

Record of the Proceedings of the Governing Body
SPECIAL MEETING

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March 27, 2020

SPECIAL MEETING:

The La Cygne City Council met by internet through the City Hall YouTube channel on Friday, March 27, 2020. Council Members present were: Danny Curtis; Thomas Capp; Keith Stoker; and Jerome Mitzner. Absent: James Thies

Others in attendance included, but not limited to: City Clerk Jodi Wade; City Attorney Burton Harding; Linn County News Tony Furse.

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

Mayor Debra Wilson

MAYOR COMMENTS:

Welcome to our 1st ever virtual meeting. This meeting is being recorded and streamed for the public to view in real time. A video of the meeting will be archived and available to view on YouTube following tonight's meeting. Our City Council members are joining us remotely by chat and/or phone. They will identify themselves when speaking. We hope everything will be clear and understandable. We appreciate your patience and we will work through this process to the best of our abilities.

During this period of hosting virtual meetings, the public "discussion from the floor" period will be suspended. Our agenda's will consist of pertinent business which must be taken care of for the city operations. Citizens are welcomed to call the La Cygne City hall at (913) 757-2144 or email cityhall@cityoflacygne.org if you have questions or concerns needing addressed.

CONSENT AGENDA:

❖ Motion to approve Consent Agenda:

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

Minutes of March 4, 2020 City Council Meeting;
Minutes of March 9, 2020 Special Council Meeting;
February 2020 Treasurer's Report;
February 2020 Budget Report;
Check Register: March 5 - 26, 2020;
Frankie's Liquor License Renewal for 3/31/2020 - 3/30/2021

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

REPORTS OF COUNCIL COMMITTEES:

Mayor Wilson read the following report from Public Works Superintendent Dan Nasalroad.

Madame Mayor,

During this crazy and stressful time, I have set some new but temporary procedures to help protect the public and our La Cygne public works staff from exposure to the coronavirus.

The first thing we did is to split into two teams, Jeff and I start our day at the shop and Cody and Jessie start theirs at the water plant. Our contact is mostly via phone but when I do have to go to the water plant, we maintain the six-foot rule.

The second policy is that I am the only one that goes to City Hall to pick up or drop off any mail, work orders, or water samples, again trying to maintain the six-foot rule and limiting exposure to office staff. That means three less people going in and out of city Hall during the day.

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With everything going on I tried to send out emails to the committee members this week to try and keep you updated as to what’s going on. As always if any questions please call or email anytime. All though this is not an ideal way to conduct business it is the best way to try and limit exposure and hopefully we can get back to normal soon.

As far as the Fire Dept. we implemented early on that we would not initially respond to medical calls to assist AMR. As for now when AMR is dispatched to a call, they arrive on scene and they will determine if the scene is safe. If the scene is safe and they need assistance they can then call for the Fire Dept and we will then respond. We have also cancelled our monthly training and meeting until further notice. Most state training and conferences have also been cancelled.

As all this unfolds, I have been in contact with the county fire chief, county emergency manager, other fire departments, other municipalities, and the Sheriff’s Office and will continue to make changes as the pandemic gets better or worse.

Thanks,
Dan Nasalroad
City Superintendent
913-285-0500
lacygnepublicworks@yahoo.com

- a] Water & Gas-----Danny Curtis ----- Keith Stoker
 - ✓ Normal Operation – Keeping 6’ social distance, no shut-offs
 - ✓ Utility Bills – Normal process
- b] Street -----James Thies ----- Jerome Mitzner
 - ✓ Normal Operation – Keeping 6’ social distance
- c] Sewer-----James Thies ----- Thomas Capp
 - ✓ Normal Operation – Keeping 6’ social distance
- d] Park-----Danny Curtis ----- Thomas Capp
 - ✓ Park Board to determine status of park
- e] Cemetery-----Danny Curtis ----- Thomas Capp
 - ✓ Normal Operation
- f] Public Safety-----Jerome Mitzner----- Keith Stoker
 - ✓ City Hall Closed to general public. Non-essential businesses are closed. Essential businesses operating per Ordinance 20-14 from the Governor.
- g] Community Building----- Danny Curtis -----James Thies
 - ✓ Rental suspended until further notice. Exception – Bond Election April 5 -7, 2020.
- h] Employee Relations & Training-----Jerome Mitzner-----Keith Stoker
 - ✓ Part time Office Assistant only coming in every other week for Payroll/Acct Payable.

SPECIAL COMMITTEE REPORTS:

- a] **Emergency Management** – Emails are being sent to the City Clerk to be forwarded to the Mayor, Council, Dian Dotts, local businesses and posted on the city Facebook and Website pages.
- b] **Swanfest Committee** – No meetings at this time.
- c] **Planning and Zoning Commission**
 - ✓ Meeting for April 9 – Chairman has cancelled the meeting.

NEW BUSINESS:

a] Chain of Command during a declared state of emergency. City Clerk Wade reviewed Resolution No. 409 which does allow the payroll checks and accounts payable bills to be paid prior to being approved by the Council. If the Mayor should be unable to attend a meeting then the Council President will reside. If the Council President is unable to attend the meeting also, then the Council will assign another member as the Council President.

REPORTS OF CITY OFFICERS:

City Clerk Wade reviewed the process for Utility Bills which will be mailed out on Monday, March 30. Patrons will need to drop payments in the drop box or pay by credit card. Currently all (3) clerks are coming in to the office but maintaining the 6' social distance. The Budget has been reviewed to see what our current status is for revenue and expenses. The budget will be closely monitored as we continue in this pandemic.

NOTES & COMMUNICATIONS TO COUNCIL

We want to Thank our community for their support and understanding during this difficult time. This pandemic has lead us in to uncharted territory which can lead to stress due to uncertainty. We, as a City have been working to prepare and communicate information as it comes available. Executive Orders received from President Trump, Governor Kelly or the Linn County Public Health Officer are being issued to our businesses and citizens upon receipt.

We are sharing this information on our La Cygne City Hall Facebook page, website (www.cityoflacygne.org) and hand delivery to local businesses. Effective communication is important and we want to be sure the "FACTS" are what is heard.

Our City needed time to set up a safe, effective and legal way to operate and insure social distancing. With only (9) City Employees, it is important to protect their health in order for daily operations to continue.

We appreciate your patience and we appreciate those who have called or emailed to ask questions in order to be sure the information you have received is factual.

Grab and Go meals at lunchtime for families with children 1-19 and for Senior Citizens over 50 are available at the La Cygne Library. Please see the La Cygne Library facebook page.

ADJOURNMENT:

❖ Motion

Council Member Stoker moved to adjourn the meeting. Motion seconded by Council Member Capp, voted on, passed 4-0. Time 7:30pm.

I, _____ La Cygne City Clerk, do hereby declare
(Jodi Wade) the above to be true and correct, to the best of my knowledge, and do hereby subscribe my name on this 27th day of March 2020.