

LYNDON CITY COUNCIL
REGULAR MEETING MINUTES OF
January 21, 2014

The Lyndon City Council met in regular session on Monday, January 21, 2014, 7:00 p.m., at City Hall.

Members Present: Mayor Brandon Smith, Doug Watson, Darby Kneisler, Chris Cole, Bill Patterson, and Laura Moore

Members Absent: None.

Others Present: Kimberly Newman, City Administrator
Julie Stutzman, City Clerk
David Wilson, Maintenance Supervisor
Darrel Manning, Chief of Police
David Forkenbrock, Lyndon City Officer
Pat Walsh, City Attorney
Bruce Boettcher, BG Consultants
Stephanie Watson, Osage County Economic Development Director
Bill Caton, Excel Development Group
David Osborne, Osborne Construction
Kelly Hurla, Osage Herald Chronicle
Brian Spencer, USD 421 Superintendent

1. CALL TO ORDER: Mayor Smith called the meeting to order.
2. ROLL CALL: City Clerk called roll of the city council; all members present.
3. ADOPTION OF MINUTES OF PREVIOUS MEETINGS: Kneisler made the motion to approve the regular meeting minutes of January 6, 2014 as presented. Cole seconded, motion carried.
4. CORRESPONDENCE TO COUNCIL:
 - Pledge of Securities from Lyndon State Bank as of December 31, 2013.
 - Email from Stephanie Watson from Osage County Economic Development inviting the Council to the ribbon cutting ceremony for the "Flowers on the Trail" on Friday, January 31, 2014 at 10 a.m.
 - Lyndon Joint Recreation financial report as of December 31, 2013.
 - Kansas Government Journal for December 2013.
5. CITIZEN'S STATEMENTS AND PETITIONS: None.
6. UNFINISHED BUSINESS:
 - a) SENIOR HOUSING: The Council received a copy of proposed Resolution 14-01 supporting senior housing previously discussed at the last Council meeting. Mr. Caton

asked about the language in the resolution regarding “safe ingress and egress from the premises” and wanted clarification. The City Attorney stated at the previous meeting Mr. Caton had stated a turn-around could be included in the plans because of the concerns voiced about the safety of residents backing out into a possible blind spot on 13th Street. The Chief of Police stated it is a concern to have residents to back out and stated it would be safer to leave the property heading in a forward position. Moore asked when the deadline is for the grant and Ms. Watson stated it is in February. The Council continued discussion with Mr. Caton, Ms. Watson and Mr. Osborne regarding the concerns about the safety of residents, 13th street traffic, project specifics and funding. After the discussion had concluded, Watson made the motion to authorize the Mayor to sign Resolution 14-01 in support of Senior Housing. Moore seconded, motion carried with Cole abstaining and Patterson opposed.

- b) KANSAS SAMPLER PARTICIPATION: The City Administrator stated it was discussed at the previous meeting about participating in the Kansas Sampler in May and stated Ms. Watson was there for follow up questions. Ms. Watson stated the Kansas Sampler is in Wamego this year and expects approximately 10,000 people will visit the booths. Moore asked if the City could partner with another City, and Ms. Watson stated that each City such as Melvern, Burlingame and Osage City are hosting their own and encouraged Lyndon to follow suit. Ms. Watson stated it is a great way to promote your city and events. After further discussion, Patterson made the motion to purchase the booth space at \$155.00 and associated costs to participate in the Kansas Sampler. Moore seconded, motion carried.
- c) ENGINEERING REPORT ON 7TH & 8TH STREETS: The City Administrator stated Bruce Boettcher with BG Consultants was present to discuss the recommendations on closing 7th street and possibly realigning 8th street pending USD 421 building the new school. It was noted the cost of removing 7th street would be at the expense of the school. Mr. Boettcher stated the cost could be approximately \$125,000 for the reconstruction of the intersections once the street is removed. Mr. Boettcher stated from an engineer’s perspective some concerns included parking on Date Street & 6th being too close to the intersection and loss of parking to improve visibility and safety; and the T-intersection on East 7th street makes for unsafe condition for backing out into the intersection. Mr. Boettcher provided the Council copies of Options 1 and 2 regarding the cost of the project with different specifications and discussed these with the Council for informational purposes.
- d) USD 421 STREET CLOSURE REQUEST: A brief discussion continued with the City Attorney on how to proceed, the need of public hearing, and a brief discussion about the project with Superintendent Brian Spencer. After further discussion, Cole made the motion to authorize the City Attorney to draft a resolution agreeing to the closing of 7th Street between Cedar and Date pending the approval of the school’s bond issue with USD 421 paying for any and all costs associated with the relocation of any public or private utilities as well as removal of 7th Street. Watson seconded, motion carried.

7. NEW BUSINESS:

- a) WASTE TIRE GRANT: The City Administrator stated she has started preparing the application for the grant with a deadline of February 1st. The grant is a 50/50 and is for recycled benches and picnic tables. The City Administrator stated if approved, the City would get approximately 6 benches and 5 tables with one being handicap accessible. The possible locations for the benches and tables would be the trail, community garden, pool and City park. She stated the cost to the City would be approximately \$695.50. After further discussion, Kneisler made the motion to authorize the City Administrator to apply for the grant with expenses not to exceed \$800. Cole seconded, motion carried.
- b) DIGITAL RADIOS FOR THE PD: The Council received the quote from TFM Comm for digital radios for the police department. The Chief of Police stated the County is going digital in the spring and discussed with the Council how this update affects the City. After further discussion, Patterson made the motion to approve the purchase of the digital radios from TFM Comm at the cost of \$3,922.68. Watson seconded, motion carried.
- c) STEP GRANT: The City Administrator stated she had done more research on the STEP program and included a summary of the program for Council to review. The City Administrator stated if the City participated, they would follow Model 1, which does not require any additional overtime and requires mandatory participation for Labor Day and Memorial Day. She stated the police department would not have to do anything outside what they normally do on those days and would just need to log the activity. After further discussion, Cole made the motion to authorize the Chief of Police to apply to participate in the STEP program. Watson seconded, motion carried.
- d) STREET SIGN REPLACEMENT PLAN: The City Administrator stated Osage City recently went through a costly process of updating the street signs due to new state regulations. She stated the regulations have to do with the reflectivity and size of the signs. The City Administrator stated the City needs to plan the replacement of street signs and stated the Maintenance Supervisor has compiled a list of the signs for every street. The City Administrator's recommendation, based upon costs, is to get a lease purchase on the project for approximately \$20,000. After further discussion with the Maintenance Supervisor regarding street sign mandates, Kneisler made the motion to authorize the City Administrator to attain a 5-year lease purchase agreement from Lyndon State Bank in the amount of \$20,000. Watson seconded, motion carried with Cole abstaining.
- e) COMMUNITY CENTER DISCOUNT FOR CIVIC GROUPS: The City Administrator stated in the past couple of years it has become an issue getting these groups to pay rental fees or do service contracts with the City in lieu of fees. She stated she does not want these groups to be discouraged from using the facility, however, doesn't see how the fee could be further reduced due to the costs of utilities and upkeep. After further discussion, Moore made the motion to enforce current City policies and not to waive any rental fees for 2014. Patterson seconded, motion carried. After Council reviewed the current fees and discussed costs, Cole made the motion to raise the rental fees \$5.00 across the board due to inflation of utilities and upkeep. Kneisler seconded, motion carried.

- f) PERSONNEL HANDBOOK SECTION 1: The City Administrator had provided a section of the employee handbook prior to the meeting for the Council to review. After review of possible changes to sections including pay raises, work- week definitions, comp time accrual/use and overtime, no action taken. The Council will continue to review the first section of the handbook and will come back with their suggestions for discussion in the near future.

8. STAFF REPEORTS:

- a) POLICE: Council received the officer activity report for January 2014.
- b) PLANNING AND ZONING: The Planning and Zoning Administrator noted that a sign permit and accessory structure permit had been approved.
- c) MAINTENANCE: Council received a copy of the Maintenance report.
- d) CITY ADMINISTRATOR:

HOLIDAY PARTY JANUARY 24TH: The City Administrator reminded Council members of the dinner is Friday, January 24th at 6:30 p.m. at the Community Center.

10. COUNCIL COMMENTS:

PATTERSON: Patterson stated the new flower shop is going to open and wondered about giving them something from the City. The City Administrator stated we will get them a framed picture of the ribbon cutting.

Patterson asked about the work session on February 22nd and asked about the list of items to discuss. The City Administrator stated she would like to do a timeline overview of the next 5 -10 years for future planning.

MOORE: Moore asked about the deadline to update the employee policy manual. The City Administrator stated possibly May before the budget.

Moore asked when budget discussion begins and the City Administrator stated in April or May after getting the financials from the auditor.

Moore asked if there could be a laminated City map made for the Council and the City Clerk said she would prepare those for the next meeting.

Moore asked the Chief of Police if he had spoken with the resident regarding the truck parked over the sidewalk at the old gas station, and the Chief stated he has 10 days to move it or he will be given a citation.

Moore asked about the cars parked on Cedar and the Chief stated they are not in violation. Moore and Cole voiced their concern over the breakdown of the ditches due cars being parked there.

COLE: None.

KNEISLER: Kneisler stated he would like to see about the cost of getting Ipads in lieu of printing the packets to save funds and printing supplies.

WATSON: Watson asked about how the online bill pay was going and the City Clerk stated it was going well.

Watson asked if there was anything new about Rockin Z and the City Administrator stated there was not anything to report at this time.

SMITH: None.

10. EXECUTIVE SESSION: None

11. ADJOURNMENT: Patterson made the motion to adjourn to Monday, February 3, 2014 at 7:00 p.m. for regular meeting. Cole seconded the motion, which carried.

Julie Stutzman
City Clerk