

Record of the Proceedings of the Governing Body

REGULAR MEETING

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DECEMBER 3, 2025

REGULAR MEETING:

The La Cygne City Council met on Wednesday, December 3, 2025, at the La Cygne Community Building. Council Members present: Ed Smith; David Brenneman; Jerome Mitzner, and Thomas Capp. ABSENT: Keith Stoker

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

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

Pledge of Allegiance by Mayor Debra Wilson

MAYOR COMMENTS:

Christmas On Broadway is scheduled for this Sunday, December 7, 2025. Activities for the family from 3-5pm at the La Cygne Library and Community Building followed by the Mayor's Tree lighting at Thayer Park and the Light up parade will start at 5:30pm (17 entries to date). Huge thanks to the La Cygne Library, First Option Bank, Peoples Telecommunications, Ray of Hope and Kallie Konitzer for helping to organize all of the activities. Thank you to the City Public Works for getting the decorations put up around town.

CONSENT AGENDA:

❖ Motion to approve Consent Agenda:

Council Member Capp motioned to accept the Consent Agenda.

Minutes of the November 19, 2025 Council Meeting;

Check Register: November 16 – December 2, 2025;

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

DISCUSSION FROM THE FLOOR:

None

REPORTS OF CITY OFFICERS:

POLICE CHIEF ZACHARY MATHIES

Chief Mathies reported on the 2025 Totals for Traffic Stops (797), Citations (95), Calls for Service (577), District and Building Checks (576) and Reports (171).

From November 19th – December 3rd : (3) Information Reports; (0) Alcohol Offenses; (0) Traffic Misd. Offenses; (21) Traffic Warnings; (0) Criminal Offense Reports; (22) Calls for Service; (0) Accident Report; (0) Drug Offense; (0) Warrant Arrests; (0) Traffic Citations; (1) Animal Citations; (43) UTV Reg Total.

Click it or Ticket campaign completed. Community Development Office Interviews were completed on applicants to date, no offers provided, advertisement continues.

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REPORTS OF CITY OFFICERS:

POLICE CHIEF ZACHARY MATHIES

Officer Marino is participating in Basic Narcotic Investigation course in Pittsburg, KS.

New Part-time Officer, Joshua Higgins, is actively on duty. Council Member Mitzner asked about part-time officer training. Chief Mathies indicated Officer Higgins and Officer Patton will be attending Part-Time Academy in April 2026 in Hutchison.

Purchase Order No. 25PD02 in the amount of \$5310 for the purchase of (2) Radarsign TC-400 speed display radar signs with data tracking. Chief Mathies reminded the council of the review at the last meeting of the two (2) quotes at the last meeting. Council Member Mitzner confirmed these were the portable signs and the ones that would go in to "sleep" mode. Chief Mathies confirmed that was correct.

❖ **Motion**

Council Member Mitzner motioned to approve Purchase Order No. 25PD02 in the amount of \$5,310 for two (2) Radarsign TC-400 Speed Display Radar Signs with data tracking with the funding coming from the Special Highway Reserve fund. Motion seconded by Council Member Smith, voted on, passed 4-0.

Administrative Policy No. 34 – Merit Stipend Policy: Chief Mathies presented the policy for the council to review. Discussion was held by the council. Council Member Smith had some concerns on the wording on line item 6 for calculating the amount. Council Member Smith also asked about Section 5, line item #4, regarding the number of months of not having received a disciplinary action which resulted in a suspension with or without pay. Further discussion was held. CC Wade expressed concerns with using the total regular annual wages for calculations since some employees hold dual positions (e.g Public Works Director and Fire Chief) and receive stipends which would not qualify for merit calculation. The policy was tabled until later in the meeting to allow the Clerk and Chief to review job description information.

PUBLIC WORKS DIRECTOR – DAN NASALROAD

PWD Nasalroad thanked everyone for their help during his absence from work. Discussion was held on the current SCADA system at the water plant. The security system certification is expiring. Information was provided by MicroComm regarding a new security system program. The new program has an annual license fee of \$400. The new program will be installed later this week.

Discussion was held regarding the old generators which will be retired during the Lift Station Improvement project. PWD presented to the council an option to use the generator from the Park Lift Station at the community building. It is still in decent shape and would be capable of providing all the necessary power to the community building during an outage. PWD Nasalroad will look further into the possibility of installing a pad and the cost for the transfer switch.

Public works had all equipment prepared for the wintery weather which came in over the Thanksgiving holiday. The storm did not require any action.

FIRE CHIEF – DAN NASALROAD

Fire Chief Nasalroad thanked the Assistant Fire Chief and fire personnel for keeping everything running smoothly during his time of absence. The new reporting system has been set up and is ready to go live. The warranty items for the new fire station have been completed. The generator at the fire station needs an item replaced, unfortunately the warranty period is already up.

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REPORTS OF CITY OFFICERS CONTINUED:

CITY CLERK – JODI WADE

CC Wade provided an update on the new Chronicle Cemetery program. CC Wade, with the help of Council Member Brenneman and Devona Herrin, have reviewed the GIS map plat and will report changes to Chronicle. CC Wade informed the council the old part of the cemetery known as the Oak Lawn section will not have any graves available for sale due to the lack of records available interments in that section. The Pollman section will have some graves set to unavailable due to the location of the road and the current existing trees.

KORA/KOMA training has been scheduled for January 17, 2026, at the library. Information will be put together and provided to surrounding entities and committees inviting them to this local event opportunity. The new 2026 Governing Handbooks will be ordered at the end of December for the governing body.

CC Wade reviewed the schedule for training on the new Edmunds Gov Tech software program. CC Wade made a request to close the City Hall January 12 – January 16 to allow time for the staff to participate in the training.

❖ Motion

Council Member Mitzner motioned to approve for the City Clerk to close the La Cygne City Hall the week of January 12 – 16, 2026 to allow the clerks to complete the first phase of training on the Edmunds Gov Tech software. Motion seconded by Council Member Capp, voted on, passed. 4-0.

CC Wade reported on the new City Treasurer/Municipal Court Clerk, Alexandria Hadley, who started on Monday, December 1, 2025. CC Wade will need to update signatory representation for the city at the local banks and other financial institutions.

❖ Motion

Council Member Capp motioned to remove the Interim City Treasurer signatory (Lesli George-Mitzner) from all accounts and certificates of deposit at First Option Bank and Labette Bank and to add Alexandria Hadley, City Treasurer as a signatory on all accounts and certificates of deposit at First Option Bank and Labette Bank and the Safety Deposit Boxes. Motion seconded by Council Member Smith, voted on, passed. 4-0.

SPECIAL PROJECTS:

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

Mike Pan, USDA, requested a letter from the City Attorney supporting the sewer lift station improvement bids being awarded to the 2nd lowest bidder.

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

❖ Motion

Council Member Capp motioned for an executive discussion for 10-minutes for consultation with an attorney for the city which would be deemed privileged in an attorney-client relationship and to return to the council table at 8:06pm. Motion seconded by Council Member Smith, voted on, passed 4-0. 7:56pm

Others in attendance: CC Wade

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OPEN SESSION RESUMED AT 8:06pm:

RECESS:

❖ **Motion**

Council Member Capp motioned for a 4-minute recess and to return to the council table at 8:10pm. Motion seconded by Council Member Brenneman, voted on, passed. 4-0. 8:06pm

SPECIAL PROJECTS CONTINUED:

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

Council Member Mitzner is going to reach out to state representative Rick James to check on the status of the remaining funds to be paid back to the City of La Cygne.

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.

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

BG Consultants met with the Facility Committee, Police Chief Mathies, and CC Wade. Clint provided two (2) floor layouts for the group to review and provide feedback. CC Wade reported two concepts would be presented at the next council meeting. BG Consultants will prepare PER cost estimates at the 1st meeting in February 2026.

CITY OF LINN VALLEY WATER CONNECTION

Project still on schedule. Pumps for the Booster Station have arrived and are being installed. PWD Nasalroad anticipated the main line being filled, pressure tested and flushed sometime near the end of December 2025.

REPORT OF COUNCIL COMMITTEES:

- a] **Utilities Committee:** PWD Nasalroad reported the power poles being removed by Everygy are being stored in the City Park for use by the city to shore up parking areas in the city park and at the new police shooting range.
- b] **Street Committee:** None
- c] **City Facility Committee:** None
- d] **Public Safety Committee:** None
- e] **Employee Relations and Training:** KORA/KOMA training is set for Saturday, January 17, 2026.

SPECIAL COMMITTEE REPORTS:

EMERGENCY MANAGEMENT: None

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

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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.

NEW BUSINESS:

PARK AND POOL REGULATION DRAFT

Tabled until the next council meeting.

EXECUTIVE SESSION:

❖ Motion

Council Member Capp motioned for an executive discussion for 20-minutes for non-elected personnel matter exception to conduct employee's review for the Public Works Department and to return to the council table at 8:45pm. Motion seconded by Council Member Mitzner, voted on, passed 4-0. 8:25pm

Others in attendance: Public Works Director Nasalroad

OPEN SESSION RESUMED AT 8:45pm:

❖ Motion

Council Member Capp motioned for an executive discussion for 5-minutes for non-elected personnel matter exception to conduct employee's review for the City Hall and to return to the council table at 8:52pm. Motion seconded by Council Member Mitzner, voted on, passed 4-0. 8:47pm

Others in attendance: CC Wade, Council Member Mitzner did not attend the executive session due to conflict of interest.

OPEN SESSION RESUMED AT 8:52pm:

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EXECUTIVE SESSION CONTINUED:

❖ **Motion**

Council Member Capp motioned for an executive discussion for 10-minutes for non-elected personnel matter exception to conduct employee's review for the Police Department and to return to the council table at 9:02pm. Motion seconded by Council Member Mitzner, voted on, passed 4-0. 8:52pm

Others in attendance: Police Chief Mathies

OPEN SESSION RESUMED AT 9:02pm:

❖ **Motion**

Council Member Capp motioned for an executive discussion for 10-minutes for non-elected personnel matter exception to conduct employee's review for the Department Heads and to return to the council table at 9:12pm. Motion seconded by Council Member Mitzner, voted on, passed 4-0. 9:02pm

Others in attendance: Mayor and Council

OPEN SESSION RESUMED AT 9:12pm:

UNFINISHED BUSINESS:

RESOLUTION NO. APPROVING ADMINISTRATIVE POLICY #34 EMPLOYEE MERIT STIPEND

Police Chief Mathies reviewed the modifications to the draft Administrative Policy #34, providing language for the calculation of the merit stipend to read: "Full-time employee's current hourly wage, multiplied by 2,080 hours. Permanent part-time employee's current hourly wage, multiplied by the base hours specified in their job description.

UNFINISHED BUSINESS CONTINUED:

RESOLUTION NO. APPROVING ADMINISTRATIVE POLICY #34 EMPLOYEE MERIT STIPEND

❖ **Motion**

Council Member Capp motioned to approve Resolution #485 approving Administrative Policy #34 Employee Merit Stipend. Motion seconded by Council Member Mitzner, voted on, passed. 3-1(Nay-Brenneman).

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

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NEW POLICY REVIEW:

ARTICLE 5. PARKING

SOCIAL-MEDIA POLICY

GOVERNING BODY REMARKS: None

NOTES AND COMMUNICATION: None

ADJOURNMENT:

❖ ***Motion***

Council Member Capp motioned to adjourn the meeting. Motion seconded by Council Member Mitzner, voted on, passed. 4-0. 9:25p.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 3rd day of December 2025.