrough of the project to discuss other concerns that were not included in the project scope. The City Clerk stated she has not heard from him yet and will notify Council when that is schedule.

7. NEW BUSINESS:

a) ORDINANCE NO. 826 - ANNEXATION OF PUMP STATION PROPERTY: The City Attorney provided the Council with a copy of Ordinance No. 826 that annexes the three quarter acre property recently purchased by the City for the pump station. Schmitt made the motion to approve Ordinance No. 826 and authorize the Mayor to sign. Shepard seconded, motion carried.

b) ELECTION - VACANT COUNCIL SEAT: The Council received a copy of the certified election letter from the County Clerk. The City Clerk stated she contacted the League of Municipalities in regards to one of the Council members elected who no longer qualifies due to relocation and how to proceed with appointing someone to that seat. Larry Baer recommended proceeding with obtaining a letter of resignation from the Council member elected and then it would be up to Council to appoint the next person with the next highest vote or someone else. Mr. Baer also stated a letter of interest would need to be obtained from anyone interested in the open seat.

A brief discussion about the City 1% passing and to put the ordinance passing the sales tax on the agenda for August 2018.

c) PURCHASE OF STREET SWEEPER: The Council received a quote from MB Companies for \$7,307.45 to replace the street sweeper. She stated each year 25% of Special Highway receipts are transferred to the Special Machinery Fund to build a reserve to purchase new or replacement street equipment. In the 2017 budget, the amount of \$14,993 was approved as spending authority in the Special Machinery Fund and none of those funds have been expended and the balance of that fund at the end of the October is \$14,993.29. After a brief discussion, Patterson made the motion to authorize the purchase of the street sweeper in the amount for \$7,307.45 and paid out of the Special Machinery Fund. Schmitt seconded, motion carried.

d) PURCHASE OF WATER METERS: The Council received a copy of a quote from HD Supply to purchase 50 meters as per the meter change out plan. Patterson asked if the price included shipping and the City Clerk stated the Maintenance Supervisor obtained the quote so she is unaware if that it is included in the price. After further discussion, Council tabled the matter until the December 18 meeting.

e) SEWER ABATEMENT: The City Clerk stated she received a request for a sewer abatement from Michelle Feltner who had a leak in the month of October. The amount of the abatement is for \$28.55. Schmitt made the motion to approve the sewer abatement for Ms. Feltner in the amount of \$28.55. Shepard seconded, motion carried.

8. STAFF REPORTS:

- a) POLICE: Council received and reviewed a copy of the Officer Activity report.
- b) PLANNING AND ZONING: The City Clerk stated the next meeting is Wednesday, December 6, 2017 at 6:30 p.m. She stated Mr. Decker has been provided a measurement roller tape and also the procedure for pick up and return of building permits.
- c) CITY CLERK: Council received a copy of the Clerk's report for review.

The State moved up the deadline for employers to submit W-2's and 1099's from February 28 to January 31.

Winter Fest is this Saturday, December 2. The parade is at 10:30, craft show from 9 a.m. to 2 p.m., and Santa will be available for pictures from 11 a.m. to 2 p.m.

The City Clerk stated she submitted a request from the Base Flood Elevation portal in regards to the elevation of the Community Center to help obtain the flood elevation certificate for the insurance company. She stated she received a response, however, she submitted a smaller polygon for evaluation per their request.

9. COUNCIL/MAYOR COMMENTS AND REPORTS:

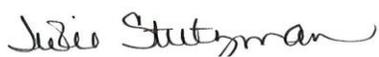
Patterson stated that Sharon Tidwell with Jones Trust was at the USD 421 District office and discussed the difference between Jones Trust and the Jones Foundation. He stated they are two separate things and each one has different things they can and cannot fund. Mr. Patterson stated Ms. Tidwell would be willing to do a presentation in February or March for entities in the county to provide information and the differences between the trust and foundation. It was consensus of the Council to host the presentation and to contact Ms. Tidwell to schedule a time.

Mayor Morrison stated there is a rather large sewer line repair being done between 7th and 6th on Date street and a portion of the street has been removed.

10. EXECUTIVE SESSION: Patterson made the motion to recess to executive session for 10 minutes for non-elected personnel with the City Attorney attending. Finch seconded, motion carried. Council reconvened with Finch making the motion for each full time employee to receive a \$700 bonus payable before the end of the year. Shepard seconded, motion carried.

The City Attorney stated that the amount paid to Council members per meeting may need reviewed and that there has not been an increase for many years.

11. ADJOURNMENT: Finch made the motion to adjourn to Monday, December 4, 2017, at 7:00 p.m. for regular meeting. Shepard seconded, motion carried.



City Clerk