

LYNDON CITY COUNCIL
REGULAR MEETING MINUTES OF
March 6, 2023

The Lyndon City Council met in regular session on Monday, March 6, 2023, 7:00 p.m., at City Hall.

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

- a) ROLL CALL: City Clerk called roll of the City Council. Mayor Steve Morrison, Council President Lynn Atchison, and members Kevin Heit, Darin Schmitt and Dominic Crook were present.

City Staff present: Pat Walsh, City Attorney; Julie Stutzman, City Clerk; David Forkenbrock, Police Chief; and Scott Culley, Maintenance Supervisor.

Others Present: Bret Lewis, Levi Garber, Charles Hanna, Sharon Hanna and Zach Hanna.

2. APPROVAL OF MINUTES OF PREVIOUS MEETING:

- a) Heit made the motion to approve the regular meeting minutes of February 20, 2023 as amended. Crook seconded; motion carried.

3. CONSENT AGENDA:

- a) Approval of Bills: Atchison made the motion to approve the bills as set forth. Heit seconded; motion carried.

4. CORRESPONDENCE TO COUNCIL:

- Copy of a letter from the City of Overbrook inviting neighboring cities for an inaugural Mayor's Summit on Monday, March 27 from 7 - 9 p.m. Clerks as well as other city representatives are also invited to attend. Mayor Morrison, Council President Atchison and the City Clerk will attend.
- Copy of a letter from the Planning and Zoning Commission in regards to the public hearing on rezoning of the property at 402 East 4th on Monday, April 3, 2023 at 5:30. The City owns property that is within the 200 feet of the rezone and is required to be notified.

5. UNFINISHED BUSINESS:

- a) LYNDON PRIDE - DOWNTOWN SOUND SYSTEM: The installation of the downtown sound system cable across 7th Street was again discussed with the Maintenance Supervisor. The Maintenance Supervisor stated they attempted to cut

the concrete with the city's concrete saw, however, it seems to be a tight fit as far as getting the cable wire into the groove. He recommended contacting and obtaining a quote from a Rick's Sawing who could do it more efficiently and with better results as far as width, depth and uniformity of the cut. After a lengthy discussion, it was consensus of the Council to have the Maintenance Supervisor obtain a quote from Rick's Concrete Sawing or the City renting the saw and doing it in house.

Discussion was then held in regards to starting the installation of the system between 8th and 7th. Atchison made the motion to proceed with Phase 1 of installing the sound system which would be from City Hall to Burns' Office (contingent upon approval from Burns' and Walsh's in the next couple of days). Heit seconded; motion carried.

b) LYNDON PRIDE - HANDICAP BATHROOM FACILITIES FOR CAR SHOW:

Atchison made the motion to approve the rental of one handicap bathroom for the car show not to exceed \$300.00. Heit seconded; motion carried. The City will also provide poly carts and street barricades for the event.

Heit asked if the city would be willing to donate copying services for the car show as well for approximately 200 copies. It was consensus of the Council to donate copies for the car show.

c) AUTHORIZED SIGNATURES FOR COMMUNITY CENTER PROJECT: Schmitt made the motion to authorize the Mayor, Council President, City Clerk and City Treasurer as authorized signatures on community center project. Crook seconded; motion carried.

6. NEW BUSINESS:

a) KRWA CONFERENCE/TRAINING FOR MAINTENANCE: Council was provided information on cost for the KRWA Conference and training for the Maintenance Supervisor Culley, Assistant Supervisor Gregory and Maintenance Tech Ford. This would facilitate Gregory and Ford obtaining their water operator certification. Heit made the motion to approve the cost of the conference and lodging in the amount of \$1,274.92. Heit seconded; motion carried.

b) EMPLOYEE HANDBOOK: The Council started review of portions of the employee handbook and made the proposed changes for future adoption:

- Residency requirements to within 30 minutes of city limits for full-time staff and to live within school district.
- City Hall hours to 7 a.m. to noon and 1 p.m. to 5 p.m. or as set by the City Council.

- Removing any language for salaried employees as all employees of the city are hourly.
- Wage increases for employees who obtain position certifications of .50 cents per certification from .25 cents.
- Overtime will be based on a 40-hour week, not on hours worked over an 8-hour work day.
- Salary reviews in the first quarter of the year instead of October to aid in preparing the city budget.
- Paychecks will be provided on or before the last working day of each month instead of the 1st of each month.

Council tabled the continued review of the employee until next meeting.

7. STAFF REPORTS:

a) CITY CLERK: Council received and reviewed the City Clerk's report.

- Spring Tree Planting is Saturday, April 22 at 9 a.m. at City Hall.

b) PUBLIC WORKS: Council received, reviewed and discussed the Maintenance Activity report from February 21, 2023 to March 6, 2023.

- Briefly discussed 10th Street project as well as sealing options for other city streets, slurry versus micro seal.
- Bar screen issue and repair at sewer headworks plant discussed.

c) POLICE DEPARTMENT: Council received, reviewed and discussed the Police Activity report from February 20, 2023 to March 5, 2023.

- 2013 Charger sold for \$5,200 and funds will be deposited to the General Fund.
- Exhaust leak repaired on 2014 Charger.
- Stalker radar issue discussed. Unit has been changed out with extra radar and inoperable unit to be sent out for repair under warranty.

8. COUNCIL/MAYOR COMMENTS AND REPORTS:

Mayor Morrison stated one of the business owners complained about the city's police car taking up business parking downtown. The car will be moved back to City Hall parking lot or out front of City Hall. It was noted that it does slow down traffic with the cruiser being parked on main street.

9. EXECUTIVE SESSION: At 8:58 p.m., Atchison made the motion to enter into an executive session under the attorney/client exception to the open meetings act to discuss matters that

may be deemed privileged in the attorney/client relationship for a period of five minutes returning to open session at 9:05 p.m. Crook seconded; motion carried.


At 9:05 p.m., Council reconvened with no binding action taken.

At 9:08 p.m., Atchison made the motion to enter into an executive session under the non-elected personnel exception to the open meetings act to protect the privacy interests of the employee for a period of 10-minutes returning to open session at 9:18 pm with the City Attorney. Schmitt seconded; motion carried.

At 9:18 pm, Council reconvened with Atchison making the motion to hire Harold Bare for the Lyndon Crossing Guard position at 6th and Topeka with a wage of \$25 per day and a start date of this Wednesday. Crook seconded; motion carried.


10. ADJOURNMENT: Heit made the motion to adjourn to Monday, March 20, 2023 at 7:00 p.m. for a regular meeting. Schmitt seconded; motion carried.

Respectfully submitted,



Julie Stutzman, CMC City Clerk

Approved by the governing body on March 20, 2023.

Attest:


Julie Stutzman, CMC City Clerk

