

Record of the Proceedings of the Governing Body
REGULAR MEETING

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January 15, 2020

REGULAR MEETING:

The La Cygne City Council met on Thursday, January 15, 2020 at La Cygne City Hall. Council Members present were: Danny Curtis; James Thies; Jerome Mitzner; ABSENT – Mayor Debra Wilson, Thomas Capp and Keith Stoker.

Others in attendance included, but not limited to: City Clerk Jodi Wade; City Attorney Burton Harding; Linn County News Tony Furse; Public Works Superintendent/Fire Chief Dan Nasalroad; Interim Police Chief Kurtis West.

CALL REGULAR MEETING TO ORDER (6:00 P.M.)

Pledge of Allegiance – Public Works Superintendent Dan Nasalroad

COUNCIL PRESIDENT COMMENTS:

- Council President Mitzner asked the community to be sure to thank Robert Sullivan for his years of service to the City of La Cygne and its citizens. Bob has served on the La Cygne Council, La Cygne Park Board and as Mayor.
- Council President Mitzner advised the community to be weary of flu season. People need to take necessary precautions to avoid spreading the flu.

NEW YEAR ORGANIZATION:

1. Official City Newspaper (Recommendation) – Council President Mitzner recommended the Linn County Newspaper as the official city newspaper.

❖ **Motion**

Council Member Mitzner motioned to approve Linn County Newspaper as the official City newspaper for the City of La Cygne. Motion seconded by Council Member Curtis, voted on, passed 3-0.

2. Council Standing Committee Appointments – Tabled to February 5, 2020 meeting.
3. Elect Council President – Tabled to February 5, 2020 meeting
4. Planning Commission Member (1) – Tabled to February 5, 2020 meeting
5. La Harper Heights/Senior Housing Board Member (1) – Tabled to February 5, meeting
6. La Cygne Community Park Board Member (1) – Tabled to February 5, 2020 meeting

CONSENT AGENDA:

❖ **Motion to approve Consent Agenda:**

Council Member Curtis motioned to accept the Consent Agenda as presented.

Minutes of January 2, 2020 City Council Meeting;
Check Register: January 3 – 15, 2020

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

DISCUSSION FROM THE FLOOR:

- NONE

SPECIAL PROJECTS:

Report from Public Works Superintendent (PWS) – Dan Nasalroad
Report from City Clerk (CC) – Jodi Wade

USDA GRANT/LOAN DOLLARS FOR THE WATER IMPROVEMENT PROJECT

City Clerk Wade reviewed all pay applications, accounts and USDA draws received for the entire Water Improvement Project. The total amount of \$6,172,000 has been received from USDA and CDBG as stated on the LOC (Letter of Conditions) to include:

- USDA LOAN - \$2,950,000
- USDA GRANT - \$2,722,000
- CDBG GRANT - \$500,000

REPORTS OF CITY OFFICERS:

CITY ATTORNEY –BURTON HARDING –NONE

POLICE OFFICER -KURTIS WEST

- Reviewed Report at the table.
 - ✓ Animal Control - 277 tags.
 - ✓ Vin Inspections – 1
 - ✓ 2020/2021 Dog Tags available
 - ✓ Training – Case Law and Practices for Search & Seizure in Miami County KS March 26th, 2020.

❖ **Motion**

Council Member Curtis motioned approval for Interim Chief Kurtis West to attend the Case Law and Practices for Search & Seizure in Miami County KS March 26th, 2020.

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

- ✓ Training – LASO Training – Gardner, KS, no fee, on March 19, 2020.

❖ **Motion**

Council Member Curtis motioned approval for Interim Chief Kurtis West to attend the LASO Training in Gardner, KS on March 19, 2020. Motion seconded by Council Member Thies, voted on, passed 3-0.

- Council Member Thies had spoken to the owner of 915 Market Street regarding the completion of clean-up of the house that was demolished. The owner is waiting for the ground to freeze again so it will be firm enough to get in with a skid-steer to complete.

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REPORTS OF CITY OFFICERS CONT:

PUBLIC WORKS DEPARTMENT – PUBLIC WORKS SUPERINTENDENT (PWS) DAN NASALROAD

- 2007 International Dump Truck (model 4300) has been picked up. It road well on the way home.
- PWS Nasalroad asked the Council about funds for a simple computer for the Street barn. Council members inquired about internet service at the building. PWS Nasalroad would look at options on computer and printers not to exceed an amount of \$1000.

❖ **Motion**

Council Member Curtis motioned to approve for PWS Dan Nasalroad to research computer to purchase for up to \$1,000. Motion seconded by Council Member Thies voted on, passed 3-0.

- PWS Nasalroad inquired about advertising for a Public Works Laborer and a part-time Cemetery Groundskeeper. We have been advertising for a Water Plant Operator. Codee Blanchett has indicated a commitment to get certified along with Dan to operate the Water Plant. Codee would then be the designated Water Plant Operator for the City of La Cygne. Discussion was held on finding people to apply for the cemetery position. Council Member Mitzner clarified the end result for positions within the Public Works would be Dan Nasalroad as Supervisor, Codee Blanchett as Water Plant Operator, and two Public Works Operator (one already filled by Jeff Chaplain), PWS Nasalroad concurred. Council members advised City Clerk Wade to begin advertising for the Public Works position and Cemetery. Council Member Mitzner suggested reaching out to Kansasworks for a Cemetery caretaker. City Clerk Wade reminded the Council of other options for the cemetery to include contracting with a private company or joining the cemetery district.

FIRE DEPARTMENT – FIRE CHIEF DAN NASALROAD –

None

CITY CLERK (CC) – JODI WADE –

- Department Supervisors (Tabled until February 5, 2020 meeting)
- Council Committees (Tabled until February 5, 2020 meeting)
- Commissions/Boards (Tabled until February 5, 2020 meeting)
- KORA/KOMA (Kansas Open Records/Meeting Act) training – City Clerk Wade suggested having a member of the League of Kansas Municipalities or a legal firm that perform KORA/KOMA training to do a workshop for our governing body. Council members agreed it would be beneficial. City Clerk Wade will gather information on dates and times.
- Government Handbooks/Codes Books – City Clerk Wade verified who had books. She will order some for those who do not.

COUNCIL COMMITTEE REPORTS:

WATER & GAS –NONE

STREET –

Council Member Mitzner asked PWS Nasalroad about repairing potholes in the Spring. PWS Nasalroad has been doing some research but at this point it will be the standard Cold Patch product used. PWS Nasalroad reached out to Jackie Messer with Linn County PW for some assistance with the Market St/Industrial road intersection.

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SEWER-NONE

PARK-NONE

COUNCIL COMMITTEE REPORTS CONT:

CEMETERY -NONE

PUBLIC SAFETY -NONE

COMMUNITY BUILDING-

EMPLOYEE RELATIONS & TRAINING - NONE

SPECIAL COMMITTEE REPORTS:

EMERGENCY MANAGEMENT -

Dian Dotts, City Treasurer Connie Gore and Interim-Chief Kurtis West met on January 7, 2020 to discuss some items needing updated and to put together some simple action plans for our city.

SWANFEST COMMITTEE -

UNFINISHED BUSINESS:

WATER, SEWER, AND GAS UTILITY SECTIONS OF THE CITY OF LA CYGNE CODES BOOK

City Clerk Wade distributed copies of each utility section which included revisions made by City Clerk Wade, City Treasurer Gore and City Attorney Harding for the Council Members to review prior to the next meeting on February 6, 2020. The revisions consisted primarily of updating/correcting wording, removing items which did not pertain to our city anymore and adding in procedures/practices that are now in place. City Clerk Wade explained the importance of getting this accomplished in order to have ample time to inform our patrons.

NEW BUSINESS:

2020 KANSAS MUNICIPAL COURTS CONFERENCE, WICHITA, KS, MARCH 6

Court Clerk Gore has attended this conference on an annual basis to review any updates or changes in the Clerks rules or regulations.

❖ **Motion**

Council Member Mitzner motioned to approve for Court Clerk Gore to attend the 2020 Kansas Municipal Court Conference in Wichita, KS on March 6 and the city will endure the cost for (1) night hotel room and travel expenses. Motion seconded by Council Member Curtis voted on, passed 3-0.

2019 UPOC (UNIFORM PUBLIC OFFENSE CODE) AND 2019 STO (STANDARD TRAFFIC ORDINANCE) EDITIONS

City Attorney Harding informed the Council these books are utilized in court proceedings. These are the newest additions that would need to be adopted by the City.

❖ **Motion**

Council Member Curtis motioned to accept the 2019 UPOC 35th edition for the City of La Cygne. Motion seconded by Council Member Thies voted on, passed 3-0.

❖ **Motion**

Council Member Curtis motioned to accept the 2019 STO 47th edition for the City of La Cygne. Motion seconded by Council Member Mitzner voted on, passed 3-0.

NEW BUSINESS CONT:

AUDITING SERVICE CONTRACT FOR DIEHL, BANWART, BOLTON CERTIFIED PUBLIC ACCOUNTANTS, PA

CC Wade just received the contract, it has not been reviewed by City Attorney Harding. Council Member Mitzner inquired about the decrease in price from the 2018 audit. CC Wade said it was due to the decrease in the project funds for the period of 2019 for the Water Improvement project that was coming to an end.

❖ **Motion**

Council Member Mitzner motioned to approve the auditing service contract with Diehl, Banwart, Bolton for the 2019 pending legal approval from City Attorney Burton Harding. Motion seconded by Council Member Curtis voted on, passed 3-0.

LETTER OF AUTHORIZATION FOR LABETTE BANK AND FIRST OPTION BANK TO REMOVE ROBERT SULLIVAN FROM THE CITY'S ACCOUNTS AND ADD DEBRA WILSON.

❖ **Motion**

Council Member Mitzner motioned to approve the letters of authorization for Labette Bank and First Option bank to remove Robert Sullivan from the City's accounts and add Debra Wilson. Motion seconded by Council Member Curtis voted on, passed 3-0.

EXECUTIVE SESSION:

NONE

OTHER BUSINESS:

- City Attorney Harding advised the Council he would be assisting Interim Police Chief Kurtis West with the new Forfeiture reporting.
- Council Member Mitzner had seen the survey on the website for a Grocery Store in La Cygne. He was glad to see several constructive responses and appreciated the support from the Public Building Commission in helping a new business in our community.
- Council Member Mitzner inquired about the Children's Coalition contribution. Interim Police Chief Kurtis West has been in contact with Tate West regarding the process of delivering the contribution to the Children's Coalition. At some point, Interim Police Chief Kurtis West would like to review the rate used to calculate the contribution since court fees have increased from prior years.

NOTES AND COMMUNICATIONS TO COUNCIL:

- KDHE letter regarding Public Water System Samples/Reports not collected/Received on Time will incur a violation courtesy reminder.
- Chamber of Commerce January 2020 Meeting minutes. City Clerk Wade pointed out the Volunteer meeting for Swanfest 2020 scheduled for February 24 at 6pm, the location to be determined.

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ADJOURNMENT:

❖ Motion

Council Member Curtis moved to adjourn the meeting. Motion seconded by Council Member Thies, voted on, passed 3-0. Time 6:44 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 on this 15th of January 2020.