

LYNDON CITY COUNCIL
REGULAR MEETING MINUTES OF
December 19, 2022

The Lyndon City Council met in regular session on Monday, December 19, 2022, 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, and members Kate Shepard, Kevin Heit, Darin Schmitt, and Dominic Crook were present. Council President Lynn Atchison was absent with notification.

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

Others Present: Osage County Sheriff Chris Wells; Brett Lewis, Zacharia Hanna and Charles Hanna.

2. APPROVAL OF MINUTES OF PREVIOUS MEETING:

- a) Schmitt made the motion to approve the regular meeting minutes of December 5, 2022 as written. Heit seconded; motion carried.

3. CONSENT AGENDA:

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

4. CORRESPONDENCE TO COUNCIL: None.

5. UNFINISHED BUSINESS:

- a) SEWER PLANT REPAIR: Mechanical issues with both pumps at the sewer headworks plants were discussed. Mayor Morrison stated he has been talking with Haynes Equipment who the city has purchased an annual maintenance contract with and asked if the equipment is covered under warranty. The City Clerk stated ARPA funds could be used for repair costs. Schmitt made the motion to approve repair costs not to exceed \$14,500. Shepard seconded; motion carried.
- b) COMMUNITY CENTER PROJECT TIMELINE: The City Clerk provided a copy of the timeline for the Community Center project which was sent to her by Clint Hibbs with BG Consultants. December 27, 2022 a Notice to Bidders will be

put in the local paper; January 11, 2023 will be the Pre-Bid Meeting at City Hall at 2:00 p.m.; and Bid Opening will be held on January 31, 2023 at 2:00 pm. Heit made the motion to adopt the new project timeline and to proceed with publishing the notice to bidders. Schmitt seconded; motion carried.

6. NEW BUSINESS:

- a) 2023 CEREAL MALT BEVERAGE LICENSES: Copies of 2023 CMB licenses for Buzzard's Pizza and Casey's General Store were provided. Licenses are valid from January 1, 2023 to December 31, 2023. Heit made the motion to authorize Mayor Morrison to sign CMB licenses. Schmitt seconded; motion carried.
- b) 2023 PLANNING AND ZONING FEES: The City Council was provided with a proposed fee schedule for zoning permits and applications. It was noted that the fee for fence permits was reduced and clarification needed. Council tabled the matter.
- c) 2023 RECORDS REQUEST FEES: Council was provided information for proposed records requests and copy fees for 2023 for discussion. Changing the rate for staff time to \$25.00 for 1 hour minimum and leaving copy charges the same was recommended. The City Clerk stated at least 5 years of minutes for the Council and City Commissions would be available on the city's website and that any minutes or documents older than that would require a records request and fees paid. The City Attorney stated that records request form would need to be updated and the Council could then adopt the form outlining the fees and process. Council tabled the matter to the January 3rd meeting.

7. STAFF REPORTS:

- a) CITY CLERK: Council received and reviewed the City Clerk's report. City offices will be closed on Monday, January 2, 2023.
- b) POLICE DEPARTMENT: Council received and reviewed the Police Activity report from December 5 to December 18, 2022.

8. COUNCIL/MAYOR COMMENTS AND REPORTS:

Shepard stated she had gotten several compliments about how good the downtown look for the holiday season.

The Mayor and Council members wished everyone a Merry Christmas.

EXECUTIVE SESSION: At 7:51 pm, Crook 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 15-minutes returning to open session at 8:06 pm. Heit seconded; motion carried.

At 8:06 pm, Council reconvened with no binding action taken.

At 8:11 pm, Crook 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 8:21 pm with the City Attorney. Heit seconded; motion carried.

At 8:21 pm, Council reconvened with Heit making the motion to appoint Randy Gregory as the interim Maintenance Supervisor effective December 19th and until January 3rd due to Scott Culley being out of service due to personal reasons. Crook seconded; motion carried.

9. ADJOURNMENT: Schmitt made the motion to adjourn to Tuesday, January 3, 2023 at 7:00 p.m. for a regular meeting. Shepard seconded; motion carried.

Respectfully submitted,



Julie Stutzman, CMC City Clerk

Approved by the governing body on January 3, 2023.

Attest: 

Julie Stutzman, CMC City Clerk

