

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

## **REGULAR MEETING**

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**February 4, 2026**

### **REGULAR MEETING:**

The La Cygne City Council met on Wednesday, February 4, 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 (via Zoom); Linn County Newspaper, Brian King; Linn County Journal, Roger Sims; BG Consultants, Clint Hibbs; and Emil Wilson.

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

Pledge of Allegiance by Mayor Debra Wilson

### **MAYOR COMMENTS:**

Mayor Wilson reviewed Section 4: Role of the Council Members from the City of La Cygne Governing Handbook pertaining to responding to citizen complaints, relationship with the city attorney, and personnel management. Mayor Wilson stated to the council that when addressing a subject matter within the community, they are to reference by address and not the patron's name. Mayor Wilson also reminded the council that all discussion relevant to individual personnel is to happen within executive session. If discussing a job description or a department element it can be discussed in open session. Mayor Wilson stated her dedication to facilitating proper meetings in which everything is following policy and procedure.

### **CONSENT AGENDA:**

#### **❖ Motion to approve Consent Agenda:**

#### **Council Member Smith motioned to accept the Consent Agenda.**

Minutes of the January 21, 2026 Council Meeting;  
Check Register: January 17, 2026 – February 1, 2026;

#### **Motion seconded by Council Member Marino, voted on, passed 5-0**

### **DISCUSSION FROM THE FLOOR:**

Clint Hibbs, BG Consultants, City Facility Improvements for the City Hall and Police Department.

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

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

Chief Mathies the year-to-date review for 2026: Traffic Stops (80), Citations (11), Calls for Service (53), District and Building Checks (214), Reports (19), and Off-Highway Vehicle Registrations (3).

From January 21 – February 3: (3) Information Reports; (0) Alcohol Offenses; (1) Traffic Misd. Offenses; (35) Traffic Warnings; (1) Criminal Offense Reports; (18) Calls for Service; (0) Accident

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

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

Report; (0) Drug Offense; (2) Warrant Arrests; (5) Traffic Citations; (0) Animal Citations; (3) UTV Renewals.

#### **PURCHASE ORDER NO PD26-01**

Chief Mathies presented Purchase Order No. PD26-01 in the amount of \$24,440.32 for the purchase of a 2019 Chevy Tahoe (VIN-1GNSKDEC8KR315485) with police equipment included. This vehicle will replace Unit 7, Dodge Ram 1500 (302) on daily patrol.

#### ❖ **Motion**

**Council Member Mitzner motioned to approve purchase order no. PD26-01 in the amount of \$24,440.32 for a police equipped 2019 Chevy Tahoe with 33,000 miles. Motion seconded by Council Member Wade, voted on, passed 5-0.**

#### **PURCHASE ORDER NO PD26-02**

At the prior meeting, 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. Upon further research, Chief Mathies found out the Warranty goes from the initial date of use, therefore the 7-year warranty package would be the better option. Chief Mathies presented Purchase Order No. PD26-02 in the amount of \$3,225 for the Extended Car Plus plan from 'Crysler Factory Warranty'.

#### ❖ **Motion**

**Council Member Mitzner motioned to approve Purchase Order No. PD26-02 in the amount of \$3,225 for the Extended Care Plus from 'Chrysler Factory Warranty' for the 2023 Dodge Durango until the date of 5/22/2030 to cover all components (850 Total). Motion seconded by Council Member Smith, voted on, passed 4-1 (Nay- Wade).**

#### **COMMUNITY DEVELOPMENT OFFICER**

Chief Mathies has attempted to fill the position since October 2025, approximately 8 applications have been received, and 5 interviews had been performed. Chief Mathies reviewed the history of this position which has consisted of assigning the "label" to other staff, permanent part-time position, and full-time position.

Chief Mathies proposed another option to the Council. The codes officer position is under the Police Department, Chief Mathies would like to hire an entry level police officer to take on the day-shift patrol hours. Chief Mathies stated he would then handle the responsibilities of the Zoning Administrator and this would allow time to review and update the Codes of the City of La Cygne. Chief Mathies stated it is standard practice for law enforcement to enforce the codes (local law) of the City. Chief Mathies has spoken to his current officers about the responsibilities they will undertake by recognizing and processing violations of the codes. All officers were onboard sharing those responsibilities. Council Member Wade expressed some concerns that this would take the chief away from some of his duties he performs. Chief Mathies stated reading and interpreting the law and writing ordinances helps to ensure the understanding and enforcement of the law is suitable. Council Member Mitzner inquired about the budget. Chief Mathies indicated the amount budgeted for the Community Development Officer is in-line with an entry level police officer position. Council Member Smith

**REPORTS OF CITY OFFICERS CONTINUED:**

**POLICE CHIEF ZACHARY MATHIES**

**COMMUNITY DEVELOPMENT OFFICER**

suggested the entry-level police officer position could be considered a step program in which the officer upon training could move up to be a Community Development Officer.

❖ **Motion**

**Council Member Mitzner motioned to approve the advertisement for a full-time entry level police officer. Motion seconded by Council Member Marino, voted on, passed 5-0.**

Council Member Wade inquired about Jake Brake Signs around town. Discussion was held by the council and Chief Mathies regarding the need to place more signs around the community.

**PUBLIC WORKS DIRECTOR – DAN NASALROAD**

PWD Nasalroad briefly provided some inquiry to the council regarding some properties for sale near the water plant. At one point during the Water Plant Analysis the city had reached out to the surrounding property owners about selling their property and at that time property owners were not interested. PWD Nasalroad briefly shared that Phase 3 consists of a new 500,000 gallon – 1 million gallon clear-well. PWD Nasalroad asked the council if they had any interest in looking into the properties currently for sale. Council Member Mitzner asked if money had been budgeted in the 2026 budget for Phase 3 of the Water Project. CC Wade indicated some funds had been allocated to Capital Outlay for the Water Plant. Council Member Mitzner felt PWD Nasalroad needed to gather more information and details to provide to the council for future discussion.

PWD Nasalroad had to leave the meeting to address issues at the Water plant.

**FIRE CHIEF – DAN NASALROAD**

None

**CITY CLERK – JODI WADE**

Report February 4, 2026

**City Clerk**

- Reviewed the Bad Debt and Collections information. Reached out to CBK, Linn County and Kansas Set Off programs for a listing of everything sent in for collections since 2001.
- Met with the Pool Coordinator to continue working on the Standard Operating Guidelines, forms, policies and procedures, and advertising and interviewing for the 2026 season. Pool Coordinator will attend either the next February meeting or March meeting to present the 2026 Pool Season information.
- Completed KMIT Audit.

**Software Program Update**

- Chronicle Cemetery
  - Training is set for February 10, 2026. Once we do a final review of the current entries and feel comfortable with operation, we will go live.

**REPORTS OF CITY OFFICERS CONTINUED:**

**CITY CLERK – JODI WADE**

- Edmunds Gov Tech
  - Transition of the GL, AP and Payroll from gWorks to Edmunds was performed on Monday, February 2, 2026. We will go live on Thursday in Edmunds for those programs. Preparation has begun for the UB module. Still planning to make transition for the April 1 billing to be in Edmunds.
- Tyler Tech
  - 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. Requested a quote from gWorks for a license extension for the Court Module only.
- Subsurface Solutions
  - Training will be held on Monday, February 9, 2026, at 8am

**Training**

- Planning to register for the KRWA Water Conference in March 2026

**Year End**

- Reached out to Auditor to schedule the 2025 Financial Audit

**Infrastructure Projects**

- Prepared a draft RFQ for Engineer Consultant for Street Improvement project.
- Sent letter to USDA to acknowledge rebid for Sewer Lift Station project.

**Discussion Items:**

- Bad Debt review.

CC Wade has been reviewing the records regarding Bad Debt. The lack of records and the use of multiple collection services created some challenges. From the period of 2001 – 2016, there is a total 38 accounts which have been submitted to the Kansas Set Off program for a total of \$14,631.19 to be collected. Of the 38 accounts, 26 are utilities, 9 are court cases, and 3 are for nuisances. Most of the utilities are from unpaid tenants' accounts. CC Wade calculated a total of \$971.79 would be the write-off amount for all accounts under the threshold of \$110. For accounts currently listed in Bad Debt under our financial system and submitted to the Collection Bureau of Kansas a total of \$1514.06 would be the write-off amount for all accounts under the threshold of \$110. CC Wade would like to prepare the write-off documents for those accounts to at least begin a process to clean up the Bad Debt status and to hopefully be able to create a better system for monitoring the Bad Debt accounts. Council Member Smith agreed and expressed the importance to be able to resource accounts in bad debt to avoid those individuals setting up additional accounts with the city. Council Member Mitzner also felt it was better to start with a clean slate in the new software program, especially since most of the debt is over ten years old and we don't have a good paper trail to resource.

**SPECIAL PROJECTS:**

**CITY FACILITY IMPROVEMENT (CITY HALL, POLICE DEPARTMENT AND COMMON ROOM)**

Clint Hibbs, BG Consultants, provided a presentation of two (2) concepts utilizing the existing City Hall and Community Building for improved space for the employees of the city and the police department while still offering a rentable space for the community to utilize.

The first concept involved a 7,872sq ft. layout housing the city hall staff in the current city hall building and the police department as well as a multipurpose room (max cap. 100) in the current community building. The floor plan would provide a lobby area for patrons to conduct business with the city staff, secure access to both the city hall staff area and police department, a staff break room, and record storage areas within storm safe vaults. The two buildings would be connected by a hallway/foyer which would also connect the staff to the multipurpose room for the council meetings and court.

The second concept involved a 4,830sq ft. layout housing the city hall staff, police department and common room all located in the current community building. The floor plan would have a common lobby entrance shared by the Police Department and City Hall. Access to the work areas of both departments would be through secured doors. The multipurpose room would be smaller (max cap. 48 people).

Clint Hibbs reviewed cost estimates for 3 options. The first option in the amount of \$475,642 would be to bring both current buildings up to current compliance. It would not be changing the floor plan of either building but performing standard maintenance improvements to the roof, HVAC, electrical, plumbing, doors and windows. The second option in the amount of \$1.77 million is for the 7,872 sq ft. concept. The third option in the amount of \$1.12 million is for the 4,830sq ft. concept.

Clint also provided estimates for new construction for both concept options which ranged from \$2.2 million up to \$3.63 million to show the value of having the existing buildings but also the importance of performing the necessary and needed maintenance to maintain the value of the current buildings.

Mayor Wilson asked the governing body and city staff to share their thoughts regarding the concepts presented. Clint Hibbs will prepare final concept documentation for the city as required by the contract. Clint offered his services if the council should consider proceeding with either of the concepts presented.

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

Jarrod Mann, BG Consultants, is preparing documents to start advertising for bids on February 9, 2026, and the pre-bid meeting would be held on February 24, 2026. The bids would be awarded prior to the 2<sup>nd</sup> meeting in March 2026 for final award at the March 18, 2026, meeting.

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

CC Wade approached the podium to read a letter received from the Kansas Department of Transportation advising of wiring the remaining funds totaling \$112,910.85 from the KDOT CCLIP project at Market St. and Industrial Road back to the City of La Cygne. CC Wade indicated the funds would be returned to the Special Highway Reserve fund for future project use. CC Wade and the Council expressed their appreciation to State Representative Rick James for looking into the matter. Mayor Wilson asked CC Wade to send a Thank-You note to Rick James.

**WATER TREATMENT PLANT IMPROVEMENTS:**

No updates at this time.

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

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CC Wade provided three draft options for the 1% Sales Tax question which had been provided by Kevin Cowan of Gilmore and Bell. Council Member Wade inquired about the deadline for the November 2026 election. CC Wade stated she would contact Kevin and/or county to confirm.

### **SPECIAL PROJECTS CONTINUED:**

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

CC Wade reported the project was moving forward. Weather has been a factor in getting the Tower Inspection completed. It is scheduled for next week. At this time, the water salesman is in place for use once the tower approved for operation. The contractor indicated it would be a few weeks before they would begin installing any meters in pits.

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

a] **Utilities Committee:** None

b] **Street Committee:** Council Member Wade inquired about the process for starting small street projects. Council Member Wade referenced the standing water at the intersection of Broadway and Chestnut and the water at the intersection of Market Street and 7<sup>th</sup> Street. Council Member Wade stated he followed back up with PWD Nasalroad regarding the installation of a culvert at a parcel access near the Market Street and 7<sup>th</sup> Street intersection. CC Wade responded to Council Member Wade's inquiry about getting projects started. She indicated the need for engineering services to prepare specs or plans. She stated the funds in the reserves are typically to help cover the technical assistance required when preparing for projects.

c] **City Facility Committee:** None

d] **Public Safety Committee:** None

e] **Employees 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 provided the draft ordinance for Mobile Food trucks. Council Member Mitzner inquired about permit costs and Chief Mathies indicated the code referenced the City's Fee Resolution for the permits amount. The council asked Chief Mathies to prepare the document in ordinance form for the City Attorney to review prior to the next council 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**

City Attorney Deane mailed the letter today to U.S. Minerals to schedule a meeting.

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

Tabled to future council meeting.

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**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**

**GOVERNING BODY REMARKS:** None

**NOTES AND COMMUNICATION:** None

**ADJOURNMENT:**

**❖ Motion**

**Council Member Smith motioned to adjourn the meeting. Motion seconded by Council Member Mitzner on, passed. 5-0. 9:52p.m.**

I, \_\_\_\_\_  
(Jodi Wade)

La Cygne City Clerk, do hereby declare the above to be true and correct, to the best of my knowledge, and do hereby subscribe my name on this 4<sup>th</sup> of February 2026.