

# **Record of the Proceedings of the Governing Body**

## **REGULAR MEETING**

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**January 7, 2026**

### **REGULAR MEETING:**

The La Cygne City Council met on Wednesday, January 7, 2026, at the La Cygne Community Building. Council Members present: Ed Smith; Jerome Mitzner; Keith Stoker, and Thomas Capp. ABSENT: David Brenneman

Others in attendance included but not limited to: City Clerk (CC) Jodi Wade; Police Chief Zachary Mathies; Public Works Director (PWD) Dan Nasalroad; City Attorney Jeff Deane; Linn County Newspaper, Brian King; and Linn County Journal, Roger Sims; Kent Wade; Oscar and Sabrina Marino; Robert Sullivan; John Blessing; and Emil Wilson.

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

Pledge of Allegiance by Mayor Debra Wilson

### **MAYOR COMMENTS:**

Happy New Year. The city is looking forward to a productive 2026. Mayor Debra Wilson read the 2025 Year End Review report emphasizing the improvements in the procedures for the governing body; processes for developing and reviewing regulations; purchase order policy; facilitation of information between the council committees and staff; and understanding government funds, budgeting and asset management. The city staff presented the year end reviews for each of their departments.

Police Chief Mathies reviewed the improvements in his department to include; replacing/upgrading equipment; review and updating policy and permitting processes; hosting trainings; resourcing equipment to monitor and improve the safety of the community.

Public Works Director Nasalroad reviewed the improvements at the Water Plant to include resizing piping, pump replacement and by-pass line; facilitation of the City of Linn Valley water connection; sewer lagoon desludging; raw water intake flow meter replacement; water district contract reviews; preparations for street improvement infrastructure project; stormwater master plan; more Christmas decorations in the park; assisting with pool operations; and the addition of a director position to help with succession in the public works department.

City Clerk Wade kept busy coordinating between contractors, engineers and financial institutions for the infrastructure projects; developed and supervised a pool coordinator position; researched and proposed new software, hardware and IT support for the City Hall; facilitated the process for the defeasance of the swimming pool bonds; and assisted with the analysis of the gas rates.

Mayor Wilson expressed her appreciation for the dedication and time the governing body and the city staff have invested in our city improvements the past few years. She thanked the council members for their time and commitment to the committees they were serving on. She expressed how effective the meetings have been over the past few years which has moved our city forward.

Mayor Wilson reviewed City Code 1-202 which requires an additional regular meeting to be held at 6:00pm on the second Monday of January in each even-numbered year for the purpose of allowing newly elected city governing body members to take office and for the conduct of such other business as the governing body may desire. She informed the newly elected council members to invite their families to the meeting on Monday to watch them take their oath.

**NEW YEAR ORGANIZATION:**

**RESOLUTION NO. 486 AUTHORITY TO PAY PAYROLL AND CERTAIN BILLS EARLY**

❖ **Motion**

Council Member Capp motioned to approve Resolution No. 486 of the City of La Cygne for the payment of payroll checks and routine monthly bills to take advantage of discounts or if they become due and payable prior to appearing on the next council meeting check voucher list. Motion seconded by Council Member Mitzner, voted on, passed 4-0.

**RESOLUTION NO. 487 REGARDING A WAIVER FROM GAAP-PREScribed STATEMENTS AND GENERAL FIXES ASSETS ACCOUNTING**

❖ **Motion**

Council Member Capp motioned to approve Resolution No. 487 regarding the GAAP-Prescribed financial statements and the general fixed assets accounting be waived for the fiscal year ending December 31, 2026, in accordance with the provision of K.S.A. 75-1120a. Motion seconded by Council Member Mitzner, voted on, passed 4-0.

**OFFICIAL CITY NEWSPAPER**

❖ **Motion**

Council Member Mitzner motioned to approve Linn County Newspaper and Linn County Journal as the official city newspapers. Motion seconded by Council Member Capp, voted on, passed 4-0.

**CONSENT AGENDA:**

❖ **Motion to approve Consent Agenda:**

**Council Member Capp motioned to accept the Consent Agenda.**

Minutes of the December 3, 2025 Council Meeting;  
2025 November Budget Report;  
2025 Treasurer Report;  
Check Register: December 3 – December 14, 2025;  
Check Register: December 15, 2025 – January 5, 2026;

**Motion seconded by Council Member Mitzner, voted on, passed 4-0**

**DISCUSSION FROM THE FLOOR:**

John Blessing, Waste Management, spoke briefly to the council about the renewal of the service agreement for residential trash service in La Cygne. John reminded the council members the agreement was up for renewal a year ago, but it was only renewed for one year since Linn County was negotiating with entities regarding the Solid Waste Transfer station agreement. The council had

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no questions or concerns for John. John thanked the city for the years of service to date and provided supportive comments from his drivers regarding the improvements in La Cygne.

### **REPORTS OF CITY OFFICERS:**

#### **POLICE CHIEF ZACHARY MATHIES**

Chief Mathies presented his year-end review for 2025: Traffic Stops (867), Calls for Service (633), District and Building Checks (719), Reports (188), VIN Inspections (86), and Off-Highway Vehicle Registrations (43). He reviewed the Crime report for Person, Theft, Society Crimes and Property Crimes which totaled 147 occurrences of which 145 had been cleared for a total of 98% clearance.

Chief Mathies presented a comparison report for 2025 in relation to the 3 year average for the department.

<b>2025</b>	<b>3-year Average</b>
Reports – 188	Reports – 184
Traffic Stops – 867	Traffic Stops – 390
Citations – 101	Citations – 55
Calls for service – 633	Calls for Service – 574
District and Building Check – 719	District and Building Checks – 26

From December 3 – January 6 : (4) Information Reports; (1) Alcohol Offenses; (2) Traffic Misd. Offenses; (77) Traffic Warnings; (2) Criminal Offense Reports; (60) Calls for Service; (2) Accident Report; (2) Drug Offense; (4) Warrant Arrests; (6) Traffic Citations; (1) Animal Citations; (3) UTV Renewals.

Worked a car vs. train incident, assisted Federal Probation Officers with a compliance check resulting in an arrest and narcotics seized. Responded to at least 14 animal calls.

#### **PUBLIC WORKS DIRECTOR – DAN NASALROAD**

PWD Nasalroad first of all thanked the current council members for the support and dedication over the past few years. PWD Nasalroad reported on the final cleanup of the water plant improvement project phase 2. Still working with the City of Linn Valley on the water connection. PWD Nasalroad reviewed the current situation regarding the new meters for the City of Linn Valley connection. The initial feed of water to the Linn Valley supply line has been performed. PWD Nasalroad and PWS Rockers have been working with the city staff on getting a new work order system up and running on the Subsurface program. We have training scheduled with Subsurface in February 2026. Set up division of responsibilities with PWS Rockers. Work with PD on the construction of the shooting range. Working on an asset management program for the water plant and distribution system. Started on the initial planning for future street project. Working with USDI on future capital improvement projects for gas distribution. PWD Nasalroad reported funds had been received to further the Christmas Light expansion in the La Cygne Community Park.

PWD Nasalroad presented a report from PWS Rockers referencing the work performed by his crew during the past two-week period.

PWD Nasalroad presented Purchase Order No. 2025-12 in the amount of \$4331.95 for a Phipps & Bird Programmable Jar Tester, 4 Paddle, Glass Beaker (Model 7790-950/PB950)

#### ❖ **Motion**

**Council Member Mitzner motioned to approve Purchase Order No. 2025-12 in the amount of \$4331.95 for a Phipps & Bird programmable Jar Tester. Motion seconded by Council Member Capp, voted on, passed 4-0.**

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### **REPORTS OF CITY OFFICERS CONTINUED:**

#### **PUBLIC WORKS DIRECTOR – DAN NASALROAD**

PWD Nasalroad presented Purchase Order No. 2025-13 in the amount of \$1500 for a 40 x 40 36" smooth bucket.

#### ❖ **Motion**

**Council Member Mitzner motioned to approve Purchase Order No. 2025-13 in the amount of \$1500 for a 40 x 40 36" Smooth Bucket. Motion seconded by Council Member Capp, voted on, passed 4-0.**

402 S. Broadway: PWD Nasalroad reached out to a realtor to list the property for sale. The listing would be for a total of \$21,000 which will just cover the city expense involved with the demolition of the dilapidated home, back taxes and transfer of the deed.

#### ❖ **Motion**

**Council Member Mitzner motioned to approve for the Mayor or City Clerk to sign the paperwork necessary for the listing and sale of the property located at 402 S. Broadway Street. Motion seconded by Council Member Stoker, voted on, passed 4-0.**

#### **FIRE CHIEF – DAN NASALROAD**

Fire Chief Nasalroad presented an annual report showing the number of calls each year since he came on board as the fire chief. Chief Nasalroad pointed out the challenges with budgeting since some years the calls were as low as 32 and as high as 69. Chief Nasalroad reviewed the types of Fire calls in 2025: (23) EMS Calls, (9) Hazard Standby, (5) Cancelled in route, (5) Unauthorized burns, (4) Brush fires, (1) Trash fire, (1) Smoke removal, (2) No incident found, (1) Power line down, (3) False alarms, (7) Structure fires, (1) Storm watch, (1) Smoke scare, (2) Non-Injury MVA, (1) Injury MVA, (2) Vehicle fires.

Fire Chief Nasalroad presented two incident reports regarding a recent structure fire located at 822 East Vine Street and a structure fire located at 602 East Market Street. Both reports thanked all departments involved in the incidents. He also thanked the American Red Cross, local donors and local charities for their assistance with the family's needs since the incidents occurred right before Christmas.

### **REPORTS OF CITY OFFICERS:**

#### **CITY CLERK – JODI WADE**

Report for December 2025

#### **City Clerk**

- Completed all monthly financial reports.
- Entered 2026 Budget
- Prepared Evaluation Files for Final Review by the Council.
- Reviewed 2025 Budget to prepare for year end.

#### **Software Program Update**

- Chronicle Cemetery
  - Devona Herrin and David Brenneman assisted with a review of the plats on the GIS Map for the cemetery.
  - Training for the program will take place in February 2026.
- Edmunds Gov Tech

**REPORTS OF CITY OFFICERS CONTINUED:**

**CITY CLERK – JODI WADE**

- MDL installed the icons on the workstations for the new program.
- Reviewed the chart of accounts and made adjustments or changes to the funds and line items.
- Tyler Tech
  - We are waiting to be assigned to a Project Manager to prepare for the installation of the program on our workstation and training.
- Subsurface Solutions
  - Met with Dan to review the Work Order module of the subsurface program. We will utilize this program to maintain the historical records of the utility system maintenance, repairs and replacement.

**Training**

- Completed onboarding for new City Treasurer, Alexandria Hadley.
- Assisted with training for Court Clerk, Alexandria Hadley.
- Provided training for the Utility Billing process.

**Year End**

- Prepared Payroll, Accounts Payable, Utility, General Ledger, and Court modules for year end.

**Infrastructure Projects**

- Linn Valley Lakes Construction Progress meeting. The transmission line has been completed and the booster station is almost ready to fire up, just waiting on meters. Gas service line was installed for the generator at the booster station.
- SEWER LIFT STATION IMPROVEMENT: The letter from the Attorney was sent to USDA. We are waiting for a reply from USDA.
- KDOT CCLIP: Rick James called to follow up on the funds. He spoke to the director of the department. He was informed about the process for finalizing a project. He was told our project was in final audit and we should be receiving the funds the end of January or in February. He indicated it is a very slow process for the department to complete.

**SPECIAL PROJECTS:**

**SEWER REHABILITATION PROJECT – SEWER LIFT STATION BIDS (BG CONSULTANTS)**

Waiting for response from USDA regarding the letter sent by City Attorney Deane.

**KDOT CCLIP (KILLOUGH CONSTRUCTION/CFS ENG/BG CONSULTANTS)**

State Representative Rick James responded after consulting with DOT. The funds should be received by the city either the end of January or by the end of February.

**WATER TREATMENT PLANT IMPROVEMENTS:**

No updates.

**STORMWATER MASTER PLAN/STREET IMPROVEMENT MASTER PLAN**

1% Sales Tax question for November 2026 ballot. Establish some Townhall meetings to share the master plan for the street and stormwater improvement project.

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### **SPECIAL PROJECTS CONTINUED:**

#### **CITY FACILITY IMPROVEMENT (CITY HALL, POLICE DEPARTMENT, COMMUNITY BUILDING)**

Police Chief Mathies and CC Wade need to schedule a meeting with BG Consultants to follow up on some modifications to the concepts. BG Consultants is currently scheduled to attend the February 4 meeting to present the concepts and project estimated costs.

#### **CITY OF LINN VALLEY WATER CONNECTION**

Project construction meeting was held on December 16, 2025. General contractor stated he would be prepared to flow water up to the 1<sup>st</sup> valve and flush the new pumps sometime around the end of December.

### **REPORT OF COUNCIL COMMITTEES:**

a] **Utilities Committee:** None

b] **Street Committee:** None

c] **City Facility Committee:** The Chamber of Commerce Treasurer presented a check to the City of La Cygne in the amount of \$1,944.57. The Chamber of Commerce has dissolved and these were the funds the Chamber had for improvements to Thayer Park. CC Wade has deposited the funds in to the Park Fund used for the maintenance of Thayer Park.

Mayor Wilson asked for a letter to be sent to the Lincoln Township board requesting the attendance of the Trustee at the Board of Trustees Annual meeting on January 20, 2026 at 6:00pm at the La Cygne Community Building.

d] **Public Safety Committee:** None

e] **Employee Relations and Training:** KORA/KOMA training is set for Saturday, January 17, 2026 from 9am – Noon.

### **SPECIAL COMMITTEE REPORTS:**

**EMERGENCY MANAGEMENT:** None

**PLANNING & ZONING COMMISSION (PZC):** No meeting in December.

**LAHARPER HEIGHTS HOUSING AUTHORITY BOARD:** Renew terms for Judy Wier (Seat #4) and Patsy Berglund (Seat #3) which ended on December 31, 2025.

#### ❖ **Motion**

**Council Member Capp motioned to appoint Judy Wier to Seat #4 and Patsy Berglund to Seat #3 of the LaHarper Heights Housing Authority Board effective January 1, 2026. Motion seconded by Council Member Mitzner, voted on, passed 4-0.**

### **UNFINISHED BUSINESS:**

#### **MOBILE FOOD TRUCK REGULATIONS**

Tabled until the next council meeting.

#### **CAMPING REGULATIONS**

Tabled until the next council meeting.

#### **U.S. MINERALS DUST CONCERNS MEETING WITH COUNCIL AND CITY ATTORNEY**

Tabled until the next council meeting.

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### **UNFINISHED BUSINESS CONTINUED:**

#### **PARK AND POOL REGULATION DRAFT**

Tabled until the next council meeting.

### **NEW BUSINESS:**

#### **WASTEMANAGEMENT, SOLID WASTE SERVICES AGREEMENT**

CC Wade reviewed the term section and the annual price index increase section of the service agreement. CC Wade shared the new rate. The service agreement is for a 5-year period.

#### ❖ **Motion**

**Council Member Mitzner motioned to authorize the Mayor or City Clerk to sign the Solid Waste Service Agreement with Waste Management to be effective March 1, 2026. Motion seconded by Council Member Capp, voted on, passed 4-0.**

### **UNFINISHED POLICY REVIEW**

#### **DRAFT COMPANY VEHICLE USE POLICY**

#### **CHAPTER 5. BUSINESS REGULATIONS, ARTICLE 1. SOLICITORS, CANVASSERS, PEDDLERS**

#### **CHAPTER 3. BEVERAGES, ARTICLE 2 CEREAL MALT BEVERAGE AND ARTICLE 3. ALCOHOLIC LIQUOR**

#### **RENTAL READY PROGRAM (LANDLORD REGISTRATION)**

#### **ARTICLE 22: OFF STREET PARKING**

### **NEW POLICY REVIEW:**

#### **ARTICLE 5. PARKING**

#### **SOCIAL-MEDIA POLICY**

**GOVERNING BODY REMARKS:** Mayor Wilson recognized the three council members who are stepping down from their positions. Keys to the City of La Cygne were presented to Keith Stoker, Thomas Capp and David Brenneman. Banners from the 150<sup>th</sup> year celebration were also gifted to the council members. Mayor Wilson presented certificates of service to each member for all their hard work over the past four years, or more.

**NOTES AND COMMUNICATION:** None

### **ADJOURNMENT:**

#### ❖ **Motion**

**Council Member Capp motioned to adjourn the meeting. Motion seconded by Council Member Stoker, voted on, passed. 4-0. 8:22p.m.**

I, \_\_\_\_\_ La Cygne City Clerk, do hereby declare  
(Jodi Wade) the above to be true and correct, to the best of my knowledge, and do hereby subscribe my name on this 7<sup>th</sup> day of January 2026.