

MEETING AGENDA
La Cygne City Council
May 20, 2020
Meeting Place: La Cygne City Hall

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.)

2) MAYOR'S COMMENTS:

3) CONSENT AGENDA:

Action Item: Motion to approve consent agenda;
Minutes of May 6, 2020 City Council Meeting; (Pages 5-12)
April 2020 Treasurer's Report; (Page 13)
April 2020 Budget Report; (Pages 14-16)
Check Register: May 7 – 16, 2020; (Pages 17-18)
Check Register: May 17 – May 20, 2020; (Blue Page)

4) 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.

5) SPECIAL PROJECTS:

Water Plant

- i. Clifford Power replaced the starter on the Generator. As-Builds and O & M Manuals have been received from Shelley Electric. Everything has been completed and received. BG Consultants will review the drawings and manual prior to sending the final Pay Application to release the retainage. (Blue Page)

Sewer Project

- i. City Clerk Wade spoke to Mike Billings with USDA. The information received from BG Consultants regarding the sewer berm has been reviewed and the project will proceed as presented. If bids were to come in low and money is available, then the raising of the berms would need to be considered. Mike Billings anticipates a Letter of Conditions by the end of June 2020.
- ii. The Sewer committee met on May 18 to review the anticipated rate increase.

Street Project – Hugh Bogle (KDOT-Project Manager), Jason Hoskinson (BG Consultants), Donna Schmidt (KDOT Area Rep), PWS Dan Nasalroad and City Clerk Wade participated in a field check for the upcoming CCLIP project. Jason Hoskinson will work with the City on preparations of the paperwork for acquisition of property for the project which must be completed by August 2020. Anticipated letting (bidding) for the project would occur in November 2020. (Pages 19-28)

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6) REPORTS OF CITY OFFICERS:

- ✓ City Attorney – Burton Harding
- ✓ Police Chief & Codes Officer – Tina Fenoughty (Blue Page)
- ✓ Public Works Department – Dan Nasalroad (Blue Page)
- ✓ Fire Chief – Dan Nasalroad
- ✓ City Clerk – Jodi Wade (Blue Page)

7) REPORTS OF COUNCIL COMMITTEES:

- a] Water & Gas-----Danny Curtis ----- (Vacant)
- ✓ Approval to submit the Water Right Files Applications. (Pages 31-35)
(Full Set of all Files Applications at the table)

Action Needed: Motion to approve the Mayor to sign the applications to submit.

- ✓ Gas Committee met Monday, May 18th regarding rate increase. Draft of Gas Section for the City of La Cygne Codes Book is ready for review by the Council. (Pages 36-43)
- b] Street -----James Thies ----- Jerome Mitzner
- ✓ City Clerk (CC) Wade submitted copies of an RFP to the street committee to review for consideration. The Council needs to determine the schedule for issuing the RFP. (Page 44-58)
- c] Sewer-----James Thies ----- Thomas Capp
- ✓ Council needs to set a date for initiating the new sewer rate. Once the letter of conditions is received and reviewed, the Council will need to establish project roles and begin the process of securing some temporary financing.
- d] Park-----Danny Curtis ----- Thomas Capp
- ✓ Webinar hosted by the National Assoc. of County and City Health Officials' Model Aquatic Health Code (MAHC) Network on May 22,2020 for Guidance for Water Recreation Facilities operation with COVID-19 prevention measures in place. (Page 59)
- e] Cemetery-----Danny Curtis ----- Thomas Capp
- ✓ Definition of Maintenance for the cemetery. The Committee and Cemetery Board need to create a policy to define the maintenance to be performed by the City in order for the City to determine the annual budget amount for the cemetery.
- f] Public Safety-----Jerome Mitzner----- (Vacant)
- g] Community Building----- Danny Curtis -----James Thies
- ✓ Public Building Commission (PBC) met on Thursday, May 14 to review current dimensions and uses of the Community Building. The PBC is working on a survey to be put out to the community in July 2020. The PBC is going to reach out to the La Cygne Community Park Board and the Lincoln Township Board to set up a meeting to review the Community Building.

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7) REPORTS OF COUNCIL COMMITTEES CONT:

- h] Employee Relations & Training----- (Vacant) ----- Jerome Mitzner
 - ✓ Establishing a Social Media Policy. The League of Municipalities expressed the importance of having this type of policy for your city, especially in times such as this, when we are depending heavily on electronic communication. The City of La Cygne does not currently have a policy. CC Wade sourced some samples from the League for the Council to consider. (Pages 60-63)

Action needed: Approval to proceed with draft Resolution

8) SPECIAL COMMITTEE REPORTS:

- a] Emergency Management
- b] Swanfest Committee
- c] Planning & Zoning Workshop Minutes (Blue Pages)

9) UNFINISHED BUSINESS:

- a] Administrative policy No. 9 – Purchasing and Bidding Policy (Page 64-65)
- b] Would the Council be available for a Budget Workshop on May 27th, 2020 at the La Cygne Community Building?
- c] KORA/KOMA workshop for Mayor, Governing Body, full-time City employees, Planning & Zoning, and La Cygne Community Park Board. CC Wade reached out to the company presenting to see if July 22 or July 29, 2020 at 6pm would work in their schedule.

10) NEW BUSINESS

- a] Administrative Policy No. 7.2 – Animal Trap Rentals. Purpose of the policy is to provide guidelines to Animal Control Officer's (ACO's) as it relates to the checking out process of humane live animal traps. (Page 66-67)

Action needed: Approval to proceed with draft Resolution

- b] Application for the CDBG-CV grant to assist Meals on Wheels, Food Pantry or meal programs offered by 503c – Non-profit organizations during the COVID-19 period. SEK RPC (Southeast Kansas Regional Planning Committee) can assist with the completing the application. The grant is on a first come first serve basis. Only City's and Counties can apply. The notice of a Public Hearing was published in the paper on May 2020 for a Public Hearing to be held at the La Cygne Community Building on May 27 at 7pm. (Page 68-70)

Action needed: Motion to approve a Public Hearing and to submit an application.

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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.

11) OTHER BUSINESS

12) NOTES & COMMUNICATIONS TO COUNCIL

13) ADJOURNMENT