

Record of the Proceedings of the Governing Body
REGULAR MEETING

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April 1, 2020

REGULAR MEETING:

The La Cygne City Council met on Wednesday, April 1, 2020 at La Cygne City Hall. Council Members present were: Danny Curtis; Thomas Capp; Keith Stoker; and Jerome Mitzner.

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

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

Live stream start time was delayed by 10 minutes due to technical issues. Live streaming began at 7:10pm.

MAYOR COMMENTS:

Mayor Wilson welcomed patrons to our first regular streamed City Council meeting. She informed the audience of the Council's meeting dates on the 1st and 3rd Wednesday of each month at 7pm.

Mayor Wilson thanked Peoples Telecommunications for making it possible to conduct a conference call at our City Hall location.

Mayor Wilson explained the process for meetings during the conference call and while streaming live. If the Council needs to go to Executive Session, the live stream will pause for the duration of the Executive session until the meeting is called back to order.

CONSENT AGENDA:

❖ Motion to approve Consent Agenda:

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

Minutes of March 27, 2020 Special Council Meeting;
Check Register: March 26 – March 30, 2020;

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

DISCUSSION FROM THE FLOOR:

Temporarily suspended

SPECIAL PROJECTS:

Report from Public Works Superintendent (PWS) – Dan Nasalroad

SEWER IMPROVEMENT PROJECT

Mayor Wilson under the advisement of City Attorney Harding proceeded with signing the Consultant-Client Agreement as presented for the topographic and boundary survey to be performed by BG Consultants.

UPDATE: BG Consultants will be here this week to perform the topographic survey and the boundary survey.

REPORTS OF CITY OFFICERS:

CITY ATTORNEY – BURTON HARDING –

- City Attorney Harding reviewed current status for court and county jail. City Attorney Harding briefed the council on the requirement of medical screening for anyone arrested and having to go to jail. A proposal from David McGriff providing independent contract for screening services during COVID-19 situation. David McGraff proposes a \$100 per person seen at the Sherriff's Office and \$150 per person seen on scene within our city limits. Council asked Burton to provide a contract agreement outlining the conditions for this process and pricing for the City of La Cygne Police Department for the Council to review at the April 15, 2020 meeting.

❖ **Motion**

Council Member Mitzner motioned to have City Attorney Harding pursue to work-out an agreement for medical screening services from David McGriff stating the conditions for the process. Motion seconded by Council Member Thomas, voted on, passed 4-0.

INTERIM CHIEF OF POLICE/CODES OFFICER -KURTIS WEST

- Animal Control
2019/2020 there have been 286 dogs tagged
2020/2021 there have been 30 dogs tagged
- Interim Chief West has maintained patrol during this time. Until this situation has changed the Police department will no longer be doing VIN inspections. The School zone lights have been shut down due to the schools closed.

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

This report will include tasks outside of our normal day to day duties.

Report From 02/29/2020 to 03/30/2020

- **Water and Gas:** Chlorine Dioxide Generator
- **Street:** Ordered Signs including "NO TRUCKS ALLOWED"
- **Sewer:** New pump sent back for repairs, Industrial park lift station repairs
- **Park:** Damage to lights
- **Cemetery:** Hired Bruce Snyder and pushed back start date

FIRE DEPARTMENT – FIRE CHIEF DAN NASALROAD –

Ordered 1000feet inch and a half fire hose at a cost of \$1,280.00

CITY CLERK – JODI WADE

Report from 3/5/2020 – 4/1/2020

- Auditor is tentatively scheduled for April 2020.
- Katie Russell, City Hall Intern, started March 23 and is being trained on operations.
- Notices have been put on Facebook/Website regarding Utility Bills, Dog Tags, and Compactor Operations.
- Setting up technology for virtual meeting.
- New Counter is built. Slowly working on painting and finishing touches.

- Pre-Employ physicals and drug screening are temporarily on hold, new employees will be sent after the Executive Orders are rescinded.
- Graphics for the front door /windows have been ordered.
- Started preparing the 2021 Budget worksheets.
- Reviewing our Water Rights with the Water Commissioner.

REPORTS OF CITY OFFICERS CONT:

CITY CLERK – JODI WADE

- Reviewing information from AG regarding best practices for open meetings during an emergency declaration.
- Reviewing Executive Orders 20-1 through 20-16.

Meetings Attended virtually:

- Conference calls with the League of Municipality every 2-3 days.
- Conference call with Linn County Emergency Management as needed.

Projects:

- Updating City Website
- Capital Improvement Planning

Trainings/Conferences

- All Trainings/Conferences scheduled for March, April, or May have been postponed or cancelled.
- Webinar training for Website Administrator with OneEach technologies. City Treasurer Connie Gore and City Intern Katie Russell participated.
- Remote in support from Advantage and Gworks to set up VPN for work from home.
- Remote in support for setting up OBS (On-line Broadcasting Service) to live-stream Council meetings.

COUNCIL COMMITTEE REPORTS:

WATER & GAS -

Resolution No.____ Temporary waiver of fees for late payment of utility bills. Discussion was held regarding Executive Order 20-05 requesting City's to not shut of utilities for lack of payment effective until May 1, 2020. City Clerk Wade briefed the Council on their responsibility to determine if they want the penalties to be charged on the April 1st bills which will be due on the 15th as per code. A draft resolution was reviewed to waive the penalty effective with the April 1st bills and to remain in effect until Executive Order 20-5 ends.

❖ **Motion**

Council Member Capp motioned to approve Resolution No 415 for temporary waiver of fees for late payment of utility bills as presented. Motion seconded by Council Member Stoker, voted on, passed 4-0.

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COUNCIL COMMITTEE REPORTS CONT:

STREET – NONE

SEWER-ONE

PARK-

Mayor Wilson asked the Committee about the playground equipment at the Bittaker (North) Park. Discussion was held regarding the playground equipment already being closed at the La Cygne Community Park and La Cygne Elementary School. The Council agreed to close the playground equipment at Bittaker Park. Council asked Clerks/Public Works to put up some notices.

CEMETERY – NONE

PUBLIC SAFETY –

Council Member Stoker read a memorandum received from the Linn County Public Works Administrator, Jackie Messer. The procedures at the compactor will need to adjust to protect the attendees and to maintain reasonable service. Patrons need to place items in the compactor, the compactor area needs to be disinfected properly, 1-person out of their vehicle at a time. City Clerk Wade also expressed the importance of people not cleaning out their garages or 'spring' cleaning right now in order to not overload the containers while the systems are operating in a slower capacity.

COMMUNITY BUILDING-NONE

EMPLOYEE RELATIONS & TRAINING –

City Clerk Wade shared a possible rotation for the City Hall staff of rotating (2) staff consistent of 1 clerk and 1 part-time assistant each week. This would allow some separation of the staff during this period of pandemic. No decisions were made by the Council at this time. City Clerk Wade reviewed the progress being made regarding paid leave for employees. She has been attending conference calls every (2) days with the League of Kansas Municipalities as the state determines the verbiage for a new bill. City Clerk Wade will issue a flyer with information to the Council and the City Employees soon.

SPECIAL COMMITTEE REPORTS:

EMERGENCY MANAGEMENT – All Executive Orders and Linn County Public Health Officer Orders have been forwarded to the public and to local businesses.

SWANFEST COMMITTEE -NONE

PLANNING & ZONING COMMISSION- Summary regarding changes to Table 6-1 Residential Zoning will be issued to the Council next week to review prior to the next Council meeting scheduled for April 15, 2020 at 7pm. Discussion will need to be held at the next meeting to determine acceptance of the changes, denial of the change or a decision to send the recommendations back to the Planning & Zoning with recommendations from the Council.

UNFINISHED BUSINESS:

ADVANTAGE COMPUTER QUOTE- (2) new desktops and (1) new laptop w/ Window 10 and Microsoft Office 2019 in the amount of \$3380 + installation (includes 3-yr parts warranty) **OR** Peoples Telecommunications Quote for (2) new desktops and (1) laptop w/ Windows 10 and Microsoft Office 2019 in the amount of \$3989.99 (includes 1 year warranty). Tabled until the April 15, 2020 meeting.

ADVANTAGE SERVER QUOTE- in the amount of \$3770. Tabled until the April 15, 2020 meeting.

LA CYGNE CODES BOOK UTILITIES SECTION 14-230-

Discussion was held regarding the procedure for addressing items being stored in alley's where utilities easements exist. Council members advised the Codes officer would need to make door to door visits advising the patrons to move the items in the alley. The Codes officer will keep a log with the date of the meeting with the patron. If the items are still not addressed after 30 days, then a letter will be issued to the homeowner.

NEW BUSINESS:

CLOSE TRASH COMPACTOR FOR EASTER SUNDAY, APRIL 12, 2020.

❖ **Motion**

Council Member Capp motioned to close the Trash compactor on April 12, 2020 in recognition of Easter Sunday. Motion seconded by Council Member Curtis, voted on, passed 4-0.

CLOTHING ALLOWANCE FOR PUBLIC WORKS DEPARTMENT VS. UNIFORM COMPANY

Mayor Wilson informed the Council of the date of June 1st being the deadline to cancel the contract agreement with Unifirst. Right now the Public Works crew is not utilizing the current uniforms. Council Member Stoker inquired about employee cost if clothing is damaged. Mayor Wilson pointed out an amount of \$950 would be issued for the first year of employment to purchase clothing items/boots and then \$500 would be issued annually to replace worn out items. Council Tabled until April 15, 2020 meeting.

SEALED BIDS FOR THE 1991 INTERNATIONAL DUMP TRUCK AND SNOW PLOW

Two sealed bids were received on March 18, 2020 to be opened at the City Council meeting that was cancelled. City Clerk Wade inquired if the Council would like to open the bids at this meeting or table until the April 15, 2020. The Mayor and Council proceeded with opening the sealed bids at this time. First bid was for the amount of \$2750 received from Justin Barker, Blue Mound, KS. The second bid was for the amount of \$555 received from Thomas Gore, La Cygne, KS. Council Member Mitzner asked for Public Works Superintendent Dan Nasalroad to join the conference call. City Clerk Wade got PWS Nasalroad on her phone. PWS Nasalroad recommended proceeding with the first bid.

❖ **Motion**

Council Member Stoker motioned to proceed with opening the bids now. Motion seconded by Council Member Curtis, voted on, passed 4-0.

❖ **Motion**

Council Member Mitzner motioned to accept the bid received from Justin Barker in the amount of \$2750 for the 1991 International Dump Truck (VIN#1HTSHNGR4MH347666) and Snow plow. Motion seconded by Council Member Capp, voted on, passed 4-0.

LA CYGNE POLICE CHIEF POSITION

Mayor Wilson made a recommendation to remove Interim Chief Kurtis West from the position of Interim Chief and Codes Enforcement officer and return him to his previous position as Corporal Kurtis West effective April 13, 2020.

❖ **Motion**

Council Member Curtis motioned remove Interim Chief Kurtis West from the position of Interim Chief and Codes Enforcement officer and return him to his previous position as Corporal Kurtis West effective April 13, 2020. Motion seconded by Council Member Mitzner, voted on, passed 4-0.

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Mayor Wilson recommended to appoint Christina Fenoughty as the La Cygne Chief of Police and Public Health Officer effective April 13, 2020.

❖ **Motion**

Council Member Curtis motioned to approve the appointment of Christina Fenoughty to the position of La Cygne Chief of Police and Public Health officer effective April 13, 2020. Motion seconded by Council Member Capp, voted on, passed 4-0.

Mayor Wilson recommended to assign Christina Fenoughty as the Codes Enforcement Officer effective April 13, 2020.

❖ **Motion**

Council Member Curtis motioned to assign Christina Fenoughty as the Codes Enforcement Officer effective April 13, 2020. Motion seconded by Council Member Mitzner, voted on, passed 4-0.

EXECUTIVE SESSION:

None

OTHER BUSINESS:

- Council Member Capp shared some concerns regarding the rotation of the City Hall staff. Discussion was held on the importance of the City Clerk being present everyday in order to provide the necessary supervision of the daily tasks. Council Member Stoker inquired about work being able to be performed at home and the other clerk/staff work from home. Mayor Wilson advised the Employee Relations & Training committee members hold a conference call with the Department heads to discuss the daily operations/rotations/work from home procedures for the City employees.
- Council Member Capp inquired about empowering the Committees to purchase items without full Council approval. City Attorney Harding discussed his review of the Purchasing policy in the Administrative Policy Handbook for the City of La Cygne. City Attorney Harding shared some options for updating the dollar amount and re-working the wording for the policy. This would allow the Council to determine some amounts to be placed in specific sections regarding various conditions of purchasing.

NOTES AND COMMUNICATIONS TO COUNCIL:

Mayor Wilson thanked the public for joining us for our council meeting. Mayor Wilson reminded patrons to reach out to the La Cygne City Hall and Linn County Emergency Management facebook pages and Websites for information as available. The La Cygne Library facebook page is also another great source for information. Mayor Wilson thanked the local business owners for their quick action and calm demeanor in the face of emergency change.

ADJOURNMENT:

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❖ **Motion**

Council Member Curtis moved to adjourn the meeting. Motion seconded by Council Member Mitzner, voted on, passed 4-0. Time 9:10pm.

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 1st of April 2020.