

Record of the Proceedings of the Governing Body

REGULAR MEETING

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April 2, 2025

REGULAR MEETING:

The La Cygne City Council met on Wednesday, April 2, 2025 at the La Cygne Community Building. Council Members present were: Thomas Capp; Ed Smith; David Brenneman; and Keith Stoker. ABSENT: Jerome Mitzner

Others in attendance included, but not limited to: City Attorney Jeff Deane; City Clerk (CC) Jodi Wade; Police Chief Zachary Mathies; Linn County Newspaper, Tony Furse; Linn County Journal, Roger Sims; and Emil Wilson.

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

Pledge of Allegiance by Mayor Debra Wilson

MAYOR COMMENTS:

Mayor Wilson thanked La Cygne Elementary School for letting her provide a presentation to the 5th graders about the role of the mayor. Mayor Wilson indicated the students had a lot of questions. The students will have the opportunity to participate in the "If I were Mayor" poster contest which will be presented at the April 19, 2025 council meeting. The teachers suggested next year providing a presentation showing the different levels of government (Local, State and Federal).

CONSENT AGENDA:

❖ Motion to approve Consent Agenda:

Council Member Capp motioned to accept the Consent Agenda.

Minutes of the March 19, 2025 Council Meeting;
Check Register: March 17, 2025 – March 31, 2025;
Frankies Liquor Store License 2025 – 2027.

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

DISCUSSION FROM THE FLOOR:

None

REPORTS OF CITY OFFICERS:

POLICE CHIEF ZACHARY MATHIES

Chief Mathies reported on the 2025 Totals for Traffic Stops (120), Citations (8), Calls for Service (145) and Reports (41). From March 19 – April 1: (2) Information Reports, (0) Alcohol Offenses, (0) Traffic Offense, (26) Traffic Warnings, (1) Criminal Offense Report, (0) Accident Reports, (1) Drug Offenses, (2) Warrant Arrests, (1) Traffic Citations, (25) Calls for Service; (0) Animal Citations.

All vehicles are uniformly outfitted. Only waiting on Axon dash cams to be installed.

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REPORTS OF CITY OFFICERS CONTINUED:

POLICE CHIEF ZACHARY MATHIES

(17) UTVs registered to date. Council Member Capp inquired about mirrors. Chief Mathies reminded the council that mirrors are required. The city was able to provide some leniency on the lack of turn signals by allowing patrons to utilize hand signals.

Chief Mathies advised the council he informed by Chris Martin, Linn County IT Director, the radios will be changed to an encrypted channel in July. The La Cygne Department has (7) radios. Chris Martin is getting quotes to change the radios. The expectation is around \$100/radio.

Chief Mathies provided the 1st Quarter Stats. To date twelve (12) out of thirteen (13) cases have been cleared.

Chief Mathies reviewed the Codes Enforcement Officer report: (23) In progress; (25) Vegetation; (24) Verbal/door hanger; (26) Resolved; (17) Nuisance; (2) Letters; (0) Codes Letters; (7) In Op Vehicle; (0) Citations; (7) Other. Chief Mathies inquired about the status on the condemnation of 112 S. 7th Street.

Chief Mathies reported on the Animal Control to include: (4) Dog at Large; (2) Dogs Impounded; (1) Returned; (1) Transferred/adopted. "Oreo" is currently with a foster family, still available for adoption.

PUBLIC WORKS SUPERINTENDENT (PWS) DAN NASALROAD

No report.

FIRE CHIEF - DAN NASALROAD

No report.

CITY CLERK – JODI WADE

CC Wade conducted interviews for the Pool Coordinator position. CC Wade made a recommendation to hire Angela Goodwin effective April 2, 2025 at a payrate as defined in the current employee pay scale.

❖ Motion

Council Member Capp motioned to hire Angela Goodwin as the Pool Coordinator effective April 2, 2025 at a payrate as defined in the current employee pay scale. Motion seconded by Council Member Smith, voted on, passed 4-0.

CC Wade asked the council again about the City Utility Bills not being delivered by the post office. Discussion was held regarding the current policy in the Codes of the City of La Cygne. CC Wade provided discussion regarding the penalty for payment after the 15th. CC Wade stated most people need both paychecks anymore to make their bill payments. Also those on Social Security either receive their checks during the first week of the month or the 3rd week of the month. CC Wade suggested having a 30-day term followed by shut-off if payment hasn't been received. Council Member Smith asked about a phone call service like Peoples Telecommunications has, which will advise the account holder of their bill being due and notice prior to shut-off. CC Wade had visited with the Account Manager at Peoples Telecommunications to find out more information. Discussion was also held about providing a check box on the application for how the account owner would like to

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REPORTS OF CITY OFFICERS CONTINUED:

CITY CLERK JODI WADE

receive their utility bill (e.g. electronic, by mail, or pick up at city hall). It is important to have consistency on how the bills are distributed, otherwise we will find ourselves spending more money than necessary on billing notifications. The council will take in the recommendations and considerations discussed for further review at the next meeting.

CC Wade reviewed a bill within the House and Senate regarding the Revenue Neutral Rate. No action was taken so currently the bill is in a holding state. This bill would require cities to hold an election if they are not going to be revenue neutral. The cost of the election would be endured by the county. The bill indicates capital improvement/bonds would be inclusive in the budget amount. The revenue neutral amount would be based upon the prior year budget amount plus CPI increase or 4% whichever is less.

CITY TREASURER CONNIE GORE

Utilities *Monthly items completed:*

- Shut off's were completed. We had (1) shut off's. 3 were on the list but after phone calls only the 1.
- Sewer, Water, and Gas reports were completed.
- Penalties were assessed and delinquent notices were mailed. Penalties were down this month but more complaints from people never receiving their original bills.
- At the end of March we had 289 customers signed up for Front Desk.
- Completed the sales tax and filed with the State.
- Still going through each account analyzing the gas, water for the new software.
- Had Dan sign off confirming properties that do not have sewer & why they do not have it.
- Met with the utility committee.
- Met with Katie from Core & Main on the hand-held software and new software.

Court *Monthly Court items completed*

- Reviewed the docket for March court.
- Court paper work was completed. Cases were e-filed with the State. Payment form e-filed and the check to the State was processed.
- Researched a case from 1996. Case was located and verified with the State. Defendant to come in the first week of March to pay the \$500.00 fine.
- Researched a case form 2003 and sent the required documents to the Franklin County attorney.
- Re-entered badge numbers as the chief changed full time and part time badges.
- Talked to Jeff Deane about court and court procedures.
- Attended the Spring Court Clerks Conference put on by the DOJ/OJA in Manhattan. (See report)

Payroll:

- 1st Payroll: Completed the 1st payroll of the month and filed the taxes and KPERS.
- 2nd Payroll: Completed the 2nd payroll of the month and filed the taxes and KPERS.

Planning and Zoning:

- Attended the meeting then sat in on the last hour of the special meeting which was at the same time as court.

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CITY TREASURER CONNIE GORE

- Watched the 2.5 hour webinar Planning & Zoning 201 training.

Other:

- Administrative Book –on hold
- Sent 2 account to the County and CBK for collections, Invoiced 2 people for water meter repairs.
- Updated some of the Park and General information on the web site.

DOJ/OJA Conference Spring 2025

After hotel check in on Thursday night I went to dinner with Kansas Supreme Court Justice Melissa Standridge. She talked to me about services or lack of services for small courts and the locations of courts. (We are to far south for the Johnson County area services and to far north for the Crawford County services). We also talked about the lack of clerk training for major cases. (DUI, Driving While Suspended 2 plus counts...).

Developing a Verbal Aikido Mindset for better self-care and customer service was followed by Strategies for Preventing Burnout. Both were helpful with interactive demonstrations and tips. Both emphasized limiting stress.

Driver's Solutions (where traffic cases are reported) gave several updates on new laws being implemented and when the electronic submission updates start. (The electronic submission updates are all software related and we should have to do nothing at this point).

I went to the paperless court breakout session which turned into being a discussion about most people moving from G-works (out current software) to Tyler Incode 10 (our new software) which most courts our size are doing. I did pick up some tips from those who have recently implemented Tyler Incode 10. Incode can be a paperless or limited paper court/court case process. Some of the topics will be discussed with future meetings with Tyler before we implement the software.

The OJA will be starting a new annual report which will now include a financial report not just a case. Probably in June 2026 but it has not been sent for the review process at this time. If it will be formatted the way they explained this should not be a big deal for us.

The updated court clerk manual is ready to be sent to the Kansas Supreme Court for review. (This has been an 8-year project).

SPECIAL PROJECTS:

SEWER REHABILITATION PROJECT (BG CONSULTANTS)

Hodges Farm & Dredging is consulting with BG Consultants regarding the options of hauling the sludge or land applying the sludge.

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

CC Wade had another conversation with Ian Stringham, Construction Manager with KDOT. The preliminary audits have been completed on both the Construction and Construction Inspection, but the final audit still has not been performed. CC Wade was directed to another individual within the KDOT system who advised the final audit would be completed upon the construction closure.

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SPECIAL PROJECTS CONTINUED:

WATER TREATMENT PLANT IMPROVEMENTS:

MW Engineering and Starbuck Trucking, LLC has ordered material. Hoping to be on sight by May 2025.

STORMWATER MASTER PLAN/STREET IMPROVEMENT MASTER PLAN

CC Wade provided a report on the financials regarding the cash defeasance of Series 2020 Refunding Bonds for the Construction of the Pool. CC Wade first reviewed the two current Sales Taxes for the City of La Cygne and their purpose. CC Wade then reviewed the Cash on Hand in the Park and Pool Sales Tax Fund which consists of \$960,837 in cash; \$150,000 in CD investment, \$55,915 T-Bill Reserve; and \$32,256 T-Bill Interest. CC Wade advised the council by doing the defeasance, the bonds would then be closed and the debt removed. The remaining cash in the fund would amount to approximately \$313,890 to date. The Sales Tax would continue to be received and allocated for the Special Park and Pool Fund as stated until the period of 2034, unless the council holds an election providing a new purpose for the 1% Sales Tax. CC Wade stated the entire 1% does not have to be allocated to one thing. The tax can be fractioned for different purposes totaling up to 1%.

CC Wade asked the council if they would be prepared to make a motion this evening to allow Raymond James and Gilmore & Bell to begin the preparations of the paperwork to be presented at the next Council meeting. The council responded they were not prepared to make that motion yet. They wanted to have an opportunity to absorb the information provided this evening.

The Council did indicate they would not proceed with an election in November 2025 but rather wait until the November 2026 election to allow time to reach out patrons to explain the question for the ballot. CC Wade indicated the council would need to determine the value for the Sales Tax, the purpose for the sales tax, and if it would have a sunseting date.

CITY FACILITY IMPROVEMENT (CITY HALL, POLICE DEPARTMENT, COMMUNITY BUILDING)

CC Wade will prepare RFQ (Request for Qualifications) for a consultant.

CITY OF LINN VALLEY WATER CONNECTION

Jason Hoskinson, BG Consultant, emailed information for the upcoming preconstruction meeting on Tuesday, April 15, 2025 at 11:00am. PWS Nasalroad and CC Wade will be attending.

REPORT OF COUNCIL COMMITTEES:

a] **Utilities Committee:** Council will schedule a workshop to review Gas rates once the rate structures are received from KMGa.

b] **Street Committee:** Council Member Stoker and Council Member Smith reviewed the drainage situation at 7th Street and Market. Council Member Stoker did not see any reason why the water could not be directed to the North to Walnut Street and then West towards 6th Street. CC Wade reminded the council of the comments made by PWS Nasalroad at the last meeting regarding a culvert pipe in the ditch which forty-fived over to the ditch on the East side of the 7th Street. At the last meeting PWS Nasalroad stated it would need to be looked at by an Engineer.

c] **City Facility Committee:** Council Member Capp expressed concerns of dogs running around the La Cygne Community Park not on a leash. Chief Mathies advised patrons to contact dispatch/Police

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REPORT OF COUNCIL COMMITTEES CONTINUED:

when the situation is occurring. Chief Mathies will review the current regulations within the La Cygne Community Park regarding dogs at large and provide feedback at the next meeting.

d] **Public Safety Committee:** None

e] **Employee Relations and Training:** City Attorney Jeff Deane indicated he only needs some dates for consideration to schedule the KORA/KOMA review. City Attorney Deane has been in conversation with the League of Municipalities to confirm this workshop would be seen as an accompaniment to the official KORM/KOMA training provided by the League. CC Wade and City Attorney Deane will look at the calendar for some evening times and dates.

SPECIAL COMMITTEE REPORTS:

EMERGENCY MANAGEMENT: None

CHAMBER OF COMMERCE – None

PLANNING & ZONING COMMISSION (PZC): None

UNFINISHED BUSINESS:

402 S BROADWAY – DRAFT AGREEMENT TO CONVEY DEED IN LIEU OF COLLECTIONS

City Attorney Harding texted on Monday, March 31, 2025 he would send the agreement to the property owner.

NEW BUSINESS:

ORDINANCE NO. AMENDING THE CITY ZONING MAP BY APPROVAL OF A CONDITIONAL USE PERMIT FOR A MANUFACTURED/MOBILE HOME PARK LOCATED AT 627 N. BROADWAY STREET OF THE CITY OF LA CYGNE, KANSAS

Mayor Wilson read the Conditional Use Permit recommendation presented by the Planning & Zoning Commission. No comments or further discussion was held.



Motion

Council Member Capp motioned to approve Ordinance No. 1539 amending the city zoning map by approval of a Conditional Use Permit for a Manufactured/Mobile Home Park located at 627 N. Broadway Street of the City of La Cygne, Kansas. Motion seconded by Council Member Stoker, voted on, passed 4-0.

PURCHASE ORDER NO. 2025-07 IN THE AMOUNT OF \$1300/MTH FOR IT MANAGEMENT SERVICES FROM MDL TECHNOLOGY

CC Wade presented the concerns with Advantage. The support over the past year has dwindled due to changes in employees. Help desk ticket items have been handled but the hardware support has been limited. CC Wade reviewed two companies, Netstandard (\$30,000 annual fee) and MDL Technologies (\$15,600 annual fee). CC Wade also asked our current company, Advantage, to provide a quote for the server and if they provided a different tier of service, to date nothing was received from Advantage. CC Wade recommended MDL Technology because they provide service specifically for Hardware Installation and support and the help desk element for software installation and

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NEW BUSINESS CONTINUED:

PURCHASE ORDER NO. 2025-07 IN THE AMOUNT OF \$1300/MTH FOR IT MANAGEMENT SERVICES FROM MDL TECHNOLOGY

technical issues. The city needs an IT Director to manage all the hardware equipment (workstations), firewall and cyber protection, inventory of equipment and support for software updates/changes. To date the department head manages the technology structure for each of their areas which creates inconsistency in the IT structure, lack of inventory assessment and overtime could lead to excessive expenditure.

Council Member Capp questioned the number of workstations listed in the agreement. Chief Mathies indicated his department has seven (3) workstations and (4) mobile units, City Hall has five (5) workstations, Council/Court Room has one (1) workstation and Public Works has one (1) workstation, and a common copier/scanner unit is attached to the network. Council Member Smith reviewed the contract and was satisfied with the service as it was outlined in the quote. The council was concerned with no language regarding the length of the contract and asked CC Wade to contact MDL Technology.

RECESS:

❖ Motion

Council Member Capp motioned for a 5-minutes recess to allow City Clerk Wade to contact MDL Technology and to return to the council table at 9:09pm. Motion seconded by Council Member Stoker, voted on, passed 4-0. 9:04pm

OPEN SESSION RESUMED AT 9:09pm:

❖ Motion

Council Member Capp motioned to approve Purchase Order No. 2025-07 in the amount of \$1300/month for IT Management services through MDL Technology to include the Gold Desktop Managed Services Plan and the Gold Server Managed Services Plan for an initial term of 1-year and then evaluated. Motion seconded by Council Member Brenneman, voted on, passed 4-0.

UNFINISHED POLICY REVIEW

DRAFT COMPANY VEHICLE USE POLICY

CHAPTER 5. BUSINESS REGULATIONS, ARTICLE 1. SOLICITORS, CANVASSERS, PEDDLERS

CHAPTER 3. BEVERAGES, ARTICLE 2 CEREAL MALT BEVERAGE AND ARTICLE 3. ALCOHOLIC LIQUOR

RENTAL READY PROGRAM (LANDLORD REGISTRATION)

CEMETERY ARTICLE 1

NEW POLICY REVIEW:

ARTICLE 5. PARKING

SOCIAL-MEDIA POLICY

BNSF QUIET ZONE

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GOVERNING BODY REMARKS: None

NOTES AND COMMUNICATION: None

ADJOURNMENT:

❖ Motion

Council Member Capp moved to adjourn the meeting. Motion seconded by Council Member Stoker, voted on, passed 4-0. 8:54p.m.

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 2nd day of April 2025.