

Record of the Proceedings of the Governing Body
2018 MEETING MINUTES

REGULAR MEETING:

The La Cygne City Council met on Wednesday, January 3, 2018 at La Cygne City Hall. Council Members present were: J. K. Fleming; Jerome Mitzner; Esther Shields; and Gerald Williams. Absent: Danny Curtis.

Others in attendance included, but not limited to: City Clerk Devona Herrin; City Attorney John Sutherland; Public Works Superintendent Jim Johnson; City Fire Chief Dan Nasalroad; Police Chief Tate West; City Treasurer Connie Gore; Brett Waggoner with BG Consultants; Carl Romig; Terry Weitman; and Tony Furse.

Mayor Robert Sullivan called the meeting to order at 6:00 p.m. Council Member Mitzner lead the pledge of allegiance.

PUBLIC COMMENTS FOR USDA SEARCH GRANT FOR CITY'S WASTEWATER SYSTEM:

- ✓ Mayor Sullivan opened the Public Meeting for public comments regarding the \$30,000 USDA Grant application to do the sewer CCTV inspection and engineer's review of the scope of the project.
- ✓ No public comments.
- ✓ Public Meeting closed.

MAYOR'S COMMENTS:

- ✓ Thanked Peoples Telecommunications for their \$1,400 donation that was dispersed between several residents' utility bills.

CONSENT AGENDA:

Motion to approve Consent Agenda:

Council Member Shields moved to accept the Consent Agenda as presented which consisted of:

- Minutes of December 20th, 2017
- Check Register: December 21, 2017 – January 03, 2018

Motion seconded by Council Member Mitzner, voted on, passed 4-0. Time 6:03 p.m.

DISCUSSION FROM THE FLOOR:

NONE

SPECIAL PROJECTS:

WATER PROJECT UPDATE

REPORT BY BRETT WAGGONER WITH BG CONSULTANTS:

WATERLINES:

- Waterlines are 75% installed/Meters are 23% installed (3,100 LF in December)

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- Contractor installed 25 new service lines
- Work will continue through winter months as weather permits with 2 waterline crews and water meter/service crew
- Crews will rough grade areas and leave some soil to account for settling
- All yards will be finish graded, seeded and fertilized at the end of the project
- Asphalt Patching o Contractor installed 230 SY in December
- Construction Completion – August 2018
- Revised easement cost estimate to consider: A cost of \$800.00 to survey adjusting the water Easement on the east side of the Engert property to run along the east edge of the property.
- Fire Hydrant in Front of Commercial Properties on East Market: Work up an easement to run a line to a new fire hydrant in the front of the commercial properties for access by the fire department. BG Consultants can work that into the existing costs of the other easements.

WATER TOWER:

- Foundation and waterline work is complete
- Construction will be done in phases by different crews. Contractor advised that site could see little or no activity for a month or two depending on availability of crews that are roaming from project to project. On schedule.

TREATMENT PLANT:

- Plans were submitted to KDHE on 12/1/17
- Quick turnaround expected due to limited review

SEWER CCTV PROJECT:

- At a standstill until hear back from the grant. Have completed the public comment portion and will complete grant process soon.

Motion to Secure Survey and Easement Not to Exceed \$800 for Engert Property

Council Member Mitzner motioned to authorize to secure the survey and easement not to exceed \$800.00 on the Engert property for the water line location change. Motion seconded by Council Member Williams, voted on, passed 4-0. Time 6:14 p.m.

- BG Consultants will start on the survey tomorrow.

Report by Public Works Superintendent Jim Johnson:

• ADA Sidewalk Modification Inspection with Rob (Rob George with Legacy Contractors) completed. Noted the area in the street where the ADA sidewalk area ends was not considered part of the original bid. Actual cost charged came in under the original bid. Discussed a bid for repairing the street area.

Motion to Research Cost to Modify Sidewalk Access at Community Building

Council Member Mitzner motioned to go ahead and research the cost to modify the sidewalk access to the community building. Motion seconded by Council Member Williams, voted on, passed 4-0. Time 6:14 p.m.

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WATER DISTRIBUTION LINE

- i. Legacy Contractors' Final Payment of \$1,723.90 for ADA Improvements

 **Motion**

Council Member Mitzner motioned to pay Legacy Contractors' current outstanding payment amount of \$1,723.90. Motion seconded by Council Member Williams, voted on, passed 4-0. Time 6:19 p.m.

- ii. Water Line Contractor Orr-Wyatt Streetscapes' Pay Request #15 for \$129,568.48.

 **Motion**

Council Member Mitzner moved to pay Orr-Wyatt Streetscapes' pay request #15 for \$129,568.48. Motion seconded by Council Member Williams, voted on, passed 4-0. Time 6:24 p.m.

- iii. Water Line Easement Review on East Market Street – Done

WATER TOWER

- i. Tower Contractor, Maguire Iron, Pay Request #3 for \$149,551.09

 **Motion**

Council Member Mitzner moved to pay request #3 to Maguire Iron for \$149,551.09. Motion seconded by Council Member Fleming, voted on, passed 4-0. Time 6:28 p.m.

- i. Mock Up of Logos and Lettering from Maguire Iron – Still Pending.

WATER PLANT – None

SEWER PROJECT UPDATE

None.

REPORTS OF CITY OFFICERS:

CITY ATTORNEY – JOHN SUTHERLAND

None.

POLICE DEPARTMENT – CHIEF TATE WEST

Reported on the following:

1. Presented written report.
2. Discussed Planning and Zoning Committee recommendation to remove the requirement for hard surfacing in (I) Industrial zoned areas.
3. KPA First Responder Pipeline Safety Program, January 16th at 11:30 a.m. in Ottawa

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 **Motion**

Council Member Fleming moved for Tate West, Curtis West, and Dan Nasalroad to attend the public safety training on January 16th at 11:30 a.m. Motion seconded by Council Member Shields, voted on, passed 4-0. Time 6:38 p.m.

PUBLIC WORKS DEPARTMENT – SUPERINTENDENT JIM JOHNSON

Verbal report:

1. Review of damage to water treatment plant pond still pending.
2. KRWA Annual Conference, March 27-29, Wichita – Requested to have ability to send two public works employees if available. Need to make reservations now as space is limited. A gas training program is also scheduled at this same time.

 **Motion**

Council Member Shields moved to approve 2 to attend (KRWA) school in Wichita, March 27-29. Motion seconded by Council Member Mitzner, voted on, passed 4-0. Time 6:41 p.m.

FIRE CHIEF – DAN NASALROAD

Verbal report:

1. Thank you to Beth Smith and Kylee Capp for all of their help to families for Christmas.

CITY CLERK – DEVONA HERRIN

1. Noted written report that included total amount of 2017 Franchise Taxes received.
2. Reminder of January 8th meeting for change of elected personnel. Council Member Mitzner will not be available to attend.

COUNCIL COMMITTEE REPORTS:

NONE

SPECIAL COMMITTEE REPORTS:

EMERGENCY MANAGEMENT - NONE

SWANFEST COMMITTEE - NONE

UNFINISHED BUSINESS:

ANNUAL APPOINTMENT OF LA CYGNE HOUSING AUTHORITY BOARD

 **Motion**

Council Member Fleming moved to re-appoint Pat Berglund to the La Cygne Housing Authority board. Seconded by Council Member Williams, voted on, passed 4-0. Time 6:50 p.m.

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NEW BUSINESS:

SALARY ADJUSTMENT FOR EMPLOYEES (COLA)

1. Discussed cost of living (COLA) adjustment and/or merit increases and/or longevity increases.
2. Set merit increase review for January 17th.

Motion

Council Member Shields moved to approve a 2% cost of living adjustment to city employees. Motion seconded by Council Member Mitzner, voted on, passed 4-0. Time 7:06 p.m.

- Noted COLA to take effect first full 2018 payroll which starts on January 8th.

RESIGNATION OF PLANNING COMMISSION MEMBER DON LONG

Motion

Council Member Shields moved to accept Don Long's resignation due to health reasons. Motion seconded by Council Member Fleming, voted on, passed 4-0. Time 7:07 p.m.

EXECUTIVE SESSION

Motion

Council Member Fleming moved to go into executive session to discuss an individual's performance review as per non-elected personnel matter exception, K.S.A. 75-4219(b)(1) for ten minutes following a ten minute break. Motion seconded by Council Member Williams, voted on, passed 4-0. Time 7:10 p.m.

Motion

Council Member Fleming moved to go into executive session to review application and resumes for deputy city clerk per the non-elected personnel matter exception for twenty minutes. Motion seconded by Council Member Mitzner, voted on, passed 4-0. Time 7:30 p.m.

In addition to the Council Members and City Attorney, others requesting time or invited into portions of the executive session(s) included (but not limited to): City Clerk Herrin.

Open Session Resumed at 7:50 p.m.

OTHER BUSINESS:

PAY RAISE FOR CITY TREASURER CONNIE GORE FOR ATTENDING CLERK'S TRAINING

Motion

Council Member Mitzner moved to give Connie Gore a \$.50 an hour pay raise effective December 25th for Clerk's training. Motion seconded by Council Member Fleming, voted on, passed 4-0. Time 7:52 p.m.

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PAY FOR EMERGENCY PERSONNEL WORKING ON A HOLIDAY

Police Chief West asked for emergency personnel to be included with public works employees for extra pay when working a holiday.

PLANNING AND ZONING RECOMMENDATION TO REMOVE HARD SURFACING IN (I) INDUSTRIAL ZONED AREAS

Discussed the Planning and Zoning Committee's recommendation to remove the hard surfacing requirement in (I) Industrial Zoned Areas. Will require preparing an ordinance to make the change.

Council Member Mitzner made a recommendation to accept removing the requirement for hard surfacing in (I) Industrial zoned areas. Council Member Fleming seconded the recommendation. An ordinance will be drawn up.

NOTES AND COMMUNICATIONS TO COUNCIL:

- a] KRWA Clarifier, 'KRWA to Conduct Lead and Copper Material Evaluation Workshops in 2018
- b] Linn County News, 'Best of Linn County' for this area as printed 12/27/2017.

ADJOURNMENT:

Motion

Council Member Fleming moved to adjourn the meeting. Motion seconded by Council Member Mitzner, voted on, passed 4-0. Time 7:58 p.m.

I, _____ La Cygne City Clerk, do hereby declare the
(Devona Herrin) above to be true and correct, to the best of my knowledge, and do hereby subscribe my name this 3rd day of January 2018.

REGULAR MEETING:

The La Cygne City Council met on Monday, January 8, 2018 at La Cygne City Hall. Council Members present were: Outgoing - J. K. Fleming; Esther Shields; and Gerald Williams; and, Incumbent – Heather Miles and Keith Stoker; and, Present – Danny Curtis. Absent: Jerome Mitzner.

Others in attendance included, but not limited to: City Clerk Devona Herrin; City Attorney John Sutherland; Public Works Superintendent Jim Johnson; Police Chief Tate West; City Treasurer Connie Gore; Michael Miles; Misty & Joe O'Conner; Allyson James; and Tony Furse.

Mayor Robert Sullivan called the meeting to order at 6:00 p.m. Outgoing Council Member Fleming lead the pledge of allegiance.

FAREWELL TO OUTGOING COUNCIL MEMBERS:

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- ✓ Mayor Sullivan thanked the three outgoing council members for their service to the city. The three members were: J. K. Fleming, Esther Shields, and Gerald Williams. A gift was presented to each member.

OATH OF OFFICE FOR NEWLY-ELECTED OFFICIALS:

- ✓ David Allen Huggins – Absent
- ✓ Heather Miles – Sworn into office
- ✓ Keith Stoker – Sworn into office

MAYOR'S COMMENTS:

✓ The Ordinances of La Cygne provide that in the even-numbered years, the governing body shall hold a regular meeting at 6:00 p.m. on the second Monday of January, for the purpose of allowing newly elected city governing body members to take office. The Ordinances also state that should an elected councilman fail to qualify within thirty (30) days, he or she shall be deemed to have refused to accept such office and a vacancy shall exist. Upon a vacancy existing, the Mayor may, with the consent of the remaining members, appoint a suitable elector to fill the vacancy. This process follows Kansas State law.

At this time, as Mayor, I cannot make any comment as to the non-attendance at this meeting of any newly elected councilman. I can assure you that the City of La Cygne will follow the applicable laws concerning this matter and take appropriate action as the law requires.

✓ City Attorney Sutherland presented a brief overview of public office duties. Public Officers are fiduciaries and trustees of the public interest and they owe a duty to the city and people they serve. He spoke further about avoiding conflicts of interest and the Kansas Open Meeting Act (KMOA). He encouraged all to read their Governing Body Handbook and other documents, to attend training by the League when possible, and to interact with citizens and citizen boards. Ask questions, attend, participate, pick priorities, and stay informed.

NEW YEAR ORGANIZATION:

COUNCIL STANDING COMMITTEE APPOINTMENTS

Mayor Sullivan assigned the following Standing Committee Appointments:

Water & Gas	<u>Heather Miles</u>	<u>Keith Stoker</u>
Street	<u>Keith Stoker</u>	<u>Jerome Mitzner</u>
Sewer	<u>Heather Miles</u>	<u>Jerome Mitzner</u>
Park	<u>Danny Curtis</u>	<u>Keith Stoker</u>
Cemetery	<u>Danny Curtis</u>	<u>Heather Miles</u>
Public Safety	<u>Jerome Mitzner</u>	<u>Keith Stoker</u>

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Community Building	Danny Curtis	Heather Miles
Employee Relations/Training	Heather Miles	Keith Stoker

RESOLUTION #396 – AUTHORITY TO PAY PAYROLL AND CERTAIN BILLS EARLY

❖ **Motion**

Council Member Curtis moved to accept Resolution #396. Motion seconded by Council Member Stoker, voted on, passed 3-0. Time 6:24 p.m.

RESOLUTION #397 – WAIVER FROM CERTAIN ACCOUNTING PROCEDURES

❖ **Motion**

Council Member Stoker moved to accept Resolution #397 as presented. Motion seconded by Council Member Curtis, voted on, passed 3-0. Time 6:26 p.m.

OFFICIAL CITY NEWSPAPER – LINN COUNTY NEWS

❖ **Motion**

Council Member Curtis moved to make the Linn County News the official city newspaper. Motion seconded by Council Member Miles, voted on, passed 3-0. Time 6:27 p.m.

ELECT COUNCIL PRESIDENT

❖ **Motion**

Council Member Stoker moved to appoint Council Member Mitzner as Council President. Motion seconded by Council Member Miles, voted on, passed 3-0. Time 6:28 p.m.

CONSENT AGENDA:

NONE

DISCUSSION FROM THE FLOOR:

NONE

SPECIAL PROJECTS:

WATER PROJECT UPDATE

Report by Public Works Superintendent Jim Johnson:

- There has been a halt to the work due to the cold weather. There are still three crews when weather allows the contractor to work.

REPORTS OF CITY OFFICERS:

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CITY ATTORNEY – JOHN SUTHERLAND
POLICE DEPARTMENT – CHIEF TATE WEST
PUBLIC WORKS DEPARTMENT – SUPERINTENDENT JIM JOHNSON
FIRE CHIEF – DAN NASALROAD
CITY CLERK – DEVONA HERRIN

COUNCIL COMMITTEE REPORTS:

NONE

SPECIAL COMMITTEE REPORTS:

EMERGENCY MANAGEMENT - NONE

SWANFEST COMMITTEE - NONE

UNFINISHED BUSINESS:

NONE

NEW BUSINESS:

CITY WIDE GARAGE SALE

Discussed and concurred to continue with the city supporting the City Wide Garage Sale the first Saturday in May as in previous years.

CITY WIDE CLEAN UP DAY

Discussed continuing the city wide clean-up day at the same time as previous years, the second Saturday in May. City Clerk will hold date with trash service company and get the costs for city council approval.

EXECUTIVE SESSION

NONE

OTHER BUSINESS:

NONE

NOTES AND COMMUNICATIONS TO COUNCIL:

NONE

ADJOURNMENT:

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❖ Motion

Council Member Curtis moved to adjourn the meeting. Motion seconded by Council Member Stoker, voted on, passed 3-0. Time 6:36 p.m.

I, _____ La Cygne City Clerk, do hereby declare the
(Devona Herrin) above to be true and correct, to the best of my
knowledge, and do hereby subscribe my name
this 8th day of January 2018.

REGULAR MEETING:

The La Cygne City Council met on Wednesday, January 17, 2018 at La Cygne City Hall. Council Members present were: Danny Curtis; Heather Miles; Jerome Mitzner; and Keith Stoker.

Others in attendance included, but not limited to: City Clerk Devona Herrin; City Attorney John Sutherland; Public Works Superintendent Jim Johnson; Police Chief Tate West; City Treasurer Connie Gore; City Fire Chief Dan Nasalroad; J. K. Fleming; Esther Shields; and Jacob Miles.

Mayor Robert Sullivan called the meeting to order at 6:00 p.m. Council Member Stoker lead the pledge of allegiance.

MAYOR'S COMMENTS:

None

CONSENT AGENDA:

🗳 Motion to approve Consent Agenda:

Council Member Mitzner moved to accept the Consent Agenda as presented which consisted of:

- Minutes of January 03, 2018 City Council Meeting
- Minutes of January 08, 2018 City Council Meeting
- Check Register: January 04 - 17, 2018

Motion seconded by Council Member Stoker, voted on, passed 4-0. Time 6:01 p.m.

DISCUSSION FROM THE FLOOR:

NONE

SPECIAL PROJECTS:

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WATER PROJECT UPDATE

Report by Public Works Superintendent Jim Johnson:

- There has been no work due to the cold weather.
- Bid for Street/Sidewalk Connection pending from Legacy Contractors.

SEWER PROJECT

USDA Grant Application for CCTV Inspection has been completed and submitted.

REPORTS OF CITY OFFICERS:

CITY ATTORNEY – JOHN SUTHERLAND

POLICE DEPARTMENT – CHIEF TATE WEST

Reported on the following:

4. Presented written report. Discussion included:
 - i. Codes Enforcement completed for 2017 and starting fresh in 2018.
 - ii. Continuing to monitor the non-conforming propane tanks.
5. Domestic & Sexual Violence Training, February 21st, in Junction City with an overnight stay and no registration fee.
6. Training to Provide Service to Sexual Assault Victims/Survivors, February 5th and 6th, in Manhattan with overnight stays and no registration fee.
7. 'Legal Issues in Car Stops' Training, March 21st, in Linn Valley, with no registration fee.

Motion

Council Member Mitzner moved for Police Chief Tate West to attend the two KBI training courses with one being on February 21st in Junction City and the other February 5th & 6th in Manhattan. Motion seconded by Council Member Miles, voted on, passed 4-0. Time 6:07 p.m.

Motion

Council Member Mitzner moved for Police Chief Tate West to attend the training in Linn Valley on March 21st. Motion seconded by Council Member Miles, voted on, passed 4-0. Time 6:08 p.m.

PUBLIC WORKS DEPARTMENT – SUPERINTENDENT JIM JOHNSON

Reported on the following:

1. Presented written report. Discussion included:
 - i. KCC Inspection completed this year is for prior year and may not meet all their requirements. Working hard to have the records ready for the inspection.
 - ii. Emergency Management – Attended meeting and preparing contact information for contacts. Also requested the city address properties that do not have addresses on the front of the buildings as per

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city's stated ordinance. Discussed working on methods to get the word out with a future date to be in compliance prior to enforcing the penalty in the codes.

2. New Regulator Station did not meet pressure needs during the really cold weather. Originally purchased the current equipment based on KGM/Koons (Gas Measurement) calculations. They have agreed to only charge for the difference of the bigger regulator costs for an additional cost of \$2,374 and will come change it out at no charge.

 **Motion**

Council Member Mitzner moved to pay for the additional equipment to meet the regulator station needs for \$2,374.00. Motion seconded by Council Member Miles, voted on, passed 4-0. Time 6:21 p.m.

FIRE CHIEF – DAN NASALROAD

Discussed how to handle the slick drive leaving from the fire station when it ices/snows.

CITY CLERK – DEVONA HERRIN

Reported on the following:

1. Presented written report. Discussion included:
 - i. Reviewed Proposed Collaboration Agreement with all three Water Assurance Districts.
 - ii. Advantage Computer's will be at city hall next Wednesday, January 24th to update some computers and phone system.
 - iii. Prepared spreadsheet financials for merit salary adjustment review for employees.
 - iv. Jodi is advertising for lifeguards and pool manager(s).

COUNCIL COMMITTEE REPORTS:

PARK

There is a problem with the light at the basketball court. Will investigate as soon as the weather improves.

SPECIAL COMMITTEE REPORTS:

EMERGENCY MANAGEMENT

Four individuals attended the meeting. Updating contact information is the beginning project for the group.

SWANFEST COMMITTEE - NONE

UNFINISHED BUSINESS:

PLANNING COMMISSION MEMBER APPOINTMENT - PENDING

NEW BUSINESS:

MERIT RANGE REVIEW FOR MERIT RAISES FOR EMPLOYEES

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Reviewed financial spreadsheet reflecting 2018 total salary budgets can handle merit increases up to an additional \$23,000. Some departments have more available funds than others. Discussed applying cost adjustments to some job titles, including the fire department volunteers; or, look at merits first.

WORKSHOP ON JANUARY 31ST AT 6:00 PM TO DISCUSS PAYROLL AND WAGE ADJUSTMENTS

Motion

Council Member Mitzner moved to hold a workshop on January 31st at 6:00 p.m. to discuss payroll and wage adjustments. Motion seconded by Council Member Stoker, voted on, passed 4-0. Time 7:09 p.m.

MUNICIPAL COURT CLERKS CONFERENCE FOR CONNIE GORE IN WICHITA, MARCH 8TH-9TH

Motion

Council Member Mitzner moved to approve Connie Gore to attend the Court Clerks Conference in Wichita on March 8th with per diem . Motion seconded by Council Member Miles, voted on, passed 4-0. Time 7:11 p.m.

KRWA ANNUAL MEETING VOTING DELEGATE

Motion

Council Member Mitzner moved to send a delegate, if available, as a KRWA voting delegate. Motion seconded by Council Member Miles, voted on, passed 4-0. Time 7:15 p.m.

PEOPLES TELECOMMUNICATIONS, L.L.C. FRANCHISE ORDINANCE RENEWAL REVIEW

Discussed differences between the 2008 franchise ordinance with Peoples and the draft Peoples submitted for the renewal with City Attorney Sutherland. City Clerk will follow up with Peoples and ask about retaining the existing ordinance &/or their concerns and reasons for any changes to have at the next meeting.

DIEHL BANWART BOLTON CONTRACT TO AUDIT CITY'S 2017 FINANCIAL STATEMENTS

The cost includes a 1% increase from 2016. The standard audit services are set not to exceed \$6,475 and \$2,150 for the Single Audit of the City's federal grants. There was also a list of examples of circumstances which could result in increased fees.

Motion

Council Member Mitzner moved to authorize the mayor and city clerk to sign the agreement with Diehl Banwart Bolton Contract to audit the city's 2017 Financial Statements for an initial cost of \$6,475 and additional \$2,150 for the grants. Motion seconded by Council Member Miles, voted on, passed 4-0. Time 7:25 p.m.

CHAMBER OF COMMERCE 2018 EVENTS INCLUDING HEALTH FAIR IN AUGUST

Discussed the August Health Fair being set up for a variety of health entities. City Clerk will forward information as available. Noted dates of future chamber meetings and Connie Gore has been attending, representing the city.

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EXECUTIVE SESSION

Motion

Council Member Mitzner moved to go into executive session to review applications and resumes for deputy city clerk per non-elected personnel matter exception, K.S.A. 75-4219(b)(1) for thirty minutes following a ten minute break. Motion seconded by Council Member Curtis, voted on, passed 4-0. Time 7:34 p.m.

Motion

Council Member Mitzner moved to go into executive session to review application and resumes for deputy city clerk per the non-elected personnel matter exception for twenty minutes. Motion seconded by Council Member Miles, voted on, passed 4-0. Time 8:16 p.m.

In addition to the Council Members and City Attorney, others requesting time or invited into portions of the executive session(s) included (but not limited to): City Clerk Herrin.

Open Session Resumed at 8:46 p.m.

OTHER BUSINESS:

SPECIAL MEETING, JANUARY 23RD, AT 5:30 P.M.

Motion

Council Member Mitzner moved to hold a special meeting on Tuesday, January 23rd, at 5:30 p.m. at city hall. Motion seconded by Council Member Stoker, voted on, passed 4-0. Time 8:47 p.m.

NOTES AND COMMUNICATIONS TO COUNCIL:

- a] KMU 'Legislative Update' January 8, 2018
- b] Lifeguard Advertisement

ADJOURNMENT:

Motion

Council Member Curtis moved to adjourn the meeting. Motion seconded by Council Member Miles, voted on, passed 4-0. Time 8:48 p.m.

I, _____
(Devona Herrin)

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 this 17th day of January 2018.

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SPECIAL MEETING:

The La Cygne City Council met for a Special Meeting on Tuesday, January 23, 2018, at La Cygne City Hall. Council Members present were: Danny Curtis; Heather Miles; Jerome Mitzner; and Keith Stoker.

Others in attendance included, but not limited to: City Clerk Devona Herrin, and City Treasurer Connie Gore.

Mayor Robert Sullivan called the special meeting to order at 5:32 p.m.

The Purpose of the Special Meeting was called for:

- ❖ Personnel
- ❖ Executive Session - Personnel

1. Resignation of Jacob Mills from Public Works

Mayor Sullivan read the written resignation submitted by Jacob Mills with his last day to be February 2, 2018. Noted regrets for his resignation notice.

Motion

Council Member Curtis moved to accept the resignation of Jacob Mills as of February 2, 2018. Motion seconded by Council Member Miles, voted on, passed 4-0. Time 5:33 p.m.

2. Review Deputy City Clerk Job Description

Reviewed Deputy City Clerk Job Description and areas of unacceptable questions to ask applicants.

EXECUTIVE SESSION

Motion

Council Member Mitzner moved to go into executive session to review applications/resumes and interviews for deputy city clerk per non-elected personnel matter exception, K.S.A. 75-4219(b)(1) until 8:00 p.m. Motion seconded by Council Member Miles, voted on, passed 4-0. Time 5:54 p.m.

Motion

Council Member Mitzner moved to extend executive session to continue to review applications/resumes and interviews for deputy city clerk per the non-elected personnel matter exception until 8:30. Motion seconded by Council Member Stoker, voted on, passed 4-0. Time 8:00 p.m.

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Extend Meeting:

Motion

Council Member Mitzner moved to extend meeting up to 9:00 p.m. Motion seconded by Council Member Miles, voted on, passed 4-0. Time 8:01 p.m.

Open Session Resumed at 8:30 p.m.

3. Deputy City Clerk Position to Jodi Wade at \$15.40 per hour

Motion

Council Member Curtis moved to offer Jodi Wade the Deputy City Clerk position at \$15.40 per hour contingent on meeting the pre-employment requirements. Motion seconded by Council Member Stoker, voted on, passed 4-0. Time 8:34 p.m.

ADJOURNMENT:

Motion

Council Member Curtis moved to adjourn the meeting. Motion seconded by Council Member Stoker, voted on, passed 4-0. Time 8:35 p.m.

I, _____ La Cygne City Clerk, do hereby declare the
(Devona Herrin) above to be true and correct, to the best of my
knowledge, and do hereby subscribe my name
this 23rd day of January 2018.

REGULAR MEETING:

The La Cygne City Council met on Wednesday, February 7, 2018 at La Cygne City Hall. Council Members present were: Danny Curtis; Heather Miles; Jerome Mitzner; and Keith Stoker.

Others in attendance included, but not limited to: City Clerk Devona Herrin; City Attorney John Sutherland; Public Works Superintendent Jim Johnson; Police Chief Tate West; City Treasurer Connie Gore; City Fire Chief Dan Nasalroad; Public Works Gerald McCarty; Brett Waggoner with BG Consultants; Esther Shields; Gabby Tavis and David Tavis Jr and children; Robert Spencer; and Tony Furse.

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Mayor Robert Sullivan called the meeting to order at 6:00 p.m. Council Member Miles lead the pledge of allegiance.

MAYOR'S COMMENTS:

None

CONSENT AGENDA:

Motion to approve Consent Agenda:

Council Member Mitzner moved to accept the Consent Agenda as presented which consisted of:

- Minutes of January 17, 2018 City Council Meeting
- Minutes of January 23, 2018 Special City Council Meeting
- December 2017 Budget Report
- December 2017 Treasurers' Report
- 4th Quarter 2017 Financial Statement
- 2017 Annual Financial Statement
- Check Register: January 18 – February 7, 2018

Motion seconded by Council Member Stoker, voted on, passed 4-0. Time 6:02 p.m.

DISCUSSION FROM THE FLOOR:

GABBY TAVIS REGARDING COMMUNITY BUILDING DEPOSIT

Gabby Tavis presented her concerns regarding the city cashing her community building deposit of \$185.00 on the basis she did not leave the building clean after she used it. Ms. Tavis had put a stop pay on the check as she did not feel she should have been charged as she had left it clean and no one inspected it prior to the next person using it. Noted she had rented the building before without any problems. Discussed making sure someone inspected between renters.

Motion

Council Member Curtis moved to waive the deposit charge for Gabby Tavis. Motion seconded by Council Member Miles, voted on, passed 4-0. Time 6:11 p.m.

SPECIAL PROJECTS:

REPORT BY BRETT WAGGONER WITH BG CONSULTANTS:

WATERLINES:

- Waterlines are 79% installed/Meters are 26% installed (2,500 LF in January)
- Work will continue through winter months as weather permits with 2 waterline crews and water meter/service crew
- Crews will rough grade areas and leave some soil to account for settling
- All yards will be finish graded, seeded and fertilized at the end of the project
- Possible the water main part of the lines will be complete in a couple of months

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WATER TOWER:

- Foundation and waterline work is complete
- Several loads of steel scheduled to be delivered this week – may be delayed due to bad weather.

TREATMENT PLANT:

- Plans were submitted to KDHE then returned with comments and will resubmit with responses later this week.
- After review will provide an advertisement/bid opening/construction schedule

SEWER CCTV PROJECT:

- Search Grant submittal accepted by USDA. City now waiting for notice of available funding.

WATERLINES:

- Discussed the need to possibly have two inspectors if the contractor brings in four crews to work in different locations at the same time. Noted the work is required to be inspected and a second inspector will be brought in if they mobilize in such a fashion the inspector cannot be at the site location while they are working on the lines.

WATER PROJECT UPDATE

1. Water Line / Meter Breaks with Water Loss
 - a. 214 Market Street
 - b. 111 N Broadway

Discussed the previous water leak happenings around the two areas. Currently found the 214 Market Street property had a toilet leaking for increased water usage at the location. 111 N Broadway has water turned off inside the building; however, still indicating running water when meter turned on, so contractor is researching further and will report back later. Reviewed city codes and determined 214 Market Street is responsible for his usage. Allowed the city could work out a payment plan if the resident was interested.

2. Water Line Contractor Orr-Wyatt Streetscapes' Pay Request #16 for \$84,759.19.

Motion

Council Member Mitzner moved to pay Orr-Wyatt Streetscapes' pay request #16 for \$84,759.19. Motion seconded by Council Member Stoker, voted on, passed 4-0. Time 6:43 p.m.

3. Water Line Easement Review on East Market Street – Pending

WATER TOWER

1. Tower Contractor, Maguire Iron, Pay Request #4 for \$72,632.25

Motion

Council Member Mitzner moved to pay request #4 to Maguire Iron for \$72,632.25. Motion seconded by Council Member Miles, voted on, passed 4-0. Time 6:45 p.m.

2. Change Order #1 for Foundation Footprint

Motion

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Council Member Curtis moved to approve Change Order #1 for the water tower foundation. Motion seconded by Council Member Mitzner, voted on, passed 4-0. Time 6:47 p.m.

WATER PLANT – In final approval stage.

SEWER PROJECT

USDA has confirmed Search Grant Application for CCTV Inspection meets criteria. Now waiting to determine if funding available.

REPORTS OF CITY OFFICERS:

CITY ATTORNEY – JOHN SUTHERLAND

POLICE DEPARTMENT – CHIEF TATE WEST

Reported on the following:

8. Presented written report.
 - iii. Did not attend conference in Manhattan on Monday & Tuesday due to being ill all last week.
9. Request for Concurrence with Linn County to share FCC Radio Frequency.

 **Motion**

Council Member Mitzner moved for Police Chief Tate West to sign Concurrence from Linn County for FCC Radio Frequency #KAG330. Motion seconded by Council Member Miles, voted on, passed 4-0. Time 6:54 p.m.

PUBLIC WORKS DEPARTMENT – SUPERINTENDENT JIM JOHNSON

Discussed written report to include:

3. Water -
 - iii. Water Treatment Pond at Water Plant – KRWA has been at the site and just provided some recommendations. Will place some rip-rap in the worst deteriorating area and get back with KRWA on ways to stabilize the banks. Will report back with more information.
4. Gas –
 - i. Four gas meters were found not working and were changed out. Two were recent rebuilt meters that immediately failed. Now purchasing new meters as cost difference is not a lot at this time.
 - ii. USDI – Services Price Sheet: Covered prices for Field Services, Records Services, and Combined Services with an annual cost or a per item cost. Will discuss with the gas committee as a way to supplement the city's in-house expertise and report back.
 - iii. USDI – Valve Replacement for four valves that have been found to not be working. Will review with gas committee and report back.
 - iv. USDI is available to help should the need arise while working out options.

FIRE CHIEF – DAN NASALROAD

1. AEDs' being shipped this month.
2. SCBA's are in at the county, being sorted, and then distributed.
3. The newly purchased fire hose is up and loaded.

CITY CLERK – DEVONA HERRIN

Reported on the following:

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2. Jodi Wade starts Monday, February 12th

COUNCIL COMMITTEE REPORTS:

PARK

The light just needed to be reset and is working fine.

CEMETERY

Discussed advertising for the seasonal cemetery position.

SPECIAL COMMITTEE REPORTS:

EMERGENCY MANAGEMENT

Would like to see the city enforce the address on homes ordinance. Will put in newsletter to begin reminding residents again.

SWANFEST COMMITTEE - NONE

UNFINISHED BUSINESS:

PLANNING COMMISSION MEMBER APPOINTMENT - PENDING

ORDINANCE #1456, PEOPLES TELECOMMUNICATIONS, L.L.C. FRANCHISE RENEWAL

Discussed only change intended was to add a statute referral. Attached ordinance renewal reviewed by City Attorney Sutherland.

Motion

Council Member Mitzner moved to approve Ordinance #1456 for Peoples Telecommunications, L.L.C. Franchise Renewal. Motion seconded by Council Member Miles, voted on, passed 4-0. Time 7:23 p.m.

NEW BUSINESS:

WORKSHOP REVIEW FOR RAISES FOR EMPLOYEES JOB DUTIES/RESPONSIBILITIES FOR PUBLIC WORKS AND CITY HALL

- I. PUBLIC WORKS SUPERINTENDENT**
- II. PUBLIC WORKS EMPLOYEE – WATER**
- III. PUBLIC WORKS EMPLOYEE – SEWER**
- IV. PUBLIC WORKS EMPLOYEE – GAS**
- V. CITY HALL TREASURER**
- VI. CITY HALL CITY CLERK**
- VII. CITY HALL PART TIME OFFICE CLERK**

Discussed police department wage scales to include raises based on merit, part-timers as they save on overtime wages so look at a possible base of \$13.00 per hour plus years with department. Will get with the Safety Committee to review the police department and report back.

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Discussed the cemetery pay was changed from \$7.25 per hour to \$10.00 per hour, but still didn't retain personnel. Reviewed wages of previous personnel.

Discussed adding 1% more adjustment to employees.

Discussed looking at change in base pay and then add for job experience to become more competitive for new job positions. Included leaving seasonal at \$10.00 per hour. Noted certain certificates are more difficult than others in public works and continuing certification is ongoing.

 **Motion**

Council Member Curtis moved to establish public works standard labor without training at a base of \$12.50 per hour wage. Motion seconded by Council Member Miles, voted on, passed 4-0. Time 8:02 p.m.

 **Motion**

Council Member Curtis moved to start public works with gas certification for \$13.75 per hour. Discussion continued about different certifications. Council Member Curtis rescinded his motion.

 **Motion**

Council Member Miles moved to establish public works with two certificates to be at \$15.18 per hour wage, then public works with one certificate to be at \$14.25 per hour wage, and public works with one year previous experience to be at \$13.75 per hour wage. Motion seconded by Council Member Stoker, voted on, passed 4-0. Time 8:10 p.m.

 **Motion**

Council Member Mitzner moved to change city treasurer from \$14.28 to \$15.28 per hour. Motion seconded by Council Member Stoker, voted on, passed 4-0. Time 8:15 p.m.

 **Motion**

Council Member Mitzner moved to change part time office clerk from \$10.46 to \$11.46 per hour. Motion seconded by Council Member Stoker, voted on, passed 4-0. Time 8:15 p.m.

 **Motion**

Council Member Miles moved to add 1% in raises across the board for those not effected by the established changes. Motion seconded by Council Member Mitzner, voted on, passed 4-0. Time 8:16 p.m.

 **Motion**

Council Member Curtis moved to begin the pay changes effective the next pay period. Motion seconded by Council Member Mitzner, voted on, passed 4-0. Time 8:17 p.m.

WAGE REVIEW FOR FIRE CALLS

 **Motion**

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Council Member Miles moved to change the fire calls from \$25.00 to \$30.00 for firefighters and from \$30.00 to \$35.00 for the fire chief, effective the next quarter. Motion seconded by Council Member Stoker, voted on, passed 4-0-2 (Abstain: Curtis and Mitzner). Time 8:22 p.m.

MONTHLY WAGE REVIEW FOR JUDGE AND FIRE CHIEF

Motion

Council Member Stoker moved to raise the judge's salary to \$250.00 per month. Motion seconded by Council Member Mitzner, voted on, passed 3-1 (No: Curtis). Time 8:24 p.m.

Motion

Council Member Mitzner moved to increase the fire chief's salary the same 3% to \$257.50 per month. Motion seconded by Council Member Miles, voted on, passed 4-0. Time 8:27 p.m.

HOURLY WAGE REVIEW FOR CITY ATTORNEY

Noted making the same hourly wage since 1996.

Motion

Council Member Miles moved to raise the city attorney's hourly rate from \$65.00 to \$80.00 per hour. Motion seconded by Council Member Mitzner, voted on, passed 3-1 (No: Curtis). Time 8:30 p.m.

PART-TIME POLICE OFFICERS' BASE RATE REVIEW

Motion

Council Member Mitzner moved to allow increase in part-time police officers to \$13.00 per hour effective the next pay period. Motion seconded by Council Member Stoker, voted on, passed 3-0-1 (Abstain: Miles). Time 8:34 p.m.

Motion

Council Member Mitzner moved to increase the part time supervisor with more than three years' experience to \$14.00 per hour effective the next pay period. Motion seconded by Council Member Stoker, voted on, passed 3-0-1 (Abstain: Miles). Time 8:35 p.m.

EMAIL DOMAIN HOSTING WITH ADVANTAGE COMPUTER WITH SET UP AND FIRST YEAR AT \$665.00

Discussed setting up the @cityoflacygne.org domain through Advantage Computer while leaving the website with Allyson James for an annual fee and they will maintain and handle any troubles with the emails.

Motion

Council Member Miles moved to accept the domain and email hosting service from Advantage Computer for a total cost of \$665.00. Motion seconded by Council Member Stoker, voted on, passed 4-0. Time 8:40 p.m.

CLERK'S ANNUAL CONFERENCE, WICHITA, MARCH 21 - 23

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Noted Deputy City Clerk Jodi Wade was not available to attend conference that week. Only requesting attendance for one.

 **Motion**

Council Member Mitzner moved to send one to the City Clerk's conference in Wichita on March 21 to 23. Motion seconded by Council Member Miles, voted on, passed 4-0. Time 8:41 p.m.

CLOSING OUT LIEAP EXCESS FUNDS

Noted the LIEAP, Low Income Energy Assistance Program, has been utilized by residents of the city since the '80s. The old records have excess funds that have just been sitting in the interest free checking account. With the current software program all of the known funds belonging to customers have been applied and are being utilized. The LIEAP program states any unused funds be returned to them. Requested approval to close out the excess monies by returning to the state program.

 **Motion**

Council Member Curtis moved to follow state guidelines and return the excess funds to the LIEAP program. Motion seconded by Council Member Miles, voted on, passed 4-0. Time 8:45 p.m.

EXECUTIVE SESSION

None

OTHER BUSINESS:

EMPLOYMENT ADVERTISEMENT

Discussed will run the help wanted advertisements for the public works position, the seasonal cemetery position, and the seasonal summer help for public works.

NOTES AND COMMUNICATIONS TO COUNCIL:

- a] January 25, 2018 Park Board Meeting Unapproved Minutes
- b] 'League News' February 2, 2018
- c] KMU 'Legislative Update', January 21, 2018
- d] La Cygne First Impressions Follow-up
- e] KMU 'Legislative Update', February 5, 2018

ADJOURNMENT:

 **Motion**

Council Member Mitzner moved to adjourn the meeting. Motion seconded by Council Member Stoker, voted on, passed 4-0. Time 8:49 p.m.

I, _____ La Cygne City Clerk, do hereby declare the
(Devona Herrin) above to be true and correct, to the best of my

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knowledge, and do hereby subscribe my name
this 7th day of February 2018.

REGULAR MEETING:

The La Cygne City Council met on Wednesday, March 7, 2018 at La Cygne City Hall. Council Members present were: Danny Curtis; Heather Miles; Jerome Mitzner; and Keith Stoker. Esther Shields became a member during the meeting.

Others in attendance included, but not limited to: City Clerk Devona Herrin; City Attorney John Sutherland; Public Works Superintendent Jim Johnson; Police Chief Tate West; City Fire Chief Dan Nasalroad; Esther Shields; Cindy Dziadoz; J J Isenhower; Brandon Wyatt; Robert Spencer; and Tony Furse. Andrew Smith, with USDI, arrived at 6:47 p.m.

Mayor Robert Sullivan called the meeting to order at 6:00 p.m. Council Member Mitzner lead the pledge of allegiance.

MAYOR'S COMMENTS:

- ✓ Annual Cub Scout Pinewood Derby & Taco Bar, Saturday, March 24th, beginning at 5:00 pm at La Cygne Elementary School
- ✓ KDHE Boil Water Advisory Issued Due to a Water Main Break – Noted water samples would be taken tomorrow and possibly have the advisory lifted by Friday.
- ✓ Vacant City Council Position – Nominated Esther Shields to fill the vacant City Council Position

Motion

Council Member Mitzner moved to approve the nomination of Esther Shields to fill the vacant City Council position. Motion seconded by Council Member Stoker, voted on, passed 4-0. Time 6:04 p.m.

Esther Shields accepted the Oath of Office and took her seat on the City Council.

- ✓ Council Meeting Time Change – Noted with Daylight Savings Time beginning this coming Sunday the next city council meeting will begin at 7:00 pm.

CONSENT AGENDA:

Motion to approve Consent Agenda:

Council Member Mitzner moved to accept the Consent Agenda as presented which consisted of:

- Minutes of February 7, 2018 City Council Meeting
- January 2018 Budget Report
- January 2018 Treasurers' Report
- Check Register: February 8 – March 7, 2018

Motion seconded by Council Member Stoker, voted on, passed 5-0. Time 6:08 p.m.

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DISCUSSION FROM THE FLOOR:

J.J. ISENHOWER REGARDING HIGH WATER BILL

J.J. Isenhower presented his March water bill for high usage and asked the council to waive the prior months' usage that was not billed correctly. Discussed causes of previous low bills due to human error. The present bill appears to correct including unbilled usage from the previous low usage statements, which include the month that was estimated due to bad weather. The water committee agreed to review the request to have time to determine what had occurred. And for the current bill to have an average estimate applied to allow to continue with current statements for the homeowner. The water committee will report back at the next meeting.

SPECIAL PRESENTATION FOR GAS UTILITY:

ANDREW SMITH WITH USDI (UTILITY SAFETY & DESIGN, INC) TO DISCUSS HOW HIS COMPANY CAN SUPPORT THE CITY NATURAL GAS SYSTEM:

Not present. Public Works Superintendent Johnson will follow up and reschedule.

SPECIAL PROJECTS:

REPORT BY BRETT WAGGONER WITH BG CONSULTANTS:

A written report was at the table. There were no questions from the council.

WATER DISTRIBUTION PROJECT UPDATE

WATER LINES

4. Water Line Contractor Orr-Wyatt Streetscapes' Pay Request #17 for \$69,611.69.

Motion

Council Member Mitzner moved to pay Orr-Wyatt Streetscapes' pay request #17 for \$69,611.69. Motion seconded by Council Member Curtis, voted on, passed 5-0. Time 6:24 p.m.

WATER TOWER

3. Tower Contractor, Maguire Iron, Pay Request #5 for \$50,991.25

Motion

Council Member Miles moved to pay request #5 to Maguire Iron for \$50,991.25. Motion seconded by Council Member Stoker, voted on, passed 5-0. Time 6:27 p.m.

WATER PLANT – In final approval stage with KDHE.

SEWER PROJECT

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Waiting for determination from USDA if funding is available for the Search Grant Application for CCTV Inspection.

REPORTS OF CITY OFFICERS:

CITY ATTORNEY – JOHN SUTHERLAND

POLICE DEPARTMENT – CHIEF TATE WEST

10. Presented written report that included citations issued, current status on codes enforcement, animal control, and U.S. Minerals pollution concerns. Discussed:
 - iv. Codes Violations and pending actions.
 - v. Visited with 40 residents regarding tagging dogs and rabies shots. The city will have it's annual Dog Days with a vet here for shots on Saturday, April 7th, from noon to 3pm. This is a time change from previous years.
 - vi. Checking on KDHE Air Permit Inspection regarding U.S. Minerals.
 - vii. Mayor Sullivan inquired about status of Ride-Along Policy.

PUBLIC WORKS DEPARTMENT – SUPERINTENDENT JIM JOHNSON

5. Water -
 - iv. Water Treatment Pond at Water Plant – KRWA has responded by letter with their findings that includes 4' of settlement found in the pond. Therefore recommendations include cleaning out the pond and getting rip-rap rock around the sides to stop the erosion. Can get 18" rip-rap from Keith for around \$700-800 a load. (Clarified the rock is from APAC and Council Member Stoker obtained the price.). Can place some rip-rap in the worst deteriorating area with one load. Will report back with more information.
 - v. A 2-inch water pump locked up at the water plant and is being replaced.
6. Roads –
 - v. Borrowed a tamper and used on some pot holes after filling and found those holes are still holding up and not breaking back out at fast as just compacting them. Can buy one for \$700 and would like to purchase one to help hold the fill in the pot holes.

Motion

Council Member Mitzner moved to spend up to \$700 on a portable compactor for the road patch. Motion seconded by Council Member Shields, voted on, passed 5-0. Time 6:36 p.m.

Motion

Council Member Mitzner moved to spend up to \$800.00 for rip-rap for the settlement pond from Louisburg APAC. Motion seconded by Council Member Miles, voted on, passed 5-0. Time 6:37 p.m.

- vi. Competent Person Trenching & Excavation Training by KMIT/IMA, March 14th, Ft. Scott. – If time allows Jerry McCarty and Jim Johnson would attend.

Motion

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Council Member Mitzner moved to send up to two public works employees to attend the Competent Person Trenching & Excavation Training in Ft. Scott on March 14th. Motion seconded by Council Member Stoker, voted on, passed 5-0. Time 6:38 p.m.

- vii. Second OQ Planning Meeting for Eastern KS Gas Group, March 13th, in Humboldt. – If time allows would send a public works employee and one from the office could also attend for the paperwork part.

 **Motion**

Council Member Mitzner moved to send up to two city employees to attend the OQ Planning Meeting on March 13th in Humboldt. Motion seconded by Council Member Miles, voted on, passed 5-0. Time 6:39 p.m.

FIRE CHIEF – DAN NASALROAD

4. AEDs' are in and training completed.
5. SCBA's are in and training completed.
6. A structure fire was called out during the water line break. However, it was not an actual fire. It was wind driven sparks from power lines and the fire trucks were full of water for a fire.

CITY CLERK – DEVONA HERRIN

Presented written report that included the update on the annual sewer rate change, the sewer backup in City Hall and the email domain switch had been made. Discussed:

3. Thanking everyone that helped with the sewer backup to include Police Chief West, all of public works, and Jodi and Connie from the office that also was involved in pulling the toilets and the others putting them back.
4. Jim searched outside for the sewer line and was unsuccessful in locating it. However after digging around the building the line began to work again. If the CCTV grant is received will use it to identify where the line connects with the main line in an attempt to locate the line outside the building.

DEPUTY CITY CLERK – JODI WADE

Presented written report. In Jodi's absence, Devona discussed with city council:

1. KCPL Street Lighting east of Industrial Road on Market Street/Hwy 152 utilizing the Franchise program. Jodi met with Kevin Keener, KCP&L, and went over the area for adequate polls for lighting the area. KCP&L is working on some options to include the possibility of LED lighting if the State of Kansas provides approval for this option by June 2018. Should have more information in April.
2. SE KANSASWORKS PROGRAM – Met with Carla Black, (Business Rep), and went over two programs: 'Try-Out Employment' and 'On-the-job Training'. The services are free to the city and are developed to help in the hiring process of employees. Council would like to meet with the Representative during a regular city council meeting.

COUNCIL COMMITTEE REPORTS:

COUNCIL COMMITTEE CHANGES:

Mayor Sullivan made the following changes to the Council Committees:

1. CEMETERY DANNY CURTIS AND ESTHER SHIELDS
2. COMMUNITY BUILDING DANNY CURTIS AND ESTHER SHIELDS

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3. EMPLOYEE RELATIONS

ESTHER SHIELDS AND HEATHER MILES

PARK

Possible short in the basketball court light. Looking into it.

SPECIAL COMMITTEE REPORTS:

EMERGENCY MANAGEMENT

Nice to see the newsletter include the request of residents to have their addresses on their property.

SWANFEST COMMITTEE - NONE

SPECIAL PRESENTATION FOR GAS UTILITY:

ANDREW SMITH WITH USDI (UTILITY SAFETY & DESIGN, INC) TO DISCUSS HOW HIS COMPANY CAN SUPPORT THE CITY NATURAL GAS SYSTEM:

Andrew Smith arrived at 6:49 P.M. as he had the city council meeting beginning at 7:00 p.m. Andrew introduced himself and went over what USDI, Inc. can do to help small utility service municipalities.

1. Service Maintenance Price Sheet Options for the City

Reviewed the UDSI Services Price Sheet and how the section on training the trainer is a three year cycle. The parts of the system they leave up to the city include responding to leak calls, completing the annual 7100 Report, the Drug & Alcohol Plan, and keeping Fire Departments and Police Departments updated. The options on the price sheet can be chosen to be done in just parts, or with all services combined to include a three year contact quote. The price sheet covered Field Services and Records Services. Reviewed the All Services Combined – 3 year contract quote for a total cost of \$17,000 a year for each three years and a one time up-front fee of \$2,000. Current gas capital improvement funds should be able to financially handle this for the first three years, as always pending no major unplanned expenses.

The current retainer fee would go away and the agreement would replace it. A lot of work to get caught up. Familiar with the group of municipals in the Flint Hills group and would work with the new group that is getting established in the south-eastern area. After caught up and running smoothly by the end of the three year period the city may choose to just utilize part of their services and that works with USDI too. Public Works Superintendent Johnson thought it would be a good idea to get caught up.

Motion

Council Member Shields moved to do the three year contract as presented. Motion seconded by Council Member Stoker. Discussed: USDI sending written contract to the city and having city attorney review before final approval. Amended motion to be for a three year proposal pending contract approval. Amended motion seconded by Council Member Stoker, voted on, passed 5-0. Time 7:12 p.m.

USDI will complete the contract and forward to the City Clerk for city approval.

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2. Valve Replacement for Four Nonfunctioning Valves

City has the option of replacing all four nonfunctioning valves at once or can make a replacement schedule. Tabled until the next meeting.

UNFINISHED BUSINESS:

PLANNING COMMISSION MEMBER APPOINTMENT - PENDING

EMPLOYEES JOB DUTIES/RESPONSIBILITIES FOR PUBLIC WORKS & CITY HALL MERIT RAISES

Discussed having workshop to begin the process of reviewing job duties/responsibilities.

Motion

Council Member Mitzner moved to hold a workshop prior to the next council meeting on March 21st at 6:00 p.m. Motion seconded by Council Member Miles, voted on, passed 5-0. Time 7:18 p.m.

NEW BUSINESS:

JODI WADE TO ATTEND COURT CLERK'S CONFERENCE MARCH 8 & 9, WICHITA, KS

Motion

Council Member Mitzner moved to add Jodi Wade to attend the Court Clerk's Conference March 8 & 9 in Wichita. Motion seconded by Council Member Miles, voted on, passed 5-0. Time 7:19 p.m.

INTERNATIONAL CONFERENCE OF POLICE CHAPLAINS, APRIL 23-26, TEXARKANA, TX

The Police Chaplain is a volunteer position that Dr. Fulk fulfills for the city. This is the only annual training and cost the city incurs for his services.

Motion

Council Member Mitzner moved to send Dr. Fulk to the Chaplain Conference in Texarkana, Texas April 23-26th incurring costs. Motion seconded by Council Member Miles, voted on, passed 5-0. Time 7:23 p.m.

REQUEST TO WAIVE COMMUNITY BUILDING FEE FOR GRADY'S KIDS FUNDRAISER, JULY 7TH

Motion

Council Member Miles moved to waive the community building fee for Grady's Kids Fundraiser on July 7th. Motion seconded by Council Member Stoker, voted on, passed 5-0. Time 7:24 p.m.

PRAIRIE VIEW HIGH SCHOOL AFTER PROM DONATION REQUEST

Motion

Council Member Stoker moved to make a donation of \$150.00 to the Prairie View High School After Prom. Motion seconded by Council Member Miles, voted on, passed 5-0. Time 7:27 p.m.

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LKM GOVERNING BODY INSTITUTE CONFERENCE, APRIL 20-21, TOPEKA

The training conference is split out for mayors and council members. Discussed who was available to attend: Mayor Sullivan and Council Member Miles.

 **Motion**

Council Member Mitzner moved to approve the Mayor and one Council Member to attend the LKM Conference on April 20-21 in Topeka with per diem. Motion seconded by Council Member Stoker, voted on, passed 5-0. Time 7:30 p.m.

UTILITY SERVICE CO. NORTH WATER TOWER INSPECTION REPORT, NOVEMBER 2017

Council Member Mitzner inquired about the north water tower inspection report and the condition of the noted condition of the trusses and other repair comments. Public Works Superintendent Johnson noted the truss needs to be addressed when the new tower is up and running but not a major concern and should not be a major cost. The maintenance contract includes repairs on certain parts. May want to have addressed once the new tower is up and look at rebidding both towers after the project is complete.

EXECUTIVE SESSION

 **Motion**

Council Member Mitzner moved to go into executive session for twenty minutes for non-exempt employee reviews following a ten minute break. Motion seconded by Council Member Stoker, voted on, passed 5-0. Time 7:36 p.m.

Open Session: 8:07 p.m.

 **Motion**

Council Member Mitzner moved to go into executive session for fifteen minutes to review applications and resumes for non-elected personnel exception. Motion seconded by Council Member Stoker, voted on, passed 5-0. Time 8:08 p.m.

Open Session: 8:24 p.m.

 **Motion**

Council Member Curtis moved to go into executive session for five minutes to review non-elected personnel applications. Motion seconded by Council Member Miles, voted on, passed 5-0. Time 8:24 p.m.

In addition to the Council Members and City Attorney, others requesting time or invited into portions of the executive session(s) included (but not limited to): None.

Open Session Resumed at 8:30 p.m.

OTHER BUSINESS:

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HIRE ROBERT SPENCER FOR PUBLIC WORKS POSITION AT \$14.25 PER HOUR UPON MEETING PRE-EMPLOYMENT REQUIREMENTS

Discussed hourly rate for qualifications.

Motion

Council Member Stoker moved to hire Robert Spencer to fill the position for public works at \$14.25 upon meeting pre-employment requirements. Motion seconded by Council Member Miles, voted on, passed 5-0. Time 8:37 p.m.

HIRE DESIREE TIERNO FOR SEASONAL CEMETERY CARETAKER AT \$10.00 PER HOUR UPON MEETING PRE-EMPLOYMENT REQUIREMENTS

Motion

Council Member Curtis moved to hire Desiree Tierno to fill the cemetery position following the pre-employment requirements at \$10.00 per hour. Motion seconded by Council Member Mitzner, voted on, passed 5-0. Time 8:38 p.m.

CONSIDER PART TIME HELP IN PUBLIC WORKS WITH AGE GROUP OF 16-<18 YEARS

Discussed limited work available to this age group. Declined to get involved.

NOTES AND COMMUNICATIONS TO COUNCIL:

- a] Utility Service Co. North Water Tower Inspection Report, November 2017
- b] 'Thank You' from Mine Creek Radio Club
- c] KRWA Letter Regarding Help with USDA Search Grant
- d] KMU 'Legislative Update' February 12, 2108
- e] MRWAD #2 Quarterly Meeting, February 14th, Unapproved Minutes
- f] La Cygne Chamber Update
- g] KDOT Dist. 4 Monthly Direction for February 2018
- h. KWO, 'The Waterfront' Volume 9, Issue 1, Winter 2018

ADJOURNMENT:

Motion

Council Member Mitzner moved to adjourn the meeting. Motion seconded by Council Member Curtis, voted on, passed 5-0. Time 8:41 p.m.

I, _____
(Devona Herrin)

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 this 7th day of March 2018.

Record of the Proceedings of the Governing Body
2018 MEETING MINUTES

REGULAR MEETING:

The La Cygne City Council met on Wednesday, March 21, 2018 at La Cygne City Hall. Council Members present were: Danny Curtis; Heather Miles; Jerome Mitzner; Esther Shields; and Keith Stoker.

Others in attendance included, but not limited to: City Clerk Devona Herrin; City Attorney John Sutherland; Public Works Superintendent Jim Johnson; Police Chief Tate West; Officer Kurtis West; J. J. Isenhower; and Tony Furse.

Mayor Robert Sullivan called the meeting to order at 7:00 p.m. Council Member Curtis lead the pledge of allegiance.

MAYOR'S COMMENTS:

- ✓ The Chamber of Commerce Easter Egg Hunt is Saturday, March 31st at 10 a.m.

CONSENT AGENDA:

Motion to approve Consent Agenda:

Council Member Shields moved to accept the Consent Agenda as presented which consisted of:

- Minutes of March 7, 2018 City Council Meeting
- February 2018 Budget Report
- February 2018 Treasurers' Report
- Check Register: March 7 – 21, 2018

Motion seconded by Council Member Stoker, voted on, passed 5-0. Time 7:03 p.m.

DISCUSSION FROM THE FLOOR:

J.J. ISENHOWER, 534 N BROADWAY, REGARDING HIGH WATER BILL

Water Committee Council Member Miles reported the committee had reviewed the water bill and causes of the prior months' usage that was originally incorrectly billed. They apologized for the human errors; however, the committee concurred the usage did occur. The causes have been addressed to avoid future issues of unexpected higher than normal bills and lower than usual bills. The Committee concurred, with council approval, to adjust the current outstanding amount of \$456.48 to \$316.12. The \$140.36 difference is the amount previously paid by the property owner for the months of lower than usual bills during the months of November, December, January, and February. Also, still acceptable to work with the city clerk on a payment plan for the outstanding amount.

Council thanked J. J. Isenhower for bringing his concerns to the city council and asked him in the future if he ever received a lower than usual utility bill to please contact the city immediately to avoid an extremely large bill later to catch up on the actual usage involved.

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Motion

Council Members Miles and Mitzner combined motion to waive \$140.36 off of the current balance leaving a balance of \$316.12 and a payment agreement worked out between the city clerk and customer. Motion seconded by Council Member Stoker, voted on, passed 5-0. Time 7:11 p.m.

SPECIAL PROJECTS:

REPORT BY PUBLIC WORKS – JIM JOHNSON:

- i. Rained out recently.

WATER DISTRIBUTION PROJECT UPDATE

WATER LINES

WATER TOWER

4. Kansas Historical Society has approved the Memorandum of Agreement to remove the Old Water Tower.

WATER PLANT – Taking longer with KDHE than expected.

SEWER PROJECT

Still waiting for determination from USDA if funding is available for the Search Grant Application for CCTV Inspection.

REPORTS OF CITY OFFICERS:

CITY ATTORNEY – JOHN SUTHERLAND

POLICE DEPARTMENT – CHIEF TATE WEST

11. Presented written report that included citations issued, current status on codes enforcement, animal control, and U.S. Minerals pollution concerns. Discussed:
 - viii. A lot of movement with codes including structure rehabbing &/or removing.
 - ix. 235 dogs have been tagged for 2017-2018. Approximately 20 remain to be tagged or fined. One animal killed a cat and it was removed from the city limits.
 - x. U.S. Minerals Plant: Any expiration to Conditional Use Permit? Ask state for help to meet the emissions requirements? There are firms that can be hired to inspect. Review the SUP.

PUBLIC WORKS DEPARTMENT – SUPERINTENDENT JIM JOHNSON

7. Water –
 - vi. Two of the four easements have been worked out and signed. One for moving the water line at the Marsh Trailer Park and another on the Engert property. The easement for a fire hydrant at the front of the Dollar Store is still pending and the clean-up easement on the Beachner Grain property is also still pending survey.
 - vii. Completed several feet of distribution lines in the last month.
 - viii. Extra water meters and pits being paid for with grant money? Discussed a request from a property owner to have a water line and meter pits laid on three building site lots currently without any water

**Record of the Proceedings of the Governing Body
2018 MEETING MINUTES**

- line in the area. June 2017 inquiries with the engineer noted the city council could consider adding these to the grant project or leave it up the property owner and contractor for work in that area. The property owner was willing, at that time, to pay expenses for the water access improvement to the building sites. Council concurred they were not in favor of passing this expense through the water grant monies. Any improvements and costs should be between the property owner and contractor.
- ix. Water Treatment Pond at Water Plant – Still reviewing options.
8. Roads –
- viii. New Sidewalk Bridge: Council Member Shields inquired about cleaning out the brush between the sidewalk and highway for an improvement this summer. Discussed public works already has many projects this summer and the contractors are still here.
- ix. Painting stripes and handicap parking on Broadway Street: Noted would use overtime to clean up the street area after the daytime traffic left the area so as not to disturb traffic.
9. Excess Water Meters: Public Works Superintendent Johnson has located a company that will purchase used water meters as they are for \$2.50 a meter. To sell them for scrap is just \$.85 for each meter.

 Motion

Council Member Mitzner moved to empower Jim Johnson to get the most possible for the used water meters. Motion seconded by Council Member Miles, voted on, passed 5-0. Time 7:45 p.m.

10. Old Fire Hydrants: PWS Johnson discussed he had not committed any old fire hydrants to anyone. Discussed make and model of as hydrant often determines the used value. Public Works will collect them and then determine how to dispose of them.
11. Sewer –
- i. Sewer Line Repair on South 1st Street: Have the pipe to replace the damaged area when weather permits. Will determine if going to clamp or weld once the area to be replaced is opened to see what works best for the area.
12. NACE, Annual Corrosion Control Seminar, March 27-29, Great Bend – Discussed Robert Spencer to attend the Corrosion Control Seminar in Great Bend and the pending contract with USDI covering this training locally.

Motion

Council Member Mitzner moved to not send Bobby to the seminar with pending contract with USDI and try to recoup costs. Motion seconded by Council Member Stoker, voted on, passed 5-0. Time 7:59 p.m.

FIRE CHIEF – DAN NASALROAD

7. Council Member Mitzner reported Dan is working with Brett, the engineer, on a map plotting hydrants for maximum area to be covered.
8. Council Member Shields was pleased with the quick response from public works on her gas leak.
9. Police Chief West complimented the volunteer fire department and their employers for their quick response to an auto accident and preventing the car from burning.

CITY CLERK – DEVONA HERRIN
DEPUTY CITY CLERK – JODI WADE

COUNCIL COMMITTEE REPORTS:

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PARK

Basketball court light still not working all the time. Continuing to look into it.

CEMETERY

New employee has started and then the mower began slipping the belt. Getting the mower repaired.

PUBLIC SAFETY

Discussed pre-employment physical being part of requirements of a potential new employee and not part of paid employee time; and, going to review the public works requirement established to be able to lift 80 lbs to meet the requirements. This requirement can be changed by the city's review and changing established guidelines.

EMPLOYEE RELATIONS & TRAINING

Public Works Superintendent Johnson reported Public Works Jerome Moore had given his retirement date as of July 3rd. He would like to start looking for his replacement now and possibly locate a Class Two Water Operator to start with.

SPECIAL COMMITTEE REPORTS:

EMERGENCY MANAGEMENT

SWANFEST COMMITTEE

UNFINISHED BUSINESS:

PLANNING COMMISSION MEMBER APPOINTMENT - PENDING

CONTRACT FOR SERVICES WITH UTILITY SAFETY & DESIGN, INC. (USDI)

City Attorney Sutherland had reviewed the contract and was ok with the wording. Discussed Council Member Shields questions as to how the company worked with the gas system requirements. As a third party, USDI, will help the city employees meet the KCC requirements. By the end of the three year contract the city could be up and running enough not to have to continue to this extent. Ok with the annual payment option.

Motion

Council Member Curtis moved to approve the Contract of Services with USDI for the three years. Motion seconded by Council Member Miles, voted on, passed 5-0. Time 8:20 p.m.

USDI VALVE REPLACEMENT FOR FOUR GAS VALVES

Tabled.

NEW BUSINESS:

Record of the Proceedings of the Governing Body
2018 MEETING MINUTES

RESOLUTION #398 PERTAINING TO SOLID WASTE CITY SERVICE RATES

Motion

Council Member Mitzner moved to approve Resolution #398 pertaining to Solid Waste City Service Rates. Motion seconded by Council Member Stoker, voted on, passed 5-0. Time 8:25 p.m.

COLLECTIONS ACCOUNT MODIFICATIONS #2018-1001

This is the amount that was charged for collecting the outstanding older debt. As new debt occurs there is now an ordinance in place to charge the collection fee as additional to the debt. As the collections occur the office will be presenting these lists needing the outstanding older debt waived by the city council.

Motion

Council Member Mitzner moved to approve the Collections Account Modifications #2018-1001 for a total of \$37.54. Motion seconded by Council Member Stoker, voted on, passed 5-0. Time 8:31 p.m.

ANIMAL HUMANE SOCIETY TRAINING FOR LAW ENFORCEMENT, MARCH 26, KANSAS CITY

Motion

Council Member Mitzner moved to approve Police Chief West and Officer West to attend the free Animal Humane Society Training on March 26th in Kansas City. Motion seconded by Council Member Miles, voted on, passed 5-0. Time 8:32 p.m.

WARNING SIREN SYSTEM MAINTENANCE CONTRACT RENEWAL

Mayor Sullivan inquired about the removal of the nonfunctioning siren. Discussed options brought to prior meetings. Chief West will review options.

Motion

Council Member Mitzner moved to sign the Maintenance Agreement with Blue Valley Public Safety for the warning sirens for the annual amount of \$1,554.00. Motion seconded by Council Member Stoker, voted on, passed 5-0. Time 8:37 p.m.

AMMUNITION PURCHASE FOR LAW ENFORCEMENT RANGE QUALIFICATION RENEWALS

Chief West presented two quotes for duty ammunition and how the department could work with the lower quote with the current staff and ammunition already within the department. Chief requested approximately \$750.00 to purchase the ammunition quote of \$723.42 to cover any unexpected costs with the purchase.

Motion

Record of the Proceedings of the Governing Body
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Council Member Mitzner moved to approve spending up to \$750.00 to have the police officers requalify on firearms. Motion seconded by Council Member Miles, voted on, passed 5-0. Time 8:41 p.m.

KANSAS MUNICIPAL BUDGET WORKSHOP, MAY 3RD, IOLA, CLERK & DEPUTY CITY CLERK

Motion

Council Member Mitzner moved to approve City Clerk and Deputy City Clerk to attend the Budget Workshop on May 3rd in Iola. Motion seconded by Council Member Stoker, voted on, passed 5-0. Time 8:43 p.m.

HRMAK TRAINING, MAY 10TH, ELLIS, KS, CLERK & DEPUTY CITY CLERK

Discussed this is a group of municipal clerks and human resource officers that meet annually and the topics this year are good topics to cover for HR and Record Retention. The conference would also be a good way for Jodi to meet those from other cities that could be a good resource for her when she might have questions for handling HR issues in the future. Usually it is closer, however this year it is a five hour drive one way.

Motion

Council Member Miles moved to send the city clerk and the deputy city clerk to the HRMAK Training. Motion seconded by Council Member Mitzner, voted on, passed 5-0. Time 8:46 p.m.

CLOSE TRASH COMPACTOR FOR EASTER SUNDAY, APRIL 1ST

Motion

Council Member Shields moved to close the trash compactor on Easter Sunday, April 1st. Motion seconded by Council Member Miles, voted on, passed 5-0. Time 8:47 p.m.

UPDATE POLICE RADIOS

Police Chief West presented quote from KA-COMM, INC to purchase radios compatible with the county sheriff's new platform system they are installing. Will not purchase a system for the old car; will just reduce down to two police units. This new system will reach out and communicate with all of the different systems in the surrounding area, as well as the systems in the vehicles. This will free up a license if the fire chief would like to purchase a set for him to have a unit that works will all. The fire department and public works will still be able to communicate with dispatch with their existing equipment. With the reduction in staff and vehicle the police department budget can handle this expense.

Motion

Council Member Mitzner moved to allow the purchase of radios to work with the sheriff's department from KA-COMM, INC not to exceed \$7,300.00. Motion seconded by Council Member Miles, voted on, passed 5-0. Time 8:57 p.m.

VEHICLE FOR CITY USE

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City Clerk Herrin asked the city council to consider a vehicle for office use. The post office and bank have not been available by walking now for a few years and the office staff has been using their own vehicles to meet the city's needs without compensation or wear and tear considered on their vehicles. This would also have a city vehicle available for those traveling for training. Asked the city council to consider as recently had a state surplus vehicle available that would have met these needs and those vehicles move quickly. Right now just asking to be able to present quickly for approval if/when another opportunity arose. City Council concurred to be available for a special meeting to review should another vehicle come available through other resources.

EXECUTIVE SESSION

Motion

Council Member Mitzner moved to go into executive session for ten minutes following a ten minute break consultation with attorney pending litigation/threatened litigation. Motion seconded by Council Member Stoker, voted on, passed 5-0. Time 9:06 p.m.

In addition to the Council Members and City Attorney, others requesting time or invited into portions of the executive session(s) included (but not limited to): City Clerk Herrin.

Open Session Resumed at 9:37 p.m.

OTHER BUSINESS:

SUMMER HELP FOR PUBLIC WORKS

Council asked to repost on the city's web site and Facebook, as well as the Linn County News that the city is looking for summer help.

STREET COMMITTEE WILL REVIEW CONCERNS ON SIDEWALK – WILL REPORT BACK

NOTES AND COMMUNICATIONS TO COUNCIL:

- a] KRWA Letter Regarding Water Treatment Plant Pre-sediment Pond – PWS Johnson noted the city may have to go with an engineer to meet KDHE requirements to repair the pond. Council concurred to ask Brett.
- b] KMU 'Headlines' March 16, 2018
- c] Frankie's Liquor License Renewal
- d] New Businesses in City: and exercise place and a retail store that is rehabbing furniture.

ADJOURNMENT:

Motion

Council Member Shields moved to adjourn the meeting. Motion seconded by Council Member Miles, voted on, passed 5-0. Time 9:38 p.m.

I, _____
(Devona Herrin)

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 this 21st day of March 2018.

Record of the Proceedings of the Governing Body
2018 MEETING MINUTES

REGULAR MEETING:

The La Cygne City Council met on Wednesday, April 4, 2018 at La Cygne City Hall. Council Members present were: Danny Curtis; Heather Miles; Jerome Mitzner; Esther Shields; and Keith Stoker.

Others in attendance included, but not limited to: City Clerk Devona Herrin; City Attorney John Sutherland; Public Works Superintendent Jim Johnson; Public Works Robert Spencer; Police Chief Tate West; Twister Wrestling Shelby Diedeker, SE Kansasworks Carla Black; Boy Scouts Brian Uphoff/Carl Chrome; Terry Weitman; Linn County News Tony Furse; BG Consultants Brett Waggoner; Mary Ruppel

Mayor Robert Sullivan called the meeting to order at 7:00 p.m. City Attorney John Sutherland lead the pledge of allegiance.

MAYOR'S COMMENTS:

- ✓ Mayor Robert Sutherland read the Proclamation celebrating 50 years of Fair Housing
- ✓ Mayor Robert Sutherland reminded patrons about Dog Days this Saturday from noon – 3pm at the Public Works Barn.

CONSENT AGENDA:

Motion to approve Consent Agenda:

Council Member Esther Shields moved to accept the Consent Agenda as presented which consisted of:

- Minutes of March 21, 2018 City Council Meeting
- Check Register: March 22 - 30, 2018
- Check Register: March 31 – April 4, 2018

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

DISCUSSION FROM THE FLOOR:

BRIAN UPHOFF – WAIVE FEE FOR USE OF COMMUNITY BUILDING FOR ICE CREAM SALES

Mr. Uphoff spoke on behalf of the Cub Scouts utilizing the Community Building during their sale of ice cream on Wednesday's at 3:30pm beginning end of April until Oct. Indicated they would be sure to keep the facilities clean. Funds raised have been donated to various community programs and organizations. Mr Uphoff asked if the council would waive the rental fee. Councilman Curtis requested that they abstain from sales when the building is rented/used by others. Council Member Shields requested that they pay the deposit.

Motion

Council Member Miles motioned to waive the fee and requested the deposit be paid for use of the community building by the Cub scouts for the sale of ice cream on Wednesdays from April-Oct. Motion seconded by Council Member Shields, voted on, passed 5-0.

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CARLA BLACK – SOUTHEAST KANSAS WORKS PROGRAM PAOLA, KS

Carla Black, Business Services Representative, spoke about their “no cost” On-the-job Training program available for new hires. The City of La Cygne can review resumes they have received or ones from the SEKS Works resume bank, make a selection and then have the individual get set up through the SEKS Works program. Training period 6mths/\$7000 max. City submits timesheet/evaluation monthly for reimbursement.

SHELBY DIEDEKER – WAIVE FEE FOR USE OF COMMUNITY BUILDING FOR TWISTER WRESTLING BANQUET

Shelby spoke on behalf of the Twister Wrestling Club utilizing the Community Building for their banquet which was originally planned as an outside event. Asked if fee could be waived.

Motion

Council Member Shields motioned to waive the fee and requested the deposit be paid for use of the community building by Twister Wrestling Club for their annual banquet. Motion seconded by Council Member Miles, voted on, passed 5-0.

MARY RUPPEL – CONCERNS OF TOO MANY ADVERSE INTERACTIONS WITH LAW ENFORCEMENT

Mary shared her personal interactions with law enforcement and expressed her thanks for the City Council listening to her concerns.

SPECIAL PROJECTS:

WATER DISTRIBUTION PROJECT PHASE II UPDATE

Brett Wagoner updated the Council on the progress of the project. Mayor Sullivan inquired about Alley road behind Sudsy Swan carwash/current meter pit. Brett informed him the meter would be moved closer to the car wash and alley entrance will be restored to a proper alley entrance. Reviewed Stored Materials on invoice.

WATER LINES

1. 4300 Linear ft. installed to date
2. 16 meters installed to date
3. Yards will all be restored by Aug. 2018.

Motion to approve Orr-Wyatt Streetscapes' Pay Request #18:

Council Member Miles motioned to approve payment of Contractor Orr-Wyatt Streetscapes' Pay Request #18 in the amount of \$136,573.97. Motion seconded by Council Member Mitzner, voted on, passed 5-0.

WATER TOWER

5. Erection is complete. Welders work is complete and will be inspected. Sandblasting/Painting crew will arrive next. Make public aware that the sandblasting will be loud but work must maintain consistent to prevent rusting.

Motion to approve Maguire Iron Pay Request #6:

Council Member Mitzner motioned to approve payment of Maguire Iron Pay Request #6 in the amount of \$41,420.00. Motion seconded by Council Member Stoker, voted on, passed 5-0.

Record of the Proceedings of the Governing Body
2018 MEETING MINUTES

SPECIAL PROJECTS CONT:

6. Brett Wagoner reviewed the Tank Lettering Options. Price the same for 3' and 4' size. Color of tower will be Tnemec white with black lettering.

Motion

Council Member Miles motioned to approve 3' lettering for the City of La Cygne wording on the Water tower. Motion seconded by Council Member Shields, voted on, passed 5-0.

WATER PLANT –

1. Brett anticipates approval from KDHE in approx. 2 weeks. Eric is still comfortable with current completion date. Brett will bring stamped/approved plans to meeting on April 10, 2018 at 4pm.
2. Brett also discussed preparations for taking a look at the settling ponds. Jim Johnson indicated that silt levels were explored. Need to see if the integrity of the banks is still OK and confirm silt levels.

SEWER PROJECT

1. Status – Still pending available USDA funds. Brett Wagoner hopes for a response soon. All we know at this time is that we are qualified.

PARK PAVILION PROJECT

1. Jodi reviewed the progress of the shelter. Discussion of bridge on sidewalk area that is dipped. Benches will be set when weather allows. Security lighting is on sensor on East and West ends.

Motion

Council Member Mitzner motioned to accept Pay Application #2 for Legacy Contractors in the amount of \$80,152.00. Motion seconded by Council Member Miles, voted on, passed 5-0.

REPORTS OF CITY OFFICERS:

CITY ATTORNEY – JOHN SUTHERLAND - NONE

POLICE DEPARTMENT – CHIEF TATE WEST

12. Presented written report that included citations issued, current status on codes enforcement, animal control, and U.S. Minerals pollution concerns. Discussed:
 - xi. 237 dogs have been tagged for 2017-2018. Approximately 22 remain to be tagged or fined.
 - xii. Dog Days this Saturday, April 7 at the Public Works Street Barn.
 - xiii. Take Back Drugs is scheduled for April 28th from 10am – 2pm.

Record of the Proceedings of the Governing Body
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PUBLIC WORKS DEPARTMENT – SUPERINTENDENT JIM JOHNSON

13. Weed Killer –

- i. Current Chemical price for weed killer was excessively high. Public Works purchased a Round up product in Paola for \$150-\$200 amount.

14. Water –

- i. Rain put a hold on a lot of project this past month.
- ii. Discussion regarding the water pressure at the home located at 22786 Querry Rd. Having problems selling the home due to the current water pressure readings. This home is located outside of the city limits but is on City water line. Rural Water line is close to the area. Current pressure reading is 32 lb and we are not able to get any more from that line. Our minimum required amt is 20 lbs. Council Member Curtis suggested we confirm the information with the owner so they can review some options.
- iii. USDI/KMGA/Flint Hills – Discussion was held in regards to Public Works attending the meetings currently being held in Humboldt by the KMEA regarding the formation of Regional Gas groups or if they should step back at this time. Jodi had attended last months meeting and informed the Council that the group was observing the Flint Hills regional group as they work through the process of forming their group. She indicated that Flint Hills was working with the KCC to revise, simplify and update the first section of their OQ manuals. Discussion Tabled.

15. Gas –

- i. Bobby Spencer, Natural Gas Liaison, confirmed that everyone had a copy of the Emergency Contact Phone Number list. Submitted a signature list for members of the city to sign to confirm receipt.
- ii. Removal of Flowers/Gardens/Mulch from around the meters to insure the proper operation/access is available to the meters. Jodi suggested that Public Works create an address list of gas meters that are hindered by gardens. Council Member Shields suggested a phone call and letter to the patrons needing to clean up around their meter.

3. Sewer – KRWA Wastewater Training Session, April 12th, Parsons

- i. Jim Johnson requested to send Robert Spencer, Natural Gas Liaison to the wastewater training session instead of Jerry since he had already attended the course previously.

 **Motion**

Council Member Shields moved to send Robert Spencer to the KRWA Wastewater Training session on April 12th in Parsons, KS. Motion seconded by Council Member Miles, voted on, passed 5-0.

FIRE CHIEF – DAN NASALROAD

1. Report – Dan was out of town, Council Member Mitzner reported that Dan was reviewing fire hydrants with Brett Wagoner.

CITY CLERK – DEVONA HERRIN

1. On-going training.
2. 2017 Financial Audit with Terry Sercer of Diehl, Banwart, LLC scheduled for Monday, April 16th.
3. Reminded everyone to start preparing for the 2019 Budget.

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DEPUTY CITY CLERK – JODI WADE

1. Jodi thanked the Council and City Employees for the Floral items sent for her Mother-In-Laws funeral.

COUNCIL COMMITTEE REPORTS:

WATER & GAS – NONE

STREET – NONE

SEWER – NONE

PARK - NONE

CEMETERY – COUNCIL MEMBER SHIELDS INQUIRED ABOUT NEW CEMETERY CARETAKER – JIM JOHNSON SAID

WEATHER HAS DELAYED MOWING.

PUBLIC SAFETY – NONE

COMMUNITY BUILDING - NONE

EMPLOYEE RELATIONS & TRAINING - NONE

SPECIAL COMMITTEE REPORTS:

EMERGENCY MANAGEMENT – JIM JOHNSON STATED THERE MIGHT HAVE BEEN A MEETING EARLIER THIS WEEK.

SWANFEST COMMITTEE

UNFINISHED BUSINESS:

PLANNING COMMISSION MEMBER APPOINTMENT

Motion

Council Member Shields moved to appoint Terry Weitman as a new member to the Planning Commission. Motion seconded by Council Member Mitzner, voted on, passed 5-0.

WASTE MANAGEMENT FEE-

Discussion regarding the success of the City Wide Clean up days in the past. Waste Management offered pick up charge of \$2700 for two trucks.

Motion

Council Member Mitzner moved to approve 2 trucks to begin pick up at 7am, all items to be on the curb by 6:30am at a fee of \$2700 to be paid to Waste Management. Motion seconded by Council Member Curtis, voted on, passed 5-0.

NEW BUSINESS:

ASSESSMENT OF HEALTH OF A COMMUNITY PARTICIPATION

Esther Shields has already completed paperwork. Council members will contact Hayley Nash at their own convenience.

Record of the Proceedings of the Governing Body
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NEW BUSINESS cont:

FRANCHISE FEE LIGHTING COST FOR EAST MARKET STREET

Jodi spoke to Kevin Keener with KCPL about 3 locations of street lights on existing poles. One located on the North side of Market between the Dollar Store and Blue Bar, one located on the South Side of Market across from the Pedestrian Bridge and one on the south side across from Elite Cycles. Yearly cost for a 100-watt High Pressure Sodium bulb is \$208.56 and for a 150-watt High Pressure Sodium Bulb is \$227.16. Jodi suggested the council drive the route in the evenings and determine if more lights are necessary before following up with Kevin.

KDOL INSPECTION REPORT, REVIEW AND REPAIR COST

Jodi received the State Inspection report from Shane Etzold. Copies were given to each department to begin making recommended repairs. An Electrician is required to make the repairs in the community building. Randy Tinsley with Page Electric gave a quote of \$60/hr plus materials to do repairs.

Motion

Council Member Mitzner moved for the City to proceed with Page Electric at the rate of \$60/hr plus materials to perform the necessary electrical repairs at the Community Building. Motion seconded by Council Member Stoker, voted on, passed 5-0.

EXECUTIVE SESSION:

Motion

Council Member Stoker moved to go into executive session for fifteen minutes following a five-minute break for Non-elected personnel matter exception/consultation with attorney under attorney-client privilege/pending litigation/threatened litigation. Motion seconded by Council Member Curtis, voted on, passed 5-0. Time 9:20pm

Motion

Council Member Mitzner moved to go into executive session for five minutes for Non-elected personnel matter exception/an individual employee's performance. Motion seconded by Council Member Stoker, voted on, passed 5-0. Time 9:43pm

Motion

Council Member Mitzner moved to go into executive session for five minutes for Consultation with an Attorney for the city which would be deemed privileged in an attorney-client relationship/consultation with attorney under attorney-client privilege/pending litigation/threatened litigation. Motion seconded by Council Member Stoker, voted on, passed 5-0. Time 9:48pm

Motion

Council Member Stoker moved to schedule a Special Meeting at 6pm on Wednesday, April 11th to discuss personnel. Motion seconded by Council Member Miles, voted on, passed 5-0.

Open Session Resumed at 9:57 p.m.

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OTHER BUSINESS:

a] Council Member Mitzner suggested we evaluate our processes for contacting the public regarding emergency situations such as the recent Water Boil Advisory. Look in to different call system like the Prairie View School District. Jodi had contacted Doug Bartlett about the County system – “Everbridge”. Jodi will get with Allyson James on ways to get public to sign-up.

NOTES AND COMMUNICATIONS TO COUNCIL:

None

ADJOURNMENT:

❖ **Motion**

Council Member Mitzner moved to adjourn the meeting. Motion seconded by Council Member Stoker, voted on, passed 5-0. Time 9:59 p.m.

I, _____ La Cygne Deputy 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
this 4th day of April 2018.

SPECIAL MEETING:

The La Cygne City Council met for a Special Meeting on Wednesday, April 11, 2018, at La Cygne City Hall. Council Members present were: Robert Sullivan; Esther Shields; Danny Curtis; Heather Miles; Jerome Mitzner; and Keith Stoker.

Others in attendance included, but not limited to: City Attorney John Sutherland, City Clerk Devona Herrin, and Deputy City Clerk Jodi Wade.

Mayor Robert Sullivan called the special meeting to order at 6:03 p.m.

The Purpose of the Special Meeting was called for:

❖ **Personnel**

EXECUTIVE SESSION

❖ **Motion**

Record of the Proceedings of the Governing Body
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Council Member Curtis moved to go into executive session for 45 minutes per non-elected personnel matter exception, K.S.A. 75-4219(b)(1) and K.S.A. 75-421-9(b)(a)(i), non-elected personnel: an individual employee's performance until 6:49 p.m. Motion seconded by Council Member Mitzner, voted on, passed 5-0. Time 6:04 p.m.

 **Motion**

Council Member Mitzner moved to go into executive session for 30 minutes per non-elected personnel matter exception, K.S.A. 75-4219(b)(1) and K.S.A. 75-421-9(b)(a)(i), non-elected personnel: an individual employee's performance until 7:19 p.m. Motion seconded by Council Member Miles, voted on, passed 5-0. Time 6:49 p.m.

Open Session Resumed at 7:19 p.m.

Mayor Robert Sullivan asked City Clerk Devona Herrin and Deputy City Clerk Jodi Wade if there were other personnel items to discuss. The Council held discussions on the following items:

1. 5yr and/or 10yr Recognition for Employees of the City – Council Member Shields and Council Member Miles of the Employee Relations Committee will review when Years of Service Recognition Certificates will be issued and if a gift will be included as a token of recognition. Information will be brought to the next council meeting in preparation for any employees reaching those terms in May 2018.

2. Employee application Review Committee – Deputy City Clerk Jodi Wade inquired about forming Review Committees after applications are submitted for Part-time and Full-time positions with the city. Mayor Robert Sullivan can appoint a committee that can review the received applications in preparation for interviews. Council Member Stoker and Council Member Mitzner suggested the Review committee to possibly consist of the committee members relevant to the department if available and the Superintendent for the department to review the applications.

3. SE Kansasworks – Deputy City Clerk Jodi Wade reminded Council members about the possibility of using this program in the hiring of our part-time and full-time employees.

ADJOURNMENT:

 **Motion**

Council Member Curtis moved to adjourn the meeting. Motion seconded by Council Member Stoker, voted on, passed 5-0. Time 7:36 p.m.

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I, _____ La Cygne Deputy 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
this 11th day of April, 2018.

REGULAR MEETING:

The La Cygne City Council met on Wednesday, April 18, 2018 at La Cygne City Hall. Council Members present were: Danny Curtis; Heather Miles; Jerome Mitzner; Esther Shields; and Keith Stoker.

Others in attendance included, but not limited to: City Clerk Devona Herrin; City Attorney John Sutherland; Public Works Superintendent Jim Johnson; Deputy City Clerk Jodi Wade; Police Chief Tate West; Fire Chief Dan Nasalroad; Linn County News Tony Furse; Pro Active Agriculture Michael Hilton; Deb Wilson; Ed Dennis.

Mayor Robert Sullivan called the meeting to order at 7:00 p.m. City Clerk Devona Herrin lead the pledge of allegiance.

MAYOR'S COMMENTS:

None

CONSENT AGENDA:

Motion to approve Consent Agenda:

Council Member Miles moved to accept the Consent Agenda as presented which consisted of:

- Minutes of April 4, 2018 City Council Meeting
- Minutes of April 11, 2018 Special City Council Meeting
- March 2018 Budget Report
- March 2018 Treasurer Report
- First Quarter 2018 Financial Statement
- Check Register: April 5 - 18, 2018

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

DISCUSSION FROM THE FLOOR:

MARY JO RUPPEL – NOT PRESENT

MICHAEL HILTON – PRO ACTIVE AGRICULTURE

Michael shared his personal efforts with improving buildings and businesses on Broadway St. between Market and Walnut. Michael expressed some suggestions for improvement to our Downtown such as; Decorative Street lights, Sidewalks/Curbs, Beautification, Rodent control (Squirrels/Cats), Signs at both ends of town. Michael feels that some costs, such as, sidewalks should be the responsibility of the City. Michael encouraged the Council to improve communication with the public and to find ways to encourage involvement from the community in the planning and improving of our city. He expressed looking in to grants that could help with the costs involved in making improvements. Mayor Robert

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Sullivan commented on the challenge of attendance for City Council/Community meetings and getting the people in our town to come together as a community family. Council Member Curtis expressed the involvement of community at Linn Valley Lakes with Holiday celebrations and the struggle we have in La Cygne with getting people to come together and attend our community events.

DEB WILSON – BEAUTIFICATION

Deb expressed the importance of community coming together in their efforts to improve our downtown and main roadways in La Cygne. She indicated the importance of our town having a “photographers” picture pretty appearance to attract people to our community. Deb suggested looking

DISCUSSION FROM THE FLOOR CONT:

DEB WILSON – BEAUTIFICATION

for grants to help financially with the projects and to also find ways to communicate with the community to help/volunteer with the process.

SPECIAL PROJECTS:

WATER DISTRIBUTION PROJECT PHASE II UPDATE

Report by Brett Wagoner with BG Consultants - Brett was not able to attend the meeting due to illness. He will attend the May 2, 2018 meeting.

Report from Public Works – Jim Johnson

WATER LINES –

1. Jim Johnson said crews worked for 3 days on cleaning up the dirt piles from the project in the yards of the community. Deb Wilson stated that the clay/dirt hill is still an issue in her yard. Jim Johnson will address the issue with the Contractors tomorrow. Mayor Robert Sullivan inquired about the tree in Deb Wilson’s yard and she indicated that it isn’t showing any indication of injury and seems to be OK.
2. Jim Johnson said crews are back to work on Main Lines and starting services.
3. Mayor Robert Sullivan shared concern from community member Terry Weitman in regards to silt build-up in a culvert near the driveway at his house. Jim Johnson indicated that the issue of silt had been discussed with Brett Wagoner and it has been confirmed that the contractor is going to make sure that all yards and culverts are returned to proper conditions. The City Council indicated concern of timing with Spring/Summer rains approaching.

WATER TOWER

7. Brett Wagoner informed City Clerk Devona Herrin via phone that the Sandblasting/Painting crew will possibly be arriving this Friday (4/20/2018) to mobilize. City Clerk Devona Herrin indicated efforts to make the public aware via our website or facebook page that the sandblasting will be loud but work must maintain consistent to prevent rusting.

WATER PLANT –

- i. Water Plant Plans with KDHE comments – tabled until May 2, 2018 meeting
- ii. Sediment Pond update – Brett has records of the old pond. Jim is watching the current banks and has not put Rip-Rap on them yet. Council Member Stoker expressed the importance of getting the Rip-Rap on to avoid a wash out of the Banks and Jim Johnson concurred.

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SEWER PROJECT

2. Status – Still pending available USDA funds.

REPORTS OF CITY OFFICERS:

CITY ATTORNEY – JOHN SUTHERLAND - NONE

POLICE DEPARTMENT – CHIEF TATE WEST

- xiv. Take Back Drugs is scheduled for April 28th from 10am – 2pm.
- xv. Participated in Training on the Reporting System by Zuecher this week.

POLICE DEPARTMENT – CHIEF TATE WEST

- xvi. 2 Incident Reports in the past week.
 - a. Injury of a young individual occurred outside our City Limits and was handled by the Kansas Highway Patrol.
 - b. Disturbance call was issued in which an individual made threats. No weapons were involved. Event lasted for a total of 1hr and 40 minutes till individual was contained. The occurrence took place at 3:35pm just shortly after the students at the school were dismissed. Public Works, Deputies from the Linn County Sheriff's Department and the KS Highway Patrol blocked all roadways and directed students to take alternate routes home. Chief West thanked everyone for their assistance.

PUBLIC WORKS DEPARTMENT – SUPERINTENDENT JIM JOHNSON

1. Public Works started working on clearing out the brush/spraying weeds at the pedestrian bridge on the east side of town. Crews will work towards the east as time allows.
2. Finished the sewer repair at 1st and Market street. Replaced 24' of steel sewer line pipe. Did need to utilize equipment services from Danny Mc Elreath to complete the project.

FIRE CHIEF – DAN NASALROAD

2. Report – Fire Chief Dan Nasalroad is still having issues with trucks from US Minerals parking in the "No Parking" zone near the Fire Station. Trucks are also using the Fire Station drive to turn around. Chief Tate West indicated that part of the problem is that the drivers are not consistent – new driver each time an occurrence takes place and is addressed. Council Member Curtis suggested the possibility of posting that a fine will occur if trucks are parked in the NO PARKING ZONE. Council Member Stoker concurred that word would get around to the other drivers if fines were implemented.

CITY CLERK – DEVONA HERRIN

4. 150th Celebration Meeting will be on Monday, April 23rd at 6:00pm at the Library.

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5. 2017 Financial Audit with Terry Sercer of Diehl, Banwart, LLC has gone well and was completed in 2-day time frame. Utilities Reports need to be addressed with software company to find a complimentary report for Auditing.
6. Dog days was very successful with at least 80 dogs tagged in the city limits and approximately same amount vaccinated from out of city limits. City Clerk Devona thanked Public Works Superintendent Jim Johnson and Chief Tate West for setting up a very clean and efficient layout at the Public Works shop for making it easier for patrons to come through the line.

REPORTS OF CITY OFFICERS CONT:

DEPUTY CITY CLERK – JODI WADE

2. Customer Service letters from the council was given to all departments for Signature. She has almost received all letters. Part-time Firemen and Seasonal Staff are all that remain.
3. Community Member Mike Abel wanted to express his appreciation of Fire Chief Dan Nasalroad and his crew for helping with the electrical situation at 607 Market St. He indicated how professional and courteous the crew performed.
3. Stephanie Stone with La Harper Heights inquired about marketing information about La Harper Heights on the City of LaCygne website. DCC Wade will contact Stephanie for information to forward to Allyson James to be put on the website.
4. Deputy City Clerk Wade has submitted information to Allyson James to create a link for the Linn County "Everbridge" program on our City of La Cygne Website to help encourage community individuals to sign up for the program.

COUNCIL COMMITTEE REPORTS:

WATER & GAS –

Mayor Robert Sullivan indicated that the entire Council will review the Summer Public Works applications during Executive Session this evening.

STREET – NONE

SEWER – NONE

PARK - NONE

CEMETERY –

Jim reported that our cemetery care taker has mowed a few times as weather has allowed.

PUBLIC SAFETY – CHIEF TATE WEST WOULD LIKE TO MEET WITH THE COMMITTEE BRIEFLY AFTER THE MEETING.

COMMUNITY BUILDING –

1. Committee members reviewed the current state of the tiles in the community building and determined the tiles do need to be replaced. Pricing will be gathered for new tiles and presented at the Council meeting on May 2, 2018.
2. Deputy City Clerk Wade said replacement of outlets with GFI outlets has been completed. DCC Wade informed the Council that the Test/Retest buttons are located on the first GFI plug in the line of plugs. Council Member Mitzner suggested to place signs with information by the plugs for the patrons who use the facility.

EMPLOYEE RELATIONS & TRAINING - NONE

Council Member Shields and Miles inquired about suggestions for yearly recognition and retirement recognition. Council Member Stoker suggested a Visa Gift card for yearly recognition and a

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certificate. Chief Tate West suggested a "KEY" to the City for a possible retirement gift. Deputy City Clerk Wade will check with the League about "KEY" plaques and get pricing. Council Member Miles suggested that items and information be brought to the May 2, 2018 meeting for approval.

SPECIAL COMMITTEE REPORTS:

EMERGENCY MANAGEMENT –

SWANFEST COMMITTEE

UNFINISHED BUSINESS:

PLANNING COMMISSION MEMBER APPOINTMENT

Mayor Robert Sullivan requested the appointment of James Thies. Chief Tate West indicated that Thies has lived in town for around 15 years.

Motion

Council Member Mitzner moved to appoint James Thies to the Planning Commission. Motion seconded by Council Member Stoker, voted on, passed 5-0.

KCPL STREET LIGHTING EAST OF TOWN ON MARKET BETWEEN INDUSTRIAL AND ROBERTSON ROAD

Deputy City Clerk Wade presented a map showing locations for New Street Light Arms. Council Member Mitzner stated how dark it was along that location. Council Member Shields inquired about LED Lamps and City Clerk Herrin indicated that the state of Kansas has to approve for LED lights to be utilized in Street lamps. DCC Wade reminded the council that Street Lamp Arms will be installed on existing Poles.

Motion

Council Member Mitzner moved empower Deputy City Clerk to proceed with a letter to KCPL and a map indicating the locations for (5) new Street Light Arms with 150-Watt bulbs along the location between Industrial Road and Robertson at a franchise fee of \$227.16/yr per light. Motion seconded by Council Member Curtis, voted on, passed 5-0.

NEW BUSINESS:

KRWA LEAD AND COPPER RULE WORKSHOP MAY 23, 2018 IN IOLA, KS

Public Works Superintendent Jim Johnson would like to send Jerry McCarty to the workshop since Jerome Moore is retiring.

Motion

Council Member Mitzner motioned to send Jerry McCarty to the KRWA Lead and Copper Rule Workshop in either Pittsburg or Iola depending on schedules. Motion seconded by Council Member Stoker, voted on, passed 5-0.

SUMMIT SOFTWARE TRAINING FOR CLERKS ON MAY 22, 2018

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City Clerk Herrin asked the council about approval for closing the office on May 22 and May 23 for training on our Summit Software Modules. In order to thoroughly address the issues with the Utility Module, Court Module and to prepare for the new electronic meter read software, it would benefit the clerks to have the time to focus solely on the training. Council Member Mitzner expressed informing the community as soon as possible that the office would be closed and confirmed that the Police Department would still be available.

NEW BUSINESS CONT:

SUMMIT SOFTWARE TRAINING FOR CLERKS ON MAY 22, 2018

 **Motion**

Council Member Mitzner motioned approval for the La Cygne City Hall to be closed on May 22 and May 23 for Summit Software training for all clerks. Motion seconded by Council Member Stoker, voted on, passed 5-0.

SPECIAL EVENT TEMPORARY PERMITS FOR BEER GARDEN AT SWANFEST 2018

Deputy City Clerk Wade had attended the Chamber of Commerce meeting last week and was informed by the Swanfest Committee that an individual would like to set up a Beer Garden at the Festival on June 2, 2018. DCC Wade reviewed the State Handbook regulations for a Temporary Permit for the Sales and serving of Alcoholic Beverages and some sample ordinances from the League of Municipalities and the City of Paola. Our current code book does not have an ordinance for a Temporary Permit. The Council would have to approve an ordinance by our May 2, 2018 meeting in order for an application for a Temporary Permit to be submitted to the City for an event that is occurring on June 2, 2018. Police Chief Tate West indicated that state regulations are in place indicating specific qualifications for a person to obtain a Temporary Permit.

 **Motion**

Council Member Mitzner motioned for the City Clerk and Deputy City Clerk to pursue a draft of an ordinance for a Temporary Permit for the Sales and serving of Alcoholic Beverages for our city code book. Motion seconded by Council Member Stoker, voted on, passed 5-0.

POLICE DEPARTMENT RADIO SYSTEM (ZUECHER) QUOTE:

Police Chief Tate West has spent the past few days in training on the Linn County Sheriff's new mobile communication and reporting system by Zuercher. Chief West reviewed the benefits of the system for tracking, mapping, reporting and video coverage. The Council reviewed the Quote from Zuecher which included a one-time expense for the set-up and purchase of (2) licenses (\$8938.00) and one year of maintenance support (\$1359.00). Chief West does not have a quote at this time for the Hardware (2-rugged laptop notebooks (avg. \$2500) and (2) docking stations), but he indicated a potential cost of around \$7,000 total. Chief West would utilize funds from the Equipment Reserve for the one-time expense for the set-up and purchase of the licenses and then use the Police Capital outlay for the Hardware. Mayor Robert Sullivan tabled discussion until the May 2, 2018 meeting so Chief West could gather more detailed information on the additional Hardware costs, internet service cost, installation of docking station cost.

EXTENSION OF TIME FOR COUNCIL MEETING:

 **Motion**

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Council Member Curtis motioned for extending the Council Meeting until 10:30pm. Motion seconded by Council Member Stoker, voted on, passed 5-0.

EXECUTIVE SESSION:

Motion

Council Member Miles moved to go into executive session for twenty minutes following a five-minute break for Non-elected personnel matter exception/non-elected personnel/review applications and resumes for police chief/office help/or any other specifically identified non-elected position. Motion seconded by Council Member Curtis, voted on, passed 5-0. Time 9:20pm

Open Session Resumed at 10:17 p.m.

OTHER BUSINESS:

Motion

Council Member Mitzner motioned to advertise for a full time Public Works position with preference of applicant having Water and Sewer certification. Motion seconded by Council Member Curtis, voted on, passed 5-0.

- a. Council Member Mitzner asked the City Clerks to contact SE Kansasworks about possible applicants from their resume bank for the Public Works Position.
- b. Jerry McCarty passed his Sewer exam for State certification. He is now certified in Water, Gas and Sewer. Public Works Superintendent inquired about a wage increase for Jerry McCarty now that he holds (3) certifications. Council Member Miles inquired about the Wage rates that were implemented at the February 7, 2018 Council Meeting, City Clerk Herrin indicated that a wage was not established for an individual with (3) certificates. Discussion was held on the wage amount to be implemented.

Motion

Council Member Miles moved to pay Jerry McCarty, an employee holding Certifications in Water, Gas and Sewer the amount of \$15.68/hr beginning on the next pay period (April 16 – April 29, 2018). Motion seconded by Council Member Stoker, voted on, passed 5-0.

NOTES AND COMMUNICATIONS TO COUNCIL:

- a. Mayor Robert Sullivan read Thank-you Cards from the Wade family.
- b. Blast in the Park Flyers will be mailed to businesses indicating the need for Volunteers and Glow Stick Prizes.
- c. City Wide Garage Sales will be held on Saturday, May 5, 2018.
- d. City Wide Clean-up day will be held on Saturday, May 12, 2018.

ADJOURNMENT:

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❖ Motion

Council Member Curtis moved to adjourn the meeting. Motion seconded by Council Member Stoker, voted on, passed 5-0. Time 10:28pm.

I, _____ La Cygne Deputy 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
this 18th day of April 2018.

SPECIAL MEETING:

The La Cygne City Council met for a Special Meeting on Wednesday, April 25, 2018 at La Cygne City Hall. Council Members present were: Danny Curtis; Heather Miles; Jerome Mitzner and Keith Stoker. Absent: Esther Shields.

Others in attendance included, but not limited to: City Clerk Devona Herrin; City Attorney John Sutherland; Public Works Superintendent Jim Johnson; Deputy City Clerk Jodi Wade; Linn County News Tony Furse; BG Consultants Brett Waggoner; City Treasurer Connie Gore; Michael Miles; Fred and Linda Miesel; Terry Weitman; and Mary Ruppel.

Mayor Robert Sullivan called the meeting to order at 7:00 p.m.

SPECIAL MEETING AGENDA:

STREETS/ROADS IN THE CITY

Brett Waggoner with BG Consultants reviewed information regarding KDOT's City Connecting Link Improvement Program (CCLIP). This state-funded program provides funds to cities to address deficiencies or improve a City Connecting Link on the State Highway System. Brett referenced the issues at the intersection of Industrial Road and Ks Hwy 152 and suggested this would be a great opportunity for the city to repair that intersection. Application must be submitted to KDOT by May 4, 2018. City is not obligated to follow through if funding or budget issues should arise.

1. An estimated Proposal was presented to the council on a design concept for the intersection at Industrial Road and KS HWY 152. Matching funding percentages for the Construction and Construction Engineering are determined by KDOT. Design and Utility Easements costs in addition to the percentage the city will fund. Brett gave an estimation of approximately \$135,000 cost for the city if we didn't have assistance from the county if we received an 80/20 split from KDOT.
2. Brett suggested checking with Linn County about some possible assistance. Linda Miesel suggested asking the businesses in the Industrial Park about contributions towards the road improvements. Council Member Stoker suggested meeting with Commissioner Rick James to set up a meeting with the Street Committee.

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3. Mayor Robert Sullivan inquired about routing traffic during the construction process. Brett Waggoner indicated that construction of one side of the road can be done to maintain traffic on the other side, but the public would be inconvenienced for approximately a 2 to 4 month period due to the preparations of widening a road.
4. Council Member Curtis inquired about the movement of new water lines. Brett indicated that he felt they could incorporate and work around the new items that have been installed. KCPL would need to be contacted regarding the movement of Streetlights.

Motion

Council Member Mitzner motioned for BG Consultants to proceed with completion of the KDOT Application for the City Connecting Link Improvement Program (CCLIP) in preparation for Council Signature. Motion seconded by Council Member Miles, voted on, passed 4-0.

SEWER/SOLID WASTE

Brett Waggoner with BG Consultants briefly reviewed the calendar of events regarding the sewer evaluation project that occurred prior to the appointment of the new Council Members and Deputy City Clerk Wade. Lift Station Evaluations were completed in 6/2017 and found stations to be in good shape. Stations do get overwhelmed at times with high in/out take during heavy rain seasons. The prior Council had RFP's sent out for proposals to have the CCTV inspection performed. Brett and City Clerk Herrin received notice of award on April 20th from USDA for the SEARCH grant. Next Steps for Council includes;

1. ACE, the lowest qualified bidder, will honor their price of \$76,635 to perform the CCTV inspection of the main sewer lines not to include individual service lines. ACE indicated to Brett a start date of June 1st at the latest. Council would need to approve the ACE proposal and give Notice to Proceed at the May 2, 2018 mtg.
2. Completion of the Preliminary Engineering Report (PER) will take some time but it is feasible to proceed with some estimated information for the PER in order to attend the KIAC (KS Interagency Advisory Committee) meeting to have amounts and information ready for submitting CDBG application by September 2018.
3. The CCTV only has a lifetime of 2-3 year. If the council chooses not to proceed at this time with getting funding to complete the sewer updates/repairs and waits beyond that timeframe, then the CCTV would have to be done again.

City Clerk Herrin inquired about utilizing a USDA loan vs. CDBG. Brett will do some research and bring information to the May 2 meeting. Council Member Mitzner confirmed that \$54,000 had been put in the Sewer Capital Outlay plus some carry-over dollars. City Clerk Herrin confirmed the funds were budgeted in to the Sewer Capital Outlay.

Discussion was held regarding Sewer rates for customers. Council Member Miles expressed concern for overwhelming customers with increases in rates so quickly following the changes in rates from the water project. Brett indicated that rate reviews had been performed for worse case scenarios which would increase rates to approx. \$51-\$56/month for average 5,000gallon users. City Clerk Herrin also indicated that a prior bond would be soon, therefore adding a new bond could simply replace what was already there so patrons would not see a huge difference in rates.

Brett indicated that no action was necessary this evening but at the May 2, 2018 meeting, the Council will need to accept the USDA SEARCH Grant for \$30,000. The Council will also need to MOVE to Approve/Deny the following items; Contract from ACE Pipe Cleaning for \$76,635, Supplemental

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Agreement for BG Consultants for estimated PER cost of \$15,000, and Coordination with KRWA to sludge test the wastewater lagoons. It has been at least 10 years since the lagoons have been tested. Lagoons did overflow during the 2007 flood.

PERSONNEL

Superintendent Jim Johnson advised the Council that he would like to hire someone to replace Jerome now so they can have 4-6 weeks of training time with Jerome Moore at the Water Plant. Jim indicated the challenge of funding available for a 5th full time person. Deputy City Clerk Wade discussed the current status of the Budget and the limitations of extra funding available and suggested a few possible options.

PERSONNEL CONT:

Deputy City Clerk Wade reviewed the following two (2) programs for the Summer Public Works positions;

1. SE Kansasworks "Try-out Employment" in which applicants are employed through the WIOA program. Criteria of applicant requires the individual to have either never had a job, been unemployed for 27 weeks or longer, or has held 3 or more jobs in the past 52 weeks. Applicants can work up to 29 hours per week for a max of 500 hrs under the WIOA program. Workers Compensation and all payroll is handled by SE Kansasworks.
2. Summer Youth Employment Grant sponsored by Linn County Economic Development. Employers will be reimbursed the first \$4.00/hr of a qualified entry-level employee's salary. Applicants must be between the ages of 16-21 years of age.

Council Member Stoker summarized that we basically have (3) options which include;

- a) Hiring a replacement for Jerome and not hiring (2) Summer Public Works. The Public Works would have to assist with some of the cemetery responsibilities or weed-eating. The Budget would have to be monitored and overtime would need to be controlled to avoid over-spending.
- b) Hiring a replacement for Jerome and hiring 1 or 2 applicants through the SE Kansas works WIOA program to assist with the cemetery.
- c) Not hiring someone to replace Jerome at this time and hiring (2) Summer Public Works.

Council Member Curtis expressed the importance of priority and making sure we maintain a crew capable to manage the responsibilities of the Public Works Divisions. He stated that it is important for us to keep things mowed and weeded but our priorities are the Water Plant, Streets and Sewer.

Mayor Robert Sullivan inquired about the number of applicants that have been received to date. Deputy City Clerk Wade indicated that (3) applications have been submitted in the past few days.

EXECUTIVE SESSION:

 **Motion**

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Council Member Miles moved to go into executive session for twenty minutes following a five-minute break for Non-elected personnel matter exception/non-elected personnel/review applications and resumes for police chief/office help/or any other specifically identified non-elected position. Motion seconded by Council Member Stoker, voted on, passed 4-0. Time 8:48pm

Open Session Resumed at 9:13 p.m.

ADJOURNMENT:

❖ Motion

Council Member Curtis moved to adjourn the meeting. Motion seconded by Council Member Stoker, voted on, passed 4-0. Time 9:15 pm.

I, _____ La Cygne Deputy 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 this 25th day of April 2018.

REGULAR MEETING:

The La Cygne City Council met on Wednesday, May 2, 2018 at La Cygne City Hall. Council Members present were: Danny Curtis; Heather Miles; Jerome Mitzner; and Keith Stoker; Absent – Esther Shields.

Others in attendance included, but not limited to: City Clerk Devona Herrin; City Attorney John Sutherland; Public Works Superintendent Jim Johnson; Deputy City Clerk Jodi Wade; Police Chief Tate West; Fire Chief Dan Nasalroad; Linn County News Tony Furse; BG Consultants – Brett Waggoner; USDA – Michael Billings; Michael Miles; Mary Jo Ruppel; and Dennis Higgins.

Mayor Robert Sullivan called the meeting to order at 7:00 p.m. Deputy City Clerk Jodi Wade lead the pledge of allegiance.

MAYOR'S COMMENTS:

Mayor Robert Sullivan reminded the community about the City-Wide Garage Sales this Saturday, May 5th. The Mayor also reminded patrons to have their items at the curbside before 7:30am on Saturday May 12th for the City-Wide Clean-up. Mayor Sullivan gave an update on Esther Shields knee replacement and recovery.

CONSENT AGENDA:

Motion to approve Consent Agenda:

Council Member Mitzner moved to accept the Consent Agenda as presented which consisted of:

- Minutes of April 18, 2018 City Council Meeting
- Minutes of April 25, 2018 Special City Council Meeting

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- April 2018 Budget Report
- April 2018 Treasurer's Report
- Check Register: April 19 – May 2, 2018

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

DISCUSSION FROM THE FLOOR:

MARY JO RUPPEL –

Mary Jo expressed her concern for the condition of the streets on the North side of town. She indicated the need for improving 7th street and Lincoln and putting a sidewalk up 7th street for students who walk that direction after school. Mary Jo indicated that a plumber said the main was unstable at 7th/Lincoln and would appreciate someone taking a look at the line. Mary inquired about Street lighting on the North side of Lindentree Apartments.

SPECIAL PROJECTS:

WATER DISTRIBUTION PROJECT PHASE II UPDATE

Report by Brett Waggoner with BG Consultants

One crew and a partial have been laying lines and meter/service setup. 1500 LF was installed in April, weather did cause for some days missed. Crews will complete some sections and Brett will come inspect their work to be sure we are satisfied with their grading, seeding and fertilizing of the yards. Everything is still on schedule for an August 2018 completion.

SPECIAL PROJECTS CONT:

Report from Public Works – Jim Johnson

Informed Dennis Higgins that they will work on the corner near his location. Plan to install a French drain to help with drainage on that corner.

WATER LINES –

- i. Council reviewed Pay Application #19 from Orr-Wyatt Streetscapes for \$67,887.01. Mayor Sullivan confirmed the \$44,010.00 Change orders had been paid already.

Motion

Council Member Mitzner moved to approve payment of Pay Application #19 from Orr-Wyatt Streetscapes for \$67,887.01. Motion seconded by Council Member Stoker, voted on, passed 4-0.

- ii. Fire Hydrants East of Town – No Update on Easements
- iii. Easements at Beachner Grain: Brett reviewed a map of Beachner Grain lot located between 4th & 5th Street and South of Sycamore. A proposed Easement for the existing water line and the proposed waterline needs to be discussed with Beachner. Council Member Mitzner suggested that Brett Waggoner and Jim Johnson speak with Beachner Grain on some proposed options.

WATER TOWER

- i. Water tower Contractor Maguire Iron Payment Application #7 for \$35,625.00 was reviewed by the Council. Previous Change Order was for removal of wells from old foundation.

Motion

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Council Member Mitzner moved to approve payment of Pay Application #7 from Maguire Iron for \$35,625.00. Motion seconded by Council Member Miles, voted on, passed 4-0.

- ii. Tower is more than 90% painted. Superintendent Johnson, Deputy City Clerk Wade and City Clerk Herrin reviewed the locations for the Swan and "City of La Cygne" lettering on the Tower to be sure it can be seen when entering the town from the East and West. Brett will be back down next week to do another inspection of the Tnemec paint.

WATER PLANT –

- iii. Water Plant Plans with KDHE comments are expected to be received on Monday, May 7, 2018. Will be put out for bid next week. Components of the plant to be improved are mostly Electrical, some plumbing, HVAC/Ventilation and the Control Panel. There will be some Automation installed.
- iv. Settling Pond update – BG Consultant Brett Waggoner indicated that the ponds had been rebuilt in 1986 (partially with removed silt). Brett reviewed possible options for rebuilding dikes and installing Rip-Rap. Brett suggested to do all repairs at the same time (silt removal, Dike repair, and Rip-Rap) during low usage period. Superintendent Jim Johnson inquired about extending the pond to a new larger pond, but Brett indicated the Settling Pond had been grandfathered and building a new pond would have to meet the new regulations and standards for Settling Ponds. Council will review information. Brett indicated that we might be able to just clean out the settlement and do small repairs to the dikes at this time.

SPECIAL PROJECTS CONT:

SEWER PROJECT

- i. Mike Billings with USDA Predevelopment Planning Grant reviewed the Letter of Conditions for the Sewer project. Maximum amount of the grant is \$30,000. Most forms were already completed during the application process. Will need to provide an updated Insurance Certificate. Procedures will be similar to those with the Water Project. Mayor Sullivan signed the Letter to lock-in La Cygne for the \$30,000 grant.
- ii. ACE Proposal to perform the CCTV evaluation for \$76,635 was reviewed by the council.

Motion

Council Member Mitzner motioned to approve ACE Pipe Cleaning of Kansas City, MO to perform the sanitary Sewer CCTV Inspection in the amount of \$76,635.00. Motion seconded by Council Member Miles, voted on, passed 4-0.

- iii. An Agreement for BG Consultants to perform the evaluations of the Lift Stations (\$5500) and to prepare the PER (\$6500) was approved on April 5, 2017, for a total of \$12,000. Lift Station evaluations were performed and the City paid the \$5500 for that service but the PER has not been completed. The Supplemental Agreement in the amount of \$8500 for the evaluation of the CCTV to develop an Engineering Opinion of Probable Cost would need to be approved for BG Consultants to proceed.

Motion

Council Member Mitzner motioned to approve an additional \$8500 Supplemental Agreement for a total of \$15,000 to complete the Closed-Circuit TV project. Motion seconded by Council Member Miles, voted on, passed 4-0.

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- iv. BG Consultant Brett Waggoner and Superintendent Jim Johnson reviewed the D-camp ponds behind the Water Plant. Brett suggested having silt checked in those ponds. Council member Mitzner inquired about the sludge in the wastewater Lagoons. Brett indicated that KRWA can check all the ponds and give us a report.

STREET PROJECT

- i. KDOT City Connecting Link Improvement Program (CCLIP). BG Consultant Brett Waggoner brought the completed application for KDOT to submit our City for a possible Grant to repair the intersection at Industrial Road and Market St. No signature is required. Deputy City Clerk Wade will email the completed application to KDOT tomorrow

Motion

Council Member Mitzner motioned to move forward with the KDOT City Connecting Link Improvement Program and for the application to be submitted. Motion seconded by Council Member Miles, voted on, passed 4-0.

- ii. Council Member Mitzner and Stoker spoke with Commissioner Rick James about the Intersection of Industrial and KS Hwy 152. Commissioner Rick James was supportive of efforts to improve that intersection and welcomed further discussion with the County of possibly assisting with the projects.

REPORTS OF CITY OFFICERS:

CITY ATTORNEY – JOHN SUTHERLAND - NONE

POLICE DEPARTMENT – CHIEF TATE WEST

- xvii. 21 Various Citations have been issued in the past weeks.
- xviii. Chaplin, Dr Jeff Fulk attended the conference last week which was beneficial.
- xix. 135 Dogs have been tagged to date.
- xx. Chief Tate West would like to surplus the 2011 Crown Vic, but still need to remove items from the vehicle. Council Member Curtis suggested having estimates done first for the necessary repairs before making a decision to get rid of the vehicle. He suggested that it might be worth to fix to have as a back-up vehicle in case something happens to one of the trucks.
- xxi. Chief Tate West contacted the area 2 KDOT Supervisor regarding the erosion of the culvert by the Dollar General entrance.

PUBLIC WORKS DEPARTMENT – SUPERINTENDENT JIM JOHNSON

- i. Superintendent Jim Johnson discussed concern about Patrons wanting to put flowers on the graves earlier than a week prior to Memorial Day weekend. His crew is working hard to get everything done in time for the weekend.

FIRE CHIEF – DAN NASALROAD

- i. Continue to review locations of Fire Hydrants.

CITY CLERK – DEVONA HERRIN

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- i. Thanked Public Works for helping with defrosting the deep freezer.

DEPUTY CITY CLERK – JODI WADE

None

COUNCIL COMMITTEE REPORTS:

WATER & GAS –NONE

STREET – NONE

SEWER – NONE

PARK - NONE

CEMETERY –NONE

PUBLIC SAFETY –

Council Member Miles inquired about the Storm Sirens being heard in the West side of the City. Chief Tate West informed the Council that the sirens are meant to be heard by patrons outside and not necessarily inside of buildings and structures. Council Member Miles inquired about alert systems and Deputy City Clerk Wade reminded the Council about the Everbridge program offered by Linn County Emergency Management.

COUNCIL COMMITTEE REPORTS CONT:

COMMUNITY BUILDING –

- i. Council Member Mitzner indicated a cost of .49 cents per square ft for (2' x 4') Ceiling Tiles. Committee will determine whether to replace only the front area or the whole building.

EMPLOYEE RELATIONS & TRAINING - NONE

Council Member Miles has items for Moore retirement gift from the Police Department. Asked if anyone else had any items to add. Deputy City Clerk will give Council Member Miles some information on a City Key. Current costs for Shadow Box is in range of \$25-\$50. Ideas for 5yr & 10yr employee gifts was tabled.

SPECIAL COMMITTEE REPORTS:

EMERGENCY MANAGEMENT –

SWANFEST COMMITTEE

UNFINISHED BUSINESS:

PLANNING COMMISSION MEMBER APPOINTMENT

Mayor Robert Sullivan requested the appointment of Debra Wilson.

Motion

Council Member Mitzner moved to appoint Debra Wilson to the Planning Commission. Motion seconded by Council Member Stoker, voted on, passed 4-0.

KCPL STREET LIGHTING EAST OF TOWN ON MARKET BETWEEN INDUSTRIAL AND ROBERTSON ROAD

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Deputy City Clerk Wade presented a map showing locations for New Street Light Arms. Council had approved (5) Street lights originally. Deputy City Clerk asked for approval of (6) Street lights located at the following addresses as indicated on the map; 1017 E. Market St, 19101 KS Hwy 152, 19211 KS Hwy 152, 19261 KS Hwy 152, 19345 KS Hwy 152, and 19419 KS Hwy 152.

Motion

Council Member Curtis moved to approve the installation of (6) new Street Light Arms with 150-Watt bulbs at the locations listed on the map between Industrial Road and Robertson at a franchise fee of \$227.16/yr per light. Motion seconded by Council Member Stoker, voted on, passed 4-0.

ORDINANCE NO. TEMPORARY PERMIT FOR ALCOHOLIC BEVERAGE AND ORDINANCE NO. SPECIAL EVENT PERMIT FOR CEREAL MALT BEVERAGES.

Deputy City Clerk Wade reviewed the Ordinance draft for a Temporary Permit for Alcoholic Beverage and the Ordinance draft for a Special Event Permit for Cereal Malt Beverage. City Attorney Sutherland had reviewed the drafts and some corrections will need to be made. Our codes indicated that sell of Alcohol beverage and Cereal Malt beverage can't take place within a 200ft radius of a church, school or Library. Research is necessary to see if the Community Building can be a location to utilize a special event or temporary permit. The Council asked Deputy City Clerk to proceed forward with changes to the drafts for the next meeting.

UNFINISHED BUSINESS CONT:

POLICE DEPARTMENT RADIO SYSTEM FROM ZUECHER

Tabled

NEW BUSINESS:

PENDING – PLANNING COMMISSION MEMBER APPOINTMENT

KANSAS 811 2018 PROXY FOR ELECTION OF DIRECTORS

Motion

Council Member Mitzner motioned for City Hall Clerks to complete the Proxy Form. Motioned seconded by Council Member Miles, voted on, passed 4-0.

RESOLUTION TO APPROVE FIREWORKS DISPLAY AT THE BLAST IN THE PARK ON JULY 7TH.

Motion

Council Member Miles moved to approve Resolution 399 to allow a Firework show for the Blast in the Park at the La Cygne Community Park on July 7th, 2018. Motion seconded by Council Member Mitzner, voted on, passed 4-0.

ANNUAL 2017 CONSUMER CONFIDENCE REPORT.

Motion

Council Member Mitzner motioned to approve publishing the CCR report on the La Cygne City website, the KRWA website and to have hard copies available at city hall. Motion seconded by Council Member Miles, voted on, passed 4-0.

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UTILITY BILLING SOFTWARE FOR HANDHELD AUTOMATIC METER READS

A one-time cost of \$1790 for the License fee and a cost of \$160 yearly for technical support service.

Motion

Council Member Miles motioned to approve the purchase of the Handheld Automatic Meter Read Software License in the amount of \$1790.00. Motion seconded by Council Member Stoker, voted on, passed 4-0.

REQUEST FOR WORKSHOP

Chief Tate West inquired about the availability of the Council for a workshop regarding Municipal Court procedures.

Motion

Council Member Miles motioned a 1-hr workshop on Municipal Court procedures on May 8th, 2018 starting at 6pm. Motioned seconded by Council Member Stoker, voted on, passed 4-0.

EXECUTIVE SESSION:

Motion

Council Member Curtis moved to go into executive session for fifteen minutes following a five-minute break for Non-elected personnel matter exception/non-elected personnel/an individual employee's performance. Motion seconded by Council Member Miles, voted on, passed 4-0. Time 9:10pm

Open Session Resumed at 9:35 p.m.

OTHER BUSINESS:

- i. 2017 Audit reports are prepared and Terry Sercer will attend the May 16, 2018 meeting to review with the Council. Deputy City Clerk Wade will submit paper copies to Council Member Curtis and Mitzner and email copies to Mayor Sullivan, Council Member Miles, and Council Member Stoker for review prior to the next meeting.
- ii. Public Works advertisement for Position – Deputy City Clerk informed the Council that (2) more applications have been received for the Public works position. Wade inquired if we still need to advertise. Mayor Sullivan inquired about a special meeting for personnel to review all applications submitted for the Position.

Motion

Council Member Curtis motioned a 1-hr workshop on Municipal Court procedures on May 8th, 2018 starting at 6pm followed by a Special Meeting for Employee Application review. Motioned seconded by Council Member Stoker, voted on, passed 4-0.

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NOTES AND COMMUNICATIONS TO COUNCIL:

- a. Thank you card from After Prom Committee
- b. Thank you card from Cub Scout Troop 3047
- c. Confirmation of Eligibility for the Federal Surplus Property Program.

ADJOURNMENT:

❖ **Motion**

Council Member Mitzner moved to adjourn the meeting. Motion seconded by Council Member Stoker, voted on, passed 4-0. Time 9:42pm.

I, _____ La Cygne Deputy 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 this 2nd day of May 2018.

SPECIAL MEETING:

The La Cygne City Council met for a Special Meeting on Tuesday, May 8, 2018, at La Cygne City Hall. Council Members present were: Robert Sullivan; Danny Curtis; Heather Miles; and Keith Stoker. Absent: Esther Shields and Jerome Mitzner.

Others in attendance included, but not limited to: City Attorney John Sutherland, City Clerk Devona Herrin, Deputy City Clerk Jodi Wade and Superintendent Jim Johnson.

Mayor Robert Sullivan called the special meeting to order at 7:00 p.m.

The Purpose of the Special Meeting was called for:

- ❖ **Employee Application Review**

EXECUTIVE SESSION

❖ **Motion**

Council Member Miles moved to go into executive session for 30 minutes per non-elected personnel matter exception, K.S.A. 75-4219(b)(1) and K.S.A. 75-421-9(b)(a)(iii), review applications and resumes for police chief/office help/or any other specifically identified non-elected position until 7:33pm. Motion seconded by Council Member Stoker, voted on, passed 3-0. Time 7:03 p.m.

Open Session Resumed at 7:33 p.m.

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Mayor Robert Sullivan asked City Clerk Devona Herrin and Deputy City Clerk Jodi Wade if there were other personnel items to discuss. City Clerk Devona Herrin inquired if we needed to take care of anything regarding the Employee Applications from this evening.

Council Member Curtis asked City Clerk Herrin and Deputy City Clerk Wade if they would schedule interviews for Thursday, May 10, in 30-minute increments starting at 6pm for the Full Time Public Works position. The Interview Committee will consist of Council Member Danny Curtis, Council Member Keith Stoker, Superintendent Jim Johnson and City Attorney John Sutherland.

Applications submitted were reviewed by the Council during Executive session and selections were made for interviews.

During the Council Meeting scheduled for May 16, 2018, the Council will either make an offer or request 2nd round interviews.

Mayor Robert Sullivan inquired about Summer Public Works positions. Council Member Curtis indicated that priority was given to hire a Full time Public Works due to financial constraints we chose not to hire a Summer Public Works employee.

Deputy City Clerk Wade reminded the Council about utilizing SE Kansasworks "Try-Out Employment" program for filling those Summer Public Works positions. Applicants are required to meet certain unemployment requirements. Applicants hired can work a maximum of 29 hours a week and 500 hours in the lifetime of their enrollment.

Council Member Stoker asked Deputy City Clerk Wade to contact SE Kansasworks to inquire about candidates available that would meet state requirements of being 18 yrs of age to operate weed eaters and the requirements indicated by the program.

ADJOURNMENT:

❖ Motion

Council Member Curtis moved to adjourn the meeting. Motion seconded by Council Member Stoker, voted on, passed 3-0. Time 7:47 p.m.

I, _____ La Cygne Deputy 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
this 8th day of May, 2018.

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REGULAR MEETING:

The La Cygne City Council met on Wednesday, May 16, 2018 at La Cygne City Hall. Council Members present were: Danny Curtis; Esther Shields; and Keith Stoker; Absent – Jerome Mitzner and Heather Miles.

Others in attendance included, but not limited to: City Attorney John Sutherland; Public Works Superintendent Jim Johnson; Deputy City Clerk Jodi Wade; City Treasurer Connie Gore; Police Chief Tate West; Fire Chief Dan Nasalroad; Linn County News Tony Furse; Diehl, Banwart, Bolton Auditor Terry Sercer; Fred and Linda Miesel; and Deb Wilson. Absent - City Clerk Devona Herrin.

Mayor Robert Sullivan called the meeting to order at 7:00 p.m. City Treasurer Connie Gore lead the pledge of allegiance.

MAYOR'S COMMENTS:

Mayor Robert Sullivan welcomed Esther Shields back to her role of Council Member after her surgery.

CONSENT AGENDA:

Motion to approve Consent Agenda:

Council Member Curtis moved to accept the Consent Agenda as presented which consisted of:

- Minutes of May 2, 2018 City Council Meeting
- Minutes of May 8, 2018 Special City Council Meeting
- April 2018 Budget Report
- April 2018 Treasurer's Report
- Check Register: May 3 – May 16, 2018

Motion seconded by Council Member Stoker, voted on, passed 3-0.

DISCUSSION FROM THE FLOOR:

None

2017 AUDIT REPORT BY TERRY SERCER, AUDITOR:

a] Terry Sercer, CPA, with Diehl, Banwart, Bolton P.A. reviewed the 2017 Audit Report. Terry indicated that Cash balances were healthy but reminded the council that (1) project can clean out the money quickly. No violations were found under the Stewardship/Compliance/Accountability. General Fund Revenue/Expense all looked good. No questions from the Council.

SPECIAL PROJECTS:

WATER DISTRIBUTION PROJECT PHASE II UPDATE

WATER LINES –

- i. Superintendent Jim Johnson said the project is going along smooth the past couple of weeks. Coming down to the last few lines and the trailer court. Council Member Curtis discussed if the Easement had been signed for the trailer court and indicated he spoke to the contractors also about the progress of lines. Deb Wilson indicated that the hump in the yard has been taken

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care of but they still haven't seeded. Superintendent Jim Johnson and Mayor Robert Sullivan indicated that everything will be returned to original condition by August 2018.

SPECIAL PROJECTS CONT:

WATER LINES – BG Consultant Brett Waggoner emailed information regarding his conversation with Gary Beachner about the easement for the water line. Brett indicated that Beachner was agreeable with the easement but inquired about future building in the lot. City Attorney John Sutherland indicated that standard City Building codes and regulations would apply which would prevent a building being placed over the line. The council discussed the possibility of selling the piece of property in which the old tower sets on.

SEWER PROJECT

STREET PROJECT

- ii. KDOT City Connecting Link Improvement Program (CCLIP) Application has been submitted and received.

REPORTS OF CITY OFFICERS:

CITY ATTORNEY – JOHN SUTHERLAND - NONE

POLICE DEPARTMENT – CHIEF TATE WEST

- xxii. 8 Citations for speeding in the School Zone.
- xxiii. Started checking lots for grass. (2) Lot letters will be need to be issued.
- xxiv. Hardware for the new Radios is on backorder, will hopefully be in around the 2nd week of June.
- xxv. No bid for the Mobile Data Terminals at this time.
- xxvi. Blue book Value of Crown Vic averages around \$2500 - \$3500 depending on mileage and condition. Chief West can remove all the hardware in the vehicle if a decision to sell is determined. Council Member Curtis indicated that if we do sell the Crown Vic that we do it properly for the market Value of the vehicle.
- xxvii. Linn County On-line reporting system is up and going, but still working on some small issues. It is on-line with KBI for reporting.
- xxviii. Replace (1) Body Cam
- xxix. Chief Tate West has completed his Continuing Education for this year.
- xxx. Mayor Robert Sullivan inquired about US Minerals issues with Dust and indicated the necessity of having a representative attend one of our meetings and/or an opportunity for us to tour the plant. Linda Miesel expressed no change in the dust situation. Chief West indicated that US Mineral started the project which involved Dust collection and he was not sure if that has been completed yet. Mayor Robert Sullivan requested a copy of the Conditional Use Permit in the next Council meeting Packet and for Chief Tate West to send a letter to Corporate asking for attendance at a Council meeting.

PUBLIC WORKS DEPARTMENT – SUPERINTENDENT JIM JOHNSON

- ii. Superintendent Jim Johnson indicated that the cemetery was just about completed. Mr Noel can start setting flowers on Monday and the Flag stands will also be put in the ground at that time.

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- iii. A tree was struck by lightning in the cemetery and has been cleaned up, but there is another old dead tree that will need to be taken down. Carl Marrs quoted \$1600 to remove the tree which does have several tall headstones below.

REPORTS OF CITY OFFICERS CONT:

PUBLIC WORKS DEPARTMENT CONT – SUPERINTENDENT JIM JOHNSON

Motion

Council Member Shield motioned to approve take down the tree for \$1600 as quoted by Carl Marrs. Motion seconded by Council Member Stoker, voted on, passed 3-0.

- i. Gas Valve Replacement
 - a) USDI submitted a quote for \$17,000 for their Labor, Mobilization and equipment plus a USSI estimate of \$5,2017.25 for Materials to replace (6) leaking Class 2 Valves in the city. This is a quote for fixing all six valves in the same week.

Council Member Stoker inquired if the Inspection/Survey was completed and Superintendent Johnson indicated it was not and wasn't sure how many valves were left to inspect.

Motion

Council Member Curtis motioned to approve the USDI quote for a total of not to exceed \$22,207.25. Motion seconded by Council Member Stoker, voted on, passed 3-0.

FIRE CHIEF – DAN NASALROAD

- ii. Continue to review locations of Fire Hydrants.
- iii. Inquired if we have received any response regarding the Easement at Dollar General Store. Deputy City Clerk Wade indicated that Brett has not received any response to date.
- iv. General Inspections on Fire Trucks. Fire Truck #3 which is the Open Cab truck used primarily for Back-up needs to have the radiator replaced. Original estimates were \$11,000 for a radiator. Chief Nasalroad has an estimated bid for \$4000-\$5000 to have the radiator rebuilt. Apparatus Services will remove the radiator and take it to the Mechanic Shop to be repaired and then install back in to Fire Truck #3.

Motion

Council Member Stoker motioned to approve to spend up to \$5000 on Firetruck #3 to repair the Radiator. Motion seconded by Council Member Shields, voted on, passed 3-0.

- v. Council Member Shields inquired about the Fire Hydrant at the Calvary Baptist Church. Chief Nasalroad indicated that the hydrants covered with the black bags are the new hydrants. The bags are to prevent confusion for the Fireman on the active and non-active hydrants.

CITY CLERK – DEVONA HERRIN

None

DEPUTY CITY CLERK – JODI WADE

- i. Report – KDOL Safety Inspection Corrective Action Taken Reports have been

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Submitted back to the state. Minimal cost for repairs.

DEPUTY CITY CLERK CONT – JODI WADE

- ii. Census Address Review is coming along and should hopefully be completed and submitted to the Bureau by middle to end of June.
- iii. HRMARK Workshop was helpful for information.
- iv. Everbridge Link has been added to our Website and posted on Facebook. Linda Miesel expressed the benefits of using this program. Fred Miesel stated that La Cygne has the most people signed up right now.
- v. Removal of the Old Tornado Siren and Donation to Historical Society. Deputy City Clerk Wade indicated that Page Electric has been contacted to take a look at powering down the system so that KCPL can lower the Unit. The Siren will be donated to the Historical Society.
- vi. City Wide Clean-up: 7.25 Tons were gathered which was about ¼ to ½ ton less than last year. Driver just had two homes that were missed and those items were picked up today (Wed, May 16)

COUNCIL COMMITTEE REPORTS:

WATER & GAS –NONE

STREET – NONE

SEWER – NONE

PARK – Mayor Robert Sullivan asked if the Lights are working at the Basketball court at Bitaker Park. Superintendent Jim Johnson said they were working. Council Member Curtis invited patrons to play at the new Basketball court down at the La Cygne Community Park.

CEMETERY –NONE

PUBLIC SAFETY –NONE

COMMUNITY BUILDING –

- i. Order Ceiling Tiles – Tabled until June 6th Council Meeting

EMPLOYEE RELATIONS & TRAINING - NONE

- i. Recognition of Public Works Superintendent Jim Johnson – Deputy City Clerk presented Superintendent Jim Johnson with a certificate and a \$50 Visa Gift Card for his 10 years of service with the City of La Cygne.
- ii. Key to the City – Council Member Shields expressed that gifts for Retirement should be something useful. No action taken on Key.

SPECIAL COMMITTEE REPORTS:

EMERGENCY MANAGEMENT –

SWANFEST COMMITTEE – Vendor Payments and Possible Future Donation – City Treasurer Gore informed the Council that we have received Vendor Payment Checks made out to the City of La Cygne and have deposited them in to the Swanfest Account. Discussion was held in regards to responsibilities of the Chamber of Commerce in regards to the Swanfest. Linda Miesel stated to review the meeting minutes from a prior year meeting which defined the roles of the Chamber of Commerce and the City of La Cygne regarding the Swanfest. Council Member Stoker stated that the Council can

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review the prior year minutes and perhaps ask the involved groups to have a workshop to discuss the future for Swanfest.

SPECIAL COMMITTEE REPORTS CONT:

INFORMATION ON MOTION/VARIANCE -City Treasurer Gore explained to the council that she spoke to the League of Municipality in regards to a variance for the Historical Society. City Treasurer Gore explained that having (3) Council Members involved with the Historical Society Committee can be considered a quorum of members present even though Council Member Shields is an Advisor to the Historical Society. In preparation for a possible Variance Motion, City Treasurer Gore stated that Council Member Stoker, Council Member Shields and Council Member Mitzner must verbally abstain from voting and cannot speak at all during discussion and/or motion. If any words are spoken by the (3) Council Members the City Attorney must halt all action.

UNFINISHED BUSINESS:

ORDINANCE NO. 1458 TEMPORARY PERMIT FOR ALCOHOLIC BEVERAGE

Deputy City Clerk indicated that the word Library was not in the State Statute and could be removed from our verbiage but the State informed her that the distance regulations were only applicable to placement of retail stores and had no bearing on a Temporary Event Permit. Council confirmed that all changes had been made to the current copy.

❖ **Motion**

Council Member Stoker motioned for approval of Ordinance No 1458 an ORDINANCE AMENDING CHAPTER III (BEVERAGES), ARTICLE 3, BY AMENDING SECTIONS 3-308 AND 3-309 OF THE CODE OF THE CITY OF LA CYGNE, KANSAS, RELATING TO TEMPORARY PERMITS FOR THE SALE AND SERVING OF ALCOHOLIC BEVERAGES AND PENALTY as written. Motioned seconded by Council Member Curtis, voted on, passed 3-0.

ORDINANCE NO. 1457 SPECIAL EVENT PERMIT FOR CEREAL MALT BEVERAGES.

❖ **Motion**

Council Member Stoker motioned for approval of Ordinance No 1457 AN ORDINANCE AMENDING CHAPTER III (BEVERAGES), ARTICLE 2, BY AMENDING SECTIONS 3-201(a), 3-218, 3-220, AND 3-221 OF THE CODE OF THE CITY OF LA CYGNE, KANSAS, RELATING TO CEREAL MALT BEVERAGE DEFINITION, SALE AND PENALTY as written. Motioned seconded by Council Member Curtis, voted on, passed 3-0.

NEW BUSINESS:

A. ~~Pending Planning Commission Member Appointment~~

B. **ORDINANCE NO. 1459 -AMENDING ARTICLE 22 OF ZONING REGULATIONS FOR OFF STREET PARKING:**

Council Reviewed Ordinance. No questions.

❖ **Motion**

Council Member Curtis motioned for approval of Ordinance No 1459 an ORDINANCE AMENDING ARTICLE 22 OFF STREET PARKING REGULATIONS, SECTION 22-3 LAYOUT AND

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DESIGN REQUIREMENTS, PARAGRAPH 22-303 SURFACING, OF THE LA CYGNE ZONING REGULATIONS, TO PERMIT SURFACE AREA IN INDUSTRIAL AND PUBLIC USE AREAS TO INCLUDE SIX (6) INCHES OF GRAVEL as written. Motioned seconded by Council Member Stoker, voted on, passed 3-0.

- C. **2019 BUDGET:**– Deputy City Clerk Wade inquired if there would be any large expenditures for 2019 for the General Fund that would cause us to have an election to increase above the normal CPI of 1.4%. Council did not have anything for 2019, no election necessary. Mayor Robert Sullivan indicated the desire to have a line item for setting back funds for future Decorative Lighting along Broadway and Hwy 152. Council Member Shields asked about Grants. Council Member Curtis suggested asking BG Consultants for possible estimates of cost for implicating Decorative Street Lighting. Deputy City Clerk Wade reminded the Council that Decorative Lighting costs for installation, operation and maintenance would be the full responsibility of the city.
- D. **THAYER PARK:**– Deputy City Clerk Wade reviewed the prior motion for Thayer Park. Discussion was held regarding future maintenance and care. Council Member Curtis indicated he has voluntarily mowed the park but indicated the need for something in writing to be given to the Chamber of Commerce confirming the future maintenance of the Park. Mayor Robert Sullivan suggested that a letter be drawn up for review to be kept on file with the City of La Cygne and the Chamber of Commerce.
- E. **KS RURAL WATER ASSOC TRAINING SESSION:** Superintendent Jim Johnson indicated that Jerry McCarthy would already be attending a training session for Lead and Copper next month and that Public works had too much going on for him to be gone 2 days. Deputy City Clerk Wade inquired about her and/or City Treasurer attending KS Rural Water Assoc Training Session for “Complying with Drinking Water Regulations, use of GPS in Utilities” held in Pittsburg, KS on June 13, 2018. Council Member Stoker suggested that the Clerks shadow the Public Works Water Plant Operator to learn more about what is specific to our city.
- F. **SEWER ISSUES AT CITY HALL:** – Superintendent Jim Johnson explained the Trap located under the floor in the Vault room. Floor would need to be jack hammered to repair. Contractors schedules are busy and items will need to be removed and plastic put up to protect area from dust.
- G. **PUBLIC WORKS EMPLOYEE UPDATE:** Table till Executive Session
- H. **PUBLIC WORKS PART TIME SUMMER EMPLOYEE:** Tabled till Executive Session

EXECUTIVE SESSION:

Motion

Council Member Stoker moved to go into executive session for fifteen minutes following a five-minute break for Non-elected personnel matter exception/review applications and resumes for Police Chief/Office Help/or any other specifically identified non-elected position. Motion seconded by Council Member Curtis, voted on, passed 3-0. Time 9:03pm

Motion

Council Member Stoker moved to go into executive session for ten minutes for Non-elected personnel matter exception/review applications and resumes for Police Chief/Office Help/or any other specifically identified non-elected position. Deputy City Clerk Wade and

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Superintendent Jim Johnson were invited to session. Motion seconded by Council Member Curtis, voted on, passed 3-0. Time 9:23pm

EXECUTIVE SESSION CONT:

Motion

Council Member Stoker moved to go into executive session for five minutes for the consultation with an attorney for the city which would be deemed privileged in an attorney-client relationship/City's legal exposure under a real estate purchase agreement. Chief Tate West was invited to the session. Motion seconded by Council Member Curtis, voted on, passed 3-0. Time 9:33pm

Open Session Resumed at 9:39 p.m.

OTHER BUSINESS:

Motion

Council Member Curtis motioned to hire David Carr for the Public Works full time position at the rate of \$15.85/hr starting at a date when he can start upon qualifications being met. Motioned seconded by Council Member Stoker, voted on, passed 3-0.

Motion

Council Member Curtis motioned to approve the hiring of an applicant with the SE Kansasworks program for the Public Works Part-time Summer position upon qualifications being met at a rate of \$11/hr and Deputy City Clerk Wade finding out about pre-employment screening procedures. Motion seconded by Council Member Stoker, voted on, passed 3-0.

NOTES AND COMMUNICATIONS TO COUNCIL:

- i. Minutes of the MRWAD #2 Board of Directors Quarterly Meeting, May 2, 2018.
- ii. Chamber of Commerce May 9, 2018 Meeting Minutes
- iii. Notice regarding House Numbers – Posted at the City Hall for people to read.

ADJOURNMENT:

Motion

Council Member Shields moved to adjourn the meeting. Motion seconded by Council Member Curtis, voted on, passed 3-0. Time 9:44pm.

I, _____ La Cygne Deputy 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 this 16th day of May 2018.

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REGULAR MEETING:

The La Cygne City Council met on Wednesday, June 6, 2018 at La Cygne City Hall. Council Members present were: Danny Curtis; Esther Shields; Jerome Mitzner; Heather Miles and Keith Stoker.

Others in attendance included, but not limited to: City Attorney John Sutherland; City Clerk Devona Herrin; Deputy City Clerk Jodi Wade; Police Chief Tate West; Public Works Gas Dept Robert Spencer, Public Works Water Dept Operator Jerome Moore; BG Consultants Brett Waggoner; Linn County News Tony Furse; U.S. Minerals VP Jason Allen; U.S. Minerals EHS Mark Schiefelbein; U.S. Minerals Plant Manager Steve Stone; USDI Andrew Smith; Linda Miesel; Terry Weitman; Robert Harper; and Sam Barber.

Mayor Robert Sullivan called the meeting to order at 7:00 p.m. Police Chief Tate West lead the pledge of allegiance.

MAYOR'S COMMENTS:

- Mayor Robert Sullivan attended the Memorial Day Service and thanked the Public Works for preparing the cemetery for the weekend.
- Mayor Robert Sullivan thanked the Swanfest Committee for their hard work on the festival. Council Member Curtis, Council Member Shields, and Council Member Stoker also gave positive reviews of the festival.

CONSENT AGENDA:

Motion to approve Consent Agenda:

Council Member Curtis moved to accept the Consent Agenda as presented which consisted of:

Minutes of May 16, 2018 City Council Meeting

Check Register: May 17 – June 6, 2018

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

DISCUSSION FROM THE FLOOR:

None

SPECIAL PROJECTS:

WATER DISTRIBUTION PROJECT PHASE II UPDATE

WATER LINES –

- i. Brett Waggoner, BG Consultants gave an update on the line progress. 3200LF installed in May. Brett, Brandon (Orr-Wyatt Const) and Kenny (Inspector-BG Consultants) looked at addresses that had submitted complaints and will be addressed starting tomorrow. Brett stated that the alley behind Pro-Ag/Sudsy Swan will be cleaned up in a couple of weeks. Construction scheduled is still on task for completion around the end of Aug 2018. Linda Miesel inquired about the ditch near her home and Sam Barber addressed the RWD meter area near his home. Brett indicated both areas will be addressed. The estimate for the work at the RWD meter area would need to be reviewed near the end of the project with the Contractor and USDA to see if funds are available.

Record of the Proceedings of the Governing Body
2018 MEETING MINUTES

SPECIAL PROJECTS CONT:

- i. Change Order No. 2 regarding Asphalt Resurfacing and Flowable Fill on Lincoln Ave between 1st St/Broadway. Council Member Mitzner inquired if we are still within our budget, Brett Waggoner indicated we were.

Motion

Council Member Mitzner motioned to approve Change Order NO 2 for Orr-Wyatt Streetscapes regarding Asphalt Resurfacing and Flowable Fill on Lincoln Ave for the amount of \$11,114.65. Motion seconded by Council Member Stoker, voted on, passed 5-0.

- ii. Water Line Contractor Orr-Wyatt Streetscapes' Payment Request #20 for \$94,881.95

Motion

Council Member Mitzner motioned to approve Pay Request #20 to Orr-Wyatt Streetscapes in the amount of \$94,881.95. Motion seconded by Council Member Stoker, voted on, passed 5-0.

WATER TOWER –

- i. Brett Waggoner, BG Consultants indicated that the Tower Painting is complete and the fencing issues have been addressed regarding the post distance (8' for smaller post, 10' for larger post) and that the gate had been moved today.
- ii. Change Order No. 2 regarding Mixing System Submittals review by Professional Engineer.

Motion

Council Member Mitzner motioned to approve Change Order No.2 to Maguire Iron for Professional Engineer Review in the amount of \$2100.00. Motion seconded by Council Member Stoker, voted on, passed 5-0.

- iii. Water Tower Contractor Maguire Iron, Inc Payment Request #8 for \$14,701.25

Motion

Council Member Mitzner motioned to approve Pay Request #8 to Maguire Iron in the amount of \$14,701.25. Motion seconded by Council Member Miles, voted on, passed 5-0.

WATER TREATMENT PLANT –

- i. Brett Waggoner spoke to Eric and was told the bid advertising would be issued out in the next week.

SEWER PROJECT

- i. Brett Waggoner, BG Consultants gave an updated progress report on the CCTV inspection by ACE Pipe Cleaning. Deputy City Clerk showed the Live GIS Map that can be viewed daily to show the progress of the inspection. Completion is expected by mid-July.
- ii. Brett said that progress was being made on the PER and he should have a cost estimate by next council meeting so the council can discuss moving forward with the potential sewer project.

Record of the Proceedings of the Governing Body
2018 MEETING MINUTES

SPECIAL PROJECTS CONT:

STREET PROJECT

- iii. Brett Waggoner received notice that KDOT will be visiting applicants project locations for the CCLIP grant. KDOT will be here on Wednesday, June 20 at 8:15am to discuss our needs, safety issues and funding ability for this project. Council Member Curtis, Shields, Miles, City Clerk Herrin and Deputy City Clerk Wade will try to attend the meeting with Brett. Meeting will be held at the City Hall if weather is unsuitable.

GAS DEPARTMENT TECHNICAL ASSISTANCE GRANT

- i. Andrew Smith, USDI Engineering Consultant, reviewed the Technical Assistance Grant (TAG) as an opportunity to purchase 3-year licenses and possibly some equipment for Esri based compliance software. License fees are \$100/yr for Level 1(viewing only) and \$500/yr for Level 2 (user friendly version). The Grant request Amount would include USDI's annual fee of \$4000 for helping prepare the grant application, supplying (2) Level 2 licenses and (1) Level 1 license for 3 years plus technical support and possibly the GPS receivers and Windows Surface Tablets.

Motion

Council Member Mitzner motioned to proceed with applying for the Technical Assistance (TAG) grant and empowered the City Clerk's and Public Works to work with USDI to complete the Grant. Motion seconded by Council Member Miles, voted on, passed 5-0.

REPORTS OF CITY OFFICERS:

CITY ATTORNEY – JOHN SUTHERLAND - NONE

POLICE DEPARTMENT – CHIEF TATE WEST

- i. U.S. Minerals Representatives were invited to tonight's meeting. Jason Allen, VP of Operations, Mark Schiefelbein, Manager of EHS and Steve Stone, Plant Manager were present to discuss modifications being made at the U.S. Minerals plant in La Cygne and to address the complaints from citizens located on 9th Street, Industrial Road and Elm Street. Patrons present at mtg include – Terry Weitman, Linda Miesel, Robert Harper from La Harper Heights and Sam Barber. Police Chief West expressed concerns of the handling of production waste materials, material escaping the plant on tires and washing in to the creek, and health concerns for our citizens of what type of product is in the dust escaping the plant and is it harmful.
 - Jason Allen VP assured the council that they were taking the complaints seriously and have invested \$250,000 in the past two months to replace and add equipment to address the issues with dust. Two of the three bag houses have been completed and will be inspected on Friday, June 8, 2018. Jason indicated that KDHE will be stack testing the new units of the

REPORTS OF CITY OFFICERS CONT:

Record of the Proceedings of the Governing Body
2018 MEETING MINUTES

POLICE DEPARTMENT CONT – CHIEF TATE WEST

plant on June 7, 2018. Purge System has been improved and Jason indicated that the product is augured to a wet pit that is not fully enclosed. Jason indicated to Linda Miesel that he could do a noise level test to insure U.S. Minerals was maintaining within the 85 decimal noise level requirements. Jason stated that Police Chief West could sit in on the meetings with KDHE and/or plant and report back to the council.

- Linda Miesel expressed to Jason Allen that the OSHA records were not good for his company at other plant locations. She expressed frustrations of being told the same thing over and over, yet nothing has changed. Jason informed her that all Bag Houses should be fully completed by June 17, 2018. Linda Miesel inquired about clouds of dust at Night and Jason said they would be test monitoring their perimeter for all hours of the day to determine results.
- Keith Stoker requested copies of Operating permits/Storm Water permits for the city to have on file. Mark Schiefelbein said he could get those to us.
- Terry Weitman inquired about U.S. Minerals complying with opacity levels. Mark Schiefelbein stated that the opacity levels are established by Federal Rule and that they are being met within the plant area and when leaving the plant.
- Jason Allen indicated their attendance at council meetings would continue and they would like to inquire about potable water charges at the next council meeting.
- Mayor Robert Sullivan said he was parked near the U.S. Mineral plant this evening at 6:20pm and did observe a black cloud coming from where two trucks were parked. Mayor Robert Sullivan expressed his concerns for our citizens health and wants to be sure we know exactly what product is in the product and how would it affect our community and homes.

PUBLIC WORKS DEPARTMENT – WATER PLANT OPERATOR JEROME MOORE

- iv. Jerome inquired about sending two people to the KS Rural Water “Complying with Drinking Water Regulations – Use of GPS in Utilities” to get updated on new information. One person has approved at an earlier council mtg.

Motion

Council Member Mitzner approved an additional person to attend the KS Rural Water “Complying with Drinking Water Regulations” Training in Iola on June 14, 2018. Motion seconded by Council Member Curtis, voted on, passed 5-0.

- v. Mayor Robert Sullivan inquired about mowers and equipment. Jerome indicated that things were operating well to date.

REPORTS OF CITY OFFICERS CONT:

Record of the Proceedings of the Governing Body
2018 MEETING MINUTES

FIRE DEPARTMENT – JEROME MITZNER

- vi. The radiator has been removed for repair and should be put back in the truck in a week.

CITY CLERK – DEVONA HERRIN

None

DEPUTY CITY CLERK – JODI WADE

- i. Region 8 Clerk’s Meeting June 21, 2018 in Parsons, KS Conie Gore will attend.

Motion

Council Member Mitzner approved for Connie Gore to attend the Regional 8 Clerk’s Meeting on June 21, 2018. Motion seconded by Council Member Stoker, voted on, passed 5-0.

- ii. Park Board Member Appointment – Beth Smith

Motion

Council Member Shields accepted the appointment of Beth Smith to the La Cygne Community Park Board. Motion seconded by Council Member Miles, voted on, passed 5-0.

- iii. **Training for Summit Software** – Helpful and initiated Receipt Management
- iv. **2019 Budget Update** – Deputy City Clerk Wade asked the Council about having a Budget workshop with the Council and all Departments. City Attorney Sutherland suggested having a Special Meeting in lieu of the meeting the would occur on the 4th of July.

Motion

Council Member Mitzner motioned to have a Special Meeting on June 27, 2018 at City Hall for agenda items and Budget Review starting at 6pm. Motion seconded by Council Member Stoker, voted on, passed 5-0.

- v. **Sewer Line Repairs at City Hall** – possibly June 15 – 17
- vi. **Electric disconnected from old Tornado Siren** – Deputy City Clerk will contact Richard with KCPL to let them know that power is removed and pole can be lowered.

COUNCIL COMMITTEE REPORTS:

WATER & GAS –NONE

STREET – NONE

SEWER – NONE

PARK -NONE

CEMETERY –NONE

PUBLIC SAFETY –NONE

COUNCIL COMMITTEE REPORTS CONT:

Record of the Proceedings of the Governing Body
2018 MEETING MINUTES

COMMUNITY BUILDING CONT –

- ii. Council indicated to have the Lights in the Women’s restroom repaired.
- iii. Council suggested to order a new toilet to update it to ADA. Council Member Curtis stated he would help with installation if the Clerk’s will get one ordered.

EMPLOYEE RELATIONS & TRAINING - NONE

SPECIAL COMMITTEE REPORTS:

EMERGENCY MANAGEMENT –

SWANFEST COMMITTEE –

UNFINISHED BUSINESS:

- a] ~~KS Rural Water “Complying with Drinking Water Regulations—Use of GPS in Utilities” training in Iola, KS on Thursday June 14, 2018.~~ Moved to Reports of Officers
- b] **SE Kansasworks Applicants Update** – Deputy City Clerk Wade reported that candidates were not available at this time for our area for Summer Positions. Will continue to keep in touch with Kansasworks.

NEW BUSINESS:

- a] ~~U.S. Minerals Conditional Use Permit Review: US Minerals Corporate VP and Corporate Environmental Safety Administrator in attendance for Review.~~ Moved to Reports of City Officers.
- b] **Modern Copy Systems Maintenance Agreement for TA 3500i Copier** – Deputy City Clerk Wade has received some pricing for new copiers if we would like to replace our current copier that has 600,000 copies to date. City Clerk Herrin inquired if the agreement would be pro-rated if we purchase a new one after paying for this service agreement? Deputy City Clerk Wade will gather information for the next council meeting to answer that question.
- c] **Hach Service Partnership Renewal**- Jerome Moore indicated that the components in the plant after update will still be as listed on this renewal agreement.

Motion

Council Member Mitzner motioned to approve the Hach Service Partnership Renewal in the amount of \$8,132.00. Motion seconded by Council Member Stoker, voted on, passed 5-0.

- d] **Linn County Jail Study** – Meeting at 6pm at the Mound City Annex on June 18th 2018.

NEW BUSINESS CONT:

Record of the Proceedings of the Governing Body
2018 MEETING MINUTES

e] **Public Works Full-time Employee** – City Clerk Herrin informed the Council that our new Public Works Employee declined his position on his start date due to a counter-offer from his prior employer. Mayor Robert Sullivan and Council Member Curtis suggested that we advertise more broadly through the League, Kansasworks, other cities. Public Works employee, Jerry McCarty, does have his Water II certification and Jerome Moore has been working with him in the plant. Terry Weitman reminded the Council that KS Rural Water does offer Contractor Operators if ever needed during the interim of finding new employees.

EXECUTIVE SESSION:

Motion

Council Member Mitzner moved to go into executive session for fifteen minutes following a five-minute break for consultation with attorney under attorney-client privilege pending litigation/threatened litigation. Motion seconded by Council Member Miles, voted on, passed 5-0. Time 9:07pm

Open Session Resumed at 9:27 p.m.

OTHER BUSINESS:

a] **La Cygne Historical Society Advisory Board Letter** – Council Member Mitzner expressed the challenge of a Quorum of Council Members being present at other committee's and community events. City Clerk Herrin reminded them to just be sure to not be in groups of (3) and to not discuss City Business. City Attorney Sutherland also concurred with City Clerk Herrin.

b] **Law and Leadership Academy at Prairie View HS – Mayor/Council Member Guest Speaker.** – Mayor Robert Sullivan will not be able to attend this academy and asked if any council members could attend to contact Prairie View. Mayor Sullivan said it was a good program and a good opportunity for the students.

NOTES AND COMMUNICATIONS TO COUNCIL:

a] Mayor Sullivan read a Thank you card from the Oak Lawn Cemetery Assoc.

ADJOURNMENT:

Motion

Council Member Shields moved to adjourn the meeting. Motion seconded by Council Member Curtis, voted on, passed 5-0. Time 9:35pm.

I, _____
(Jodi Wade)

La Cygne Deputy City Clerk, do hereby declare the above to be true and correct, to the best of my knowledge, and do hereby subscribe my name this 6th day of June 2018.

Record of the Proceedings of the Governing Body
2018 MEETING MINUTES

REGULAR MEETING:

The La Cygne City Council met on Wednesday, June 20, 2018 at La Cygne City Hall. Council Members present were: Danny Curtis; Esther Shields; Jerome Mitzner; Heather Miles and Keith Stoker.

Others in attendance included, but not limited to: City Attorney John Sutherland; City Clerk Devona Herrin; Deputy City Clerk Jodi Wade; Police Chief Tate West; Public Works Superintendent Jim Johnson; Fire Chief Dan Nasalroad; Linn County News Tony Furse; Linn County Public Works Field Administrator Jackie Messer and wife Dottie.

Mayor Robert Sullivan called the meeting to order at 7:00 p.m. Fire Chief Dan Nasalroad lead the pledge of allegiance.

MAYOR'S COMMENTS:

None

CONSENT AGENDA:

Motion to approve Consent Agenda:

Council Member Mitzner moved to accept the Consent Agenda as presented which consisted of:

Minutes of June 6, 2018 City Council Meeting

May 2018 Budget Report

May 2018 Treasurer's Report

Check Register: June 7 – June 20, 2018

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

DISCUSSION FROM THE FLOOR:

None

SPECIAL PROJECTS:

WATER DISTRIBUTION PROJECT PHASE II UPDATE

Report by Brett Waggoner with BG Consultants

Report from Public Works – Superintendent Jim Johnson

WATER LINES –

~~i. Report from Brett Waggoner, BG Consultants~~

- ii. **Update on Beachner Easement** - Deputy City Clerk Wade reviewed the information emailed by Brett Waggoner showing the new route for the water main along the Beachner property. The railroad has indicated that casing is not required and Brett is waiting for a response from the Permit Manager allowing the installation inside railroad property. Council Member Mitzner inquired if our budget would allow for this change. City Clerk Devona indicated that there would be expense for the city. The Council would consider these changes. Mayor Sullivan tabled until the next meeting on June 27, 2018.

Record of the Proceedings of the Governing Body
2018 MEETING MINUTES

SPECIAL PROJECTS CONT:

WATER TOWER – Public Works Superintendent Jim Johnson reported that the dirt-work/clean-up was completed around the tower. Contractors will do some seeding. Mayor Sullivan stated that the new concrete apron in front of the Water Plant looked very nice.

WATER TREATMENT PLANT –

SEWER PROJECT

STREET PROJECT

- i. Update on Meeting with KDOT – Deputy City Clerk Wade stated that the meeting went well with Chris Pross (KDOT), Wayne (KDOT District 4) and Donna Schmidt (KDOT Area Rep). We had a good display of the congestion that takes place between the semi-trucks, farm machinery and vehicles turning off and on to Industrial Road. KDOT understood our Safety concerns. We discussed right-of-ways and utilities. Mayor Sullivan inquired about the House on the Southeast corner, Council Member Shields indicated that the house is to be removed. Linn County Public Works Field Administrator Jacki Messer indicated that he had reviewed the easement on the Industrial Road from Hwy 152 to the Industrial Park entrance and expressed possible assistance from the county in widening the road that full length. Deputy City Clerk Wade indicated that KDOT wanted us to send an email this evening with some pictures and indicating the City and County’s support to assist some funding for the project. KDOT stated that projects selection would take place the first week of August and recipients would be contacted mid-August or September.

GAS DEPARTMENT TECHNICAL ASSISTANCE GRANT

- ii. Deputy City Clerk Wade stated that Andrew Smith, USDI Engineering Consultant had submitted all the necessary narratives and budget information for the TAG Grant. Deputy City Clerk indicated that the Hardware items were able to be added in to the budget for the grant. Deputy City Clerk was having some issues with the Government grants website to upload the application and hopes to have them resolved by next week. Grant submission date was moved to June 29, 2018.

 **Motion**

Council Member Mitzner motioned to continue with the grant application and when complete proceed with submitting the application. Motion seconded by Council Member Miles, voted on, passed 5-0.

REPORTS OF CITY OFFICERS:

CITY ATTORNEY – JOHN SUTHERLAND - NONE

POLICE DEPARTMENT – CHIEF TATE WEST

Chief Tate West drove around town today and has some codes to address. Mayor Sullivan inquired about any Animal problems – Chief Tate West picked up (2) dogs, owners both retrieved dogs and took care of any issues.

Record of the Proceedings of the Governing Body
2018 MEETING MINUTES

REPORTS OF CITY OFFICERS CONT:

POLICE DEPARTMENT CONT – CHIEF TATE WEST

- i. U.S. Minerals – Air Emission Source Construction Permit – Police Chief Tate West stated that US Minerals emailed the permits shortly after the last meeting. US Minerals has been in communication daily with Chief Tate West the past week in regards to stack heights, set-backs and Code information.
- ii. Planning Commission – Police Chief West reviewed the conditions included with the Historical Society Variance that was approved by the Planning Commission.

PUBLIC WORKS DEPARTMENT – PUBLIC WORKS SUPERINTENDENT JIM JOHNSON

- i. Superintendent Jim Johnson informed the Council of an incident at the Water Plant of a line breaking and flooding the basement. Water has been pumped out and pumps/motors appear to be operating OK. Only item of concern was a humidifier that was submerged. Jim thanked Deputy City Clerk for taking photos for possible Insurance purposes.
- ii. Water & Wastewater Operators School/Examinations- Superintendent Jim Johnson recommending sending Bobby Spencer to the Water and Wastewater Operators class in Lawrence on July 31 – Aug 2 to possibly test for both Water and Wastewater Certifications.

Motion

Council Member Mitzner motioned send Bobby Spencer to the 99th Annual Water & Wastewater Operators School & Examinations on July 31 – Aug 3 in Lawrence, KS. Motion seconded by Council Member Miles, voted on, passed 5-0.

- iii. Cemetery Caretaker Resignation – Public Works Superintendent indicated that our current Cemetery Caretaker accepted a better position and will finish out working this week. Discussion was held on possibly Contracting out the remainder of the season or reviewing applications received to date. Council Member Miles indicated proceeding with reviewing applications if we had them and if they are qualified to proceed with getting someone hired.
- iv. Kansas Municipal Gas Agency Director Appointment – Superintendent Johnson suggested appointing Public Works Gas Operator Bobby Spencer and Deputy City Clerk Wade to serve on the KMGGA Board of Directors.

Motion

Council Member Mitzner motioned to appoint Deputy City Clerk Wade as Director on the KMGGA Board of Directors and Bobby Spencer as the Alternate Member to serve on the Board of Directors. Motion seconded by Council Member Shields, voted on, passed 5-0.

FIRE DEPARTMENT – FIRE CHIEF DAN NASALROAD

- vii. The radiator was reinstalled on Engine 32. No final bill yet. Engine is back in service.
- viii. Met with Brett on Fire Hydrants – still need some lifted and indicated that a couple were too high.

Record of the Proceedings of the Governing Body
2018 MEETING MINUTES

REPORTS OF CITY OFFICERS CONT:

- ix. The only outstanding Hydrant is the one for the Dollar General Store. Brett Waggoner spoke to Chief Dan Nasalroad today and said he spoke to the Blues Bar about the hydrant. Council Member Mitzner inquired if there would be any additional cost putting the Hydrant on the Blues Bar Easement. Public Works Superintendent Johnson said there would be no additional cost.

CITY CLERK – DEVONA HERRIN

None

DEPUTY CITY CLERK – JODI WADE

- vii. Street Lights installed on Market from Industrial to Blues Bar – Mayor Sullivan said the lights looked good.
- viii. Sewer Line Repairs at City Hall – scheduled for July 14-15
- ix. Old Tornado Siren taken down – Currently being stored at the Public Works Shop.
- x. Toilet Repaired at Community Building/Lights will be repaired next week – Public Works Superintendent Jim Johnson indicated there were light bulbs in the closet that needed removed. Deputy City Clerk thanked Council Member Curtis for installing the toilet.
- xi. Ads for Public Works FT position and Cemetery Caretaker put on City Code, Facebook, Website, Newspaper. Working on SE Kansasworks and Kansas Rural Water – Deputy City Clerk Wade did not advertise in the League at this time – cost for the ad on the Website and in their magazine is \$100.
- xii. KMIT Audit – Deputy City Clerk stated that the Auditor was pleased with our record keeping and to continue the good work.

COUNCIL COMMITTEE REPORTS:

WATER & GAS –NONE

STREET – NONE

SEWER – NONE

PARK -NONE

CEMETERY –NONE

Council Member Shields inquired about the confusion on the Dates with flowers being removed from the cemetery. Public Works Superintendent Johnson said they were trying to catch up on the mowing/weed-eating before the rain came through so they started removing some of the wilted/faded flowers on Monday but stopped after they were contacted by City Hall to give people the opportunity to pick up their flowers on June 20.

PUBLIC SAFETY –NONE

COMMUNITY BUILDING CONT –

EMPLOYEE RELATIONS & TRAINING - NONE

Council Member Miles proposed establishing a VISA gift card program for Retirees of \$10/year of service as a retirement gift.

 **Motion**

Council Member Miles made a motion to give Jerome Moore a Visa Gift Card for a amount of \$190 (\$10/years worked) for retirement. Motion seconded by Council Member Curtis, voted on, passed 5-0.

Record of the Proceedings of the Governing Body
2018 MEETING MINUTES

SPECIAL COMMITTEE REPORTS:

EMERGENCY MANAGEMENT –

Superintendent Johnson indicated to the council that meetings have not been scheduled for the past few months and questioned if we have an Emergency Mgmt committee. Public Works Superintendent Johnson stated his resignation from the Emergency Management Committee effective tonight, June 20, 2018.

SWANFEST COMMITTEE – None

UNFINISHED BUSINESS:

MODERN COPY SYSTEMS MAINTENANCE AGREEMENT FOR TA 3500i COPIER– Deputy City Clerk Wade updated the Council in regards to the affect on the maintenance agreement if we decide to purchase a color unit later. She indicated that the remaining time would be added to the 3-yr agreement that comes with the new unit. Council Member Stoker would like to know what the monthly cost would be for a color Unit. Deputy City Clerk Wade advised the council on the difference in toner use between the units she was reviewing. Deputy City Clerk Wade will continue to research the units to advise the Council for a future purchase.

Motion

Council Member Stoker motioned to approve the Modern Copy Systems Maintenance Agreement for TA 3500i Copier for a year for the total cost of \$1100.00. Motion seconded by Council Member Miles, voted on, passed 5-0.

ZUERCHER SOFTWARE LICENSE QUOTE, INTERNET SERVICE AGREEMENT AND HARDWARE QUOTES

Police Chief West reviewed the following (3) items:

- Zuercher adjusted the original quote to include an approximate savings of 60% for the (2) Software Licenses. Council Member Miles and Fire Chief Nasalroad indicated that this was the only Software choice and that we would eventually have to go with a new program. Chief West indicated that Technical Support is provided through Zuecher/Sheriff's Office because we would be an add-on to the Linn Co Sheriff's Office system. Council Member Curtis expressed some technical concerns with the program that had been stated in the Linn Co Newspaper articles. Chief West reviewed the issues that had occurred with the software during those incidents.
- Brite Hardware – Police Chief West reviewed the quote for the hardware which included tablets and docking stations. Indicated there was a 5yr replacement agreement which would allow for a total of (2) replacement tablets in that period of time. This is good quality equipment.
- Unlimited Mobile Broadband service – Total charge is \$40/unit monthly for unlimited data.

Council Member Stoker expressed the convenience of being able to complete paperwork from a vehicle vs travelling back and forth to the office. Council Member Curtis suggested some other less expensive options for tracking vehicles through Verizon. Council Member Miles inquired about Licensing fee for Windows. Police Chief West indicated he was researching the cost of the monthly fee vs. doing a buy-out for the Windows Licensing Fee. Police Chief West informed the Council that the

Record of the Proceedings of the Governing Body
2018 MEETING MINUTES

UNFINISHED CONT:

ZUERCHER SOFTWARE LICENSE QUOTE, INTERNET SERVICE AGREEMENT AND HARDWARE QUOTES CONT:

vehicle rotation would not be occurring as soon as it has in the past, expects to go 5-6 years before changing out vehicles. Council Member Mitzner stated that Police Chief West has fully reviewed all options and if his budget allows for the purchase then he see's no problem in following the recommendations from Police Chief West.

Motion

Council Member Mitzner motioned to authorize Police Chief West to purchase from Brite and Zuercher the equipment and software for the total cost of \$13343.99 and with Unlimited Mobile data. Motion seconded by Council Member Miles, voted on, passed 4-1 (no;Curtis)

Motion

Council Member Mitzner motioned to authorize Police Chief West to sign the end use license agreement with Zeurcher Technologies. Motion seconded by Council Member Miles, voted on, passed 4-1 (no;Curtis)

NEW BUSINESS:

a] U.S. Minerals — Potable Water

B] POLICE POLICY UPDATES/CHANGES FOR PERSONNEL POLICY AND GUIDELINE BOOK

Police Chief West has Policy 16a – 16o for review and approval for the Policy Book. Deputy City Clerk will make “packets” with copies of all policies and email copies to the council for review prior to the next meeting.

C] MIDWEST CONNECTIONS AGREEMENT REVIEW

Council Member Curtis is concerned with the number of antennae on the current Water tower and wanted to know how many were included or allowed in the agreement with Midwest Connections in preparations for the equipment being moved to the new tower. Council Member Curtis would like for the new tower to not be cluttered with so many. Mayor Sullivan asked the City Clerks to send a letter to Midwest Connections to receive a current copy of the agreement.

D] CITY COURT PROCESS WORKSHOP REVIEW

City Clerk Herrin reminded the council that no action had been taken following the Workshop. Police Chief West indicated that he and City Attorney Sutherland have been reviewing the UPOC and STO and were about 75% complete in establishing a solution. Mayor Sullivan tabled the discussion for the July 18, 2018 meeting.

EXECUTIVE SESSION:

Motion

Council Member Miles moved to go into executive session for fifteen minutes following a five-minute break for non-elected personnel matter exception to review applications for any other specifically identified non-elected position. Motion seconded by Council Member Stoker, voted on, passed 5-0. Time 9:12pm

Motion

Record of the Proceedings of the Governing Body
2018 MEETING MINUTES

Council Member Mitzner moved to go into executive session for ten minutes for non-elected personnel matter exception pending litigation/threatened litigation. Motion seconded by Council Member Miles, voted on, passed 5-0. Time 9:34pm

Open Session Resumed at 9:44 p.m.

OTHER BUSINESS:

Police Chief West stated that June 23rd would be the 1 year Anniversary for Officer Kurtis West's graduation from the Academy and that he should receive his \$1 raise for that completion.

▣ Motion

Council Member Mitzner motioned to increase Officer Kurtis West's pay \$1 per hour commencing with the next payroll period. Motion seconded by Council Member Stoker, voted on, passed 5-0.

City Clerk Herrin inquired with the council about how to proceed with applications for the cemetery position. Mayor Sullivan asked the Cemetery Committee and Public Works to review applicants tomorrow at 4pm or another time that works for the applicant. Council Member Shields asked the City Clerks to contact the applicant.

NOTES AND COMMUNICATIONS TO COUNCIL:

- a] KCPL and Westar Energy Merge Announcement
- b] KDOR Special Event Sales Tax Update – Council Member Mitzner inquired about the Form. Deputy City Clerk Wade indicated that these forms are to be given to vendors at festivals or farmers markets or similar entities in or around town to submit their sales tax from those sales to the state.

ADJOURNMENT:

❖ Motion

Council Member Miles moved to adjourn the meeting. Motion seconded by Council Member Shields, voted on, passed 5-0. Time 9:48pm.

I, _____ La Cygne Deputy 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 this 20th day of June 2018.

SPECIAL MEETING:

The La Cygne City Council met on Wednesday, June 27, 2018 at La Cygne City Hall. Council Members present were: Danny Curtis; Esther Shields; Jerome Mitzner; Heather Miles and Keith Stoker.

Record of the Proceedings of the Governing Body
2018 MEETING MINUTES

Others in attendance included, but not limited to: City Attorney John Sutherland; City Clerk Devona Herrin; Deputy City Clerk Jodi Wade; Police Chief Tate West; Public Works Superintendent Jim Johnson; Fire Chief Dan Nasalroad; Linn County News Tony Furse; BG Consultants, Brett Waggoner; BG Consultants, Eric Hethcoat; BG Consultants, Brian Kingsley.

Mayor Robert Sullivan called the meeting to order at 6:00 p.m. Council Member Esther Shields lead the pledge of allegiance.

MAYOR'S COMMENTS:

Mayor reminded everyone about heat safety and utilizing the Community Building as a cooling center if necessary.

CONSENT AGENDA:

Motion to approve Consent Agenda:

Council Member Shield moved to accept the Consent Agenda as presented which consisted of:

Minutes of June 20, 2018 City Council Meeting

Check Register: June 21 – June 27, 2018

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

DISCUSSION FROM THE FLOOR:

None

SPECIAL PROJECTS:

WATER DISTRIBUTION PROJECT PHASE II UPDATE

Report by Brett Waggoner with BG Consultants

Report from Public Works – Superintendent Jim Johnson

WATER LINES –

- iii. **Report from Brett Waggoner, BG Consultants** – Pay request will be submitted at the July 18, 2018 meeting.
- iv. **Update on Beachner Easement** - BNSF Railroad contacted Brett and indicated that the Permit would have to be re-submitted for the new line which would add expense and a longer time-frame. Brett will meet with Beachner to review an option of an easement along their property.
- v. **Dollar Store/Blues Bar** – Brett has attempted to get in touch with the Blues Bar owner but still has not received any feedback. City Clerk Devona will assist Brett Waggoner with possibly getting in touch with an owner.

SPECIAL PROJECTS CONT:

Record of the Proceedings of the Governing Body
2018 MEETING MINUTES

WATER TOWER – Mixing system has been approved and will be installed in the next 3 weeks. Fencing, grating, and seeding is completed.

WATER TREATMENT PLANT – Eric Hethcoat, BG Consultants brought the Council Members up to date with the Water Treatment Plant. The KDHE final permit should be received next week, 10-day Advertisement period, followed by a 30-day Bid period. Eric anticipates a contractor on site by September 1. Expected Schedule for construction is 6-7 months. Eric indicated the contractors will do their best to prevent numerous shut downs. Council Member Miles inquired about the specific items being repaired/replaced in the Water Treatment Plant. Eric gave a brief overview of the project as follows:

- Replacing HVAC Ventilation.
- Close off Tank area to help prevent Corrosion in the office area.
- Domestic plumbing in the basement will be replaced.
- Electric lines will be replaced.
- Control Panel and Distribution Panel fully replaced.
- LED Lighting installed.
- Carbon Room Improved.
- Bulk Sell Building will be rehabbed except for pumps.
- New Electric for processing system/pumps.
- Electronic Control Systems will be automated at the same level it is now and the process will be the same but they will be able to trend data better on the computer.
- An updated and accurate full set of plans of the Water Plant will be drawn.

Brian Kingsley, BG Consultants, explained the reasoning process for selecting items from our practical list vs wish list for the plant project. Brian reiterated that USDA directed the expenditures for the Plant Project to be Safety Related vs. Remodel/aesthetics/Tech.

SEWER PROJECT

Brett Waggoner, BG Consultants approached the council for permission for the Mayor to sign the KIAC form to attend the July 24th meeting in Topeka, KS. Brett reviewed the Sewer Project to date and indicated that the CCTV inspection was still in progress (has contended with some delays). Brett reviewed the Engineer's Opinion of Probable Cost for the KIAC Application totaling \$4,930,145.00. Brett and Brian Kingsley (BG Consultants) reviewed possible funding options utilizing CDBG & Rural Development Loans. Brett discussed the proposed customer rates of \$47/month for a 5,000/gallon user. Brian explained options/risks of doing the project as a whole or in Phases. Brian educated the Council on the importance of representation at the KIAC (Kansas Interagency Advisory Committee) meetings to help market your project to the funding entities in attendance (CDBG, KDHE, Rural Development).

Motion

Council Member Mitzner motioned to give authority for Mayor Sullivan to sign the KIAC application and for the Mayor and other city representatives to attend the KIAC meeting in Topeka. Motion seconded by Council Member Stoker, voted on, passed 4-1 (No;Curtis).

SPECIAL PROJECTS CONT:

STREET PROJECT

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- i. Deputy City Clerk Wade met with Rick James, County Commissioner and reviewed the possibility of the County assisting with funds for the improvements to the intersection of Hwy 152 and Industrial Road.

GAS DEPARTMENT TECHNICAL ASSISTANCE GRANT

- iii. Deputy City Clerk Wade stated the TAG Grant Application will be submitted tomorrow.

REPORTS OF CITY OFFICERS:

CITY ATTORNEY – JOHN SUTHERLAND - NONE

POLICE DEPARTMENT – CHIEF TATE WEST

- i. Police Chief West wanted to give a HUGE Thank you to the people in the community who acted quickly on a lost 3yr old and 5yr old in town on Saturday. Because of their awareness the children were returned home safely.
- ii. Police Chief West reminded the community about the Fireworks ordinance which allows the launching of fireworks starting at 6am June 27 until midnight July 5th. Individuals having family events on the weekend following the 4th will be sited if fireworks are launched.

PUBLIC WORKS DEPARTMENT – PUBLIC WORKS SUPERINTENDENT JIM JOHNSON

FIRE DEPARTMENT – FIRE CHIEF DAN NASALROAD

- x. Fire Chief Nasalroad reminded everyone to be safe during the 4th of July, especially the young children firing off fireworks. Asked the public to not shoot them off from the roadway, or at vehicles and to clean up their mess.

CITY CLERK – DEVONA HERRIN

None

DEPUTY CITY CLERK – JODI WADE

Deputy City Clerk Wade indicated she was finally able to access the Grants program to complete the TAG application and that it would be ready to submit tomorrow.

COUNCIL COMMITTEE REPORTS:

WATER & GAS –NONE

STREET – NONE

SEWER – NONE

PARK -NONE

CEMETERY –NONE

PUBLIC SAFETY –NONE

COMMUNITY BUILDING CONT –

EMPLOYEE RELATIONS & TRAINING - NONE

 **Motion**

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Council Member Mitzner motioned to take a 5-minute break. Motion seconded by Council Member Curtis, voted on, passed 5-0. Time 7:59 pm

SPECIAL COMMITTEE REPORTS:

EMERGENCY MANAGEMENT – None

SWANFEST COMMITTEE – None

UNFINISHED BUSINESS:

POLICE POLICY UPDATES/CHANGES FOR PERSONNEL POLICY AND GUIDELINE BOOK

Police Chief West reviewed the Standard Operating Policies 16a – 16o and explained that this is just a portion of the overall finished manual. City Clerk Herrin indicated that some of the policies had been approved a while back but several had been added since then and therefore a decision was made to present them all at once for approval. The Council reviewed the packet prior to the meeting, no questions presented regarding the policies presented. Mayor Sullivan inquired with City Attorney Sutherland if he had reviewed the policies and if he had any concerns. City Attorney Sutherland said he reviewed them and they were all good.

Motion

Council Member Mitzner motioned to accept SOP 16a-16o as presented by Police Chief West and reviewed by City Attorney Sutherland. Motion seconded by Council Member Miles, voted on, passed 5-0.

NEW BUSINESS:

CEMETERY CARETAKER APPLICATION REVIEW

Council Member Curtis said the review committee completed interviews and had made a selection for the Cemetery Caretaker position.

Motion

Council Member Curtis motioned to hire Codee Blanchett as the Cemetery Caretaker for the wage rate of \$10/hr effective as soon as he is available to start. Motion seconded by Council Member Shields, voted on, passed 5-0.

2019 BUDGET REVIEW

Deputy City Clerk Wade handed out the General Fund Budget page for the Council to review. Deputy City Clerk Wade reviewed the style of reports that are available with our software program which will allow us to look at things on a Macro level down to a Micro level. Deputy City Clerk Wade expressed the importance for the Council, Department Supervisors and City Clerks to all agree with the budget in order to support the budget throughout the year. Discussion was held on forecasting the numbers for 2019 based on the outlook for the current year and the anticipated future projects. Deputy City Clerk handed out Budget pages for the Utility Departments, Park Departments, Cemetery, etc... for the Council to review prior to the next Council Meeting on July 18, 2018.

EXECUTIVE SESSION:

Motion

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Council Member Miles moved to go into executive session for fifteen minutes following a five-minute break for non-elected personnel matter exception to review applications for the Full Time Public Works Position. Motion seconded by Council Member Stoker, voted on, passed 5-0. Time 8:25pm

Open Session Resumed at 8:45p.m.

OTHER BUSINESS:

STREETLIGHTS

Council Member Mitzner said he drove along highway 152 where the new streetlights were installed and indicated that they did light the street well and most of the sidewalk.

1002 MARKET STREET EASEMENT

Council Member Curtis indicated that the drain installed at the Engerts property near the culvert/bridge appears to be working well and the yard area was dry.

EMPLOYEE APPLICATIONS

Deputy City Clerk Wade inquired with the council about how to proceed with applications for the Public Works position. Mayor Sullivan advised her to continue advertising. The Review Committee consisting of Keith Stoker and Heather Miles asked Deputy City Clerk to contact an applicant regarding an interview during the week of July 2 – 6, 2018 after 5pm.

CROWN VICTORIAN POLICE CAR

Police Chief West said the hardware has been de-installed from the Crown Vic and he would like to either put an ad on Purple Wave or advertise for sealed bids so we can get the car out of Public Works area. City Clerk Herrin indicated that a resolution would have to be done to Surplus the vehicle.

COUNCIL MEETING RESCHEDULED:

☞ Motion

Council Member Mitzner moved that the 1st Council meeting for July is being held on June 27, 2018 at 6pm in lieu of the holiday on July 4th. Motion seconded by Council Member Stoker, voted on, passed 5-0.

NOTES AND COMMUNICATIONS TO COUNCIL:

ADJOURNMENT:

❖ Motion

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Council Member Miles moved to adjourn the meeting. Motion seconded by Council Member Shields, voted on, passed 5-0. Time 8:49pm.

I, _____ La Cygne Deputy 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 this 27th day of June 2018.

REGULAR MEETING:

The La Cygne City Council met on Wednesday, July 18, 2018 at La Cygne City Hall. Council Members present were: Danny Curtis; Esther Shields; Heather Miles and Keith Stoker. Absent; Jerome Mitzner.

Others in attendance included, but not limited to: City Attorney John Sutherland; City Clerk Devona Herrin; Deputy City Clerk Jodi Wade; Police Chief Tate West; Public Works Superintendent Jim Johnson; Fire Chief Dan Nasalroad; Linn County News Tony Furse; Morgan Johnson; Pro-Ag Mike Hilton; Eric and Donna Thomas; Fred and Linda Miesel; Terry Weitman; Eddie Shay; Deputy Kurtis West; Midwest Connections John Terry; U.S. Minerals Plant Manager Steve Stone; and U.S Minerals Process Engineer David Feyma.

Mayor Robert Sullivan called the meeting to order at 7:00 p.m. Council Member Miles lead the pledge of allegiance.

MAYOR'S COMMENTS:

None

CONSENT AGENDA:

Motion to approve Consent Agenda:

Council Member Shields moved to accept the Consent Agenda as presented which consisted of:

Minutes of June 27, 2018 City Council Meeting
June 2018 Budget Report
June 2018 Treasurer's Report
Second Quarter 2018 Financial Statement
Check Register: June 28 – July 13, 2018
Check Register: July 14 – July 18, 2018

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

DISCUSSION FROM THE FLOOR:

EDDIE SHAY – STORAGE OF FIREWORKS

Eddie proposed the possibility of storing his fireworks year-round in his building located at 616 E Market St. Eddie explained the Fire Block that was used in the Wall between his unit and the tenant's unit. He spoke to Lindsay Jaccard Chiropractor who rents a unit in the building and she was OK with him storing the items in the building. Mayor Sullivan read information from the La Cygne Zoning Book for Commercial Zoned Districts C-1 for storage which indicated that Permitted Use or Conditional Use were not available for storing products of a highly explosive, combustible or volatile

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nature. Council Member Stoker advised Eddie Shay to research storage information through the State Department of Alcohol, Tobacco and Firearms for Fireworks. The council did not give approval for year-round storage.

MIDWEST CONNECTIONS WI-FI AGREEMENT FOR NEW WATER TOWER

John Terry, President of Midwest Connections, reviewed the new equipment items that would be placed on the new tower. Council Member Curtis inquired about the quantity of items to be put on the tower. John indicated there would be (2) 2' x 2' Disk shaped antennae and a total of (14) 2' x 2' Beamwidth and Sector Antennas (2 units on each post) placed on 7 posts mounted to the rail of the tower. John indicated in the prior contractor meeting he had asked for (1) 20-amp circuit for the approximate .06amps used to power the antennas. Council Member Miles asked John to walk her through each of the items and to review the sample picture to confirm the layout of the antenna on the tower. Mayor Sullivan asked the Clerks to review/update the current agreement with Midwest Connections to have ready for signature at the next council meeting.

DISCUSSION FROM THE FLOOR CONT:

MIKE HILTON - SIDEWALKS

Mike Hilton approached the council regarding the Ordinance/Codes pertaining to Business owners responsibility/repair of their sidewalks. Mike Hilton expressed his efforts of improving the buildings on Broadway and his concerns for safety and appearance of the sidewalks. Mike Hilton reviewed his current projects on the sidewalks and easements. The council reminded Mike Hilton of the procedures and paperwork involved with those projects. Council Member Curtis suggested that a couple of Committee members visit with Mike to review the projects. Council members took in to consideration the information that Mike Hilton shared.

SPECIAL PROJECTS:

WATER DISTRIBUTION PROJECT PHASE II UPDATE

Report by Brett Waggoner with BG Consultants

Report from Public Works – Superintendent Jim Johnson

WATER LINES –

- i. Water Line Contractor Orr-Wyatt Streetscapes' Payment Request #21 for **\$63,626.90**

Motion

Council Member Miles motion to approve Orr-Wyatt Streetscapes' Payment Request #21 in the amount of \$63,626.90 to be paid. Motion seconded by Council Member Stoker, voted on, passed 4-0.

WATER TOWER –

- i. Water Tower Contractor Maquire Iron, Inc Payment Request #9 for **\$33,653.75**

Motion

Council Member Curtis motion to approve Maguire Iron, Inc Payment Request #9 in the amount of \$33,653.75 to be paid. Motion seconded by Council Member Stoker, voted on, passed 4-0.

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WATER TREATMENT PLANT – NONE

SEWER PROJECT

KIAC Meeting on Tuesday, July 24, 2018 at 3:00pm will be attended by Mayor Sullivan; City Clerk Herrin; Deputy City Clerk Wade; and Council Member Stoker.

REPORTS OF CITY OFFICERS:

CITY ATTORNEY – JOHN SUTHERLAND - NONE

POLICE DEPARTMENT – CHIEF TATE WEST

Chief Tate West reported (10) Citations issued since last meeting and a few Codes enforcement items on grass. 146 Dogs have been tagged to date and 115 remain to be tagged. Council Member Miles inquired about the condition of some homes in the Broadway/3rd street area. Police Chief West visited with the owners repeatedly and at some point a decision will need to be made to repair/remove or be put on the condemnation list. Council Member Miles also discussed some concern on a large dead tree near utility lines that would need to be addressed.

PUBLIC WORKS DEPARTMENT – PUBLIC WORKS SUPERINTENDENT JIM JOHNSON

- v. Superintendent Jim Johnson indicated the crew has been handling normal maintenance. We did have (2) Mains split in the past few days due to the dry conditions of the ground. Both were repaired. Superintendent Johnson asked the Council about purchasing Patch Material at an approximate cost of \$1600.

Motion

Council Member Miles motioned to allow Superintendent Jim Johnson to spend up to \$1700 for Patch material. Motion seconded by Council Member Shields, voted on, passed 4-0.

FIRE DEPARTMENT – FIRE CHIEF DAN NASALROAD

None

CITY CLERK – DEVONA HERRIN

None

DEPUTY CITY CLERK – JODI WADE

- i. Deputy City Clerk reviewed the Franchise payment received from KCPL – indicated the amount deducted for the Street Lights.
- ii. Deputy City Clerk gave a personal Thank you to Jim Johnson, Bobby Spencer and Jerry McCarty for helping to get the park ready for Blast in the Park and the La Cygne Fire Department and Police Department for helping keep the Blast in the Park safe and fun for all.

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COUNCIL COMMITTEE REPORTS:

WATER & GAS –NONE

STREET – NONE

SEWER – NONE

PARK -

Mayor Sullivan inquired about the Light Switch. Superintendent Jim Johnson said the switch had been torn up. He is looking in to some other possibilities for controlling the light.

COUNCIL COMMITTEE REPORTS CONT:

CEMETERY –

Chief Tate West had (3) Complaints of items being removed – no additional complaints in the past couple of weeks. Council Member Curtis commended Codee Blanchett on the great job he has done getting the mowing and weed-eating caught up at the cemetery.

PUBLIC SAFETY –NONE

COMMUNITY BUILDING CONT –

Mayor Sullivan inquired if all of the repairs were completed. Deputy City Clerk Wade indicated the repairs had been completed except for ordering/installing Ceiling Tiles in the Front Entry. Mayor Sullivan asked the clerks to contact Jerome Mitzner and to have a quote presented at the next meeting.

EMPLOYEE RELATIONS & TRAINING - NONE

SPECIAL COMMITTEE REPORTS:

EMERGENCY MANAGEMENT – None

SWANFEST COMMITTEE – None

PLANNING COMMISSION APPOINTMENT - Mayor Sullivan recommended the reappointment of Bob Burnett and Gerald Stanley to the Planning Commission.

Motion

Council Member Shields motioned to accept the recommendation of Bob Burnett and Gerald Stanley to the Planning Commission. Motion seconded by Council Member Stoker, voted on, passed 4-0.

UNFINISHED BUSINESS:

U.S. MINERALS – POTABLE WATER

U.S. Minerals Plant Manager, Steve Stone, inquired about the possibility of drilling a well for potable water use. The Process Engineer, David Feyma, indicated usage at their other locations with wells was approximately 100-200 gallons/minute. Steve Stone asked the Council how to proceed. Chief West indicated that some businesses have installed a secondary meter for lawn sprinkler systems in which the sewer portion of the rate has been removed since only potable water is

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necessary. Chief West also stated that a Backflow Preventor would need to be installed on the line to the secondary meter. U.S. Minerals will consider the options presented. Chief West will review city codes on wells and report back to the council in two weeks.

NEW BUSINESS:

2019 BUDGET 2ND DRAFT REVIEW:

Deputy City Clerk Wade inquired if the Council Members had any questions or concerns with the 2nd Draft of the 2019 Budget. Council Member Shields inquired about the amount on the Employee Benefits and City Clerk Herrin reminded her and the Council that this line item can fluctuate yearly depending on the cost changes with Health Ins, Unemployment, or other changes from State and Federal levels.

NEW BUSINESS CONT:

2019 BUDGET 2ND DRAFT REVIEW:

Council Member Shields asked about a line item for Decorative Street Lights. Deputy City Clerk advised the Council that the funding would have to be taken out of another line item – no action was taken at this time to establish a line item for Decorative Street Lights. Superintendent Jim Johnson inquired about the unencumbered cash amounts (carry-over) for Gas, Water and Sewer decreasing for the next year. City Clerk Herrin confirmed the decrease and suggested review of rates in the next couple of years. Mayor Sullivan and Council Members reviewed time/dates for publication and hearing.

COMPACTOR – PATRONS RESPECTING CITY EMPLOYEES

Mayor Sullivan expressed some concern with how our patrons treat our City Employees at the Compactor. Council Member Miles indicated that no matter what the situation is, people should not disrespect others. Council Members and Patrons present reviewed the hours of operation and the posting of that information to be sure that communication was being made clearly to the public.

ORDINANCE NO 1460 ZONING REGULATIONS TO ADDRESS CONEX/SEALAND CONTAINERS

Police Chief West informed the Council that this ordinance prohibits the use of Conex and Sealand containers for storage/living quarters in residential zones within the city limits. Council Member Stoker discussed his concerns with the ordinance and suggested some possibilities of developing Building Codes to help prohibit the use of these containers or other materials for construction of residences. Council Member Miles and Shields expressed their concerns with having these containers in residential areas.

Motion

Council Member Shields motioned to approve Ordinance No 1460 Zoning Regulations to address Conex/Sealand Containers. Motion was not seconded.

KOMA/KORA TRAINING COURSE

Deputy City Clerk Wade asked the Council if she could attend the KOMA/KORA training course being held in Lenexa, KS on August 24. This training is open to council member also and is focused on open meeting and reporting.

Motion

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Council Member Curtis motioned to allow Deputy City Clerk Wade to attend the KOMA/KORA training in Lenexa, KS on August 24 at 10:00am. Motion seconded by Council Member Stoker, voted on, passed 4-0.

MATERIALS RELEASE FROM ITV FOR FILMING THE WATER TOWER

Deputy City Clerk Wade informed the council that ITV contacted us regarding the use of a picture with the Water Tower/Logo. We informed the company that it was not a copyrighted image. They submitted a Material Release form for us to complete. City Attorney Sutherland advised the Council there was no need to complete a release since we don't know what the photo was being used in and it wasn't in benefit to promote or for betterment of our community. Deputy City Clerk will respond back to the company.

NEW BUSINESS CONT:

ANALYTICAL SERVICES INC QUOTE

City Clerk Herrin and Superintendent Jim Johnson reviewed the request from the State for the City of La Cygne to perform testing for a period 1yr for Cryptosporidium Monitoring. This particular monitoring is on the water taken in from the River. Quotes from two services were received. City Clerk Herrin spoke with Public Works Operator Jerry McCarty about getting started in the next few months to allow for the cost to be split between (2) years budget.

Motion

Council Member Curtis motioned to accept Analytical Services, Inc Quote in the amount of \$8894.00. Motion seconded by Council Member Stoker, voted on, passed 4-0.

HISTORICAL SOCIETY BUILDING PERMIT

Police Chief West asked the Council about the fee for the Historical Society Building Permit for the Parking area around the Historical Society.

Motion

Council Member Curtis motioned to waive the fee for the Building Permit for the Historical Society Parking Area. Motion seconded by Council Member Shields, voted on, passed 4-0.

EXECUTIVE SESSION:

Motion

Council Member Stoker moved to go into executive session for fifteen minutes following a five-minute break for non-elected personnel matter exception to review applications for any other specifically identified non-elected position. Motion seconded by Council Member Miles, voted on, passed 4-0. Time 9:23pm

Open Session Resumed at 9:44 p.m.

OTHER BUSINESS:

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Motion

Council Member Curtis motioned to hire Codee Blanchett for the Full Time Public Works Position starting July 30 at a rate of \$12.50/hr. Motion seconded by Council Member Miles, voted on, passed 4-0.

Motion

Council Member Curtis motioned to approve the publishing of the 2019 Notice of Budget Hearing in Linn County Newspaper in preparation for the Budget Hearing on August 15, 2018 at 7:00pm at the La Cygne City Hall. Motion seconded by Council Member Stoker, voted on, passed 4-0.

NOTES AND COMMUNICATIONS TO COUNCIL:

- a] KRWA Article on Water Tower leasing for Commercial Antennas
- b] Executive Order 18-16 Drought Declaration Update from State of Kansas
- c] La Cygne Chamber of Commerce Meeting Minutes
- d] KCP&L Street Light Franchise Tax

ADJOURNMENT:

Motion

Council Member Curtis moved to adjourn the meeting. Motion seconded by Council Member Shields, voted on, passed 4-0. Time 9:47pm.

I, _____ La Cygne Deputy 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 this 18th day of July 2018.

SPECIAL MEETING:

The La Cygne City Council met on Wednesday, July 25, 2018 at La Cygne City Hall. Council Members present were: Danny Curtis; Esther Shields; Heather Miles and Keith Stoker. Absent – Jerome Mitzner

Others in attendance included, but not limited to: City Attorney John Sutherland; City Clerk Devona Herrin; Deputy City Clerk Jodi Wade; City Treasurer Connie Gore; Public Works Operator Jerry McCarty; Public Works Operator Robert Spencer; Public Works Operator Codee Blanchett; Samantha Blanchett; David Brenneman.

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Mayor Robert Sullivan called the meeting to order at 6:00 p.m.

MAYOR'S COMMENTS:

The Honorable Robert Sullivan Mayor of La Cygne, Kansas and the undersigned council members of the City of La Cygne, Kansas, hereby respectfully request to call a special meeting of the Council, to be held at the La Cygne City Hall on Wednesday, July 25, 2018, commencing at 6:00 p.m. for Personnel.

I. EXECUTIVE SESSION:

Motion

Council Member Stoker moved to go into executive session for twenty minutes for non-elected personnel matter exception for an individual employee's performance. Motion seconded by Council Member Miles, voted on, passed 4-0. Time 6:02pm

Motion

Council Member Stoker moved to extend the executive session for 5 minutes for non-elected personnel matter exception for an individual employee's performance and invited Public Works Operator Jerry McCarty in to the session. Motion seconded by Council Member Shields, voted on, passed 4-0. Time 6:22pm

Open Session Resumed at 6:30p.m.

II. Mayor Robert Sullivan Recommendation of Temporary Public Works Supervisor:

Mayor Robert Sullivan recommended Gerald McCarty as the active supervisor for the Public Works Department.

Motion

Council Member Curtis moved to accept the appointment of Gerald McCarty as the active Supervisor for Public Works until further notice. Motion seconded by Council Member Stoker, voted on, passed 4-0. Time 6:31pm

III. EXECUTIVE SESSION:

Motion

Council Member Stoker moved to go into executive session for ten minutes for non-elected personnel matter exception for an individual employee's performance and invited City Clerk Herrin and Deputy City Clerk Wade. Motion seconded by Council Member Miles, voted on, passed 4-0. Time 6:32pm

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Open Session Resumed at 6:42p.m.

IV. Mayor Robert Sullivan Noted Public Works Contact:

Mayor Robert Sullivan noted that Council Member Keith Stoker would be available during the day as a Public Works contact person if needed.

V. Amend Employee Start Date for New Full Time Public Works Operator:

Motion

Council Member Curtis motioned to back date the start date for Codee Blanchett to July 23, 2018 for the full time Public Works position. Motion seconded by Council Member Miles, voted on, passed 4-0.

ADJOURNMENT:

Motion

Council Member Curtis moved to adjourn the meeting. Motion seconded by Council Member Miles, voted on, passed 4-0. Time 6:44pm.

I, _____ La Cygne Deputy 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 this 25th day of July 2018.

REGULAR MEETING:

The La Cygne City Council met on Wednesday, August 1, 2018 at La Cygne City Hall. Council Members present were: Danny Curtis; Esther Shields; Heather Miles and Keith Stoker. Absent; Mayor Robert Sullivan and Council Member Jerome Mitzner.

Others in attendance included, but not limited to: City Attorney John Sutherland; City Clerk Devona Herrin; Deputy City Clerk Jodi Wade; Police Chief Tate West; Police Officer Kurtis West; Public Works Acting Superintendent Jerry McCarty; Linn County News Tony Furse; BG Consultants Brett Waggoner; Linn Valley Mayor Cindy Smith; Diane Pennington; Brad Pennington; BG Consultants Paul Owings; Pam George; Pam McCoy; and Jay Butler.

City Attorney John Sutherland indicated that a recommendation of a Council Member to be the Acting President for tonight's meeting was necessary in the absence of the Mayor and the President.

Motion

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Council Member Miles motion to appoint Council Member Danny Curtis as Acting President for tonight's meeting. Motion seconded by Council Member Stoker, voted on, passed 4-0.

Acting President Danny Curtis called the meeting to order at 7:00 p.m. City Attorney John Sutherland lead the pledge of allegiance.

MAYOR'S COMMENTS:

None

CONSENT AGENDA:

Motion to approve Consent Agenda:

Council Member Shields moved to accept the Consent Agenda as presented which consisted of:

Minutes of July 18, 2018 City Council Meeting
Minutes of July 25, 2018 Special Council Meeting
Check Register: July 19 – July 27, 2018
Check Register: July 28 – Aug 1, 2018

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

DISCUSSION FROM THE FLOOR:

PAUL OWINGS , BG CONSULTANTS REGARDING LINN VALLEY WATER SUPPLIERS

Paul Owings with BG Consultants presented some preliminary information of the water demands the City of Linn Valley would require from a Water Supplier. Paul indicated the possibility of getting water from a single supplier or from multiple suppliers. Linn Valley Mayor Cindy Smith expressed appreciation for the efforts of discussion from the Water Supply districts and the potential for collaboration in order to benefit all community members. Council Member Stoker directed efforts towards allowing the La Cygne Council and Committee's to have the opportunity to review their water plant supply and rate information before discussions could take place. Council Member Miles indicated the City of La Cygne is interested in exploring the potential of supplying water to the City of Linn Valley.

DISCUSSION FROM THE FLOOR CONT:

TATE WEST PRESENTED SHADOW BOX TO RETIREE JEROME MOORE

Chief West presented a Shadow Box containing Retired Officer Moore's Badge/Handcuffs/Patches and thanked him for his many years of service with the La Cygne Police Department.

SPECIAL PROJECTS:

WATER DISTRIBUTION PROJECT PHASE II UPDATE

WATER DISTRIBUTION LINE

- vi. Report from Brett Waggoner, BG Consultants – Brett gave the Council an update from the progress meeting held earlier. To date the only mains left are the Beachner loop and Lucille's Bar & Grill, 99% of the lines are completed and 34 Meters were installed last month and 24 in

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the last 2 days with 50% of the meters complete. Schedule looks to around the end of September to be complete.

- vii. Water Line Contractor Orr-Wyatt Streetscapes' Payment Request #22 for **\$13,276.71**.

Motion

Council Member Miles motion to approve Orr-Wyatt Streetscapes' Payment Request #22 in the amount of \$13,276.71 to be paid. Motion seconded by Council Member Stoker, voted on, passed 4-0.

- viii. Change Order Request #3, Orr-Wyatt Streetscapes' for increase in the number of active services and empty meter pits for inactive services for **\$59,280.00**. Brett updated the Council regarding the Specified number of active services in the beginning of the water project and the current number of active services. Council Member Curtis suggested that if there is an existing line on a vacant lot/residence then we need to go ahead and put in the new line. If there is no existing meter then we just need to put in an empty meter pit for future service. Council Member Curtis did ask Brett Waggoner to ask the crews about picking up the old collars/rings and lids as they go along connecting the new lines.

Motion

Council Member Stoker motion to approve Change Order #3 from Orr-Wyatt Streetscapes' in the amount of \$59,280.00. Motion seconded by Council Member Miles, voted on, passed 4-0.

WATER TOWER

Brett Waggoner, BG Cosultants said that the mixing system and splash block are ready for installation. Once the Water Treatment Project begins the Electrical will be handled 1st on the Water Tower.

WATER TREATMENT PLANT

Brett will follow up with Eric to see if RFP's will be going out soon for bidding.

SEWER PROJECT

- i. CCTV Inspection Contractor ACE Pipe Cleaning Payment Request #1 for **\$17,116.05**. Council Member Stoker asked Brett Waggoner about a deadline for the CCTV to be completed. Brett indicated that it was to be completed around August 10-15. Deputy City Clerk Wade showed the current LIVE map of the CCTV progress. Public Works Superintendent Jerry McCarty informed the council that the ACE truck was currently broke down and crew was not working.

Motion

Council Member Miles motion to approve Pay Application #1 from Ace Pipe Cleaning in the amount of \$17,116.05. Motion seconded by Council Member Stoker, voted on, passed 4-0.

- ii. Report update on KIAC meeting – Deputy City Clerk Wade stated that the KIAC Committee was pleased with our project portfolio. The Funding agencies presented their offers. Rural Development could reduce the \$47 rate down to around \$42.77. CDBG indicated their grant

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and RD would be a washout of each other. KDHE informed us that Davis-Bacon wages would be involved. Rural Development (USDA) let us know if BG Consultants could submit the PER by the end of August that the application could be processed immediately.

REPORT FROM PUBLIC WORKS

Public Works Acting Superintendent Jerry McCarty reported that Codee Blanchett has been getting caught up at the cemetery with the mowing now that the trees and branches are all cleaned up. Public Works will start patching some of the holes around the Sewer Manholes that were exposed. Bobby Spencer is attending classes to prepare for his Wastewater exam on Friday, August 3, 2018.

REPORTS OF CITY OFFICERS:

CITY ATTORNEY – JOHN SUTHERLAND - NONE

POLICE DEPARTMENT – CHIEF TATE WEST

Chief Tate West reported (1) Commercial and (3) Residential letters were sent out. The New Radios, Tablets and Software have been installed and activated as Chief West continues to train the other officers on the new products.

PUBLIC WORKS DEPARTMENT – PUBLIC WORKS ACTING SUPERINTENDENT JERRY MCCARTY

None

FIRE DEPARTMENT – FIRE CHIEF DAN NASALROAD

None

CITY CLERK – DEVONA HERRIN

None

DEPUTY CITY CLERK – JODI WADE

Deputy City Clerk Wade asked about attending KMIT Supervisors Training on September 27th in Ft Scott, KS from 1-4pm. No charge to attend.

Motion

Council Member Miles motioned to send Jodi to the KMIT Supervisors Training in Ft Scott, KS on September 27th from 1-4pm. Motion seconded by Council Member Stoker, voted on, passed 4-0.

COUNCIL COMMITTEE REPORTS:

WATER & GAS –NONE

STREET – NONE

SEWER – NONE

PARK -NONE

CEMETERY - NONE

PUBLIC SAFETY –NONE

COMMUNITY BUILDING CONT

Deputy City Clerk Wade Reviewed the Data sheets from Home Depot, Lowe's and Menards for ceiling tiles in the Community Building Entry.

Motion

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Council Member Miles motioned to allow the Clerks to spend up to \$500 to purchase Ceiling tiles from Menards for the Entry area of the Community Building. Motion seconded by Council Member Shields, voted on, passed 4-0.

EMPLOYEE RELATIONS & TRAINING -

Council Member Miles has reviewed some training videos regarding customer service and anticipates having a training sometime in the next 2-4 weeks.

SPECIAL COMMITTEE REPORTS:

EMERGENCY MANAGEMENT - None

SWANFEST COMMITTEE - Council Member Stoker as a board member of the Historical Society inquired about the City of La Cygne purchasing some banners for La Cygne's 150th Celebration on May 24-27, 2019. City Clerk Herrin reminded the Council that money was budgeted in anticipation for the 150th Celebration. Since pricing was not readily available, City Clerk Herrin indicated that the Council could amend their motion if the cost for the banners was more than or less than the \$3,000 amount. Discussion was held for the City to directly purchase the banners based on quotes received.

Motion

Council Member Shields motioned to provide up to \$3000 towards the purchase of banners for La Cygne's 150th Celebration. Motion seconded by Council Member Curtis, voted on, passed 3-0, Abstain-Council Member Stoker

UNFINISHED BUSINESS:

MIDWEST CONNECTIONS AGREEMENT

Deputy City Clerk Wade indicated that the address would need to be changed to 114 Market street. City Attorney Sutherland advised the council to adjust the (10) year term to 2 or 5 years. Deputy City Clerk Wade indicated that the service at the park has been well maintained and service was always prompt. Council Member Curtis inquired about the cost for the Electrical Service and would like to have initial Equipment installed itemized in the agreement and a statement that Midwest Connections would need to inform the Council of any changes in the equipment. Changes and additions to the agreement will be submitted to Midwest Connections for review.

NEW BUSINESS:

RESOLUTION No. 400 - SALE OF SURPLUS EQUIPMENT

Motion

Council Member Miles motioned to accept Resolution No. 400 for the sale of surplus equipment. Motion seconded by Council Member Stoker, voted on, passed 4-0.

PATROL TECHNIQUES AND CITIZEN ENCOUNTERS TRAINING

Chief Tate West explained that this course would be beneficial for Brad Barrett to attend. Inquired if the City would pay for the \$100 cost for the course and provide a vehicle to travel to the class.

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Motion

Council Member Miles motioned to provide a city vehicle and to pay for the Patrol Techniques and Citizen Encounter Training course for Brad Barrett to attend in Sedgewick, KS and Brad Barrett will cover the Hotel expense. Seconded by Council Member Shield, voted on, passed 4-0.

DISSOLVEMENT OF AGREEMENT FOR FIRE-STORM SIREN WITH CHELSIE STAINBROOK

Deputy City Clerk Wade stated that the siren has been removed from the property and Chelsie Stainbrook has inspected the area and is satisfied with the removal being complete. Utilities will begin September 1, 2018.

LESS LETHAL TRAINING

Police Chief West informed the Council about the Less Lethal approach in aiding to get an armed or threatening individual out of a building or home. Officer West is required to complete Education hours each year. Chief West indicated that his department already has the necessary ammo for the training.

Motion

Council Member Miles motioned to send Officer West to Less Lethal Training in Ft Scott on August 7th from 1-5pm and to use his patrol vehicle to travel to the training. Seconded by Council Member Stoker, voted on, passed 4-0.

EXECUTIVE SESSION:

Motion

Council Member Stoker moved to go into executive session for fifteen minutes following a five-minute break for consultation with an attorney for the city which would be deemed privileged in an attorney-client relationship pending litigation/threatened litigation. Motion seconded by Council Member Miles, voted on, passed 4-0. Time 8:51pm

Open Session Resumed at 9:06 p.m.

EXECUTIVE SESSION:

Motion

Council Member Stoker moved to go into executive session for ten minutes for the non-elected personnel matter exception an individual employee's performance. Motion seconded by Council Member Miles, voted on, passed 4-0. Time 9:08pm

Motion

Council Member Curtis moved to go into executive session for five minutes for the non-elected personnel matter exception an individual employee's performance. Motion seconded by Council Member Miles, voted on, passed 4-0. Time 9:18pm

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In addition to the Council Members and City Attorney, others requesting time or invited into portions of the executive session(s) included (but not limited to): City Clerk Herrin and Deputy City Clerk Wade

Open Session Resumed at 9:24 p.m.

OTHER BUSINESS:

ACTIVE SUPERINTENDENT WAGE INCREASE

Motion

Council Member Stoker motioned to increase Jerry McCarty's wages \$1/hr on a temporary basis for additional responsibilities until Superintendent Jim Johnson returns to work, making the increase effective July 23, 2018. Motion seconded by Council Member Miles, voted on, passed 4-0.

CLEAN-UP OF TRAILER AT 3RD AND ELM.

Chief West had contacted the renter at 3rd/Elm about completing the clean-up of the trailer. The renter will contact Chief West in the morning to discuss a plan for completion by September 15th.

NOTES AND COMMUNICATIONS TO COUNCIL:

- a] La Cygne Codes Book Chapter XII, Article 1 Sidewalks, Section 12-101 through Section 12-111. Prior Meeting Minute Examples of Sidewalk replacement requests from the community and businesses.
- b] Thank you Card from Grady's Kids.
- c] La Cygne July 24th 150th Meeting Notes
- d] MACO Development Co Upgrade/renovation of Lindentree Apartments
- e] Chamber of Commerce Health Fair – August 4th, 2018 from 9am-1pm

ADJOURNMENT:

❖ Motion

Council Member Curtis moved to adjourn the meeting. Motion seconded by Council Member Miles, voted on, passed 4-0. Time 9:29pm.

I, _____ La Cygne Deputy 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 this 1st day of Aug 2018.

Record of the Proceedings of the Governing Body
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REGULAR MEETING:

The La Cygne City Council met on Wednesday, August 15, 2018 at La Cygne City Hall. Council Members present were: Danny Curtis; Esther Shields; Heather Miles and Keith Stoker; Jerome Mitzner.

Others in attendance included, but not limited to: City Attorney John Sutherland; City Clerk Devona Herrin; Deputy City Clerk Jodi Wade; Police Officer Kurtis West; Public Works Acting Superintendent Jerry McCarty; Linn County News Tony Furse; Diane Burnett and Doris McElreath, and Raymond Paul.

**** 2019 LA CYGNE BUDGET HEARING ****

NOTICE OF BUDGET HEARING

- i. Mayor Sullivan opened the 2019 Budget Hearing at 7:01pm
- ii. Comments from the Public - None
- iii. Mayor Sullivan Closed the 2019 Budget Hearing at 7:03pm

MOTION TO APPROVE BUDGET

Motion

Council Member Mitzner motioned to approve the 2019 Budget with changes that Jodi made for Lincoln Township revenue as presented . Motion seconded by Council Member Stoker, voted on, passed 5-0.

MAYOR'S COMMENTS:

Mayor Sullivan reminded the community that School starts tomorrow. Be aware of the children walking. Let's keep everyone safe and use caution through the school zones.

CONSENT AGENDA:

Motion to approve Consent Agenda:

Council Member Shields moved to accept the Consent Agenda as presented which consisted of:

- Minutes of August 1, 2018 City Council Meeting
- July 2018 Budget Report
- July 2018 Treasurer's Report
- Check Register: Aug 2 - Aug 15, 2018

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

DISCUSSION FROM THE FLOOR:

RAYMOND PAUL REGARDING LEAKING METER

Raymond explained the leaking water situation by his meter. Researched the past month to figure out why 8,000 to 9,000 gallons of water was running through his meter. Raymond had a Plumber dig today and no specific evidence was available to indicate what might have caused the area where the pipe inserts to his side of the meter had loosened. Public Works Acting Superintendent McCarty was there when the plumber had the pipe/meter exposed. Raymond asked the city if there was any possibility to work with him on the previous months Large bills. City Clerk Herrin reminded the council that we can adjust the Sewer amount since it did not enter the home. The Mayor advised the Water

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DISCUSSION FROM THE FLOOR CONT:

RAYMOND PAUL REGARDING LEAKING METER

Committee to review the situation with Public Works Acting Superintendent McCarty and to follow up with Raymond Paul. Raymond thanked the Council for listening and appreciated their efforts in helping with the situation.

DIANE BURNETT AND DORIS MCELREATH REGARDING 150TH QUILT BLOCK COLLAGE

Diane Burnett presented a Wooden Quilt Block Collage project for La Cygne's 150th Celebration in 2019. Diane had (3) picture examples of Quilts done in Girard and Ashland. They are proposing to do a 12' x 16' display on 4 x 8 sheets. For the amount of \$50 dollars, patrons would be supplied a board, paint, tape and brushes to create a pre-approved designed block for the Quilt. This Quilt will be displayed in Thayer Park during the 150th Celebration and will hopefully have a permanent location following the event. Applications are due by Nov 1 and block must be completed by April 2019. Diane asked the City if they would like to purchase the center (4) blocks for \$200 which would display the Swan/logo being used for the 150th Banners.

Motion

Council Member Miles motioned to reserve 4 blocks on the Quilt Block Collage for the 150th Celebration for the amount of \$200. Motion seconded by Council Member Shields, voted on, passed 5-0.

SPECIAL PROJECTS:

Report from Public Works – Jerry McCarty

WATER DISTRIBUTION PROJECT PHASE II UPDATE

WATER DISTRIBUTION LINE

Public Works Acting Superintendent McCarty indicated that the contractors had approximately 135 meters left to install.

WATER TOWER

McGuire Iron came in this week but did not have some necessary parts so no work was performed. Midwest Connections will be running their own electric to the tower.

WATER TREATMENT PLANT

SEWER PROJECT

- i. Update on CCTV – Ace pulled off early today but the worker indicated that they had approximately 5,000ft of line remaining.

CEMETERY STORM CLEAN UP

Mayor Sullivan inquired with Public Works Superintendent McCarty about the status of the cemetery. McCarty said the storm debris is cleaned up, they dragged the road and will be mowing as we can. McCarty said they had been trimming trees along the School Bus routes in preparation of school starting.

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SPECIAL PROJECTS CONT:

SEWER PROJECT RATE COMPARISON

Sewer Rate Comparisons – Deputy City Clerk Wade presented a comparison sheet for the council to use to review possible figures for new sewer rates if they choose to proceed with the repair project. Deputy City Clerk Wade reviewed the current rates, showed some different ways to figure the rates and what the rates were for some other cities. DCC Wade reminded the Council that if the CCTV does get completed in the next couple of weeks and BG Consultants can get the PER figured then the Council will need to be prepared for a Special Meeting to review rates and decide about moving forward on the sewer project.

REPORTS OF CITY OFFICERS:

CITY ATTORNEY – JOHN SUTHERLAND - NONE

POLICE DEPARTMENT – CHIEF TATE WEST

Chief Tate West report at the table. Mayor Sullivan inquired about the time frame for KCPL to repair street lights.

PUBLIC WORKS DEPARTMENT – PUBLIC WORKS ACTING SUPERINTENDENT JERRY MCCARTY

None

FIRE DEPARTMENT – FIRE CHIEF DAN NASALROAD

None

CITY CLERK – DEVONA HERRIN

None

DEPUTY CITY CLERK – JODI WADE

None

COUNCIL COMMITTEE REPORTS:

WATER & GAS –NONE

STREET – NONE

SEWER – NONE

PARK -NONE

CEMETERY - NONE

PUBLIC SAFETY –NONE

COMMUNITY BUILDING

✓ Toilet in Men's Room is leaking again at Flange.

Deputy City Clerk Wade needed some assistance getting the toilet off to possibly replace the ring. PW Acting Superintendent McCarty said he would take a look at the situation.

EMPLOYEE RELATIONS & TRAINING - NONE

SPECIAL COMMITTEE REPORTS:

EMERGENCY MANAGEMENT –

SWANFEST COMMITTEE

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UNFINISHED BUSINESS:

MIDWEST CONNECTIONS AGREEMENT

Deputy City Clerk Wade advised the Council that the address was corrected, equipment had been added to the agreement and the term had been adjusted. Council Member Mitzner inquired about a "Hold Harmless" clause. City Attorney Sutherland suggested that it should be added.

Motion

Council Member Mitzner motioned that the Mayor sign the Midwest Connection Agreement with the Hold Harmless Clause included. Motion seconded by Council Member Miles, voted on, passed 5-0.

NEW BUSINESS:

LEAGUE OF MUNICIPALITIES VOTING DELEGATES

LEAGUE OF KANSAS MUNICIPALITIES 2018 ANNUAL CONFERENCE, OCTOBER 6-8 IN TOPEKA

Mayor Sullivan indicated that he would like to attend the KS Municipal Conference this year.

Motion

Council Member Mitzner motioned to approve for Mayor Sullivan to attend the League of Kansas Municipalities 2018 Annual Conference, October 6-8 in Topeka and also give Mayor Sullivan the power to be the voting delegate for the City of La Cygne. Motion seconded by Council Member Stoker, voted on, passed 5-0.

CONNIE GORE ATTENDING KS ASSOCIATION FOR COURT MANAGEMENT 2018 FALL CONFERENCE SEPT 27-28 IN OVERLAND PARK.

Deputy City Clerk informed the council that Connie did receive a scholarship to cover the fee for the conference, hotel and \$30 of travel chg.

Motion

Council Member Miles motioned send Connie Gore to the KS Assoc for Court Management 2018 Fall Conference and to pick up any costs not associated with the scholarship. Seconded by Council Member Stoker, voted on, passed 5-0.

EXECUTIVE SESSION:

Motion

Council Member Curtis moved to go into executive session for ten minutes following a five-minute break for Non-elected personnel matter exception to review applications and resumes for other specifically identified non-elected position. Motion seconded by Council Member Stoker, voted on, passed 5-0. Time 8:14pm

In addition to the Council Members and City Attorney, others requesting time or invited into portions of the executive session(s) included (but not limited to): Deputy City Clerk Wade

Open Session Resumed at 8:30p.m.

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OTHER BUSINESS:

SIDEWALK AT FIRST OPTION BANK AND MARKET

Council Member Curtis asked if we had any feedback from BG Consultants regarding the buldging/settling sidewalk in front of First Option and at the old Woodworking house on Market St. DCC Wade said that Brett Waggoner did take a look at them but we hadn't received follow up information prior to the meeting.

NARCAN TRAINING FOR POLICE

Council Member Mitzner inquired about the cost for the NARCAN and the training received for using the NARCAN. Officer Kurtis West indicated that Silvercreek Pharmacy worked with the Manufacturer to supply our Police Department, AMR and some other departments with the NARCAN. Officer Kurtis West said a training video was reviewed upon receipt.

CITY CLERK HERRIN RETIRMENT

City Clerk Herrin announced her official retirement date of December 31, 2018. She indicated she would assist with closing the year end. In the meantime, City Clerk Herrin will continue to fulfill her duties as clerk and work on organizing the files and history.

NOTES AND COMMUNICATIONS TO COUNCIL:

ADJOURNMENT:

❖ **Motion**

Council Member Curtis moved to adjourn the meeting. Motion seconded by Council Member Miles, voted on, passed 5-0. Time 8:34pm.

I, _____ La Cygne Deputy 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 this 15th day of Aug 2018.

REGULAR MEETING:

The La Cygne City Council met on Wednesday, September 5, 2018 at La Cygne City Hall. Council Members present were: Danny Curtis; Esther Shields; Keith Stoker; and Jerome Mitzner. Absent-Heather Miles

Others in attendance included, but not limited to: City Attorney John Sutherland; City Clerk Devona Herrin; Deputy City Clerk Jodi Wade; Police Chief Tate West; Public Works Acting Superintendent Jerry McCarty; Fire Chief Dan Nasalroad; Linn County News Tony Furse; BG Consultants Brett Waggoner; KRWA Representative Rita Clary; DAR Representatives Renee Slinkard and Karen Kidwell.

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

Pledge of Allegiance – City Clerk Devona Herrin

MAYOR'S COMMENTS:

None

CONSENT AGENDA:

Motion to approve Consent Agenda:

Council Member Shields moved to accept the Consent Agenda as presented which consisted of:

Minutes of August 15, 2018 City Council Meeting

Check Register: Aug 16 – Sept 5, 2018

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

DISCUSSION FROM THE FLOOR:

RENEE SLINKARD – PROCLAMATION – CONSTITUTION WEEK, SEPT 17-23, 2018

Renee Slinkard with the Daughter of the American Revolution shared history regarding the establishment of the Constitution and Bill of Rights. Karen Kidwell also shared some information regarding the celebration week of the Constitution. Mayor Robert Sullivan read and signed the Proclamation of Constitution week September 17 – 23, 2018.

SPECIAL PROJECTS:

Report by Brett Waggoner with BG Consultants

Report from Public Works – Jerry McCarty

WATER DISTRIBUTION PROJECT PHASE II UPDATE

Construction meeting today reviewed a lot of the small detailed items that will need to be accomplished to finish this project. Contractor plans to work solid next week to get the South side of town ready for a Walk-thru Inspection and to possibly put them all active on the new system and meters. Core and Main would then come to assist the Public Works with the electronic meter read. Complaints were given to the Contractor at the meeting today.

WATER DISTRIBUTION LINE

Water Lines are 99% installed and meters are 60% installed. Had 11 working days in August and installed 69 meters. Mayor Sullivan inquired about the alley road to the East of Broadway and BG Consultants indicated that it still needs to be done. Council Member Curtis inquired about making sure the days counted as rain days weren't misrepresented.

SPECIAL PROJECTS CONT:

WATER TOWER

Tower has been disinfected and tested. Only 4 leaks were found in 1 weld and have been repaired. A Temporary Electric cord will be put in place by Midwest Connections in order for them to install their equipment until the permanent power is installed.

WATER TREATMENT PLANT

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Advertisement for Bids was released today on Drexel.com for the Water treatment plant. Schedule for bidding is as follows; Pre-bid Conference Sept 20, Bid Opening Oct 4, Award – Oct 17th, and Pre-Construction Conference Nov 30th.

SEDIMENT BASIN

BG Consultants, Brett Waggoner took pictures of the settling ponds from up in the tower around May 2018 and plans to climb the tower again the end of this month and take pictures again to compare the bank to see if there are any changes. Paul Owings, BG Consultants, will review the capacity of the ponds for possible future growth in customer base.

SEWER PROJECT

- ii. Update on CCTV – Due to the rain, ACE has pulled out for this week and will return on Monday. USDA would need information by the end of September for earliest 2018 Financing or we would have to wait and submit the application in November 2018 for 2019 financing. Brett will contact ACE in regards to their completion schedule.

WATER DISTRIBUTION LINE PAY APPLICATION

- i. Water Line Contractor Orr-Wyatt Streetscapes' Payment Request #23 for **\$35,973.44**

Motion

Council Member Mitzner motioned to pay Orr-Wyatt Streetscapes Payment Request #23 in the amount of \$35,973.44. Motion seconded by Council Member Stoker, voted on, passed 4-0.

CCTV INSPECTION PAY APPLICATION

- i. CCTV Inspection Contractor ACE Pipe Cleaning Payment Request #2 for **\$21,512.29**

Motion

Council Member Mitzner motioned to pay Ace Pipe Cleaning Payment Request #2 in the amount of \$21,512.29. Motion seconded by Council Member Stoker, voted on, passed 4-0.

SEWER PROJECT

Fire Chief Nasalroad inquired about the water being metered out of the Fire Hydrants when ACE Pipe Cleaning fills their trucks and about leaving their hoses attached to the Fire Hydrants after filling their trucks. Brett Waggoner, BG Consultants, said he would talk to the contractor about these issues. Acting Public Works Superintendent McCarty stated that they should be metering their use.

SPECIAL PROJECTS CONT:

SEWER PROJECT CONT:

Rita Clary, Kansas Rural Water Assn, reviewed the process for getting the Rural Development Application completed. She inquired about getting Deputy City Clerk approved to be a signatory for the RD Application but explained that the Mayor/Council were still the final approving body for completing the Application.

Motion

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Council Member Mitzner motioned to approve Deputy City Clerk Jodi Wade as the signatory for the Rural Development Application. Motion seconded by Council Member Stoker, voted on, passed 4-0.

2017 SIDEWALK PROJECT

Brett Waggoner, BG Consultants, reviewed photographs of the sidewalk by First Option Bank and at 925 E. Market St that have issues of bulging due to settling/expansion of the soil beneath and possible options to repair these areas which are no longer under warranty. Council held discussion regarding options and asked Brett about getting some quotes from the company doing the concrete work on the Water Project.

KDOT CCLIP GRANT

Deputy City Clerk Wade and Brett Waggoner reviewed the award letter received from KDOT and will update the Council as information is received from KDOT. Brett followed up with the County regarding the receipt of the Grant. Council Member Mitzner indicated again the importance of the City and Council working together to improve the conditions of the access to the Industrial Park area.

REPORTS OF CITY OFFICERS:

CITY ATTORNEY – JOHN SUTHERLAND - NONE

POLICE DEPARTMENT – CHIEF TATE WEST

Chief Tate West reviewed the report at the table.

PUBLIC WORKS DEPARTMENT – PUBLIC WORKS ACTING SUPERINTENDENT JERRY MCCARTY

PW Superintendent McCarty said they are doing the best they can to keep up with their work with just 2 of them now working.

FIRE DEPARTMENT – FIRE CHIEF DAN NASALROAD

Fire Chief Nasalroad inquired about the hole in the road at the Intersection of Industrial Rd/KS Hwy 152. PW Superintendent McCarty can put a temporary patch on it, Council also suggested to ask the County about some assistance with a more solid repair that would hold for the next year.

CITY CLERK – DEVONA HERRIN

City Clerk Herrin advised the Council that she has been in contact with the new Economic Development Director in regards to the Sidewalk Grants and will update the Council and Michael Hilton about the Grant process.

REPORTS OF CITY OFFICERS CONT:

DEPUTY CITY CLERK – JODI WADE

DCC Wade updated the Council about the repairs to the Vault. Sewer Line repair has been completed, walls/floor have been prepped for painting. Council advised DCC Wade to contact some contractors to get quotes for Painting. DCC Wade submitted a quote for \$750 from McCool Roofing to repair the roof of the vault that had some leaks around the Flashing.

 **Motion**

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Council Member Mitzner motioned to hire McCool Roofing to repair the roof on the Vault Room of the City Hall for an amount not to exceed \$750. Motion seconded by Council Member Stoker, voted on, passed 4-0.

COUNCIL COMMITTEE REPORTS:

WATER & GAS –NONE

STREET – NONE

SEWER – NONE

PARK -NONE

CEMETERY - NONE

PUBLIC SAFETY –NONE

COMMUNITY BUILDING

- ✓ Ceiling Tiles have been received and are ready for installation. Council Member Mitzner suggested to ask the Contractor doing the painting for the vault room to also install the tiles. DCC Wade will get some quotes.

EMPLOYEE RELATIONS & TRAINING - NONE

SPECIAL COMMITTEE REPORTS:

EMERGENCY MANAGEMENT –

SWANFEST COMMITTEE

UNFINISHED BUSINESS:

LINN VALLEY LAKES WATER

DCC Wade asked the Council to continue reviewing the possibility of providing water to Linn Valley Lakes. She would like to have connection fees/rates ready to submit to Paul Owings, BG Consultants, by the middle or end of October 2018. Council Member Mitzner indicated the importance for the Council to continue looking in to this future expansion of our water services.

FIREWORKS BUILDING INSPECTION

Police Chief West updated the Council on the recent consultation with the Fireworks representative to educate us and the retailers regarding the NFPA 1124 Codes and regulations for Storing and Retail Stores for Fireworks. Both Permanent Building Structures that currently retail Fireworks would require modifications in order to sell Fireworks. Chief West indicated that Panic Bar Doors need to be installed on the Community Building as a requirement for safety as a rental building.

UNFINISHED BUSINESS CONT:

U.S. MINERALS GROUND WELL

Police Chief West informed the Council that U.S. Minerals has submitted an application to the State for a ground well at their location.

NEW BUSINESS:

RESIGNATION RECEIVED FROM ROBERT SPENCER

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Motion

Council Member Mitzner motioned to accept the resignation letter received from Public Work Operator Robert Spencer. Motion seconded by Council Member Stoker, voted on, passed 4-0.

KCC GAS AUDIT REPORT

Council reviewed the Audit report received from KCC. DCC Wade and USDI have completed all responses to submit back to the State.

Motion

Council Member Mitzner motioned for the Mayor to sign the letter responding to the KCC Gas Audit report. Motion seconded by Council Member Stoker, voted on, passed 4-0.

FRONTIER FORENSIC MIDWEST SEMINARS

Motion

Council Member Mitzner motioned to allow Chief Tate West and Officer Kurtis West to attend the Frontier Forensic Midwest Seminar on October 5. Motion seconded by Council Member Stoker, voted on, passed 4-0.

LAW ENFORCEMENT RESPONSE TO DOMESTIC VIOLENCE TRAINING

Motion

Council Member Mitzner motioned to send Chief Tate West and Officer West to attend the Law Enforcement Response to Domestic Violence Training on Nov 8th. Motion seconded by Council Member Shields, voted on, passed 4-0.

KPERS EMPLOYER WORKSHOP

Motion

Council Member Mitzner motioned to send Deputy City Clerk Wade to the KPERS Employer Workshop on Oct 4. Motion seconded by Council Member Stoker, voted on, passed 4-0.

NEW BUSINESS CONT:

STATE OF KANSAS DEBT RECOVERY SYSTEM TRAINING

Motion

Council Member Mitzner motioned to set aside either Sept 25th or Oct 16th for Deputy City Clerk Wade and City Treasurer Gore to attend the State of Kansas Debt Recovery System Training. Motion seconded by Council Member Stoker, voted on, passed 4-0.

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S.W.A.T OPERATOR BASIC COURSE

Motion

Council Member Mitzner motioned to send Officer Kurtis West if seats are available for the S.W.A.T. Basic Course Training for a total cost of \$550.00 with standard per diem. Motion seconded by Council Member Stoker, voted on, passed 4-0.

EXECUTIVE SESSION:

Deputy City Clerk Wade asked the Council for Executive Session to discuss non-elected personnel matter exception to review applications for non-elected position.

Motion

Council Member Mitzner moved to go into executive session for ten minutes following a five-minute break for Non-elected personnel matter exception to review applications and resumes for other specifically identified non-elected position. Motion seconded by Council Member Curtis, voted on, passed 4-0. Time 9:05pm

In addition to the Council Members and City Attorney, others requesting time or invited into portions of the executive session(s) included (but not limited to): Deputy City Clerk Wade and Acting Public Works Superintendent Jerry McCarty

Open Session Resumed at 9:25p.m.

OTHER BUSINESS:

CEMETERY CARETAKER POSITION

Motion

Council Member Curtis motioned to hire Oza Maxey III for the cemetery caretaker position at \$10/hr seasonal position upon completing pre-employment screening. Motion seconded by Council Member Stoker, voted on, passed 4-0.

NOTES AND COMMUNICATIONS TO COUNCIL:

ADJOURNMENT:

Motion

Council Member Shields moved to adjourn the meeting. Motion seconded by Council Member Curtis, voted on, passed 4-0. Time 9:30pm.

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I, _____ La Cygne Deputy 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
this 5th day of Sept 2018.

REGULAR MEETING:

The La Cygne City Council met on Wednesday, September 19, 2018 at La Cygne City Hall. Council Members present were: Danny Curtis; Esther Shields; Keith Stoker; and Heather Miles. Absent- Jerome Mitzner.

Others in attendance included, but not limited to: City Attorney John Sutherland; City Clerk Devona Herrin; Deputy City Clerk Jodi Wade; Police Chief Tate West; Public Works Superintendent Jim Johnson; Linn County News Tony Furse; Leon Callahan; Eugene Mendenhall

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

Pledge of Allegiance – Police Chief Tate West

MAYOR'S COMMENTS:

None

CONSENT AGENDA:

Motion to approve Consent Agenda:

Council Member Shields moved to accept the Consent Agenda as presented which consisted of:

Minutes of September 5, 2018 City Council Meeting

August 2018 Treasurer's Report

August 2018 Budget Report

Check Register: Sept 5 – Sept 19, 2018

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

DISCUSSION FROM THE FLOOR:

LEON CALLAHAN – SIDEWALKS AT THE CALVARY BAPTIST CHURCH

Leon Callahan inquired about possible help from the city to rebuild the sidewalks at the Calvary Baptist Church on Chestnut and Broadway Street. City Clerk Herrin informed Leon and the Council about information for a Grant through the Economic Development Committee with Linn County. Leon indicated that the church would still need to approve the project but they would like to get it accomplished before their 130th Celebration in Nov 2018. Leon also inquired about a Building Permit for a parking area at the church.

SPECIAL PROJECTS:

~~Report by Brett Waggoner with BG Consultants~~

Report from Public Works – Jim Johnson

WATER DISTRIBUTION PROJECT PHASE II UPDATE

Record of the Proceedings of the Governing Body
2018 MEETING MINUTES

Jim had a phone conversation with Brett Waggoner, BG Consultants, regarding the tie-in to the RWD#1 meter. Jim asked the contractors to stop the work on the tie-in until determination was made on the meter.

WATER DISTRIBUTION LINE

Public Works Superintendent Jim Johnson indicated that there are approximately 80 meters left to install.

SPECIAL PROJECTS CONT:

WATER TOWER

WATER TREATMENT PLANT

Advertisement for bids are out and the Pre-bid Conference will be tomorrow, Sept 20th at 1:00pm at the Water Plant, Bid Opening is scheduled for Oct 4 at 3pm at the La Cygne City Hall.

SEWER PROJECT

iii. Update on CCTV – Deputy City Clerk Wade has not heard any news yet from Brett Waggoner, BG Consultants in regards to the inspection being completed.

REPORTS OF CITY OFFICERS:

CITY ATTORNEY – JOHN SUTHERLAND - NONE

POLICE DEPARTMENT – CHIEF TATE WEST

Chief Tate West issued (3) Citations for speeding in the School Zone. Reports of Theft/Vandalism at the cemetery. Chief West asked people to please report any items missing. There is a mangy Fox running around town, Chief West asked patrons to not have contact with the animal. Council Member Curtis asked about the house at 3rd Street and Chief West indicated he would be issuing a letter to the individual.

PUBLIC WORKS DEPARTMENT – PUBLIC WORKS SUPERINTENDENT JIM JOHNSON

PW Superintendent Jim Johnson reviewed equipment and vehicles that needed repair to include: 2007 1-ton Truck, overheating Uni-loader, and Front Tires for the Backhoe. Jim will get some price estimates for the repairs. Jim was thrilled with the performance of the Public Works Crew while he was gone, they did a super job. To date, they have gotten all of the cemetery and city mowing done and have almost caught up on the weed-eating. Council member Shields inquired about the truck/hoses at the cemetery. Jim indicated that the Cemetery Association had a company power washing the headstones. Jim expressed his thoughts in regards to asking the Council to volunteer their time to help with mowing the cemetery.

FIRE DEPARTMENT – FIRE CHIEF DAN NASALROAD

None

CITY CLERK – DEVONA HERRIN

City Clerk Herrin advised the Council that she has been in contact with the new Economic Development Director in regards to the Sidewalk Grants. The Sidewalk Grant program is still available and the same amount of \$2500 is available. The grant is on a first come/first serve basis and we have already had someone request assistance for 2018.

Record of the Proceedings of the Governing Body
2018 MEETING MINUTES

DEPUTY CITY CLERK – JODI WADE

DCC Wade asked the Council if they would like to change the November 21st meeting which is the day before Thanksgiving to November 20th

Motion

Council Member Miles motioned to move the November 21st meeting to November 20th at 6pm. Motion seconded by Council Member Stoker, voted on, passed 4-0.

COUNCIL COMMITTEE REPORTS:

WATER & GAS – NONE

STREET – NONE

SEWER – NONE

PARK -NONE

CEMETERY - NONE

PUBLIC SAFETY –NONE

COMMUNITY BUILDING

Mayor Sullivan asked if the Ceiling Tiles had been received. DCC Wade said the tiles were in the building.

EMPLOYEE RELATIONS & TRAINING - NONE

MR RAYMOND PAUL WATER LEAK RESOLUTION

Mayor Sullivan inquired if the Water Committee had determined resolution for Mr. Paul's water leak in his yard. Council Member Stoker indicated that the sewer rate would be adjusted on his bill for the water usage from that leak.

WATER PROJECT FIRE HYDRANT AND EASEMENTS AT LUCILLE BAR

Mayor Sullivan asked about follow up on the easement for the Fire Hydrant out by the Dollar Store and Lucille's Bar & Grill. City Clerk Herrin stated that we still haven't received the signed easement agreement. Mayor Sullivan also inquired about the draining of water across the street from the Old Casey's building. Public works Superintendent Jim Johnson indicated it was still too wet to work on with the backhoe. Will wait until winter or work on it in the evening when there is less traffic.

SPECIAL COMMITTEE REPORTS:

EMERGENCY MANAGEMENT – NONE

SWANFEST COMMITTEE -NONE

UNFINISHED BUSINESS:

NEW BUSINESS:

KS MUNICIPAL ENERGY AGENCY 2018 ANNUAL CONFERENCE OCT 18TH/19TH

Deputy City Clerk Wade would like attend the KMEA Annual Conference on Oct 18th to participate in the KMGA Board of Directors Meeting and/or possibly some of the round table discussions that day. Conference is being held in Wichita, KS.

Motion

Record of the Proceedings of the Governing Body
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Council Member Miles motioned to send Deputy City Clerk Wade to the KS Municipal Energy Agency 2018 Annual Conference just on October 18th. Motion seconded by Council Member Stoker, voted on, passed 4-0.

NEW BUSINESS CONT:

KANSAS PIPELINE SAFETY SEMINAR, NOV 7-8

City Treasurer Gore would like to attend the Kansas Pipeline Seminar to gain information regarding the administrative responsibilities for gas line operation and safety. Discussion was held regarding the topics at this seminar vs. a training held in Garnett.

Motion

Council Member Miles motioned to send City Treasurer Connie Gore to the KS Pipeline Safety Seminar, Nov 7-8, with the city covering the cost of \$90 for the training and with per diem. Motion seconded by Council Member Stoker, voted on, passed 4-0.

2018 CCMFOA INSTITUTE, NOV 12-16, WICHITA, KS

Deputy City Clerk Wade and City Treasurer Gore would like to attend the Clerk's Institute in Wichita. This would be DCC Wade's 1st year and City Treasurer Gore's 2nd year. DCC Wade received a scholarship to cover ½ of a hotel room, tuition and \$100 towards mileage/expenses. Total cost for City Treasurer Gore would be \$485 for Tuition plus a hotel room.

Motion

Council Member Miles motioned to send Deputy City Clerk Wade and City Treasurer Connie Gore to the 2018 CCMFOA Insitute Nov 12-16 with city covering ½ of DCC Wade's hotel and all expenses for tuition plus per diem for City Treasurer Gore. Motion seconded by Council Member Shield, voted on, passed 4-0.

QUOTES FOR PAINTING THE VAULT ROOM

Deputy City Clerk Wade received (2) quotes for painting the vault room. Mayor Sullivan opened and read the bids.

- i. Tony Williams submitted a bid for \$2200 to paint and install trim in the vault room and \$250 to install ceiling tiles in the Community Building totaling \$2450.
- ii. Pemberton Construction submitted a bid for \$1200 to paint the vault room and \$400 to install ceiling tiles in the Community Building totaling \$1600.

Motion

Council Member Curtis motioned to take a 5-minute break for DCC Wade to contact Tony Williams regarding the trim on his bid. Motion seconded by Council Member Stoker, voted on, passed 4-0. Time 8:09pm

Open Session Resumed at 8:14p.m.

- i. Tony Williams removed the trim from his bid for a total of \$1895 to paint the vault room and \$250 to install ceiling tiles in the Community Building totaling \$2145.

Record of the Proceedings of the Governing Body
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Motion

Council Member Curtis motioned to hire Pemberton Construction to paint the vault room and install ceiling tiles in the Community Building for a total of \$1600. Motion seconded by Council Member Stoker, voted on, passed 4-0.

NEW BUSINESS CONT:

TRI-KO SUPPORT LETTER FOR GRANTS

Deputy City Clerk Wade asked Mayor Sullivan to sign a support letter for Tri-Ko to use when submitting for grants. This is a standard letter that we have done on an annual basis for Tri-Ko.

Motion

Council Member Stoker moved to authorize Mayor Sullivan to sign the Tri-ko Support Letter. Motion seconded by Council Member Miles, voted on, passed 4-0.

EXECUTIVE SESSION:

Deputy City Clerk Wade asked the Council for Executive Session to discuss non-elected personnel matter exception for an individual employee's performance for 15 minutes.

Motion

Council Member Curtis moved to go into executive session for fifteen minutes following a ten-minute break for Non-elected personnel matter exception for an individual employee's performance. Motion seconded by Council Member Stoker, voted on, passed 4-0. Time 8:19pm

In addition to the Council Members and City Attorney, others requesting time or invited into portions of the executive session(s) included (but not limited to): Deputy City Clerk Wade

Open Session Resumed at 8:45p.m.

OTHER BUSINESS:

NOTES AND COMMUNICATIONS TO COUNCIL:

- a] Sidewalk Replacement
- b] La Cygne Chamber of Commerce Update
- c] Notice of Publication, Vacating and Abandoning portion of S. Commercial St south of Sycamore St.
- d] State of Kansas Operational Evaluation Level Report required for TTHM (Total Trihalomethanes) due by Dec. 10, 2018.

ADJOURNMENT:

Motion

Record of the Proceedings of the Governing Body
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Council Member Curtis moved to adjourn the meeting. Motion seconded by Council Member Shields, voted on, passed 4-0. Time 8:47pm.

I, _____ La Cygne Deputy 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 this 19th day of Sept 2018.

REGULAR MEETING:

The La Cygne City Council met on Wednesday, October 3, 2018 at La Cygne City Hall. Council Members present were: Danny Curtis; Esther Shields; and Keith Stoker. Absent- Jerome Mitzner and Heather Miles.

Others in attendance included, but not limited to: City Attorney John Sutherland; City Clerk Devona Herrin; Deputy City Clerk Jodi Wade; Police Chief Tate West; Public Works Superintendent Jim Johnson; Linn County News Tony Furse; BG Consultant Brett Waggoner; M.A.P Tech Assistant Shelly Underwood.

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

Pledge of Allegiance – Superintendent Jim Johnson

PUBLIC HEARING NOTICE

Mayor Sullivan opened the Public Hearing at 7:02pm. Council Member Curtis inquired about the specific location of the street to be vacated and confirmed that this was part of the discussion regarding the Beachner Easement. City Clerk Herrin and BG Consultant Brett Waggoner confirmed the location and reviewed the discussion with Beachner's Easement. No further questions were asked and the hearing closed at 7:06pm.

ORDINANCE NO. 1460 VACATING AND ABANDONING S COMMERCIAL STREET

Motion

Council Member Curtis motioned to accept Ordinance No 1460 Vacating and Abandoning that portion of South Commercial Street South of Sycamore and West of 5th Street. Motion seconded by Council Member Stoker, voted on, passed 3-0.

MAYOR'S COMMENTS:

None

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CONSENT AGENDA:

Motion to approve Consent Agenda:

Council Member Shields moved to accept the Consent Agenda as presented which consisted of:

Minutes of September 19, 2018 City Council Meeting

Check Register: Sept 19 – Oct 3, 2018

Motion seconded by Council Member Stoker, voted on, passed 3-0.

DISCUSSION FROM THE FLOOR:

SHELLY UNDERWOOD

Shelly gave an introduction about her position as the Technical Assistance provider for Midwest Assistance Program. She wanted to follow up on items that her predecessor had been assisting the city with on their Water project.

SPECIAL PROJECTS:

Report by Brett Waggoner with BG Consultants

Report from Public Works – Jim Johnson

WATER DISTRIBUTION PROJECT PHASE II UPDATE

Jim and Brett reviewed the following points of how things were going with the process of finishing up the water line project:

- ✓ 40-50 meters to be installed
- ✓ Final walk thru criteria checklist is being developed and reviewed
- ✓ Pulverized soil has been used in some areas around meters.
- ✓ (2) crews are in being utilized. One to finish installing meters/One to finish yards
- ✓ Inquiry about running water on Market Street across from the old Casey's
 - Superintendent Jim Johnson will continue to research the issue to determine the cause and come up with a repair if necessary.
- ✓ Asphaltting will be taken care of after the meters are complete.
- ✓ Brett said there were (3) tie-ins remaining on the main line; RWD #1, 1st and Market and the Water Treatment Plant.

PHASE II WATER PROJECT – THOMPSON TRAILER COURT WATER METER

City Clerk Herrin reviewed the situation with the meter at the Thompson Trailer Court and the cost for replacing the existing incorrect meter. Superintendent Johnson explained to the council that the existing meter is a 5/8" meter servicing the Trailer Park which needs to be changed to a 2" meter.

Discussion was held regarding the 2" meters in town. Council Member Curtis asked about the 2" meters being included in the project. BG Consultant Brett Waggoner said the 2" meters were not figured in the original project. USDA will cover the cost of the meters but the city will be responsible for the cost to install the meter.

Motion

Council Member Curtis motioned to spend \$4883.00 to dig up the existing incorrect meter and to install the correct piping and meter for the now Thompson Trailer Park.

Motion seconded by Council Member Stoker, voted on, passed 3-0.

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WATER LINE CONTRACTOR ORR WYATT STREETSAPES' PAY APPLICATION #24 FOR \$80,662.09

BG Consultant Brett Waggoner told the Council he had just received the Pay Application this afternoon and would need to review the numbers. He asked if the council would be able to approve the pay application upon approval from BG Consultant that all was correct.

Motion

Council Member Stoker motioned to approve Contractor Orr Wyatt Streetscapes' Pay Application #24 for the amount of \$80,662.09 upon the approval from BG Consultant Brett Waggoner. Motion seconded by Council Member Curtis, voted on, passed 3-0.

SPECIAL PROJECTS CONT:

CHANGE ORDER REQUEST #4, ORR WYATT STREETSAPES

BG Consultant Brett Waggoner and Jim Johnson reviewed the items listed as "extra work" on the change order from Orr Wyatt.

Motion

Council Member Curtis motioned to accept Change Order #4 from Orr-Wyatt Streetscapes in the amount of \$37,500.00 for Extra Work. Motion seconded by Council Member Stoker, voted on, passed 3-0.

WATER TOWER

BG Consultant Brett Waggoner told the council that the Valve on the base of the Witches Hat Water Tower is not working. Superintendent Johnson has attempted to close the valve but the valve is just too old and there is worry it could fail. Brett talked about possibly waiting until we are on the new system and have shut off the old system to attempt to isolate the Tower for drainage.

CERTIFICATE OF SUBSTANTIAL COMPLETION

BG Consultant Brett Waggoner explained that the construction of the New Water Tower has been completed and that Maguire Iron would like to have the retainage paid for the completion of the new Tower and that the Warranty would be begin on August 22, 2018.

Motion

Council Member Stoker motioned to accept the Certificate of Substantial Completion from Maguire Iron, Inc. Motion seconded by Council Member Sheilds, voted on, passed 3-0.

CHANGE ORDER REQUEST #3, MAGUIRE IRON, INC FOR INCREASE OF 3 MONTHS

A decision was made in the final phase of construction that the existing water tower would need to stay in service until the final-tie in of the new distribution system is completed. For contract purposes, Maguire Iron wanted to request an extension of completion due to that decision by the City and BG Consultants.

Record of the Proceedings of the Governing Body
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Motion

Council Member Stoker motioned to accept Change Order #3 from Maguire Iron, Inc to extend their contract 3 months. Motion seconded by Council Member Curtis, voted on, passed 3-0.

WATER TOWER CONTRACTOR MAGUIRE IRON PAY APPLICATION #10 IN THE AMOUNT OF \$28,477.61

Motion

Council Member Stoker motioned to accept Pay Application #10 from Maguire Iron, Inc in the amount of \$28,477.61. Motion seconded by Council Member Curtis, voted on, passed 3-0.

SPECIAL PROJECTS CONT:

WATER TREATMENT PLANT

Brett Waggoner indicated that the Pre-bid Conference was well attended. Reminded the Council that the Bid Opening is scheduled for Oct 4 at 3pm at the La Cygne City Hall.

FIRE HYDRANTS

Mayor Sullivan inquired about the Fire Hydrant at Lucille Bar & Grill. BG Consultants said the Hydrant had been installed and completed. Fire Chief Nasalroad asked BG Consultant about the hydrant at 4th and Sycamore and if it would remain live or not? Brett will take a look at the plans. Fire Chief Nasalroad also asked for clarity on what hydrants were live.

SEWER PROJECT

Superintendent Johnson expressed the poor performance of Ace Pipe Cleaning throughout the CCTV inspection. Deputy City Clerk received a Spreadsheet from BG Consultant Brett Waggoner that Ace Pipe Cleaning listed the issues with the problem area that were not completed. Johnson and Wade had not been contacted by ACE Pipe Cleaning in the past month about any issues of locating Manholes or problems with completing the inspection.

ACE PIPE CLEANING PAY APPLICATION #3 IN THE AMOUNT OF \$20,437.23

Motion

Council Member Stoker motioned to accept Pay Application #3 from ACE Pipe Cleaning in the amount of \$20,437.23. Motion seconded by Council Member Curtis, voted on, passed 3-0.

KDOT CCLIP

Deputy City Clerk Wade informed the Council that an introductory letter had been emailed to us from Hugh Bogle who will be the Project Engineer for the Improvement Project at Market St/Industrial Rd.

REPORTS OF CITY OFFICERS:

CITY ATTORNEY – JOHN SUTHERLAND - NONE

POLICE DEPARTMENT – CHIEF TATE WEST

PUBLIC WORKS DEPARTMENT – PUBLIC WORKS SUPERINTENDENT JIM JOHNSON

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Superintendent Johnson said that things were getting back to norm for the Public Works crew. Meter Reading took a little longer as we work through the bugs with getting the new system situated. They had a busy couple of weeks to include (3) Water Main breaks, (2) days digging to find valves for the Water project, (2) days on the Witch's Hat Valve, OT at the cemetery to get the mowing and weed-eating all caught up, Park Lift Station Generator, Replace (2) Front Tires on the Backhoe and some hyd. Hoses, and the 1-ton (2 dead batteries) and 2007 Truck (bearing) are getting repairs done. The Public Works crew will need to spend a couple days to get OQ trained for the Gas Utility. Jim also asked about advertising for the vacant Public Works position. Deputy City Clerk Wade indicated that the website ads were all still posted but we haven't put an ad in the paper. Mayor Sullivan asked Deputy City Clerk to put an ad in the Linn County Newspaper.

REPORTS OF CITY OFFICERS CONT:

FIRE DEPARTMENT – FIRE CHIEF DAN NASALROAD

CITY CLERK – DEVONA HERRIN

Reported that the Clerks are enduring a heavy load with the transition to the new water lines and meters. We had some issues again with the Utility Bills not being delivered on time by the Post office – extra effort was taken to insure there were no hang-tabs on the bills that could get caught in their machines, but we still had problems. Not sure how to fix the situation.

DEPUTY CITY CLERK – JODI WADE

DCC Wade thanked the Council for sending her to the trainings she has attended. The information has been very helpful. The Roof is complete on the Vault Room and the walls are being painted.

COUNCIL COMMITTEE REPORTS:

WATER & GAS –NONE

STREET – NONE

SEWER – NONE

PARK -NONE

CEMETERY - NONE

PUBLIC SAFETY –NONE

COMMUNITY BUILDING

Mayor Sullivan asked if the Ceiling Tiles had been installed. DCC Wade stated that the tiles would be completed upon the completion of the Painting.

EMPLOYEE RELATIONS & TRAINING - NONE

SPECIAL COMMITTEE REPORTS:

EMERGENCY MANAGEMENT – NONE

SWANFEST COMMITTEE -NONE

UNFINISHED BUSINESS:

LINN VALLEY LAKES WATER CONNECTION/RATES

Deputy City Clerk Wade asked if she could meet with the Water Committee to put together some rate and cost information to be presented to the Council for review before presenting to BG Consultant Paul Owings/Linn Valley. DCC will contact the committee members to set a date.

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LINN COUNTY ECONOMIC DEVELOPMENT SIDEWALK GRANT UPDATE

City Clerk Herrin informed the Council that we have been approved by the Economic Development Committee to receive \$2500 from Linn County as part of a matching grant with the City for Sidewalk Improvement by patrons. City Clerk reminded the Council that Michael Hilton submitted a request for Sidewalk in front of a Business on Broadway and the Calvary Baptist Church submitted a request for the Sidewalk the church.

Motion

Council Member Shields motioned to approve \$2500 to each applicant for sidewalk improvement. Motion seconded by Council Member Stoker, voted on, passed 3-0.

UNFINISHED BUSINESS CONT:

TAG (TECHNICAL ASSISTANCE GRANT)

Deputy City Clerk Wade informed the Council that we were not awarded the TAG grant for the GIS Mapping program for the Gas Department.

NEW BUSINESS:

KMGA CERTIFICATE

An alternate Member for the Board of Directors would need to be approved due to the resignation of the prior Alternate Member. Tabled for the October 17, 2018 meeting

GENERAC GENERATOR SERVICE MAINTENANCE – CLIFFORD POWELL

Deputy City Clerk reviewed the Maintenance agreement received from Clifford Powell for the Generator at the City Hall and the Generac at the Water Plant. This agreement is for (3) years with service being provided yearly for \$985 for both units.

Motion

Council Member Stoker motioned to accept the 3-year Generac Generator Service Agreement from Clifford Powell at \$985 per year. Motion seconded by Council Member Curtis, voted on, passed 3-0.

DONATION FOR LA CYGNE COMMUNITY THANKSGIVING DINNER

Discussion was held about what kind of donation could be made to the event and whether the city could make that donation. Tabled for the October 17, 2018 meeting.

2018 LEGAL UPDATES TRAINING, OCT 19, 2018, PAOLA JUSTICE CENTER TRAINING ROOM

Police Chief West advised the council that this training updates departments on legal updates and traffic law issues that have gone through the Legislative Branch.

Motion

Council Member Stoker motioned to send Chief West to the 2018 Legal Updates training, October 19th at the Paola Justice Center. Motion seconded by Council Member Curtis, voted on, passed 3-0.

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EXECUTIVE SESSION:

⌘ Motion

Council Member Stoker moved to go into executive session for 10 minutes following a five-minute break for Non-elected personnel matter exception for an individual employee's performance. Motion seconded by Council Member Curtis, voted on, passed 3-0. Time 8:59pm

Open Session Resumed at 9:15p.m.

EXECUTIVE SESSION CONT:

⌘ Motion

Council Member Shields moved to go into executive session for 10 minutes for Non-elected personnel matter exception to review applications for non-elected position. Motion seconded by Council Member Stoker, voted on, passed 3-0. Time 9:16pm

In addition to the Council Members and City Attorney, others requesting time or invited into portions of the executive session(s) included (but not limited to): Deputy City Clerk Wade and Superintendent Jim Johnson.

Open Session Resumed at 9:26p.m.

OTHER BUSINESS:

Deputy City Clerk Wade would like to get together with the Water Committee to discuss city water and sewer rates.

NOTES AND COMMUNICATIONS TO COUNCIL:

- a] KCC Audit completion letters
- b] Kansas Water Pollution Control Permit Public Notice
- c] La Cygne Water Tank # 2, North Inspection 7.13.2018
- d] License Renewal on Dog Kennels

ADJOURNMENT:

❖ Motion

Council Member Curtis moved to adjourn the meeting. Motion seconded by Council Member Stoker, voted on, passed 3-0. Time 9:29pm.

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I, _____ La Cygne Deputy 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
this 3rd day of Oct 2018.

REGULAR MEETING:

The La Cygne City Council met on Wednesday, October 17, 2018 at La Cygne City Hall. Council Members present were: Danny Curtis; Esther Shields; Keith Stoker; Jerome Mitzner; and Heather Miles.

Others in attendance included, but not limited to: City Attorney John Sutherland; City Clerk Devona Herrin; Deputy City Clerk Jodi Wade; Police Chief Tate West; Public Works Superintendent Jim Johnson; Linn County News Tony Furse; BG Consultants Brian Kingsley and Eric Heathcoat;

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

Pledge of Allegiance – Council Member Esther Shields

MAYOR'S COMMENTS:

- a] Mayor Sullivan reminded the Council and citizens that Daylight Savings time begins on November 4, 2018 therefore the Council meeting time will change to 6pm starting on Nov 7, 2018.
- b] Halloween is coming up on Oct 31, Mayor Sullivan reminded people to watch out for kids walking around town and to be safe. Also, be sure to stop by the Fire Departments event at Thayer Park from 5pm until they run out of food.
- c] Mayor Sullivan announced that we will be losing Council Member Miles due to her family moving. Mayor Sullivan thanked Council Member Miles for her service and encouraged her to become a part of the municipality where she will be located.

CONSENT AGENDA:

Motion to approve Consent Agenda:

Council Member Shields moved to accept the Consent Agenda as presented which consisted of:

Minutes of October 3, 2018 City Council Meeting
September 2018 Budget Report
September 2018 Treasurers Report
Third Quarter 2018 Financial Statement
Check Register: October 3 – October 17, 2018

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

DISCUSSION FROM THE FLOOR:

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NONE

SPECIAL PROJECTS:

Report by Brian Kingsley with BG Consultants

Report by Eric Heathcoat with BG Consultants

Report from Public Works – Jim Johnson

WATER DISTRIBUTION PROJECT PHASE II UPDATE

WATER TOWER

Deputy City Clerk Wade informed the Council that Midwest Connections was working on installing the new equipment on the new tower and removing the old equipment from the Witch's Hat. Midwest should have everything off the old tower by the end of this week or start of next week. Superintendent Johnson indicated that even though MWC power is hooked to the generator, the city is not guaranteeing service if the power fails. PWS Johnson inquired about the Panel Equipment in the base of the Tower. BG Consultant Eric Heathcoat indicated that MWC items should eventually be installed on the panel once permanent Electricity is installed.

WATER TREATMENT PLANT

- i. Public Works Superintendent Jim Johnson complimented MicroCom on their customer service during a situation with the Backwash pumps. Wanted the Council to know how on task their support was in making sure our system is operating properly.
- ii. BG Consultants, Brian Kingsley reviewed the current Budget Summary for the Water Distribution Phase 2 Improvement Project and the Amendment to Owner-Engineer Agreement with the Council.
- iii. BG Consultants, Eric Heathcoat presented the (2) Bids for the Water Treatment Plant to include; Encompass IDBO, LLC at \$664,531 total project bid and Shelley Electric, Inc at \$509,420.00 total project bid. Total Project bid includes all (8) Alternates.

Motion

Council Member Mitzner motioned to accept Shelley Electric, Inc Base Bid plus Bid Alternates #1-8 in the amount of \$509,420.00, contingent upon funding agency concurrence and authorization for construction. Motion seconded by Council Member Stoker, voted on, passed 5-0.

Motion

Council Member Mitzner motioned to approve the Amendment to Owner-Engineer agreement #2 up to the amount of \$67,117 contingent upon funding agency concurrence and authorization for construction. Motion seconded by Council Member Miles, voted on, passed 5-0.

WATER TOWER

Public Works Superintendent Jim Johnson said the telemetry was installed on the North Tower and is operating. All (3) Towers were filled and at 40'6" the Witches Hat flowed over and the North

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tower water level was 16" down from the top and the New Tower was 3 ½' down from the top. The Contractors and PWS have determined a way to isolate the Witches hat for draining. PWS Johnson inquired about leaving water in the Witches Hat until it is ready to dismantle vs. leaving it empty until being dismantled. Jim also inquired about Chlorine levels at the end of lines. BG Consultant Brian Kingsley will research both items of question.

SPECIAL PROJECTS CONT:

SEWER PROJECT

BG Consultant Brian Kingsley is researching the issue of delay. Currently ACE Pipe Cleaning has delayed the project by 30 days to date. PWS Jim Johnson talked to ACE who was planning to come during the week of the flood. Manholes were already exposed – not sure why ACE couldn't find them.

WATER DISTRIBUTION LINES

Council Member Mitzner inquired about the Fire Hydrant at 4th and Sycamore. BG Consultant Brett Waggoner informed Dan that the Hydrant is active but will not be replaced. Council Member Mitzner indicated that Fire Chief Nasalroad would like to have that hydrant replaced. Research would need to be done on the cost of the hydrant and installation.

REPORTS OF CITY OFFICERS:

CITY ATTORNEY – JOHN SUTHERLAND - NONE

POLICE DEPARTMENT – CHIEF TATE WEST

- i. 164 Dog Tags have been issued in 2018/110 remain to be tagged.
- ii. Parts for the School Zone light repair have been received and will be installed.
- iii. The owner at the house on S 3rd & Broadway has hired (2) individuals to clean up the house. Has 45 days to complete.

PUBLIC WORKS DEPARTMENT – PUBLIC WORKS SUPERINTENDENT JIM JOHNSON

- i. Water Leak on Elm – 4"
- ii. Patch Roads including Industrial
- iii. Gas Meter Ran over – broke off at ground level
- iv. Gas operator – OQ Testing needs done before the end of October. Also (2) days of Training (35 On-line Tests).
- v. Took 1-ton to Dodge Dealer for repairs.
- vi. Lost Cemetery help this week. Cemetery Caretaker told Codee Blanchett that he was resigning from the position, has not told Jim directly. Need Key and Gas Card from employee. PWS Johnson felt it wasn't necessary to hire someone now since the season is coming to an end.
- vii. Ordered Sand for the Winter.
- viii. Concerns with lighting Pilot Lights. Worried about being held negligent and safety of crew.

FIRE DEPARTMENT – FIRE CHIEF DAN NASALROAD - NONE

CITY CLERK – DEVONA HERRIN - NONE

DEPUTY CITY CLERK – JODI WADE

- i. Vault Room Repairs are completed.
- ii. Flooding Information from the County/Emergency Mgmt. DCC Wade indicated that in the future we hope information can be received from the County for us to put on Facebook or our

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- Website. A trial run was presented last Friday for our use on Social Media. Council Member Mitzner highlighted how well Social Media worked for Flood Communication in Miami County.
- iii. Met with Water/Gas and Sewer Committees on Thursday, Oct 11th. DCC Wade will need to get BG Consultant Brett Waggoner involved and has some questions for the Attorney before information could be presented to the Council.
 - iv. Tiles in the Community Building installed but Flashing leaking. DCC Wade will get a quote on sealing/repairing the Flashing.

COUNCIL COMMITTEE REPORTS:

WATER & GAS –NONE

STREET – NONE

SEWER – NONE

PARK -NONE

CEMETERY - NONE

PUBLIC SAFETY –NONE

COMMUNITY BUILDING

EMPLOYEE RELATIONS & TRAINING - NONE

SPECIAL COMMITTEE REPORTS:

EMERGENCY MANAGEMENT – NONE

SWANFEST COMMITTEE -NONE

UNFINISHED BUSINESS:

LINN VALLEY LAKES WATER CONNECTION/RATES

Tabled until further information is gathered.

KMGA CERTIFICATE – ALTERNATE MEMBER BOARD OF DIRECTORS

Motion

Council Member Mitzner motioned to change alternate from Bobby Spencer to Jerry McCarty for the KMGA Board of Directors. Motion seconded by Council Member Miles, voted on, passed 5-0.

CONTRIBUTION TO THE COMMUNITY THANKSGIVING DINNER

Deputy City Clerk Wade contacted Barbara Duncan regarding donations. At this time, monetary donations are the only remaining need. A discussion was held regarding donations from City Funds.

Motion

Council Member Curtis motioned to contribute up to \$200 to the Community Thanksgiving Dinner. Motion seconded by Council Member Stoker, voted on, passed 5-0.

NEW BUSINESS:

Record of the Proceedings of the Governing Body
2018 MEETING MINUTES

RESIGNATION LETTER FROM OFFICE ASSISTANT LINDA ELDER

Motion

Council Member Mitzner motioned to accept the resignation of Linda Elder. Motion seconded by Council Member Miles, voted on, passed 5-0.

NEW BUSINESS CONT:

LINN COUNTY GENERAL PUBLIC TRANSPORTATION ENDORSEMENT LETTER

Motion

Council Member Mitzner motioned to approve Mayor Sullivan to sign the Linn County General Public Transportation endorsement letter. Motion seconded by Council Member Stoker, voted on, passed 5-0.

TRAFFIC SAFETY CONES FOR POLICE, PW, AND FIRE

Police Chief West had conversation with all departments regarding safety cones. We are in dire need of cones which have not been ordered in several years. Cost would be divided amongst all three departments. Total Cost \$600.29.

Motion

Council Member Shields motioned to give Officer West approval to buy (60) safety cones for a total of \$600.29. Motion seconded by Council Member Stoker, voted on, passed 5-0.

COMMUNITY BUILDING FEE DISCOUNT

Mound Builders 4-H Club is doing a benefit Fundraiser dinner for Kenny Hightower on November 11, 2018.

Motion

Council Member Mitzner motioned to waive the Rental Fee for the Mound Builders 4-H groups benefit Dinner on November 11 but still provide security deposit until building is cleaned. Motion seconded by Council Member Stoker, voted on, passed 5-0.

CHRISTMAS GIFT CARDS FOR EMPLOYEES

Discussion held about past gifts to employees and amount spent.

Motion

Council Member Mitzner motioned to do Employee gift cards in the same amount as last year. Motion seconded by Council Member Stoker, voted on, passed 5-0.

AUTHORIZATION FOR THE DEPUTY CITY CLERK TO WORK WITH FIRST OPTION BANK AND LABETTE BANK.

Motion

Record of the Proceedings of the Governing Body
2018 MEETING MINUTES

Council Member Stoker motioned to approve that the Deputy City Clerk is authorized to work with First Option Bank and Labette Bank. Motion seconded by Council Member Miles, voted on, passed 5-0.

NEW BUSINESS CONT:

PIPELINE SAFETY TRAINING IN JUNCTION CITY ON NOV 7-8, JERRY MCCARTY TO ATTEND

PWS Jim Johnson indicated that Jerry McCarty would like to attend this training since it happens sooner than the training in Garnett.

Motion

Council Member Mitzner motioned to send Jerry McCarty and Connie Gore to the Pipeline Safety training in Junction City Nov 7-8 to include Hotel for two nights at \$94.99 and per diem. Motion seconded by Council Member Stoker, voted on, passed 5-0.

RESIGNATION OF COUNCIL MEMBER HEATHER MILES

Was announced earlier.

RESIGNATION OF POLICE OFFICER MICHAEL MILES

Motion

Council Member Mitzner motioned to accept the resignation of Michael Miles. Motion seconded by Council Member Stoker, voted on, passed 5-0.

EXECUTIVE SESSION:

Motion

Council Member Stoker moved to go into executive session for 15 minutes following an 8-minute break for Non-elected personnel matter exception for an individual employee's performance. Motion seconded by Council Member Miles, voted on, passed 5-0. Time 8:41pm

In addition to the Council Members and City Attorney, others requesting time or invited into portions of the executive session(s) included (but not limited to): Deputy City Clerk Wade and City Clerk Devona Herrin.

Open Session Resumed at 9:04p.m.

OTHER BUSINESS:

Mayor Sullivan indicated the need for a job description for the position of Caretaker at the Compactor. City Clerk Herrin said that other communities do have compactors and we could research their expectations and descriptions. Council Member Stoker asked which committee would perform the research. Mayor Sullivan asked the Employee Relations Committee to review before the next meeting to offer recommendations.

Record of the Proceedings of the Governing Body
2018 MEETING MINUTES

NOTES AND COMMUNICATIONS TO COUNCIL:

- a] KMIT Loss Prevention Certificate – Deputy City Clerk Wade thanked all departments for their efforts in keeping our employees safe and for following proper procedures with paperwork regarding workman comp incidents.

NOTES AND COMMUNICATIONS TO COUNCIL CONT:

- b] Approved Plan for Cryptosporidium Round 2 Source Water Monitoring
c] Rx Take Back Event scheduled for October 27, 2018.

ADJOURNMENT:

❖ **Motion**

Council Member Curtis moved to adjourn the meeting. Motion seconded by Council Member Miles, voted on, passed 5-0. Time 9:10pm.

I, _____ La Cygne Deputy 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 this 17th day of Oct 2018.

SPECIAL MEETING:

The La Cygne City Council met for a Special Meeting on Thursday, October 18, 2018 at La Cygne City Hall. Council Members present were: Danny Curtis; Esther Shields; Jerome Mitzner and Keith Stoker (arrived at 5:40 pm). Absent: Heather Miles.

Others in attendance included, but not limited to: City Clerk Devona Herrin; and, Public Works Superintendent Jim Johnson.

Mayor Robert Sullivan called the special meeting to order at 5:30 p.m.

The Purpose of the Special Meeting was called for:

❖ **Vehicle Repairs – 2007 1T Dodge Truck**

PWS Jim Johnson reported the repairs needed to the 2007 1T Dodge truck were determined to cost around \$6,000. Briefly discussed repairing the vehicle versus replacing. Discussed:

Record of the Proceedings of the Governing Body
2018 MEETING MINUTES

5. The current value of the truck is still over \$20,000. Has new tires and batteries. Is already equipped for the snow plow and spreader.
6. Items needing repaired include the turbo coolant cleaner for \$4,200, the front brake pads and turn rotors for \$550, and, the rear pads and turn rotors for \$450. The alternator is also bad and was quoted for \$800; however, it was determined it was under warranty and will be covered without additional cost. Current total repair costs: \$5,200.00 with work being completed by New Century Dodge, Paola, KS.
7. Noted diesel trucks work best when they are driven out on the highway and this vehicle is generally driven at low speeds in town. This causes some of these repair costs. Will drive the truck out on the highway periodically to give it some higher speed drive time.

Motion

Council Member Mitzner motioned to repair the 1T Dodge truck at New Century Dodge in Paola for a cost not to exceed \$6,000.00. Motion seconded by Council Member Curtis, voted on, passed 3-0.

ADJOURNMENT:

Motion

Council Member Shields moved to adjourn the meeting. Motion seconded by Council Member Mitzner, voted on, passed 4-0. Time 5:43 pm.

I, _____ La Cygne City Clerk, do hereby declare
(Devona Herrin) the above to be true and correct, to the best of my knowledge, and do hereby subscribe my name this 18th day of October 2018.

REGULAR MEETING:

The La Cygne City Council met on Wednesday, November 7, 2018 at La Cygne City Hall. Council Members present were: Danny Curtis; Esther Shields; Keith Stoker; Jerome Mitzner; and Heather Miles.

Others in attendance included, but not limited to: City Attorney John Sutherland; City Clerk Devona Herrin; Deputy City Clerk Jodi Wade; Police Chief Tate West; Public Works Superintendent Jim Johnson; Fire Chief Dan Nasalroad; Linn County News Tony Furse; BG Consultants Brett Waggoner; Orr-Wyatt Streetscapes Brandon Wyatt; Planning & Zoning Commission Member Deb Wilson.

CALL REGULAR MEETING TO ORDER (6:00 P.M.)

Pledge of Allegiance – Council Member Keith Stoker

Record of the Proceedings of the Governing Body
2018 MEETING MINUTES

MAYOR'S COMMENTS:

- a] Mayor Sullivan presented a Certificate of Appreciation to Council Member Heather Miles, thanking her for her service to the City of La Cygne.
- b] Mayor Sullivan thanked Voters in Linn County for getting out to vote, especially in regards to the new Justice Center in Mound City – we needed the community's support.
- c] Mayor Sullivan reviewed the tentative schedule for the La Cygne Sesquicentennial that will take place Memorial Day weekend (May 24 – 27th, 2019). Events such as; Quilt Show, Barn Quilt Collage, Dusk till Dawn Softball tournament, Swanfest, Blast in the Park Fireworks, and the opening of the Time Capsule. The Mayor encouraged the community to get involved.

CONSENT AGENDA:

Motion to approve Consent Agenda:

Council Member Shields moved to accept the Consent Agenda as presented which consisted of:

Minutes of October 17, 2018 City Council Meeting
Minutes of October 18, 2018 Special Meeting
Check Register: October 17 – November 7, 2018

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

DISCUSSION FROM THE FLOOR:

PLANNING & ZONING COMMISSION MEMBER DEB WILSON

Deb Wilson indicated the Commission has started the process of updating the Comprehensive Plan from 2003. Deb listed out the multitude of projects that have been completed in the past 15 years. Once the facts for the projects are put in the plan, then the Commission will start on the "new plan".

SPECIAL PROJECTS:

Report by Brett Waggoner with BG Consultants
Report from Public Works – Jim Johnson

WATER DISTRIBUTION PROJECT PHASE II UPDATE

BG Consultant Brett Waggoner shared a report from the Construction meeting that took place earlier today. In summary, the topics were focused on buttoning up loose ends and putting together a weather dependent time-line for finishing the project. Orr-Wyatt Streetscapes Brandon Wyatt indicated there were about 30 meters remaining to be installed. Orr Wyatt hopes to get the RWD#1 and WTP Connection completed either the week before/after Thanksgiving. Anticipated completion date if weather allows would be December 10th. Brett reviewed the page in the Contract regarding Substantial Completion with the Council Members in preparation for that portion of the job. He reminded them that the 1-year warranty will begin on the date of Substantial Completion.

WATER DISTRIBUTION LINES

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- BG Consultant Brett Waggoner, PWS Jim Johnson and Orr-Wyatt Streetscapes Brandon Wyatt drove around on Nov 1st to review some areas that were considered completed (lines active, meter in and finished dirt-work).
- Brandon said the Asphalt/Concrete Crew would be in next week (Nov 12-16).
- Council Member Curtis asked Brandon Wyatt about the situation of water loss at 5th and Swan due to the meter change out in which the meter was installed but not turned off. Brandon stated they were at fault and would pay for the water.
- In regards to the RWD#1 connection, PWS Jim Johnson had not ever seen a connection done as this was done originally. Brandon and Jim have discussed options for the connection. Brandon has submitted information for pricing which Brett should have in the next day or two. PWS Jim Johnson suggested to the Council to ask if RWD#1 would like to replace the meter while we are working on the connection.
- Fire Chief Dan Nasalroad suggested to save 2 or 3 of the abandoned Fire Hydrants if they are in good shape for spare parts. Orr-Wyatt Streetscapes Brandon Wyatt and BG Consultant Brett Waggoner explained the importance of sealing/capping the line after the hydrant is cut. PWS Jim Johnson suggested seeing what we could get for scrapping the hydrants and using that money to purchase "new" spare hydrants.
- Deb Wilson, as a citizen, asked if there could be better communication on future projects of explaining what was going to happen in patrons' yards to help improve the attitudes towards the work.
- Council Member Curtis inquired about the "extra-pipe". BG Consultant Brett Waggoner explained "stored-materials" in a contract agreement. If the stored materials are not used then the contract price is reduced by the amount of those stored materials and the Contractor must remove the unused stored materials from the site.
- Fire Chief Dan Nasalroad had received pricing for a new Fire Hydrant to replace the existing one at 4th and Sycamore which is on an existing line so it was not replaced during the Water Project. Estimated pricing of \$2960.00 for the hydrant.

Motion

Council Member Mitzner motioned to replace the hydrant at Sycamore and 4th to match the other hydrants in town for an amount up to \$3000. Motion seconded by Council Member Miles, voted on, passed 5-0.

SPECIAL PROJECTS CONT:

WATER TOWER

The new Tower is ready to use once the Electrical is installed. BG Consultant Brett Waggoner suggested that it looks like approval has been received from USDA for the Treatment plant project which includes the electricity for the tower. Brett informed the Council that once the system is switched over, the contractors will isolate the Witch Hat Tower with the new Valves. Brett spoke with Maguire Iron and they agreed if there happens to be a window in the weather during the month of December, they would possibly come to town to take the tower down. Brett will contact some other engineers/companies to determine if the Tower should be left full or empty.

WATER TREATMENT PLANT

BG Consultant Brett Waggoner said that Eric will be scheduling a Pre-Construction Meeting for November 30th.

Record of the Proceedings of the Governing Body
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SEWER PROJECT

BG Consultant Brett Waggoner and PWS Jim Johnson have been in touch with ACE Pipe Cleaning who indicated they would be in town the week of October 22. They still have not returned to town and Brett will let us know if he hears from them in the next day or two.

CCLIP KDOT STREET PROJECT

Deputy City Clerk Wade informed the Council that this was an initial form for the acceptance of the Grant award in the amount of \$650,000 from KDOT. DCC Wade explained to the Council that the Grant dollars are for 2021 expenditure. In the meantime, the Council would need to get with the Hospital Board and Linn County to review the design possibilities along with BG Consultants in preparation for the project and to determine additional funding.

Motion

Council Member Mitzner motioned for the Mayor to sign the KDOT Form 1302 and to submit it to Hugh Bogle. Motion seconded by Council Member Stoker, voted on, passed 5-0.

REPORTS OF CITY OFFICERS:

CITY ATTORNEY – JOHN SUTHERLAND - NONE

POLICE DEPARTMENT – CHIEF TATE WEST

- iv. 198 Dog Tags have been issued in 2018/59 remain to be tagged.
- v. Parts for the School Zone light repair have been installed. A company rep will be coming through the area to determine why the Flasher is not working.
- vi. The house on 8th Street is unlivable but has a mortgage that is in good standing and the home is considered the equity for that loan. Insurance company is going to look at it to see if the lien holder will repair the roof.
- vii. Mayor Sullivan inquired about the Crown Victoria. Deputy City Clerk Wade stated that it was listed on Purple Wave and the Government sale will take place on Nov 27th.

REPORTS OF CITY OFFICERS CONT:

PUBLIC WORKS DEPARTMENT – PUBLIC WORKS SUPERINTENDENT JIM JOHNSON

- ix. The 8-year old Salt Spreader is showing its age with wear and tear and may not survive the winter. PWS Jim Johnson will keep the Council advised.
- x. Mike Hilton indicated to PWS Johnson that it was not in his contract to be responsible for capping the sewer line. City Clerk Herrin said the Hospital Board would be meeting the end of this month and can review the situation.

FIRE DEPARTMENT – FIRE CHIEF DAN NASALROAD –

- i. Chief Nasalroad wanted to give a personal Thank you for the Teamwork that took place during the House Fire last week. Pleasanton, Parker, and La Cygne Fire Crews did a great job (Linn Valley had a crew ready if needed). Public Works had Gas Utilities off immediately, Police Department/Sheriff had traffic blocked and under control.

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- ii. Halloween at Thayer Park was another success for the Fire Department. They ran out of food by 8:30pm! Thank you to all those who cooked and served food. Dan said there was a terrible smell coming from behind the Guest Service Lodge that needs to be addressed.

CITY CLERK – DEVONA HERRIN - NONE
DEPUTY CITY CLERK – JODI WADE - NONE

COUNCIL COMMITTEE REPORTS:

WATER & GAS –

Council Member Curtis inquired about an adjustment with sewer rates for watering sod/flowers. Council Member Shields stated that the Council had made a decision to not adjust sewer for watering flowers/gardens. Sewer adjustments could be made for unintentional loss or for filling a 1,000 gallon+ Swimming Pool.

STREET – NONE

SEWER – NONE

PARK -NONE

CEMETERY –

Council Member Curtis inquired about the Regulations for the Oak Lawn Cemetery regarding the number of people that can be buried in a plot. The City Clerks and Committee will research the files and State information to determine an answer to the question.

PUBLIC SAFETY –NONE

COMMUNITY BUILDING

EMPLOYEE RELATIONS & TRAINING - NONE

SPECIAL COMMITTEE REPORTS:

EMERGENCY MANAGEMENT – NONE

SWANFEST COMMITTEE -NONE

UNFINISHED BUSINESS:

LINN VALLEY LAKES WATER CONNECTION/RATES

Deputy City Clerk Wade received a call from BG Consultant Paul Owings wanting an update on the rate information for Linn Valley Lakes. DCC Wade contacted BG to inquire about information on the Flow Capacity of the Plant. BG Consultants indicated they could come do an evaluation of the current flow capacity. Council Member Stoker asked DCC Wade to ask BG Consultant to give us a price estimate for doing that evaluation.

TRASH COMPACTOR HOURS AND JOB DESCRIPTION

Tabled to Executive Session

NEW BUSINESS CONT:

Record of the Proceedings of the Governing Body
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VEHICLE INCIDENT – PUBLIC WORKS 2009 DODGE RAM 1500

PWS Jim Johnson explained that Jerry McCarty clipped the front fender of the pick-up. PWS Johnson got an estimate in the amount of \$2206.71 from Midwest Collision and presented it to the Council for review.

Motion

Council Member Mitzner motioned to take the 2009 Dodge Ram 1500 to Midwest Collision for repairs for \$2,206.71. Motion seconded by Council Member Miles, voted on, passed 5-0.

Motion

Council Member Mitzner motioned to Self-Insure the 2009 Dodge Ram 1500 and not go through Insurance. Motion seconded by Council Member Stoker, voted on, passed 5-0.

MARAIS DES CYGNES RIVER WATER ASSURANCE DISTRICT NO 2 BOARD OF DIRECTOR APPOINTMENT

Deputy City Clerk Wade advised the council about the Annual meeting of MRWAD coming up this week would include the appointment of the Board members. Since City Clerk Herrin will be retiring we need to assign someone to the Board of Directors.

Motion

Council Member Mitzner motioned to appoint Deputy City Clerk Wade to the MRWAD Board of Directors. Motion seconded by Council Member Stoker, voted on, passed 5-0.

BLUE CROSS BLUE SHIELD HEALTH INSURANCE

Deputy City Clerk Wade met with the BCBS Representatives last week in regards to the 2019 rates for Health Insurance. There was a very minimal increase in the yearly rate so amount budgeted for 2019 will be ample. DCC Wade indicated that the ages of our current employees are in the lower premium range which helps on our yearly premium cost. The city will need to be sure to monitor our employee participation amounts in order to be sure we meet the necessary quota.

NEW BUSINESS CONT:

KS GAS & ELECTRIC COMPANY PROJECT SERIES 1994B – POLLUTION CONTROL REVENUE REFUNDING BONDS

Deputy City Clerk Wade was contacted by some companies involved with the remarketing of the 1994B bonds for KCPL. Due to changes in the insuring company, some paragraphs in the paperwork for the bonds had to be modified. An attorney firm will be emailing us the documents for our attorney to review prior to having the Mayor sign the bonds. City Attorney Sutherland suggested calling the financial company to see if KCPL would provide any opportunities to the city in return for us signing the paper to remarket the bonds.

EXECUTIVE SESSION:

Motion

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Council Member Stoker moved to go into executive session for 10 minutes following an 5-minute break for Non-elected personnel matter exception for an individual employee's performance. Motion seconded by Council Member Miles, voted on, passed 5-0. Time 8:06pm

Open Session Resumed at 8:21p.m.

☐ Motion

Council Member Curtis moved to go into executive session for 15 minutes for Non-elected personnel matter exception for an individual employee's performance. Motion seconded by Council Member Shields, voted on, passed 5-0. Time 8:22pm

In addition to the Council Members and City Attorney, others requesting time or invited into portions of the executive session(s) included (but not limited to): Deputy City Clerk Wade

Open Session Resumed at 8:37p.m.

☐ Motion

Council Member Miles moved to go into executive session for 20 minutes for Non-elected personnel matter exception to review applications for full time Public Works position. Motion seconded by Council Member Shields, voted on, passed 5-0. Time 8:40pm

☐ Motion

Council Member Mitzner moved to extend the council meeting until 9:30pm. Motion seconded by Council Member Stoker, voted on, passed 5-0. Time 8:41pm

In addition to the Council Members and City Attorney, others requesting time or invited into portions of the executive session(s) included (but not limited to): Public Works Superintendent Jim Johnson and Deputy City Clerk Wade.

Open Session Resumed at 9:01p.m.

OTHER BUSINESS:

Deputy City Clerk Wade informed the Council that Waste Management had emailed a price of \$3.00/tote. Mayor Sullivan asked DCC Wade to have them add that information to the agreement.

NOTES AND COMMUNICATIONS TO COUNCIL:

ADJOURNMENT:

❖ Motion

Council Member Miles moved to adjourn the meeting. Motion seconded by Council Member Curtis, voted on, passed 5-0. Time 9:03pm.

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I, _____ La Cygne Deputy 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
this 7th day of Nov 2018.

REGULAR MEETING:

The La Cygne City Council met on Tuesday, November 20, 2018 at La Cygne City Hall. Council Members present were: Danny Curtis; Esther Shields; Jerome Mitzner; Heather Miles; and Keith Stoker. (Keith Stoker arrived 5 minutes late)

Others in attendance included, but not limited to: City Attorney John Sutherland; Deputy City Clerk Jodi Wade; Public Works Superintendent Jim Johnson; BG Consultants Brett Waggoner.

CALL REGULAR MEETING TO ORDER (6:00 P.M.)

Pledge of Allegiance – Council Member Jerome Mitzner

MAYOR'S COMMENTS:

NONE

CONSENT AGENDA:

Motion to approve Consent Agenda:

Council Member Mitzner moved to accept the Consent Agenda as presented which consisted of:

Minutes of November 7, 2018 City Council Meeting

October 2018 Budget Report

October 2018 Treasurer's Report

Check Register: November 7 – November 20, 2018

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

DISCUSSION FROM THE FLOOR:

None

SPECIAL PROJECTS:

Report by Brett Waggoner with BG Consultants

Report from Public Works – Jim Johnson

WATER DISTRIBUTION PROJECT PHASE II UPDATE

BG Consultant Brett Waggoner reviewed the following items

- Waterlines 100% installed and Meters are 98% installed

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- Yards will be finish graded – patrons need to continue to submit issues to City Hall to be put on the Spreadsheet for final walk through.
- La Cygne Elementary school connection will be done tomorrow.
- WTP Connection to be done end of November
- Reviewed Anticipation of Substantial Completion request to be submitted on Dec. 5th.

Council Member Curtis inquired about BG Consultants Inspector not being in town. Brett explained the inspector is on another job that has started but does check in daily with Orr-Wyatt and comes every other week to inspect/report on progress.

WATER LINE CONTRACTOR ORR-WYATT STREETSCAPES' CHANGE ORDER REQUEST #5

BG Consultant Brett Waggoner reviewed the items included on the water Line Contractor Orr-Wyatt Streetscapes' Change Order Request #5 for \$129,803.66. Included is an additional 1.2 miles of extra linear line and the adjustments made for the Beachner Easement. The Council asked if Public Works Superintendent had the opportunity to review the items and PWS Jim Johnson did review them.

Motion

Council Member Mitzner motioned to pay Change Order #5 to Orr-Wyatt Streetscapes in the amount of \$129,803.66. Motion seconded by Council Member Miles, voted on, passed 5-0.

WATER LINE CONTRACTOR ORR-WYATT STREETSCAPES CHANGE ORDER REQUEST #6

BG Consultant Brett Waggoner reviewed the items included on the water Line Contractor Orr-Wyatt Streetscapes' Change Order Request #6 for \$25,948.31. Brett reminded the Council of the discussion regarding the installation of an Insertavalve in order to perform the work on the RWD#1 meter connection.

Motion

Council Member Mitzner motioned to approve Change Order #6 to Orr-Wyatt Streetscapes in the amount of \$25,948.31. Motion seconded by Council Member Stoker, voted on, passed 5-0.

WATER TOWER

Once everything is switched to the new system, the Old Tower will be isolated and ready for removal. Council Member Curtis advised Deputy City Clerk Wade to contact Midwest Connections to make sure all of their equipment was removed from the old Tower in preparation for Maquire Iron to take down the tower. BG Consultant Brett Waggoner spoke to a Structural Engineer out of Manhattan regarding the decision to either leave water in the tower or to leave it empty. Brett will report back to the Council what the Structural Engineer advises them to do. The Council asked if they could get that information in writing, Brett Waggoner said he would have the Engineer write a letter.

WATER TREATMENT PLANT

BG Consultant Brett Waggoner said that Eric Hethcoat, P.E, will be scheduling a Pre-Construction Meeting for the Water Treatment Project around the middle of December 2018.

SEWER PROJECT

BG Consultant Brett Waggoner spoke to Jeremy with Ace Pipe Cleaning and they have completed their inspection as of November 14, 2018. Jeremy indicated he would have the film to Brett

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by the end of this week. Brett hopes to have the PER information completed by the end of December and maybe present at the 1st meeting in January 2019.

CCLIP KDOT STREET PROJECT

BG Consultant Jason Hoskinson has put together a Design contract for consideration that will be presented at the December 5th, 2018 council meeting.

REPORTS OF CITY OFFICERS:

CITY ATTORNEY – JOHN SUTHERLAND - NONE

POLICE DEPARTMENT – CHIEF TATE WEST

Deputy City Clerk Wade advised the Council regarding the recommendation submitted by the Planning & Zoning Commission regarding Conex containers. The Council has the following 3 options when reviewing a recommendation;

- i. Motion to accept, Second and Pass
- ii. Motion to deny, Second and Pass
- iii. Motion to return the recommendation to the Planning Commission for further revision and alteration. The Council can, if they so choose, provide feedback to the Commission.

The Council suggested having a member of the Planning Commission attend the next meeting to explain the recommendation.

Motion

Council Member Mitzner motioned to table the recommendation from the Planning Commission on Conex Containers until the December 5th, 2018 Council meeting. Motion seconded by Council Member Shields, voted on, passed 5-0.

PUBLIC WORKS DEPARTMENT – PUBLIC WORKS SUPERINTENDENT JIM JOHNSON

- xi. PWS Jim Johnson followed up on the RWD #1 meter that was discussed at the previous Council meeting. Through discussion and review of the contract with RWD#1 it was determined that the City is responsible for the maintenance of the RWD #1 Meter. PWS Jim Johnson recommended that we replace the meter while we have the area excavated for the new connection of the lines to the meter. PWS Johnson indicated a price of approx. \$1700 for the meter/fittings.

Motion

Council Member Curtis motioned to allow Jim Johnson to buy all elements, meter and fittings for RWD#1 meter connection at an amount up to \$2000. Motion seconded by Council Member Stoker, voted on, passed 5-0.

FIRE DEPARTMENT – FIRE CHIEF DAN NASALROAD – NONE

CITY CLERK – DEVONA HERRIN – NONE

DEPUTY CITY CLERK – JODI WADE -

Deputy City Clerk Wade thanked the Council for the opportunity to attend the Clerk Institute last week. She and City Treasurer Connie Gore received a lot of great information and are hopeful to implicate some of the new things they learned. There were some good presentations on fraud and Emergency Management.

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COUNCIL COMMITTEE REPORTS:

WATER & GAS –NONE

STREET – NONE

SEWER – NONE

PARK -NONE

CEMETERY –NONE

COUNCIL COMMITTEE REPORTS CONT:

PUBLIC SAFETY –NONE

COMMUNITY BUILDING-NONE

EMPLOYEE RELATIONS & TRAINING - NONE

SPECIAL COMMITTEE REPORTS:

EMERGENCY MANAGEMENT – NONE

SWANFEST COMMITTEE -NONE

UNFINISHED BUSINESS:

LINN VALLEY LAKES WATER CONNECTION/RATES

Deputy City Clerk Wade included the prior contract, settlement agreement and original request letter from LVL for water service in the Council's packet for review. DCC Wade indicated there were a lot of factors to review and consider. Past information on the Water Plant is available at the City Hall and at the Water Plant if the Council/Committee needs it for their review. No action was taken.

TRASH COMPACTOR HOURS AND JOB DESCRIPTION

The Employee Relations Committee submitted some information for the Clerks to format for the Council to review at the December 5th, 2018 meeting. No action was taken.

WASTE MANAGEMENT OF KS, INC AGREEMENT RENEWAL

The items that the Council requested to be added to the renewal have been added. The Pink Trash Containers are not available through Waste Management. Deputy City Clerk Wade explained the addition of an addendum for Roll-off containers if a Natural Disaster was to occur to allow for quick service in that situation.

Motion

Council Member Mitzner motioned to accept Waste Management of KS Agreement contract and addendum. Motion seconded by Council Member Miles, voted on, passed 5-0.

NEW BUSINESS:

AGREEMENT WITH BG CONSULTANTS FOR A WATER TREATMENT CAPACITY ANALYSIS

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BG Consultant Brett Waggoner explained the process for doing an external review of the equipment, analysis of the current readings of the Water Plant and the history of the water production to determine what capacity of water we can comfortably produce daily. Council Member Curtis inquired about the clause indicating the evaluation of the condition of equipment, piping, structures, chemical feed equipment and other appurtenances was not included. Brett explained that they do not have the ability to inspect the internal mechanics of those pieces of equipment and that a special contractor would have to be hired in order to do those type of inspections.

NEW BUSINESS CONT:

AGREEMENT WITH BG CONSULTANTS FOR A WATER TREATMENT CAPACITY ANALYSIS

Motion

Council Member Mitzner motioned to enter in to the agreement with BG Consultants for a Water Treatment Plant Capacity Analysis not to exceed \$1500 and completed by December 2018. Motion seconded by Council Member Shields, voted on, passed 5-0.

KS GAS & ELECTRIC COMPANY PROJECT SERIES 1994B(PACKET AT THE TABLE)

Discussion was held by the Council and the City Attorney regarding the purpose of the changes to the bonds. City Attorney John Sutherland explained the removal of the Bond Insurance Company from the bonds due to the fact of that company going out of business. The insurance company will not be replaced since the insurance was actually harming the value of the bonds. Discussion was held regarding the signing of Resolution No 401. The Council suggested to have the City Clerk contact the other municipalities involved and to report back to the City Attorney and Council as soon as possible. No action was taken.

EXECUTIVE SESSION:

Motion

Council Member Stoker moved to go into executive session for 15 minutes following a 5-minute break for Non-elected personnel matter exception to review applications for full time Public Works Position. Motion seconded by Council Member Miles, voted on, passed 5-0. Time 8:03pm

In addition to the Council Members and City Attorney, others requesting time or invited into portions of the executive session(s) included (but not limited to): Public Works Superintendent Jim Johnson and Deputy City Clerk Wade

Open Session Resumed at 8:23p.m.

OTHER BUSINESS:

Motion

Council Member Curtis motioned to make an offer to Jacqueline Mitchell for the full time Public Works position at a rate of \$12.50/hr on the contingency that she accepts the job,

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passes the physical and all other requirements at a start date that works for benefits. Motion seconded by Council Member Stoker voted on, passed 5-0.

ADVERTISING FOR COUNCIL POSITION

Council Member Mitzner inquired about putting an ad in the Newspaper or on Social Media for the soon to be open position on the City Council. Council discussed options.

OTHER BUSINESS CONT:

ADVERTISING FOR COUNCIL POSITION CONT:

Motion

Council Member Mitzner motioned to put an ad in the newspaper for the opening on the La Cygne City Council. Motion seconded by Council Member Stoker voted on, passed 5-0.

NOTES AND COMMUNICATIONS TO COUNCIL:

- a] Iota Tau Sorority Annual Christmas Donation Request – City sent the Annual \$500 for Christmas Lights.
- b] Thank you from Mound City Builders 4-H Club for Waiving the Community Building Fee.
- c] Public Notice for City’s Kansas Water Pollution Control Permit.

ADJOURNMENT:

Motion

Council Member Curtis moved to adjourn the meeting. Motion seconded by Council Member Stoker, voted on, passed 5-0. Time 8:30pm.

I, _____ La Cygne Deputy 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 this 20th day of Nov 2018.

SPECIAL MEETING:

The La Cygne City Council met for a Special Meeting on Wednesday, November 21, 2018 at La Cygne City Hall. Council Members present were: Danny Curtis; Esther Shields; Keith Stoker. Absent: Heather Miles and Jerome Mitzner.

Others in attendance included, but not limited to: Deputy City Clerk Jodi Wade; City Attorney John Sutherland; and, Linn County Newspaper Reporter Tony Furse.

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Mayor Robert Sullivan called the special meeting to order at 6:00 p.m.

The Purpose of the Special Meeting was called for:

❖ **KS Gas & Electric Company Project Series 1994B Bonds**

Deputy City Clerk Wade had contacted the other two Municipalities involved with the Series 1994B Bonds. Both Municipalities had the Resolution reviewed by their Attorney and Bound Counsel and found no concern or issue with the resolution. Both Municipalities did sign the Resolution without asking for any restitution for signing the documents. City Attorney Sutherland did indicate that the company was disconcerted about the hesitation from the Council in signing the Resolution.

Motion

Council Member Curtis motioned for the Mayor to sign Resolution No 401 and to sign the other agreements after receipt and upon the review by City Attorney Sutherland of any red line changes. Motion seconded by Council Member Stoker, voted on, passed 3-0.

ADJOURNMENT:

❖ **Motion**

Council Member Curtis moved to adjourn the meeting. Motion seconded by Council Member Shield, voted on, passed 3-0. Time 6:12 pm.

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
this 21st day of November 2018.

REGULAR MEETING:

The La Cygne City Council met on Wednesday, December 5, 2018 at La Cygne City Hall. Council Members present were: Danny Curtis; Esther Shields; Heather Miles; and Keith Stoker. Absent; Jerome Mitzner

Others in attendance included, but not limited to: City Attorney John Sutherland; City Clerk Devona Herrin; Deputy City Clerk Jodi Wade; Public Works Superintendent Jim Johnson; BG Consultants Brett Waggoner; Linn County News Tony Furse; and Joe Turpen

CALL REGULAR MEETING TO ORDER (6:00 P.M.)

Pledge of Allegiance – Council Member Danny Curtis

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MAYOR'S COMMENTS:

NONE

CONSENT AGENDA:

Motion to approve Consent Agenda:

Council Member Stoker motioned to accept the Consent Agenda as presented which consisted of:

Minutes of November 20, 2018 City Council Meeting
Minutes of the November 21, 2018 Special Meeting
Check Register: November 21 – November 30, 2018
Check Register: December 1 –December 5, 2018
Moon's Hometown Market 2019 Cereal Malt Beverage License Renewal

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

DISCUSSION FROM THE FLOOR:

Lincoln/Scott Township Hospital Board Member Joe Turpen informed the Council that the Hospital Board had the house moved at the SE corner of Hwy 152 and Industrial Road. The Hospital board had requested bids to return the lot to a suitable building zone but the board knew the city was considering using a portion of that lot for a future street improvement project. Discussion was held on what tasks would need to be completed to make the lot "safe" until design concepts are determined for the Street Project. Joe asked the Council to follow up with the Hospital Board.

SPECIAL PROJECTS:

**Report by Brett Waggoner with BG Consultants
Report from Public Works – Jim Johnson**

WATER DISTRIBUTION PROJECT PHASE II UPDATE

BG Consultant Brett Waggoner reviewed the following items

- 1 or 2 Service lines left to be done and a handful of meters.
- Complaint list was reviewed and items noted with comments. Copy will be given to Deputy City Clerk Wade.
- RWD Meter connection will be worked on Dec 11th.

SPECIAL PROJECTS CONT:

WATER DISTRIBUTION PROJECT PHASE II UPDATE CONT

- Water Treatment Plant Connection Dec 12/13th.
- Contractor has 8 working days left.
- Asphalt and Concrete work per the contractor is to be scheduled for next week.

Council Member Curtis inquired about the Lid being used on the Meter pits. Council Member Curtis showed a lid used by Rural Water District 1 which is plastic and has a clip for the antennae to attach. Council Member Curtis wanted to know if BG Consultant Brett Waggoner was sure the antennae will transmit through the metal lids that we are using. Brett confidently indicated that as long as the antennae is installed below the ring as indicated in the specs and drawings it will transmit. Per Brett, it has worked fine in several other communities that have the same metal lids as the City of La Cygne.

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WATER TOWER

BG Consultant had a Structural Engineer research water being left in the Witches Hat Tower. BG Consultant Brett Waggoner indicated that the Engineer suggested water be left in the Tower and the amount of water has been estimated. Brett can provide letter if needed.

WATER TREATMENT PLANT

BG Consultant Brett Waggoner said that Eric Hethcoat, P.E, has sent the Contract to the Contractors and hopes to have those back in the next day or two to send to the City. Eric will be scheduling a Pre-Construction Meeting for the Water Treatment Project around the middle of December 2018.

SEWER PROJECT

BG Consultant Brett Waggoner plans to start reviewing the CCTV video next week. Will take a couple of weeks to review all the footage. Plans to have information for the first meeting in January 2019.

LVL WATER PLANT CAPACITY EVALUATION

BG Consultant Brett Waggoner reviewed the Memorandum prepared by Paul Owings regarding the current capacity of the Plant. Brett reviewed the current gallons produced daily, the RWD #1 and #3 usage amounts and the current/future Water Rights amounts with the Council. Paul Owings indicated that the data suggests that current average and peak demands can be met, but to meet projected peak day demands, equipment in the treatment facility may need to be replaced or upgraded in the future if required to operate at the plants rated capacity. No action was taken

SPECIAL PROJECTS CONT:

CCLIP KDOT STREET PROJECT

BG Consultant Brett Waggoner presented the Consultant-Client Agreement that BG Consultant Jason Hoskinson put together. Brett explained that this agreement is for the surveying and preparation of a design concept for the work to be performed at the intersection of Hwy 152 and Industrial Road. This agreement is for \$59,000 to do the survey work in order to develop a concept and \$1000 for expenses.

Motion

Council Member Curtis motioned for Mayor to sign the Consultant/Client Agreement for BG Consultant. Motion seconded by Council Member Stoker, voted on, passed 4-0.

REPORTS OF CITY OFFICERS:

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CITY ATTORNEY – JOHN SUTHERLAND - NONE
POLICE DEPARTMENT – CHIEF TATE WEST

Report Items were reviewed. Council inquired about the progress regarding the house with the hole in the roof. Chief West has been in contact with the Loan Officer with Rural Development who is looking in to having a new roof installed. Council Member Shields inquired about the House that burnt. Chief West stated the retainage was received from the insurance company and demolition should start soon. Council Member Miles inquired about the house on 3rd street. Chief West indicated that clean-up has not occurred and will have to proceed with Condemnation.

PUBLIC WORKS DEPARTMENT – PUBLIC WORKS SUPERINTENDENT JIM JOHNSON

1. Change in Pricing on RWD #1 Insertavalve – Map showed the line to be 6” but it turned out to be 8”. Larger insertavalve was ordered and Contractor was able to save some dollars on the purchase to upsize.
2. RWD #1 Water Meter purchase
3. (2) Water Leaks – on 9th St and 3rd St on Old Mains
4. Brush Piles –Jim contacted the County and asked if we could help them with burning the County pile since they helped us get all the limbs cleaned up from the summer storm.
5. 2009 Dodge Repaired
6. City Clean-up after Snow and Ice on Nov 26, 2018
7. Codee Blanchett “OQ” (Operator Qualification) training progress – Codee has completed 38 tests and a USDI representative will be coming next Tuesday, Dec 11, to “OQ” test Codee to get certified.
8. PW Superintendent explained a vehicle incident with the 2007 Dodge truck with the snow plow on the front that hit a parked car while turning around. Incident was submitted to the Insurance Company.

FIRE DEPARTMENT – FIRE CHIEF DAN NASALROAD –

Fire Chief Nasalroad has checked some of the Fire Hydrants that the Contractors have been adjusting.

CITY CLERK – DEVONA HERRIN –

Recognized Connie Gore and Jodi Wade on their completion of Clerks Institute. Both have been utilizing and contributing new ideas and information that they learned from their training.

REPORTS OF CITY OFFICERS CONT:

DEPUTY CITY CLERK – JODI WADE -

1. Gift Cards/Calendars have been issued to employees and Holiday Bonuses for Full-time employees will be issued next week.
2. Preparing for Year-end closure.
3. Crown Victoria was sold on Purple Wave for \$1980 (\$1800 sale price/\$180 Fee)
4. Posting information of Facebook for City Holiday Hours and City Council Openings
5. Reviewed the budget in preparation for transfers to be presented at the next Council Meeting.

COUNCIL COMMITTEE REPORTS:

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WATER & GAS –NONE

STREET – NONE

SEWER – NONE

PARK -NONE

CEMETERY –NONE

PUBLIC SAFETY –NONE

COMMUNITY BUILDING-NONE

EMPLOYEE RELATIONS & TRAINING - NONE

SPECIAL COMMITTEE REPORTS:

EMERGENCY MANAGEMENT – NONE

SWANFEST COMMITTEE -NONE

UNFINISHED BUSINESS:

LINN VALLEY LAKES WATER CONNECTION/RATES

Discussion was held regarding the information received to date. Deputy City Clerk advised the Council that either a Committee needs to meet to review information and prepare a letter of proposal for Linn Valley or we need to inform them that we are not interested. Mayor Sullivan indicated that he could attend an LVL Council meeting on December 10th to advise them of our interest.

Motion

Council Member Shields motioned to authorize the Mayor to go to the Linn Valley Lakes meeting to discuss interest and find out pertinent information regarding the Water Sales to Linn Valley Lakes. Motion seconded by Council Member Stoker, voted on, passed 4-0.

UNFINISHED BUSINESS CONT:

TRASH COMPACTOR HOURS AND JOB DESCRIPTION

Draft was reviewed and discussion was held regarding the budget, responsibilities and hours of operation at the compactor.

Motion

Council Member Stoker motioned to accept the draft of the Position Trash Compactor Caretaker. Motion seconded by Council Member Miles, voted on, passed 4-0.

ORDINANCE ADDING RULES, INTERPRETATIONS AND DEFINITIONS TO THE LACYGNE ZONING REGULATIONS TO ADDRESS CONEX/SEALAND CONTAINERS.

Police Chief West explained to the Council that this item was not handled appropriately when introduced to the Council back in July. A motion had been made but not seconded and the item is now sitting in no man's land and can't be addressed by either entity. An ordinance presented from the

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Planning Commission has to be either nayed, yayed or sent back to the Commission for further review. Chief West suggested to return the ordinance to the Commission to have them clarify the thought process and reasoning for the ordinance.

Motion

Council Member Stoker motioned to send the proposed ordinance as presented back to the Commission for further considerations. Motion seconded by Council Member Miles, voted on, passed 4-0.

SCHOOL ZONE LIGHTS

Police Chief West advised the Council on the current condition of the school zone light due to it getting struck by lightning. Attempts to repair the light have been challenging due to outdated equipment. Chief West suggested having repair service done by a technician and having a them put together a bid to upgrade the lights. Shields inquired as to the price for new lights, Chief West stated they average around \$10,000 per School Zone Light for LED.

Motion

Council Member Miles motioned to allow Chief West to get bids on upgrading the (2) School Zone lights. Motion seconded by Council Member Stoker, voted on, passed 4-0.

NEW BUSINESS:

RECOMMENDATION OF JASON HIGHTOWER TO SERVE ANOTHER TERM ON THE LA HARPER HEIGHTS BOARD.

Motion

Council Member Miles motioned to approve the Mayors recommendation of Jason Hightower to serve another term on the La Harper Heights Board. Motion seconded by Council Member Stoker, voted on, passed 4-0.

NEW BUSINESS CONT:

RECOMMENDATION OF LESLI MITZNER AND BETH SMITH TO SERVE ANOTHER TERM ON THE LA CYGNE COMMUNITY PARK BOARD

Motion

Council Member Shields motioned to approve the recommendation of Lesli Mitzner and Beth Smith to serve another term on the La Cygne Community Park Board. Motion seconded by Council Member Stoker, voted on, passed 4-0.

COUNCIL REVIEW FOR CONSIDERATION TO WRITE-OFF PAST OUTSTANDING (BAD) DEBT

Motion

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Council Member Shields motioned to accept the recommendation of debt to write off. Motion seconded by Council Member Stoker, voted on, passed 4-0.

RECOMMENDATION OF APPOINTMENT OF JODI WADE TO THE POSITION OF CITY CLERK.

Motion

Council Member Stoker motioned to approve the recommendation to appoint Jodi Wade to the position of City Clerk effective December 6th, 2018. Motion seconded by Council Member Shields, voted on, passed 4-0.

RESIGNATION LETTER FROM SHAUN WEST – RETIRING FROM POLICE FORCE

Motion

Council Member Stoker motioned to accept the resignation letter from Shaun West. Motion seconded by Council Member Miles, voted on, passed 4-0.

PUBLIC WORKS 2008 TRUCK DOOR REPAIR

Public Works Superintendent indicated that the door on the 2008 Dodge truck is broken and needs replaced. Reviewed the quote from Barrett Automotive.

Motion

Council Member Stoker motioned to approve the repairs on the truck not to exceed \$1500. Motion seconded by Council Member Miles, voted on, passed 4-0.

DAMAGE TO BUILDING ON THE NE CORNER OF HWY 152 AND COMMERCIAL

Chief West inspected the Roof drainage/molding on the South side of the Building which was hanging loosely from the building. Chief West installed a Safety Fence to barricade the sidewalk for safety. Will contact the owners tomorrow by phone and letter. No action taken.

EXECUTIVE SESSION:

Motion

Council Member Curtis moved to go into executive session for 5 minutes following a 5-minute break for Non-elected personnel matter exception to discuss employee applications. Motion seconded by Council Member Stoker, voted on, passed 4-0. Time 7:55pm

Open Session Resumed at 8:05p.m.

OTHER BUSINESS:

NOTES AND COMMUNICATIONS TO COUNCIL:

a] KMEA Natural Gas Update regarding low storage levels.

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- b] 2018 KRMCA (Kansas Ready Mix Concrete Association) Municipal Concrete Awards Program presentation on January 11, 2018 at 10:45am.
- c] 150th Tentative Schedule and reminder about Family Stories for the book.

ADJOURNMENT:

❖ **Motion**

Council Member Curtis moved to adjourn the meeting. Motion seconded by Council Member Stoker, voted on, passed 4-0. Time 8:09pm.

I, _____ La Cygne Deputy 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 this 5th day of Dec 2018.

REGULAR MEETING:

The La Cygne City Council met on Wednesday, December 19, 2018 at La Cygne City Hall. Council Members present were: Danny Curtis; Esther Shields; Heather Miles; Keith Stoker; and Jerome Mitzner.

Others in attendance included, but not limited to: City Attorney John Sutherland; City Clerk Jodi Wade; City Treasurer Connie Gore; Public Works Superintendent Jim Johnson; Police Chief Tate West; Fire Chief Dan Nasalroad; BG Consultants Brett Waggoner; and Linn County News Tony Furse.

CALL REGULAR MEETING TO ORDER (6:00 P.M.)

Pledge of Allegiance – Council Member John Sutherland

MAYOR'S COMMENTS:

NONE

CONSENT AGENDA:

🗳️ **Motion to approve Consent Agenda:**

Council Member Stoker motioned to accept the Consent Agenda as presented which consisted of:

- Minutes of December 5, 2018 City Council Meeting
- November 2018 Treasurer's Report;
- November 2018 Budget Report;
- Check Register: December 6 – December 19, 2018

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

DISCUSSION FROM THE FLOOR:

Rebekah Coryell called to let us know she would not be able to make it to the meeting and asked if she could meet with a Council Member during the daytime. No action taken

SPECIAL PROJECTS:

Report by Brett Waggoner with BG Consultants

Report from Public Works – Jim Johnson

WATER DISTRIBUTION PROJECT PHASE II UPDATE

BG Consultant Brett Waggoner reviewed the following items

- 54 antennas left to install, 8 asphalt street crossings, alley entrance at Market should possibly be poured tomorrow (12/20/18) if weather allows.
- Permanent seeding will be done in the Spring.
- Contractor, Engineer and PW Superintendent still need to do the walk thru.
- Discussed cracked buttons on handhelds and missing charging cords for battery back-ups. Warranty is still valid on the Handhelds. Brett will talk to Orr Wyatt about chargers.
- Keep Brett informed about the Auto Meter Read process so he can help correct problems.

SPECIAL PROJECTS CONT:

WATER DISTRIBUTION PROJECT PHASE II UPDATE CONT

Public Works Superintendent (PWS) Jim Johnson reviewed the following items

- Everyone is on the new system. Old lines are drained.
- All areas that had water standing (1st St/Market/6th St) are drained.
- Tower is ready to be dismantled. PWS Johnson reminded BG Consultants that there is no way to put any water back in to the old tower. Immediate demolition is necessary to avoid the chance of high winds uplifting the empty tower.
- PWS Johnson inquired about reading the meters in the next few days if the antennas are not all installed. BG Consultant Brett recommended doing estimation. City Treasurer Gore had talked to Preston with Core & Main and estimating would not work well with the software. City Treasurer Gore and City Clerk Wade asked the Council if the utility bills could be delayed approximately a week to allow us some time to work through our first auto-read. Council Member Mitzner indicated the importance that we take our time and do this correctly even if it means a delay in the bills. City Clerk Wade will send notice out in the Newspaper, Facebook and Website to inform patrons.

Motion

Council Member Mitzner motioned to allow the City Clerks to delay sending out utility bills. Motion seconded by Council Member Stoker, voted on, passed 5-0.

PAY APPLICATION #26 ORR WYATT STREETSCAPES

BG Consultants did not receive a pay application from Orr Wyatt. No action taken

SUBSTANTIAL COMPLETION CERTIFICATE

BG Consultant Brett Waggoner reviewed the definition of Substantial Completion and informed the Council that the antennas are not all installed yet, therefore the system is not in full operation mode. His recommendation is to not sign the certificate at this time.

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WATER TOWER

Old Tower is ready for demo. BG Consultant Brett Waggoner contacted Maguire Iron to see if the weather would allow them could they dismantle the tower after the holidays. PWS Johnson confirmed with Brett that Maguire will regrade the site and there was no portion that the public works was to perform in regrading/cleaning up the site.

WATER TREATMENT PLANT

BG Consultants delivered the project manuals for the water treatment plant. Copy was reviewed by the City Attorney John Sutherland. John had no concerns or issues with the manuals and recommended the council could proceed with signatures. PWS Johnson asked Brett if there will be an inspector on the project. Brett indicated that one of BG's electrical engineers will be inspecting the work performed on a bi-weekly schedule.

 **Motion**

Council Member Mitzner motioned to approve for the signing of the project manuals for the water treatment plant project upon approval from the City Attorney John Sutherland. Motion seconded by Council Member Stoker, voted on, passed 5-0.

SPECIAL PROJECTS CONT:

SEWER PROJECT

BG Consultant Brett Waggoner should receive the data from ACE Pipe Cleaning on 12/20/18. Brett anticipates getting the preliminary engineering report (PER) ready for the January 16, 2019 meeting.

KDOT CCLIP MARKET/INDUSTRIAL ROAD PROJECT

Survey work at the intersection of KS Hwy 152 and Industrial Road was completed today. Data will be processed in December; design work will begin in January. Potential concept meeting in February/early March.

EXECUTIVE SESSION:

 **Motion**

Council Member Mitzner moved to go in to executive session for 15 minutes for the discussion/review of data relating to financial affairs or trade secrets. Motion seconded by Council Member Stoker, voted on, passed 5-0. Time 6:39pm

Others in attendance included, but not limited to: City Clerk Jodi Wade; City Attorney John Sutherland; BG Consultant Brett Waggoner.

Open Session resumed at 6:54pm

PWS Johnson thanked BG Consultant Brett Waggoner for having the inspector stay on site this week to correct the mistakes that occurred with isolating the tower.

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WATER TREATMENT PLANT

Motion

Council Member Stoker moved to take a 10 min break for signing the project manuals for the water treatment project. Motion seconded by Council Member Miles, voted on, passed 5-0. Time 7:05pm

Open Session resumed at 7:15pm

REPORTS OF CITY OFFICERS:

CITY ATTORNEY – JOHN SUTHERLAND - NONE
POLICE DEPARTMENT – CHIEF TATE WEST

1. Capt. West Retirement party – Chief West and Officer West would like to attend to represent the La Cygne Department.

REPORTS OF CITY OFFICERS CONT:

Motion

Council Member Mitzner motioned to send Chief West and Officer West to represent the La Cygne Department at the retirement party for Capt West. Motion seconded by Council Member Stoker, voted on, passed 5-0.

POLICE DEPARTMENT – CHIEF TATE WEST

2. Pipeline Safety training in Ottawa on January 14, 2019.

Motion

Council Member Mitzner motioned to send Chief West and Officer West to attend training in Ottawa for Pipeline Safety on Jan 14, 2019. Motion seconded by Council Member Miles, voted on, passed 5-0.

3. 5-Year Mitigation Plan 2/11/19 in Paola – Chief West has never attended and would recommend that he and City Clerk Wade to attend.

Motion

Council Member Miles motioned to send Chief West and City Clerk Wade to the 5-year Hazard Mitigation plan meeting 2/11/19 in Paola. Motion seconded by Council Member Shields, voted on, passed 5-0.

4. School Zone Lights – Chief West Reviewed a replacement unit that could be put on the current school zone pole. He is waiting for a quote from the manufacturer. No action taken.

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5. Chief West indicated that the metal is off of the roof of the trailer on 7th St owned by Leon Heide. Bids for demo of the remaining structure are to be received after the holiday. Plans to complete by February 2019.
6. Council inquired about the progress regarding the house with the hole in the roof. Chief West spoke to Rural Development who is the loan officer for the home owned by M.H. Perkins. Rural Development is still waiting on the appraisal.
7. Children's Coalition Annual Donation – City Clerk Wade and Police Chief West reviewed the donation of \$3 per convictions that has been given in the past years.

Motion

Council Member Mitzner motioned to continue to support the Children Coalition at a rate of \$3 per conviction through December 31st, 2018. Motion seconded by Council Member Miles, voted on, passed 5-0.

REPORTS OF CITY OFFICERS CONT:

PUBLIC WORKS DEPARTMENT – PUBLIC WORKS SUPERINTENDENT JIM JOHNSON

9. PWS Johnson thanked Fire Chief Dan Nasalroad for helping on Saturday with some water issues.
10. PWS Johnson was approached by Mike Hilton about the installation of a new meter. Discussion was held on determining the cost for the New Meters and Antennas. PWS Johnson mentioned to Mike Hilton that an estimated cost of \$500-\$600 for the installation and City Clerk Wade said there is an Application fee of \$100 for a new meter. PWS Johnson and City Clerk Wade will review what the new cost will be for meters, lids, collars and valves for new installations.

FIRE DEPARTMENT – FIRE CHIEF DAN NASALROAD –

1. Fire Chief Nasalroad stated that the New Hydrant at 4th and Sycamore could not be installed. The Hydrant is currently at the yard per PWS Johnson.
2. Fire Chief Nasalroad has checked some of the fire hydrants. Some of the shut off valves are in concrete pads and some aren't – felt they should be uniform. There are still a lot of little things the contractors need to complete around the hydrants. Also need some locates on shut-off valves for the hydrants.
3. Council Member Mitzner inquired about old hydrants. PWS Johnson stated they will be removed by Orr-Wyatt and hauled to the shop. Orr Wyatt will dig 1'-2' down to remove the hydrants.
4. Chief Nasalroad thanked those who helped with the Christmas Sharing Project.

CITY CLERK – JODI WADE -

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6. City Clerk Wade and PWS Johnson suggested installing one of the used 5/8" meter (not a new Auto Read) on the line for the Water Hydrant at the Oak Lawn Cemetery so it could be read on a schedule determined by the Clerks and Public Works.

Motion

Council Member Mitzner motioned to install a regular 5/8" Meter at the Water Hose Hydrant in the Oak Lawn Cemetery. Motion seconded by Council Member Shields, voted on, passed 5-0.

7. Waive water deposit for Frankie Elder for a new business since she owns several businesses in town. Council reviewed the status of the ownership of the building. The building is currently listed under a different name. Since this is a tenant situation the council did not waive the water deposit fee.

CITY TREASURER CLERK – UTILITY BILLING – METER READS

Discussed during Special Projects

COUNCIL COMMITTEE REPORTS:

WATER & GAS –NONE

STREET – NONE

SEWER – NONE

PARK -NONE

CEMETERY –NONE

PUBLIC SAFETY –NONE

COMMUNITY BUILDING-NONE

EMPLOYEE RELATIONS & TRAINING - NONE

SPECIAL COMMITTEE REPORTS:

EMERGENCY MANAGEMENT – NONE

Chief West advised the Council that the Police, Public Works and the City Hall will meet after Safety Meetings to review/discuss Emergency Management procedures.

SWANFEST COMMITTEE -NONE

UNFINISHED BUSINESS:

LINN VALLEY LAKES WATER CONNECTION/RATES

Executive Session held earlier on agenda.

TRASH COMPACTOR HOURS AND JOB DESCRIPTION

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Mayor Sullivan met with Devona Herrin and City Clerk Wade to review policy for hours of operation. City Clerk Wade contacted other compactor sites in Linn County and reviewed the procedure for changing the hours at the compactor. City Clerk Wade will put the hours in the job description with a statement indicating closing procedures. Mayor Sullivan expressed the importance of information written in the job description so it is understood by all.

NEW BUSINESS:

APPOINTMENT OF PUBLIC BUILDING COMMISSION MEMBERS

City Clerk Wade suggested that we review the purpose of a Public Building Commission. The Council asked if City Clerk Wade could have information for the January 2, 2019 meeting for them to review before appointing new members.

AUTHORITY TO TRANSFER EXCESS GENERAL FUNDS

City Clerk Wade reviewed the following Transfers for 2018 with the Council;

1. \$5,000 to Oaklawn Cemetery
2. \$10,000 to Fire Equipment Fund
3. \$181,200 to Special Highway Fund

City Clerk Wade reviewed the Following Expenses;

1. Approximately \$25,000 in remaining Dec 2018 Expenses
2. Approximately \$60,000 for KDOT CCLIP Project

NEW BUSINESS CONT:

AUTHORITY TO TRANSFER EXCESS GENERAL FUNDS

3. Cash Start Up for 2019 in the amount of \$746,545 per 2019 Final Budget.

City Clerk Wade recommended an amount of \$30,500 to the Capital Improvement Fund and \$30,500 to the Equipment Reserve Fund with the excess amount of approximately \$98,144 which would leave and estimated amount of \$37,144 in case of any unexpected occurrences in December. These figures are based on the November financials and December estimates.

Motion

Council Member Mitzner motioned to allow the maximum year-end transfer from the General Fund to the Capital Improvement and Equipment reserve fund with 50% allocated to Capital Improvement and 50% allocated to Equipment Reserve. Motion seconded by Council Member Miles, voted on, passed 5-0.

2019 KANSAS HARMFUL ALGAL BLOOM MEETING

Jerry McCarty would like to attend this meeting at Washburn University in Topeka January 23 and 24, 2019. Cost for Registration is \$35 and Hotel is \$94/night.

Motion

Council Member Mitzner motioned to send Jerry McCarty to the 2019 Kansas Harmful Algal Bloom Meeting on Jan 23 and 24, 2019 and the city will absorb the costs as listed. Motion seconded by Council Member Miles, voted on, passed 5-0.

Record of the Proceedings of the Governing Body
2018 MEETING MINUTES

SCAR DAMAGED TREE LOCATED AT 520 N 5TH STREET

City Clerk Wade reviewed a proposal received from the owner and explained the incident that occurred with Orr-Wyatt Streetscapes. Council recommended to forward the proposal to Orr-Wyatt for to handle.

COUNCIL MEMBER HEATHER MILES RESIGNATION LETTER

Motion

Council Member Stoker motioned to accept the resignation letter from Council Member Heather Miles. Motion seconded by Council Member Shields, voted on, passed 4-0.

PUBLIC WORKS OVERTIME WORK AND HIRING ANOTHER EMPLOYEE

PWS Johnson indicated that his crew is worn out and has been putting in a lot of hours. His crew is tapped out. PWS Johnson asked the Council why we aren't still advertising and are we going to fill the position. City Clerk Wade indicated the ads are on websites but were not in the paper the past two weeks. PWS Johnson and City Clerk Wade reviewed the physical exam requirements and will get those adjusted with the clinic. City Clerk Wade will put the ad in the Linn County newspaper, Miami County Paper and will review some other internet sites for advertising.

EXECUTIVE SESSION:

Motion

Council Member Mitzner moved to go into executive session for 10 minutes for Non-elected personnel matter exception to discuss an individual employee's performance. Motion seconded by Council Member Stoker, voted on, passed 4-0. Time 8:40pm

Others in attendance included, but not limited to: Public Works Superintendent Jim Johnson

Open Session Resumed at 8:50p.m.

Motion

Council Member Mitzner motioned to increase the wage to \$13.00/hr for Codee Blanchett due to completion of OQ qualification effective December 10, 2018. Motion seconded by Council Member Sheilds, voted on, passed 4-0.

OTHER BUSINESS:

1. City Clerk Wade reviewed gifts for City Employees. No action taken
2. Chief West asked for 5 minutes of Executive session for Non-elected Personnel matter exception to discuss an individual employee's performance.

Motion

Council Member Curtis moved to go into executive session for 5 minutes for Non-elected personnel matter exception to discuss an individual employee's performance. Motion seconded by Council Member Mitzner, voted on, passed 4-0. Time 8:51pm

Record of the Proceedings of the Governing Body
2018 MEETING MINUTES

Others in attendance included, but not limited to: Chief Tate West

Open Session Resumed at 8:56p.m.

🏠 Motion

Council Member Mitzner motioned to promote Officer West to Corporal with no change in rate of pay effective the first of the year 2019. Motion seconded by Council Member Stoker, voted on, passed 4-0.

NOTES AND COMMUNICATIONS TO COUNCIL:

a] Local Government Day, January 23, 2019. Maner Conference Center, Capitol Plaza Hotel, 1717 SW Topeka Boulevard.

ADJOURNMENT:

❖ Motion

Council Member Curtis moved to adjourn the meeting. Motion seconded by Council Member Mitzner, voted on, passed 4-0. Time 8:58pm.

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 this 19th day of Dec 2018.