

**MEETING AGENDA**  
**La Cygne City Council**  
**DECEMBER 6, 2023**  
**Meeting Place: La Cygne Community Building**

**Thank You** for **Not Talking** during the meeting until recognized by the mayor. If you wish to be scheduled on a future agenda, please contact the City Clerk by Friday preceding the meeting.

**1) CALL REGULAR MEETING TO ORDER (7:00 P.M.)**

Pledge of Allegiance by Mayor Debra Wilson

**2) PUBLIC HEARING: AMENDING 2023 BUDGET PUBLIC HEARING**

- a] Close the regular meeting;
- b] Open the Public hearing for amending the 2023 Budget; (Pages 5-7)
- c] Comments from the Public;
- d] Close the Public hearing for amending the 2023 Budget;
- e] Open the regular meeting.

**3) MAYOR'S COMMENTS:**

a] Customer Appreciation Day: Friday, December 15, 2023. Cookies and Treats available to patrons at the City Hall.

B] Christmas on Broadway: Sunday December 10, 2023 from 3-5pm. Whoville Parade of Lights – line up at 5pm and parade begins at 5:30pm. Fun activities for people to enjoy. Santa, Christmas Train, Band and Choir performances, Snowflake Prince/Princesses, hot chocolate and hot cider, cookies and the Grinch!

C] City Hall and Trash Compactor closure for the holidays: City Hall will be closed Monday, December 25, 2023 and Tuesday, December 26, 2023 and Monday, January 1, 2024. The Trash Compactor will be closed on Sunday, December 24, 2023, Monday, December 25, 2023 and January 1, 2024.

**4) CONSENT AGENDA:**

Action Item: Motion to approve consent agenda;  
Minutes of the November 15, 2023 Council Meeting; (Pages 8-15)  
Check Register: November 10, 2023 – December 1, 2023; (Pages 16-18)  
Drinking Establishment License, The Wagon Wheel 2023-2025 (Page 19)  
CMB On-Premise Retail License, Quik Taco 2024 (Page 20)

**5) DISCUSSION FROM THE FLOOR:**

*Individuals, not scheduled on the agenda, are afforded an opportunity to participate in the meeting. Individuals may address the Council for a period not to exceed five (5) minutes. The Governing Body is not required to take action on requests and may schedule them for consideration at a future meeting.*

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**6) REPORTS OF CITY OFFICERS (IN PACKETS) (PAGE 21):**

**7) SPECIAL PROJECT REPORTS:**

**SEWER REHABILITATION PROJECT (NOWAK CONSTRUCTION/BG CONSULTANTS):**

Pay Application No. 13 – Final from NOWAK Construction in the amount of \$201,334.85 for the period of 06/21/2023 through 11/09/2023. (Pages 22-25)

*Action needed: Motion to approve pay application.*

**STORMWATER MASTER PLAN**

Abby Mills, BG Consultants will review the Stormwater Master Plan, priority of projects, and stormwater fees.

**SEWER LAGOON DESLUDGING:**

Contractor has secured land to disperse/knife the sludge. Soil samples were completed. Permit application has been submitted to KDHE.

**KDOT CCLIP KS HWY 152 & INDUSTRIAL ROAD IMPROVEMENT PROJECT:**

No updates at this time.

**WATER PLANT IMPROVEMENT ANALYSIS**

No updates at this time.

**NEW FIRE STATION 2022:**

Pay Application No. 5 from Hofer & Hofer & Associates in the amount of \$147,826.80 for the period to 11/27/2023. (Pages 26-27)

*Action needed: Motion to approve pay application.*

**8) REPORTS OF COUNCIL COMMITTEES:**

- a] Water & Gas----- Danny Curtis----- Keith Stoker
- b] Street ----- Tommy Capp ----- Jerome Mitzner
- c] Sewer----- Keith Stoker ----- Thomas Capp
- d] Cemetery----- Danny Curtis----- David Brenneman
- e] Public Safety-----Jerome Mitzner----- Keith Stoker
- f] Community Building----- David Brenneman ----- Tommy Capp
- g] Employee Relations & Training----- Danny Curtis ----- Jerome Mitzner
- h] Park ----- Keith Stoker ----- Tommy Capp

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**9) SPECIAL COMMITTEE REPORTS:**

- a] **Emergency Management** – None
- b] **Chamber of Commerce** – None
- c] **Planning & Zoning Commission** – None

**10) NEW BUSINESS:**

a] Ordinance No. \_\_\_\_\_ Adopting the Comprehensive Plan 2023 Update for the City of La Cygne, Kansas (Page 28-29)

*Action Needed: Motion to approve the Ordinance.*

b] Ordinance No. \_\_\_\_\_ Amending Chapter XIV, Article 6, Section 14-613 by adding 14-613(d), 14-613(d)(1), 14-613(e), 14-613(f) and addition section 14-616 Returned Checks, Electronic Checks, credit/debit cards, and ACH payments and lines (a)(b)(c)(d)(e) and section 14-617 On Line Electronic Payment and Credit/Debit Card payments and lines (a)(b)(c) of the Code of the City of La Cygne, Kansas relating to Solid Waste Bills. (Page 30-31)

*Action Needed: Motion to approve to Ordinance.*

c] Ordinance No. \_\_\_\_\_ Amending Chapter XIV, Article 1, Section 14-118 Utility Bills; Collections and Billing by adding section 14-118(e) 1,2,3,4,5,6; and 14-118(f) 1,2,3,4,5; and 14-118(g) 1,2,3, of the Code of the City of La Cygne, Kansas relating to water utility bills. (Page 32-33)

*Action needed: Motion to approve Ordinance.*

d] Ordinance No. \_\_\_\_\_ Amending Chapter XIV, Article 3, Section 14-308 Collections and Billing by adding section 14-308(e) 1,2,3,4,5,6; and 14-308(f) 1,2,3,4,5; and 14-308(g) 1,2,3, of the Code of the City of La Cygne, Kansas relating to gas utility bills. (Page 34-35)

*Action needed: Motion to approve Ordinance.*

e] Resolution No. \_\_\_\_\_ Adding administrative policy #34 Light Duty Request/Approval form and Return to Work Form. (Page 36-39)

*Action needed: Motion to approve Resolution.*

f] Request for authorization to write-off bad debt: Collection Fees (Page 40)

*Action needed: Motion to approve.*

g] DRAFT Ordinance No. \_\_\_\_\_ Amending Chapter VII, Article 2, Section 7-203 Health Nuisances by adding 7-203(j) yard waste of the code of the City of La Cygne, Kansas. (Page 41)

h] Transfer Street Funds per Statutes K.S.A. 68-590. (Page 42)

*Action needed: Motion to approve transfer*

**11) UNFINISHED BUSINESS:**

a] 528 N. 6<sup>th</sup> Street – No updates at this time.

b] 209 N Broadway – Water standing at the corner of Chestnut and Broadway after rain.

*Action: Council will proceed with action upon review of the stormwater survey and an engineers opinion.*

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**11) UNFINISHED BUSINESS:**

c] Draft Article 3. Work-site Utility Vehicles, Golf Carts, and All Terrain Vehicles.

*Action: CC Wade needs assistance from Chief Fenoughty and Interim Chief LeSturgeon to prepare a draft.*

**EXECUTIVE SESSION: (See Examples at Table)**

a] I move the city council recess into executive session to discuss \_\_\_\_\_ pursuant to \_\_\_\_\_. The open meeting will resume in the city council meeting area at \_\_\_\_\_ p.m.

**12) POLICY REVIEW IN PROGRESS:**

a] *Article 22 DRAFT Off-Street Parking Regulations* - Planning & Zoning is reviewing final draft for recommendation.

b] *Draft Landlord Registration*

**13) NEW POLICY REVIEW:**

a] *Article 5. Parking*

b] *Ethics and Customer Service Training.*

c] *Social-Media Policy.*

d] *BNSF Quiet Zone*

e] *Company Vehicle Use*

**12) NOTES & COMMUNICATIONS TO COUNCIL**

**13) GOVERNING BODY REMARKS**

**14) ADJOURNMENT**