

Record of the Proceedings of the Governing Body

REGULAR MEETING

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July 2, 2024

REGULAR MEETING:

The La Cygne City Council met on Wednesday, July 2, 2024 at the La Cygne Community Building. Council Members present were: Thomas Capp; David Brenneman; Ed Smith; Absent: Jerome Mitzner Keith Stoker and City Attorney Burton Harding.

Others in attendance included, but not limited to: City Clerk (CC) Jodi Wade; Public Works Superintendent Dan Nasalroad; Police Chief Zachary Mathies; Linn County Newspaper, Tony Furse; Emil Wilson; David and Tracy Lawver.

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

Pledge of Allegiance – Mayor Debra Wilson

MAYOR COMMENTS:

a] Lead and Copper Inventory completion. We still need the assistance of our citizens for the completion of the Federal and State required Lead and Copper pipe inventory for all homes, businesses, and public facilities.

b] La Cygne Farmers Market is open on Fridays at 4:00pm at the La Cygne Library Swan Room.

c] Blast in the Park, July 6, 2024, La Cygne Community Park from 6pm – Firework Show. Visit the City of La Cygne website for information.

d] City Council workshop is scheduled for July 9, 2024 at 6:00pm to review the 2025 Draft Budget.

CONSENT AGENDA:

❖ Motion to approve Consent Agenda:

Council Member Capp motioned to accept the Consent Agenda.

Minutes of the June 19, 2024 Council Meeting;
Check Register: June 15, 2024 – June 29, 2024.

Motion seconded by Council Member Smith, voted on, passed 3-0 (Abstain – Council Member Brenneman).

DISCUSSION FROM THE FLOOR:

NONE

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REPORTS OF CITY OFFICERS:

POLICE CHIEF ZACHARY MATHIES

Chief Mathies reviewed activity from the prior week and stated to date a total of 90 reports. Chief Mathies reviewed the events which occurred on June 22, 2024 at the 600 Block of Lincoln and June 28, 2024 at the La Cygne Community Park. A total of 9 puppies were dropped off in a container at the park. Two of the puppies were removed before police arrival and seven were taken to the kennel. Always and forever out of Osawatomie was contacted to house the puppies and begin the adoption process.

Chief Mathies reviewed transient vendor activity within La Cygne. No-Mo Pest Solutions was going door-to-door without a proper license.

As of July 2, 2024 the police schedule will operate on 10-hour shifts. The department received a donation of body armor vests from Edwardsville. The Tazer and Body cams have been received and prepared for use.

Chief Mathies presented Purchase Order No. 2024-0702-0001 in the amount of \$1507 for the Lexipol program. The amount is prorated for the remainder of 2024. A one-year license is \$3015. Council Member Capp was in favor of purchasing the program and seeing what we thought after the 6-month period and then commit or not to the annual license.

❖ Motion

Council Member Capp motioned to approve Purchase Order No. 2024-0702-0001 in the amount of \$1507 for the Lexipol program for the remainder of 2024. Motion seconded by Council Member Brenneman, voted on, passed 3-0.

Chief Mathies presented a budget for replacement of the Police Fleet vehicles over the next 10-15 years. He had developed a rotation on a sliding scale allocating the purchase of a used vehicle followed by the purchase of a new vehicle. The scale showed a vehicle taking 13-years to go through the system with approximately 8-years of patrolling use.

CODES OFFICER – DEVIN CANADA

Report reflects 6/19/2024 through 7/02/2024

Code Letters:

Violation Type:	# Corrected	#in Progress	# Citations	# New
NUISANCE	5	1	0	0
INOP	0	0	0	0
GRASS/WEEDS	1	1	0	0
VERBAL WARNINGS	5	1	0	1
OTHER	0	2	1	0
WORK ORDERS	PW	PW	NA	0

Permits:

Building Permit – 413 S. 1st Street – Garage

Use Permit – USD362 Daycare – 401 S. 5th Street

Other:

The new police chief has put me in charge of Animal Control. I was originally hired on to do both Codes and Animal Control.

Animal Control: No animals kept one dog returned to owner.

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REPORTS OF CITY OFFICERS CONTINUED:

PUBLIC WORKS SUPERINTENDENT (PWS) – DAN NASALROAD

PWS Superintendent Nasalroad stated he is running behind on the Lead and Copper inventory. He has divided the city in to quadrants and will start going door-to-door to get the forms completed. He asked the Police Chief if the Codes officer could assist with the process.

Work has primarily been keeping up with mowing.

D&F Services provided a preventative maintenance agreement in the amount of \$2,000 for quarterly inspection and repairs of the chlorine dioxide feed system. The Council was in support of the preventative agreement.

PWS Nasalroad reviewed Purchase Order No. 2024-8 from Wildcat fencing in the amount of \$6250 to complete the remaining perimeter fencing for the La Cygne Water Plant. This would enclose the new Carbon Feeder Building on the Northeast side of the Water Plant.



Motion

Council Member Capp motioned to approve Purchase Order No. 2024-8 from Wildcat Fence Company, LLC in the amount of \$6250 for 50 linear feet of 6' chain link fence. Motion seconded by Council Member Smith, voted on, passed 3-0.

FIRE CHIEF – DAN NASALROAD

Fire Chief Nasalroad reminded patrons to be safe when handling fireworks and to clean up the road afterwards. PWS Nasalroad reviewed the Automatic Aid agreements and Mutual Aid agreements for the City of La Cygne Fire Station. The Automatic Aid agreement pertains only to structure fires. The Automatic Aid agreement with the City of Linn Valley has been updated and reviewed with Chief Murrison. The City of Linn Valley has signed the Automatic Aid agreement and Chief Nasalroad would like to recommend having the mayor sign the Automatic Aid agreement with the City of Linn Valley. Fire Chief Nasalroad spoke with Mark Wheeler (Miami County) regarding operation under the state mutual aid contract. Fire Chief Nasalroad also met with Randy Hegwald (Linn County Emergency Coordinator) regarding Automatic Aid.

CITY CLERK – JODI WADE

Report for June 2024

- Completed Monthly Financial Reports.
- Attended KDHE State Regional meeting regarding State Funding for water.
- Finalizing City Limit Boundary Resolution.
- Keller Fire Extinguisher Inspection.
- On-Boarding new Police Chief.
- Prepare Council Meeting Agendas.
- Facilitate Reservations for the Pavilions.
- Facilitate Reservations for Camping.
- Attend Chamber of Commerce meeting.
- Attend Planning & Zoning meeting.
- Met with Department Heads to review Asset Management Spreadsheets.
- Met with Department Heads to review Budget.
- BUDGET, BUDGET, BUDGET!!

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REPORTS OF CITY OFFICERS CONTINUED:

CITY TREASURER – CONNIE GORE

Utilities Monthly items completed:

- Shut off's were completed by Jodi. We had 2_shut off's. I helped Jodi do them.
- Sewer, Water, and Gas reports were completed.
- Penalties were assessed and delinquent notices were mailed.
- July utility billing process was completed. Bills were printed, mailed or e-mailed.
- At the end of June 2024 we had 260 customers signed up for Front Desk.
- Completed the sales tax and filed with the State.
- Court Monthly Court items completed
- Reviewed the docket for June court.

Court

- Court paper work, e-filed with the State, Payment form e-filed and the check to the State was processed.

Payroll:

- 1st Payroll: Completed the 1st payroll of the month and filed the taxes and KPERS.
- Completed the 2nd payroll of the month and filed taxes and KPERS.
- Accounts Payable:
- Coded and processed invoices.
- Created And printed checks
- Mailed checks and filed invoices

Cemetery:

- Worked with Richard Teagarden concerning several old graves.
- There were several deaths this month with data entry and making sure graves were marked.

Pool:

- Reviewed Lifeguard Certifications and filed in employee files.

Other:

- Sent Monthly Invoice: 2 mowing, 2-2nd notices for mowing
- Administrative Book –on hold
- Continued working with the Web Site.
- Entered all checks and deposits into Quicken and balanced the Quicken check register.
- Worked with the software tech on several issues I could not resolve.
- Sat in on an interview for Public Works

EXECUTIVE SESSION:

❖ Motion

Council Member Capp motioned to go in to executive discussion for 10-minutes for non-elected personnel review of applications for the Police Department and to return to the council table at 7:38pm. Motion seconded by Council Member Smith voted on, passed 3-0. 7:28pm

Others in attendance: Police Chief Mathies

OPEN SESSION RESUMED AT 7:38pm:

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❖ **Motion**

Council Member Capp motioned to remove Craig Haley from Interim Police Chief and reassign to Part-time Police Officer effective July 1, 2024. Motion seconded by Council Member Smith, voted on, passed 3-0.

❖ **Motion**

Council Member Capp motioned to promote Mason Roberts to Full-time Police Officer effective July 1, 2024. Motion seconded by Council Member Brenneman, voted on, passed 3-0.

SPECIAL PROJECTS:

SEWER REHABILITATION PROJECT (REED ENVIRONMENTAL/BG CONSULTANTS)

Bid Advertisement is set for Monday, July 8, 2024 and bid opening will be at 10:00am on Wednesday, August 7, 2024 for the Lagoon Sludge Removal.

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

Ian Stringham, KDOT, stated the final construction contract is being submitted to District sometime in the next 60 days then will have to wait on District to check and then wait on Topeka to check. It's a long slow process.

WATER TREATMENT PLANT IMPROVEMENTS:

No new updates.

602 N 5TH STREET PROPERTY (CLINCH REALTY)

Revision No. 1 of the Declaration of Covenants, conditions, easements, and restrictions for 602 N. 5th Street has been reviewed by the City Attorney and Real Estate Listing Agent. The Council reviewed the revisions. No questions or concerns.

❖ **Motion**

Council Member Capp motioned to approve Revision No. 1 of the Declaration of Covenants, Conditions, Easements, and Restrictions for 602 N. 5th Street. Motion seconded by Council Member Smith, voted on, passed 3-0.

CC Wade was informed by Mitch Falls, Listing Agent, the prior offer had expired and would have to be resubmitted under the new revision.

REPORT OF COUNCIL COMMITTEES:

- a] **Utilities Committee:** None
- b] **Street Committee:** None
- c] **City Facility Committee:** None
- d] **Public Safety Committee:** None
- e] **Employee Relations and Training:** None

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SPECIAL COMMITTEE REPORTS:

EMERGENCY MANAGEMENT: NONE

CHAMBER OF COMMERCE – NONE

PLANNING & ZONING COMMISSION (PZC): NONE

UNFINISHED BUSINESS:

EMPLOYEE PAY SCALES

Council would like to set up a future workshop after the 2025 Budget is prepared and completed.

NEW BUSINESS:

ORDINANCE NO. AMENDING THE CITY ZONING MAP AND CONDITIONAL USE PERMIT FOR A FACILITY FOR STORAGE AND PROCESSING OF COAL SLAG FOR USE IN THE AIR BLAST/SURFACE PREPARATION AND ROOFING MARKETS LOCATED AT 18730 E 2150 ROAD OF THE LA CYGNE INDUSTRIAL PARK.

Tabled until the July 17, 2024 meeting.

POLICY REVIEW IN PROGRESS

STANDARD OPERATION PROCEDURE MANUAL FOR POLICE AND CITY HALL

DRAFT COMPANY VEHICLE USE POLICY

RENTAL READY PROGRAM (LANDLORD REGISTRATION)

DRAFT ARTICLE 3. WORK-SITE UTILITY VEHICLES, GOLF CARTS AND ALL TERRAIN VEHICLES.

NEW POLICY REVIEW:

ARTICLE 5. PARKING

SOCIAL-MEDIA POLICY

BNSF QUIET ZONE

ADJOURNMENT:

❖ Motion

Council Member Capp moved to adjourn the meeting. Motion seconded by Council Member Smith, voted on, passed 3-0. Time 7:55p.m.

I, _____
(Jodi Wade)

La Cygne City Clerk, do hereby declare the above to be true and correct, to the best of my knowledge, and do hereby subscribe my name on this 2nd day of July 2024.