

Record of the Proceedings of the Governing Body
2017 MEETING MINUTES

REGULAR MEETING:

The La Cygne City Council met on Wednesday, January 4, 2017 at La Cygne City Hall. Council Members present were: Danny Curtis; J. K. Fleming; Jerome Mitzner (arrived at 6:09pm); Esther Shields; and Gerald Williams.

Others in attendance included, but not limited to: City Clerk Devona Herrin; City Attorney John Sutherland; City Fire Chief Dan Nasalroad; Terry Weitman; and Tony Furse.

Mayor Robert Sullivan called the meeting to order at 6:00 p.m. with the pledge of allegiance.

MAYORS COMMENTS:

➤ None.

CONSENT AGENDA:

✓ ***Motion to Approve Consent Agenda***

Council Member Williams moved to approve the consent agenda which consisted of the following:

Minutes of December 21, 2016 City Council Meeting;
Check Register: December 22 – January 4, 2017.

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

DISCUSSION FROM THE FLOOR:

NONE

SPECIAL PROJECTS:

WATER PROJECT UPDATE

1. Report from PWS Jim Johnson – Not available.
2. Contractor Phase I Pay Request #8 for \$37,751.56 – For the month of December.

✓ ***Motion to Approve Contractor Phase I Pay Request #8 for \$37,751.56***

Council Member Shields moved to approve the pay request #8 for \$37,751.56. Motion seconded by Council Member Curtis, voted on, passed 4-0. Time: 6:03 p.m.

3. BG Consultants Phase I Engineering Services Statement for \$8,274.61 – For November.

✓ ***Motion to Approve Phase I November Statement for BG Consultants for \$8,274.61***

Council Member Shields moved to approve the November statement for BG Consultants for \$8,274.61. Motion seconded by Council Member Fleming, voted on, passed 4-0. Time: 6:05 p.m.

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4. CDBG Drawdown Request #9 for \$37,751.56

✓ *Motion to Approve CDBG Drawdown Request #9 for \$37,751.56*

Council Member Shields moved to approve the CDBG Drawdown request #9 for Phase I for a total of \$37,751.56. Motion seconded by Council Member Fleming, voted on, passed 4-0.

Time: 6:06 p.m.

ADA MODIFICATIONS TO CITY HALL (USDA GRANT PROJECT)

1. Formal Proposal from Legacy Contractors, LLC for \$18,851.30 – This is the formal proposal previously approved in 2016 for a 2017 project as part of the USDA Grant Funds for the water project.

✓ *Motion to Approve Proposal from Legacy Contractors, LLC for \$18,851.30*

Council Member Williams moved to approve the proposal from Legacy Contractors for \$18,851.30. Motion seconded by Council Member Curtis, voted on, passed 4-0.

Time: 6:08 p.m.

CAPITAL IMPROVEMENT PROJECTS FOR THE FUTURE

Noted reviewing a proposal by BG Consultants to video the town's sewer lines and then prioritize the lines per national standards as to improvement needs at the January 18th meeting. Also will look at other city improvement projects.

Council Member Mitzner arrived and reported the sewer line behind the car wash that public works was working on due to a blockage was now open and the debris looks like clay.

REPORTS OF CITY OFFICERS:

CITY ATTORNEY – JOHN SUTHERLAND

1. KRWA Attorney's Forum, Wichita, March 28th – One day travel.

✓ *Motion to Approve City Attorney Sutherland to Attend KRWA Attorney's Forum*

Council Member Mitzner moved to approve City Attorney Sutherland to attend the KRWA Attorney's Forum in Wichita on March 28th with per diem. Motion seconded by Council Member Fleming, voted on, passed 5-0.

Time: 6:12 p.m.

Discussed some of the topics in the afternoon could include an FLSA update for on-call pay and concealed carry regarding public employees.

POLICE DEPARTMENT – CHIEF TATE WEST (NOT PRESENT)

Reported on the following:

1. No department report.
2. KPA First Responder Safety Training, Ottawa, January 17th – City Clerk Herrin reported the chief would like for himself and an officer to attend this annual training course. Officer Miles is still attending training and not available to attend.

✓ *Motion to Approve Two to Attend the First Responder Safety Training in Ottawa, January 17th*

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Council Member Mitzner moved to approve the Police Chief and another officer to attend the KPA First Responder Safety Training in Ottawa on January 17th. Motion seconded by Council Member Shields, voted on, passed 5-0. Time: 6:15 p.m.

PUBLIC WORKS DEPARTMENT – SUPERINTENDENT JIM JOHNSON (NOT PRESENT)

Reported on the following:

1. No Report
2. Gas Odorant for Gas Distribution Line – City Clerk reported this is the formal request for the previously discussed gas odorant and the last time discussed they (public works) were ready to order with council approval.

✓ *Motion to Approve Gas Odorant Purchase Request for \$3,784.00*

Council Member Williams moved to approve the gas odorant purchase request for \$3,784.00. Motion seconded by Council Member Fleming, voted on, passed 5-0. Time: 6:16 p.m.

3. KRWA Annual Conference, March 28-30, Wichita – Council Member Curtis noted public works would like to request up to two to attend if the work schedule allows. Have until early March to avoid late fees for registration and can make hotel reservations now.

✓ *Motion to Approve Two to Attend KRWA Annual Conference at Wichita, March 28-30*

Council Member Mitzner moved to approve two public works employees to attend the KRWA Annual Conference in Wichita, March 28-30 with per diem. Motion seconded by Council Member Williams, voted on, passed 5-0. Time: 6:17 p.m.

4. Reindeer and Sleigh – City Clerk reported the last information Jim had given was he had been unable to locate the actual owner of the reindeer and sleigh. Public works is going to store them in the shop for now. Their condition is poor, due to age, and they are no longer in good enough condition to set out next year.

FIRE CHIEF – DAN NASALROAD

None.

CITY CLERK – DEVONA HERRIN

1. Planning Commission Meeting January 12th – Reminder there is a Planning Commission meeting next Thursday, January 12th the city council has made record to attend to discuss the zoning maps. Possible quorum, but no city meeting, thus no action to be taken by the city council. City Attorney will also plan to attend.
2. Quarterly Project Reports for Sidewalk Project and Phase I Water Project – Noted.

COUNCIL COMMITTEE REPORTS:

NONE

SPECIAL COMMITTEE REPORTS:

EMERGENCY MANAGEMENT

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SWANFEST COMMITTEE

UNFINISHED BUSINESS:

CITY WELCOME SIGN

Tabled.

WORKSHOP FOR CODES UPDATE REVIEW

Completed review at workshop. Will prepare to send to CityCode for wrap up and then present to city council for approval.

OUTSTANDING UTILITY BILL PROCESS/POLICY FOR LANDLORDS PROPERTIES

Tabled.

NEW BUSINESS:

SALARY ADJUSTMENT FOR EMPLOYEES

Discussed:

1. Health Insurance premiums increased an average of \$110.00 a month per employee. Health Insurance deductibles also increased this year for the employee. The coverage is still a good policy. Rates and deductibles are going up for the general public.
2. Salary budget sheets for 2016 and 2017 were reviewed reflecting the availability of a rate increase within the salary budget lines. Noted part of the difference was for the future hiring of a Deputy City Clerk.
3. Considered adjustments by a % amount or by a flat amount; from \$.05 to \$.36. With unanticipated overtime from emergencies, city clerk recommended leaving some for working capital. For a 40 hour work week a \$.10 adjustment is \$208.00 a year increase; \$.20 is \$416.00 a year; and \$.25 is \$520.00 a year for \$4,680.00 for nine full time employees.

✓ *Motion to Approve a 3% Raise....*

Council Member Mitzner moved to approve a 3% raise.....Discussed a set amount versus a percentage. Motion dies for lack of a second. Rescinded motion.

✓ *Motion to Approve a \$.20 an Hour Raise for Full Time and Part Time Employees*

Council Member Mitzner moved to approve a \$.20 an hour raise for full time and part time employees. Motion seconded by Council Member Williams, voted on, passed 3-2 (No: Curtis and Shields). Time: 6:50 p.m.

✓ *Motion for Raise to be Effective the First Full Pay Period of 2017 (Pay Day January 27th)*

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Council Member Mitzner moved to have the raise effective the first full pay period of 2017. Motion seconded by Council Member Williams, voted on, passed 3-2 (No: Curtis and Shields). Time: 6:52 p.m.

NEW COUNCIL CHAIRS

City Clerk inquired if the city council was interested in updating the current chairs due to wear and tear. Concurred they were still ok with the chairs they were using. Discussed considering the replacement of the wooden chairs for the public for the possibility of stackable chairs with cushion seats. Concurred to obtain prices for consideration.

MAINTENANCE OF CITY BUILDINGS

City Clerk inquired as to who was responsible for reviewing and maintaining the city's buildings to include the community building and city hall.

Discussed:

1. To hire someone for building maintenance was not in any budget.
2. Maintenance to be from inspecting exterior and addressing concerns to the changing of furnace filters and light bulbs.
3. Any process for work orders to public works.
4. Public Works has helped sometimes; other times says they are not responsible for any part of the city hall or community building maintenance, they don't change light bulbs as it is part of electricity that they don't do.
5. City council member(s) begin to inspect the city buildings for maintenance needs.
6. Let buildings go until a problem is identified.
7. Public Works be responsible for their buildings to report and City Hall employees for city hall. Community building not mentioned.
8. Public Works provide maintenance to all city buildings.
9. Will table until the January 18th city council meeting to have public works available for the discussion.

REVIEW JOB DESCRIPTION FOR CEMETERY CARETAKER

Discussed:

1. 2014 outdated job description to current job description.
2. Minutes leading up to the job description change.
3. Adjust the job description to meet expectations.
4. Add back the responsibility of marking grave spaces.
5. Amount of supervision required depends on individual doing the job; need someone with oversight.
6. During extremely wet years really hard for one person to maintain during the rain periods; unknown when to plan for this type of season.
7. Financial Accountability.
8. Supervised by whom.
9. Hold advertising for position to complete job description.
10. Table until the January 18th city council meeting to have public works available for the discussion.

LINN COUNTY CAPITAL IMPROVEMENT FUND (FY 2017)

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Discussed as primary infrastructure improvement considerations:

1. Sewer mains in need of being videoed to identify any needs prior to a street project.
2. Section of West Lincoln still not hard surfaced, nor having a good base with ditch full of gravel.

EXECUTIVE SESSION

✓ *Motion To Go Into Executive Session*

Council Member Fleming moved to go into executive session for personnel for up to fifteen minutes following a ten minute break. Motion seconded by Council Member Williams, voted on, passed 5-0. Time: 7:33 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 7:58 p.m.

OTHER BUSINESS:

NONE

NOTES AND COMMUNICATIONS TO COUNCIL:

- a] Thank you for Cecil Blevins Memorial
- b] Thank You from Linda Elder
- c] December 8, 2016 Planning Commission Minutes

ADJOURNMENT:

✓ *Motion to Adjourn Meeting*

There being no further business, **Council Member Fleming moved to adjourn the meeting. Motion seconded by Council Member Williams, voted on, passed 5-0.** The Regular meeting was adjourned at 8:00 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 4th day of January 2017.

END OF January 4, 2017 MEETING.

BEGINNING OF January 18, 2017 MEETING

REGULAR MEETING:

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The La Cygne City Council met on Wednesday, January 18, 2017 at La Cygne City Hall. Council Members present were: Danny Curtis; J. K. Fleming; Jerome Mitzner; Esther Shields; and Gerald Williams.

Others in attendance included, but not limited to: City Clerk Devona Herrin; City Attorney John Sutherland; Public Works Superintendent James Johnson; Public Works Robert Spencer; Mike Van Vlack; LeRoy Turpen; and Tony Furse.

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

MAYORS COMMENTS:

- None.

CONSENT AGENDA:

✓ **Motion to Approve Consent Agenda**

Council Member Shields moved to approve the consent agenda which consisted of the following:

Minutes of January 4, 2017 City Council Meeting;
Check Register: January 5 - 18, 2017.

Motion seconded by Council Member Williams, voted on, passed 5-0. Time: 6:01 p.m.

DISCUSSION FROM THE FLOOR:

NONE

SPECIAL PROJECTS:

WATER PROJECT UPDATE

1. Report from PWS Jim Johnson –
 - i. Contractor is back to work after the bad weather,
 - ii. They have bored under the railroad,
 - iii. When the contractor bored across the alley between 4th Street and Broadway on the north side of Market Street they hit the sewer line there, and it has been repaired,
 - iv. There is a change in our inspector, it is now Kenny full time, and,
 - v. The North Broadway intersection at Market will be closed for about a week starting tomorrow to lay the new line.
2. BG Consultants Report – Tabled to the February 1st meeting. An email was received they have sent the tower specs to USDA and KDHE for approval prior to going out to bids.

ADA MODIFICATIONS TO CITY HALL (USDA GRANT PROJECT)

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1. Legacy Contractors Design Options for the Restroom Project – Option 1 has the restroom door opening out into the line of traffic and is rectangular in shape. Option 2 has the restroom door opening into the restroom and is square in shape. Option 2 will extend further south into the room and Option 1 will extend more east than south. Discussed preference for the door opening in.

✓ *Motion to Approve Option 1 Restroom Plan from Legacy Contractors*

Council Member Shields moved to approve Option 1 Restroom Plan from Legacy Contractors. Motion seconded by Council Member Mitzner, voted on, passed 5-0. Time: 6:10 p.m.

CAPITAL IMPROVEMENT PROJECTS FOR THE FUTURE

BG Consultants Sewer Inspection Report has been tabled until the next meeting, February 1st. BG Consultants will be present at the February 1st meeting.

REPORTS OF CITY OFFICERS:

CITY ATTORNEY – JOHN SUTHERLAND

None.

POLICE DEPARTMENT – CHIEF TATE WEST

Reported on the following:

1. Presented handout of report.
2. Damage to Highway Crosswalk Markings by Pharmacy – Discussed some of the stripes for the crosswalk have already been scrapped off by a plow. Chief West will check into who need to repair the damages.

PUBLIC WORKS DEPARTMENT – SUPERINTENDENT JIM JOHNSON

Reported on the following:

1. Jim Released from Work Restrictions – Released for regular work duty today without any restrictions regarding his shoulder surgery. Thanked public works co-workers for working with him while he was limited by his restrictions.
2. Sewer Line Cut by Water Project Contractor – Have learned the sewer back up in the alley behind the car wash two weeks ago was actually from the contractor's water line bore across the alley south of the car wash. A sink hole occurred yesterday in the same area and when dug down to find the problem found the sewer line had been cut as the water line bore was lower than targeted. When digging the 2" water line in the area was broke twice and was quickly repaired by public works. The contractor repaired the sewer line and lifted the water pipe above the sewer line. There are soft spots in the area. They will be adding flowable fill around the sewer pipe for separation between the sewer line and the water line. There have been three call outs to Reddi Rooter by public works and not sure who will be responsible for the costs.
3. Gas Odorant – Has been ordered.

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4. Old Dog Loose on Market St – Public Works picked up an older dog in front of Moon’s grocery store late afternoon yesterday. Obviously a house dog and kept it in public works’ office. The owner was located and picked dog up today. Thanked everyone for caring for the dog.
5. Yearly Gas Contact Updates by Robert Spencer – Passed out the annual Gas Emergency Procedures with updates and acquired signatures for recordkeeping. Will also put handout in next newsletter.

FIRE CHIEF – DAN NASALROAD

None.

CITY CLERK – DEVONA HERRIN

None.

COUNCIL COMMITTEE REPORTS:

STREET

1. Market Street and 4th Street Intersection – Noted the area that was cut by the Phase I project will be completely repaired when working on the Phase II project. The contractor will keep gravel in the area until the repairs are completed.

COMMUNITY BUILDING

1. Inspection Report from Prior Years – Mayor Sullivan asked to have the inspection report done a few years ago brought back to the city council and a copy for BG Consultants as part of the city’s Capital Improvement projects information.

SPECIAL COMMITTEE REPORTS:

EMERGENCY MANAGEMENT

SWANFEST COMMITTEE

UNFINISHED BUSINESS:

CITY WELCOME SIGN

Tabled.

OUTSTANDING UTILITY BILL PROCESS/POLICY FOR LANDLORDS PROPERTIES

Tabled.

ORDINANCE NO. 1449 AMENDING LA CYGNE ZONING MAP

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Discussed the comments made at the January 12th Planning Commission regarding how the recommended updated Zoning Map had been created. The concerned entities at 624 Market and 210 N 4th Street had asked the Planning Commission to reconsider and keep their properties zoned commercial even though they currently have homes on the property. The reason was they abut commercial property and in an area that would be expected to be purchased for commercial property. Concurred to have the draft zoning map to reflect the two properties changed back to commercial and then bring the ordinance (with corrected map) to the next city council meeting for approval.

APPOINTMENT OF PUBLIC BUILDING COMMISSION MEMBERS

Tabled.

STACKABLE CHAIRS FOR CITY HALL

Tabled.

MAINTENANCE OF CITY BUILDINGS

Public Works Superintendent Johnson reported with only four full time employees they were like all the other city workers and just didn't have time to include maintenance of public buildings. However they do some maintenance when special projects arise and they can get to them. He listed several projects including removing some old buildings. They don't wash windows, hang pictures, or feel qualified to do electrical. If a light bulb needs changed out as long as they can work around their other public works jobs that could eventually get done, but would prefer not to have somebody wait until several are out. Discussed the community building filters are located in the ceiling and therefore hard for the city hall employees to address as it requires climbing ladders, etc. Discussed maintenance of sidewalk in front of city hall and the community building; Jim can do it after hours or the weekend on-call guy can come up and blow off the sidewalk, once a week would make a big difference.

REVIEW JOB DESCRIPTION FOR CEMETERY CARETAKER

Discussed Cemetery Caretaker Job Description and what the responsibilities of the Public Works Supervisor &/or department should be when there is no cemetery caretaker. Public Works did not want the responsibility of the actual maintenance of the cemetery, as secondary to other city duties. Is cemetery budget realistic? Is there such an individual willing to work a seasonal job that could work autonomously in the cemetery and maintain the area within the budget? Years ago this was possible; however, does the current job market include such potential workers? Marking graves is another learned technique. Hold a workshop to review and discuss the job description to determine a base description; and, if make adjustments in the future for a new employee, not necessarily change the job description, just note different duties during the individual employee's work period. Prepare to advertise? Plan for summer help?

✓ *Motion to Hold Work Session on February 1st for Cemetery Caretaker Job Description at 5:00 p.m.*

Council Member Curtis moved to have a work session on February 1st for the Cemetery Caretaker Position at 5:00 p.m. Motion seconded by Council Member Shields, voted on, passed 5-0. Time: 7:11 p.m.

LINN COUNTY CAPITAL IMPROVEMENT FUND DISTRIBUTION LETTER FY 2016

Letter includes how the funds were used for the year 2016.

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✓ *Motion to Approve Mayor Signing Letter to Send to Linn County*

Council Member Fleming moved to approve the mayor to sign the Linn County infrastructure letter for the year 2016 and mail to the county. Motion seconded by Council Member Mitzner, voted on, passed 5-0. Time: 7:16 p.m.

LINN COUNTY CAPITAL IMPROVEMENT FUND DISTRIBUTION TO CITIES FY 2017

Tabled to discuss at the next meeting after presentation from BG Consultants for the sewer videoing. Have to have the list ready to the county by the first of March.

NEW BUSINESS:

CITY WIDE TRASH PICK UP IN MAY

Discussed:

1. Costs to the city to provide the day's pick up of other items.
2. Held previously the second Saturday in May.
3. Is there enough benefit to justify the cost?
4. Get firm price for this year and discuss again at the next meeting.

CITY CLERK'S CONFERENCE ON COUNCIL MEETING WEEK, MARCH 15 -17

Discussed the annual city clerks' conference falls on the same week as a city council meeting and the clerk would need to leave on that Tuesday evening if attended the meeting.

✓ *Motion to Approve City Clerk to Attend Conference March 15-17 in Wichita with Per Diem*

Council Member Fleming moved to approve City Clerk Herrin to attend the Clerks' Conference in Wichita, March 15 – 17 with per diem. Motion seconded by Council Member Williams, voted on, passed 5-0. Time: 7:30 p.m.

Discussed possible dates to move the city council meeting for the regularly scheduled meeting date of Wednesday, March 15th.

✓ *Motion to Change March 15th Council Meeting Date to Monday, March 13th at 7:00 p.m.*

Council Member Shields moved to change the March 15th City Council meeting date to Monday, March 13th at 7:00 p.m. Motion seconded by Council Member Williams, voted on, passed 5-0. Time: 7:33 p.m.

Noted daylight savings time starts that Sunday, March 12th, for the change in meeting time.

SUSTAINABLE MANAGEMENT FOR WATER & WASTEWATER UTILITIES, JANUARY 24 & 25, IOLA

No one available to attend.

REVIEW 2016 FINANCIALS AND 2017 BUDGETS AND FUNDS

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City Clerk presented copies of preliminary final 2016 financials and compared the ending cash on hand to the anticipated 2017 budget's expected cash on hand to begin the year 2017. Reviewed the general fund in detail with the potential of carryover for each department within the general fund. Will have the 2016 financials ready for approval at the February 1st meeting.

EXECUTIVE SESSION

✓ *Motion To Go Into Executive Session*

Council Member Fleming moved to go into executive session for personnel and legal for up to twenty-five minutes following a ten minute break. Motion seconded by Council Member Curtis, voted on, passed 5-0. Time: 8:05 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 8:40 p.m.

OTHER BUSINESS:

NONE

NOTES AND COMMUNICATIONS TO COUNCIL:

- a] January 11, 2017 Chamber Meeting Report
- b] KSFFA Capitol Day, February 6th, Topeka

ADJOURNMENT:

✓ *Motion to Adjourn Meeting*

There being no further business, **Council Member Fleming moved to adjourn the meeting. Motion seconded by Council Member Shields, voted on, passed 5-0.** The Regular meeting was adjourned at 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 18th day of January 2017.

END OF January 18, 2017 MEETING.

BEGINNING OF February 1, 2017 MEETING

REGULAR MEETING:

Record of the Proceedings of the Governing Body
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The La Cygne City Council met on Wednesday, February 01, 2017 at La Cygne City Hall. Council Members present were: Danny Curtis; J. K. Fleming; Jerome Mitzner; Esther Shields; and Gerald Williams.

Others in attendance included, but not limited to: City Clerk Devona Herrin; City Attorney John Sutherland; Public Works Superintendent James Johnson; Brett Wagoner with BG Consultants; Brian Kingsley with BG Consultants; and Tony Furse.

Mayor Robert Sullivan called the meeting to order at 6:00 p.m. with the pledge of allegiance led by Council Member Curtis.

MAYORS COMMENTS:

- Asked the public to please be patient with the water project.

CONSENT AGENDA:

✓ **Motion to Approve Consent Agenda**

Council Member Fleming moved to approve the consent agenda which consisted of the following:

Minutes of January 18, 2017 City Council Meeting;
December 2016 Budget Report;
December 2016 Treasurer's Report;
4th Quarter, 2016 Financial Statement;
2016 Annual Financial Statement;
Check Register: January 18 - 31, 2017.

Motion seconded by Council Member Mitzner, voted on, passed 5-0. Time: 6:01 p.m.

DISCUSSION FROM THE FLOOR:

NONE

SPECIAL PROJECTS:

WATER PROJECT UPDATE

1. Report from PWS Jim Johnson –
 - i. Contractor working with Phase 2 project now,
 - ii. Construction is having minimal impact,
 - iii. Clean up is going as best they can.
2. BG Consultants Report with Brett Waggoner and Brian Kingsley –
 - i. Phase I is complete. The contractor is addressing the sidewalk between Broadway and 4th Street except for the alley area where they will be digging again later to lay a 2" line north from the main line just installed in that area.
 - ii. Phase 2 is a 330 working day project. Tomorrow is the weekly progress meeting.
 - iii. Water tower specs have been reviewed by KDHE and the USDA engineers should have comments to the engineers by this Friday. Then should be able to advertise in the next week or two.
 - iv. The Water Treatment Plant plans are anticipated to be about three weeks away from completion. Currently waiting on other companies for cost information.

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- v. The electrical part on the water tower will be included in the water treatment plant portion realizing they will have to be here for two different time periods to connect the new tower to the treatment plant when both are completed.
 - vi. The water tower will be over a year out. The old tower will be removed with the new water tower project.
3. Updating Water Meters Inside Commercial Buildings –
- i. Two properties on the west side of Broadway currently have meters attached to the water line in Broadway Street. Plans are to move them to the water line being installed in the alley behind the block of buildings with the other buildings in that block.
 - ii. Who will be responsible for plumbing these buildings to the newly installed water meter?
 - iii. Discussed the project only requires the contractor to install the new line and the corresponding water meter. The property owner then has the responsibility to reach the water meter.
 - iv. With this being a city project it was discussed the property owners obtain costs to hire a contractor to have the water lines in the buildings re-plumbed and connected to the new water meter location for that property. This leaves the liability with the property owner and his contractor as is intended with city codes and building codes.
 - v. There are four commercial buildings effected and 5 meters (one building has two meters).
 - vi. Recommendation is to ask the property owners for the estimated costs of their contractor and the city ask USDA to reimburse these expenses as part of the improvement project as a legitimate expense.
 - vii. Public Works Superintendent will ask the property owners for copies of some bid prices they obtain to report with. Brett Waggoner will contact USDA for approval for reimbursement. There is a workable timeline to complete this project as the alley line is not being addressed immediately.
 - viii. All will report back.
4. Contractor's Phase 1 Pay Request #9 for \$56,836.40

✓ *Motion to Approve Phase 1 Contractor's Pay Request #9 for \$56,836.40 Pending CDBG Approval*

Council Member Mitzner moved to approve Contractor's Phase 1 Pay Request #9 for \$56,836.40 pending CDBG Approval. Motion seconded by Council Member Fleming, voted on, passed 5-0. Time: 6:22 p.m.

5. Water Bore Cut Sewer Main in Alley Between Broadway and 4th Street
- i. Public Works Superintendent Johnson asked about reimbursement for the Reddi Services cost for cleaning out the sewer main that was cut when the new water line was bored in this area and no one realized it had been cut. Reddi Services was called one time thinking it was just a problem with the sewer line and then about two weeks later they had to be called out again and the city dug and found the problem. Reddi Services had to come a third time to clean out after the repairs. There is now an outstanding bill for three calls.
 - ii. Discussed the city marked the area and the contractor worked within the area and Jim felt everyone had worked together and was there a way the project could absorb the cost of Reddi Services statements.
 - iii. Brett with BG Consultants will check with USDA for this one incident. The engineer will also remind the contractor part of the project calls for them to pot hole these areas to locate the sewer line and to physically find them in the future to avoid these situations, or their responsibility to them.
6. CDBG Drawdown Request #10 for \$35,238.00

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✓ *Motion to Approve CDBG Drawdown Request #10 for \$35,238.00*

Council Member Mitzner moved to approve CDBG Drawdown request #10 for \$35,238.00. Motion seconded by Council Member Williams, voted on, passed 5-0. Time: 6:35 p.m.

7. Contractor's Phase 2 Pay Request #4 for \$68,801.38

✓ *Motion to Approve Contractor's Phase 2 Pay Request #4 for \$68,801.38*

Council Member Williams moved to approve Contractor's Phase 2 pay request #4 for \$68,801.38. Motion seconded by Council Member Mitzner, voted on, passed 5-0. Time: 6:38 p.m.

8. Phase 1 Seeding and Fire Hydrants

- i. The seeding is being placed around the newest part of the sidewalk after the water line was completed and then the sidewalk.
- ii. The fire hydrants will be adjusted to the fire chief's specifications prior to releasing the retention on Phase 1.

9. Approve Construction Inspector, Kenny Dornes, for USDA Requirements

✓ *Motion to Approve Kenny Dornes as Construction Inspector for Water Project*

Council Member Mitzner moved to approve Kenny Dornes for the construction inspector for the water project. Motion seconded by Council Member Fleming, voted on, passed 5-0. Time: 6:42 p.m.

ADA MODIFICATIONS TO CITY HALL (USDA GRANT PROJECT)

1. Setting Work Schedule Later this Month

CAPITAL IMPROVEMENT PROJECTS FOR THE FUTURE

1. BG Consultants Sewer Inspection Proposal –

- i. The city's water rate structure is high; however, the sewer rate structure is in good shape. With the sewer user rate for the average 5,000 gallons of usage being in the mid \$20's range the current rate structure does not qualify for USDA grant money.
- ii. In the evaluation phase it would be best to evaluate the entire sewer system and obtain reports by smoke testing the sewer lines and to camera the lines by certified TV inspectors. Videoing the lines will include a national program report prioritizing the sewer line areas into 5 different possible levels of condition throughout the town.
- iii. The rehab phase would be to address the improvements, generally addressing the worst first.
- iv. The total cost to do a system wide TV inspection was estimated to be \$103,250.00 for 45,000 L.F. of line.
- v. Discussed two concepts of possible sewer improvements based on limited current known conditions of some of the sewer lines; and possible methods of loans to pay for the improvements. Reviewed 20 year KDHE loans, 40 year USDA loans, CDBG grants to match with loans. To apply for some this year, action would have to be taken in the next few weeks, but there were also other years and methods of financing.

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- vi. Discussed service lines infiltrating the sewer system. Smoke testing is a good method of identifying improper service line connections. The city council would need to be ready to move forward with addressing improper service line connections.
- vii. One option would be to hold Public Meetings informing the public of the concerns and needs for the city infrastructure.
- viii. Council thanked the engineers and advised they wanted to think further about it.

REPORTS OF CITY OFFICERS:

CITY ATTORNEY – JOHN SUTHERLAND

None.

POLICE DEPARTMENT – CHIEF TATE WEST

None.

PUBLIC WORKS DEPARTMENT – SUPERINTENDENT JIM JOHNSON

Reported on the following:

1. Two Water Line Breaks repaired – one in alley behind car wash and the other on Broadway.
2. Mike Hilton’s Curbing in front of old chiropractors office (121 N Broadway) – Mike Hilton asked public works who was responsible for repairing/replacing the curb in front of his building that has fell apart. Discussed the sidewalks are the property owners’ responsibility. In years past there has been a program the city participated in with the county to help with a cost share with the property owner. City Clerk did not know if that program was still available, would check. Public Works will get estimate of cost from the contractor working on the water project, which includes a cost for the replacement of sidewalk when necessary for that project.
3. 2 Gas Leaks – Both have been repaired.
4. 2 Dog Call Outs – Helped the police department with two dog call outs for dog running at large.
5. Patched Some Roads – Addressed some pot-holes in the roads.
6. Cemetery Roads – These have been bladed. Looking for weed/grass spray for the roads that will not hurt the trees. The previous spray used may be harming the trees.
7. Building Maintenance – Replaced one foot of downspout on community building; and changed out the furnace filters. Will reuse the filters if in good shape. Swept sidewalks on Sunday. Made a repair on the pump house at the park. Replaced some screws in the metal roof of the cemetery building.

FIRE CHIEF – DAN NASALROAD

None. (Will have an equipment purchase request at a future meeting.)

CITY CLERK – DEVONA HERRIN

None.

COUNCIL COMMITTEE REPORTS:

GENERAL

1. Committees Working with Supervisors – Discussed the committees working with the supervisors, especially to prepare to bring information on the specified committee topic prior to

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a meeting. Noted this is part of the committee process and to avoid any open records activity the Governing Body Handbook distributed by the League and available at city hall is a good resource for expectations of the committees.

SPECIAL COMMITTEE REPORTS:

EMERGENCY MANAGEMENT

SWANFEST COMMITTEE

UNFINISHED BUSINESS:

CITY WELCOME SIGN

Tabled.

OUTSTANDING UTILITY BILL PROCESS/POLICY FOR LANDLORDS PROPERTIES

Tabled.

ORDINANCE NO. 1449 AMENDING LA CYGNE ZONING MAP

Tabled – the maps at the table are not the correct maps. Will have at the next meeting.

APPOINTMENT OF PUBLIC BUILDING COMMISSION MEMBERS

Mayor Sullivan discussed replacing members with Jodi Wade and since they do not meet right now they were not sure they needed to be replaced at this time. The Public Building Commission does need to exist until the pool bonds are paid off.

STACKABLE CHAIRS FOR CITY HALL

Presented prices from Navrat's, Quill, and Walmart. Navrat's will bring a chair and let the council physically see them prior to purchasing, with the cost comparatively the same and they will bring the chairs ready to use. The cost for 20 chairs for each of the four chairs was reviewed as well as the possible width of the seats and the durability. Council asked to physically view the chairs. Will try to have at the next meeting.

REVIEW JOB DESCRIPTION FOR CEMETERY CARETAKER

Council noted the changes that were reviewed in the workshop prior to the city council meeting. Asked to have the position report to the Public Works Superintendent with a minimum amount of supervision and expected to provide leadership and direction to part-time and temporary employees working in the cemetery. The Public Works Supervisor will participate in the annual budget process for this budget portion. Under physical requirements to repeat the need to specifically operate lawn mowers and weed-eaters.

✓ *Motion to Approve Updated Cemetery Caretaker Job Description*

Council Member Fleming moved to approve the updated Cemetery Caretaker Job Description with the presented additions. Motion seconded by Council Member Sheilds, voted on, passed 5-0. Time: 8:18 p.m.

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LINN COUNTY CAPITAL IMPROVEMENT FUND DISTRIBUTION TO CITIES FY 2017

Have to make a decision and report to the county by March 1st. The amount available this year is \$54,279. Last year split the funds between the roads in the cemetery and cleaning the known worst parts of the sewer mains. The sewer videoing is more costly than the dollars available. Discussed chip & sealing the portion of Lincoln Street that was rebuilt and now just gravel; &/or, clean rest of the sewer lines; &/or cost of weed killer that will work on the cemetery roads. Public Works will check on a price for cost of covering Lincoln Street. City Clerk to check with county if it has to be a fixed amount for a split project, or adjust if needed when actual work would begin (ie. Lincoln Street). Will review costs at next meeting.

CITY WIDE TRASH PICK UP IN MAY

Discussed:

1. Cost this year: \$2,400 for 2 trucks.
2. Previous volume from city: 8.19 tons in 2015 and 8.27 tons in 2016 with 2 trucks each year.
3. Per Google the average trash truck can haul 9 tons of trash. Cut back to one truck?
4. Find out how much these trucks can hold and discuss again at the next meeting.

NEW BUSINESS:

MOBILE PHONE SERVICE REVIEW

Discussed:

1. Most employees happy with US Cellular, it works well in the city street barn, (when other carriers did not).
2. Reviewed number of city cell phones and how they are distributed.
3. Instead of furnishing government city cell phones possibly pay a stipend. Concerns about personal phone numbers being available to all of the public 24/7 and being called for evidence.
4. Smart phones versus flip phones. Public Works preferred military flip phones due to their durability for their work environment.
5. Would need to invest in sturdy cases for any smart phones.
6. City Clerk will do some more research on adding more smart phones for some and leaving public works with the flip phones.

KRWA DESIGNATION OF VOTING DELEGATE FOR ANNUAL MEETING

Noted Gerald McCarty is attending the annual meeting and if it works out Robert Spencer will also attend.

✓ *Motion to Approve Gerald McCarty as the City's KRWA Voting Delegate at the Annual Meeting*

Council Member Fleming moved to approve Gerald McCarty as the city's KRWA Voting Delegate at the annual conference. Motion seconded by Council Member Williams, voted on, passed 5-0. Time: 8:56 p.m.

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APPOINTMENT OF LA HARPER HEIGHTS SENIOR HOUSING (MELODY TROTH RESIGNATION)

Tabled.

EXECUTIVE SESSION

NONE

OTHER BUSINESS:

NONE

NOTES AND COMMUNICATIONS TO COUNCIL:

- a] 2012 Community Building Inspection Report
- b] January 2017 Park Board Meeting Minutes
- c] KMU Dispatch, January 24, 2017
- d] January 2017 Planning Commission Meeting Minutes
- e] Chamber Notes
- f] KMU Dispatch, January 31, 2017

ADJOURNMENT:

✓ *Motion to Adjourn Meeting*

There being no further business, **Council Member Fleming moved to adjourn the meeting. Motion seconded by Council Member Shields, voted on, passed 5-0.** The Regular meeting was adjourned at 8:58 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 1st day of February 2017.

END OF February 1, 2017 MEETING.

BEGINNING OF February 15, 2017 MEETING

REGULAR MEETING:

The La Cygne City Council met on Wednesday, February 15, 2017 at La Cygne City Hall. Council Members present were: Danny Curtis; J. K. Fleming; Esther Shields; and Gerald Williams. Absent: Jerome Mitzner.

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Others in attendance included, but not limited to: City Clerk Devona Herrin; City Attorney John Sutherland; Public Works Superintendent James Johnson; Brett Waggoner with BG Consultants; Bobby Lawson; Mike Van Vlack; LeRoy Turpen; and Tony Furse.

Mayor Robert Sullivan called the meeting to order at 6:00 p.m. with leading the pledge of allegiance.

MAYORS COMMENTS:

- Asked for a moment of silence for the recent family losses in the community.

CONSENT AGENDA:

✓ ***Motion to Approve Consent Agenda***

Council Member Shields moved to approve the consent agenda which consisted of the following:

Minutes of February 1, 2017 City Council Meeting;
January 2017 Budget Report;
January 2017 Treasurer's Report;
Check Register: February 1 - 15, 2017.

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

DISCUSSION FROM THE FLOOR:

BOBBY LAWSON WITH ROOSTERS COLLECTABLES

Bobby Lawson with Roosters Collectables introduced himself to the city council. He has recently opened his new store containing miscellaneous recyclable items at 115 N Broadway. He is looking to get the word out that his store is open for business.

SPECIAL PROJECTS:

WATER PROJECT UPDATE

1. Report from PWS Jim Johnson –
 - i. Contractor is working on target with project time line; currently cleaning up in the area they have been working in.
 - ii. During the inspection of the water line area have found and repaired three gas line minor leaks, which has been good for the city.
 - iii. Mayor Sullivan inquired as to the north water tower status now that the first phase of the project was complete. Brett Waggoner, with BG Consultants, reported the lines that were completed have been checked and are ready to go. However, those lines connect to other lines being constructed in Phase II and therefore it is not possible to 'turn on' the new line to the tower until all of the connections to the adjoining lines are complete. The new line has been tested and we know it will work. Discussed the new lines will never be connected to the old witch hat water tower that is being replaced.
2. Update on Water Meters Inside Commercial Buildings –
 - vii. PWS Johnson reported he had been in contact with the one property owner but had not received any quotes from him yet. He also noted the city would be responsible for the Community Building reconnection to the outside meter.
3. Logo on Top of New Water Tower –

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- ix. CC Herrin reported USDA will not provide the funds to put the swan logo on the new water tower. They will pay for the name to be on the tower out of the project funds, but not the swan logo. A separate line item will be on the bid sheets for the logo and then the city can decide if they want to pay that line item, or if they want to handle it in the future as a totally separate project.
4. KDOC Time Extension Request for Phase I to Complete Paperwork

✓ *Motion to Approve Phase 1 KDOC Time Extension Request with Signed Letter and Amendment*

Council Member Williams moved to approve the letter and contract amendment to request the KDOC time extension request. Motion seconded by Council Member Fleming, voted on, passed 4-0. Time: 6:18 p.m.

ADA MODIFICATIONS TO CITY HALL (USDA GRANT PROJECT)

1. Setting Work Schedule Later this Month – CC Herrin reported the contractor had called earlier in the week and had plans to begin next week. The office furniture would be moved later this week.

CAPITAL IMPROVEMENT PROJECTS FOR THE FUTURE

1. BG Consultants Sewer Inspection Proposal –
 - ix. Brett Waggoner, with BG Consultants, presented an option for the city to review the sewer lift stations and lagoons for some updates that public works felt needed addressed; and, if the expected needs existed, they could be combined into a package with videoing the sewer lines and apply for a matching CDBG grant this fall. To have BG Consultants' sewer specialist do a site evaluation of the lift stations, force main, and sewer lagoons and then suggestions from the findings would have a cost of \$5,800.00. Then if the city wanted to move forward with a formal PER to apply for a grant about 80% of the cost would already be covered with this preliminary inspection report.
 - x. PWS Johnson agreed he felt the force main was the main problem as all of the city's flow goes to the one location south at the city park.
 - xi. CC Herrin reported the fees would apply to the sewer fund for this initial cost. Discussed the different options for matching grant funds for a smaller project to address any issues identified by this inspection and videoing the sewer lines. There is the option to apply for additional SRF loans and add any new expenses to the existing SRF loan. This would be considered a short term loan and combined into a bigger project later if a bigger project was determined to be needed prior to addressing the city's goal to address the streets.
 - xii. Discussed utilizing the Linn County Infrastructure funds for the initial costs.

2. Linn County Capital Improvement Fund Distribution FY 2017 for \$54,279.00
 - i. Lincoln Street west of Broadway Street Repair – Council Member Fleming has met with Linn County Commissioners and they will help with the road improvement using county equipment and manpower. They discussed estimated costs of materials and should not exceed \$14,000.00 to relay the top of Lincoln Street west of Broadway west to the last

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- house on the south side of Lincoln Street. Discussed applying a portion of the funds towards this improvement project.
- ii. Sewer System inspection Report of Lift Stations, Force Main, and Lagoons can be completed for \$5,829.
 - iii. Contact has been made with Dennis Arnold to determine if the allocated Improvement fund amounts could change depending on final prices. There is flexibility within the identified improvement projects.

✓ *Motion to Approve \$5,829 for Sewer System Evaluation from Linn County Improvement Funds*

Council Member Curtis moved to approve \$5,829 for the Sewer System evaluation of the lift stations to lagoons using the funds from the Capital Improvement distribution. Motion seconded by Council Member Williams, voted on, passed 4-0. Time: 6:42 p.m.

- iv. Discussed: 1. Allocating \$14,000 for the road improvement project on Lincoln Street. 2. Using the difference of \$40,279 to the sewer project to include the already approved \$5,829 for the sewer evaluation. This would include using matching funds for a CDBG grant this fall for sewer improvements, or cleaning more lines if the grant is not approved.

✓ *Motion to Approve Allocation of Linn County City Infrastructure Grant*

Council Member Fleming moved to approve the Linn County City Infrastructure Grant allocation to be split from \$14,000 for the Lincoln Street project and the difference of \$40,279 for the sewer improvement project. Motion seconded by Council Member Williams, voted on, passed 4-0. Time: 6:47 p.m.

REPORTS OF CITY OFFICERS:

CITY ATTORNEY – JOHN SUTHERLAND

None.

POLICE DEPARTMENT – CHIEF TATE WEST

Reported on the following:

1. Activity Report Since Last Council Meeting – Presented. Noted roughly 9 dogs still not tagged FY 2016-2017. Citations have been issued. Dog Days for 2017 is scheduled for April 1st. Sending post card reminders to those who currently have tagged animals.
2. Status of New Police Officers – Officer Michael Miles will be graduating from the academy Friday, February 17th. Kurtis West leaves for full time academy training Mid-March.

PUBLIC WORKS DEPARTMENT – SUPERINTENDENT JIM JOHNSON

Reported on the following:

1. Normal Maintenance Since Last Meeting – includes a large increase in locates with KCP&L installing new light poles.

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2. KRWA Revised Water Regulatory Requirements Training, March 7th – Would like to send a person, the class qualifies for hours for renewal of water certificate. Not sure what the workload will be at that time.

✓ *Motion to Approve One to Attend the KRWA Training on March 7th in Chanute*

Council Member Fleming moved to approve one public works employee to attend the KRWA training session in Chanute on March 7th if work schedule allows. Motion seconded by Council Member Williams, voted on, passed 4-0. Time: 6:54 p.m.

3. Advertise for Seasonal Summer Public Works Help and Part-time Cemetery Caretaker – Discussed prior the hiring of two for Seasonal Summer Public Works Help and a Part-time Cemetery Caretaker.

✓ *Motion to Approve Advertising for Seasonal Summer Public Works Help & Cemetery Caretaker*

Council Member Curtis moved to approve advertising for seasonal summer public works help and for a part-time cemetery caretaker. Motion seconded by Council Member Fleming, voted on, passed 4-0. Time: 6:55 p.m.

FIRE CHIEF – DAN NASALROAD

Purchase a 6" Suction Siamese Valve from Jerry Ingram/Fire & Rescue – In the absence of the fire chief, Council Member Fleming reported Dan was requesting to purchase a 6" F Suction Siamese Valve to attach to the fire hose that will be used with the new water hydrants being installed with the water project. This valve helps fill up the truck faster. The cost is \$1,955.95 plus shipping.

✓ *Motion to Approve Purchase of 6" F Suction Siamese Valve for \$1,955.95 Plus Shipping*

Council Member Williams moved to approve the purchase of the requested 6" Suction Siamese valve for a cost of \$1,955.95 plus shipping. Motion seconded by Council Member Shields, voted on, passed 2-0-2 (Abstain: Curtis & Fleming). Time: 6:59 p.m.

CITY CLERK – DEVONA HERRIN

Reported on:

1. Codes Book Status and Outstanding Utility Bill Process/Policy for Landlords Properties – Inquired as to status of City Attorney working with the updates for the codes book and anticipated date to have ready for the city council; and, would the city council be ok with City Attorney Sutherland working on the Outstanding Utility Bill for Landlords change as there continues to be other projects pushing it back on the city clerk's workload. Council concurred the City Attorney work on the Utility Bill change and CA Sutherland reported he would have some information as to status of the codes book update at the next city council meeting.

COUNCIL COMMITTEE REPORTS:

NONE

SPECIAL COMMITTEE REPORTS:

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EMERGENCY MANAGEMENT

SWANFEST COMMITTEE

UNFINISHED BUSINESS:

CITY WELCOME SIGN

Tabled.

OUTSTANDING UTILITY BILL PROCESS/POLICY FOR LANDLORDS PROPERTIES

Tabled.

ORDINANCE NO. 1449 AMENDING LA CYGNE ZONING MAP

Presented corrected maps with ordinance for approval. A final map with the noted updates will be obtained from the Linn County Mapping Department. Linn County Mapping has been very helpful with this project.

✓ *Motion to Approve Ordinance No. 1449 Amending La Cygne Zoning Map With Noted Corrections*

Council Member Fleming moved to approve Ordinance No. 1449 with the noted corrections. Motion seconded by Council Member Williams, voted on, passed 4-0. Time: 7:06 p.m.

STACKABLE CHAIRS FOR CITY HALL

Presented a chair from Navrat's for the price of \$39.95 with a five year warranty for failure of parts and a weight of up to 500 lbs. Some from the audience sat in the chair and noted it was much better than the existing chairs. Currently have 21 of the wooden chairs.

✓ *Motion to Approve Purchase of 21 Chairs for a Cost of \$840 from Navrat's*

Council Member Williams moved to purchase 21 chairs from Navrat's for a cost of \$840.00. Motion seconded by Council Member Fleming, voted on, passed 3-1 (No: Shields). Time: 7:08 p.m.

Council discussed the disposition of the wooden chairs. Agreed to find a home, not just destroy. Council Member Shields noted she was ok with the purchase of new chairs if the old chairs were not destroyed.

MOBILE PHONE SERVICE REVIEW

Tabled.

CITY WIDE TRASH PICK UP IN MAY

Discussed:

1. The trucks can hold 9 ton of bagged household trash. However, the items being picked up on Clean-Up Day are not the daily trash bags, they are mattresses, and other large items that will not compact as everyday trash will.

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2. The previous two years they have used the 2 trucks and they have started at 7 a.m. to meet their required time of being back at the dump site by 11:45 a.m. with full loads both years.
3. If just hire for one truck what would city do with the outstanding the truck could not handle. PWS Johnson did not recommend leaving trash in some areas and felt that a lot of the residents planned on this cleanup day to get rid of items. CC Herrin noted for the community it would be best to not have a cleanup day or to have the expense of two trucks at \$2,400.
4. The trash company needs to know so they can get the city on their schedule.

✓ *Motion to Approve CleanUp Day on May 13th with Two Trucks for \$2,400*

Council Member Fleming moved to approve two trucks for a total of \$2,400 for CleanUp Day on Saturday, May 13th. Motion seconded by Council Member Williams, voted on, passed 4-0.

Time: 7:14 p.m.

CURBING REPAIR/REPLACEMENT FOR 121 N BROADWAY

- i. Public Works Cost Estimates: Contractor noted it would be the unit cost being charged to the city in the water project. That exact cost was not known and would check further as to what it was.
- ii. County Matching Funds Program Report: CC Herrin reported there is still a matching funds for sidewalk improvements with the county based on a 50/25/25 cost share where the property owner pays 50%, the county and city each pay 25%, for not more than \$3,000 for the county's share in any one year for a city.

APPOINTMENT OF LA HARPER HEIGHTS SENIOR HOUSING BOARD (MELODY TROTH RESIGNATION)

Tabled.

CITY WIDE GARAGE SALE ON SATURDAY, MAY 6TH

Inquired if the city wanted to continue the annual City Wide Garage Sale the first Saturday in May which would be May 6th. Council concurred.

NEW BUSINESS:

REVIEW 2ND MARCH MEETING BACK TO MARCH 15TH REGULAR MEETING DATE

CC Herrin reported she would not be able to attend the city clerk's conference the week of the March 15th meeting and was the city council interested in moving the changed meeting date from Monday, May 13th back to the regular date and time of Wednesday, March 15th. This will also be the first meeting date after daylight saving's time, so will meet at 7:00 p.m.

✓ *Motion to Meeting Date Back to Wednesday, March 15th, at 7:00 P.M.*

Council Member Fleming moved to change the council meeting date back to the regular Wednesday, March 15th date starting at 7:00 p.m. Motion seconded by Council Member Curtis, voted on, passed 4-0. Time: 7:19 p.m.

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LKM TRAINING CLASS, FRIDAY, MARCH 3RD, SHAWNEE

CC Herrin noted this training class pertains to an updated Clerk's Manual and is often a good way for the city council as well as the clerk to understand the duties and responsibilities of municipal clerks. The date is a difficult date for the city clerk to make, was anyone else interested?

✓ *Motion to Approve Attending the LKM Training Class on Friday, March 3rd, in Shawnee*

Council Member Shields moved to approve attending the LKM Training Class on Friday, March 3rd, in Shawnee. Motion seconded by Council Member Fleming, voted on, passed 4-0.

Time: 7:24 p.m.

LA CYGNE CHAMBER OF COMMERCE SUBTHEME ON CITY'S WEBSITE

Reported the Chamber was agreed to pay the \$300 to have a subtheme under the city's website with Allyson James handling the changes to the website to keep the city's website secure from multiple users; just need final approval from the city council.

✓ *Motion to Approve Chamber for a Subtheme Under City's Website at Chamber's Cost*

Council Member Fleming moved to approve the Chamber of Commerce to have a website as a subtheme under the city's website at no cost to the city. Motion seconded by Council Member Williams, voted on, passed 4-0.

Time: 7:25 p.m.

CENSUS 2020 INFORMATIONAL MEETING, MARCH 1ST, TOPEKA

This is a presentation by the U.S. Census Bureau and the League of Kansas to obtain information on what all is involved by the cities to prepare for the 2020 Census. Council Member Shields was available to attend the session on March 1st in Topeka.

✓ *Motion to Approve Council Member Shields to Attend 2020 Census Training in Topeka*

Council Member Curtis moved to approve Council Member Shields to attend the 2020 Census training in Topeka on March 1st with mileage. Motion seconded by Council Member Fleming, voted on, passed 4-0.

Time: 7:30 p.m.

EXECUTIVE SESSION

NONE

OTHER BUSINESS:

NONE

NOTES AND COMMUNICATIONS TO COUNCIL:

- a] KDHE 'Reduced Chlorite Monitoring' Letter
- b] KMU *Headlines*, February 10, 2017
- c] February 10, 2017 Chamber of Commerce Update
- d] Officer Michael Miles' Graduation Reception

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e] Mine Creek Amateur Radio Club Thank You Letter

ADJOURNMENT:

✓ *Motion to Adjourn Meeting*

There being no further business, **Council Member Fleming moved to adjourn the meeting. Motion seconded by Council Member Shields, voted on, passed 4-0.** The Regular meeting was adjourned at 7:33 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 15th day of February 2017.

END OF February 15, 2017 MEETING.

BEGINNING OF March 1, 2017 MEETING

REGULAR MEETING:

The La Cygne City Council met on Wednesday, March 01, 2017 at La Cygne City Hall. Council Members present were: Danny Curtis; J. K. Fleming; Jerome Mitzner; Esther Shields; and Gerald Williams.

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Others in attendance included, but not limited to: City Clerk Devona Herrin; City Attorney John Sutherland; Public Works Superintendent James Johnson; Fire Chief Dan Nasalroad; Public Works Robert Spencer; Bernita Robbins; Mr. Robbins; Nick Brenneman; Mike Van Vlack; LeRoy Turpen; and Tony Furse.

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

MAYORS COMMENTS:

- Received thank you card from Jerome Moore's family for the flowers sent for his mother-in-law's funeral.
- Daylight savings time starts on March 12th and the next council meeting on the 15th will start at 7:00 p.m. recognizing the time change.

CONSENT AGENDA:

✓ ***Motion to Approve Consent Agenda***

Council Member Williams moved to approve the consent agenda which consisted of the following:

Minutes of February 15, 2017 City Council Meeting;
Check Register: February 16 - 28, 2017.

Motion seconded by Council Member Mitzner, voted on, passed 5-0. Time: 6:01 p.m.

DISCUSSION FROM THE FLOOR:

BERNITA ROBBINS REGARDING EXCESSIVE GAS BILL FOR ONE MONTH AT 722 VINE STREET

Bernita Robbins introduced herself as the owner of a property in town of which she had received an excessively high bill for gas usage one month while the month before and the month after was in line with the time of year, weather, and occupancy. Didn't understand why it was so high. Have had the appliances and furnace checked with no issues found.

PWS Johnson reported on 01/04/2017 a request had been issued and they had checked the premises and found a gas leak on a small fitting on a wall heater in the basement. They turned the valve off, checked the meter and ground for leaks and found none. Bobby Spencer reported they had changed the gas meter out a year ago so it was a newer meter. When he checked everything out he did not find anything uncommon for the weather conditions that day. Public Works noted it was an approximately six weeks bill for that billing cycle due to the holiday schedule for the meter reading time frame; the meter shows the usage and cannot find any excessive use from the city's checks; but don't mind checking again.

No action taken. Bernita Robbins thanked the city council for their time.

PUBLIC WORKS ROBERT SPENCER NOTICE OF RESIGNATION AS OF MARCH 23, 2017

Robert Spencer read a letter of resignation stating his last day would be March 23, 2017. He said he loved his time here but: 1. felt his options and ability to grow were limited in La Cygne, 2. felt public works was always being downed while they were actually the back bone of the city, and 3. felt the small workforce of primarily ten people should have more cohesion and shouldn't have weekly issues directed at public works personnel. He looked forward to watching La Cygne grow. Financially he could

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not afford to stay with the city at \$13.00 per hour when the police start at \$15.00 an hour and Jim should be at \$18-\$19.00 an hour. Here there are too many trying to be boss and for Devona to question his ability she should be talking to him, she has not had the public works training he has had, and if she wants to talk to Jim and him both that is ok too, but he should be included when she talks to Jim.

PWS Johnson noted he approved of Bobby's work and feelings and he would be hard to replace. Will miss him.

SPECIAL PROJECTS:

WATER PROJECT UPDATE

1. Report from PWS Jim Johnson –
 - i. Contractor is headed to Lincoln Street while finding obstacles along the way. Doing a good job and on track.
 - ii. Discussed the west part of Lincoln Street in the area to be resurfaced with the county's help. Jim was not sure when they were going to lay the water line in that area that will run down the center of the street. Lack of another location in the area to lay the water line along the ditch. Concurred not to resurface the road until after the water line was in place.
2. Orr Wyatt Streetscapes Pay Request #5 for Phase II for \$216,877.66

✓ *Motion to Approve Phase II Contractors Pay Request #5 for \$216,877.66*

Council Member Mitzner moved to approve the contractor, Orr Wyatt's, pay request #5 for \$216,877.66 for Phase II. Motion seconded by Council Member Shields, voted on, passed 5-0. Time: 6:21 p.m.

ADA MODIFICATIONS TO CITY HALL (USDA GRANT PROJECT)

1. Status – Construction on restroom has begun. CC Herrin not sure of completion target date.

CAPITAL IMPROVEMENT PROJECTS FOR THE FUTURE

1. Sewer Review Project – No report.
2. Linn County Capital Improvement Fund Distribution FY 2017 for \$54,279.00
 - v. Linn County Economic Development approved the city's plans for the distribution of funds.

REPORTS OF CITY OFFICERS:

CITY ATTORNEY – JOHN SUTHERLAND

None.

POLICE DEPARTMENT – CHIEF TATE WEST

None.

PUBLIC WORKS DEPARTMENT – SUPERINTENDENT JIM JOHNSON

Reported on the following:

1. Curbing Repair/Replacement for 121 N Broadway – Information from Orr Wyatt still pending.

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2. Water Meters Inside Commercial Buildings Owned by Mike Hilton – (Water meters inside buildings to be moved outside buildings with water project.) Have not received any information from Hilton at this time.
3. Part-time Cemetery Caretaker Applications – Have reviewed the applications and the most suitable is Brandy VanVlack with the most qualifications ~~even though she is Mike VanVlack's wife~~. Public Works has always jumped in and help get the cemetery ready for Memorial Day; however, need to get the fallen leaves mulched now.
4. Seasonal Summer Help – Dane Williams has applied to return this year and recommend he work for the city again this year. Don't know the other applicants and need two for summer help.

City Attorney Sutherland requested he wait for executive session under personnel.

FIRE CHIEF – DAN NASALROAD

None.

CITY CLERK – DEVONA HERRIN

Reported on:

1. Replacing Toilet in North Restroom – While the contractor is working on the ADA project they can install an ADA toilet in the north restroom for between \$400.00 to under \$500.00. This has been a troublesome toilet and Jim has just worked on it recently indicating a change would be needed in the near future. The toilet is a commercial toilet for public use. Jim concurred the toilet does need to be replaced. Council concurred would have the toilet replaced.

COUNCIL COMMITTEE REPORTS:

NONE

SPECIAL COMMITTEE REPORTS:

EMERGENCY MANAGEMENT

SWANFEST COMMITTEE

UNFINISHED BUSINESS:

CITY WELCOME SIGN

Tabled.

OUTSTANDING UTILITY BILL PROCESS/POLICY FOR LANDLORDS PROPERTIES

Tabled.

STACKABLE CHAIRS FOR CITY HALL

Council Member Shields asked to have the existing chairs put out to bids if the city no longer wanted them in the office, did not want them destroyed.

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Explained the chair that was approved at the last meeting had damage to the vinyl so did not order them. Contacted Navrat's and he brought a heavier vinyl chair for this meeting for a total cost of \$56.75. Linda worked with him on getting the price down and this is comparable to other companies. Asked the city council to consider the better vinyl quality chair for an additional \$16.75 each over the previous price of \$39.95 for an additional cost of \$351.75 for the 21 chairs.

✓ *Motion to Approve Adding \$351.75 to Cost for Better Chairs from Navrat's*

Council Member Williams moved to add \$351.75 to the cost of the chairs for better vinyl quality. Motion seconded by Council Member Mitzner, voted on, passed 5-0. Time: 6:35 p.m.

MOBILE PHONE SERVICE REVIEW

Tabled.

APPOINTMENT OF LA HARPER HEIGHTS SENIOR HOUSING BOARD (MELODY TROTH RESIGNATION)

Opening this position to the public. If anyone is interested, please contact city hall.

NEW BUSINESS:

WAVE COMMUNITY BUILDING FEE FOR 'FIRST IMPRESSIONS' ON APRIL 18TH

✓ *Motion to Waive Community Building Fee for 'First Impressions' on April 18th*

Council Member Shield moved to waive the community building fee for 'First Impressions' on April 18th. Motion seconded by Council Member Curtis, voted on, passed 5-0. Time: 6:37 p.m.

EXECUTIVE SESSION

✓ *Motion To Go Into Executive Session*

Council Member Fleming moved to go into executive session for personnel for up to fifty minutes following a ten minute break. Motion seconded by Council Member Williams, voted on, passed 5-0. Time: 6:38 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): Police Chief Tate West, City Clerk Herrin, Robert Spencer, and Public Works Superintendent Jim Johnson.

EXTEND EXECUTIVE SESSION

✓ *Motion To Extend Executive Session*

Council Member Mitzner moved to go into executive session for personnel for up to fifteen minutes. Motion seconded by Council Member Williams, voted on, passed 5-0. Time: 7:38 p.m.

Open Session Resumed at 7:52 p.m.

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OTHER BUSINESS:

HIRE BRANDY VAN VLACK FOR PART TIME CEMETERY CARETAKER AT \$10.00 PER HOUR

✓ *Motion to Hire Brandy Van Vlack for Part Time Cemetery Caretaker at \$10.00 Per Hour*

Council Member Fleming moved to hire Brandy Van Vlack at \$10.00 per hour for cemetery caretaker. Motion seconded by Council Member Shields, voted on, passed 5-0. Time: 7:53 p.m.

Start date? When available.

ACCEPT RESIGNATION OF ROBERT SPENCER EFFECTIVE MARCH 23RD

✓ *Motion to Accept Resignation of Bobby Spencer Effective March 23rd*

Council Member Fleming moved to accept the resignation of Bobby Spencer effective March 23rd. Motion seconded by Council Member Curtis, voted on, passed 5-0. Time: 7:54 p.m.

ADVERTISE FOR FULL TIME PUBLIC WORKS POSITION

✓ *Motion to Advertise for Full Time Public Works Position*

Council Member Fleming moved to advertise for a full time public works position. Motion seconded by Council Member Shields, voted on, passed 5-0. Time: 7:54 p.m.

RAISE FOR OFFICER MICHAEL MILES OF \$1.00 PER HOUR FOR GRADUATING ACADEMY

✓ *Motion to Approve Raise of \$1.00 Per Hour to Officer Miles for Graduating Academy*

Council Member Mitzner moved to approve a raise for Michael Miles of \$1.00 per hour for graduating the academy. Motion seconded by Council Member Fleming, voted on, passed 5-0. Time: 7:55 p.m.

To be effective the beginning of the next payroll date.

CENSUS 2020 INFORMATIONAL MEETING, MARCH 1ST, TOPEKA

Council Member Shields reported she had attended the 2020 Census meeting earlier today to gather info in Topeka. The city personnel will have to identify the physical addresses within the city for the census bureau. This will be some additional work for the office employees, CC Herrin has been involved in the census ten years ago.

PREFERENCE AS TO COLOR OF NEW OFFICE CHAIRS

CC Herrin reported there is the option of four different colors for the previously approved chairs for the office. The choices are black, gray, dark blue, or dark green.

✓ *Motion to Approve Dark Blue for the Vinyl Color of the New Chairs*

Council Member Fleming moved to approve dark blue for the color of the new chairs. Motion seconded by Council Member Curtis, voted on, passed 5-0. Time: 7:57 p.m.

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NOTES AND COMMUNICATIONS TO COUNCIL:

- a] *Flood Safety Awareness Week, March 6-10, 2017*
- b] *2017 Kansas Severe Weather Awareness Week, March 5-11, 2017*
- c] *February 23, 2017 Park Board Meeting Minutes*
- d] *KDOT February Linn County Monthly Report*
- e] *February 9, 2017 Planning Commission Minutes*

ADJOURNMENT:

✓ *Motion to Adjourn Meeting*

There being no further business, **Council Member Fleming moved to adjourn the meeting. Motion seconded by Council Member Shields, voted on, passed 5-0.** The Regular meeting was adjourned at 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 1st day of March 2017.

END OF March 1, 2017 MEETING.

BEGINNING OF March 15, 2017 MEETING

REGULAR MEETING:

The La Cygne City Council met on Wednesday, March 15, 2017 at La Cygne City Hall. Council Members present were: Danny Curtis; J. K. Fleming; Jerome Mitzner; Esther Shields; and Gerald Williams.

Others in attendance included, but not limited to: City Clerk Devona Herrin; City Attorney John Sutherland; Public Works Superintendent James Johnson; Nick Brenneman; Mike Van Vlack; LeRoy Turpen; Wayne Benedick; and Tony Furse.

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

MAYORS COMMENTS:

- Encouraged all to attend the two Ribbon Cutting Ceremonies this Saturday, March 18th for Pro Ag at 9:00 a.m. and Roosters at 9:30 a.m.
- The Chamber's Easter Egg Hunt is April 15th at 10:00 a.m. at the city park. Asked for egg donations to be delivered to city hall prior. Anyone willing to donate is welcome to.

CONSENT AGENDA:

✓ ***Motion to Approve Consent Agenda***

Council Member Shields moved to approve the consent agenda which consisted of the following:

Minutes of March 01, 2017 City Council Meeting;
February 2017 Treasurer's Report;
February 2017 Budget Report;
Check Register: March 1 - 15, 2017.

Died for lack of a second.

Discussion began by Council Member Curtis regarding a change to the March 1st minutes about the newly hired cemetery caretaker, as he did not feel all of it needed to be part of the minutes. Mayor Sullivan noted the whole part of that topic should have begun in executive session from the start.

Council Member Curtis moved to approve the consent agenda which consisted of the above with a change striking 'even though she is Mike VanVlack's wife' from the minutes.

Motion seconded by Council Member Williams, voted on, passed 5-0. Time: 7:07 p.m.

DISCUSSION FROM THE FLOOR:

NONE

SPECIAL PROJECTS:

WATER PROJECT UPDATE

3. Report from PWS Jim Johnson –
 - i. Contractor is ahead of schedule and continuing to find obstacles with old utilities along the way. Doing a good job.
 - ii. Noted written report from Brett Waggoner with BG Consultants. Included intent to obtain asphalt paving material later this month, if possible; no major changes in alignment; and, water tower plans and specs are waiting on 'all clear' signal from USDA.
 - ii. Discussed specs for the water tower had not been reviewed by the city council yet.

SIDEWALK CDBG PROJECT

Status – Discussed if any funds still available to add sealant to help protect for a longer life. All funds had to be spent prior to December 31, 2016.

Status of Sidewalk by Insurance Office – The unfinished areas are where water meter service connections will be placed later and will then be filled in as a finished sidewalk.

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ADA MODIFICATIONS TO CITY HALL (USDA GRANT PROJECT)

1. Status – Construction on restroom still in progress. Date to work on ramps to the outer doors unknown at meeting time.

CAPITAL IMPROVEMENT PROJECTS FOR THE FUTURE

1. Sewer Review Project – Contract for mayor to sign is to be sent to the city within a week.
2. Linn County Capital Improvement Fund Distribution FY 2017 for \$54,279.00
 - vi. Lincoln Street Portion – Waiting for water line to be complete in the area prior to resurfacing the road.

REPORTS OF CITY OFFICERS:

CITY ATTORNEY – JOHN SUTHERLAND

None.

POLICE DEPARTMENT – CHIEF TATE WEST

None.

PUBLIC WORKS DEPARTMENT – SUPERINTENDENT JIM JOHNSON

1. Purchase Public Works Vehicle – Located a 2005 Ford extended cab pickup with 46,000 plus miles for \$9,500 in excellent condition. Council Member Williams brought the vehicle for the entire city council to look at. The computer has recently been adjusted for correct odometer reading information, has newer tires and battery. A 2-wheel drive would meet the public works' purpose.

✓ *Motion to Approve Ten Minute Break to Visually Inspect Pickup*

Council Member Mitzner moved to take a ten minute break to visually inspect the vehicle. Motion seconded by Council Member Williams, voted on, passed 5-0. Time: 7:21 p.m.

Open Meeting Resumed at 7:27 p.m.

Discussed Kelly Blue Book value of a 2005 Ford extended cab pickup and condition of the one owner vehicle (Kenny McClanahan) with known upkeep maintenance records.

✓ *Motion to Approve Purchasing 2005 Ford Pickup for \$9,500.00*

Council Member Shields moved to purchase the 2005 Ford Pickup for the street department for \$9,500.00. Motion seconded by Council Member Curtis, voted on, passed 4-0-1 (Abstain: Williams). Time: 7:31 p.m.

2. 2017 Spring Mosquito Workshop – Public Works takes the mosquito sprayer for calibration each year to the workshop in Ottawa. This year the date is April 6th.

✓ *Motion to Approve A Public Works Person to Attend Mosquito Workshop in Ottawa on April 6th*

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Council Member Fleming moved to approve a public works person to attend the mosquito sprayer workshop in Ottawa on April 6th. Motion seconded by Council Member Curtis, voted on, passed 5-0. Time: 7:33 p.m.

FIRE CHIEF – DAN NASALROAD

None.

CITY CLERK – DEVONA HERRIN

None.

COUNCIL COMMITTEE REPORTS:

CEMETERY

Council Member Curtis asked the city to provide a current list of contact names to Todd at the local funeral home. City Clerk will send an updated list over to the funeral home.

SPECIAL COMMITTEE REPORTS:

EMERGENCY MANAGEMENT

SWANFEST COMMITTEE

THAYER PARK COMMITTEE MEETING

Mayor Sullivan reported the Thayer Park Committee meeting had been called off due to weather and had not been rescheduled yet.

UNFINISHED BUSINESS:

CITY WELCOME SIGN

Tabled.

OUTSTANDING UTILITY BILL PROCESS/POLICY FOR LANDLORDS PROPERTIES

Tabled.

MOBILE PHONE SERVICE REVIEW

Tabled.

APPOINTMENT OF LA HARPER HEIGHTS SENIOR HOUSING BOARD

Mayor Sullivan recommended Josh Ravnikaar to the La Harper Heights Senior Housing Board.

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✓ *Motion to Appoint Josh Ravnikar to the La Harper Heights Senior Housing Board*

Council Member Mitzner moved to approve the appointment of Josh Ravnikar to the La Harper Heights Senior Housing Board. Motion seconded by Council Member Fleming, voted on, passed 5-0. Time: 7:38 p.m.

Noted several improvements to the apartments had been noticed as of late. The Senior Housing Board handles these financial decisions without reporting to the city.

NEW BUSINESS:

2017 MUNICIPAL COURT CLERKS CONFERENCE, APRIL 7TH, TOPEKA, KS

✓ *Motion to Approve Regina Reynolds to Attend Court Clerks Conference April 7th in Topeka*

Council Member Shields moved to approve Regina to attend the Municipal Court Clerks Conference on April 7th in Topeka, Kansas. Motion seconded by Council Member Fleming, voted on, passed 5-0. Time: 7:40 p.m.

2017 LEADERSHIP SUMMIT & MAYORS CONFERENCE, APRIL 21-22, DODGE CITY, KS

✓ *Motion to Approve Mayor Sullivan to Attend the Mayors Conference, April 21-22, in Dodge City*

Council Member Mitzner moved to approve Bob to attend the Leadership Summit & Mayors Conference on April 21 - 22 in Dodge City, Kansas. Motion seconded by Council Member Fleming, voted on, passed 5-0. Time: 7:41 p.m.

2017 BUDGET WORKSHOP, APRIL 11TH, IOLA, KS, OR APRIL 27TH, OVERLAND PARK

✓ *Motion to Approve Devona Herrin to Attend Budget Workshop April 11th in Iola, or April 27th*

Council Member Shields moved to approve Devona to attend the Budget Workshop on April 11th in Iola, or April 27th in Overland Park. Motion seconded by Council Member Mitzner, voted on, passed 5-0. Time: 7:42 p.m.

2017 KANSAS STATE FIREFIGHTERS ASSOCIATION ANNUAL CONFERENCE, MANHATTAN, KS

✓ *Motion to Approve 2 Firefighters to Attend Firefighters Conference April 27 - 29, in Manhattan*

Council Member Mitzner moved to approve two firefighters to attend the Kansas State Firefighters Association Annual Conference, April 27 - 29, in Manhattan, Kansas. Motion seconded by Council Member Williams, voted on, passed 3-0-2 (Abstain: Curtis & Fleming).
Time: 7:44 p.m.

CHARITABLE ORGANIZATION SUPPORT 2017 FROM WASTE MANAGEMENT

Waste Management inquired if the city had any 501c entities they could consider to support within the local service area. Discussed the possibility of: Christmas Sharing, Grady's Kids, Food Pantry, and

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Historical Activities. Council requested to place topic back on the next meeting agenda to give time for them to review entities for 501c status and if any others in the area they might be missing.

FOOD EXPENSES FOR 'FIRST IMPRESSIONS' PRESENTATION, APRIL 18TH

The 'First Impressions' group will make a presentation to the public of their findings on April 18th at the community building. They are going to serve food to the attendees and hope to have around 50 or more. Working with the fire department to cook the hot dogs and hamburgers. Would like some financial assistance to purchase the food products.

✓ *Motion to Allot Up To \$500 to Assist with the Food Purchase for 'First Impressions' Meeting*

Council Member Mitzner moved to allot up to \$500 to assist with the food purchase for the 'First Impressions' meeting to the public on April 18th in the community building. Seconded by Council Member Williams, voted on, passed 5-0. Time: 7:52 p.m.

PVHS AFTER PROM DONATION

✓ *Motion to Approve \$150 for PVHS After Prom Donation*

Council Member Fleming moved to approve \$150 to the PVHS After Prom project. Motion seconded by Council Member Williams, voted on, passed 5-0. Time: 7:53 p.m.

WAVE COMMUNITY BUILDING FEE FOR ACETIN'S MEMORIAL SCHOLARSHIP FUNDRAISER ON APRIL 21ST OR 22ND

Wayne Benedick asked the city to waive the community building fee for a poker run fundraiser with the proceeds to go to scholarships to two high school graduates. These scholarships' are in memory of his son, (Acetin). The person helping with the fundraiser is still not sure if he will be available on April 21st or 22nd. Asking to reserve both dates until known which date will actually use the building. The usual deposit will be provided with the deposit being returned after the building meets the deposit requirements.

✓ *Motion to Waive Community Building Fee for Benedick Fundraiser on April 21st or 22nd*

Council Member Fleming moved to waive the community building fee for the scholarship fundraiser on April 21st or 22nd. Motion seconded by Council Member Williams, voted on, passed 5-0. Time: 7:55 p.m.

WAVE COMMUNITY BUILDING FEE FOR LINN COUNTY TWISTERS WRESTLING CLUB ON APRIL 9TH

Wayne Benedick asked the city to waive the community building fee for the Linn County Twisters Wrestling Club on April 9th for the annual award program. They have had it in the park in the past; however, they will have food and trophies and would like to have it inside this year. The usual deposit will be provided with the deposit being returned after the building meets the deposit requirements.

✓ *Motion to Waive Community Building Fee for Linn County Twisters Wrestling on April 9th*

Council Member Mitzner moved to waive the community building fee for the Linn County Twisters Wrestling Club on April 9th. Motion seconded by Council Member Williams, voted on, passed 5-0. Time: 7:56 p.m.

INTERNATIONAL CONFERENCE OF POLICE CHAPLAINS, APRIL 24 – 27, BRANSON, MO

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Police Chief West presented the Conference of Police Chaplains in Branson, Missouri for the city's Chaplain Fulk to attend. The cost is \$375.00 plus tax and mileage.

✓ *Motion to Approve Chaplain Fulk Attend Police Chaplains Conference April 24-27, Branson, MO*

Council Member Fleming moved to approve Chaplain Fulk to attend the Police Chaplains Conference from April 24-27 in Branson, MO. Motion seconded by Council Member Mitzner, voted on, passed 5-0. Time: 7:57 p.m.

EXECUTIVE SESSION

✓ *Motion To Go Into Executive Session*

Council Member Fleming moved to go into executive session for personnel and legal for up to thirty minutes following a five minute break. Motion seconded by Council Member Williams, voted on, passed 5-0. Time: 7:59 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 and Public Works Superintendent Jim Johnson.

EXTEND EXECUTIVE SESSION

✓ *Motion To Extend Executive Session*

Council Member Fleming moved to extend executive session for personnel for up to fifteen minutes. Motion seconded by Council Member Williams, voted on, passed 5-0. Time: 8:34 p.m.

Open Session Resumed at 8:44 p.m.

OTHER BUSINESS:

NEW WATER TOWER

Noted the specs for the new water tower options had been reviewed by the city council and were being bid out with options. The city council will review the options and work with USDA on what works within the approved allotted funds.

HIRE RYAN ROBBINS FOR SUMMER SEASONAL HELP FOR PUBLIC WORKS AT \$10.00 PER HOUR

✓ *Motion to Hire Ryan Robbins for Summer Seasonal Help at \$10.00 Per Hour*

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Council Member Mitzner moved to hire Ryan Robbins at \$10.00 per hour for summer seasonal help for public works. Motion seconded by Council Member Shields, voted on, passed 4-0-1 (Abstain: Fleming). Time: 8:46 p.m.

HIRE DANE WILLIAMS FOR SUMMER SEASONAL HELP FOR PUBLIC WORKS AT \$10.00 PER HOUR

✓ *Motion to Hire Dane Williams for Summer Seasonal Help at \$10.00 Per Hour*

Council Member Mitzner moved to hire Dane Williams at \$10.00 per hour for summer seasonal help for public works. Motion seconded by Council Member Fleming, voted on, passed 4-0-1 (Abstain: Williams). Time: 8:47 p.m.

HIRE JACOB MILLS FOR FULL TIME PUBLIC WORKS POSITION AT \$12.50 PER HOUR

✓ *Motion to Hire Jacob Mills for Full Time Public Works Position at \$12.50 Per Hour*

Council Member Mitzner moved to hire Jacob Mills for full time public works position at \$12.50 per hour contingent on completing and passing all screening requirements. Motion seconded by Council Member Williams, voted on, passed 5-0. Time: 8:47 p.m.

NOTES AND COMMUNICATIONS TO COUNCIL:

- a] Chamber Ribbon Cutting Ceremony for Pro Ag, March 18th at 9:00 a.m.
- b] Chamber of Commerce Update, with Easter Egg Hunt and Ribbon Cuttings

ADJOURNMENT:

✓ *Motion to Adjourn Meeting*

There being no further business, **Council Member Fleming moved to adjourn the meeting. Motion seconded by Council Member Williams, voted on, passed 5-0.** The Regular meeting was adjourned at 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 15th day of March 2017.

END OF March 15, 2017 MEETING.

BEGINNING OF April 5, 2017 MEETING

REGULAR MEETING:

The La Cygne City Council met on Wednesday, April 05, 2017 at La Cygne City Hall. Council Members present were: Danny Curtis; J. K. Fleming; Jerome Mitzner; Esther Shields; and Gerald Williams.

Others in attendance included, but not limited to: City Clerk Devona Herrin; City Attorney John Sutherland; Public Works Superintendent James Johnson; City Police Chief Tate West; Brianna James;

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Jason James; Allyson James; Zeb Wobker; Susan Galemore with SEKRPC; Brett Waggoner with BG Consultants; LeRoy Turpen; Charles Ryan; Paul Ryan; Mary Ryan; and Richard Ryan; and Tony Furse.

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

Mayor Sullivan requested everyone wait until addressed to speak to avoid several conversations at one time.

PUBLIC HEARING:

CLOSEOUT OF SIDEWALK PROJECT, CDBG 15-PF-057

Mayor Sullivan opened the Public Hearing for evaluating the performance of Grant No. 15-PF-057 for Sidewalk Project improvements.

- ❖ Susan Galemore, with SEKRPC: The comment hearing is for the sidewalk project and to officially close out the project for the CDBG grant monies. A good project overall for the grant funds and one of the nicer projects applied to the special grant money available.
- ❖ Brett Waggoner, with BG Consultants: Seeding has been completed. There are areas by the sidewalk that are part of the water project now. The project is under warranty for a year, and that is until December 12, 2017. Have tickler for a month prior to the contract being up to check out the overall project for any concerns. Alert the city office if there are any concerns during this time.
- ❖ Warranty is still there even after the grant portion for the funds is closed.

Mayor Sullivan closed the Public Hearing for the Closeout of Sidewalk Prdoject, CDBG 15-PF-057, at 7:04 p.m.

CDBG GRANT #15-PF-057 SIDEWALK PROJECT CLOSEOUT:

SEKRPC FINAL INVOICE FOR \$1,900

✓ *Motion to Approve SEKRPC Final Invoice for \$1,900*

Council Member Mitzner moved to approve the SEKRPC final invoice for \$1,900.00. Motion seconded by Council Member Williams, voted on, passed 5-0. Time: 7:08 p.m.

CDBG FUND REQUEST #7-FINAL FOR \$1,900

✓ *Motion to Approve CDBG Fund Request #7-Final for \$1,900*

Council Member Mitzner moved to approve the CDBG Fund request #7-Final for \$1,900. Motion seconded by Council Member Williams, voted on, passed 5-0. Time: 7:09 p.m.

GRANT AGREEMENT NUMBER 15-PF-057 RELEASE FORM

✓ *Motion to Authorize Mayor to Sign CDBG #15-PF-057 Release Form*

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Council Member Mitzner moved to authorize Mayor Sullivan to sign the Grant Agreement number 15-PF-057 Release Form for the sidewalk project. Motion seconded by Council Member Williams, voted on, passed 5-0. Time: 7:10 p.m.

CERTIFICATE OF COMPLETION FOR SIDEWALK PROJECT

✓ *Motion to Authorize Mayor to Sign Certificate of Completion for Sidewalk Project*

Council Member Mitzner moved to authorize Mayor Sullivan to sign the Certificate of Completion for the Sidewalk Project. Motion seconded by Council Member Williams, voted on, passed 5-0. Time: 7:11 p.m.

NOTICE OF COMPLETION/FINAL INSPECTION FORM

Verifying the project met all of the CDBG requirements, such as no Davis Bacon violations.

✓ *Motion to Authorize Mayor to Sign Notice of Completion/Final Inspection Form*

Council Member Mitzner moved to authorize Mayor Sullivan to sign the Notice of Completion/Final Inspection Form. Seconded by Council Member Williams, voted on, passed 5-0. Time: 7:12 p.m.

QUARTERLY PROGRESS REPORT #7

Noted CDBG 15-PF-057 Quarterly Progress Report #7.

PROCLAMATION:

FAIR HOUSING PROCLAMATION

Mayor Sullivan read the proclamation celebrating 49 years of Fair Housing

MAYORS COMMENTS:

- Review of Council Meeting Rules – Be civil and respectful to everyone; keep a reasonable pace to cover the meeting topics; wait until the mayor addresses a person and not have multiple conversations going on at once; keep the meeting business like and in a successful manner. Agenda items – Can be added until late Wednesday afternoon; if not on the agenda will not be acted on that night, but be considered for future action.
- The Chamber's Easter Egg Hunt is April 15th at 10:00 a.m. at the city park.
- City Wide Garage Sale, Saturday, May 6th.
- City Wide Clean Up, Saturday, May 13th, with items to be by the curb by 7:00 a.m.
- Grand Openings for New Businesses: Blue's Bar & Grill, Wednesday, April 12th at 11:00 a.m.; and, NaNa Jo's, Thursday, April 20th at 10:30 a.m.

CONSENT AGENDA:

Check numbers 1023986 and 1023987 are utility refunds.

✓ *Motion to Approve Consent Agenda*

Council Member Fleming moved to approve the consent agenda which consisted of the following:

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Minutes of March 15, 2017 City Council Meeting;
Check Register: March 16 – April 05, 2017.

Motion seconded by Council Member Shields, voted on, passed 5-0. Time: 7:20 p.m.

DISCUSSION FROM THE FLOOR:

CHELSE STAINBROOK REGARDING LIGHTING ON MAIN STREET & DOWNTOWN BUSINESS SIGNAGE

Tabled.

PROMOTE FIRST IMPRESSIONS MEETING, TUESDAY, APRIL 18TH, AT 6:00 P.M.

Diane Burnett, with the Extension Office, will be presenting the *First Impressions* compiled report regarding the strengths and weaknesses identified when individuals from Altamont visited La Cygne. The results are used to improve your community's image and quality of life for your citizens. The program is Tuesday, April 18th, with supper served at 5:30 p.m. and the program at 6:00 p.m. at the Community Building. There is a possible quorum at this meeting as it is directed to help the mayor and council be aware of community needs and assets.

LESLI GEORGE-MITZNER WITH CUB SCOUTS

The Cub Scouts requested the city council waive the community building fee for them to sell ice cream on Wednesdays from May to September. The Cub Scouts present were: Zeb Wobker, Jason James, Charles Ryan, and Paul Ryan.

✓ *Motion to Waive Community Building Fee for Cub Scouts to Sell Ice Cream for Fundraisers*

Council Member Shields moved to waive the community building fee for the Cub Scouts to sell ice cream on Wednesdays from May to September. Motion seconded by Council Member Fleming, voted on, passed 4-0-1 (Abstain - Mitzner). Time: 7:25 p.m.

PARK BOARD CHAIRMAN JODI WADE REGARDING FIREWORKS WITH 'BLAST AT THE PARK' EVENT

With Park Board approval 'Blast in the Park' is going to be held again this year. Researched incorporating a fireworks show with the event. Have a presenter available the Saturday after July 4th on July 8th. The city Ordinance does not allow fireworks after July 5th. Asked for permit for 16-20 minutes of fireworks on July 8th. City Attorney Sutherland noted the city would need to pass a resolution.

✓ *Motion to Pass a Resolution to Approve a Contracted Display of Fireworks on July 8th in City Park*

Council Member Mitzner moved to pass a resolution to approve a contracted fireworks display on July 8th in the City Park. Motion seconded by Council Member Fleming, voted on, passed 5-0. Time: 7:28 p.m.

Discussed:

1. Making sure fire trucks are present.
2. Closing 3rd Street and Linn Street Intersection as establishing the launch in this area.
3. Public to the west by the pavilion.
4. High Winds or Rain will Reschedule.

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5. Complete fireworks package includes five million liability insurance, as well as other required insurance coverages. Entities needing to be listed on the Certificate of Insurance include: the Lincoln Township, the City of La Cygne, and, the La Cygne Park Board.

SPECIAL PROJECTS:

WATER PROJECT UPDATE

1. Report from PWS Jim Johnson –
 - iii. Rain has put a stop to the work.
 - iv. Some plugged ditches could have been contributed to the project. Went ahead and opened the two places up to keep water flowing in the city.
2. Report from Brett Waggoner, BG Consultants –
 - i. Will have monthly progress report tomorrow at monthly meeting with contractor and city employees; will discuss process for meter pits and cleaning up behind the digging.
3. Discussion:
 - i. Contractor will bring in dirt where areas have settled.
 - ii. Making list of complaints at city hall of areas needing addressed.
 - iii. Contractor doing a good job with installation of water line.
 - iv. Old water meter pits will be removed after new ones are installed.
 - v. One location where an old meter was missed in placing a new meter pit.
 - vi. Project may not be complete at some locations until early 2018.
4. Letter to Kansas Historical Society for Removal of Old Water Tower –
 - i. Explanation of why financially the city cannot maintain the tower due to age, condition, small size, and estimated costs to retain.
 - ii. Comparison of maintenance costs of a 100,000 gallon tower versus the 50,000 gallon tower that with sub-floors no longer holds up to 50,000 gallons.
 - iii. Work with historical society to document and display the history of the old tower.
 - iv. City to send a letter and then see what the next step is.

✓ *Motion to Authorize Mayor to Sign Letter to Kansas Historical Society Regarding Old Water Tower*

Council Member Mitzner moved to authorize Mayor Sullivan to sign the letter to the Kansas Historical Society regarding the removal of the old water tower with information noted for history. Motion seconded by Council Member Shields, voted on, passed 5-0. Time: 7:41 p.m.

- v. Council Member Mitzner will contact the Kansas Historical Society for notice of what needs to be done.

5. Contractor's Phase II Pay Request #6 for \$90,761.93

✓ *Motion to Approve Contractor's Phase II Pay Request #6 for \$90,761.93*

Council Member Mitzner moved to approve the contractor's Phase II pay request #6 for \$90,761.93. Motion seconded by Council Member Williams, voted on, passed 5-0. Time: 7:44 p.m.

6. Phase I, CDBG 15-PF-009, Contract Amendment for Time Extension Request –
 - i. Pending asphalt still to be placed on streets; delayed due to weather.
 - ii. Fire Hydrant extensions applicable to Phase I and Phase II still need addressed.
 - iii. Pending items on Phase I will be addressed at the monthly meeting tomorrow.

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✓ *Motion to Approve Phase I Contract Amendment for Time Extension Request*

Council Member Williams moved to approve the Phase I Contract Amendment for the time extension request. Motion seconded by Council Member Mitzner, voted on, passed 5-0. Time: 7:47 p.m.

7. Quarterly Progress Report #9 – Noted

ADA MODIFICATIONS TO CITY HALL (USDA GRANT PROJECT)

1. Status – Construction on restroom complete with some items still on the punch list the contractor will be addressing at a later date. Targeting a few weeks out to have continued warm weather to work on ramps to the outer doors, either later this month or May.

CAPITAL IMPROVEMENT PROJECTS FOR THE FUTURE

1. Sewer Review Project – Contract for mayor to sign will be brought to the city for the mayor to sign tomorrow. Two engineers will be doing inspection in the next couple of weeks, then work up the report.
2. Water Plant Updates Status as Part of Water Project – Brett Waggoner will check on the status and report back to the city.
3. Linn County Capital Improvement Fund Distribution FY 2017 for \$54,279.00 – None

REPORTS OF CITY OFFICERS:

CITY ATTORNEY – JOHN SUTHERLAND

None.

POLICE DEPARTMENT – CHIEF TATE WEST

1. Six week activity report included in agenda.
2. Starting any codes violations as new to begin the season.
3. Dog days had about 53 city dogs tagged and vaccinated; approximately 94 animals were vaccinated in total.
4. Pit Bulls are treated like all other dogs and cannot be vicious.

PUBLIC WORKS DEPARTMENT – SUPERINTENDENT JIM JOHNSON

1. Noted Activity Report Attached to Agenda – Noted and discussed mower below.
2. Surplus 2003 Exmark LZ Mower -
 - i. Public Works has three other mowers to use.
 - ii. 2003 Exmark has been in poor condition and only used for code violations last few years. Has over 1,813.9 hours of use.
 - iii. Oil runs out of the block.
 - iv. With broken seat feel no longer safe and more costly to repair to meet safety standards.

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- v. A private individual could possibly repair to use.
- vi. A resolution is required to place city surplus property for public bids.

✓ *Motion to Approve Surplus Process for the 2003 Exmark LZ Mower*

Council Member Mitzner moved to put the 2003 Exmark mower out for bid. Motion seconded by Council Member Fleming, voted on, passed 5-0. Time: 7:57 p.m.

FIRE CHIEF – DAN NASALROAD

None.

CITY CLERK – DEVONA HERRIN

1. Noted Activity Report Attached to Agenda –
 - i. LKM Clerk’s Manual Available at City Hall for all interested parties to review government processes required by city employees.
 - ii. City Elections filing deadline is June 1, 2017 at 12:00 noon, at the county clerk’s office.

COUNCIL COMMITTEE REPORTS:

STREET

1. Culvert at First and Market on NE Corner - Area is no longer draining as it did prior to the Water Project’s contractor’s digging in the area. There are before and after pictures available by the inspector. Is not draining from the west end of the culvert.

SPECIAL COMMITTEE REPORTS:

EMERGENCY MANAGEMENT

County Would Like Ability to Activate Sirens - Mayor Sullivan reported at the last mayors’ meeting with Economic Development there was inquiry as to the County Emergency Management having the ability to set off the city sirens. The county is preparing to redo their system and would like to include the ability, with a cost to the city, to have access.

1. City Fire Department and Police Department both have access to set off the city’s emergency siren system.
2. Last bad storm reported the city had the sirens set off just after the notice was given by the National Weather Service.
3. Concerns about too many having access and being set off by accident and cause confusion.
4. Concurred current system works really well.

SWANFEST COMMITTEE

UNFINISHED BUSINESS:

CITY WELCOME SIGN

New Sign - Police Chief West noted there was no one working on this project.

City Sign at K-7 and Hwy 152 – The city’s sign was destroyed in the last storm in that area that also took out the building on that corner.

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OUTSTANDING UTILITY BILL PROCESS/POLICY FOR LANDLORDS PROPERTIES

Tabled.

MOBILE PHONE SERVICE REVIEW

Tabled. City Clerk to work on options next week.

CHARITABLE ORGANIZATION SUPPORT IN 2017 FROM WASTE MANAGEMENT

Council Member Mitzner presented a list of seven 501c organizations in the community that are listed by the Secretary of State. Concurred to send the entire list to Waste Management for their discretion.

NEW BUSINESS:

MID-AMERICA NUTRITION PROGRAM

1. Mayor Sullivan reported this had been discussed at the mayors meeting and that lack of interest by the citizens has caused a big decline in attendees and the county may be closing this program for lack of interest.
2. Sign on the building to inform citizens.
3. La Cygne is one of the larger groups but has lost over half the attendees.

KDOR, SPECIAL EVENTS REVENUE COMPLIANCE

1. Kansas Department of Revenue letter regarding the city's responsibility to report events and supply tax packets to the vendors for the event.
2. Includes farmer's markets, craft shows, fundraisers, etc.
3. Questioned if finished product had to be taxed if made by individual with products purchased paying tax.
4. Park event does not have any vendors, nor are there any fees for participation.

CLOSE TRASH COMPACTOR FOR EASTER, SUNDAY, APRIL 16TH

✓ *Motion to Approve Closing Trash Compactor on Easter Sunday, April 16th*

Council Member Fleming moved to close the trash compactor on Easter Sunday, April 16th. Motion seconded by Council Member Williams, voted on, passed 5-0. Time: 8:01 p.m.

SPEED LIMIT ON EAST MARKET STREET (HWY 152)

1. Council Member Mitzner asked about taking whatever steps necessary to review the speed limit going east out of town due to the increase in businesses and traffic turning in that area.
2. Police Chief West also concerned about the increase in foot traffic in the area with the established cross walk for the newly built sidewalk.
3. Have documented two rear end accidents in the area recently.
4. Police Chief West will contact the state highway department about a study for this area.

PAY SCALES FOR OFFICE PERSONNEL AND PUBLIC WORKS – WORKSHOP MEETING

Mayor Sullivan requested to take care of pay scales for the office and public works employees during the budget process. The police department pay scales have already been reviewed. Discussed holding

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a workshop to discuss. Mayor Sullivan noted this would give the city a place to start with expectations and then give annual goals and direction.

✓ *Motion to Hold Workshop for 2018 Budget and Employee Pay Scales*

Council Member Fleming moved to hold a workshop for budget and employee pay scales on Wednesday, May 3rd, at 5:00 p.m. Seconded by Council Member Mitzner, voted on, passed 5-0. Time: 8:32 p.m.

EXECUTIVE SESSION

NONE

OTHER BUSINESS:

NONE

NOTES AND COMMUNICATIONS TO COUNCIL:

- a] Mayor Sullivan read a 'Thank You' from Marvin and Faye Clements for Officer Kurtis West helping them with a flat tire.
- b] Take Back Drugs, Saturday, April 29th, 10am-2pm
- c] 2017 Election Filing Packet
- d] Next Chamber Meeting April 12, 2017 at 7:00 p.m.
- e] KDOT March 2017 Linn County Projects
- f] March 30, 2017 Park Board Meeting Minutes
- g] Chamber Update, April 3, 2017

ADJOURNMENT:

✓ *Motion to Adjourn Meeting*

There being no further business, **Council Member Fleming moved to adjourn the meeting. Motion seconded by Council Member Curtis, voted on, passed 5-0.** The Regular meeting was adjourned at 8:35 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 5th day of April 2017.

END OF April 5, 2017 MEETING.

BEGINNING OF April 19, 2017 MEETING

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REGULAR MEETING:

The La Cygne City Council met on Wednesday, April 19, 2017 at La Cygne City Hall. Council Members present were: Danny Curtis; J. K. Fleming; Esther Shields; and Gerald Williams. Absent: Jerome Mitzner.

Others in attendance included, but not limited to: City Clerk Devona Herrin; City Police Chief Tate West; City Attorney John Sutherland; City Fire Chief Dan Nasalroad; LeRoy Turpen; and Tony Furse.

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

MAYORS COMMENTS:

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➤ None.

CONSENT AGENDA:

✓ ***Motion to Approve Consent Agenda***

Council Member Fleming moved to approve the consent agenda which consisted of the following:

Minutes of April 05, 2017 City Council Meeting;
March 2017 Budget Report;
March 2017 Treasurer's Report;
1st Quarter 2017 Financial Statement;
Check Register: April 6 - 19, 2017.

Motion seconded by Council Member Shields, voted on, passed 4-0. Time: 7:02 p.m.

DISCUSSION FROM THE FLOOR:

NONE

SPECIAL PROJECTS:

WATER PROJECT UPDATE

1. Report from PWS Jim Johnson –
 - i. None.
2. Report from Brett Waggoner, BG Consultants via Email –
 - viii. City Clerk Herrin noted Brett Waggoner had addressed the city council's concerns at the monthly meeting with the contractors two weeks ago.
3. Property Condition Concerns – 910 Market the area where digging occurred has sunk, is rough and patchy grass making maintenance poor; 610 Walnut still a concern for maintenance of yard; area surrounding dirt pile at 2nd & Market causing concern with washing dirt off when rains; and, would like the asphalt completed as planned for the areas of road that were cut.

ADA MODIFICATIONS TO CITY HALL (USDA GRANT PROJECT)

1. Work Schedule – City Clerk Herrin reported the contractor was targeting a dry period before addressing the cement work.

CAPITAL IMPROVEMENT PROJECTS FOR THE FUTURE

1. BG Consultants Sewer Inspection Proposal –
 - xiii. Brett Waggoner and Sam Johnson, with BG Consultants, are to be here next Friday, April 28th for the preliminary inspection.
2. Linn County Capital Improvement Fund Distribution FY 2017 for \$54,279.00
 - vii. None.

REPORTS OF CITY OFFICERS:

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CITY ATTORNEY – JOHN SUTHERLAND

None.

POLICE DEPARTMENT – CHIEF TATE WEST

1. Tabled to later in the meeting.

PUBLIC WORKS DEPARTMENT – SUPERINTENDENT JIM JOHNSON (NOT PRESENT)

Activity Report as presented. No questions.

FIRE CHIEF – DAN NASALROAD

No Parking Signs South of Fire Station – Semi- trucks hauling for US Minerals are again parking on the south side of the road between their drive and Industrial Drive to the east. This blocks two way traffic during an emergency call out for those at the fire station &/or those needing to get to the fire station. The previous 'no-parking' signs have disappeared for this area. Need to install some new ones and enforce the area. The trucks can park further west of the US Minerals drive if they don't want to park on the US Minerals property. Also the road is covered in the waste from the US Minerals industrial products making a big mess again. Concurred to order signs again.

CITY CLERK – DEVONA HERRIN

None

COUNCIL COMMITTEE REPORTS:

NONE

SPECIAL COMMITTEE REPORTS:

EMERGENCY MANAGEMENT

SWANFEST COMMITTEE

UNFINISHED BUSINESS:

OUTSTANDING UTILITY BILL PROCESS/POLICY FOR LANDLORDS PROPERTIES

City Attorney Sutherland will have list for city council at the next meeting.

OUTSTANDING CODES BOOK UPDATE

City Attorney Sutherland will have information for city council at the next meeting.

MOBILE PHONE SERVICE REVIEW

Reviewed costs on a spreadsheet of current cell phones with U.S. Cellular with 9 flip phones and one I-phone with 1GB of data versus five flip phones and five I-phones with unlimited data. The additional cost annually is around \$1,000 more spread out through multiple cost centers. Discussed how they would be used to save time for the police department, Fire Chief asked for one for easier access, and

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then one for city hall and public works to use as the automatic meter reading evolves. City hall employees use the cell phones for long distance as it is a cost savings to the city and provides a mobile phone to any of the other departments if one of theirs is lost or destroyed until they can be replaced. Good care has been generally given by all users and have found it cheaper to purchase any replacement phone as needed than to pay the monthly insurance premiums.

✓ *Motion to Approve Change in Mobile Phones to Five I-phones and Five Flip Phones*

Council Member Fleming moved to change to five smart phones with one for the fire department, three for the police department, and one for city hall; then five flip phones with four to public works and one to city hall with a total cost of around \$5,800.00 annually. Motion seconded by Council Member Curtis, voted on, passed 4-0 Time: 7:36 p.m.

REPORTS OF CITY OFFICERS: Continued -

POLICE DEPARTMENT – CHIEF TATE WEST

Reported on the following:

1. Activity Report As Presented – (Activity Report was not with agenda. Contents of the report will be added to the next meeting agenda report.)
2. Children Out and About – Watch for additional children out on bicycles and walking with the improved weather.
3. Noise Volume – Watch the volume on music, especially radios in vehicles and driving as there is a noise ordinance.
4. Take Back Drugs – Program is Saturday, April 29th, during the day.

NEW BUSINESS:

2017 HRMAK ANNUAL SPRING CONFERENCE, MAY 4TH, MCPHERSON, KS AND KMGA BOARD OF DIRECTORS MEETING, MAY 3RD, WICHITA, KS

City Clerk Herrin requested to attend the human resource spring conference as it's a good group for HR updates and information. The drive time would require leaving on May 3rd so could also attend the KMGA Board of Directors Meeting in Wichita that afternoon on the way to McPherson. City Treasurer Reynolds or Office Assistant Elder would take minutes at the May 3rd City Council meeting and workshop.

✓ *Motion for City Clerk to Attend HRMAK Spring Conference in McPherson on May 4th and KMGA Board of Directors Meeting on May 3rd in Wichita*

Council Member Fleming moved to approve City Clerk Herrin to attend the HRMAK Spring Conference in McPherson on May 4th and KMGA Board of Directors meeting on May 3rd. Motion seconded by Council Member Williams, voted on, passed 4-0. Time: 7:42 p.m.

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'FIRST IMPRESSIONS' REPORT

Mayor Sullivan attended the one-hour presentation with many other community members and felt the city received a very favorable report. Some things to improve on included signage and concerns about the poor condition of many single wide trailers in town. Some positive comments included the new sidewalk presenting a nice entry into town from that direction; and, the city was higher in growth but still low on income. Also covered opportunities for long term planning.

RESOLUTION No. 391 REGARDING SALE OF SURPLUS EQUIPMENT

Resolution #391 regarding the sale of the 2003 Exmark LZ Mower as surplus equipment. Noted bids to be received by May 3rd at 4:30 p.m. with opening of bids that night at city council meeting.

✓ *Motion to Approve Resolution No. 391 Regarding Sale of Surplus Equipment (2003 Exmark LZ)*

Council Member Fleming moved to approve Resolution No. 391 for the sale of surplus equipment of the 2003 Exmark LZ mower. Motion seconded by Council Member Williams, voted on, passed 4-0. Time: 7:47 p.m.

KRWA, WASTEWATER LAGOON OPERATION & MAINTENANCE TRAINING, APRIL 26TH, OSAGE CITY

Request Gerald McCarty to attend the training for wastewater lagoon operations.

✓ *Motion to Approve Gerald McCarty to Attend the Training for the Wastewater Lagoon Operations*

Council Member Fleming moved to approve Gerald McCarty to attend the KRWA Wastewater Lagoon Operation and Maintenance training on April 26th in Osage City. Motion seconded by Council Member Curtis, voted on, passed 4-0. Time: 7:49 p.m.

EXECUTIVE SESSION

✓ *Motion To Go Into Executive Session*

Council Member Fleming moved to go into executive session for personnel and legal for up to twenty-five minutes following a five minute break. Motion seconded by Council Member Williams, voted on, passed 4-0. Time: 7:50 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 8:19 p.m.

OTHER BUSINESS:

Police Report – Noted the earlier referred police report had been omitted from the agenda. It will be added to the next meeting's report.

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NOTES AND COMMUNICATIONS TO COUNCIL:

- a] Take Back Drugs, Saturday, April 29th, 10am-2pm
- b] Chamber of Commerce Ribbon Cutting for NaNa Jo's, April 20th, 10:30am

ADJOURNMENT:

✓ *Motion to Adjourn Meeting*

There being no further business, **Council Member Fleming moved to adjourn the meeting. Motion seconded by Council Member Shields, voted on, passed 4-0.** The Regular meeting was adjourned at 8:21 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 19th day of April 2017.

END OF April 19, 2017 MEETING.

BEGINNING OF April 24, 2017 SPECIAL MEETING

SPECIAL MEETING:

The La Cygne City Council met for a Special Meeting on Monday, April 18, 2016, at La Cygne City Hall. Council Members present were: Jake Fleming; Gerald Williams; Jerome Moore; Danny Curtis; and Esther Shields.

Others in attendance included, but not limited to: City Clerk Devona Herrin, and Public Works Superintendent James Johnson.

Mayor Robert Sullivan called the special meeting to order at 4:30 p.m.

The Purpose of the Special Meeting was called for:

- ❖ **Personnel**
- ❖ **Executive Session - Personnel**

1. Resignation of Treasurer/Court Clerk Regina Reynolds

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Mayor Sullivan read the written resignation submitted by Regina Reynolds with her last day to be May 5, 2017. Noted regrets for her resignation notice.

Executive Session:

✓ *Motion to Go Into Executive Session for Up To Twenty Minutes for Personnel*

Council Member Williams moved to go into executive session for up to twenty minutes for personnel. Motion seconded by Council Member Curtis, voted on, passed 5-0. Time: 4:31 p.m.

Open Session Resumed at 4:51 p.m.

Accept Resignation

✓ *Motion to Accept the Resignation of Regina Reynolds As Of May 5, 2017*

Council Member Curtis moved to accept the resignation of Regina Reynolds as of May 5th. Motion seconded by Council Member Williams, voted on, passed 5-0. Time: 4:52 p.m.

Help Part-time After Hours If Needed

City Clerk Herrin noted Regina had offered to help of an evening or weekends if needed to answer any questions if they should arise. If needed would want to compensate her for that time.

✓ *Motion to Accept Help Part-time, If Needed, After May 5th, After Regular Working Hours*

Council Member Shields moved to accept Regina work part time after hours if needed to help with questions. Motion seconded by Council Member Fleming, voted on, passed 5-0. Time: 4:53 p.m.

Advertise for Open Position

City Clerk Herrin inquired about advertising for both the Treasurer/Court Clerk & the Deputy City Clerk positions. Would run one add for both open positions as they both work with the knowledge of the same duties. Possibly even have the Treasurer separate from the Court Clerk as far as primary duties.

✓ *Motion to Advertise for Treasurer/Court Clerk &/or Deputy City Clerk*

Council Member Mitzner moved to advertise for the Treasurer/Court Clerk &/or Deputy City Clerk positions. Motion seconded by Council Member Fleming, voted on, passed 5-0. Time: 4:56 p.m.

ADJOURNMENT:

✓ *Motion to Adjourn Meeting*

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There being no further business, **Council Member Mitzner moved to adjourn the meeting. Motion seconded by Council Member Fleming, voted on, passed 5-0.** The Special meeting was adjourned at 4:57 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 24th day of April 2017.

END OF April 24, 2017 SPECIAL MEETING.

BEGINNING OF May 03, 2017 MEETING

REGULAR MEETING:

The La Cygne City Council met on Wednesday, May 03, 2017 at La Cygne City Hall. Council Members present were: Danny Curtis; J. K. Fleming; Jerome Mitzner; Esther Shields; and Gerald Williams.

Others in attendance included, but not limited to: City Clerk Devona Herrin; City Police Chief Tate West; Public Works Superintendent James Johnson; City Attorney John Sutherland; City Fire Chief Dan Nasalroad; Chelsie Stainbrook; Diane Burnett; Park Chairman Jodi Wade; Marvin Clements; Dave & Pat Berglund; LeRoy Turpen; and Tony Furse.

Mayor Robert Sullivan called the meeting to order at 7:00 p.m. with Public Works Superintendent Johnson leading the pledge of allegiance.

MAYORS COMMENTS:

- Community Prayer Breakfast, Thursday, May 4th at 7 a.m. at the Library
- City Wide Garage Sales, Saturday, May 6th
- City Wide Clean Up is Saturday, May 13th, need items at the curb by 7:00 a.m.

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ANNUAL ORGANIZATION:

Mayor Robert Sullivan presented a recommended list of annual appointments. The list of annual appointments included:

| | |
|---|------------------------------------|
| City Clerk – Devona Herrin; | City Treasurer – Linda Elder; |
| Chief of Police – Tate A. West; | City Attorney – John Sutherland; |
| Fire Chief – Dan Nasalroad; | Municipal Judge – Claude Warren; |
| Codes Officer/Zoning Compliance – Tate West; | Public Health Officer – Tate West; |
| Council Representative to Park Board – Danny Curtis | |

Official City Newspaper – *Linn County News*

Planning Commission (3 year terms) – Expiring: Don Long (expired), Keith Stoker, and Ron Wier. Mayor Sullivan noted he had not spoken with any of the current members as of meeting time. Tabled until the next meeting.

Standing Committee Appointments:

| | | |
|-----------------------------|-----------------|-----------------|
| Water & Gas | J. K. Fleming | Gerald Williams |
| Street | J. K. Fleming | Jerome Mitzner |
| Sewer | J. K. Fleming | Jerome Mitzner |
| Park | J. K. Fleming | Danny Curtis |
| Cemetery | Danny Curtis | Esther Shields |
| Public Safety | Jerome Mitzner | Gerald Williams |
| Community Building | Esther Shields | Danny Curtis |
| Employee Relations/Training | Gerald Williams | Esther Shields |

✓ *Motion to Accept Appointments as Stated*

Council Member Fleming moved to accept the listed Appointments as stated. Motion seconded by Council Member Mitzner, voted on, passed 5-0. Time: 7:06 p.m.

Resolution #393 – Authority to Pay Payroll and Certain Bills Early

✓ *Motion to Approve Resolution No. 393*

Council Member Shields moved to approve Resolution No. 393. Motion seconded by Council Member Fleming, voted on, passed 5-0. Time: 7:07 p.m.

Resolution #392 – Waiver from Certain Accounting Procedures

✓ *Motion to Approve Resolution No. 392*

Council Member Shields moved to approve Resolution No. 392. Motion seconded by Council Member Curtis, voted on, passed 5-0. Time: 7:08 p.m.

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Elect Council President

Council Member Mitzner nominated Gerald Williams.
Council Member Shields nominated Jerome Mitzner.

✓ *Motion to Vote for Council President*

Two votes for Council Member Williams. Three votes for Council Member Mitzner. Mayor Sullivan noted Council Member Mitzner as Council President.

ANNUAL ORGANIZATION:

City Officers: With renewal of appointments each officer will sign an updated Oath of Office for their file.

CONSENT AGENDA:

✓ *Motion to Approve Consent Agenda*

Council Member Fleming moved to approve the consent agenda which consisted of the following:

Minutes of April 19, 2017 City Council Meeting;
Check Register: April 20 – May 03, 2017.

Motion seconded by Council Member Mitzner, voted on, passed 5-0. Time: 7:10 p.m.

DISCUSSION FROM THE FLOOR:

CHELSE STAINBROOK REGARDING DOWNTOWN BUSINESS SIGNAGE

Chelsie Stainbrook presented a design for a business direction sign for downtown businesses to be placed at the south end of Thayer Park. The presented design had a frame of treated lumber for a cost of \$360.00 and then space for 16 businesses listed on both sides for an additional cost of \$340.00 per side for a total cost of \$1,040.00. Would need someone to put it up, but don't expect that to be a concern. The business lines can be changed out as businesses change.

Motion: Council Member Shields moved to put the sign in the city at Thayer Park for \$1,040.00.

Discussion:

1. Chamber of Commerce working with this project too?
2. Who pays fee to be listed as a business on the board?
3. Current motion includes price of the businesses to be listed. Determined by who?
4. Estimated \$60-70 for a business to have their name on the side on both sides and have the business pay this part of the cost?

Rescind Motion: Council Member Shields moved to rescind her motion. City Attorney noted the motion died for a lack of a second.

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✓ *Motion to Appoint Two Council Members to Work With Chamber on Sign Details*

Council Member Mitzner moved to have two council members work with the Chamber on details for the business signage and bring back to the city council, with those two members being Mitzner and Shields. Motion seconded by Council Member Fleming, voted on, passed 5-0. Time: 7:22 p.m.

MARVIN CLEMENTS REGARDING THAYER PARK

Marvin Clements reported on current activity at Thayer Park:

1. Pergola: Looking at putting an underground sprinkler system in the area to help the grass grow in this area. The chamber can pay the cost, just need the installation and hook-up to the faucet with a timer. Public Works Johnson is ok with this.
2. City Signage: Working with Chelsie Stainbrook on the business signage. Also working with John Inborn for posts for the city sign posts then need someone to put up that sign.
3. Electricity to Pavilion: Need for events to be held there. With consent of the city would hook on to the back of the community building electrical source and run a line to the Pavilion. Discussed property owners between the community building and the pavilion. The chamber would take care of the installation expenses. The electrical usage would be included in the community building usage charges. City council was ok with the connection to the community building if the property owner between the locations would give consent.

PARK BOARD CHAIRMAN JODI WADE REGARDING WAIVING PERFORMANCE & PAYMENT BONDS FOR SHELTER PROJECT

Jodi Wade inquired if the city would waive the city's policy for requiring performance & payment bonds for the new Shelter Project being built with State Park Grant money and matching city's funds as the state is not requiring the bonds for their portion. Described the shelter project to include a sidewalk and ADA accessibility. Size of the structure is 30' x 60', with a total cost limit of \$156,000. Discussed: 1. being a simple project versus the protection of the bonds, 2. the city not discussing bonds on previous projects, and, 3. the city's already established policy for bonds. Comes down to comfort with the project and waiving a city policy.

✓ *Motion to Follow Established City Policy for Performance and Payment Bonds*

Council Member Mitzner moved to follow established city policy for Performance and Payment Bonds. Motion seconded by Council Member Shields, voted on, passed 3-0-2 (Abstain: Curtis and Williams). Time: 7:50 p.m.

SPECIAL PROJECTS:

WATER PROJECT UPDATE

1. Report from PWS Jim Johnson –
 - i. Priority has been West Lincoln Street to have road ready for paving project.
 - ii. Have not had any other flooding issues from this construction project.
 - iii. Have started putting up erosion control devices to avoid ground movement when rains.
 - iv. The water under the sidewalk bridge flowed well.
 - v. The crew should be moving to repair the road cuts when the asphalt plant opens up.
2. Contractor's (Orr Wyatt Streetscapes) Phase II Pay Request #7 for \$72,484.93

✓ *Motion to Approve Contractor's Phase II Pay Request #7 for \$72,484.93*

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Council Member Mitzner moved to approve the contractor's Phase II pay request for \$72,484.93. Motion seconded by Council Member Shields, voted on, passed 5-0. Time: 7:55 p.m.

3. KDC Extension Request Response for Phase I
 - ix. Noted the CDBG Grant extension request had only been approved until May 31st and there would not be any additional extension requests approved.
4. Kansas Historical Society Water Tower Replacement Response –
 - i. Noted the city had received approval to remove the old water tower with the city's proposed documentation of the history of the tower.
 - ii. Council Member Mitzner noted as he is also on the city's Historical Society board and they are purchasing a scaled model of the tower to add to existing photos.
 - iii. City asking anyone with old photos of the tower to share with the city to allow copies to be made and used as part of the history of the tower.

ADA MODIFICATIONS TO CITY HALL (USDA GRANT PROJECT)

1. Threshold Between Rooms – Have been looking at alternatives to repair the flooring after widening the doorway. The bid does not include anything other than a door threshold cover. Have discussed adding tile and extending at the sink area to make a work area around the sink and cabinet as there is not any extra carpeting to put in the open area. Mayor asked to look into and report back.

CAPITAL IMPROVEMENT PROJECTS FOR THE FUTURE

1. BG Consultants Sewer Inspection Proposal –
 - xiv. PWS Johnson met with BG Consultants and from the information gathered think there is too small a line from the lift stations to the lagoon. They are gathering the information and will report back.
2. Linn County Capital Improvement Fund Distribution FY 2017 for \$54,279.00
 - viii. None.

REPORTS OF CITY OFFICERS:

CITY ATTORNEY – JOHN SUTHERLAND

None.

POLICE DEPARTMENT – CHIEF TATE WEST

1. Activity Report as Presented.
2. US Minerals, in Industrial Park, has several concerns. Have spoken with the new plant manager and presented outline of improvement expectations.
 - i. Fire Chief Nasalroad noted his concerns was the area of road the fire department needs access to across from US Minerals. No parking signs were removed right after being put back up and the business was actually loading semis in the road across from the fire station and had the fire trucks been called out there would have been issues. There are also 26 totes in the road for storage and the continued water flow from their drive. Noted the on-going water flow does not contain chlorine.
3. Mayor Sullivan reported his street light is still not functioning.

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4. KHP Sobriety Checkpoint Briefing, May 19th, on K 152 @ M.P.8. This is within the city limits and any citations will be prosecuted through the county. The city officers will be working as support officers.

PUBLIC WORKS DEPARTMENT – SUPERINTENDENT JIM JOHNSON

1. Sewer Back Up on South 2nd Street – City sewer main was backed up today in the 300 Block of S 2nd Street. Reddi Services was able to clear the debris this afternoon. It's either a collapse in the joint or a bore in the ditch about 200 feet away where dirt and paper built up behind the break. Right now assuming a normal clog and will alert the contractor tomorrow at the monthly meeting as if broken will back up again.

FIRE CHIEF – DAN NASALROAD

1. See Notes under Police Chief Report
2. Thank You – Thank you to public works for cleaning the black ash from in front of the fire station.

CITY CLERK – DEVONA HERRIN

1. Activity Report as Presented
 - i. KCP&L Decorative Lighting – Waiting on responses from another city and KCP&L. Have some information BG Consultants left for examples of potential city projects.
 - ii. Cell Phones – Thanked Police Chief West and Public Works McCarty for helping make the change outs. Public Works chose to keep some of their existing flip phones that were working without any problems. The 'life case' on the iPhone seems to cause problems with hearing the ring and talking, checking into what the cause is.

COUNCIL COMMITTEE REPORTS:

NONE

SPECIAL COMMITTEE REPORTS:

EMERGENCY MANAGEMENT

Storm Sirens – Discussed there are two working sirens in the city limits with one on the north end of town and the other in the south end of town. This set up brings the center of town into the surrounding area for both sirens. Mayor Sullivan inquired as to one resident stating they do not hear the sirens in their house. Council Member Mitzner reported the sirens were designed for outside alert for everyone to take cover. The old siren behind the old city hall is currently not working and is outdated as to be able to have repairs was just left working as long as it works. Police Chief West will check the old siren status when the company comes to do the annual inspections.

SWANFEST COMMITTEE

Nonprofit Entities for Exempt Sales Tax for Special Events – Council Member Mitzner reported he had received information from the KDR regarding some non-exempt statuses for churches, Boy Scouts, and Girl Scouts.

UNFINISHED BUSINESS:

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OUTSTANDING UTILITY BILL PROCESS/POLICY FOR LANDLORDS PROPERTIES

City Attorney Sutherland completing the details to report.

OUTSTANDING CODES BOOK UPDATE

City Attorney Sutherland completing a report with the codes book update.

SIGNS FOR ENTERING CITY

Discussed looking at different ideas on city signs and locations. Council Member Mitzner is going to check with the school board about signage out to the schools west of town. Police Chief West will get a map with the options of where city signs can be put and what kind where.

NEW BUSINESS:

SALE OF SURPLUS EQUIPMENT – 2003 EXMARK LZ MOWER, SERIAL #255983

City Attorney Sutherland opened the one bid received from Richard Higginbotham for \$357.00. Public Works Superintendent Johnson noted the bid was reasonable.

✓ *Motion to Sale 2003 Exmark LX Mower to Richard Higginbotham for Bid of \$357.00*

Council Member Williams moved to accept the bid of \$357.00 from Richard Higginbotham for the 2003 Exmark LX Mower. Motion seconded by Council Member Shields, voted on, passed 5-0. Time: 8:50 p.m.

LIBRARY DIS. #2 STORY TELLER'S CAFÉ PROJECT

Inquiry if any council member or city employee was available to participate in reading to the children with the summer reading program. Training will be May 11th. Council Member Shields noted she would participate.

KANSAS ONE-CALL SYSTEM, INC. PROXY

✓ *Motion to Approve Listed Election of Directors for Kansas One-Call System, Inc.*

Council Member Mitzner moved to approve the list of Directors for the Kansas One-Call System, Inc. Motion seconded by Council Member Fleming, voted on, passed 5-0. Time: 8:53 p.m.

KCC, NATURAL GAS WORKSHOP, "EMERGENCY RESPONSE ACTION CHART" MAY 9TH, CHANUTE

Request Jacob Mills to attend the training for natural gas utility.

✓ *Motion to Approve Jacob Mills to Attend the Training for the Natural Gas Utility*

Council Member Fleming moved to approve Jacob Mills to attend the KCC Natural Gas training on May 9th in Chanute. Motion seconded by Council Member Mitzner, voted on, passed 5-0. Time: 8:54 p.m.

2018 BUDGET PREP

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Reviewed:

1. Budget timeline – will need to be completed by mid-June if there's a possibility an election needs to be held.
2. The state required CPI rate to be used for the city budgets is 1.4%.
3. Can increase costs above the consumer price index for parts of emergency services departments expenses.
4. The CPI rate applies to the General Fund, not the utility funds.
5. The different funds allocated within the General Fund.
6. Review further at the next May meeting.

PIPELINE SAFETY & EMERGENCY RESPONSE TRAINING, MAY 10TH, MOUND CITY

✓ *Motion to Approve Police Chief West to Attend Pipeline Safety Training for Continuing Education*

Council Member Shields moved to approve Police Chief West to attend the Pipeline Safety Training on May 10th in Mound City. Motion seconded by Council Member Fleming, voted on, passed 5-0. Time: 9:03 p.m.

ALCOHOL COMPLIANCE EDUCATION, MAY 9TH, PITTSBURG, KS

Request Police Chief West to attend the training for continuing education credits.

✓ *Motion to Approve Police Chief West to Attend Alcohol Compliance Training in Pittsburg*

Council Member Shields moved to approve Police Chief West to attend the Alcohol Compliance training May 9th in Pittsburg. Motion seconded by Council Member Mitzner, voted on, passed 5-0. Time: 9:04 p.m.

UPDATE – SALES TAX FOR NON-EXEMPT CLIENTS

Addressed under Swanfest.

APPOINT COURT CLERK(S)

Mayor Sullivan recommended the appointment of Devona Herrin for Court Clerk and Linda Elder as Deputy Court Clerk.

✓ *Motion to Approve Devona Herrin as Court Clerk and Linda Elder as Deputy Court Clerk*

Council Member Mitzner moved to approve the appointment of Devona Herrin as Court Clerk and Linda Elder as Deputy Court Clerk. Motion seconded by Council Member Shields, voted on, passed 5-0. Time: 9:06 p.m.

ROAD REPAIR AT CORNER OF LINNCO DRIVE & INDUSTRIAL BLVD

PWS Johnson reported an area of the road had broken down at the corner of LinnCo & Industrial Blvd due to the volume of heavy trucks using the road in the area. The damage is bad enough it could cause an accident. County has said their time limit of responsibility for the industrial park area has expired. Needs repaired quickly and Noel Construction can do the repairs next week for a cost of \$1,380.00.

✓ *Motion to Approve Fred Noel Construction to Repair Road Damage for Cost of \$1,380.00*

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Council Member Fleming moved to approve Fred Noel Construction to repair the road damage at the corner of LinnCo Drive & Industrial Blvd for a cost of \$1,380.00. Motion seconded by Council Member Mitzner, voted on, passed 5-0. Time: 9:09 p.m.

Discussion: The existing area of the road has an existing depth of 4"; not designed for the heavy trucks currently using the area for the industrial business; also, apparently a flaw in the area breaking apart. Possibly will continue to have problems in this area due to the current exposure the road was not built for.

EXECUTIVE SESSION

✓ *Motion To Go Into Executive Session*

Council Member Fleming moved to go into executive session for personnel for up to forty-five minutes following a ten minute break. Motion seconded by Council Member Williams, voted on, passed 5-0. Time: 9:13 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

EXTEND MEETING

✓ *Motion To Extend Meeting*

Council Member Mitzner moved to extend the meeting up to thirty minutes. Motion seconded by Council Member Fleming, voted on, passed 5-0. Time: 9:13 p.m.

Open Session Resumed at 9:57 p.m.

OTHER BUSINESS:

Cell Phones – Mayor inquired about problem with cell phones just recently changed out. Two public works phones are not working to expectations. One was an Iphone and public works does not want an Iphone. Office was unaware of serious problems, understood Iphone was a trial period, try to address any phone issues quickly and these can be changed out.

\$2.00 Raise for Linda Elder During Interim Short Staffing Period –

✓ *Motion To Approve \$2.00 An Hour Raise for Linda Elder Until Staff Hired Effective May 1st*

Council Member Fleming moved to approve a \$2.00 an hour raise for Linda Elder as of May 1st until the city can get additional staff hired. Motion seconded by Council Member Williams, voted on, passed 5-0. Time: 10:04 p.m.

Future Special Meeting – Noted there may be a Special Meeting called next Wednesday or Thursday for Personnel.

NOTES AND COMMUNICATIONS TO COUNCIL:

- a] April 24, 2017 Notes from Chamber of Commerce
- b] Help Wanted Advertisement
- c] Brownfields Workshop

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d] KMU Legislative Update
e] April 27, 2017 Park Board Agenda/Meeting

ADJOURNMENT:

✓ *Motion to Adjourn Meeting*

There being no further business, **Council Member Fleming moved to adjourn the meeting. Motion seconded by Council Member Mitzner, voted on, passed 5-0.** The Regular meeting was adjourned at 10:04 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 May 2017.

END OF May 3, 2017 MEETING.

BEGINNING OF May 10, 2017 SPECIAL MEETING

SPECIAL MEETING:

The La Cygne City Council met for a Special Meeting on Wednesday, May 10, 2017, at La Cygne City Hall. Council Members present were: Jake Fleming; Jerome Mitzner; and Danny Curtis. Absent: Esther Shields and Gerald Williams.

Others in attendance included, but not limited to: City Clerk Devona Herrin, City Attorney John Sutherland, and Police Chief Tate West.

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

The Purpose of the Special Meeting was called for:

❖ **Personnel**

Executive Session:

✓ *Motion to Go Into Executive Session for Up To Ninety (90) Minutes for Personnel*

Council Member Fleming moved to go into executive session to review applications and interviews for up to ninety (90) minutes. Motion seconded by Council Member Mitzner, voted on, passed 3-0. Time: 6:00 p.m.

Opened meeting to extend executive session at 7:00 p.m.

Extend Executive Session:

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✓ *Motion to Extend Executive Session for Up to Another Ninety (90) Minutes for Personnel*

Council Member Fleming moved to extend executive session up to another ninety (90) minutes for personnel if necessary. Motion seconded by Council Member Mitzner, voted on, passed 3-0. Time: 7:00 p.m.

Three Applicants for Deputy City Clerk &/or Treasurer, and Court Clerk, duties were interviewed.

Open Session Resumed at 8:27 p.m.

ADJOURNMENT:

✓ *Motion to Adjourn Meeting*

There being no further business, **Council Member Mitzner moved to adjourn the meeting. Motion seconded by Council Member Curtis, voted on, passed 3-0.** The Special meeting was adjourned at 8:28 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 10th day of May 2017.

END OF May 10, 2017 SPECIAL MEETING.

BEGINNING OF May 17, 2017 MEETING

REGULAR MEETING:

The La Cygne City Council met on Wednesday, May 17, 2017, at La Cygne City Hall. Council Members present were: Danny Curtis; J. K. Fleming; Jerome Mitzner; Esther Shields; and Gerald Williams.

Others in attendance included, but not limited to: City Clerk Devona Herrin; City Attorney John Sutherland; Police Chief Tate West; Public Works Superintendent Jim Johnson; Marvin Clements; Chelsie Stainbrook; Police Officer Michael Miles; Brett Waggoner, BG Consultants; and, Tony Furse.

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

MAYOR'S COMMENTS:

- ✓ City Wide Clean Up was last Saturday with similar amount of pickup as last year.
- ✓ School ends tomorrow, watch for kids during the day now and have a safe summer.

CONSENT AGENDA:

- ✓ *Motion to Approve Consent Agenda*

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Council Member Shields moved to approve the consent agenda which consisted of:

Minutes of May 03, 2017 Regular City Council Meeting;
Minutes of May 10, 2017 Special City Council Meeting;
Check Register: May 4 – 17, 2017.

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

DISCUSSION FROM THE FLOOR:

CHELSE STAINBROOK REGARDING MAIN STREET & DOWNTOWN BUSINESS SIGNAGE

Chelsie Stainbrook brought the Downtown Business Signage topic back to the City Council with a report the Chamber of Commerce would do the signage portion of the sign for the businesses that participate with the chamber and handle the installation of the sign. The question to the City Council was if they city would pay for the framework for a cost of \$360.00.

✓ *Motion to Approve The City to Co-Sponsor the Sign with Chamber of Commerce for \$360.00*

Council Member Mitzner moved to approve the city to co-sponsor the sign with the Chamber of Commerce with paying for framework for \$360.00 with the Chamber handling other costs and maintenance. Motion seconded by Council Member Shields, voted on, passed 5-0. Time: 7:05 p.m.

Codes Officer West inquired about waiving the building permit fee with it being part of a city project.

✓ *Motion to Approve Waive the Building Permit Fee for the Sign*

Council Member Mitzner moved to approve waiving the building permit fee for the sign. Motion seconded by Council Member Curtis, voted on, passed 5-0. Time: 7:06 p.m.

MARVIN CLEMENTS REGARDING THAYER PARK

Discussed:

1. Electricity to Pergola - Marvin Clements has contacted the owner, Dan Earnest, of La Cygne Suites and he has agreed, in writing, to allow an electric line to cross that property to reach the Park from the Community Building. City Attorney will draw up an easement and Marvin will need to get all of the owners information and legal description to the attorney.
2. Progress on City Sign for the Park – Marvin Clements noted they are working with in individual to get the posts installed for the sign. The sign faces south and will be back in line with the south end of the fence.

SPECIAL PROJECTS:

WATER DISTRIBUTION PROJECT

1. Report from Public Works: Public Works Superintendent Johnson reported the contractor is back on track now with better weather.
2. Brett Waggoner, with BG Consultants, reported:
 - a. The asphalt was completed for Phase I and the project is moving forward with the better weather.
 - b. There is progress on the cleanup of yards.

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- c. Completed enough in one area to create a loop of the new line and plans are to charge it up and get the water moving in that area.
 - d. Contractor will run lines to each new meter pit area and install meters in a block by block basis. Will be placing each new meter pit next to the old meter pit for ease of connections; then, the old meter pit will be removed and the space filled.
 - e. At the end of the project will add the automatic read components to all of the meters. Until then will continue to manually read the new meters. The warranty on the parts begin when installed and this will have the warranty in the same time frame for all areas of town.
 - f. Training will be done prior to going to the automatic meter read program.
3. PHASE I – WATER
- a. Contractor's Change Order #2 – Discussed:
 - i. Brett Waggoner described how the final change order includes adjustments to how the actual type of work if finally adjusted once the contractor is out in the field doing the work. Some areas originally determine to be dug are better bored and vice versa. The change order reflects increases and decreases as well as different quantities according to work and quantities actually needed.
 - ii. Reviewed table of underruns and overruns.
 - iii. All changes are documented with descriptions.
 - iv. Brett Waggoner was confident they gave more assistance than charged for.
 - v. Another item pertaining to the pay request is the retainage is included as a final payment.
 - vi. The city's warranty for Phase I ends January 20th, 2018.
 - vii. Council Member Curtis questioned CO2.7 of the change order and did not remember any time the contractor had done work at the request of the city, that public works had done the work for the time he remembered. Brett Waggoner noted he would check the date of occurrence.
 - viii. Hydrants applicable to Phase I will be adjusted the next week and should be done by the time the final inspection by KDOC will be done on May 26th.
 - ix. Rough areas in yards are areas where Phase II will have the contractor back installing the meter pits.
 - x. Council asked to have any future final change request prior to deadline dates to have time to review and have any questions answered in advance, as concerned about paying contractor when there are still a few things pending. Brett Waggoner agreed to allow more lead time for council review in the future.

✓ *Motion to Approve Contractor's Phase I Change Order #2*

Council Member Mitzner moved to accept Change Order #2 for \$49,666.70. Motion seconded by Council Member Fleming, voted on, passed 5-0. Time: 7:58 p.m.

- b. Contractor's Phase I Pay Request #10 (Final) for \$153,516.00

✓ *Motion to Approve the Contractor's Phase I Pay Request #10 (Final) for \$153,516.00*

Council Member Mitzner moved to approve the contractor's Phase I pay request #10 for \$153,516.00 to close out the part of Phase I. Motion seconded by Council Member Williams, voted on, passed 5-0. Time: 8:00 p.m.

- c. Authorize Mayor to Sign Completion of Work Certificate at a Future Date with Contingencies
– Brett Waggoner explained the engineer has to sign this document first and it includes confirming the contractor has paid all bills. Asking for approval to have the mayor sign after

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all contingencies are met will avoid having to have a special meeting prior to the end of the month.

✓ *Motion to Approve Mayor to Sign Completion of Work Certificate At Future Date Contingent on Meeting Requirements and Engineer Approval*

Council Member Mitzner moved to approve the mayor to sign the 'Completion of Work' Certificate at a future date contingent on meeting requirements and engineer approval. Motion seconded by Council Member Fleming, voted on, passed 5-0. Time: 8:02 p.m.

- d. KDOC Monitoring Notice for May 26, 2017 – Noted.
- e. SEKRPC Administrative Invoice (Final) for \$5,000.00

✓ *Motion to Approve SEKRPC Administrative Final Invoice for \$5,000 for Phase I*

Council Member Mitzner moved to approve to pay SEKRPC Final Administrative Invoice for \$5,000.00 to close out grant. Motion seconded by Council Member Williams, voted on, passed 5-0. Time: 8:06 p.m.

- f. CDBG Drawdown Request #11 for \$36,996.01

✓ *Motion to Approve CDBG Drawdown Request #11 for \$36,996.01*

Council Member Mitzner moved to approve CDBG Drawdown Request #11 for \$36,996.01. Motion seconded by Council Member Williams, voted on, passed 5-0. Time: 8:09 p.m.

4. PHASE II – WATER

- a. USDA Water Tower Bid Acceptance Notice – Noted.
- b. Update by Brett Waggoner, BG Consultants – Stages for the water tower include putting the project out to bids next week with bids due a few days prior to the second council meeting in June, or the first meeting in July. Concurred there would be a meeting on July 5th. The construction timeline for a tower is up to one year for completion with the start date beginning after the city accepts the chosen bid that includes the start date for the construction.
- c. Documenting Old Water Tower Removal – Still pending Memorandum of Agreement.

ADA MODIFICATIONS TO CITY HALL

- 1. Tile for Doorway Entrance to End of Cabinets – City Clerk Herrin reported they contractor could put tile in front of the cabinets and run it from the doorway for a smooth transition and update from widening the doorway. Noted did not have a price but would work with contractor to keep it under \$500 if council was ok with that additional cost. Council concurred to keep under clerk's \$500 authority.

CAPITAL IMPROVEMENT PROJECTS LIST FOR FUTURE

- 1. Sewer Review Project – Brett Waggoner, BG Consultants, reported they had reviewed the city's lift station sites and lagoon, the old plans. Now working on drawing conclusions and plan to be here for the June 7th meeting to review the technical findings and see what the city wants to tackle.
- 2. Linn County Capital Improvement Fund Distribution FY 2017 – No Action.

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REPORTS OF CITY OFFICERS:

CITY ATTORNEY – JOHN SUTHERLAND

None.

POLICE DEPARTMENT – CHIEF TATE WEST

Reported on the following:

1. Written Report for Review
2. U.S. Minerals Update on Concerns
 - ✚ Working with U.S. Minerals manager and recording dates of violations
 - ✚ They have offered to paint the curb red and mark no parking for the trucks not to park in the no parking zone
3. Intersection at Industrial Road and Market Street where Large Trucks are Cutting Edges -
 - ✚ Contacted KDOT and informed they only go from the edge of the pavement to the opposite edge of the road; any ditch work or widening a side road would be the city's responsibility.
 - ✚ Intersection was not built for the current large trucks heavy weight and length exposure.
 - ✚ Discussed the trucks causing the damage – that they now have an edge with the added sidewalk to pull over for more space instead of the previous deep ditch.
 - ✚ Discussed ways to possibly keep the trucks off of the sidewalks to keep from destroying the new sidewalks. Looking at options.
4. Street Lights – Mayor Sullivan noted his street light was still not working properly.
5. KHP Sobriety Checkpoint Scheduled for Friday May 19th – Cancelled due to weather forecast.

PUBLIC WORKS DEPARTMENT – SUPERINTENDENT JIM JOHNSON

Reported on the following:

1. Dead Tree in Cemetery – Public Works Superintendent Johnson reported a very large tree in the old part is dead. Three other trees have some life left; however, do not mow in that area when there are high winds to avoid any falling tree limbs.
2. Cemetery – Frankie Noel has already began putting flowers on all of the grave sites making any further mowing and weed-eating around the flowers difficult. Public Works has been helping to get ready for Memorial Weekend and it looks nice this weekend. By Memorial Weekend the areas with flowers out now will probably have some taller grass. May inquire with the Cemetery Association about waiting until closer to Memorial Weekend next year before putting out so many flowers.
3. Summer Help – One individual has started this week and the other will start next week.
4. Road 'Patch' Materials – Time to order patch for the roads to fill the holes. Inquired about patch in front of the carwash and Casey's where 4th Street meets their concrete. Council concurred to fill the holes in the road. The usual spring amount of patch will be ordered.
5. Industrial Park Road –Reported needs for improvement in the area include broken pieces of curb gutter, removing poured concrete over curbs gutter, removing dirt built up in curbs gutter, and the gravel drives and runoff water of ditches are causing problems. How much and when does the city council want to consider repairs? Discussed had not known the city was responsible for the Industrial Park Road area, had previously thought county was handling the maintenance for this area. Noted the area needs attention. Mayor Sullivan asked for pictures for the next meeting. City Council will review and start planning.

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6. Returned to Dead Tree in Cemetery – Does city council want it removed if can be done for less than \$800.00?

✓ *Motion to Authorize Up to \$1,000 for PWS Johnson to Have Dead Tree Removed in Cemetery*

Council Member Mitzner moved to allow Jim to get the dead tree removed for a cost of up to \$1,000.00. Motion seconded by Council Member Fleming, voted on, passed 5-0. Time: 8:53 p.m.

FIRE CHIEF – DAN NASALROAD

None.

CITY CLERK – DEVONA HERRIN

Written report included:

1. Preliminary 2016 Audit Findings – Initial draft from Terry Sercer, auditor, indicates there will only be \$14,500 to Equipment Reserve (with \$10,000 designated to Fire Department) and \$14,500 to Capital Improvement. The reduction from the originally scheduled \$35,000 each is largely due to the decrease in sales tax dollars in 2016.
2. City Elections – Reminder the filing deadline is June 1st at noon at the county clerk's office.

COUNCIL COMMITTEE REPORTS:

STREET

Water Line Status on West Lincoln Street – Council Member Fleming inquired if the water line was installed on West Lincoln Street to begin the road overlay. Jim will check tomorrow, know the contractor was working on it.

SPECIAL COMMITTEE REPORTS:

EMERGENCY MANAGEMENT

SWANFEST COMMITTEE

UNFINISHED BUSINESS:

OUTSTANDING UTILITY BILL PROCESS/POLICY FOR LANDLORDS PROPERTIES

City Attorney Sutherland noted he reviewed the city's part of the pending codes to be updated and they are the same as the League has for this topic. Recommend leaving as written.

OUTSTANDING CODES BOOK UPDATE

City Attorney Sutherland reported the basics are done and need some direction for putting the utility rates in the ordinances or making a change to where the codes refer to the rate changes by resolution. Then the resolution could address all utilities at the same time when the council wanted to make an entire rate change, or one utility rate change at a time. Also this would save on publications; however, the residents could have easy access with the rates being listed on the web site and easily available with handouts. Council concurred this could be set up with rates being handled by resolution. Targeting to have recommended changes ready for the next meeting and then send off for codes update.

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SIGNS FOR ENTERING CITY

No updates at meeting time.

PLANNING COMMISSION MEMBERS WITH MAY 2017 EXPIRATIONS

Mayor Sullivan recommended the reappointments for Keith Stoker and Ron Wier for the Planning Commission Board.

✓ *Motion to Reappoint Keith Stoker and Ron Wier for the Planning Commission Board*

Council Member Fleming moved to approve the recommended reappointments of Keith Stoker and Ron Wier for the Planning Commission Board. Motion seconded by Council Member Mitzner, voted on, passed 5-0. Time: 9:04 p.m.

NEW BUSINESS:

TRAINING HOURS: 'DEATH NOTIFICATION TRAINING & COPING WITH STRESS FOR FIRST RESPONDERS, JUNE 17TH, OLATHE, KANSAS

✓ *Motion to Approve Police Chief West to Attend Training on June 17th in Olathe for Continuing Education Requirements*

Council Member Fleming moved to approve Chief West to attend the continuing education training class in Olathe on June 17th to meet requirements. Motion seconded by Council Member Shields, voted on, passed 5-0. Time: 9:05 p.m.

HACH WATER PLANT EQUIPMENT SERVICE AGREEMENT RENEWAL

PWS Johnson concurred the agreement had been reviewed and the cost was very similar to last year. This agreement meets the water plant equipment inspection requirements for KDHE.

✓ *Motion to Approve HACH Water Plant Equipment Service Agreement Renewal for \$7,651.00*

Council Member Fleming moved to approve the HACH renewal agreement for the water plant equipment for a cost of \$7,651.00. Motion seconded by Council Member Mitzner, voted on, passed 5-0. Time: 9:06 p.m.

2018 BUDGET PREP TO WORK WITHIN THE STATE ALLOWABLE 1.4% CPI INCREASE

Discussed the city council will need to determine now if the city is going to make any increase in budget costs that will require an election by the public in August. If so, will need to establish now what those costs will be for the increase greater than the state CPI of 1.4% allowed. If the council determines to work with the existing budget to include the allowable 1.4% CPI allowed then the 2018 budget can go forward with the regular time frame to be worked up in June and July with an August public hearing.

✓ *Motion to Maintain 2018 Budget Within the State Allowable 1.4% CPI Increase*

Council Member Shields moved to hold the 2018 Budget within the state allowable 1.4% CPI increase. Motion seconded by Council Member Mitzner, voted on, passed 5-0. Time: 9:10 p.m.

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ROAD CONDITIONS ON INDUSTRIAL ROAD

Covered earlier in the meeting.

RESOLUTION No. 394 REGARDING FIREWORKS DISPLAYS ON EXEMPT DAYS

City Attorney Sutherland also noted the city council may want to look at incorporating this into the city codes.

✓ *Motion to Approve Resolution No. 394 Regarding Fireworks Displays on Exempt Days*

Council Member Fleming moved to approve Resolution No. 394 regarding Fireworks Displays on exempt days. Motion seconded by Council Member Shields, voted on, passed 5-0. Time: 9:12 p.m.

METHOD OF DELIVERY FOR ANNUAL WATER CONSUMER CONFIDENCE REPORT

City Clerk Herrin asked the city council to change from sending the annual report out in a city newsletter to instead allow the already state approved location on the KRWA website, then on the city web site, and a note on the June utility bills that a copy is available to be picked up at city hall.

✓ *Motion to Approve Change in Distribution of Annual Water Consumer Confidence Report*

Council Member Mitzner moved to approve the change in the distribution of the annual water Consumer Confidence Report to include the KRWA internet publication, the city's website, and notice on the June utility bills. Motion seconded by Council Member Fleming, voted on, passed 5-0. Time: 9:14 p.m.

AMEND MOTION FOR SUMMER EMPLOYEE DANE WILLIAMS TO A SUMMER REHIRE

✓ *Motion to Approve Amending Summer Employee Dane Williams to a Summer Rehire*

Council Member Fleming moved to approve amending summer employee Dane Williams to a Summer Rehire since worked for the city last year. Motion seconded by Council Member Mitzner, voted on, passed 5-0. Time: 9:15 p.m.

EXTEND MEETING:

✓ *Motion To Extend Meeting*

Council Member Fleming moved to extend the meeting for up to 10:30 p.m. if needed. Motion seconded by Council Member Mitzner, voted on, passed 5-0. Time: 9:17 p.m.

EXECUTIVE SESSION:

✓ *Motion To Go Into Executive Session*

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Council Member Fleming moved to go into executive session for personnel for up to thirty minutes following a ten minute break. Motion seconded by Council Member Mitzner, voted on, passed 5-0. Time: 9:17 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 9:58 p.m.

OTHER BUSINESS:

NONE

NOTES AND COMMUNICATIONS TO COUNCIL:

- a] Kansas Highway Patrol Sobriety Checkpoint Briefing - Cancelled
- b] EMC Annual Property & Casualty Dividend Report
- c] May 10, 2017, Chamber Report by Marvin Clements
- d] Federal REAP Grants for Small Businesses
- e] LKM Feedback for Security Camera Systems
- f] Electrical to Thayer Memorial Park Across La Cygne Guest Suites
- g] KDOT Feedback for Turn Radii at Industrial Road and Speed Study on Market St
- h] Streetlights Feedback from Brett Waggoner, BG Consultants
- i] Streetlights Feedback from Deb Wilson

ADJOURNMENT:

✓ *Motion to Adjourn Meeting*

There being no further business, **Council Member Fleming moved to adjourn the meeting. Motion seconded by Council Member Shields, voted on, passed 5-0.** The Regular meeting was adjourned at 10:01 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 May 2017.

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END OF May 17, 2017 MEETING.

BEGINNING OF May 22, 2017 SPECIAL MEETING

SPECIAL MEETING:

The La Cygne City Council met for a Special Meeting on Monday, May 22, 2017, at La Cygne City Hall. Council Members present were: Jake Fleming; Jerome Mitzner; Esther Shields; Gerald Williams; and Danny Curtis.

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

Mayor Robert Sullivan called the special meeting to order at 5:30 p.m.

The Purpose of the Special Meeting was called for:

❖ **Personnel**

Executive Session:

✓ *Motion to Go Into Executive Session for Up To Sixty (60) Minutes for Personnel*

Council Member Fleming moved to go into executive session to review applications for up to sixty (60) minutes. Motion seconded by Council Member Williams, voted on, passed 5-0.

Time: 5:30 p.m.

Open Session Resumed at 6:23 p.m.

Hire Carla Snow for Deputy City Clerk Position for \$15.38 Per Hour Beginning June 12th

✓ *Motion to Hire Carla Snow as Deputy City Clerk for \$15.38 Per Hour Starting June 12th*

Council Member Fleming moved to hire Carla Snow as Deputy City Clerk at \$15.38 per hour beginning on June 12th. Motion seconded by Council Member Williams, voted on, passed 5-0.

Time: 6:24 p.m.

ADJOURNMENT:

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✓ *Motion to Adjourn Meeting*

There being no further business, **Council Member Fleming moved to adjourn the meeting. Motion seconded by Council Member Williams, voted on, passed 5-0.** The Special meeting was adjourned at 6:25 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 22nd day of May 2017.

END OF May 22, 2017 SPECIAL MEETING.

BEGINNING OF May 31, 2017 SPECIAL MEETING

SPECIAL MEETING:

The La Cygne City Council met for a Special Meeting on Wednesday, May 31, 2017, at La Cygne City Hall. Council Members present were: Jake Fleming; Jerome Mitzner; Esther Shields; Gerald Williams; and Danny Curtis.

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

Mayor Robert Sullivan called the special meeting to order at 5:45 p.m.

The Purpose of the Special Meeting was called for:

- ❖ **Personnel**
- ❖ **SUMMIT Training Day in Office – June 5, 2017**

Executive Session:

✓ *Motion to Go Into Executive Session for Up To Two & ½ Hours for Personnel*

Council Member Fleming moved to go into executive session to review applications and interviews for up to Two (2) and one-half (1/2) hours. Motion seconded by Council Member Mitzner, voted on, passed 5-0. Time: 5:46 p.m.

Extend Executive Session:

✓ *Motion to Extend Executive Session for Up To Fifteen (15) Minutes for Personnel*

Council Member Williams moved to extend executive session to review applications for up to fifteen (15) minutes. Motion seconded by Council Member Mitzner, voted on, passed 5-0. Time: 8:15 p.m.

Open Session Resumed at 8:28 p.m.

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SUMMIT Training Day in Office – June 5, 2017

✓ *Motion to Close City Hall on June 5th for Software Training with City Employees*

Council Member Mitzner moved to close city hall on June 5th for Software Training for for city office employees. Motion seconded by Council Member Fleming, voted on, passed 5-0.

Time: 8:34 p.m.

✓ *Motion to Approve SUMMIT Training For Up To \$800.00 on June 5th*

Council Member Mitzner moved to approve SUMMIT training for up to \$800.00 on June 5th. Motion seconded by Council Member Fleming, voted on, passed 5-0.

Time: 8:35 p.m.

Hire Connie Gore for City Treasurer Position for \$13.50 Per Hour Beginning June 12th

✓ *Motion to Hire Connie Gore as City Treasurer for \$13.50 Per Hour Starting June 12th*

Council Member Mitzner moved to hire Connie Gore as City Treasurer at \$13.50 per hour beginning on June 12th contingent on passing pre-employment requirements. Motion seconded by Council Member Fleming, voted on, passed 5-0.

Time: 8:35 p.m.

ADJOURNMENT:

✓ *Motion to Adjourn Meeting*

There being no further business, **Council Member Shields moved to adjourn the meeting. Motion seconded by Council Member Mitzner, voted on, passed 5-0.** The Special meeting was adjourned at 8:36 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 31st day of May 2017.

END OF May 31, 2017 SPECIAL MEETING.

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BEGINNING OF June 7, 2017 MEETING

REGULAR MEETING:

The La Cygne City Council met on Wednesday, June 7, 2017, at La Cygne City Hall. Council Members present were: Danny Curtis; J. K. Fleming; Jerome Mitzner; Esther Shields; and Gerald Williams.

Others in attendance included, but not limited to: City Clerk Devona Herrin; City Attorney John Sutherland; Police Chief Tate West; Public Works Jerome Moore; LeRoy Turpen; Brett Waggoner, BG Consultants; and, Tony Furse.

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

MAYOR'S COMMENTS:

- ✓ City Wide Clean Up totaled 7.74 tons of materials picked up. Appears continues to be worth doing every year.
- ✓ Reported Joyce Stainbrook appreciated Brandi's efforts at the cemetery. Council Member Curtis noted public works also helped getting ready for Memorial Weekend.

CONSENT AGENDA:

- ✓ **Motion to Approve Consent Agenda**

Council Member Shields moved to approve the consent agenda which consisted of:

Minutes of May 17, 2017 Regular City Council Meeting;
Minutes of May 22, 2017 Special City Council Meeting;
Minutes of May 31, 2017 Special City Council Meeting;
April 2017 Treasurer's Report;
April 2017 Budget Report;
Check Register: May 18 – June 6, 2017.

Motion seconded by Council Member Fleming, voted on, passed 5-0. Time: 7:02 p.m.

DISCUSSION FROM THE FLOOR:

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NONE

2016 AUDIT REPORT BY TERRY SERCER, AUDITOR:

TERRY SERCER WITH DIEHL, BANWART, BOLTON, CPAs PA

Terry Sercer, CPA, with Diehl, Banwart, Bolton CPA Firm, presented the city's 2016 Financial Audit Report with the usual unqualified opinion report. Noted the city was beginning the 2017 year with good fund balances. Know the money can disappear quickly, however, currently have good revenues set aside. The city was cited for a budget violation in the Solid Waste Fund for being \$218.00 over, not a fund amount of any value, just not caught to amend the budget fund prior to year-end. Noted it was always good for the city council to ask questions whenever there is something happening that does not make sense. Makes for a good checks and balance for the city.

Mr. Sercer noted the government grants also require a 'single audit', which adds ten pages to the audit report and more detailed work for additional costs to the audit, with no violations. Also stressed the current status of the state's KPERS fund and the city's proportionate share should the state not turn the short-fall around. And, covered the adjustments in the utility billing program that were apparently proper however not finalized each month for a paper trail. Noted office staff needed to review and close out each month matching final numbers with the next month and reports noting the changes.

✓ *Motion to Approve the 2016 Financial Audit as Presented*

Council Member Mitzner moved to accept the 2016 Financial Audit as presented by Terry Sercer, the auditor. Motion seconded by Council Member Fleming, voted on, passed 5-0.

Time: 7:22 p.m.

SPECIAL PROJECTS:

WATER DISTRIBUTION PROJECT

1. Report from Public Works: Public Works Moore reported they are locating the lines that they can for the contractor; just working to stay ahead of the project instead of going back several times.
2. Brett Waggoner, with BG Consultants, reported:
 - g. The fire hydrant extensions for Phase I will be completely done by next week, if not already done. Phase I only had some hydrants, there were more on Phase II and they will be addressed in the same manner.
 - h. Phase II is 33% completed for the water line portion of the total project. This includes a good share of asphalt patches. Also, they have completed loops in areas of town where they will be going back and installing the new meter pits and meters prior to removing the old pits. Will go back later when all meters are installed and place the automatic meter readers on the new meters. Until then will manually read the meters and report the readings as doing now with the old meters. Also there will continue to be some rough spots in the yards until the new meters are installed and the old ones removed.
 - i. Phase II – Water Treatment Plant Project. Currently reviewing the project design after meeting with Jim and Jerome and identifying the series of improvements to be made. Plan to attend the July 5th meeting for council approval. Then, go to KDHE for approval prior to

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letting for bids, and continuing the process to complete with target completion by June 2018.

- j. Phase II – Water Tower Project. Plans and specs are done. The State Historical Society is in the process of drafting a Memorandum of Agreement outlining the documentation required before the old tower is taken down. Then the schedule is to let the project for bids, open bids prior to submitting to council for approval at the July 19th meeting, with target completion in August 2018.
- k. If stay on target dates all of the Phase II projects will be complete by the end of next summer, 2018.

3. PHASE II – WATER

- g. Contractor's Phase II Pay Request #8 for \$79,368.20

✓ *Motion to Approve the Contractor's Phase II Pay Request #8 for \$79,368.20*

Council Member Shields moved to approve the contractor's Phase II pay request #8 for \$79,368.20. Motion seconded by Council Member Mitzner, voted on, passed 5-0. Time: 7:38 p.m.

ADA MODIFICATIONS TO CITY HALL

- 1. No report

CAPITAL IMPROVEMENT PROJECTS LIST FOR FUTURE

- 1. Sewer Review Project – Brett Waggoner, BG Consultants, reported addressing the city staff concerns that the capacities of the sewer facilities is not large enough to convey all of the City's sewage flows during significant rain events, the engineers (Sam Johnson and Brett Waggoner) had examined all the city's existing records and came on site to gather information to review for ways to possibly address the concerns. Currently doing a capacity analysis with rain events of the infiltration for either bigger pumps or bigger pipes. However, don't want to oversize once the lines are addressed either to keep adequate flow going during regular periods. Will update the City Council at the June 21st meeting and then get back with the council at the July 5th meeting to decide if the city wants to proceed with PER and grant. Explained time line if the city works toward a grant and would receive said grant for sewer project to include CCTV inspection of sewer lines for condition and types of repair recommended.

REPORTS OF CITY OFFICERS:

CITY ATTORNEY – JOHN SUTHERLAND

None.

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POLICE DEPARTMENT – CHIEF TATE WEST

Reported on the following:

1. Written Report for Review
2. Discussed:
 - + Third officer will complete training on June 23rd.
 - + Part-time Officer Brad Barrett has completed training and is working part time two weekends a month.
 - + Captain Shaun West recently had surgery and is on light duty so not working except to submit the annual training information for the department.
 - + U.S. Minerals is now talking with the Codes Officer and working on working out improvements as well as a building permit for another entrance.

PUBLIC WORKS DEPARTMENT – SUPERINTENDENT JIM JOHNSON

Reported on the following:

1. Water Project – Public Works Moore reported Jim is on vacation and they are working on the water project.

FIRE CHIEF – DAN NASALROAD

None.

CITY CLERK – DEVONA HERRIN

Written report included:

1. Candidates Filed for City Council – David Allen Huggins, Heather Miles, Esther Shields, Keith Stoker, and Gerald Trinkle.
2. Open House for Maglicano Metal Works – Economic Development Director Dennis Arnold wanted to let the city officials know they were invited to an Open House on Wednesday, June 14th from 10:00 a.m. to 11 a.m. Hope some can attend.
3. New Business 'd' for the Municipal Court Clerk Salary – Briefly reviewed the original set up for a salary and how it does not flow smoothly with the current workload and FLSA standards.

COUNCIL COMMITTEE REPORTS:

CEMETERY

Tree Removal – Council Member Shields reported on her research regarding the Lincoln Township possibly helping with the removal cost of the trees in the cemetery. Had also talked to a Township member and he was ok with funds for this need from the Township. Discussed bids and the lowest bid being \$1,600.00; and, possibly leaving the stump and just handling the cost of cutting the tree. Noted there is yellow caution tape around the tree in question for people to stay away from. Council Member Shields will get back with Township and then report back. Possibly they will just pay the contractor to remove the tree directly.

COMMUNITY BUILDING

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Plug In & Weak Breakers – Council Member Shields reported one of the plug-ins in the kitchen did not work and the breakers were not holding when people were bringing in crock pots. She attempted to call Mike Page for a quote with no response. Discussed getting the overload issue addressed for safety. Council Member Williams offered to make the repairs for the cost of the materials.

✓ *Motion to Approve Council Member Williams to Replace Breakers & Plugs for Cost of Materials*

Council Member Fleming moved to approve Council Member Williams to replace the breakers and the plug for the cost of materials. Motion seconded by Council Member Shields, voted on, passed 5-0. Time: 8:14 p.m.

SPECIAL COMMITTEE REPORTS:

EMERGENCY MANAGEMENT

SWANFEST COMMITTEE

UNFINISHED BUSINESS:

OUTSTANDING UTILITY BILL PROCESS/POLICY FOR LANDLORDS PROPERTIES

City Attorney Sutherland working this in with the Codes Book Update.

OUTSTANDING CODES BOOK UPDATE

City Attorney Sutherland reported Chief West has reviewed the amendments. Now looking at this years' standard offence and traffic books for updating and the new beverage statute pending for CMB requirements. Will look at implementing these with the book update.

SIGNS FOR ENTERING CITY

No updates at meeting time.

PLANNING COMMISSION MEMBERS WITH MAY 2017 EXPIRATIONS

Open position – pending.

2018 BUDGET PREP

No report at meeting time

ROAD CONDITION ON INDUSTRIAL BLVD

City Clerk Herrin reported a discussion had taken place with County Economic Director Dennis Arnold regarding the maintenance of the roads in the Industrial Park and the intersection of Market Street and Industrial Blvd due to the large trucks now driving into and out of the Industrial Park. Mr. Arnold reported back that he had spoken with the County Commissioners and the County Public Works person called Jackie with a confirmation that the county would work with the city on the updates in these areas as part of the Industrial Park infrastructure.

NEW BUSINESS:

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MODERN COPY SYSTEMS MAINTENANCE AGREEMENT FOR TA 3500i COPIER

City Clerk Herrin reported there had not been time to work up a review to replace/trade-in the copier prior to the June annual agreement renewal; thus, recommended renewing the maintenance agreement. The company has been quick to respond and easy to work with.

✓ *Motion to Approve Modern Copy Systems Maintenance Agreement for TA 3500i Copier*

Council Member Fleming moved to approve the Modern Copy Systems Maintenance Agreement for TA 3500i copier. Motion seconded by Council Member Shields, voted on, passed 5-0. Time: 8:28 p.m.

ANNUAL CHAMBER BOOSTER DUES VS FUTURE CITY SIGN FOR PUBLIC AGENCIES

Discussed additional chamber booster dues for different city locations to be listed on the chamber sign vs the city review different types of signs from other cities and install a permanent sign with all of the different city location sites addresses. Concurred to have one name on the Chamber sign saying City Offices and then work on getting sign information and planning for one in the future budgets.

THAYER MEMORIAL PARK MAINTENANCE CONCERNS

Discussed the current maintenance is being done by the Chamber. City Hall employees will maintain a file of the original discussion minutes for future reference when council members and employees change.

MUNICIPAL COURT CLERK 'SALARY', CODE 8-110

Discussed the 'salary' for the municipal court clerk was established when the court clerk worked out of the home and the intent was a monthly salary for all work pertaining to court. Now the actual work is done on the hourly wage paid to the office employee and the 'salary' is just being applied to the evening court attendance. This amount is not applied to any other clerk attending evening meetings and there is also the FLSA possibility of overtime for that employee being greater than the 'salary' paid if they put in many hours the night of court. Also, there are heavy court times when more than one employee attends and helps and they are just paid hourly for attending. This will take an ordinance change. (Prepare ordinance for next meeting.)

✓ *Motion to Approve the Change from 'Salary' to Hourly Wage for All Court Clerk Duties*

Council Member Shields moved to approve changing the court clerk duties pay to hourly for all duties. Motion seconded by Council Member Mitzner, voted on, passed 5-0. Time: 8:44 p.m.

WAIVE COMMUNITY BUILDING FEE ON MONDAY, JULY 17TH, FOR COMMUNITY BLOOD DRIVE

The community blood drive is done by Peoplestelecommunications, LLC and have waived the fee in the past. Still asking for deposit which is returned when over and left in same condition as found.

✓ *Motion to Waive Community Building Fee for Community Blood Drive, Monday, July 17th*

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Council Member Fleming moved to waive the community building fee for the community blood drive on Monday, July 17th, with deposit paid and to be returned after requirements met. Motion seconded by Council Member Shields, voted on, passed 5-0. Time: 8:46 p.m.

LAW ENFORCEMENT TRAINING IN TOPEKA, JUNE 12TH, FOR OFFICER SAFETY & TERRORISM WORKSHOP

Chief West requested to attend the training in Topeka on June 12th to go towards meeting his continuing educations requirements by July. There would be an overnight stay expense the night before the training.

✓ *Motion to Approve Attending Training in Topeka with an Overnight Stay with Per Diem*

Council Member Mitzner moved to approve Chief West to attend the training in Topeka with an overnight stay for travel on June 11th and 12th. Motion seconded by Council Member Fleming, voted on, passed 5-0. Time: 8:48 p.m.

EXECUTIVE SESSION:

None

OTHER BUSINESS:

PARK BOARD'S BLAST IN THE PARK

Noted the Park Board's flyer providing the information for the July 8th 'Blast in the Park' to include fireworks the night of the 8th. Monetary donations or items for prizes would be appreciated.

NOTES AND COMMUNICATIONS TO COUNCIL:

- a] Good Deeds from Judy Albright
- b] May 25, 2017 Park Board Meeting Minutes
- c] May 23, 2017, Thayer Park, Chamber Report by Marvin Clements
- d] Wicked Pro Grand Opening – Saturday, June 17th
- e] KCP&L Severe Weather Safety: Be Prepared
- f] Children Signs Request from New Daycare Provider – Chief West reported he would be ordering signs for children 'at play' as are placed in the areas of other daycare providers.

TEN MINUTE BREAK

City Clerk requested time to prepare the check register for city council signatures.

✓ *Motion for Ten Minute Break*

Council Member Mitzner moved to take a ten minute break. Motion seconded by Council Member Fleming, voted on, passed 5-0. Time: 8:52 p.m.

ADJOURNMENT:

✓ *Motion to Adjourn Meeting*

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There being no further business, **Council Member Fleming moved to adjourn the meeting. Motion seconded by Council Member Mitzner, voted on, passed 5-0.** The Regular meeting was adjourned at 9:02 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 7th day of June 2017.

END OF June 7, 2017 MEETING.

BEGINNING OF June 21, 2017 MEETING

REGULAR MEETING:

The La Cygne City Council met on Wednesday, June 21, 2017, at La Cygne City Hall. Council Members present were: Danny Curtis; J. K. Fleming; Esther Shields; and Gerald Williams. Absent: Jerome Mitzner.

Others in attendance included, but not limited to: City Clerk Devona Herrin; Deputy City Clerk Carla Snow; City Treasurer Connie Gore; City Attorney John Sutherland; Police Chief Tate West; Public Works Superintendent Jim Johnson; Louis Papet and Rosanna Papet; Brett Waggoner and Brian Kingsley with BG Consultants; City Fire Chief Dan Nasalroad; and, Tony Furse.

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

MAYOR'S COMMENTS:

- ✓ Mayor reported Friday Night, June 16, 2017 and Early Saturday Morning there was no electricity, appreciate Public Works and the efforts for our citizens to get the electricity back on.
- ✓ Jim Johnson appreciated the Mayors support and thanked him for staying until the problem was resolved. The electricity was out from 2am to 9:30 am on Saturday morning.
- ✓ Appointed Deputy City Clerk Carla Snow.

✓ ***Motion:***

Council Member Fleming moved to appoint Deputy City Clerk Carla Snow, Motion Seconded by Member Williams, voted on, passed 4-0. Time 7:02 pm

- ✓ Appointed City Treasurer Connie Gore.

✓ ***Motion:***

Council Member Curtis moved to appoint City Treasurer Connie Gore, Motion Seconded by Council Member Shields, voted on, passed 4-0. Time 7:03 pm

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CONSENT AGENDA:

✓ **Motion:**

Council Member Shields moved to approve the consent agenda which consisted of:

Minutes of June 07, 2017 Regular City Council Meeting

Check Register: June 7 – June 20, 2017.

Motion seconded by Council Member Fleming, voted on, passed 4-0. Time: 7:04 p.m.

DISCUSSION FROM THE FLOOR:

THOMAS ANDERSON – NOT PRESENT

LOUIS MARTIN PAPET, 802 N 1ST

Louis Papet – Thanked the council for their time to listen to his concern. Stated he is new to the farming community and would like an opportunity to have animals. He has had sheep in the past, but has purchased more this year than last. His current number of sheep is 11. He realizes that you are to have one animal per acre of land per the codes book. He would like to discuss changing the code for small sheep or goats (small animals) to a different code than a larger animal (cow). Codes Officer West has already received 2 complaints prior to address the odor from the animals. There is approximately 5.5 acres located at this property. Louis Papet would like to know the process to change the code. Codes Officer West stated you would have to have a petition or sway a council member and the reasons for the changes. Mayor Sullivan commented that Residents expect a quiet place to live and have limits for all of those around. Louis Papet appreciated their time and thanked the council.

SPECIAL PROJECTS:

WATER DISTRIBUTION PROJECT

5. Report from Public Works: Public Works Superintendent Johnson reported that the contractors are on schedule with no problems.
6. Council Member Fleming inquired how the work was coming on Lincoln Street, west of Broadway. Johnson reported there was a 2" water line at the west end that was causing some delays on how to handle. Discussed going ahead and replacing so the road could be worked on.
7. Brett Waggoner, with BG Consultants, noted the contractor had been asked for additional Traffic Control Signs; and, they should start installing some new meters as early as next week.

SIDEWALK PROJECT UPDATE

1. Council Member Curtis extended a Thank you to Brett Wagoner for promptness on fixing the sidewalk out on KS 152 by the Dollar Store.

WATER DISTRIBUTION PROJECT - CONTINUED

4. Council Member Curtis mentioned damage to the sidewalk at the corner by Casey's on Hwy 152 is humped up due to the work performed when pulling the pipe on the new water line.

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5. Also noted the additional sidewalk placement outstanding is part of the water line project and not part of the original sidewalk project. There is still work to do on the water lines in this area.

ADA MODIFICATIONS TO CITY HALL

2. No report

CAPITAL IMPROVEMENT PROJECTS LIST FOR FUTURE

- Sewer Review Project – Brett Waggoner and Brian Kingsley, BG Consultants, reported the fact findings review of the sewer facilities indicate the sewer lines infiltration cause the problems during significant rain events. Even the East Lift Station has an increase during heavy rains.
- Packet was handed out with the findings from BG Consultants.
- The Infrastructure Improvement focus should not be on increasing the conveyance system capacity, but to rehabilitate the collection system and reduce Rainfall Derived Inflow and Infiltration. The sewer lagoon is sized properly at this point. The city system handles the flow except when there is a large rain.
- CCTV (videoing of the sewer lines) was last performed in 2002. If we were to perform a CCTV, the project total would be \$110,900 according to report provided by BG Consultants.
- The collection system needs to be addressed first by doing the system-wide TV inspection. It is recommended to have a commitment to move forward with repairs if/when the decision is made to have the inspection as the inspection is only good for 3-5 years.
- Discussed concerns that sewer pipes were previously installed incorrectly and now have big roots in even the newer lines.
- Brian with BG reported that there is now a National Standard Method of Evaluation, with five levels of deficiency in the data base, and it will give recommendations of repairs and cost.
- Engineer recommended they look for Search Grants with USDA and KDHE as a way to pay for the CCTV costs. Mayor Sullivan stated we should proceed with starting to look for Search Grants.
- Public Works Johnson concerned that the problems with the sewer are causing the sinking roads. BG Consultants would have to look into this to say for sure, but sinking roads are generally caused by the Trenches failing.
- Council Member Williams suggested to BG that we would like a Rate increase workup for the next meeting. BG Consultant Brian did not think that will be a problem and will provide one at the next meeting, keep in mind depending what Grants we would be receiving it will affect the estimate BG provides. It was discussed that rates would have to increase.

Change of Topic to Streetscape Project and New Fire Station

- Council Member Shields inquired about using the KDOT TE Funding for a Streetscape Improvement for the city. Noted Osawatomie being a great example of how beneficial this would be.
- BG explained that this grant will fund up to 80% for pedestrian area improvements, but city will have to match. City would possibly need \$200,000 - \$300,000 to match funds.
- Council Member Shields mentioned making improvements with this fund for 2 blocks of Broadway Street. Council Member Williams mentioned HWY 152 would be more beneficial for this grant.
- City Fire Chief Nasalroad discussed before spending money on Street Improvements, please consider those funds for a fire station as the lease is up in November, 2017. Follow up with Lease on Fire Station at the next Council Meeting.

REPORTS OF CITY OFFICERS:

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CITY ATTORNEY – JOHN SUTHERLAND

None.

POLICE DEPARTMENT – CHIEF TATE WEST

Reported on the following:

Bi-weekly report was presented. No questions.

Police Chief Tate West asked permission to attend the graduation on June 23rd for Officer Kurtis West in Hutchinson.

✓ *Motion:*

Council Member Fleming moved to approve Police Chief West to attend graduation. Motion dies for lack of a Second.

PUBLIC WORKS DEPARTMENT – SUPERINTENDENT JIM JOHNSON

Reported on the following:

1. Tree Removal -

- 510 N 6th Street, Large Dead Tree in City Easement was discussed that it needs to come down. Have a bid from Carl Marrs Tree Service to remove the tree for \$650.00 and grind out the stump for \$100.00.

✓ *Motion*

Council Member Shields moved for the city to pay up to \$750.00 for the tree removal and grinding out the stump at 510 N 6th Street. Motion seconded by Council Member Curtis, passed 4-0 Time 8:14 pm

2. Dead Tree in Cemetery -

- Carl's Tree Service provided two different quotes to address a dead tree and limb hangers in other trees. Lincoln Township has agreed to pay for \$1,600 towards removing a dead tree in the cemetery, and may pay an additional \$200 towards cleaning up the hangers. The Second Quote from Carl's Tree Service for a tree stump removal and hangers removal was for \$800, and discussed the city having some cemetery funds to clean up the hangers for safety under the trees.

✓ *Motion*

Council Member Curtis moved for the city to pay up to \$800 for tree stump removal and hanger clean up in the cemetery. Motion seconded by Council Member Shields, passed 4-0. Time 8:21 pm

FIRE CHIEF – DAN NASALROAD

1. Doing Pump Test for fire engines and Testing Equipment for hydrants once a year. Fire Chief Nasalroad will provide estimates for the next meeting for purchasing testing equipment to use

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on the new hydrants. The newer equipment is easier to use, and have previously been borrowing from other departments to handle the process.

CITY CLERK – DEVONA HERRIN

None.

COUNCIL COMMITTEE REPORTS:

CEMETERY

Tree Removal – Addressed earlier in minutes.

COMMUNITY BUILDING

Plug In & Weak Breakers – Council Member Williams replaced some of the Breakers, there are a few more to be replaced as well as some plug-ins. Follow up at next Council Meeting.

SPECIAL COMMITTEE REPORTS:

EMERGENCY MANAGEMENT –

None

SWANFEST COMMITTEE

None

UNFINISHED BUSINESS:

OUTSTANDING UTILITY BILL PROCESS/POLICY FOR LANDLORDS PROPERTIES

City Attorney Sutherland has this ready, will send the changes to City Financial for updating and then bring back to the council for final review and approval.

OUTSTANDING CODES BOOK UPDATE

City Attorney Sutherland has this ready, will send the changes to City Financial for updating and then bring back to the council for final review and approval.

SIGNS FOR ENTERING CITY

No updates at meeting time.

PLANNING COMMISSION MEMBERS WITH MAY 2017 EXPIRATIONS

Open position – pending.

2018 BUDGET PREP

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2018 Budget Packet was reviewed by Council and no concerns at this time. City Clerk Herrin offered to have a special meeting to discuss in further detail. Mayor Sullivan and City Council did not think this was necessary. City Clerk Herrin will work with Deputy City Clerk Carla Snow to review and finish 2018 Budget, still to finalize. City Clerk will provide Budget Excel Spreadsheet to go over in more detail for next meeting on July 5th, 2017.

ROAD CONDITION ON INDUSTRIAL BLVD

Public Works Johnson reported patched up the area on Market and Industrial Boulevard. Looks like Trucks are now going on gravel but saving sidewalk. Police Chief West will investigate having a barrier there and taking a long-run look at the intersection to see if we can find a better solution.

NEW BUSINESS:

LAW ENFORCEMENT TRAINING, JULY 17TH, KANSAS CITY

Police Chief West requested 8 hours of Continuing Education for Officer Miles and Police Chief West.

✓ *Motion*

Council Member Fleming moved for permission to attend Continuing Education for Officer Miles and Police Chief West in Kansas City. Motion seconded by Council Member Curtis, passed 4-0 Time 8:58 pm

REVIEW FIRE STATION LEASE

Mayor Sullivan Spoke with Doug Barlet about sitting down and discussing Lease on Fire Station. Fire Chief Nasalroad would like to schedule time to discuss in Executive Session at next meeting. Mayor had stated it looks as the County does not see a problem with renewing lease. Council Member Fleming discussed adjusting lease agreement and taking parts out. Mayor Sullivan would like to put on the Agenda for July 5th, 2017.

WORK TIME HOURS CHANGE FOR FULL TIME POLICE OFFICERS

Police Chief West requested change in Officer Schedules to go to a bi-weekly schedule for 86 hours worked instead of the current 43 hours in a week. This will rotate the officers' schedule. Easier for the payroll period when working 86 hours per 2 week to help avoid overtime.

✓ *Motion:*

Council Member Fleming moved to approve updating Current Policy pertaining to the Police Officer's Time Schedule to a bi-weekly basis. Motion seconded by Council Member Curtis, voted on, passed 4-0. Time: 9:10 p.m.

ORDINANCE No. 1451, MUNICIPAL COURT CLERK COMPENSATION

Changed Compensation for Municipal Court Clerk from Salary to Hourly.

✓ *Motion:*

Record of the Proceedings of the Governing Body
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Council Member Fleming moved to approve Ordinance #1451 regarding compensation for Municipal Court Clerk from Salary to Hourly. Motion seconded by Council Member Shields, voted on, passed 4-0. Time: 9:12 p.m.

WAIVE COMMUNITY BUILDING FEE FOR CYCLING KANSAS CITY

Discussed Waiving the Community Building Fee on Sunday July 23rd for Cycling Kansas City like we have done in the past. Police Chief West mentioned that generally the Cyclist Route is marked with Permanent Paint, would like to use Soluble Paint or chalk. Police Chief West will contact them.

✓ *Motion:*

Council Member Curtis moved to waive the fee on the community building on July 23rd for Cycling Kansas City. Motion seconded by Council Member Shields, voted on, passed 4-0. Time: 9:13 p.m.

EXECUTIVE SESSION:

Police Chief asked for Executive Session for Personal.

✓ *Motion*

Council Member Fleming made a motion to go into Executive Session for 5 minutes for Personnel. Motion Seconded by Council Member Shields, passed 4-0. Time 9:16 pm

✓ *Motion*

Council Member Fleming made a motion to extend Executive Session for an additional 15 minutes. Motion Seconded by Council Member Shields, passed 4-0. Time 9:21 pm

Open Session Resumed at 9:37 pm

OTHER BUSINESS:

✓ *Motion for \$1.00 an hour raise for Officer Kurtis West upon graduation on Friday.*

Council Member Fleming moved to give \$1.00 an hour raise for Officer Kurtis West after graduation. Motion dies to lack of a second.

1. City Clerk Herrin asked if we need to change Personnel Procedure and it was agreed to hold for more discussion by the council.
2. Deputy City Clerk Carla Snow announced City Treasurer Connie Gore attended Chamber of Commerce Meeting and luncheon, we will try to attend more luncheons and become a part of the Chamber of Commerce.

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3. Deputy City Clerk Carla Snow and City Treasurer Connie Gore attended New Business Open House for Magliacano Metal Works at Industrial Park. Reported it will be a solid business with many job opportunities.
4. Superintendent Johnson reported BG Consultants and the water project contractor will work with the customer (Jeneifer Stainbrook) complaint listed under notes.

NOTES AND COMMUNICATION TO COUNCIL:

1. Complaint with Water Line Contractors Construction Process.

ADJOURNMENT:

✓ *Motion to Adjourn Meeting*

There being no further business, **Council Member Fleming moved to adjourn the meeting. Motion seconded by Council Member Shields, voted on, passed 4-0.** The Regular meeting was adjourned at 9:42 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 June 2017.

END OF June 21, 2017 MEETING.

BEGINNING OF July 5, 2017 MEETING

Record of the Proceedings of the Governing Body
2017 MEETING MINUTES

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

- a) Pledge of Allegiance

REGULAR MEETING - RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY -

- Regular Meeting – The La Cygne City Council met on Wednesday, July 5, 2017, at La Cygne City Hall. Council Members present were: Danny Curtis; J.K. Fleming; Esther Shields; Jerome Mitzner; and Gerald Williams.
- Others in attendance included, but not limited to: City Clerk Devona Herrin; Deputy City Clerk Carla Snow; City Attorney John Sutherland; Police Chief Tate West; Public Works Superintendent Jim Johnson; Brett Wagoner and Eric Hethcoat with BG Consultants; City Fire Chief Dan Nasalroad; and Linn County News Tony Furse.
- Mayor Robert Sullivan called the meeting to order at 7:00 p.m. with Council Member Curtis leading the pledge of allegiance.

❖ **Public Hearing Notice.**

- **Water System Improvements** – for the purpose of evaluating the performance of Grant No. 15-PF009.
 1. Open Budget Hearing.
 2. Comments from Susan Galemore with SEKRPC, and the Public.
 3. Close out Phase 1, Budget Hearing.
- **CDBG Grant #15-PF009** – Water System Improvement
 1. Certificate of Completion (attached)
 2. Grantee's Contractor's Release Form
 3. Notice of Completion/Final Inspection
 4. Phase 1 - Request for draw down for CDBG Funds.
 5. Phase 1 – Request for final payment for SEKRPC.

Record of the Proceedings of the Governing Body
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RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY – Public Hearing

- Opened Public Hearing, Time – 7:01 p.m. CDBG required Public Hearing for comments; Susan Galemore stated all \$500,000 were utilized for Phase 1 Water Project.

Water Systems Improvement

- Close out Phase 1 Grant #15-PF009, Budget Hearing. Time - 7:02 p.m.

CDBG Grant #15-PF009

Motion:

Council Member Mitzner moved to approve Certificate of Completion, Motion Seconded by Council Member Fleming, voted on, passed 5-0. Time 7:04 p.m.

Motion:

Council Member Mitzner moved to approve Grantee's Contractor's Release form, Motion Seconded by Council Member Fleming, voted on, passed 5-0. Time 7:05 p.m.

Motion:

Council Member Mitzner moved to approve Notice of Completion/Final Inspection, Motion Seconded by Council Member Fleming, voted on, passed 5-0. Time 7:06 p.m.

Motion:

Council Member Mitzner moved to approve Request for final payment for SEKRPC, Motion Seconded by Council Member Fleming, voted on, passed 5-0. Time 7:06 p.m.

Motion:

Council Member Mitzner moved to approve Request for draw down for CDBG Funds, Motion Seconded by Council Member Shields, voted on, passed 5-0. Time 7:06 p.m.

II. MAYORS COMMENTS:

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY – Mayors Comments

- III. Mayor Sullivan Discussed Blast in the Park coming Saturday July 8th at 6:00 p.m. Council Member Curtis mentioned there will be a variety of games and should bring lawn chairs. Fireworks will be set off at Dusk, located on the ball field. Public works Johnson did mention Bleachers were set up to help with seating.

IV. CONSENT AGENDA:

Record of the Proceedings of the Governing Body
2017 MEETING MINUTES

- Action Item: Motion to approve consent agenda;
 - Minutes of June 21, 2017 City Council Meeting'
 - Check Register: June 21-July 3, 2017;

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY – Consent Agenda

Motion:

Council Member Shields moved to approve the Consent Agenda with Corrected Minutes (at the table), which consisted of:

- **Minutes of June 21, 2017 City Council Meeting'**
- **Check Register: June 21-July 3, 2017;**

Motion Seconded by Council Member Fleming, voted on, passed 5-0. Time 7:10 p.m.

V. DISCUSSION FROM THE FLOOR:

Individuals, not scheduled on the agenda, are afforded an opportunity to participate in the meeting. Individuals may address the Council for a period not to exceed five (5) minutes. The Governing Body is not required to take action on requests and may schedule them for consideration at a future meeting.

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY – Discussion from the floor

NO DISCUSSION FROM THE FLOOR.

VI. SPECIAL PROJECTS:

- **Water Distribution Project**
 1. Report from Public Works, and Brett Waggoner with BG Consultants.
- **ADA Modifications to City Hall (USDA Grant) (No Update)**
- **Capital Improvements Projects List for Future.**
 1. Sewer Review Project by Brett Waggoner, with BG Consultants.
 2. Report on Search Grants from BG Consultants discussed at previous June 21, 2017 council meeting.
 3. Report on National Standard Method of Evaluation concerning repairs and costs.

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY –Special Projects

Water Distribution Project

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- Public Works Johnson reported Water Distribution Project on schedule, the city should start seeing Meters getting installed in the next couple weeks, on schedule.
- Wagoner with BG Consultants reported on Waterline Work Progress.
 - ✓ Waterline: 23,500 LF/53,900 LF = 44% installed (5900 LF in June)
 - ✓ Working Days: 82/330 = 25% utilized
 - ✓ Contract Dollars: \$1.51 M/\$2.68M = 56% (includes retainage/storage) ½ through contract.
- Wagoner with BG Consultants reported on Water Tower Bids.
 - ✓ Modify opening date on bids for removal and new water tower with 4 National Companies has been moved from Monday to Tuesday. BG will review and will recommend award at the next council meeting.
- Wagoner with BG Consultants discussed two optional bids for the removal of the water tower.
 - ✓ One option is to bid the removal of two feet of the footing.
 - ✓ Second option is to bid the removal of the of the entirety of the footing which could result up to \$20,000 or more for the removal as it is unknown what the depth of the removal could be.
 - ✓ Council Member Mitzner recommended two bids using removal of up to three feet of the footing instead of the two feet and a second bid of full removal of the footings.
- Report from Eric Hethcoat with BG Consultants on Update of Water Treatment Plant
 - ✓ Discussed replacing lighting, ventilation system, revising original Building, and where the Main Power Source will be.
 - ✓ Relocate Main Power Source to clarifying tank building.
 - ✓ Update to Automate Controls.
 - ✓ Modify Basement Plumbing, Ventilation, lighting, etc.
 - ✓ Modify Carbon Building to be explosion Proof, included rating for the little shed – required by code.
 - ✓ Modify Pump Building, controls, lighting, and water supply system.
 - ✓ Modify Original Building due to corrosion, improve the ventilation, constructing walls. The filter bank will stop the corrosion and reverse ventilation to the outside.
 - ✓ Update Plant – automation on controls, from hardwired to computer controlled city source, including adjusting chemical rates to meet Chemical Controls required by KDHE.
 - ✓ Transfer Pumps to computer controlled, will still require operators to monitor.
 - ✓ Replacement of doors – interior and exterior.
 - ✓ Chlorine Room update with Exhaust, light, and alarm system to meet strict KDHE codes.
 - ✓ Pump Building will be stripped down to frame and updated.
- In two weeks look for final approval to submit to KDHE. Allowing two months for their review. Mid-September out for bids and then by Mid-November issue to contractor. Seven to Eight months to Completion Estimate, exception we will have to work around plant operations.
- Council Member Mitzner discussed concern with difficulties with two software and the new systems. Eric with BG Consultants responded, it is tricky and will have to be monitored but take one at a time.
- Public Works Johnson asked if there would be Training involved. Eric with BG Consultants replied there will be training for the employees but it will not be extensive and should be fairly easy to pick up on.
- Public Works Johnson asked if Removal of Equipment and De-mob will be followed up on and performed. Eric with BG Consultants stated unless attached and embedded it will be De-mobed.
- Police Chief West inquired about the new lighting and Security at the Water Treatment Plant when project was complete. Eric with BG Consultants stated there is lighting and minimal security that is within limits and what is required by KDHE and USDA. This could be increased without affecting the budget, however most things are inside the fence. Eric with BG recommend if we install security cameras do not use Wi-Fi but Hard Wired as Wi-Fi does fail often.
- Mayor Sullivan inquired about what happens when there is an electrical disruption. Eric with BG states we do have Generators, but there is no surge protectors they would need to be added. The Control Panel System and work station can have added back up battery for a short period, but we would add for some additional protection. Council Member Williams asked if someone will be notified if power is out, Eric with BG stated a Text Message will be sent.

Record of the Proceedings of the Governing Body
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Sewer Project

- Brett with BG Consultants did not have an update on Search Grants, everyone was out on Vacation, will have update at next meeting.
- System Wide TV inspection Estimate is \$110,000 using 1.60 per linear foot.
- Option - USDA Grant - \$30,000 Grant
- Discussed options presented for different estimates for damage within the sewer system of 25%/75% replacement or 75%.25% replacement.
- Concern from Council Member’s Shields and Williams about increase in price per gallon being at \$47 a month. Brett with BG Consultants stated until Grants are researched we cannot really guarantee what is the estimated monthly rate.
- Discussed using a monthly flat rate in comparison to increase per gallon.
- Brett with BG Consultants suggested go through Map of Sewer system to come up with a realistic estimate for depth and cost. BG Consultants Will look into for next meeting.

VII. REPORTS OF CITY OFFICERS:

- ✓ City Attorney – John Sutherland
- ✓ Police Chief & Codes Officer – Tate West
- ✓ Public Works Department – Jim Johnson
- ✓ Fire Chief – Dan Nasalroad
- ✓ City Clerk _ Devona Herrin

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY – Reports of City Officers

- City Attorney - John Sutherland – NONE
- Police Department – Chief Tate West
 - Report given on Police Activity for the week.
- Public Works Department – Superintendent Jim Johnson
 - Water Treatment Plant Generators are up and running.
- Fire Chief – Dan Nasalroad
 - Reported he was out on July 4th a couple of hours and residents were respectful and seemed to clean up after themselves. No EMS Calls.
- City Clerk – Devona Herrin/Carla Snow – NONE

VIII. REPORTS OF COUNCIL COMMITTEES:

- Water & Gas -----J.K. Fleming -----Gerald Williams
- Street -----J.K. Fleming -----Jerome Mitzner
- Sewer -----J.K. Fleming -----Jerome Mitzner

**Record of the Proceedings of the Governing Body
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- Park -----Danny Curtis -----J.K. Fleming
- Cemetery -----Danny Curtis -----Esther Shields
 1. Tree Removal with Lincoln Township- Status Report
- Public Safety -----Jerome Mitzner –Gerald Williams
- Community Building -----Danny Curtis -----Esther Shields
 1. Plug In and Weak Breakers – Status Report
- Employee Relations and Training -----Esther Shields -----Gerald Williams

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY – Reports of Council Members

Cemetery – Public Works Johnson

- Public Works Johnson reported the tree is gone in Cemetery and on 5th street. Only thing left to be completed is the hangers, \$200 left to remove limb hangers.
- Public Works Johnson brought in Vase from Cemetery that Customer had reported might be broken by Caretaker. Johnson explained to Council that it looks like it was the Elements that caused the vase to break due to not draining in the winter.
- Vandalism at the Cemetery was reported, Police Chief West stated it had been addressed and taken care of.

Community Building –

- ✓ Council Member Williams reported Community Building Breakers have been repaired, will follow up on some additional Electrical repairs at the next council meeting.

Employee Relations and Training – Council Member Williams and Council Member Shields

- ✓ Council Member William met today with Council Member Shields.

Motion:

Council Member Williams moved to approve \$1.00 an hour Raise for Officer Kurtis West for completion of School/Academy, dated back to June 26th, 2017, Motion Seconded by Council Member Shields, voted on, passed 5-0. Time 8:23 p.m.

- ✓ Review in the Near Future Policy on Completing Training and getting raises with Council and Mayor. Employee Relations should be something we look at. Take up on Policy after budget is complete.

IX. SPECIAL COMMITTEE REPORTS:

- Emergency Management
- Swanfest Committee

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY – Special Committee Reports

Emergency Management- Public Works Johnson inquired about a list of fuel tanks. Police Chief West will follow up at the next meeting along with follow up on if Hazardous material is on file.

Swan Fest - None

X. UNFINISHED BUSINESS:

Record of the Proceedings of the Governing Body
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- A. Outstanding Utility Bill Process Policy for Landlords Properties (John Sutherland)
- B. Outstanding Codes Book Update (John Sutherland)
- C. Signs for Entering City (no activity)
- D. Planning Commission Member with May 2017 Expiration.
- E. 2018 Budget Prep, presentation of Detailed Budget Worksheet.
- F. Review Fire Station Lease.

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY – Unfinished Business

- A. Outstanding Utility Bill Process Policy for Landlords Properties (John Sutherland) – waiting on City Code Financial to complete.
- B. Outstanding Codes Book Update (John Sutherland) – waiting on City Code Financial to complete.
- C. Signs for Entering City (no activity)
- D. Planning Commission Member with May 2017 Expiration. (None)
- E. 2018 Budget Prep, presentation of Detailed Budget Worksheet. – Discussed and scheduled a Special Meeting to discuss in detail for July 26, 2017.

Motion:

Council Member Fleming moved to have a Special Meeting To Discuss the 2018 Budget in more detail on July 26th, 2017, p.m. Motion Seconded by Council Member Shields, voted on, passed 5-0. Time 8:34 p.m.

- F. Review Fire Station Lease. – Fire Chief Nasalroad stated the current lease is not the same lease they are reviewing for renewal.

XI. NEW BUSINESS:

- A. Discuss Purchase/Estimate on New Testing Equipment for Fire Department.
- B. Approve New Cereal Malt Beverage License for New Restaurant (Guana' Juato).
- C. KRWA, Basic Water Systems Operation Training, July 12, 2017, location- Pittsburg, KS.
- D. Attend Water Training prior to testing on August 1-4, 2017, location – Lawrence, KS.
- E. BVPS – Quote for Old Siren, to replace rusted electrical box.
- F. Review of State Statute Changes for KOMA for Executive Session.
- G. Review information concerning Municipal Employees and Conceal and Carry.

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY – New Business

Purchase/Estimate on New Testing Equipment for Fire Department.

- ✓ Fire Chief Nasalroad has not found equipment he is looking for, will follow up next meeting.

Approve New Cereal Malt Beverage for Guana' Juato Restuarant

Motion:

Council Member Fleming moved to approve Cereal Malt Beverage License upon Background check being completed, Motion Seconded by Council Member Mitzner voted, on, passed 5-0. Time 8:58 p.m.

Record of the Proceedings of the Governing Body
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KRWA, Basic Water Systems Operation Training in Pittsburg, KS, July 12, 2017

 **Motion:**

Council Member Mitzner moved to approve up to two employee's to attend training in Pittsburg, KS, Motion Seconded by Council Member Fleming, voted on, passed 5-0. Time 9:01 p.m.

Water Training Prior to testing on August 1-4, 2017 in Lawrence, KS

 **Motion:**

Council Member Mitzner moved to approve up to two employee's to attend training in Lawrence, KS, Motion Seconded by Council Member Fleming, voted on, passed 5-0. Time 9:02 p.m.

BVPS – Quote for Old Siren, to replace rusted electrical box

- ✓ Discussed fixing old siren behind City Hall.
- ✓ Concerns that quote for \$1695 was excessive on labor. Currently there are two sirens that are currently working in the City and that meet standards a third one is not required. Wiring is also a concern that is tied to the old siren.

 **Motion:**

Council Member Shields moved to approve quote for BVPS to fix Old Siren, Motion Seconded by Council Member Curtis, voted on, failed 2-3 (NO; Mitzner, Williams, and Fleming). Time 9:07 p.m.

- ✓ Police Chief West will check on grant to cover a new Siren to be discussed at a future meeting.

Review of State Statute Changes for KOMA for Executive Session.

- ✓ City Attorney Sunderland had Discussion on changes for Executive Session and how it reflects meetings going forward.

Review Information concerning Municipal Employees and Conceal and Carry.

- ✓ Discussion for new Policy on Conceal and Carry for Employees, a few concerns how to keep Security and Safety in the workplace.

New Badge of Hope Law Enforcement Conference: Continuing Education

- ✓ Police Chief West asked for Officer Miles to attend Conference in Lenexa for Continuing Education (8 hours). Chief West explained you must carry 40 hours a year which starts over in July for Continuing Education.

 **Motion:**

Council Member Fleming moved for Officer Miles to attend Conference in Lenexa, Motion Seconded by Council Member Mitzner, voted on, passed 5-0. Time 9:24 p.m.

XII. EXECUTIVE SESSION:

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY – Executive Session

- ✓ City Clerk Herrin asked for Executive Session for Twenty Minute for a Personnel Employee Complaint.

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- ✓ Fire Chief Nasalroad asked for Executive Session to Negotiate Details of Lease. Subject did not meet Eligible Requirements. Fire Chief Nasalroad asked for permission to negotiate a Non-Binding Agreement to later present to the Council. Council Members and City Attorney agreed Nasalroad could move forward with Details to be presented later to Council and Mayor.
- ✓ Council Member Curtis asked for Executive Session for Personnel Policy, subject did not meet eligible Requirements. Council Member Curtis declined moving forward with request.

Motion:

Council Member Fleming moved to extend Council Meeting for an additional 30 minutes, Motion Seconded by Council Member Curtis, voted on, passed 5-0. Time 9:34 p.m.

Motion:

Council Member Fleming moved to go into Executive Session for Employee Personnel Complaint followed by a 5 minute break, Motion Seconded by Council Member Curtis, voted on, passed 5-0. Time 9:35 p.m.

Open Session Resumed at 9:56 p.m.

Motion:

Council Member Fleming moved to extend Executive Session for Employee Personnel Complaint for 20 minutes, Motion Seconded by Council Member Curtis, voted on, passed 5-0. Time 9:56 p.m.

Open Session resumed at 10:19 p.m.

XIII. OTHER BUSINESS:

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY – Other Business

None

XIV. NOTES AND COMMUNICATION TO COUNCIL:

1. Agenda/Minutes for Park Board Meeting on June 22nd, 2017.
 - New Campground Contract to be implemented Aug 1, 2017.
2. KCP&L Franchise Financial Report.
3. Increase in Kansas One Call Rates.
4. KDOT – Clarification, Non Highway use of NHS and Interstate Right-of-way.

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY – Notes and Communications

None to Report.

XV. ADJOURNMENT:

Motion to Adjourn Meeting:

There being no further business, Council Member Fleming moved to adjourn the meeting. Motion seconded by Council Member Mitzner, voted on, passed 5-0. The regular meeting was adjourned at 10:19 p.m.

I, _____ La Cygne Deputy City Clerk, do hereby declare the above

Record of the Proceedings of the Governing Body
2017 MEETING MINUTES

(Carla Snow)

To be true and correct, to the best of my knowledge,
and do hereby subscribe my name this 5th, day of July 2017.

END OF July 5, 2017 MEETING.

BEGINNING OF July 19, 2017 MEETING

- Regular Meeting – The La Cygne City Council met on Wednesday, July 19, 2017, at La Cygne City Hall. Council Members present were: Danny Curtis; Esther Shields; Jerome Mitzner; and Gerald Williams. Jake Fleming was absent.
- Others in attendance included, but not limited to: City Clerk Devona Herrin; Deputy City Clerk Carla Snow; City Attorney John Sutherland; Police Chief Tate West; Public Works Superintendent Jim Johnson; Brett Wagoner with BG Consultants; Jodi Wade (Park Board Member); and Linn County News Tony Furse.
- Mayor Robert Sullivan called the meeting to order at 7:01 p.m. with Council Member Mitzner leading the pledge of allegiance.

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY – Mayors Comments

Mayor Sullivan discussed the upcoming Heat Advisory and expressed concern on the seniors and Citizens and asked if we could check on our neighbors in the days to come.

- Discussed that the Library was already being utilized as a cooling center.

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY – Consent Agenda

Motion:

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

- Minutes of July 5th, 2017 City Council Meeting' Check Register: July 5, 2017 – July 12
- Treasurers Report for May
- Budget Report for May
- Minutes of July 5, 2017(corrected name of Eric Hethcoat from BG Consultants on pages 1 and 4;
- Check Register for: July 12-19;

Motion Seconded by Council Member Williams, voted on, passed 4-0. Time 7:03 p.m.

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY – Discussion from the floor

A. Report from Jodi Wade (Park Board Member) on Blast in the Park Event

- ✓ She wanted to thank everyone who helped; Public Works Department; Police Department; Fire Department; Park Board Member Danny Curtis; Bill Ross; and everyone helping with the parking when leaving.

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- ✓ She has received positive reviews and the Park Board will plan on putting it on the Agenda for 2018, tentatively Saturday after July 4th next year.
- ✓ Monetary Contributions were given in the amount of \$2,035 and was a big help.
- ✓ Mayor Sullivan asked if Jodi knew how many attended and she reported an approximate number of 250 or more.
- ✓ A Thank you to Jodi was extended on a great job.

B. New Campground Contract was presented to the Council from Jodi Wade (representing the Park Board). Prior we have no limitations in the current contract and we are trying to make the Park more of a Community Park not an RV Park.

- ✓ The Park Board would like to implement new contract to be effective on August 1, 2017.
- ✓ Permit Length to get away from Long term living.
- ✓ Items permitted when camping.
- ✓ Who to call for Emergencies.
- ✓ Codes and Firearm Discharge. (working with Police Chief West on how to handle)

C. Jodi Wade presented and discussed the New Kansas Amusement Ride Act including pools passed on July 1, 2017.

The New Act that was passed has changed its verbiage and is defined that if you have a water slide that is 15 feet high and propels patrons through the slide with water you will be required to have several things including an Amusement Park License, among some other requirements. It currently does not look like we fall under that umbrella. Park Board will follow up if action needs to be taken.

D. Jackie Taylor – NOT PRESENT

E. Eric Taylor – NOT PRESENT

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY –Special Projects

Water Distribution Project

- Public Works Johnson reported Water Distribution Project was running smooth. Johnson is working on getting a list of supplies that have been purchased to submit to USDA for Reimbursement to the Public Works department.
- Brett with BG Consultants had nothing to report on the Water Distribution Project.

Water Treatment Plant

Brett with BG Consultants reported they would like to follow up on August 2nd, 2017 Council Meeting with more information.

Phase II Bid Opening Tabulations for Water Tower (New & Old Removal)

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Brett from BG Consultants reported that 4 bids were turned in for the Phase 2 Project – Water Tower. Including the Tower Demolition in the base bid. Below are the 4 Companies that submitted bids along with the Engineer’s Estimate.

- Engineer’s Estimate
 - Bid Alternate #1 with Add ons - \$761,511.50
 - Bid Alternate #2 with Add ons - \$761,511.50
- Caldwell Tank
 - Bid Alternate #1 with Add ons - \$633,000.00
 - Bid Alternate #2 with Add ons - \$671,000.00
- Gerard Tank & Steel
 - Bid Alternate #1 with Add ons - \$623,659.77
 - Bid Alternate #2 with Add ons - \$623,659.77
- Maquire Iron
 - Bid Alternate #1 with Add ons - \$596,997.20
 - Bid Alternate #2 with Add ons - \$611,977.00
- Phoenix Fabricators
 - Bid Alternate #1 with Add ons - \$679,613.00
 - Bid Alternate #2 with Add ons - \$664,545.00

Maquire Iron came in with the lowest bid. Brett with BG Consultants recommended awarding Maquire Iron and using Bid Alternate #1 the 100,000 Gallon Pedosphere Water Tower. Bid Alt #1 has Less Maintenance and Operations. Bid Alt #2 has more upkeep.

Bid Alt #1 has room for storage, concrete foundation with electrical controls and was included in the bid.

- Construction Budget was reviewed from the original Budget starting at \$3,879,735.00 to the Estimated Remaining Construction Budget of \$197,295.11. Change orders could be unexpected.
- USDA should get back to us around August after accepting the Council Request for Funding Agency Concurrence Letter if approved and sent.
- The existing tree and existing Well was discussed being an issue with the installation of the Water Tower, Public Works Johnson and Brett with BG Consultants do not think we will need to take action and remove but if we do it will not be an issue.
- Council Member Curtis had a concern with water sitting if we add a new tower, Brett with BG stated we are within standards with the new water tower for our size of town.
- Brett with BG stated Maguire has a good reputation all around.

Brett with BG Consultants asked Council and Mayor for approval and signature on the “Notice of Award Form” and the “Council Request for Funding Agency Concurrence Letter”.

Motion:

Council Member Mitzner moved to reward the bid to Maguire Iron with Bid Alt. #1 for \$596,997.20 and the approval of the Notice of Award. Motion Seconded by Council Member Shields, voted on, passed 4-0. Time 7:51 p.m.

Motion:

Council Member Mitzner moved to amend the above motion to include and be contingent and pending of USDA approval. Motion Seconded by Council Member Shields, voted on, passed 4-0. Time 7:51 p.m.

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Motion:

Council Member Mitzner moved to approve the Council Request for Funding Agency Concurrence. Motion Seconded by Council Member Williams, voted on, passed 4-0. Time 7:52 p.m.

Water Distribution Project

Discussion with Brett from BG about the Water Project and inquired about current schedule. Brett stated nothing significant and we were at 44% completion a couple weeks ago. Change orders could still be expected. Council Member Curtis discussed the change orders from Phase I and how it will affect Phase II Cost. Brett stated the change orders included the added valves to the water distribution lines in Phase I and are additional to what was in the initial budget and will not affect Phase II Budget.

Phase II Contractor's Pay Request #9 for \$141,914.15

Motion:

Council Member Mitzner moved to approve pay request #9 for \$141,914.15. Motion Seconded by Council Member Williams, voted on, passed 4-0. Time 8:00 p.m.

Side Note Question from Council Member Mitzner - asked Brett with BG to follow up on the Markings of the Parking Stalls, including Handicap in front of the library and City Hall. Brett with BG will check the Specifications and see if it includes returning the pavement to its original state.

Capital Improvements

Brett with BG will follow up on the Mapping of the Sewer project on August 16th when he will have more information from another city with current bidding to compare to.

Brett opened for Questions:

- Council Member Shield asked if the Sidewalk project was done, Brett reported it has been completed and is different than the Sidewalk Gap Part of the Water Project.
- Discussed Safety with the Curb on Main Street and Public Works Johnson will look into options to see if it can be addressed.
- Council Member Curtis wanted a follow up with Brett with BG on the Damaged Sidewalk by Caseys. Brett will follow up to see when action will be taken on the area.

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY – Reports of City Officers

- City Attorney – John Sutherland - NONE
- Police Chief & Codes Officer – Tate West
 1. Discussed US Mineral and how clean up is going. Police Chief West will follow up in 30 days.
 2. Council Member Mitzner asked Police Chief West about the Speed Adjustment and a crosswalk from Moons to Caseys, Police Chief West is following up with KDOT.

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3. Mayor Sullivan asked for a follow up on the Sheep Issue – Police Chief West will follow up and make sure Patron is within Code and try to resolve with both parties if they are in ordinance.

- Public Works Department – Jim Johnson

1. Discussed Pipe on 1st and Market. 3 Bores have been attempted and have hit object each time. Public Works Johnson spoke with Brett with BG Consultants and it was decided since the pipe was less than 10 years old it would be fine to leave the pipe instead of attempt another Failed Bore.
2. Public Works Johnson wanted to state that having an experienced Employee at the Water Plant at the controls is Beneficial. Public Works Moore was able to prevent an issue by his experience with the controls this past week.
3. Public Works reported Normal Maintenance for the week and is keeping up with the Contractors.
4. Discussion on Ditch Work by LaHarper Heights needing work performed for tree debris in ditch. Will follow up and see if action needs taken by the city.

- Fire Chief Dan Nasalroad – Not Present

- City Clerk – Devona Herrin

1. Deputy City Clerk Snow reported attending the Chamber of Commerce Meeting along with City Treasurer Gore.
 - Would like to see the City more involved.
 - Reported the Chamber would like to hang up two signs that used to be on Main Street, (Painting of Swans). Working on placement with the Chamber of Commerce.
 - Due Diligence to pass on to the Chamber of Commerce about the Sales Tax for the Vendors at Swan Fest.

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY – Reports of Council Committee's

- Water & Gas - None to Report
- Street - Base will be Performed on Thursday and Friday, Black Top on Monday on Lincoln Street West of Broadway.
- Sewer - None to Report
- Park - None to Report
- Cemetery
 1. Status update on Limb Hangers at the Cemetery. – Complete
 2. Public Works Johnson will follow up with Vase at Cemetery, unable to reach customer by phone.

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- Public Safety - None to Report
- Community Building –
 1. Council Member Williams has one plug left to check at Community Building.
 2. Council Member Williams reported on Old Siren behind City Hall. Electrical is going to need many repairs and would like to Decommission Siren. Police Chief West would like to have removed if decided to Decommission.

Motion:

Council Member Mitzner moved to Decommission Siren; Look into Decommission in house first with Williams, Johnson and West. Motion Seconded by Council Member Williams, voted on, passed 3-1 (No; Shields). Time 8:50 p.m.

- Employee Relations and Training – None to Report

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY – Special Committee Reports

- Emergency Management – None to report
- Swanfest Committee – None to report

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY – Unfinished Business

- Outstanding Utility Bill Process Policy for Landlords Properties; Waiting on Completion for City Code Financial. – None to Report
- Outstanding Codes Book Update; Waiting on Completion for City Code Financial. – None to Report
- Planning Commission Member with May 2017 Expiration - - None to Report

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY – New Business

Motion:

Council Member Mitzner moved to have Officer Barrett attend Taser Training at Miami County on August 3rd. Motion Seconded by Council Member Williams, voted on, passed 4-0. Time 8:53 p.m.

Motion:

Council Member Mitzner moved to approve Police Chief West and Officer Miles to attend “Legal Updates for 2017” on August 18, Motion Seconded by Council Member Williams, voted on, passed 4-0. Time 8:54

Motion:

Council Member Williams moved to waive the Community Building Fee for the Summer Reading Program Party on July 21st, Motion Seconded by Council Member Mitzner, voted on, passed 4-0. Time 8:55 p.m.

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- Discussed if Summit came to Train City Office Employees, Council would like the office to remain open (for the Customers) while training.

 **Motion:**

Council Member Mitzner moved to approve Summit Software Training for City Office on Monday, August 14th, Motion Seconded by Council Member Williams, voted on, passed 4-0. Time 9:00 p.m.

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY – Executive Session

None to Report

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY – Other Business

Follow up on Part Time Position in September after Training of New Hires.

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY – Notes and Communication to the Council

None to Report

 **Motion to Adjourn Meeting:**

There being no further business, Council Member Mitzner moved to adjourn the meeting. Motion seconded by Council Member Shields, voted on, passed 4-0. The regular meeting was adjourned at 9:07 p.m.

I, _____ La Cygne Deputy City Clerk, do hereby declare the above
(Carla Snow) To be true and correct, to the best of my knowledge,
and do hereby subscribe my name this 19th, day of July
2017.

END OF July 19, 2017 MEETING.

BEGINNING OF July 26, 2017 MEETING

Record of the Proceedings of the Governing Body
2017 MEETING MINUTES

SPECIAL MEETING:

- Special Meeting – The La Cygne City Council met on Wednesday, July 26, 2017, at La Cygne City Hall. Council Members present were: Danny Curtis; Esther Shields; Jerome Mitzner; Jake Fleming; and Gerald Williams.
- Others in attendance included, but not limited to: City Clerk Devona Herrin; Deputy City Clerk Carla Snow; City Attorney John Sutherland; Fire Chief Dan Nasalroad and Linn County News Tony Furse.
- Mayor Robert Sullivan called the meeting to order at 5:30 p.m.

The Purpose of the Special Meeting was called for:

❖ **2018 Budget Review**

2018 BUDGET:

City Council reviewed the different city fund accounts beginning with the Utilities.

Discussion included:

- ✓ Solid Wastes Fund was approved to increase amount by \$2500 for Contractual Expenses in 2018 for city wide clean up.
- ✓ Water Utility Fund - Council would like to pull Water numbers for the year to discuss at a later date.
 - Council decided to adjust the Meetings and Conference Fund and Education Fund for an estimated 2018 budget of \$500 each instead of \$1,000 for just Meetings and Conference.
 - Adjusted Payroll Sub Fund, increased from \$49,500 to \$55,000 for 2018 Budget. Concern that it would be needed for Personnel with Water Project.
- ✓ Sewer Utility Fund – Discussed and was approved to increase Capital Outlay from \$10,000 to \$100,000 for 2018. Linn County Economic Funds was approved to be used for 2017 in the amount of \$40,000 and \$54,000 for the 2018 Budget. Concern that we would have the money if needed for Future Sewer Repairs.
- ✓ Gas Utility Fund – Adjusted Education to an estimated \$1,000 for 2018.
- ✓ Special Highway Fund - Approved to move \$600,000 out of General Fund to Special Highway for 2018 Budget to build Fund for future use.
- ✓ General Fund – Reviewed General Sub Funds individually with no changes noted. Review Fund for Compactor in the future to see how much County is contributing. Reviewed the Cemetery Fund to look for options on supporting through a Cemetery Board or a Township as it has been in the past.

Motion:

Motion by Council Member Shields to publish the 2018 budget as presented and discussed in the minutes. Motion Seconded by Council Member Mitzner, voted on, passed 5-0. Time 7:48 p.m.

Record of the Proceedings of the Governing Body
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ADJOURNMENT:

 ***Motion to Adjourn Meeting:***

There being no further business, Council Member Fleming moved to adjourn the meeting. Motion seconded by Council Member Shields, voted on, passed 5-0. The regular meeting was adjourned at 7:49 p.m.

I, _____ La Cygne Deputy City Clerk, do hereby declare the above
(Carla Snow) To be true and correct, to the best of my knowledge,
and do hereby subscribe my name this 26th, day of July
2017.

END OF July 26, 2017 SPECIAL MEETING.

BEGINNING OF August 02, 2017 MEETING

Record of the Proceedings of the Governing Body
2017 MEETING MINUTES

- Regular Meeting – The La Cygne City Council met on Wednesday, August 2, 2017, at La Cygne City Hall. Council Members present were: Danny Curtis; Esther Shields; Jerome Mitzner; Jake Fleming and Gerald Williams.
- Others in attendance included, but not limited to: City Clerk Devona Herrin; Deputy City Clerk Carla Snow; City Attorney John Sutherland; Public Works Superintendent Jim Johnson; Fire Chief Dan Nasalroad; and Linn County News Tony Furse.
- Mayor Robert Sullivan called the meeting to order at 7:00 p.m. with City Attorney Sutherland leading the pledge of allegiance.

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY – Mayors Comments

- Mayor commented on how nice the new (Chamber of Commerce) Business sign on Market and Broadway appears. Very nice addition to the town.

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY – Consent Agenda

Motion:

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

- Minutes of July 19, 2017 City Council Meeting'
- Minutes of July 26th, 2017 Special City Council Meeting'
- Treasurer's Report for June
- Budget Report for June
- 2nd Quarter Financial Statement
- Check Register: July 19, 2017 – July 28
- Check Register for: July 28-August 2;

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

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY –Special Projects

Water Distribution Project -Phase II

Public Works Johnson reported everything is running smooth. There are approximately 15 new water meters hooked up. No change orders have been done since last reported.

Motion:

Council Member Curtis moved to approve pay request #10 for \$127,422.54. Motion Seconded by Council Member Williams, voted on, passed 5-0. Time 7:07 p.m.

Record of the Proceedings of the Governing Body
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Mayor asked if we were still having the Phase II Project meeting on August 10 at city hall with BG Consultants, confirmed with City Clerk Devona that was correct. Would like a follow up on the Sidewalk damage on Main Street by Casey's.

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY – Reports of City Officers

- City Attorney – John Sutherland - NONE
- Police Chief & Codes Officer –NONE
- Public Works Department – Jim Johnson
 1. Public Works Johnson discussed with Council if he could assist Thayer Park with a few items that they had requested some help with. Discussed how many hours it would take and Mayor had no objection with Public Works helping them out with the work they were wanting completed.
 2. Maintenance was performed on Public Works vehicle (2008 Chevy), front end had to be rebuilt. The truck is utilized for traveling out of town as well as routine in town and Safety was an issue.
- Fire Chief Dan Nasalroad –
 1. Discussion on one of the Fire Vehicles. Fire Department was called out to assist fire and some brake issues arose. Will follow up on what is needed.
 2. SCBA Grant was approved and awarded on Friday. Total asking price for the grant was \$420,000 between several entities, and was awarded \$390,000. All Grants that were given in area seem to be less than asked. Fire Chief Nasalroad is appealing for the remainder of the grant. Of the Grant money the City of La Cygne will receive a portion of \$80,000 and City of La Cygne out of pocket will be \$3,626.79. Fire Chief Nasalroad will use grant money to purchase SCBA (Self Contained Breathing Apparatus) equipment.
 3. Council Member Shields asked Fire Chief about 9th Street, Fire Chief Nasalroad mentioned it is not a road for Public use but for Fire Use. Nasalroad would like to see the traffic down and used only for fire use, there are DO NOT ENTER signs on both ends. The access to this road has been very helpful when roads are blocked or we receive quite a bit of rain.
 4. Council Member Mitzner asked if the funds were available for our part of the grant \$3,626.29, Fire Chief Nasalroad had left room in the budget for our part of the purchase of the SDBC Equipment.
- City Clerk – Devona Herrin
 1. Deputy City Clerk Herrin reported the cost of water rates as stated in the Codes Book as a follow up from last meeting.
 2. Council Member Curtis had concerns on the rates for sewer and water.
 3. Council Member Mitzner would like to set up reviewing these water rates annually to prepare for a cushion on repairs and maintenance. Mayor Sullivan stated to put on Agenda for September and discuss. Council would like get word to Public and will follow up in September with a few options (mailings, newsletters, etc.).

Record of the Proceedings of the Governing Body
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RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY – Reports of Council Committee’s

- Water & Gas - None to Report
- Street - None to Report
- Sewer - None to Report
- Park - None to Report
- Cemetery - None to Report
- Public Safety - None to Report
- Community Building – Mayor inquired about the Cyclists and how the building was left after use. City Clerk Herrin stated was left in fairly good condition.
- Employee Relations and Training – None to Report

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY – Special Committee Reports

- Emergency Management – Public Works Johnson would like to get with Police Chief West to discuss starting meeting’s back up and look for some volunteers to help.
- Swanfest Committee – None to report

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY – Unfinished Business

- Station #950 Fire Barn New Lease Agreement
 1. Mayor discussed with Fire Chief Nasalroad if he was happy with the new lease agreement. Fire Chief Nasalroad responded he was satisfied with the new lease. There are three changes that are significant from the old agreement.
 - Indefinitely no term ending but will require a 6 month notice if City decides they want out of the lease, vice versa with the County.
 - Old Lease stated last two West bays, optional two bays, not specific bays assigned.
 - County and City will share responsibility of ST&S Consumables (toilet paper, paper towels, etc.)

Motion:

Council Member Mitzner moved to approve New Fire Building contract as written, contingent on Commissioner approving. Motion Seconded by Council Member Flemings, voted on, passed 5-0. Time 7:48 p.m.

Record of the Proceedings of the Governing Body
2017 MEETING MINUTES

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY – New Business

Motion:

Council Member Shields moved to approve Carla Snow and Connie Gore to attend Educational Opportunities Municipal Training on Friday, August 18, 2017 in Edwardsville, KS. Motion Seconded by Council Member Curtis, voted on, passed 5-0. Time 7:50 p.m.

Motion:

Council Member Flemings moved to approve Devona Herrin, Carla Snow and Connie Gore to attend Workers Comp in Edgerton, KS on September 14th. Motion Seconded by Council Member Shields, voted on, passed 5-0. Time 7:52 p.m.

Motion:

Council Member Mitzner moved to approve Jacob Mills to attend “Competent Person for Trenching and Excavation” on Wednesday, August 30, 2017 in Pittsburg, KS. Motion Seconded by Council Member Williams, voted on, passed 5-0. Time 7:55 p.m.

Motion:

Council Member Curtis moved to approve Mayor Sullivan to attend 2017 League Annual Conference on September 16-18, 2017 in Wichita, KS. Motion Seconded by Council Member Williams, voted on, passed 5-0. Time 7:58 p.m.

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY – Executive Session

No Executive Session to Report

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY – Other Business

- Minutes for Park Board Meeting on July 27th, 2017. --- Presented, not discussed.
- Fire Chief Nasalroad would like to remind everyone school zone safety, school starts in a couple of weeks, please be aware.
- Public Works Johnson and Council Member Williams reported on the Storm Siren behind City Hall, Carl’s Tree Service was notified to see about removing the siren. Not sure of the weight of siren and will follow up with more details.
- City Clerk Herrin reminded everyone of the Public Hearing next meeting on August 16th, 2017.
- Council Member Fleming asked if Phase I (Water Distribution Project) was officially done and would like confirmation from B&G Consultants of the Official Date of the Warranty starting.

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY – Notes and Communication to the Council

None to Report

Record of the Proceedings of the Governing Body
2017 MEETING MINUTES

 **Motion to Adjourn Meeting:**

There being no further business, Council Member Fleming moved to adjourn the meeting. Motion seconded by Council Member Shields, voted on, passed 5-0. The regular meeting was adjourned at 8:06 p.m.

I, _____ La Cygne Deputy City Clerk, do hereby declare the above
(Carla Snow) To be true and correct, to the best of my knowledge,
and do hereby subscribe my name this 2nd, day of August
2017.

END OF August 2, 2017 MEETING.

BEGINNING OF August 16, 2017 MEETING

Record of the Proceedings of the Governing Body
2017 MEETING MINUTES

REGULAR MEETING

- The La Cygne City Council met on Wednesday, August 16, 2017, at La Cygne City Hall. Council Members present were: Danny Curtis; Esther Shields; Jerome Mitzner; Jake Fleming and Gerald Williams.
- Others in attendance included, but not limited to: City Clerk Devona Herrin; Deputy City Clerk Carla Snow; City Attorney John Sutherland; Public Works Superintendent Jim Johnson; Police Chief West; Brett Wagoner (BG Consultants); Gary Beachner and Austin Lawrence (with Beachner Grain) and Linn County News Tony Furse.
- Mayor Robert Sullivan called the meeting to order at 7:01 p.m. with City Clerk Herrin leading the pledge of allegiance.

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY – LaCygne Budget Hearing

- Mayor Sullivan opened the 2018 Budget Hearing for comments from the Public
- City Clerk Herrin reported there had been a small adjustment, but did not make a change that affected the AD Valorem Tax. CPI Adjustment remained the same.
- Inquired if any comments from the public. There was no comments.

🏛️ Motion to Approve the 2018 Budget as Presented:

Council Member Fleming moved to approve the 2018 Budget as presented. Motion Seconded by Council Member Mitzner, voted on, passed 5-0. Time 7:04 p.m.

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY – Mayors Comments

- Reminder that School starts this week. Would like Strict Reinforcement on School zones.

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY – Consent Agenda

🏛️ Motion to approve Consent Agenda:

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

- Minutes of August 2, 2017 City Council Meeting'
- Check Register: August 2, 2017 – August 15, 2017
- Check Register for: August 15-August 16, 2017;

Motion Seconded by Council Member Williams, voted on, passed 5-0. Time 7:07 p.m.

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY –Discussion from the Floor

Gary with Beachner Grain talked about making improvements at his Business on 210 S. Commercial. The improvement will be taking concrete from the new scale out to the road (Commercial) which will save the street from getting damage. There is also a large drainage ditch and Public Works will take a look and see if he can make suggestions on how to handle repairs. Gary would like to have done in September but with the upcoming project with the water tower coming down he is hoping he can work with the city to make improvements at the same time. In the meantime Mr. Beachner will get with Planning Commission and start the process for variance and zoning.

Record of the Proceedings of the Governing Body
2017 MEETING MINUTES

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY –Special Projects

Water Distribution Project -Phase II

- Public Works Johnson reported there is approximately 42 homes hooked to the new mains. Everything is on task, and no leaks since last reported. Public Works Johnson is still tracking parts purchased so he can turn in for reimbursement.
- The water leak on 5th and Market by the bank was not part of the water project. There was a solid lead pipe that caused the issue. Contractors (ORR Wyatt) was a huge help to the city in working on the repair.
- Water standing at 2nd and market in front of the building, and down on the East Side of Town on Market is believed to be caused by the Water running off the surrounding hills and is going to the lowest points in town. Once the Water project is complete and clean rock is added in these areas it will take care of the water standing and will drain in the creek.

Water Distribution Project – Phase 1

- Brett from BG Consultants reported that the warranty start date was May 17th, 2017. It was recommended that any issues that come up be reported and we keep a Punch list that BG will follow up on from Phase 1. BG will contact us one month before the Warranty is up with a reminder and start addressing the Punch list the city will keep on record.
- Discussed the concern of some hydrants not yet installed in Phase 1, BG Consultants will follow up and report back.

Water Distribution Project – Phase 2

- Brett from BG Consultants discussed the concern with Concrete area by Casey's and Market Street on Phase 1, it will be completed in Phase 2 of the Water Project.
- Brett reported there was 43 meter's installed to date. 29% of working days, 4100 feet of the water line has been installed. If weather permits we are still looking at an Estimated August Completion next year.
- Public Works Johnson reported the water standing on Market and Railroad will be resolved with the new drainage system.
- Memorandum of Agreement between Rural Utilities Service and the Kansas State Historic Preservation officer was reviewed.

 Motion to approve Memorandum of Agreement:

Council Member Shields moved to approve the signing of the Memorandum of Agreement between Rural Utilities Service and the Kansas State Historic Preservation Office, Discussed if Survey had been complete, will follow up in September 2017. Motion Seconded by Council Member Mitzner, voted on, passed 5-0. Time 7:44 p.m.

**Record of the Proceedings of the Governing Body
2017 MEETING MINUTES**

- Brett from BG would like to change the progress meetings at City Hall to coincide with Council meetings, will let us know next month on the date.
- Notice of Award was presented from USDA to Phase II Water Project. (Maguire Iron, Inc.).
- Change Order #1 was presented to Council for Fuseable Pipe to be installed for two locations.
 - Location of Alley (easement) east of 7th between Grandview and Lincoln, 2nd location is Alley east of Broadway between Market and Walnut.
 - KDHE requires water line to be 10 feet from a sewer line unless you encase in concrete, however KDHE will let you use Fuseable PVC.
 - Special Equipment will be needed.
 - If a portion can be trenched there will be some savings but we will not know until digging.
 - One other option is to move all the meters from the alley, but BG states that will not be cost effective.

Motion:

Council Member Curtis moved to approve Change Order #1 for \$44,010. For two sections of the proposed waterline. Motion Seconded by Council Member Shields, voted on, passed 5-0. Time 7:59 p.m.

Water Distribution Project -Phase II

Public Works Johnson inquired about the water meters inside the Buildings on Broadway. City has sent letters out regarding the meters. We have not heard back yet.

Capital Improvement Projects List for Future

Sewer Project Options

Brett with BG Consultants reported on the CCTV Mapping (Inspection of Current Sewer lines) for future Capital Improvement Project.

- Cost of CCTV Mapping would be \$110,900.00
- USDA will offer a onetime grant for \$30,000. That will bring the cost down to \$81,000 for the city.
- Handout from BG Consultants was distributed to council that included a minor Rehabilitation (25%/75% Rehabilitation) versus a major rehabilitation (75%/25% Rehabilitation).

Discussed options for the sewer project if decided on the above CCTV Mapping Inspection. Topics included:

- Council would like to get the Public involved and would like feedback.
- BG Consultants offered up some options to share with Public to get them some information.
- Construction costs are low now.
- Interest rates are down.
- Concerns with if the money will be available next year. Would like some assurances from BG Consultants.
- USDA can apply more than once a year but the earlier you apply the better.
- Look for different options for funding, not just CDBG.

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY – Reports of City Officers

- City Attorney – John Sutherland - NONE

**Record of the Proceedings of the Governing Body
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- Police Chief & Codes Officer –
 - Report presented and reviewed
 - Discussed the corner of K152 and Industrial. Due to the Heavy traffic coming in and out there has been damage to the culvert. There is a concern of safety with large trucks tipping over when cutting the corner too short. Utilities will also be an issue when repairing. This fix will probably require reaching out to an Engineer to come up with a Solution, and to work with KDOT.
- Public Works Department – Jim Johnson
 - Water leak on Vine was not related to the Contractors.
 - Announced that Gerald McCarty passed the Class #2 water test.
 - Sewer Seepage on 5th street was due to uncapped and broken main, should not happen again.
- Fire Chief - Dan Nasalroad – NONE
- City Clerk – Devona Herrin
 - Report presented.
 - Deputy City Clerk Snow reported on attending the meeting for the Chamber of Commerce. Main topic is the Swanfest coming up. City will help out as much as we can.
 - Summit Software Trainer was in the office on August 14th, very informative and helpful for City Treasurer and Deputy City Clerk.
 - Upcoming City Wide Garage Sale is coming Aug. 31 – Sept 3, will advertise on our website for the Chamber of Commerce.
 - Discussed options to involve the Public to get there input on Sewer issues.

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY – Reports of Council Committee's

- Water & Gas - None to Report
- Street - None to Report
- Sewer - None to Report
- Park - None to Report
- Cemetery - None to Report
- Public Safety - None to Report
- Community Building – None to Report
- Employee Relations and Training – None to Report

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY – Special Committee Reports

Record of the Proceedings of the Governing Body
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- Emergency Management – Public Works Johnson has a couple volunteers willing to help on the Committee to get it back up and going. Diane Dotts has shown an interest in helping. Council agrees this is progress to get it back up and running.
- Swanfest Committee – None to report

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY – Unfinished Business

None to Report

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY – New Business

 Motion Approval to sign City Voting Delegate Registration:

Council Member Fleming moved to approve for the Mayor to sign City Voting Delegate Registration for the League's Annual Conference in Wichita. Motion Seconded by Council Member Mitzner, voted on, passed 5-0. Time 9:10 p.m.

 Motion Approval for Police Chief West to attend Funeral:

Council Member Mitzner moved to approve for Police Chief West to attend funeral of Judge Warren's daughter in Bonner Springs. Motion Seconded by Council Member Fleming, voted on, passed 5-0. Time 9:11 p.m.

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY – Executive Session

Council Member Mitzner asked for 10 minutes to discuss non-elected employee benefits.
Council Member Shields asked for 10 minutes to discuss non-elected personnel evaluation.

 Motion for non-elected personnel:

Council Member Fleming motioned up to 20 minutes to discuss non-elected personnel for employee benefits and evaluation following a 5 minute break. Motion Seconded by Council Member Mitzner, voted on, passed 5-0. Time 9:14 p.m.

Resumed Open Session at 9:32 p.m.

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY – Other Business

 Motion to compensate Police Chief:

Record of the Proceedings of the Governing Body
2017 MEETING MINUTES

Council Member Mitzner motioned to compensate Police Chief West for attending (officer) graduation in Hutchinson for time and expense. Motion Seconded by Council Member Fleming, voted on, passed 5-0. Time 9:33 p.m.

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY – Notes and Communication to the Council

None to Report

Motion to Adjourn Meeting:

There being no further business, Council Member Fleming moved to adjourn the meeting. Motion seconded by Council Member Shields, voted on, passed 5-0. The regular meeting was adjourned at 9:34 p.m.

I, _____ La Cygne Deputy City Clerk, do hereby declare the above
(Carla Snow) To be true and correct, to the best of my knowledge,
and do hereby subscribe my name this 16th, day of August
2017.

END OF August 16, 2017 MEETING.

BEGINNING OF September 6, 2017 MEETING

REGULAR MEETING

**Record of the Proceedings of the Governing Body
2017 MEETING MINUTES**

- The La Cygne City Council met on Wednesday, September 06, 2017, at La Cygne City Hall. Council Members present were: Esther Shields; Jake Fleming and Gerald Williams. (Not Present; Council Member Mitzner and Council Member Curtis)
- Others in attendance included, but not limited to: City Clerk Devona Herrin; Deputy City Clerk Carla Snow; City Attorney John Sutherland; Public Works Superintendent Jim Johnson; Police Chief Tate West; Fire Chief Dan Nasalroad; Police Officer Michael Miles; Randy Hardwick; Renee Slinkard (DAR); Stephanie Ross (MAP) and Linn County News Tony Furse.
- Mayor Robert Sullivan called the meeting to order at 7:03 p.m. with Deputy City Clerk Snow leading the pledge of allegiance.

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY – Mayors Comments

- Mayor Sullivan would like to invite everyone to come to Swan Fest this weekend and enjoy the festivities. Pageant will be held Friday evening at the high school before the Football game.

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY – Consent Agenda

🏛️ Motion to approve Consent Agenda:

Council Member Fleming moved to approve the Consent Agenda as presented which consisted of:

- Minutes of August 16, 2017
- Check Register: August 16- Sept. 1, 2017
- Budget Report for July 2017
- Treasurers Report for July 2017
- Check Register for Sept 1 – Sept 6, 2017.

Motion Seconded by Council Member Shield, voted on, passed 3-0. Time 7:05 p.m.

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY –Discussion from the Floor

- ✓ Renee Slinkard (Marais des Cygnes Chapter of DAR) presented the Proclamation for “Constitution Week” which is from September 17-23, 2017.
 - Slinkard covers a 2 county area and gives presentations at schools which lasts about 30 minutes. Kids seem to enjoy and it is cute and informative.
 - Mirrors the Declaration of Independence.
 - Mayor Sullivan signed and read the Proclamation for “Constitution Week” to Council and Guests.
- ✓ Stephanie Ross (MAP) reported on a survey to provide to the Historical Society for the removal of the Water Tower (South, Witch Hat) which is required according to the Memorandum of Agreement previously signed by the Mayor and approved by Council.

**Record of the Proceedings of the Governing Body
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- Reviewed Contract provided by MAP to perform the survey. Contract for Survey was \$1,100. Discussed what we were actually receiving for the quoted \$1,100.00
 - Phillip Fishburn with MAP will oversee but Stephanie Ross will work on gathering information to have the survey completed.
 - Will need to get with Historical Society and clarify what is actually required by the city to complete the survey.
- ✓ Guest Randy Hardwick requested closure to S. Railroad Street between Sycamore and Elm Street on west side of the tracks. Property is already a Platted road and not maintained. Police Chief West (Codes Officer) explained it is a process and we will have to check for utilities already there and if there will be a need for future utilities in that area. Randy thanked the council and Mayor for their time and consideration.

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY –Special Projects

Water Distribution Project -Phase II

- Public Works Johnson reported everything was running smooth and about 50 meters are now installed.
 - Bores are getting completed and Contractors will be back in to clean up area around meters and such it just takes time and please have patience, they will be back to clean up areas.
 - Fire Chief Nasalroad will start testing the Phase I fire hydrants that have been raised. Instead of buying a new tester, he has come up with one he can utilize to do the testing.

🗳️ Motion Approval to approve Contractors Phase II pay Request #11:

Council Member Williams moved to approve contractors pay request #11 for \$71,222.56. Motion Seconded by Council Member Fleming, voted on, passed 3-0. Time 7:48 p.m.

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY – Reports of City Officers

- City Attorney – John Sutherland - NONE
- Police Chief & Codes Officer – Police Chief West – See below
- Public Works Department – Jim Johnson
 - Discussed Emergency Phone number for Public Works being updated.
 - 4 gas meters have been hit in the last couple weeks.
 - Discussed repair on a gas line on Henson and 2400 Road, it will need monitored as it will affect our main eventually.
 - Mayor asked Public Works Johnson about the Sewer Issue at the residence of 602 Chestnut St., still in progress.
- Fire Chief - Dan Nasalroad – NONE
- City Clerk – Devona Herrin

**Record of the Proceedings of the Governing Body
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- Codes Book Update with City Codes Financial should provide updated version for approval by the end of September.
- City Clerk Herrin reported that Rick Ensz (P.E.) is wanting to make a presentation to present to the council about EMMA (Electronic Municipal Market Access). City Council agreed to decline the presentation at this time.
- Deputy City Clerk – Carla Snow
 - Deputy City Clerk Snow reported that the Fire Barn lease agreement was signed by commissioners and we have received the signed copy in the mail.
 - Included an example of a “Recess to Executive Session Template” given to us by the league for council to utilize and review if they choose too when asking for an executive session.
 - New Time Cards are available for use for city that includes automated figuring of time in an excel format.
- Police Chief & Codes Officer – Police Chief West
 - Discussed Citations and how we are at a 45 – 50% rate on warnings given out for tail lights and no turn signal. Many of these stops are for uninsured motorists.
 - Police Chief West still needs to address Inoperable Vehicles in the future.
 - Contacted in person owners to have dogs tagged by October 1st, 2017. He will start citing if you have not tagged dogs by the deadline.
 - U.S. Mineral has put down calcium chloride and it seems to be helping the dust control. Red paint was completed on the curb at US Mineral, just need to make a NO Parking stencil.
 - Dan inquired about apron for the Fire Barn, it looks like trucks are still turning on the apron and it will eventually start breaking the concrete. Police Chief West will look into it.

**RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY – Reports of Council
Committee’s**

- Water & Gas - None to Report
- Street - None to Report
- Sewer - None to Report
- Park - None to Report
- Cemetery - None to Report
- Public Safety - None to Report

- Community Building – Electrical repair, Gerald Williams will follow up as needed.
- Employee Relations and Training – None to Report

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY – Special Committee Reports

Record of the Proceedings of the Governing Body
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- Emergency Management –
 - Diane Dotts and Police Chief West will meet Monday to transfer over any material for Emergency Management for a smooth transition and meetings will be set back up monthly.
 - Public Works Johnson discussed clarifying that this was a service not part of his Public Works duties.
- Swanfest Committee – Discussed earlier in Discussion from the floor.

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY – Unfinished Business

Council Member Williams would like to request a workshop to discuss Personnel Policies and Guidelines. Health Insurance and Ride along.

Motion to schedule a workshop:

Council Member Williams would like to schedule a workshop at 5:30 pm on September 18th for Personnel Policy Guidelines pending all Council Members are available. Motion Seconded by Council Member Shields, voted on, passed 3-0. Time 8:31 p.m.

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY – New Business

Motion Approval to attend 2017 Kansas Pipeline Safety Seminar:

Council Member Fleming moved to approve Deputy City Clerk Snow to attend the 2017 Kansas Pipeline Safety Seminar on October 24 and 25 at Junction City. Motion Seconded by Council Member Shields, voted on, passed 3-0. Time 8:35 p.m.

Motion Approval Voting Delegate for KMIT By-Laws:

Council Member Williams approved for Mayor Sullivan to sign (represent) for the city's behalf the Amended "KMIT By-Laws and Interlocal Cooperation Agreement" at the League Conference in Wichita. Motion Seconded by Council Member Fleming, voted on, passed 3-0. Time 8:37 p.m.

Motion Approval KMEA Conference:

Council Member Fleming would like to approve to send City Clerk Herrin and Deputy City Clerk Snow to the KMEA Conference on October 19-20 in Wichita. Motion Seconded by Council Member Williams, voted on, passed 2-1 (No; Shields). Time 8:44 p.m.

Motion Approval to Waive fee at Community Building:

Council Member Shields approval for the Peoples Blood Drive on November 30th to use the Community Building and waive the fee. Motion Seconded by Council Member Fleming, voted on, passed 3-0. Time 8:44 p.m.

Council Member Fleming inquired if Police Chief West was driving back each day. Police Chief West stated they will not need an overnight stay for the NCIC and TAC training.

Record of the Proceedings of the Governing Body
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Motion Approval for NCIC Training:

Council Member Fleming approval for Police Chief West and one other officer to attend full access NCIC training on September 12, 2017 in Chanute. Motion Seconded by Council Member Williams, voted on, passed 3-0. Time 8:46 p.m.

Motion Approval for TAC Training:

Council Member Fleming approval for Police Chief West and one other officer to attend full access TAC training on September 13, 2017 in Chanute. Motion Seconded by Council Member Williams, voted on, passed 3-0. Time 8:46 p.m.

Motion Approval for Public Works McCarty pay increase:

Council Member Fleming moved to have Public Works McCarty receive a \$.50 cent raise for passing his (Water Supply System Operator), Class II test dating back to 09/04/2017. Motion Seconded by Council Member Williams, voted on, passed 3-0. Time 8:49 p.m.

Discussion on Hourly Wages for office assistant during short intern while hiring New Hires, exact hourly dollar amount was not at the table.

Motion to change Office Assistant Elder back to regular wage:

Council Member Shields would like a motion to move that Linda Elder (office assistant) wages be taken back to original \$10 something (\$10.25) and leave wage for court clerk one night a month at \$12. something (\$12.25). Motion Seconded by Council Member Fleming, voted on, passed 3-0. Time 8:53 p.m.

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY – Executive Session

City Clerk Herrin asks for Executive Session for K.S.A. 75-4219 (b) (2), consultation with attorney under attorney-client privilege: a). Pending litigation/threatened litigation;

Motion for K.S.A. Consultation with attorney under attorney-client privilege:

Council Member Fleming motioned up to 10 minutes to discuss consultation with attorney under attorney-client privilege: a). Pending litigation/threatened litigation following a 10 minute break. Motion Seconded by Council Member Williams, voted on, passed 3-0. Time 8:54 p.m.

Resumed Open Session at 9:14 p.m.

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY – Other Business

None to Report

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY – Notes and Communication to the Council

Record of the Proceedings of the Governing Body
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- ✓ Police Chief West reported RX Take Back event is scheduled for Saturday, Oct. 28, 2017 at City Hall Office in La Cygne from 10:00 am – 2:00 pm

- ✓ Kansas Department of transportation update from District 4 on surrounding projects going in Linn County and Surround Counties.

 **Motion to Adjourn Meeting:**

There being no further business, Council Member Fleming moved to adjourn the meeting. Motion seconded by Council Member Shields, voted on, passed 3-0. The regular meeting was adjourned at 9:15 p.m.

I, _____ La Cygne Deputy City Clerk, do hereby declare the above
(Carla Snow) To be true and correct, to the best of my knowledge,
and do hereby subscribe my name this 6th, day of Sept.
2017.

END OF September 6, 2017 MEETING.

BEGINNING OF September 20, 2017 MEETING

REGULAR MEETING

- The La Cygne City Council met on Wednesday, September 20, 2017, at La Cygne City Hall. Council Members present were: Esther Shields; Jerome Mitzner; Danny Curtis; and Gerald Williams. (Not Present; Council Member Fleming)

Record of the Proceedings of the Governing Body
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- Others in attendance included, but not limited to: City Clerk Devona Herrin; Deputy City Clerk Carla Snow; City Attorney John Sutherland; Public Works Superintendent Jim Johnson; Police Chief Tate West; Fire Chief Dan Nasalroad; Randy Hardwick; Brett Waggoner with BG Consultants and Linn County News Tony Furse.
- Mayor Robert Sullivan called the meeting to order at 7:02 p.m. with Police Chief Tate West leading the pledge of allegiance.

Mayors Comments

Mayor had good things to say about Swan Fest and hoped everyone had a great time.

Consent Agenda

Motion to approve Consent Agenda:

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

- Minutes of September 6, 2017
- Check Register: September 6, 2017 – September 15, 2017
- Budget Report for August 2017
- Treasurers Report August 2017
- Check Register for: Sept. 15, 2017 – Sept. 20, 2017

Motion Seconded by Council Member Curtis, voted on, passed 4-0. Time 7:06 p.m.

Discussion from the Floor

Randy Hardwick

Randy Hardwick appreciates the opportunity to speak to the council. I would like Motion to close south railroad street. I have been working with Codes Officer West. Randy's property address is 305 South Broadway, I would like to close Railroad Street and increase property line. Older map shows Original Street was platted. I have been mowing and maintaining the property (platted street). I have maintained and spent \$425 dollars to tear down a shed that was not even part of my property. I would like to request further consideration to close street. Codes Officer West reported there is a railroad street and the area that belongs to Mr. Hardwick is 1800 square feet and if the railroad has no interest

it would increase the size of Mr. Hardwicks property to approximately 18,000 square feet. There is an old wood shed in the middle of the old street. The Burden is on the owner Mr. Hardwick and up to him to maintain. Council Member Curtis stated it would not really benefit the city to keep as a street. Mayor would like to get the Railroad involved. Questions: Is there a benefit to keep as a road? Would we financially want to put a road there? No Utilities are there at the current time and we do not see any future plans to make as a road. Codes Officer West states because of the size of the lot it will not be big enough for any use. We should look at the closing south of this area too. Discussion to close from Sycamore to Elm or Sycamore to Linn.

Record of the Proceedings of the Governing Body
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 **Motion**

Council Member Shields would like a motion to start process to close Railroad Street between Sycamore Street and Linn. Motion Seconded by Council Member Curtis, voted on, passed 4-0. Time 7:20 p.m.

Special Projects

Water Distribution Project

Phase II Water Project

1. Report from Public Works - Not much progress due to weather this past week.
 - Mayor asked about the work by railroad and if we finished up. Public Works Johnson stated we are finished with the bore and it has been taken care of.
 - 50 - 60 Water meters installed, 3 crews going right now.
 - Council Member Shields asked if Contractors will wait till spring till they reseed. Public Works Johnson reported that yes that is correct.

2. Report from Brett Wagoner, BG Consultant
 - 1900 feet of line complete, but rain has delayed them slightly.
 - Brett with BG reported any issues have been taken care of that has been brought to his attention. Culverts still need fixed but they will be taken care of.
 - Crews are going and the boring contractor is about done with his part.
 - One note we will have the next progress meeting before the next council meeting at 4, Meeting Minutes will not be typed up but he will be available for questions if needed.
 - Contract Books for the water tower construction were at the table for review by City attorney, would like to get the foundation going before fall.
 - Fire Chief Dan Nasalroad had a question on fire hydrants to BG. What is the process to complete? During the process he has some concerns, are they going to be in proper position and are we are just taking your word that it meets standards. Brett with BG Consultants can meet with Fire Chief Nasalroad and drive around and go over the plans to make sure everything is up to code. Dan - would like to meet and go over map, Brett and Dan will set up a time next week or the week after to go over fire hydrants.
 - Progress Meeting Minutes on September 14, 2017

Future Capital Improvement Projects

Sewer Project

1. Report from Brett Wagoner, BG Consultants

Record of the Proceedings of the Governing Body
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- Updated Sewer packet was handed out from BG. Sam Johnson with BG came down (to La Cygne) with Brett and reviewed.
- What we would like to do is have some open houses and start the process to get word to the public.
- CCTV inspection will have to be done to determine condition of lines. Total Available funds for the CCTV Inspection will be \$114,000 which would cover what is needed to perform. BG went to the state regarding funding and does not think there will be many changes in the future, but cannot guarantee anything. Concern from the city that funding is not guaranteed. The validity from the CCTV will only last 3-4 years after CCTV.
- Brett with BG would like the Council to consider the project and issue a request for proposal that the CCTV inspections be performed. The City will still not be under obligation at this time.
- Mayor stated he is in favor of the request for proposal and asked for Questions and Comments from the Council. Council Member Williams had a concern about the estimate and the difference in estimates on the packet BG provided. BG Consultants stated depending on the depth in some places it is only an estimate.
- BG and Council would like to start process to get feedback from the public. Council would like to try and figure out some dates and get them set. Options- Newsletters, Surveys, Open House Town Hall, City Web Site, Surveys, etc. City Clerk Herrin mentioned that the final goal is the streets.

 **Motion**

Council Member Mitzner motioned to proceed with the request for proposal for the CCTV Inspection. Motion Seconded by Council Member Curtis, voted on, passed 4-0. Time 7:45 p.m.

Reports of City Officers

1. **City Attorney** – John Sutherland – NONE
2. **Police Chief & Codes Officer** – Police Chief West –
 - Police Chief West reported 89 outstanding dog tags at this time. Mayor inquired how we get to that number. Chief West stated that it comes from how many were issued last year and coming across them on a daily basis. Most people are more than happy to tag them when he mentions, most of the time. Really helps if one gets loose so it can be returned safely to its owner.
 - Chief West commented that when an officer could not be located on a day that he was attending a training, a citizen came to the off duty officer's home and pounded on the door after calling Dispatch. There have been two instances where they went to an officer's home. Chief West would like to discourage the process of coming to the officer's house. This could be dangerous and the officer's do have families and in some cases small children at home. Police Chief West - please do not go to homes but call dispatch in Mound City and get direction when officer is unavailable.
 - Council Member Curtis asked Chief West what the Codes Enforcements (mowing, etc.) charges are for each piece of equipment, invoices for the charges, etc. Chief West will work up the table of the cost and share with City Employees to be aware to pass on to customers. Council Member Williams –What

**Record of the Proceedings of the Governing Body
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do we do with people who have a limited income do we charge the same? For those who have difficulties keeping up with maintenance that require brush clean up, bush hog, etc., maybe reach out to churches help with expenses and maintaining upkeep of yards.

3. **Public Works Department** – Jim Johnson

- Mayor inquired who will be doing the normal mowing for the cemetery. Public Works Johnson stated he was willing to try to keep done and it may require some overtime on Saturdays for Public Works. Public Works will know more next council meeting.

4. **Fire Chief** - Dan Nasalroad – NONE

5. **City Clerk** – Devona Herrin - NONE

6. **Deputy City Clerk** – Carla Snow

- MAP will assist with the Historic Survey required in the Memorandum of Agreement previously signed by council for no fee. City will work with MAP to meet the requirements of the survey.
- Inquiring on switching the credit card company from NCourt to KanPay, fees are much better for the customer and they will come set up free of charge to the City. 2.5% will be charged to the customer across the board, and it will be the same for court. Right now Ncourt charges 7% to the customer to use a credit card for court payment.
- Discussion to change Ordinance NO 1370 and Chapter 1/ Article 2 Governing Body (Council Members Salary) (add workshop in verbiage in addition to Regular and Special Meetings).

Motion

Council Member Shields motioned to start process to change ordinance 1370 that includes Workshop Salary to council members if it is on a different day than the City Council Meeting. Motion Seconded by Council Member Mitzner, voted on, passed 4-0. Time 8:12 p.m.

Reports of Council Committee's

- 1. Water & Gas -----J.K. Fleming -----Gerald Williams
- 2. Street -----J.K. Fleming -----Jerome Mitzner
- 3. Sewer -----J.K. Fleming -----Jerome Mitzner
- 4. Park -----Danny Curtis -----J.K. Fleming
- 5. Cemetery -----Danny Curtis -----Esther Shields

- Accept resignation effective September 14, 2017 for Public Works employee Brandy Van Vlack.

Motion

Council Member Curtis motioned to accept resignation of Brandy Van Vlack. Motion Seconded by Council Member Williams, voted on, passed 4-0. Time 8:16 p.m.

- 6. Public Safety -----Jerome Mitzner -----Gerald Williams
- 7. Community Building -----Danny Curtis -----Esther Shields

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8. Employee Relations and Training -----Esther Shields -----Gerald Williams

Special Committee Reports

1. Emergency Management
 - FLSA (Fair Labor Standard Act) – Information on Employee Volunteers
 - Discussed if an employee volunteers they do not have to be paid for their time, if they are asked to attend, then they should be compensated.
2. Swanfest Committee
 - New Date set for Swanfest from Chamber of Commerce – June 2nd, 2018
 - Deputy City Clerk Snow - mention to Chamber of Commerce to move to an evening event next year, will ask at the next Chamber of Commerce meeting.

Mayor inquired if the cemetery mower was repaired. Public Works Johnson stated it was back up and running. Maintenance required was \$500 to get new blades, pulley and belt. Mower deck has been raised up.

Unfinished Business

None to Report

New Business

- Ordinance # 1452 “Standard Traffic Ordinances for Kansas Cities” 45th edition of 2017

Motion

Council Member Shields motioned to accept ordinance #1452 Standard Traffic Ordinances for Kansas Cities" 45th edition". Motion Seconded by Council Member Williams, voted on, passed 4-0. Time 8:22 p.m.

- Ordinance # 1453 “Uniform Public Offense Code for Kansas Cities” 33rd Edition of 2017

Motion

Council Member Mitzner motioned that we accept Ordinance # 1453 “Uniform Public Offense Code for Kansas Cities” 33rd edition. Motion Seconded by Council Member Williams, voted on, passed 4-0. Time 8:23 p.m.

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- Permission for City Treasurer Connie Gore and Deputy City Clerk Carla Snow to attend the Kansas International Institute of Municipal Clerks (IIMC) from November 13-17, 2017 in Wichita, KS.

Motion

Council Member Williams motioned to send Connie and Carla to the International Institute of Municipal Clerks with normal cost (per diem). Motion Seconded by Council Member Curtis, voted on, passed 4-0. Time 8:26 p.m.

- Marais Des Cygnes Rivers Water Assurance District No 2 Resolution No. 2017 – 1 Draft 8/25/2017
 - Approval for Board Member Herrin to vote on behalf of the City of La Cygne for New Resolution (Draft format) at the next November 2017 meeting.

Motion

Council Member Mitzner motion to give approval to vote to Devona Herrin on the cities behalf at the Marais Des Cygnes Water Assurance Meeting in November (2017) with the resolution in hand. Motion Seconded by Council Member Shields, voted on, passed 4-0. Time 8:32 p.m.

- Permission for one or more employee to attend KCP&L: Helping You Weather the Storm at KCP&L Energy Center from 11 a.m. to 1:30 p.m. in Kansas City, MO on Friday, October 6, 2017.
 - Public Works Johnson reported another Session happens in Pleasanton by Channel 4 at a different time, we will pass at this time.
- Permission for City Treasurer Gore and Deputy City Clerk Snow to attend Data Technologies Fall User Group Meetings in Bel Aire, Kansas on Tuesday October 10th, 2017. Class will be from 9:00 – 3:30 pm. This class offers new updates to our Summit program and will provide us a binder to bring back to reference all the updates.

Motion

Council Member Curtis motioned for City Treasurer Gore and Deputy City Clerk Snow to attend Data Technologies Fall User Group Meetings with per diem in Bel Aire, Kansas on Tuesday October 10th, 2017. Motion Seconded by Council Member Williams, voted on, passed 4-0. Time 8:37 p.m.

- Accept Resignation of Planning Commission Member Rick Waddell.

Motion

Council Member Mitzner motioned to accept the resignation of Planning Commission Member Rick Waddell. Motion Seconded by Council Member Williams, voted on, passed 4-0. Time 8:38 p.m.

- Purchase of Stalker Radar equipment for Police vehicle (s).
 - Mayor inquired about the equipment.
 - Police Chief West explained you can toggle between them.
 - The cost for 2 of them is \$2998.00, does not include removing them and installation.

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- Police Chief West would like to utilize the money from equipment reserve for the purchase. West explained we are at 75% of our budget but at this price I cannot pass this up.
- Every time we rebuild one of these it is \$500 dollars each.
- Displays the speed of the vehicle.
- Council Member Williams asked if we need to purchase the antennas. Chief West said putting old ones in with a new unit would not be a good idea.
- Council Member Mitzner inquired who can do these installations. Chief West - Commenco out of Kansas City can install them.
- Council Member Curtis asked how much is in our equipment reserve, Deputy City Clerk Snow stated \$144,000 approximately.

 **Motion**

Council Member Curtis motioned to allow Police Chief West to Purchase the Stalker Radar Equipment for two police vehicles (301 & 303). Motion Seconded by Council Member Shields, voted on, passed 4-0. Time 8:45 p.m.

- Permission for Police Chief West to attend CJIS Training on October 3, 2017 at Pittsburg, KS.
- Will go towards 40 hours of training.

 **Motion**

Council Member Williams motioned to allow Police Chief West to attend the CJIS training in Pittsburg, KS. Motion Seconded by Council Member Mitzner, voted on, passed 4-0. Time 8:47 p.m.

Executive Session

City Clerk Herrin asks for Executive Session for K.S.A. 75-4219 Personnel

 **Motion**

Council Member Curtis for Executive Session for 15 minutes for Personnel following a 10 minute break. Motion Seconded by Council Member Williams, voted on, passed 4-0. Time 8:48 p.m.

Resumed Open Session at 9:14 p.m.

Other Business

- Police Chief West reported that the Highway Patrol Sobriety Check Point will be this Friday night.
- Public Works Johnson reported that KCC will be here next week for a couple days to do our annual audit.

Notes and Communication to the Council

Record of the Proceedings of the Governing Body
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- Certificate of Completion:
 - ❖ Public Works Jacob K. Mills has completed 8 hours of Confined Space Training in accordance with NFPA 1670 Awareness Level dated August 30, 2017.
- Park Board Meeting Minutes for 8/31/2017
- Planning Commission Meeting Minutes for 9/14/2017.
- Marais Des Cygnes River Water Assurance District Meeting Minutes for 8/16/2017.
- Upcoming First Friday Entrepreneurship Call is “USDA Rural Development Financing available for local communities and businesses. Providing a Zoom Call on October 6, 2017 at 9:30. Free downloadable app and available by phone.
- Council Member Williams briefly discussed La Harper Heights Senior Housing Financials.

Motion to Adjourn Meeting:

There being no further business, Council Member Curtis moved to adjourn the meeting. Motion seconded by Council Member Shields, voted on, passed 4-0. The regular meeting was adjourned at 9:25 p.m.

I, _____ La Cygne Deputy City Clerk, do hereby declare the above
(Carla Snow) To be true and correct, to the best of my knowledge,
and do hereby subscribe my name this 20th, day of Sept.
2017.

END OF September 20, 2017 MEETING.

BEGINNING OF October 4, 2017 MEETING

REGULAR MEETING

- The La Cygne City Council met on Wednesday, October 4, at La Cygne City Hall. Council Members present were: Esther Shields; Jerome Mitzner; Danny Curtis; Jake Fleming; and Gerald Williams.

Record of the Proceedings of the Governing Body
2017 MEETING MINUTES

- Others in attendance included, but not limited to: City Clerk Devona Herrin; Deputy City Clerk Carla Snow; City Attorney John Sutherland; Public Works Superintendent Jim Johnson; Police Chief Tate West; Jodi Wade and Linn County News Tony Furse.
- Mayor Robert Sullivan called the meeting to order at 7:00 p.m. with Public Works Johnson leading the pledge of allegiance.

Mayors Comments

None at this time.

Consent Agenda

Motion to approve Consent Agenda:

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

- Action Item: Motion to approve consent agenda;
 - Minutes of September 20, 2017
 - Check Register: September 20, 2017 – Sept. 29, 2017
 - Check Register for: Sept. 29, 2017 – Oct. 4, 2017

Motion Seconded by Council Member Curtis, voted on, passed 5-0. Time 7:01 p.m.

Discussion from the Floor

Jodi Wade - Community Park Board Member

- Waive Building Permit Fee for Community Park Board (New Pavilion)
- Park Board Member Jodi Wade shared the unofficial plans of the new pavilion with Council. Bids will start coming in tomorrow. Anticipation that either the contractors will immediately get started or sometime around the first of year and set to be complete by May of 2018.

Motion

Council Member Fleming motioned to waive the building permit fee for the new building in park. Motion Seconded by Council Member Shields, voted on, passed 5-0. Time 7:04

Performance and Payment Bonds for the new Pavillion.

- Wanted to revisit the performance and payment bonds with council.
- Discussed options on the Performance and Payment Bond. Hold Check, etc.

Record of the Proceedings of the Governing Body
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- Attorney Sutherland stated this would mean we are Self Insured.
- Council asked if there will be a building inspection.
- Council Member Williams would like to wait and see who is awarded the bid before considering options on the Performance and Payment Bond.
- Council Member Mitzner inquired to attorney Sutherland if there is ground work that will need completed to waive the Performance and Payment Bond?
- Park Board Member Wade will keep us posted and revisit at the next meeting.
- Council Member Shields thanked Jodi for all her work.

Special Projects

Water Distribution Project

Phase II Water Project

- Finished up last bore.
- Boring is still being performed.
- Council Member Fleming asked when they are going to patch road cuts. Can we get them done before weather gets too bad?
- Contractor is going to wait until they get a full load of asphalt before patching.
- Council Member Fleming asked if we could have an answer before next week if possible from contractors.
- Council Member Mitzner asked about the striping and if BG followed up. Will follow up with BG.

Contractors Phase II Pay Request # 12 for \$93,324.69

Motion

**Council Member Mitzner motioned to approve Contractors Phase II Pay Request # 12 for \$93,324.69.
Motion Seconded by Council Member Fleming, voted on, passed 5-0. Time 7:34 p.m.**

Reports of City Officers

1. **City Attorney** – John Sutherland – NONE

2. **Police Chief & Codes Officer** – Police Chief West –
 - Police Chief West has been working on updating policies and has completed 12 of them. Starting with Individual policy's and once they are done they will become Department Policies. Some of them have been sent to City Attorney Sutherland for legal review.

**Record of the Proceedings of the Governing Body
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- Mayor Sullivan asked if there was an issue with a particular case, would we have a written policy. Chief West stated that this is the purpose it will give them some guidance and will help them continue and make decisions in a situation.
 - Mayor Sullivan asked if the School Zone speeds are getting better. Police Chief West stated Speeds are better than a few years ago.
3. **Public Works Department** – Jim Johnson
- Report as presented.
 - Discussion on Turbidity 100 Unit that is down.
 - Sewer on chestnut and 6th is still not complete waiting on Thompson to finish.
 - Council Member Mitzner inquired if the Lift station was working now at the park. Have not figured out the issue as why it goes down every so often but seems to work again.
 - KCC inspection did not go as planned, we have had the same inspector for years. This inspector is a new inspector and we feel like he is doing a good job but requirements are different. All cities are behind and the next move to make is to get Shrimp and DIMP updated. No fines at this point. We were supposed to have this audit in June, but for some reason it was not done until September. Time Crunch to finish paperwork before the end of the year. Each time we get a different inspection we get different information. Working on regulators that per the audit these will need to be inspected. Public Works Johnson is working on getting completed.
 - Three pieces of equipment will need repaired and calibrated for Public Works. Have them ready to go and send out, this will help with the audit. Will have to see how the outcome is and what the cost for repair versus purchasing new for equipment.
 - Jacob will need to attend some training, Public Works Johnson stated as soon as something comes up we will get him sent out to training.
 - Bill (Craven) has helped with some of the (cemetery) mowing. Public Works Johnson is trying to spread the work between all employees at Public Works, with the rain the mowing will probably pick back up.
4. **Fire Chief** - Dan Nasalroad – Not Present
- Council Member Fleming stated that the Fire Department will be having their Annual Halloween event on Oct. 31st at 5:30 serving hotdogs, hopefully at Thayer Park.
 - Mayor Sullivan stated Thayer Parks look very good.
5. **City Clerk** – Devona Herrin – NONE
6. **Deputy City Clerk** – Carla Snow
- Codes Fees have been passed out to Public Works and shared with Council for future reference.
 - Working on date for Town Hall on the week of November 27 – 30. Discussed handing out surveys.

Reports of Council Committee's

- 1. **Water & Gas** -----J.K. Fleming -----Gerald Williams
- 2. **Street** -----J.K. Fleming -----Jerome Mitzner
- 3. **Sewer** -----J.K. Fleming -----Jerome Mitzner

Record of the Proceedings of the Governing Body
2017 MEETING MINUTES

4. Park -----Danny Curtis -----J.K. Fleming
5. Cemetery -----Danny Curtis -----Esther Shields
Mayor stated Cemetery looks very nice.
6. Public Safety -----Jerome Mitzner –Gerald Williams
7. Community Building -----Danny Curtis -----Esther Shields
8. Employee Relations and Training -----Esther Shields -----Gerald Williams

Special Committee Reports

1. Emergency Management
 - Police Chief West is still working with Diane Dott's to turn over information for Emergency Management.
2. Swanfest Committee – None to report.

Unfinished Business

- Street Closure between Elm and Linn.
 - Police Chief West stated in researching, there is a lot of unanswered questions and how it was platted and will require more time to research before closing. More than likely this will need a survey. Will follow up next meeting.
- Permission for Pat with Summit to train at the office before the end of the year (looking for around the second week of December 12, 2017)
Cost is \$760 for him to come here and Linda will be available to cover the front office.

➤ Motion

Council Member Mitzner motioned for Summit to come into office and train for \$760 on December 12th. Motion Seconded by Council Member Fleming voted on, passed 5-0. Time 8:20

New Business

- Permission for Officer Michael Miles to attend A.R.I.D.E. class on December 12 -13, 2017 at Johnson County Community College.

➤ Motion

Council Member Mitzner motioned for Officer Michael Miles to attend A.R.I.D.E. class on December 12 and 13 and to have him put on the list. Motion Seconded by Council Member Shields, voted on, passed 5-0. Time 8:23 p.m.

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Council Member Mitzner motioned in the event the class is full (A.R.I.D.E.) then permission for Officer Miles to attend any A.R.I.D.E. class that he can get in within a mobile distance. Motion Seconded by Council Member Fleming, voted on, passed 5-0. Time 8:24 p.m.

- Wage Adjustment for Municipal Judge
 - Judge Warren is putting in more time than he has been in the past. Extra phone calls, etc.
 - Police Chief West will follow up next week and get a comparison for wages in cities the same size.
- Purchase of Receipt Management Summit Software.
 - Discussion on what benefits the software would provide if purchased.

 **Motion**

Council Member Williams would like to make a motion to approve the Summit software up to \$2900 Motion Seconded by Council Member Mitzner, voted on, passed 5-0. Time 8:42 p.m.

- Ordinance 1454, Compensation and Wages.

 **Motion**

Council Member Shields would like to accept Ordinance 1454. Motion Seconded by Council Member Williams, voted on, passed 5-0. Time 8:43 p.m.

- Approve Quote from USDI, Regulator Station Inspection for Gas.

 **Motion**

Council Member Williams to approve the quote from USDI for up to \$650.00. Motion Seconded by Council Member Fleming, voted on, passed 5-0. Time 8:45 p.m.

- Move next Council Meeting to October 16th on Monday, Devona and Carla will be out of town at a Conference.

- **Motion**

Council Member Mitzner motioned that we reschedule council meeting from October 18th to October 16th at 7:00 p.m . Motion Seconded by Council Member Williams, voted on, passed 5-0. Time 8:47 p.m.

Executive Session

Other Business

- Council Member Williams wanted to state that he would like to clear out brush out by the dollar store by the bridge. Council Member Mitzner would like to leave the trees but is in favor of the brush being removed. Will look into what options we have and follow up.

Record of the Proceedings of the Governing Body
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- City Clerk Herrin stated last time it rained we had a leak in our storage room. Council Member Williams will take a look and access options.
- City Clerk Herrin wants to know if we need any kind of service program for the generator behind city hall. Eventually the generator will need service. Research the cost and bring back to the table.
- Inquire on purchasing a laptop and docking station for the main office.

Notes and Communication to the Council

- Connie Gore received the Institute Scholarship for the CCMFOA (municipal clerk conference in November). It will cover the Admission fee in addition to one half of the hotel and up to \$100 for mileage and expenses.

Motion to Adjourn Meeting:

There being no further business, Council Member Fleming moved to adjourn the meeting. Motion seconded by Council Member Shields, voted on, passed 5-0. The regular meeting was adjourned at 9:04 p.m.

I, _____ La Cygne Deputy City Clerk, do hereby declare the above
(Carla Snow) To be true and correct, to the best of my knowledge,
and do hereby subscribe my name this 4th, day of October
2017.

END OF October 4, 2017 MEETING.

BEGINNING OF October 16, 2017 MEETING

REGULAR MEETING

- The La Cygne City Council met on Wednesday, October 16, at La Cygne City Hall. Council Members present were: Esther Shields; Jerome Mitzner; Jake Fleming; and Gerald Williams. Not Present Danny Curtis

Record of the Proceedings of the Governing Body
2017 MEETING MINUTES

- Others in attendance included, but not limited to: City Clerk Devona Herrin; Deputy City Clerk Carla Snow; City Treasurer Connie Gore; Police Chief Tate West; Fire Chief Dan Nasalroad; Jodi Wade and Linn County News Tony Furse.
- Mayor Robert Sullivan called the meeting to order at 7:01 p.m. Deputy City Clerk Snow leading the pledge of allegiance.

Mayors Comments

Annual Halloween Hot Dog Feast starts at 5:30 pm at Thayer Park put on by Fire Department. (Halloween Night)

Consent Agenda

Motion to approve Consent Agenda:

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

- Action Item: Motion to approve consent agenda;
 - Minutes of October 4, 2017
 - September Budget Report
 - September Treasurers Report
 - 2017 3rd Quarter Financials
 - Check Register: October 4, 2017 – October 13, 2017
 - Check Register for: October 13, 2017 – October 16, 2017

Motion Seconded by Council Member Fleming, voted on, passed 4-0. Time 7:04 p.m.

Discussion from the Floor

Jodi Wade - Community Park Board Member

Performance and Payment Bonds for the new Pavilion.

- Park Board Reviewed Bids.
- Revisit Performance and Payment Bonds.
- Discussed using ahead of time Cashier's Check or Retainage to replace Performance and Payment Bonds.
- Value of Project is \$156,000.00 with Matching Grant of half.
- No Bond Requirements from Kansas Wildlife Department.

➤ Motion

Record of the Proceedings of the Governing Body
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Council Member Mitzner motioned for approval to utilize cashier's check in lieu of Performance and Payment Bonds for what value that the park board needs. Motion Seconded by Council Member Fleming, voted on, passed 4-0. Time 7:10 p.m.

Jodi will keep you posted as things progress.

Special Projects

Water Distribution Project – None to Report

Reports of City Officers

1. **City Attorney** – John Sutherland – NONE - Absent
2. **Police Chief & Codes Officer** – Police Chief West –
 - Correction on Citations, should be 17 Citations issued since last meeting.
 - Street Lights reported not working at 209 W. Grand #361436 and 7th Street #311636.
 - Working with County on Cleaning up House on South Broadway that has fallen down.
 - Action Item - K152 from east city limit to Industrial. Traffic Study to change the speed limit. KDOT is requesting maps.
 - Action Item – Mayor asked if we had a plan for 152 and Industrial. Police Chief West is working on solution to East and West side of Turn onto Industrial. Both sides have damage from large trucks turning onto industrial. Police Chief West will follow up with County to see if they can help with expenses.
3. **Public Works Department** – Jim Johnson
 - **Patching on Road** – Public Works Johnson went to SB Wyatt Contractors and asked when the patching would be on the road. SB Wyatt stated that if we make his dad mad by asking they could make us wait until the end of the job. I told him poor answer but I would give to council.
 - a. Still Phase 1 cuts that need addressed. Brian's Auto and Stubs and 7th Street.
 - b. Discussion on when Contractors work and are scheduled.
 - c. Change order's is causing delay on patching the roads.
 - **Culvert damage at Lincoln Street** – Talked to the contractors and if problem comes up again where it is bent Contractors will address it. Homeowner is not upset just wanted addressed and to make sure the expense would not be on them.
 - **Striping in front of Library and street** – The striping is not included in our standard specifications, so the Contractor is not required to replace it. The reason for this is that it is very hard to match. For this reason, it is typically just left to the City to replace it with their own paint or as part of regular maintenance.

**Record of the Proceedings of the Governing Body
2017 MEETING MINUTES**

- Storm Saturday Night – Two employees out during storm Saturday, sewer lift station shutdown at the park but it is up and running again. Public Works Johnson is making sure it is not the Generator and will follow up.
4. **Fire Chief** - Dan Nasalroad –
- a. Getting with Brett at BG on hydrants. Will drive around and review map of hydrants. Hoping to meet with Brett Thursday.
 - b. Talking about the streets cuts, on 4th street very bad rut, safety issue. Road Closed signs were blown (Saturday’s storm) over and there was no flashing lights.
 - c. Last Week was fire safety week, kids came from the elementary school and to tour fire station. About 200 Students and Staff attended.
 - d. Halloween night Hot Dog Roast at Thayer Park around 5:30 pm
 - e. Lots of different trailers and vehicles are running around town on Halloween, please be cautious when out and about on Halloween night.
5. **City Clerk** – Devona Herrin –
- Update on Water Leak in Storage Room - Patch is getting darker, but no water was on floor after this last rain. It does look like it is getting worse. Council Member Mitzner recommended maybe getting a contractor to look at it. Council Member Williams stated it is a flat roof, so not sure of our options. Mayor Sullivan and Council Member Mitzner is in favor on getting a contractor to take a look.
6. **Deputy City Clerk** – Carla Snow
- BG Consultants is available for Town Hall Meeting on Nov 27.
 - Decided Nov. 27th will work for Council. Time 5-8:00 pm at the Community Building.
 - Survey to get City input on future Infrastructure Projects.
 - Mayor asked about the Christmas Tree Lighting and the date. Council Member Shields will check on the date.

Reports of Council Committee’s

- 1. **Water & Gas** -----J.K. Fleming -----Gerald Williams
- 2. **Street** -----J.K. Fleming -----Jerome Mitzner
- 3. **Sewer** -----J.K. Fleming -----Jerome Mitzner

Record of the Proceedings of the Governing Body
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- 4. Park -----Danny Curtis -----J.K. Fleming
- 5. Cemetery -----Danny Curtis -----Esther Shields
- 6. Public Safety -----Jerome Mitzner -----Gerald Williams
- 7. Community Building -----Danny Curtis -----Esther Shields
- 8. Employee Relations and Training -----Esther Shields -----Gerald Williams

Special Committee Reports

- 1. Emergency Management
 - a. Police Chief West will work on setting up meeting with Diane Dott's.
- 2. Swanfest Committee –
 - a. Chamber of Commerce will have the Next meeting for Swan Fest on November 20, 2017.

Unfinished Business

- Street Closure between Elm and Linn. – Police Chief West will follow up.
- Wage Adjustment for Municipal Judge – Police Chief West is gathering more information for council to discuss.

New Business

- Approval to appoint Connie Gore as Municipal Court Clerk.

Motion

Council Member Shields would like to appoint Connie Gore to be the Court Clerk of La Cygne. Motion Seconded by Council Member Fleming voted on, passed 4-0. Time 7:52 p.m.

- Signature and approval of the Letter of Support for Tri-Ko, Section 5310 (State Operating Assistance).

Motion

Council Member Mitzner would like to approve the Mayor signature for the Letter of Support for Tri-Ko. Motion Seconded by Council Member Williams voted on, passed 4-0. Time 7:54 p.m.

Request action was reviewed from concerned citizen Kent Wade for mud build up on Sidewalk ramps on Market Street. Public Works Johnson turned over to Contractors and he will follow up.

- Options for Council Meeting in January (Election and Appointment?) Work on making new ordinance for Election and Appointment.
 - Discussion and start process to make new ordinance for Election Year instead of calling a special meeting every other year.

Record of the Proceedings of the Governing Body
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- Discussion on when to perform Performance Evaluations (this year?) and the process (form to use). Mayor Sullivan would like to have these completed by December 6th with current council. Each Department will give the reviews and Mayor will give the Supervisors review. Would like Council to think about forms to use and follow up at the next meeting.
- Accept Resignation for Senior Housing Member Barbara Pemberton.

➤ **Motion**

Council Member Mitzner motioned to accept resignation for (Senior Housing) Barbara Pemberton Board Member. Motion Seconded by Council Member Fleming voted on, passed 4-0. Time 8:05 p.m.

Executive Session

Council Member Shields would like 5 minutes to discuss Personnel.

Motion:

Council Member Fleming moved to recess into executive session for Personnel for up to 5 minutes for non-elected personnel matter exception. Motion seconded by Council Member Shields, voted on, passed 4-0. 8:06 p.m.

Session resumed at 8:12 pm.

Other Business

Comp Time in the work shop D-7, existing Personnel Policy. Council Member Williams would like to remove comp time from Personnel Policy.

Motion:

Council Member Williams moved to remove Comp Time D-7 from Personnel Policy. Motion seconded by Council Member Shields, voted on, 8:14 p.m. Stop for Discussion.

- Discussion on Comp Time for Employees.

Motion:

Motion Continued, voted on, 2-2, (No: Mitzner, Fleming) (tie) (Mayor) 3-2, motion failed 8:32 p.m.

- Police Chief West asked if we can renew Don Long's appointment on the Planning Commission.

Motion:

Council Member Fleming motion to reappoint Don Long to the Planning Commission. Motion seconded by Council Member Shields, voted on, 4-0. 8:34 p.m.

Record of the Proceedings of the Governing Body
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Notes and Communication to the Council

- Ribbon Cutting Ceremony - Chamber of Commerce would like everyone to join them in welcoming Dr. Annie Robert of Roberts Family Dental Care on Thursday October 19th at 8:15 a.m.

Motion to Adjourn Meeting:

There being no further business, Council Member Fleming moved to adjourn the meeting. Motion seconded by Council Member Mitzner, voted on, passed 4-0. The regular meeting was adjourned at 8:36 p.m.

I, _____ La Cygne Deputy City Clerk, do hereby declare the above
(Carla Snow) To be true and correct, to the best of my knowledge,
and do hereby subscribe my name this 16th, day of October
2017.

END OF October 16, 2017 MEETING.

BEGINNING OF November 1, 2017 MEETING

REGULAR MEETING

- The La Cygne City Council met on Wednesday, November 1, at La Cygne City Hall. Council Members present were: Esther Shields; Jerome Mitzner; Jake Fleming; Danny Curtis and Gerald Williams;

Record of the Proceedings of the Governing Body
2017 MEETING MINUTES

- Others in attendance included, but not limited to: City Clerk Devona Herrin; Deputy City Clerk Carla Snow; BG Consultants Brett Wagoner; Police Chief Tate West; Fire Chief Dan Nasalroad; Public Works Jim Johnson; Public Works Jacob Mills; Brandon Wyatt; Allen Huggins and Linn County News Tony Furse.
- Mayor Robert Sullivan called the meeting to order at 7:00 p.m. with Dan Nasalroad leading the pledge of allegiance.

Mayors Comments

- Reminder of the time change this Sunday with council meetings now starting at 6:00 p.m.
- Mayor commented Halloween went very well, a lot of people out and on best behavior.
- Thayer Park and Annual Fireman's Feast had a great turnout.

Consent Agenda

Motion to approve Consent Agenda:

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

- Action Item: Motion to approve consent agenda;
 - Minutes of October 16, 2017
 - Check Register: October 16, 2017 – October 27, 2017
 - Check Register for: October 27 – October 31, 2017
 - Cereal Malt Beverage License 2018 – Casey's #3397

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

Discussion from the Floor

Special Projects

1. Brett Wagoner- BG Consultants – Phase I and II Water Project

- Waterlines are 63% installed/Meters are 23% installed
- Work will continue through winter months as weather permits
- Two crews will work – waterline crew and water meter crew
- Crews will rough grade areas and leave some soil to account for settling – few complaints coming in from public, ground will settle and next year they will get it fertilized and seeded. They will not do all of that as they go. Should be a statement in the Newsletter explaining to Public.
- All yards will be finish graded, seeded and fertilized at the end of the project
- Target Construction Completion of Phase II – August 2018

Record of the Proceedings of the Governing Body
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- Substantial Completion of Phase I was January 2017
- Asphalt Patching
 - The contractor performed asphalt patching from May 15 to May 25.
 - Patches were placed on both Phase 1 and Phase 2 street cuts.
 - Contractor placed asphalt in all Phase 1 cuts where Phase 2 connections had already been made.
 - Contractor did not place asphalt in Phase 1 cuts where connections to Phase 2 lines still needed to be made. We did not submit a pay request for the patches, funding will come out of Phase II. They did not patch cuts where Phase I and Phase II join.
 - 8th and Market
 - Grand and 6th street
 - 7th and Market
 - 6th and Market
 - There were 4 such locations out of 16 street patches. This total area of patching accounted for less than 10% of the total for the project.
 - All remaining Phase 1 cuts that were not patched in May will be paid for using Phase 2 funding and are covered by the Phase 2 warranty.
 - Contractor placed asphalt in Phase 2 cuts on Broadway/Commercial in the downtown area.
 - The contractor intends to do another round of asphalt patching before winter weather sets in. This operation is dependent on availability and weather. There is no requirement in the contract that the patches will be fixed before winter. However they will try to get it done.

WATER TOWER:

- Pre-construction meeting was held on 10/19/2017
- Contractor intends to get foundation installed before end of year
- Pay Request #1 has been submitted for approval
 - Stored Materials – Steel has been received for fabrication
 - Drawings/Insurance/Bonds – contractor has to pay structural engineer for foundation plans as well as initial costs for bonding and insurance
- 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. Project Manager said they will keep the site clean and keep us in the loop.

MARKET STREET SIDEWALK PROJECT:

- One year warranty date is December 7, 2017.
- Brett and Jim will walk the project for a final inspection before then to determine if any warranty repairs are needed. Brett will notify Contractor if anything needs to be done.

WATER TREATMENT PLANT:

- Eric will submit Water Treatment plans to KDHE by next week (November 6-10, 2017).
2. Jim Johnson - Update from Public Works

Record of the Proceedings of the Governing Body
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- Contractors are on target and doing the best they can. They have ran into underground problems.
 - Mayor asked about the status of the property at corner of Railroad and 152. Public Works Johnson stated pipe was live when trying to repair, and caused water to stand in this area. All water is coming to two areas, at railroad and on the east side of town at intersection of Industrial. Public Works will probably not be able to determine until end of the water project the issue but it should fix itself. If not we will address at that time.
3. Orr-Wyatt Streetscapes Contractor's Pay Request # 13 for \$81,396.09
- Water Meters across from City Hall – will be replaced in Phase II, change order was done with the Fusion Pipe.

➤ ***Motion***

Council Member Mitzner motioned approval to pay Contractor's Pay Request #13 for \$81,396.09. Motion seconded by Council Member Curtis voted on, passed 5-0. Time 7:22 p.m.

4. BG Consultants - Project Meeting Minutes on October 19, 2017 (Hand out)
- Mayor - What is the issue with Culvert on Lincoln, Public Works Johnson stated that they are going to replace the culvert with a new one and move the one there down to another location. Customer seems satisfied with this.
 - Mayor asked about individual who tripped on sidewalk. Public Works Johnson stated that the sidewalk has been taken care of.
 - Mayor - Was complaint on Friday at 901 Market taken care of- Public Works Johnson stated yes it will be taken care of.
 - Brett with BG Consultants - Any complaints that come to city hall will be emailed to Brett and he will call the inspector to make sure it will be handled.

Water Tower Project

1. Contractor's Pay Request #1 \$85,500.00
- Council Member Shields - Soil Samples were drilled a couple months ago and hit bed rock where new tower is going.

➤ ***Motion***

Council Member Mitzner motioned approval to pay Contractor's application for Pay Request #1 to Maguire Iron for \$85,500.00. Motion seconded by Council Member Fleming voted on, passed 5-0. Time 7:31 p.m.

Record of the Proceedings of the Governing Body
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2. FYI- Notice to Proceed with Maguire Iron, Inc. effective October 16, 2017 was approved at a previous meeting.
3. BG Consultants – Project Pre Construction Meeting on October 19th, 2017 (Hand out)

Reports of City Officers

1. **City Attorney** – John Sutherland – None
2. **Police Chief & Codes Officer** – Police Chief West -
 - Police Chief West stated Michael Miles was previously approved to attend A.R.I.D.E., all classes were full, except for the academy. He has locked in at the Academy as it is the only one open. Will require an overnight stay for \$90.00 a night.

Motion

Council Member Fleming motion to reimburse Michael Miles for his room at the academy. Motion seconded by Council Member Williams voted on, passed 5-0. Time 7:34 p.m.

3. **Public Works Department** – Jim Johnson
 - A. Comparison and Discussion on Leak Survey Equipment – Our equipment is 15 – 20 years old. Both pieces were tried out and tested by Public Works.
 - Heath Unit Quote – will not do GPS Mapping, Old Technology – \$11,100.00
 - Groebner Unit Quote – Has GPS, Mapping capability (Hand out), Stronger Pump, Picks up Methane only – Faster Recovery Time, drops a pin to locate - \$11,930.66
 - USDI Quote – Hire out leak survey work (if we buy leak survey equipment then this will not be needed) – Full inspection - \$6,640.00. Two inspections required a year, once a full inspection, once a partial city inspection.
 - Black Hills Energy quote – Bidding per hour (two technicians - \$220.00 an hour)
 - Council Member Mitzner asked if funds are in Gas Budget to utilize for purchase of equipment

Motion

Council Member Williams motion to purchase Leak Survey Equipment from Groebner for \$11,930.66. Motion seconded by Council Member Shields voted on, passed 5-0. Time 7:45 p.m.

Record of the Proceedings of the Governing Body
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- B. Regulator Station Inspection – Both regulators failed the lock up test given by USDI. The Downstream relief valve also failed its test. (Inspection report handed out)
- Due to age and issues of existing regulators and relief valve, presented quotes for replacing and installing.
 - USDI quote to install - \$7,966.26.
 - KGM quote for 2 regulators and token relief valve \$5,850.46 (Optional full capacity relief valve - \$3011.20)
 - Total - \$13,816.72 without full relief valve
 - Will get trained to use new regulators.

 **Motion**

Council Member Curtis motioned to spend gas funds on the purchase of 2 regulators and token relief valve plus install from USDI for a total of \$13,816.72. Motion seconded by Council Member Williams voted on, passed 5-0. Time 7:45 p.m.

- A. FYI - Invoice from Nastec PC Satellite Systems for \$770.47 (Water Repair)
- B. Uni-loader Repair Cost – John Deere (Heritage) already repaired, cost was \$3200 but Public Works has not seen the bill yet.
- C. Locator Repair Cost, just FYI, cost was 275.00
- D. Backhoe -Hydraulic Leak that we have already tried to repair ourselves. Will have to go to shop, and figure out if we need to get a rental or how it can be backed up while being repaired. Council asked how many hours on the backhoe. 10 years old.
- E. 4 Main Water line Breaks –All by city.
- F. Water run off following New Main – Still a problem
- G. Market and Railroad (discussed earlier)
- H. Market and Industrial East of Intersection (discussed earlier)
- I. Repair on Market Street to Grocery store, pulled off old main and replaced.
- J. Found 8” Main Water line at Coop/County Barn for the contractors, previously discussed with Brett from BG.
- K. Having problems with customer turning on utilities, mainly water after we shut off for non-payment. This is getting more frequent. Council Member Williams asked if you could lock the meters. Public Works Johnson would like to follow ordinance and have them fined for theft of utilities. Police Chief West has been following up with customers on this. Police Chief West asked if we do shutoffs next time, he would go along and take photos.

**Record of the Proceedings of the Governing Body
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- L. North Tower was due to be drained and inspected this month. Public Works Johnson could not complete with Contractors as would result in 120 customers without water. They will have to come back and due later.
 - M. Slocum culvert Issue being taken care of on Lincoln Street property. New one was ordered and will install when it gets here.
 - N. Funeral Home wants time line on new sprinkler meter for irrigation, and extend to new location. He possibly wants new meter by house, Johnson will try to get with him and double check what he is wanting and would like to put meter by the other two. Chief Police West and Public Works Johnson will try to get with the funeral home and see options.
 - O. Park Street Road Condition is being worked on. We have fought issue and keep digging up and putting AB3 Rock in there. Happened again the other day.
 - P. Cemetery on hold until we get some time, graves are being taken care of after rains.
 - Q. Public Works Jacob Mills did attend Pipeline Training with KCC at Junction City not scheduled but ended up getting him in with City Clerk Herrin's help. This was not planned due to meters being read and contractors extra work load. Recommended by KCC to attend.
4. **Fire Chief** - Dan Nasalroad –
- Talked with Brett about Fire Hydrants and will get with Brett end of November - concerns are on the south section. 3-4 Meters to be installed from Phase I. Issue on East Market, line is in the alley, but somewhere in front of Dollar General we need a hydrant. Water line is in closed alley behind houses. Only 1' Main in alley. 6" is going in the new water lines. Contractor with SB Wyatt- Brandon Wyatt thinks there is a hydrant behind Café.
 - Thanks for everyone coming out and all the guys that helped with the Annual Halloween Feast. Big Thanks to Thayer Park and Chamber of Commerce for letting us have it there.
 - County Commissioners awarded bid for SCBA grant. Cities portion is around \$3,800.
5. **City Clerk** – Devona Herrin –
- I would like everyone to be thinking at the next meeting on the 15th about maybe needing to amend Budget. Solid Waste and the Park Budget are two that need looked at. Park Board Member Jodi Wade is watching the park and is going to get with City Clerk Herrin.
 - Health Insurance representative came Monday and the annual increase for BCBS was 10.8%.
 - Council Member Williams would like a breakdown of insurance, cost of each person versus stipend. City Clerk Herrin will have information at the next meeting.
 - Council Member Curtis asked about the ADA Modifications on City Hall - Legacy Contractors – City Clerk Herrin will follow up and report progress at next meeting.
 - Public Works Johnson asked about the leaking roof in the back room at city hall, City Clerk Herrin is still working on.
6. **Deputy City Clerk** – Carla Snow

**Record of the Proceedings of the Governing Body
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- a. Newsletters should go out next week. There will be a paragraph in the Newsletter about the Construction and how the cleanup and progress is coming supplied by Brett Wagoner (BG Consultants).
 - Correction on date for Christmas tree lighting on Newsletter, actual date is 11/26/2017. Deputy City Clerk Snow will put on city website.
- b. KMEA Conference and Pipeline Conference went very well. Excited about some new items, Pooling of Services for our region in surrounding cities and E-tickets for 811 (1-800- Dig-Safe)
- c. Personnel Policies with discussed changes will hopefully be ready for review in November.
 - Police Chief West- Personnel Policies and the definition of Holidays for Emergency Employees may need looked at. City Clerk Herrin, Deputy City Clerk Snow and Police Chief West Will plan on going over in the next couple weeks and get it ready for council review.

Reports of Council Committee's

- 1. Water & Gas -----J.K. Fleming -----Gerald Williams
- 2. Street -----J.K. Fleming -----Jerome Mitzner
- 3. Sewer -----J.K. Fleming -----Jerome Mitzner
- 4. Park -----Danny Curtis -----J.K. Fleming
- 5. Cemetery -----Danny Curtis -----Esther Shields
- 6. Public Safety -----Jerome Mitzner -----Gerald Williams
- 7. Community Building -----Danny Curtis -----Esther Shields
- 8. Employee Relations and Training -----Esther Shields -----Gerald Williams

Special Committee Reports

- 1. Emergency Management
 - b. Police Chief West will follow up Diane Dott's. Council Member Curtis would like to see something happen very soon.
- 2. Swanfest Committee –

Unfinished Business

- Street Closure between Elm and Linn. – Police Chief West will follow up.
- Wage Adjustment for Municipal Judge – Police Chief West is gathering more information for council to discuss.

Record of the Proceedings of the Governing Body
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New Business

- Waive Community Building Fee for Mine Creek Amateur Radio on February 3rd, 2018 (open house) (every year event)

Motion

Council Member Curtis motion to waive Community Building Fee for Mine Creek Amateur Radio on February 3rd, 2018 as long as they pay the deposit. Motion seconded by Council Member Mitzner, voted on, passed 5-0. Time 8:50: p.m.

- Waive Community Building Fee for New Life Baptist Church for the Frankie Valens Concert on November 11, 2017.

Motion

Council Member Mitzner motion to waive Community Building Fee for New Life Baptist Church for the Frankie Valens Concert on November 11, providing they pay the deposit. Motion seconded by Council Member Williams, voted on, passed 5-0. Time 8: 51p.m.

- Approval of Linn County Public Transportation Letter for operating assistance in Linn County for the year of 2018 and 2019.

Motion

Council Member Mitzner motion for Mayor to sign the letter for Linn County Public Transportation Letter for operating assistance in Linn County for the year of 2018 and 2019. Motion seconded by Council Member Williams, voted on, passed 5-0. Time 8:52 p.m.

- Bilyeus Bar and Grill Drinking Establishment License (Class B Liquor) Renewal, contingent on application being completed.

Motion

Council Member Mitzner motion for approve of Blues (Bilyeus) Bar and Grill Drinking Establishment License (Class B Liquor) contingent on application being completed and Chief West doing the inspection. Motion seconded by Council Member Williams, voted on, passed 5-0. Time 8:53 p.m.

- Compactor Holiday Schedule
 - Veterans Day – On a Saturday
 - Christmas Day – Christmas Eve and Christmas Day which is on Sunday and Monday

Motion

Council Member Mitzner motioned to close the compactor on Veterans Day, Christmas Eve and Christmas Day. Motion seconded by Council Member Curtis voted on, passed 5-0. Time 8: 56 p.m.

Record of the Proceedings of the Governing Body
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Executive Session

None

Other Business

Notes and Communication to the Council

- Christmas Tree Lighting in Thayer Park will be on November 26th at 5:00 p.m.
- Public Works Johnson would like to thank KCP&L for helping remove the old cable lines on Broadway between Lincoln and Grand, then east on Grand on 4th street. Public Works Johnson would like to send appreciation of some kind.
- Park Board Minutes for September 28, 2017
- Kansas Department of Transportation District 4 Monthly Direction
- Planning session for La Cygne 150th at 209 Broadway (Swan Room at Library) at 6:00 p.m. November 8th.
- City Hall follow up on Old Siren being taken down. La Cygne Historical Society would like to put in the museum.

Motion to Adjourn Meeting:

There being no further business, Council Member Fleming moved to adjourn the meeting. Motion seconded by Council Member Shields, voted on, passed 5-0. The regular meeting was adjourned at 9:01 p.m.

I, _____ La Cygne Deputy City Clerk, do hereby declare the above
(Carla Snow) To be true and correct, to the best of my knowledge,
and do hereby subscribe my name this 1st, day of November
2017.

END OF November 1, 2017 MEETING.

BEGINNING OF November 15, 2017 MEETING

REGULAR MEETING:

The La Cygne City Council met on Wednesday, November 15, 2017 at La Cygne City Hall. Council Members present were: Danny Curtis; J. K. Fleming; Esther Shields; and Gerald Williams. Absent: Jerome Mitzner.

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Others in attendance included, but not limited to: City Clerk Devona Herrin; City Attorney John Sutherland (arrived at 6:10pm); Public Works Superintendent Jim Johnson; City Fire Chief Dan Nasalroad; Police Chief Tate West; Police Officer Michael Miles; and Tony Furse.

Mayor Robert Sullivan called the meeting to order at 6:04 p.m. Council Member Shields lead the pledge of allegiance.

MAYOR'S COMMENTS:

- ✓ Congratulated Keith Stoker and David Allen Huggins for winning two of the open city council positions. The third city council position is currently in a tie between Esther Shields and Heather Miles; and, the Linn County Commission will determine the winner on next Monday at their meeting.

CONSENT AGENDA:

- ✓ **Motion to Approve Consent Agenda**

Council Member Williams moved to approve the consent agenda which consisted of:

Minutes of November 1, 2017 City Council Meeting;
October 2017 Treasurer's Report;
October 2017 Budget Report;
Check Register: November 1 – 15, 2017.

Motion seconded by Council Member Shields, voted on, passed 4-0. Time: 6:00 p.m.

DISCUSSION FROM THE FLOOR:

NONE

SPECIAL PROJECTS:

WATER PROJECT UPDATE

- Report – Public Works Superintendent Jim Johnson:
1. Going strong. Have hit about six water lines since the last meeting. Finishing laying the new line around Hillside Street.

REPORTS OF CITY OFFICERS:

CITY ATTORNEY – JOHN SUTHERLAND

None.

POLICE DEPARTMENT – CHIEF TATE WEST

Reported on the following:

1. Presented written report. Some items discussed included the citations and the inoperable vehicles .

PUBLIC WORKS DEPARTMENT – SUPERINTENDENT JIM JOHNSON

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Presented written report that included the following:

1. Dodge 1T truck had to be towed to Paola and the alternator was replaced.
2. Salt & Sand is now in stock.
3. A new gas detector has been ordered and should arrive mid-December. Have a loaner to use until it arrives.
4. There were three water main breaks since last meeting in the old lines.
5. Jon, with KCC, came and helped with DIMP/SHRIMP reporting as part of the KCC Inspection.
6. There were two gas leaks. A call out on Third Street and one located at the railroad overpass on Henson line.

FIRE CHIEF – DAN NASALROAD

1. AED Batteries:
 - a. Both batteries have gone bad. They are seven years old.
 - b. Recommendation is to replace every two years.
 - c. Batteries cost around \$500 each.
 - d. Getting pricing for two new AED's through AMR for the next meeting.
2. Update on Grant for SCBA's – The county is still working out the order and separating into each entities numbers and portion of costs.
3. Fire Hydrants – With new hydrants looking into ordering a large diameter hose in the 2-5" size. Well under budget to order the equipment.
4. Fire Hydrants Placement – Going over the location of the new fire hydrants with the engineer on November 27th.

DEPUTY CITY CLERK – CARLA SNOW

By City Clerk Herrin:

1. Finalizing Codes Book Update with City Code Financial:
 - o Will include a council meeting the second Monday of each January following council elections for Oath of Office process.
 - o Previous ordinances with fee amounts will now refer to a fee schedule established and amended by Resolutions.
 - o As big as the project is there may still be some parts the council will want to address by ordinance changes; however, the codes book is always on-going so will have an updated book to work from when this one is adopted.
 - o Larry Kleeman, with City Code Financial, plans to be ready by the December 20th Council meeting.

CITY CLERK – DEVONA HERRIN

1. ADA Sidewalks at City Hall – Legacy Contractors has worked on the sidewalk between the community building and city hall for the ADA ramp to the street and the ramp out the back door this week. Reviewing to determine if the ramp at the front door is within range to meet requirements as it is.

COUNCIL COMMITTEE REPORTS:

CEMETERY

1. Public Works is keeping up with grave maintenance and limbs. The leaves are thicker than usual. Discussed advertising for help early next year.

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PARK

1. South Park board has ordered basketball goals for a good price; however, it may be after the first of the year before they are put up.

COMMUNITY BUILDING

1. The east toilet in the women's restroom is not working. Council Member Williams will try to look at it later in the week to determine the cause.

CITY HALL ROOF

1. Council Member Williams will try to look at the back of the city hall roof on Friday.

EMPLOYEE RELATIONS AND TRAINING

1. Evaluation Forms – Discussed and concurred to use the existing evaluation forms for this year. Mayor Sullivan asked the have them completed by the December 6th meeting.

SPECIAL COMMITTEE REPORTS:

EMERGENCY MANAGEMENT

1. Police Chief West reported he had been in contact with Diane Dotts and she was scheduling a meeting.

SWANFEST COMMITTEE

None

UNFINISHED BUSINESS:

STREET CLOSURE ON BROADWAY STREET BETWEEN ELM STREET AND LINN STREET

No update.

WAGE ADJUSTMENT FOR MUNICIPAL JUDGE

No update.

DECOMMISSION SIREN BEHIND CITY HALL

No update.

NEW BUSINESS:

LAPTOP COMPUTER FOR DEPUTY CITY CLERK

1. Discussed initial inquiry provides a range of \$1,000 to \$1,700.
2. Council approved to finalize estimates, and prepare to purchase prior to year-end.
3. Funds would be used from the General Capital Improvement Fund.

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AMEND 2017 BUDGET FOR SEWER, SOLID WASTE, AND, PARK & POOL FUNDS

1. Discussed/reviewed the presented amended budget for the three funds listed.
2. Concurred to set up to publish for the December 6th, meeting.

LUCA TRAINING IN LAWRENCE, KS. ON JANUARY 11, 2018

1. LUCA stands for Local Update of Census Addresses.
2. Employees in City Hall complete information for each ten year census.
3. Requested City Treasurer Connie Gore & Deputy City Clerk Carla Snow to attend.
4. No fees for the training.

✓ *Motion to Send Connie Gore and Carla Snow to LUCA Workshop on January 11th in Lawrence*

Council Member Fleming moved to send Connie Gore and Carla Snow to LUCA training on January 11th in Lawrence. Motion seconded by Council Member Williams, voted on, passed 4-0. Time: 6:36 p.m.

USD 362 ZONING CHANGE REQUEST FOR 204 S SIXTH STREET

1. Tabled as have to allow a fourteen day appeal requirement.
2. Will add to the December 6th meeting agenda.

POOLING OF GAS SERVICES THROUGH KMEA

1. Discussed Jacob Mills and Carla Snow attending the meeting being hosted by KMEA regarding Pooling of Gas Services with several cities. Noted there is more and more paperwork, rules and regulations regarding the city's natural gas system. Would be good to work with other cities.
2. This meeting is at Humboldt on December 6th from 10:00 am to 1:00 pm.

✓ *Motion to Send Jacob Mills and Carla Snow to Humboldt for Pooling of Services with KMEA*

Council Member Fleming moved to send Jacob Mills and Carla Snow to Humboldt for Pooling of Services with KMEA. Motion seconded by Council Member Shields, voted on, passed 4-0. Time: 6:39 p.m.

SPECIAL MEETING INVITE WITH REGIONAL ADVISORY COMMITTEE (RAC): MARAIS DES CYGNES

1. City Clerk Herrin reported there had not been time prior to the meeting to determine if the city definitely would need to attend this meeting, or if others from the Marais des Cygnes Water Assurance District would be attending and able to report back to the committee. Therefore, asking to be able to attend the meeting is need to since it is prior to the next city council meeting.
2. The meeting is on December 6th at 11 am at the Paola Town Square.
3. Discussed including Gerald McCarty too as he is learning the water department paperwork.

✓ *Motion to Send Devona Herrin to Paola on December 6th to RAC with Jerry if Available*

Council Member Williams moved to send Devona Herrin to Paola on December 6th to RAC with Jerry if he wants. Motion seconded by Council Member Shields, voted on, passed 4-0. Time: 6:43 p.m.

EXECUTIVE SESSION

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None.

OTHER BUSINESS:

TOWN HALL MEETING, MONDAY, NOVEMBER 27TH

Discussed the upcoming Town Hall Meeting on Monday, November 27th from 5 to 8 pm. Carla Snow is handling the food. And, BG Consultant representatives will be present to help answer any questions.

TREE LIGHTING, NOVEMBER 26TH, AT 5:00 PM

Discussed the Mayors Christmas Tree Lighting on November 26th at 5:00 pm. Marvin (Clements) and Deb (Wilson) are taking care of the tree and singing.

NOTES AND COMMUNICATIONS TO COUNCIL:

- a] October 12, 2017 Planning Commission Minutes
- b] KCC Audit Inspection Report FY 2016 – Completed most items and will submit response by middle of December.
- c] Unapproved November 9, 2017 Planning Commission Minutes.
- d] Unapproved October 26, 2017 Park Board Meeting Minutes

ADJOURNMENT:

✓ *Motion to Adjourn Meeting*

There being no further business, **Council Member Fleming moved to adjourn the meeting. Motion seconded by Council Member Williams, voted on, passed 4-0.** The Regular meeting was adjourned at 6:46 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 15th day of November 2017.

END OF November 15, 2017 MEETING.

BEGINNING OF December 6, 2017 MEETING

REGULAR MEETING

- The La Cygne City Council met on Wednesday, December 6th, at La Cygne City Hall. Council Members present were: Esther Shields; Jerome Mitzner; Jake Fleming; Danny Curtis (late arrival at 6:04 pm) and Gerald Williams;
- Others in attendance included, but not limited to: City Clerk Devona Herrin; Deputy City Clerk Carla Snow; BG Consultants Brett Wagoner; Police Chief Tate West; Fire Chief Dan Nasalroad; Public Works Jim Johnson;

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Brandon Wyatt; Beth Smith; Keith Smith; David Berglund; Pat Berglund; Keith Stoker; Wade Teagarden; Rex Bollinger; Paulette Curry; Jodi Wade; William Munz; and Linn County News Tony Furse.

- Mayor Robert Sullivan called the meeting to order at 6:00 p.m. with Jake Fleming leading the pledge of allegiance.

**** 2017 LA CYGNE AMEND BUDGET HEARING ****

- a) Notice of Budget Hearing to Amend the 2017 Budget
- i. Open Budget Hearing
 - Discussion on Solid Waste Fund- Sewer Fund – Pool and Park Fund previously discussed at last Meeting on November 15th.
 - Close to Budget and extra revenue in these funds to adjust expenses.
 - ii. Comments from the Public- None
 - iii. Close Budget Hearing

Motion

Council Member Shields motioned to accept the Amended 2017 Budget. Motion seconded by Council Member Mitzner, voted on, passed 5-0. Time 6:05 p.m.

Mayors Comments

- No Comments

Consent Agenda

Motion to approve Consent Agenda:

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

- Action Item: Motion to approve consent agenda;
 - Minutes of November 15, 2017
 - CMB License – Moons Market
 - Check Register: November 15, 2017 – December 1, 2017
 - Check Register for: December 1, 2017 – December 6, 2017

Motion seconded by Council Member Mitzner, voted on, passed 5-0. Time 6:06 p.m.

CONSENT AGENDA –Correction of Minutes from October 16th, 2017

- Discussion was made on minutes from October 16th, 2017.
- Deputy City Clerk Snow stated that the numbers were inverted on the vote even though it failed. To clarify we discussed options (new motion, leave?).

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 **Motion**

Council Member Williams motioned to remove Comp time from the Personnel Policy. Motion failed for lack of a second. Time 6:08 p.m.

Discussion from the Floor

 **Keith Smith would like to discuss item #3 on New Business** – Council stated with so much on the agenda we should wait until new business to discuss.

 **Pat Berglund – Concern on Street Lights – East on Market**

- Discussion on lights being added by Dollar General and Blues on Hwy 152. Safety is a concern and very dark along highway.
- KCPL has been contacted- waiting to see if they could add lights in that area. KCPL will contact us and set up meeting to look at current lights and where they could add them.
- Franchise Fee is an option to add lights.
- Council thanked Mrs. Berglund for her concern.

 **Jodi Wade – Pavilion Project Update**

- Update on Pavilion Project at the Park
- Dirt, pad, and concrete has been performed and pictures have been documented.
- Park Board is in favor of approval of Pay Request #1 for Legacy Contractors and is satisfied with work to this point. Park Board would like to get approval to submit to State.
- No Framing till New Year
- KCP&L came and reviewed where the meter would be installed.
- Hope is to be finished by May 1st, 2018.
- Jodi Wade asked for suggestions from Public and any would be appreciated. (Glass Windows?)
- Does Council have concerns or issues that need addressed.

 **Motion**

Council Member Mitzner motioned approval to pay Contractor's Pay Request #1 for \$71,999.00 for work done by Legacy (Contractor's). Motion seconded by Council Member Fleming voted on, passed 5-0. Time 6:21 p.m.

Special Projects

Report from Public Works- Jim Johnson

- Ramona Slocum Culvert update – Customer came in and stated she was happy with new culvert but had concerns on the second culvert. Public Works Johnson explained to customer about second culvert and issues are resolved.

Report from Brett Waggoner – BG Consultants

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- Brett did a walk-through of current water lines and hydrants with Fire Chief Nasalroad and discussed placement of hydrants. Brett will look into moving some of the hydrants to have better placement and get back to us.

WATERLINES:

- Waterlines are 69% installed/Meters are 23% installed
- No meters were installed in November – contractor installed 40 new service lines
- Work will continue through winter months as weather permits
- Two crews will work – waterline crew 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
 - The contractor will provide an update on this by 12/6 – still pending
 - Intention is still to get another round done this year
- Construction Completion – August 2018

WATER TOWER:

- Material submittals are being reviewed weekly
- Foundation crew from Central Foundation will be on site approximately mid-December
- Foundation to be constructed in about a 3 week period (weather permitting)
- Pay Request #2 has been submitted for approval
 - Steel fabrication is in progress
 - Photos of steel fabrication are attached
- 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
- Construction Completion – August 2018

TREATMENT PLANT:

- Plans were submitted to KDHE on 12/1/17
- Quick turnaround expected due to limited review
- Will provide an advertisement/bid opening/construction schedule after review
- Construction Completion – August 2018

MARKET STREET SIDEWALK PROJECT:

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- • One year warranty date is December 7.
- • Brett and Jim walked the project and found a few chips around the joints. Brett is going to call Contractor and have them take a look. No major issues.

Water Project Phase II

1. Pay Request #14 – Orr Wyatt Streetscapes

Motion

Council Member Mitzner motioned to approve Pay Request #14 for \$139,022.64. Motion seconded by Council Member Shield's, voted on, passed 5-0. Time 6:31 p.m.

2. Discussion, concern on pipe in storage changing color. Jim stated that it wipes off directly and will not be an issue.
3. Project Update – had meeting at 4:00 today. Public Works Johnson stated that contractors can start using dirt and AB3 where they can to help with water drainage. No additional cost to project to make this change.
4. Cost/Schedule for additional easements – Discussion and map provided at the table.
 - Options for new water line between East of Industrial to Robertson road on Hwy 152.
 - 15 ft. easement – already contains sewer lines and water line.
 - Surveyor's recommendation is to obtain easement from the two property owners it would affect.
 - Council would like to get a cost estimate from Surveyor by Dec. 20, 2017.

Water Tower

1. Pay Request #2 Maguire
2. Photos of steel fabrication – provided with pay request.

Motion

Council Member Shields motioned to approve Pay Request #2 for \$57,000. Motion seconded by Council Member Curtis, voted on, passed 5-0. Time 6:45 p.m.

3. Project Update (no meeting this month)
4. Color selection –
 - Presented color chart at table for review
 - Primer is in a different color than final color – will discuss at the next meeting.

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Sidewalk

- To check with the bridge manufacturer to determine what is safe to keep ice off the bridge without harming the bridge.

Sewer

1. Discussion of Town Hall meeting
 - Mayor Sullivan stated he thought it went well.
2. Results and Recommendation for CCTV were presented by BG Consultants-
 - 1st step is for the city to proceed with the application for the USDA Grant.
 - 4 – 6 weeks once submitted
 - Rita with KRWA can work with city hall to get submitted.

 **Motion**

Council Member Mitzner motioned to direct city staff to proceed with grant application. Motion seconded by Council Member Fleming voted on, passed 5-0. Time 6:50 p.m.

- Results of the CCTV have a timeline for 45-60 days to work with.

Reports of City Officers

1. **City Attorney** – John Sutherland – None
2. **Police Chief & Codes Officer** – Police Chief West -
 - Report presented and pending questions. - None
3. **Public Works Department** – Jim Johnson
 - A. 4 water leaks
 - B. Gas line leak north of Fontana at Railroad found with new leak detector equipment, repaired
 - Public Works Johnson would like council to consider setting aside funds for future repairs.
 - KCC is wanting replacement of pipe, not sure it will be necessary.
 - C. Water following new water main ditch is problem in 4 sites
 - Market, 629 N 6th St, 1002 E Market St, and Park and Lincoln on 1st.
 - D. Tree's on 1st street around fire hydrant has been removed for new water main.
4. **Fire Chief** - Dan Nasalroad –
 - A. Discussion of purchase of two new AED'S.
 - B. Current Repair of AED's for batteries and pads run about \$495 each.
 - C. Fire Chief would like to replace for about \$1395 a piece from AMR.
 - D. Discussion on leasing from Cinta's.

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E. AED's from Cinta's may not be for Professional use only Public.

Motion

Council Member Williams motioned to purchase two AED's for a total of \$2,790. Motion seconded by Council Member Mitzner, voted on, passed 5-0. Time 7:10 p.m.

5. **City Clerk** – Devona Herrin – None

6. **Deputy City Clerk** – Carla Snow

- City Improvement results were presented. – Street, Storm drainage, and Sewer were the top results.
- Reminder to return Codes Book currently handed out by December 20, 2017.

Reports of Council Committee's

- | | | |
|------------------------------------|---------------------|-----------------------------|
| 1. Water & Gas | -----J.K. Fleming | -----Gerald Williams - None |
| 2. Street | -----J.K. Fleming | -----Jerome Mitzner - None |
| 3. Sewer | -----J.K. Fleming | -----Jerome Mitzner - None |
| 4. Park | -----Danny Curtis | -----J.K. Fleming - None |
| 5. Cemetery | -----Danny Curtis | -----Esther Shields - None |
| 6. Public Safety | -----Jerome Mitzner | -----Gerald Williams - None |
| 7. Community Building | -----Danny Curtis | -----Esther Shields - None |
| 8. Employee Relations and Training | -----Esther Shields | -----Gerald Williams - None |

Special Committee Reports

1. Emergency Management
 - a. Waiting to schedule a meeting – will follow up.
2. Swanfest Committee – None

Unfinished Business

- Street Closure between Elm and Linn. – None to report
- Wage Adjustment for Municipal Judge – None to report
- Decommission Siren behind City Hall – None to report
- Purchase of New Computer for city office.
 - Quotes were presented from Advantage Computer and Peoples Telecommunications for laptop.
 - Discussion on advantages and disadvantages – warranty?

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 **Motion**

Council Member Curtis motioned to purchase laptop from Peoples for \$1,676.95. Motion seconded by Council Member Mitzner, voted on, passed 5-0. Time 7:17 p.m.

New Business

- La Cygne Housing Authority Board Member - Recommendation by Mayor to elect Gerald Stanley to the Board.

 **Motion**

Council Member Fleming motioned to elect for appointment Gerald Stanley to the La Cygne Housing Authority. Motion seconded by Council Member Mitzner, voted on, passed 5-0. Time 7:18 p.m.

- Compactor closed on January 1st, 2018 for New Year's Day – No motion required
- Application//Request for Rezoning Residential to Public Use – Prairie View USD 362 – Planning and zoning made no decision regarding request.
 - Keith Smith presented statutes in packets and handed out.

Discussion:

- Houses instead of lots
- Lower property value
- Bought as Residential instead of Commercial
- USD keeps changing mind on use.
- Property that the school has now has not been taken care of
- The current location is a cul-de-sac – no business preferred
- More zoning issues if proceed with changing to Public Use – school bus barn parking lot
- USD stated they will not use 6th street for entry
- USD stated that a current example on parking lot on corner by grade school is well maintained and currently they enter Bus Barn on 5th street.
- Noise problem will be an issue. Dust and Diesel fumes will cause health problems.
- Council stated that there may or may not be houses built with the bus barn already there so this concern might not be valid.
- Concern of what the lot is being used for, School stated that the parking lot will be intended for employee parking. Citizens are not sure why they would need that big of an area just for employee parking.
- This same application was made two years ago and denied.
- Council asked what it means when planning and zoning does not act? Police Chief West stated by default it is a denial.
- Discussed options council has – appeal, send back to planning and zoning, or approve at this meeting with a 2/3 vote to take effect.

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- Concerned citizen Keith Smith stated nothing against the school board just about the property.
- School did not use due diligence when investing in property.
- Council confirmed that there is already a commercial piece of property in that area.
- Citizen Munz asked Council if they could review the statutes before deciding.
- Council member Shields stated 30 people have signed petition regarding not changing to Public use.

 **Motion**

Council Member Shields would like to deny the request to change to commercial and keep recommendation of Planning Commission.

- Discussion – change is from Residential to Public Use – More discussion on the factors to be considered.
- Did Planning and Zoning Board review this material when making the decision? Not all material tonight was available and the time of the Planning and Zoning Meeting.
- County Attorney and Council took time to review statutes 26-108.

 **Motion**

Council Member Shields would like to motion to adopt the recommendation of the Planning Commission which by default was deemed to be a recommendation of disapproval for the request of rezoning. Motion seconded by Council Member Williams, voted on, 3-2, passed (no vote, Fleming, Curtis) Time 7:54 p.m.

 **Motion**

Council Member Mitzner motioned to take a 10 minute break. Motion seconded by Council Member Shields, voted on, passed 5-0 8:00 p.m.

- Permission for Public Works to send Jacob Mills and Gerald McCarty - Wastewater Lift Station Operation - Thursday, December 14, 2017 – Riverside Community Center, Iola Kansas

 **Motion**

Council Member Fleming motioned for Public Works to send who he sees fit to the Wastewater Lift Station operation on Thursday, December 14, 2017. Motion seconded by Council Member Curtis, voted on, passed 5-0. Time 8:15 p.m.

Executive Session

Police Chief West asked for 15 minutes for non-elected personnel

 **Motion**

Council Member Fleming motioned to recess into executive session for 15 minutes for individual performance for non-elected personnel matter exception. Motion seconded by Council Member Williams, voted on, passed 5-0. Time 8:16 p.m.

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Open Session Resumed at 8:31 p.m.

Other Business

Notes and Communication to the Council

- New Regulations for Kansas Pet Animal Advisory Board as of November 17th, 2017- noted.

Motion to Adjourn Meeting:

There being no further business, Council Member Fleming moved to adjourn the meeting. Motion seconded by Council Member Shields, voted on, passed 5-0. The regular meeting was adjourned at 8:31 p.m.

I, _____ La Cygne Deputy City Clerk, do hereby declare the above
(Carla Snow) To be true and correct, to the best of my knowledge,
and do hereby subscribe my name this 6th, day of December
2017.

END OF December 6, 2017 MEETING.

BEGINNING OF December 20, 2017 MEETING

REGULAR MEETING

- The La Cygne City Council met on Wednesday, December 20th, at La Cygne City Hall. Council Members present were: Esther Shields; Jerome Mitzner; Jake Fleming; Danny Curtis and Gerald Williams;
- Others in attendance included, but not limited to: City Clerk Devona Herrin; Deputy City Clerk Carla Snow; Police Chief Tate West; Fire Chief Dan Nasalroad; Public Works Jim Johnson; Brandon Wyatt; Keith Stoker and Linn County News Tony Furse.
- Mayor Robert Sullivan called the meeting to order at 6:00 p.m. with Jake Fleming leading the pledge of allegiance.

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Mayors Comments

Merry Christmas and Happy New Year.

Consent Agenda

Motion to approve Consent Agenda:

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

- Action Item: Motion to approve consent agenda;
 - Minutes of December 6th, 2017
 - November Treasurer Report
 - November Budget Report
 - Check Register: December 6, 2017 – December 15, 2017
 - Check Register for: December 15, 2017 – December 20, 2017

Motion seconded by Council Member Mitzner, voted on, passed 5-0. Time 6:01 p.m.

Discussion from the Floor

None

Special Projects

Water Project Phase II

Report from Public Works – Jim Johnson

- Tower foundation has been completed and back filled
- Discussed open trench all the way to the corner
- Water service crews still working.
- All and all, everything is going well
- Encountered extra lines and pipes and have to determine if the pipe is live – most have not been live, there may be one but working with it.

Report from BG Consultants - Brett Waggoner – not present - reviewed report presented

1. Legacy Contractors Invoice #2017-01 for \$17,239.04 – ADA Modifications to City Hall
 - City Clerk Herrin stated this was for additional work on city hall –resealed the back door, in addition the contractor has done some extra things not in the contract.

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- Discussion on budget.
- Discussion if this will be full payment for the ADA modifications.
- Concern in front of the community building at the curb might need to be repaired.
- City Clerk Herrin handed out the original proposal by Legacy.
- Council member Mitzner would like to withhold 10% until we can get with Legacy and complete punch list.

 **Motion**

Council Member Mitzner motioned to pay 90% in the amount of \$15,515.14 to Legacy and hold 10% until Legacy can come down and make a punch list. Motion seconded by Council Member Shields, voted on, passed 5-0. Time 6:12 p.m.

- Discussion - Asked if Jim Johnson can get with Legacy and make up a punch list and review some options.
2. Waterlines Easement Estimates and Map – presented
1. Area 1 - East Market Street
 - Reviewed estimate for survey.
 - Public Works Johnson - Not sure what the sewer easement calls for on the feet between the lines.
 - Discussion on where the sewer was laid out.
 - Current easement is located behind property.
 - Discussion where the survey is on existing lines.
 - Attorney John Sutherland - Advise to get a copy of the past survey. See what our current easement is.
 - Discussion on current water easement and if it would save money to have them excavate and find current water line.
 2. Area 2 Marsh Trailer
 - Discussion on survey
 - Council discussed and feels it is probably in our best interests to do the survey.
 3. Area 3 - Commercial South of Sycamore
 - Discussion on if we need an easement and if survey is necessary.
 4. Area 1 – East Market street
 - Will need clarification on price of survey on Market Street. Would like more information and broke out into sections.

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- Construction is not being held up right now, adjusted contractors schedule to work around it. We have time to find out some more information on Area 1.

 **Motion**

Council Member Curtis motioned to approve survey for Marsh Trailer court for \$700. Motion seconded by Council Member Fleming, voted on, passed 5-0. Time 6:39 p.m.

- Discussion on survey for area #3 Commercial South of Sycamore.
- This stretch is about 400 feet approximately.

 **Motion**

Council Member Mitzner motioned to approve survey for area 3, Commercial south of Sycamore, Beachner Grain). Motion seconded by Council Member Williams, voted on, passed 5-0. Time 6:43 p.m.

- Discussion on location of current lines (water and sewer) and viewed map of area.

Water Tower

1. Color of New Water Tower

 **Motion**

Council Member Fleming motioned to use white with the black logo (Tnemec White) with two swans. Motion seconded by Council Member Shields, voted on, passed 5-0. Time 6:54 p.m.

Sewer

1. Motion for Supplemental Agreement to engineering contract for PER (Preliminary Engineering Report) being contingent upon receiving the RD search grant for sewer project.
 - Discussion – Supplement agreement to continue with the CCTV.

 **Motion**

Council Member Mitzner motioned that we give the authority to sign the Supplemental Agreement number one. Motion seconded by Council Member Fleming, voted on, passed 5-0. Time 6:57 p.m.

2. Motion for City Clerk to be the certified signature for RD search grant application
 - Appointment for the 3rd of January to finish.

 **Motion**

Council Member Mitzner motioned to allow City Clerk to be the certified signature for RD search grant application. Motion seconded by Council Member Fleming, voted on, passed 5-0. Time 6:59 p.m.

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Reports of City Officers

1. **City Attorney** – John Sutherland – None

2. **Police Chief & Codes Officer** – Police Chief West -
 - Report presented and pending questions. –
 - Police Chief West stated only addition to add is there has been 2 additional dog bite incidents. Usually kicks up in the winter. Challenge everyone to make sure during the winter months animals are not running off when letting them out to avoid incidents of dog bites.
 - Mayor asked if planning commission went well, will brief on next meeting.

3. **Public Works Department** – Jim Johnson
 - Report presented and pending questions. –
 - Discussion on large door at Public Works, no injuries occurred and getting estimate.
 - New Business has a meter that is not producing enough gas, we are trying to find a meter to replace. Question from Public Works Johnson, is the cost passed on to the customer or the city.
 - Public Works Johnson - Pond Berm behind the water plant - the past year or two we have noticed small problems from time to time. Sometime in the recent we have noticed on the south side the pond berm has loosened. I think it has been 20 years since it was cleaned out. Maybe the fact that water sits there for a longer period of time is causing the issue. Kansas Rural Water is coming to look and see how much it will cost next week.
 - One addition- the alley and sewer issue at 602 Chestnut. The repair work has not been performed and have talked to the contractor weekly. We have a temporary fix and need to address before it becomes more of a problem. Public works does not have the equipment to repair ourselves. Council asked if we provided a time line to have completed to the owner. Get written notice to owner to see what we can do to address in a timely manner. We would like to give them some workable time.

4. **Fire Chief** - Dan Nasalroad –
 - Fire Chief Nasalroad - Discussed budget with City Clerk Devona this week.
 - I would like to ear mark \$6000 to this year's budget or next year for large diameter hose.
 - City Clerk Herrin stated we worked on a cash basis.
 - Dan would like to order this year, but if he cannot he will need to get next year.

Motion

Council Member Williams motioned to purchase 900' of fire hose this year for up to \$6000 to fall under this years budget. Motion seconded by Council Member Shields, voted on, passed 5-0. Time 7:17 p.m.

5. **City Clerk** – Devona Herrin – None

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6. Deputy City Clerk – Carla Snow – None

Reports of Council Committee's

1. **Water & Gas** -----J.K. Fleming -----Gerald Williams - None
2. **Street** -----J.K. Fleming -----Jerome Mitzner - None
3. **Sewer** -----J.K. Fleming -----Jerome Mitzner - None
4. **Park** -----Danny Curtis -----J.K. Fleming - None
5. **Cemetery** -----Danny Curtis -----Esther Shields - None
6. **Public Safety** -----Jerome Mitzner -----Gerald Williams - None
7. **Community Building** -----Danny Curtis -----Esther Shields – None
 - Mayor asked if toilet had been repaired, council member Williams stated it was fixed.
8. **Employee Relations and Training** -----Esther Shields -----Gerald Williams - None

Special Committee Reports

1. Emergency Management
 - a. Still waiting to schedule a meeting with Diane Dotts - Police Chief West will follow up.
2. Swanfest Committee – None

Unfinished Business

- Street Closure between Elm and Linn. – None to report
- Wage Adjustment for Municipal Judge – None to report
- Decommission Siren behind City Hall – None to report

Police Chief West would like to move these three items to February' agenda when he has more time to address.

New Business

- a) Appoint La Cygne Housing Authority Board Member
Mayor would like to recommend Paul Kana to La Cygne Housing Board Member

Motion

Council Member Mitzner motion to appoint Paul Kana to La Cygne Housing Board. Motion seconded by Council Member Fleming, voted on, passed 4-0 (Shields abstained). Time 7:19 p.m.

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b) Appoint Planning Commission Member

Mayor would like to recommend Paul Kana as Planning Commission Board Member

 **Motion**

Council Member Mitzner motion to appoint Paul Kana as a Planning Commission Member. Motion seconded by Council Member Fleming, voted on, passed 4-0 (Shields abstained). Time 7:20 p.m.

c) Planning and Zoning Municipal Training Institute Elective - Tate requests 2 people to attend meeting on Friday, January 12th, 2017 in Bonner Springs.

- Mayor would like to recommend getting information to Paul Kana as he would like to be involved.

 **Motion**

Council Member Mitzner motion for 2 members to attend the training on January 12th, 2017 in Bonner Springs at a cost of \$75 per member. Compensate for travel expenses. Motion seconded by Council Member Williams, voted on, passed 5-0. Time 7:22 p.m.

d) Public Works to attend Kansas 811 on January 16, 2018 in Ottawa Kansas at 6:30 p.m.

Discussion on who would attend. Public works Johnson stated if time allowed he would like all of Public Works to attend. Schedule has been very busy lately, hopefully time will allow us to attend.

 **Motion**

Council Member Curtis motion for Jim and if possible all four Public Works to attend Kansas 811 on January 16th, 2018 in Ottawa Kansas at 6:30 p.m. Motion seconded by Council Member Fleming, voted on, passed 5-0. Time 7:24 p.m.

e) Annual Appointment of Park Board Members

Mayor would like to recommend to renew Joe Turpen (Lincoln Township Member) and Jodi Wade (Park Board Member) for new terms.

 **Motion**

Council Member Mitzner motion to renew annual appointment for Joe Turpen (Lincoln Township Rep) for another term and Jodi Wade for another term to the Park Board. Motion seconded by Council Member Fleming, voted on, passed 5-0. Time 7:25 p.m.

f) Annual Appointment of La Cygne Housing Authority

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Mayor stated he is waiting to hear back from Pat Berglund on renewing her term, we can table till we hear back.

g) Annual Authority to Transfer Excess General Funds

City Clerk Herrin –

- Discussion on several funds.
- Oak Lawn - at this point in time I would like to leave the funds for Oak Lawn as they are now. Public Works Johnson thinks that if we do the same as this year for the cemetery we will be fine. Johnson thinks we will get along another year without a new mower as long as no issues come up.
- Budget Report –the current state is we are not sure we will have much more than \$30,000 to transfer this year and would like to wait for the audit to be complete before transferring. The Audit is generally performed in April or May.
- Discussion on equipment reserve funds. Public Works Johnson asked if there is a list in equipment reserve for some items that we are going to need in the future.
- Discussion on Dump Truck.

 **Motion**

Council Member Mitzner motion to allow the maximum year-end transfer from the general fund to the capital improvement and equipment reserve fund with 50% allocated to capital improvements and 50% allocated to equipment reserve. Motion seconded by Council Member Fleming , voted on, passed 5-0. Time 7:39 p.m.

Discussion - City Clerk Herrin stated that within your general street fund there is a transfer that is to go to the fund for special highway for 90,000. We will need a motion to transfer.

 **Motion**

Council Member Mitzner motion to transfer \$ 90,000 from general fund (street) to special highway. Motion seconded by Council Member Fleming, voted on, passed 5-0. Time 7:39 p.m.

h) Mobile Home License Renewals contingent upon receiving application and payment

- Marsh Trailer Park – (received application and payment)

 **Motion**

Council Member Curtis motioned to renew Marsh annual mobile home license. Motion seconded by Council Member Shields, voted on, passed 5-0. Time 7: 43 p.m.

- Slocum Trailer Park (received application and payment)

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 **Motion**

Council Member Curtis motioned to renew Slocum annual mobile home license. Motion seconded by Council Member Fleming, voted on, passed 5-0. Time 7:44 p.m.

- Thompson Trailer Park

 **Motion**

Council Member Curtis motioned to renew Thompson annual mobile home license contingent upon receiving application and payment for 2018. Motion seconded by Council Member Shields, voted on, passed 5-0. Time 7:44 p.m.

i) Children's Coalition Donation

- Discussion on where the donation is going. Police Chief West stated it will go to buy books and educational funds.

 **Motion**

Council Member Mitzner motion that we contribute for children's fund for donation of \$891. Motion seconded by Council Member Fleming, voted on, passed 5-0. Time 7:47p.m.

j) Ordinance Number 1455 – Codification of Ordinances (Codes Book) – Certificate of the City Clerk

 **Motion**

Council Member Mitzner motion to adopt Ordinance Number 1455 (Codification of ordinances). Motion seconded by Council Member Fleming, voted on, passed 5-0. Time 7:49 p.m.

k) Resolution Number 395 – Fee Schedule

 **Motion**

Council Member Fleming motion to approve resolution number 395 for fee schedule. Motion seconded by Council Member Williams, voted on, passed 5-0. Time 7:50 p.m.

l) Computer for Public Works -

- Discussion on the difference of presented quotes for laptop and optional equipment.
- Gas Department has the current need but water might eventually require one as well.
- KDHE and KCC has been requiring more reports that require a computer.
- New Leak Survey equipment has software that would be a huge asset to the gas department.

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 **Motion**

Council Member Fleming motion for purchase of computer for Public Works up to \$1500 for laptop and equipment. Motion seconded by Council Member Williams, voted on, passed 5-0. Time 8:00 p.m.

Executive Session

Mayor asked for 15 minutes for non-elected personnel

 **Motion**

Council Member Fleming motioned to recess into executive session for 15 minutes for individual employee's performance for non-elected personnel matter exception following a 5 minute break. Motion seconded by Council Member Mitzner, voted on, passed 5-0. Time 8:04 p.m.

Open Session Resumed at 8:25 p.m.

Police Chief West asked for 5 minutes for non-elected personnel.

 **Motion**

Council Member Fleming motioned to recess into executive session for 5 minutes for individual employee's performance for non-elected personnel matter exception. Motion seconded by Council Member Williams, voted on, passed 5-0. Time 8:27 p.m.

Open Session resumed at 8:32 p.m.

Police Chief West asked for 20 minutes for non-elected personnel

 **Motion**

Council Member Fleming motioned to recess into executive session for 20 minutes for employee reviews for non-elected personnel matter exception. Motion seconded by Council Member Williams, voted on, passed 5-0. Time 8:32 p.m.

Open Session resumed at 8:52 p.m.

 **Motion**

Council Member Fleming motion that we extend the council meeting until 9:30 p.m. Motion seconded by Council Member Curtis, voted on, passed 5-0. Time 8:54 p.m.

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City Clerk Herrin asked for employer-employee negotiations

 **Motion**

Council Member Fleming motioned to recess into executive session for 10 minutes for applications and resumes for employer-employee relations. Motion seconded by Council Member Curtis, voted on, passed 5-0. Time 8:56 p.m.

Open Session resumed at 9:06 p.m.

Other Business

Discussion on new Council coming into office in January.

 **Motion**

Council Member Mitzner motion to accept Carla Snow's resignation as of December 22nd, 2017. Motion seconded by Council Member Fleming, voted on, passed 5-0. Time 9:12 p.m.

 **Motion**

Council Member Mitzner motion to advertise for position (deputy city clerk) and start accepting applications. Motion seconded by Council Member Fleming, voted on, passed 5-0. Time 9:13 p.m.

 **Motion**

Council Member Mitzner motion to accept Michael Miles going from full time to part time as of December 30, 2017. Motion seconded by Council Member Fleming, voted on, passed 5-0. Time 9:14 p.m.

Council Member Mitzner would like to amend motion

 **Motion**

Council Member Mitzner motion to accept agreement with the county for reimbursement of educational expense for Michael Miles at pro-rated rate. Motion seconded by Council Member Fleming, voted on, passed 5-0. Time 9:14 p.m.

Notes and Communication to the Council

- New Regulations for Kansas Pet Animal Advisory Board as of November 17th, 2017- noted.

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 ***Motion to Adjourn Meeting:***

There being no further business, Council Member Fleming moved to adjourn the meeting. Motion seconded by Council Member Mitzner, voted on, passed 5-0. The regular meeting was adjourned at 9:15 p.m.

I, _____ La Cygne Deputy City Clerk, do hereby declare the above
(Carla Snow) To be true and correct, to the best of my knowledge,
and do hereby subscribe my name this 20th, day of December
2017.

END OF December 20, 2017 MEETING.