

REGULAR MEETING:

The La Cygne City Council met on Wednesday, April 21, 2021 at the La Cygne Community Building. Council Members present were: James Thies; Danny Curtis; Keith Stoker; and Thomas Capp. Absent: Jerome Mitzner.

Others in attendance included, but not limited to: City Clerk (CC) Jodi Wade; City Attorney Burton Harding; Public Works Superintendent (PWS) Dan Nasalroad; Police Chief Fenoughty; Linn County News Tony Furse.

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

Pledge of Allegiance – Mayor Debra Wilson

MAYOR COMMENTS:

NONE

CONSENT AGENDA:

❖ Motion to approve Consent Agenda:

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

Minutes of April 7, 2021 City Council Meeting;

March 2021 Budget Report;

March 2021 Treasurer’s Report;

First Quarter 2021 Financial Statement;

Check Register: April 8 – April 21, 2021;

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

DISCUSSION FROM THE FLOOR:

NONE

SPECIAL PROJECTS:

WATER PLANT SETTLING POND PROJECT (MIDWEST ENGINEER GROUP)

Advertisement for bids were issued on Wednesday, April 14, 2021. Sealed bids are due April 28, 2021. Dan Caltrain (MW Engineering) will review and validate the bids prior to presenting to the City Council at the May 5, 2021 Council meeting. Performance and payment bonds are required by statute for government projects which exceed \$100,000.

SEWER REHABILITATION PROJECT (BG CONSULTANTS)

Paul Owings, BG Consultants, is forecasting a bid letting for around November 2021.

SPECIAL PROJECTS CONTINUED:

STREET PROJECT – KDOT CCLIP PROJECT AT KS HWY 152 AND INDUSTRIAL ROAD (BG CONSULTANTS)

CC Wade reached out to Jason Hoskinson, BG Consultants, to perform a survey to identify the ROW and utility easements to the south of KS HWY 152 to assist with utility movement for gas and electric. Cost was NTE \$1,000. USDI has completed the bore under KS HWY 152 for the gas line. PWS Nasalroad handed out a single page drawing from BG Consultants showing what would be asphalt surface and what would be concrete surface. The plan is to continue traffic flow through the project location during construction.

SEWER LAGOON ANALYSIS: (BARTLETT & WEST)

Bartlett & West came down to field check the existing sewer lagoons and sewer lift stations. We should have a total analysis of the current atmosphere and capacity of the existing sewer lagoons by April 29, 2021.

KDOT COST SHARE PROGRAM – 4TH STREET REPLACEMENT GRANT APPLICATION

CC Wade with assistance from Paul Owings, BG Consultants, completed the application for the Spring 2021 Cost Share Program grant. Application was submitted on April 9, 2021. The grants will be awarded in May 2021. If project is awarded the tentative schedule is for a March 2022 bid letting.

REPORTS OF CITY OFFICERS:

CITY ATTORNEY –BURTON HARDING

City Attorney Harding reviewed the following report:

- Municipal Court
- Phone calls and letters pertaining to Mike Hilton’s rezoning application.
- Reviewed contracts and letters emailed from the City Clerk.

CHIEF OF POLICE – TINA FENOUGHTY

11 Traffic Stops Conducted

Citations issued since last meeting

Speed in School Zone	1	Revoked DL	0
Stop Sign	0	Illegal Tag	0
Expired DL	0	No DL	0
Expired Tag	0	Speed	0
Vicious Dog/RAL	0	Equipment	1
Seatbelt	0	Suspended DL	0

Calls for Service / Reports – 04/06/2021 thru 04/20/2021

Animal Complaint –	7	Warrant Arrests -	0
Assist Outside Agency –	2	Civil Matter / Child Custody Standby –	1
Criminal Threat –	0	Citizen Assist CFS / contact -	5
Fingerprints –	2	Juvenile Incident –	1
Check Welfare –	0	Building Check–	1
Follow Up –	14	Forensic Interviews–	2
Suspicious Activity –	0	Pedestrian Check –	1
Aggravated Assault –	0	Mental Health Emergency -	1
Domestic / Battery -	1	Ambulance -	0

REPORTS OF CITY OFFICERS CONTINUED:**CHIEF OF POLICE – TINA FENOUGHTY****Codes Enforcement**

Documented on other form.

Animal Control

VIN Inspections- 2 completed

New Business

Federal gun audit was completed. One violation was detected and has been corrected.

Completion of Naloxone Policy (Narcan), Training and issuance of drug.

Accrued Overtime for Department: Accrued overtime for last pay period = 0 hours

Unfinished Business -None at this time

1st Quarter Statistics**ACTUAL CASE REPORTS**

2019 = 20 cases (Chief West 301=5) (Corporal West=15)

2020 = 21 cases (Corporal West=21)

2021 = 43 cases (Corporal West=14) (Officer Haley=5) (Chief Fenoughty=24)

STATUS TYPE CALLS – NO REPORT

2019 = 128 (Chief West=55) (Corporal West=78)

2020 = 93 (Corporal West=93)

2021 = 197 (Corporal West=74) (Officer Haley=69) (Chief Fenoughty=67)
(Officer Fox=9)

TRAFFIC STOPS ONLY (includes citations – verbal warnings – written warnings)

2019 = 39 (Chief West=9) (Corporal West=29) (305=2)

2020 = 21 (Corporal West=21)

2021 = 78 (Corporal West=14) (Officer Haley=46) (Chief Fenoughty=16)
(Officer Fox=9)

Mayor Wilson had received some compliments from patrons regarding their appreciation of the patrolling Corporal West has been doing throughout the neighborhoods and in the Community Park. Chief Fenoughty updated the Council on the exceptional progress Officer Fox was making at the Part-time Academy training. Council Member Capp inquired about the balance of time between the duties of police officer and codes enforcement officer for Officer Fox. Chief Fenoughty stated Officer Fox will continue to work a 50/50 split schedule between police duties and codes. Chief Fenoughty will be revising the work schedule of the officers once Officer Fox completes her field training time.

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

Report from 4/7/2021 to 4/20/2021

Committee discussions**Water and Gas:**

- Gas inspection will be April 28th.
- The bid process has started for the pre-sedimentation pond.
- Gas main relocation for the highway project has been 75% completed.

Street:

- Preliminary plans on two street projects.
- Cold patch has been ordered for street repairs.

REPORTS OF CITY OFFICERS CONTINUED:

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

Sewer:

- Met with Zach with Bartlett & West Engineering, we toured the lagoons and lift stations in preparation for final report.
- Lagoons have been sprayed and mowed.

Park:

- Painted the shelter and playground equipment.

Cemetery:

- Mowing continues.

FIRE DEPARTMENT – FIRE CHIEF DAN NASALROAD

- We took Truck 3 out of service. This truck was on loan from the Kansas Forest Service and we are waiting for them to come and pick it up.

CITY CLERK – JODI WADE

Report from 4/8/2021 – 4/21/2021

City Clerk

- Planning & Zoning Meeting on April 8, 2021.
- Completed KDOT Cost Share program application and submitted April 9, 2021.
- Contacted BG Consultants to have a survey done of the ROW along KS Hwy 152 and Industrial to show the new ROW in order to coordinate utility movement.
- Reviewed settling pond advertisement for bid and bid documents.
- Attended Chamber of Commerce meeting on April 14, 2021.
- Attended Public Building Commission meeting on April 15, 2021.
- Attended the virtual Municipal Finance Budget training on April 16, 2021.
- AUDIT – April 19 through April 22.
- Preparing a PowerPoint presentation for the La Cygne Community Park board regarding budget and structure of the board.
- Preparing a PowerPoint presentation for the Planning & Zoning Workshop on April 29, 2021 at 6pm regarding the budget and structure of the commission and Board of zoning appeals.
- Preparing tutorial video regarding appraisals, assessed value, property tax, ad valorem and how they connect with the City Budget.
- Office Assistant Katie Russell is working on revising the Administrative Policy Book.
- City Treasurer Connie Gore prepared reports and assisted the Auditor with review of the reports.
- Kent Wade completed the electric work on the front counter and assisted with analysis of the electric outlets in the front of the City Hall.
- Assisted the La Cygne Park Board with getting the pool ready for the season.
- Attended the virtual meeting for the CDBG-CV3 grant.
- Will attend a virtual meeting on April 28, 2021 regarding the American Rescue Plan funding.

Overtime Hours for City Hall for the last pay period: 7.25 hours Jodi

COUNCIL COMMITTEE REPORTS:

WATER & GAS -

- 2021 gas inspection of records from the 2020 calendar year and public awareness plan/records to be performed on April 28, 2021.

STREET -

- (Postponed until Fall 2021) RFP for Stormwater Master Planning.
- (In Committee review) La Cygne Library parking lot water pooling. Finkle Williams architects sent an email on April 7, 2021 containing comments from a Civil engineer.

SEWER-NONE

PARK-

Council Member Curtis stated the park board met and decided to open the swimming pool for the 2021 season and thanked Jodi Wade for assisting with getting the mechanics of the pool ready.

CEMETERY -

- (Postponed until January 2021) Chapter XI. Public property, Article 1. Cemetery regulations. Council Member Curtis and Council Member Capp met earlier tonight and reviewed the regulations. They have advised CC Wade to make copies of the draft for the Council to review.

PUBLIC SAFETY -NONE

COMMUNITY BUILDING-

- Public Building Commission met on April 15, 2021 to discuss the Community Building. Richard Zingre, Zingre Architects, did a walk-through of the Community Building and submitted a quote of NTE \$2940 to coordinate with the owner to develop a space, a preliminary design and cost estimate. CC Wade asked the Council which government body should work on this project (Public Building Commission, Planning & Zoning, or Council). CC Wade asked the Council to consider the pros/cons of keeping the Community Building vs. expanding the City Hall. Council Member Curtis suggested having a workshop with the Public Building Commission to review the survey they conducted and to discuss possible ideas. Council Member Capp suggested to wait until the Fall of 2021.

EMPLOYEE RELATIONS & TRAINING -

- (Postponed until Spring 2021) -Ethics/Public Service Training.
- CC Wade would like to meet with the Committee to review a few items in the Personnel Policies and Guidelines of the City of La Cygne. CC Wade will look at June or July calendar for some possible dates.

SPECIAL COMMITTEE REPORTS:

EMERGENCY MANAGEMENT -NONE

SWANFEST COMMITTEE -

July 17th is the tentative date. If no volunteers step forward to help with the event, then it may not occur. At this time, Rick James has volunteered to do the Parade, City Hall volunteered to handle vendor applications, Sylvia Brooks has volunteered to plan a few games for children. Lindsay Jaccard will reach out on facebook and website to see if any clubs, sport teams, churches, organizations or businesses have interest in setting up and operating any activities or events for Swanfest.

SPECIAL COMMITTEE REPORTS CONTINUED:

LA CYGNE COMMUNITY PARK BOARD -NONE

PLANNING & ZONING COMMISSION (PZC) -

- Workshop scheduled for the City Council and Planning & Zoning on Thursday, April 29, at 6pm.

UNFINISHED BUSINESS:

ORDINANCE NO. ANNEXING LAND TO THE CITY OF LA CYGNE, KS – Tabled UNTIL MAY 5, 2021 MEETING.

RESOLUTION NO. 02-17 REGARDING MAINTENANCE OF STREETS WITHIN THE LINN COUNTY INDUSTRIAL PARK, LA CYGNE, KS. Tabled UNTIL MAY 5, 2021 MEETING.

WATER CONSERVATION PLAN

Tabled until summer 2021.

NEW BUSINESS:

ORDINANCE NO. AMENDING THE ZONING MAP OF THE CITY OF LA CYGNE, KS BY APPROVAL OF A CONDITIONAL USE PERMIT TO ESTABLISH AN EVENT VENUE LOCATED AT 410 W. GRAND AVENUE AND 417 W. GRAND AVENUE.

Ordinance No. ____ amending the zoning map of the City of La Cygne, Kansas by approval of a conditional use permit to establish an event venue located at 410 W. Grand Avenue and 417 W. Grand Avenue currently zoned "C-2" (General Commercial District). City Attorney Harding inquired if all of the addresses would be posted at both entrances or is only one used for location identification. CC Wade will advise the owner to post all three addresses for 911 purposes. City Attorney Harding asked if the "5 disturbances as defined by LEO/Codes enforcement" was in a month or year or other. CC Wade indicated the CUP had to be renewed annually so it would be in a year time.

❖ **Motion**

Council Member Curtis motioned approve Ordinance No. 1485 amending the zoning map of the City of La Cygne, Kansas by approval of a conditional use permit to establish an event venue located at 410 W. Grand Avenue and 417 W. Grand Avenue currently zoned "C-2" (General Commercial District). Motion seconded by Council Member Capp voted on, passed 4-0.

BUDGET WORKSHOP

Budget Workshop: CC Wade has one more budget training on May 11, 2021. CC Wade would like to schedule a Budget workshop with the Council. With the approval of SB13, which removed the tax lid and implemented the revenue neutral tax rate, there will be a change in the budget process. Would May 26, 2021 work? Council Member Capp suggested June 16, 2021 at 6pm and the Council concurred.

EXECUTIVE SESSION:

❖ **Motion**

Council Member Stoker motioned to go in to executive session for 5-minutes for non-elected personnel matter exception for an individual employee's performance and will return to the Council table at 8:00pm. Motion seconded by Council Member Capp voted on, passed 4-0. 7:55pm

Others in attendance included, but not limited to: CC Wade

OPEN SESSION RESUMED AT 8:00pm:

❖ **Motion**

Council Member Capp motioned to go in to executive session for 5-minutes for non-elected personnel matter exception for an individual employee's performance and will return to the Council table at 8:05pm. Motion seconded by Council Member Stoker voted on, passed 4-0. 8:00pm

Others in attendance included, but not limited to: CC Wade

OTHER BUSINESS:

a] Election packets are available at the La Cygne City Hall. The City of La Cygne has (3) Council seats up for election. Packets must be filed to the County Clerk and filing fee of \$20 paid by June 1, 2021 at noon.

NOTES AND COMMUNICATIONS TO COUNCIL:

- a] May 1, 2021 – City Wide Garage Sales;
- b] May 6, 2021 – Prayer Breakfast at 7am at the La Cygne Library;
- c] May 6, 2021 – "Aging Expo" Watch Party from 1 to 4pm at the La Cygne Library;
- d] May 8, 2021 – City Wide Clean-up Day
- e] May 29, 2021 – La Cygne Rural Alumni
- f] May 30, 2021 – Museum Annual Lunch
- g] May 31, 2021 – Memorial Day Ceremony

602 N. 5TH STREET CONDEMNATION

City Attorney Harding advised the Council he had been contacted about the house located at 602 N. 5th Street which was recently condemned at the last Council meeting. The individual is interested in the property and willing to endure the cost for removal of the existing building. Council Members also had heard from a couple other patrons regarding the property. Discussion was held regarding some options the City would have if the property is deeded to the City. City Attorney Harding reviewed selling/bidding procedures for the property.

ADJOURNMENT:

❖ **Motion**

Council Member Capp moved to adjourn the meeting. Motion seconded by Council Member Stoker, voted on, passed 4-0. Time 8:12pm.

Record of the Proceedings of the Governing Body

REGULAR MEETING

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April 21, 2021

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 21st day of April, 2021.