

Record of the Proceedings of the Governing Body

REGULAR MEETING

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January 21, 2026

REGULAR MEETING:

The La Cygne City Council met on Wednesday, January 21, 2026, at the La Cygne Community Building. Council Members present: Ed Smith; Jerome Mitzner; Robert Sullivan, Kent Wade and Oscar Marino.

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 (via Zoom); Linn County Journal, Roger Sims; BG Consultants, Jarrod Mann; and Emil Wilson.

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

Pledge of Allegiance by Mayor Debra Wilson

MAYOR COMMENTS:

Mayor Wilson showed her appreciation to those who attended the KORA/KOMA training hosted by Lauber Municipal Law on Saturday, January 17. Mayor Wilson asked the council members and staff to share what things they learned or gained from the training. We had around 26 people attend from various boards and entities within Linn County, KS.

CONSENT AGENDA:

❖ Motion to approve Consent Agenda:

Council Member Smith motioned to accept the Consent Agenda.

Minutes of the January 7, 2026 Council Meeting;
Minutes of the January 12, 2026 Council Meeting;
2025 December Budget Report;
2025 December Treasurer Report;
4th Quarter 2025 Financial Report
2025 Annual Financial Statement
Check Register: January 6, 2026 – January 16, 2026;

Motion seconded by Council Member Mitzner, voted on, passed 5-0

DISCUSSION FROM THE FLOOR:

None

REPORTS OF CITY OFFICERS:

POLICE CHIEF ZACHARY MATHIES

Chief Mathies the year to date review for 2026: Traffic Stops (45), Citations (5), Calls for Service (35), District and Building Checks (99), Reports (11), and Off-Highway Vehicle Registrations (3).

From January 7 – January 20: (1) Information Reports; (0) Alcohol Offenses; (3) Traffic Misd. Offenses; (77) Traffic Warnings; (1) Criminal Offense Reports; (60) Calls for Service; (0) Accident Report; (3) Drug Offense; (3) Warrant Arrests; (5) Traffic Citations; (1) Animal Citations; (3) UTV Renewals.

REPORTS OF CITY OFFICERS CONTINUED:

POLICE CHIEF ZACHARY MATHIES

Chief Mathies shared the first month report from the Radar Signs placed on 4th Street. The data was reviewed for the South bound traffic. The north bound sign was picking up the railroad cars and vehicles on Market Street. North bound 4th Street Traffic Data – 2470 Vehicles Recorded, 205 Average per day, Top speed 43MPH, 96 Vehicles over 35mph (5 cars at 41, 9 at 40, 9 at 39, 14 at 38, 34 at 36 mph). Discussion was held by the council. It was suggested to reach out to Linn County about reducing the speed on Query Road around 2300 Road to 45mph, which may encourage drivers to slow down before reaching the cross-section of Query Road and Grand Avenue.

Chief Mathies reviewed a case from the Municipal Court which had determined (2) dogs to be considered dangerous. Chief Mathies made it clear there was no correlation between addressing this case and the incident which occurred in Linn County a few weeks ago, the timing is just incidental with a case that was being handled in the La Cygne Court. Chief Mathies indicated the steps and procedures as outlined in the city code will be taken by the pet owner if the dog is to be maintained within the city limits of La Cygne.

Chief Mathies reviewed the current police vehicle fleet. Chief Mathies presented the warranty opportunities for the 2023 Dodge Durango which currently has 33,000 miles. Chief Mathies provided comparison information for an Extended Care policy, Extended Plus policy, and a Premium policy. The extended care program was for 7yrs/100,000miles for \$3460 and a \$100 deductible. The Extended Plus program was for 5yrs/100,000 miles for \$3135 and a \$0 deductible. The Premium Policy was for 5yrs/100,000 miles for \$4850 and a \$0 deductible. After discussion regarding the current condition of the Durango and further questions on the warranty programs, Council Member Smith advised Chief Mathies to provide more detailed information and confirmation on the policies before a decision is considered.

Chief Mathies reviewed the current police vehicle fleet. Discussion was held regarding the replacement of the 2016 Ram 1500 which currently has 123,000miles+. Chief Mathies reviewed the Equipment Reserve fund identifying the \$51,000 currently allocated for the replacement of the 2016 Dodge Ram 1500. Chief Mathies had estimated replacement in 2027. Chief Mathies presented information on some used 2019 Chevy Tahoe units currently being auctioned which were used by the Colorado State University Police Department. Chief Mathies stated the vehicles are outfitted with a cage, lights, and radio wiring but the dash cam and radios would need to be installed. Pricing currently on similar vehicles on other auction services are averaging around \$40,000 - \$60,000. Chief Mathies asked the council to approve up to \$30,000 of the \$51,000 allocated for the vehicle to be used to bid in the auction. The auction closes in nine (9) days.

❖ **Motion**

Council Member Mitzner motioned to empower Chief Mathies to bid up to \$30,000 on one (1) of the 2019 Chevy Tahoe from the Colorado State University Police Department auction. Motion seconded by Council Member Smith, voted on, passed 5-0.

PUBLIC WORKS DIRECTOR – DAN NASALROAD

PWD Nasalroad invited Jarrod Mann, BG Consultants to the podium to review the current status on the Sewer Lift Station Bids. Jarrod reminded the council of the delay in award approval from USDA due to the government shut-down, upon reaching back out to the second-lowest bidder, Fat Boy Electric, they rescinded their bid due to the increase in pricing for the generators. The bid bonds were only valid for a period of 60-days. Jarrod shared the steps for the council to take to rescind the

REPORTS OF CITY OFFICERS CONTINUED:

PUBLIC WORKS DIRECTOR – DAN NASALROAD

original bid, reject all bids for the project, and to move forward with putting the project back out for bid. Council Member Smith asked if the PER would be updated to reflect the changes in pricing for the generators. Jarrod indicated BG Consultants would be reviewing and updating the PER prior to advertising for bids.

❖ **Motion**

Council Member Mitzner motioned to rescind the council action taken on October 1, 2025 to award the sewer lift station improvement project to Fat Boy Electric upon the approval of USDA. Motion seconded by Council Member Smith, voted on, passed 5-0.

❖ **Motion**

Council Member Mitzner motioned to exercise the Council's rights under the bid documents for the Sewer Lift Station Improvement Project, including those found in the Advertisement for Bids in Paragraph 18.01 of the instructions to bidders, to reject all bids for the project. Motion seconded by Council Member Smith, voted on, passed 5-0.

❖ **Motion**

Council Member Mitzner motioned to authorize BG Consultants to reissue the bid documents for new bids based on bidding schedule to be coordinated with city staff. Motion seconded by Council Member Smith, voted on, passed 5-0.

❖ **Motion**

Council Member Mitzner motioned to direct the city staff to send a letter to USDA documenting the city's actions and reasoning in deciding to reject the bids and rebid the project. Motion seconded by Council Member Smith, voted on, passed 5-0.

PWD Nasalroad presented Purchase Order No. 2026-01 in the amount of \$3025.74 for a 4" Omni T2 water meter for the City of Linn Valley water connection on the City of La Cygne side. Council Member Wade inquired about the cost for the meter. PWD Nasalroad stated a connection pricing which included the meter and pit was included in the agreement to purchase for the City of Linn Valley. PWD Nasalroad stated the meter would be installed by the contractor for the City of Linn Valley.

❖ **Motion**

Council Member Mitzner motioned to approve Purchase Order No. 2026-01 in the amount of \$3025.74 for the purchase of a 4" Omni T2 Meter for the City of Linn Valley water connection. Motion seconded by Council Member Marino, voted on, passed 5-0.

PWD Nasalroad has been working on getting the raw water flow meter certified, worked on the shooting range project, received the jar tester and had training from KRWA, identified smaller upcoming public works projects and received his water certification renewal confirmation.

Council Member Sullivan asked if the windsock could be replaced at the water plant.

REPORTS OF CITY OFFICERS CONTINUED:

PUBLIC WORKS SUPERINTENDENT – STEPHEN ROCKERS

A report was provided by PWS Rockers:

- Took down Christmas decorations
- Fixed outlet gate at the lagoons to try and raise water level and cleaned debris from inlet gate.
- Burned brush pile at Broadway and Elm Street.
- Straightened and replaced street signs as needed.
- Finished setting backstop poles at public works shooting range.
- Did regular maintenance on equipment and work trucks.
- 9 locates and 15 work orders.
- Preparing for the chance of snow and ice this weekend.
- Hauled more dirt to lagoons for the shooting range.
- Added 2nd carbon feed line at the water plant.

FIRE CHIEF – DAN NASALROAD

Fire Chief Nasalroad reported on two (2) fire calls since the last meeting. One was a medical assist and the other was for a fence fire. Training was held on January 6, 2026. An after-action meeting was held regarding the December structure fires. Training was held on SCBA. A battery operated K12 saw was purchased to assist with cutting tin on walls and roofs. Saved the last five (5) years of fire calls to an external hard drive as the existing reporting software will no longer be available. Received and reviewed our ISO report. The City of La Cygne maintained a 5-rating and missed the 4-rating by 4.5 points.

CITY CLERK – JODI WADE

Report for December 2025

City Clerk

- Completed Quarterly and Annual Financial Reports.
- Printed W-2 and 1099 Reports.
- Attended the annual meeting of the Board of Trustees for the La Cygne Community Park.
- Reviewed the Bad Debt and Collections information.

Software Program Update

- Chronicle Cemetery
 - Training is set for February 10, 2026. Once we do the final review of the current entries and feel comfortable with operation, we will go live.
- Edmunds Gov Tech
 - Training on the General Ledger, Accounts Payable, and Payroll has been completed. A "coach" will be available to help us during our first processing of Accounts Payable and payroll checks. The data will be pulled over to Edmunds Gov Tech on Monday, February 2, 2026.
- Tyler Technology
 - We are still waiting to be assigned to a project manager for the training and implementation of the software. The estimated timeframe is June 2026 or July 2026.
- Subsurface Solutions
 - Training will be held on Monday, February 9, 2026 at 8am.

REPORTS OF CITY OFFICERS CONTINUED:

CITY CLERK – JODI WADE

Training

- Attended KORA/KOMA training.

Year End

- Reached out to the auditor to schedule the 2025 Financial Audit.

Infrastructure Projects

- City Hall/Police Department Improvements. Met with Clint Hibbs, BG Consultants, to do one more review of the floor plan concepts. Clint Hibbs will prepare the two concepts for presentation at the February 4, 2026 council meeting.
- Discussed the billing for water and gas for the City of Linn Valley with the Mayor and City Clerk of Linn Valley for 2026.

Discussion Items:

- Ordinance No. ____ amending Chapter 11, Article 2, Section 11-201(d) of the Code of the City of La Cygne, Kansas providing for the annual meeting of the Board of Trustees for the La Cygne Community Park.

❖ **Motion**

Council Member Smith motioned to approve Ordinance No. 1546 amending Chapter 11, Article 2, Section 11-210(d) of the Code of the City of La Cygne, Kansas providing for the Annual Meeting of the Board of Trustees to be held on the 3rd Tuesday of January each year to determine the tax that shall be levied by the City of La Cygne and Lincoln Township to comply with the provisions and limitations prescribed by K.S.A. 80-907. Motion seconded by Council Member Marino, voted on, passed 5-0.

- Kansas Collateral Pool. Authorize the City Clerk to sign the Consent to Release Pledged Collateral. CC Wade explained the bill passed by the state legislature creating the Kansas Collateral Pool to provide a more stable environment for smaller financial institutes to maintain the pledges necessary as collateral for the funds of entities above the FDIC level of \$250,000.

❖ **Motion**

Council Member Smith motioned to direct City Clerk Wade to sign the Acknowledgement and Consent to Release Pledged Collateral. Motion seconded by Council Member Mitzner, voted on, passed 5-0.

- Article 6. Boards and Commissions Section 1-601 through 1-605. CC Wade reviewed the appointment of council members to established standing committees. CC Wade informed the council due to a change in the KOMA regulations, the meeting of members of standing committees would fall under the requirements of KOMA. City Attorney Deane indicated he could review the section and provide a draft article establishing subject matter expert liaisons for different areas of the city government which would provide for an environment outside of KOMA regulation.

REPORTS OF CITY OFFICERS CONTINUED:

CITY CLERK – JODI WADE

- Application for demolition of the structure located at 602 E. Market Street. CC Wade asked the council to review the Dangerous and Unsafe Structure section of the Code of the City of La Cygne. CC Wade pointed out the lack of information in the codes regarding the demolition of a structure. CC Wade reviewed the nonconformity of the structure located at 602 E. Market, any new construction on the lot would have to meet today's regulation. CC Wade provided a copy of the demolition specifications the city has used when selecting a contractor to perform the demolition of homes condemned by the City of La Cygne. CC Wade asked the council and City Attorney to provide direction regarding the information and regulation to be provided to the contractor performing the demolition of the property located at 602 E. Market Street. City Attorney informed CC Wade to include the nonconformity regulations to the contractor providing the removal of the slab for the existing structure which is within the 25' rear setback according to the current regulations for C-2 Commercial lots. PWD Nasalroad also stated the sewer would need to be capped off to prevent infiltration in to the sewer system. Chief Mathies asked the council and City Attorney about creating some guidelines regarding demolition for the building and construction section of the codes.

SPECIAL PROJECTS:

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

Jarrod Mann, BG Consultants, will prepare documents and a schedule to advertise for bids for the sewer lift station.

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

Council Member Smith asked CC Wade to follow up in March 2026 regarding the funds.

WATER TREATMENT PLANT IMPROVEMENTS:

Ben Coltrane, MW Engineering Group, is meeting with USDA to review loan and/or grant opportunities for Phase 3 of the Water Plant Improvement project.

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. The council held discussion on whether to hold a Town Hall meeting first or to send out RFQs for an Engineering Consultant. The priority to ensure the community would understand the Sales Tax question, the council agreed to host a Town Hall meeting to educate the community about the question for the ballot.

❖ **Motion**

Council Member Mitzner motioned for the city to host a Town Hall meeting on Wednesday, April 1, 2026 from 5pm – 7pm at the La Cygne Library great room for the purpose to discuss the street improvement project and sales tax question. Motion seconded by Council Member Wade, voted on, passed 5-0.

CITY OF LINN VALLEY WATER CONNECTION

Project construction meeting scheduled for Tuesday, February 3, 2026 at 9am.

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REPORT OF COUNCIL COMMITTEES:

a] **Utilities Committee:** None

b] **Street Committee:** None

c] **City Facility Committee:** Clint Hibbs, BG Consultants, is scheduled to attend the February 4, 2026 meeting to present two concepts for review by the council. Council Member Smith picked up the current drafts to review. Council Member Wade stated he would stop by the city hall to pick up a copy of the drafts.

Mayor Wilson suggested Council Member Wade take a tour of all city facilities with PWD Nasalroad.

d] **Public Safety Committee:** None

e] **Employee Relations and Training:** None

SPECIAL COMMITTEE REPORTS:

EMERGENCY MANAGEMENT: None

PLANNING & ZONING COMMISSION (PZC): Meeting in March 2026

UNFINISHED BUSINESS:

MOBILE FOOD TRUCK REGULATIONS

Chief Mathies will provide a draft ordinance at the next meeting.

CAMPING REGULATIONS

Chief Mathies will provide a draft ordinance at the next meeting.

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

Mayor Wilson will review the letter and look at some dates to meet with the U.S. Minerals along with the City Attorney.

PARK AND POOL REGULATION DRAFT

Tabled until the next council meeting.

NEW BUSINESS:

None

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

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GOVERNING BODY REMARKS: None

NOTES AND COMMUNICATION: None

ADJOURNMENT:

❖ **Motion**

Council Member Smith motioned to adjourn the meeting. Motion seconded by Council Member Marino on, passed. 5-0. 9:35p.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 21st of January 2026.