

Record of the Proceedings of the Governing Body
REGULAR MEETING

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June 3, 2020

REGULAR MEETING:

The La Cygne City Council met on Wednesday, June 3, 2020 at La Cygne Community Building. Council Members present were: Danny Curtis; Thomas Capp; James Thies; and Jerome Mitzner.

Others in attendance included, but not limited to: City Clerk Jodi Wade; Police Chief Tina Fenoughty; Public Works Superintendent Dan Nasalroad; Corporal Kurtis West; Tony Furse, Linn County Newspaper; Doris Mc Elreath; Judy Wier; Carol Stainbrook; Anne Beattie and Emil Wilson.

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

Pledge of Allegiance – Mayor Debra Wilson

MAYOR COMMENTS:

Mayor Wilson thanked the La Cygne Public Works, Cemetery Caretaker Bruce Snyder, Cemetery Board and the patrons/volunteers for their help with getting the cemetery ready for Memorial Day weekend. Everything looked great and the flags looked great.

Mayor Wilson reported information on COVID-19 for Linn County: a total of 11 cases to date and 9 of which have recovered. She advised patrons to go to the Linn County Health Dept webpage for the most current information on the COVID guidelines for our city/county.

CONSENT AGENDA:

❖ Motion to approve Consent Agenda:

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

Minutes of May 6, 2020 City Council Meeting;
April 2020 Treasurer's Report;
April 2020 Budget Report;
Check Register: May 7 – 20, 2020;

Motion seconded by Council Member Curtis, voted on, passed 3-0.

DISCUSSION FROM THE FLOOR:

None

SPECIAL PROJECTS:

WATER PLANT

Eric Heathcoat, BG Consultants, has not completed the review of the As-builds/O&M manuals.

SEWER IMPROVEMENT PROJECT

BG Consultants boundary survey crew plans to be in La Cygne on June 10/11th.

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SPECIAL PROJECTS:

KDOT CCLIP

City Clerk Wade had to take KDOT's Right of Way certification class (attempted on May 29, 2020). Information has been received pertaining to the acquisition process. The Design Summary Document (DSD) from Hugh Bogle, Local Road Engineer (KDOT) has been received indicating the project is programmed on the 2020-2021 Kansas State Transportation Improvement plan.

REPORTS OF CITY OFFICERS:

CITY ATTORNEY –BURTON HARDING –

None

CHIEF OF POLICE/CODES OFFICER -TINA FENOUGHTY

8 – Traffic Stops Conducted

Citations issued since last meeting

Speed in School Zone	0	Suspended DL	2
Failure to Signal	1	Riding on Motorcycles	1
Expired Tag	2	No DL	1
No Tag	1	Speed	0
Dog Tags	1	Insurance	1
Dog at large	1		

Calls for Service / Reports – 05/20/20 thru 06/03/20

Animal Bite – 1	Traffic Complaint -1
Juvenile Complaint - 1	Non-Injury Accident w/Property Damage - 2
Civil Matter – 2	Criminal Damage – 1
Follow Up - 5	Vehicle LockOut – 1
Gas Leak – 1	Found Property - 1

Codes Enforcement

The following letters have been sent:

Grass Letters – 7
INOP Veh Letter- 2
Nuisance Letters - 4

Animal Control

2020/2021 there have been **119** dogs tagged

153 Post Cards were mailed the week of May 25th as a reminder to get animals tags

VIN Inspections- 3 completed

REPORTS OF CITY OFFICERS CONT:

New Business

-Still waiting to hear response on a final Grant application. Should know by July 1st.

Accrued Overtime for Department: Month of May = 42 (26 Comp Time/16 Overtime)

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

Report From 05-04-2020 to 05-18-2020

Committee Discussions

Water and Gas:

- Issues with the water Plant Generator have been corrected.
- USDI has completed the annual leak survey, waiting for report.
- Met with Water committee.
- Been working with BG Consultants on water plant efficiency and future water sales.

Street:

- Still doing repairs on streets weather permitting.
- Backhoe has brake issues and contacted repair service.

Sewer:

- Industrial park lift station repair parts ordered.
- Reviewed railroad sewer project with committee.

Park:

- Going to need mulch in the play area.

Cemetery:

- Mowing and weed eating has fallen a little behind due to the weather.
- Met with Cemetery Committee about rules, funding, and organization.
- Mower taken to Blue Valley for repair. 2-3 weeks for repair.
- Mower fleet is aging, will need to research mower prices for possible purchase this year.

FIRE DEPARTMENT – FIRE CHIEF DAN NASALROAD –

- Still no training.

CITY CLERK – JODI WADE

Report from 5/21/2020 – 6/3/2020

- Work on the 2021 State Budget workbook.
- Completed submission of CDBG-CV Grant application forms to SEKRPC
- Met with the Cemetery Committee (Danny Curtis/Tommy Capp) on Monday, June 1 to review codes section and financials for the cemetery.

REPORTS OF CITY OFFICERS CONT:

- Phone call meeting set-up with Morgan Barnes for June 4, 2020 to review possible presenters and costs for customer service training.
- Reached out to Jeff Deane regarding the KORA/KOMA training for the July. He will follow up with some dates the first week of June.
- Working with Burton on the draft for the Water Contract Agreement for LVL.
- Working on draft of Administrative Policy No 9 – Purchasing Policy
- Working on draft of Cemetery Codes book section, reviewing the State Statutes.
- Creating an RFP for the repairs to the sewer line located under the railroad down by the RR crossing near E 2150 Rd. 6/2/2020 Spoke to a representative with JLL regarding the lack of response and was given the email for the Supervisor of the permit department. Email was sent to the supervisor on 6/2/2020.
- Prepared and mailed out postcard reminders for Dog Tags.
- Prepared a letter for budget (even pay) customers regarding the procedure for the budget pay program and giving them the balance to be paid by next June.
- Prepared a letter for landlords asking them to register as a landlord and explaining the new section to the codes book regarding shut-offs of service.
- Researched (2) issues with burials at the cemetery.

Meetings/Trainings Attended virtually:

- Website upgrade meeting to review new platform.
- Conference calls with the League of Municipality every 2-3 days.

Projects:

- Capital Improvement Planning.
- Pictures for the counter have been received. Contacted Kent Wade to stop by to finish up the trim work.

Overtime Hours for City Hall for the Month of May: 24.75

COUNCIL COMMITTEE REPORTS:

WATER & GAS -

Clerks are still working on preparing the draft for ordinance. PWS Nasalroad revised a section pertaining to yardlines/installation. (Tabled until June 17 meeting)

STREET -

Comments or suggestions regarding the RFP for Stormwater Master Plan.

SEWER-

Review new sewer rate to start August 1, 2020 and letter to patrons. CC Wade reviewed the financials used to determine the new rate. The total project cost prior to any grant funds is approx. \$6.3 million. In order to cover the normal operations and maintenance for the sewer utility plus the bond payments (principal/interest) the city will need approximately \$19,000+ monthly. The new base rate for sewer would be \$15.00 (no gallons included) and \$3.50/1,000 gallon of use thereon plus a \$20 debt service fee.

COUNCIL COMMITTEE REPORTS:

SEWER-

❖ **Motion**

Council Member Mitzner motioned to approve the sewer rate letter for patrons and the new monthly sewer rate of \$15.00 base (no gallons included), \$3.50/1,000 gallon thereon and \$20 debt service fee effective August 1, 2020. Motion seconded by Council Member Capp, voted on, passed 4-0.

PARK-

La Cygne Community Park board is meeting on June 11 to discuss Blast in the Park and determine guidelines for the park operation this summer. Council Member Curtis said the Baseball ball field lighting is in progress of being replaced. CC Wade asked Council Member Curtis to be sure to advise the City Hall of the status on the rental of the pavilions and the campground.

CEMETERY –

Committee, Mayor, PWS Nasalroad, and CC Wade met on Monday, June 1 to review information regarding the finances and regulations for the cemetery

PUBLIC SAFETY –NONE

COUNCIL COMMITTEE REPORTS CONT:

COMMUNITY BUILDING-

The Public Building Commission is putting together a draft survey for the Council to review at the June 17th meeting.

EMPLOYEE RELATIONS & TRAINING –

KORA/KOMA training dates have not been received yet from Jeff Deane. CC Wade has reached out to Pleasanton and Mound City regarding a Customer Service training workshop. CC Wade is checking with Paula Downs who does the Customer Service presentations for the Clerk Municipal Training Institute and Scot Loyd who does "Ethics in Work and Everyday Life" presentations.

SPECIAL COMMITTEE REPORTS:

EMERGENCY MANAGEMENT –NONE

SWANFEST COMMITTEE -NONE

PLANNING & ZONING COMMISSION-NONE

UNFINISHED BUSINESS:

ADMINISTRATIVE POLICY NO 9 – PURCHASING AND BIDDING POLICY

CC Wade handed out a draft to the Council and Mayor to review. The department heads: Chief Fenoughty, CC Wade and PWS Nasalroad met to work on information for the draft.

KORA/KOMA TRAINING WORKSHOP FOR MAYOR, GOVERNING BODY, FULL-TIME EMPLOYEES, PLANNING & ZONING AND LA CYGNE COMMUNITY PARK BOARD.

CC Wade reached out to Jeff Deane with Lauber Municipal Law still no confirmation on dates.

UNFINISHED BUSINESS CONT:

CUSTOMER SERVICE TRAINING –

CC Wade has reached out to Pleasanton and Mound City regarding a Customer Service training workshop. CC Wade is checking in Paula Downs who does the Customer Service presentations for the Clerk Municipal Training Institute and Scot Loyd who does "Ethics in Work and Everyday Life" presentations.

NEW BUSINESS:

SALES OF FIREWORKS:

A patron who sets up a Firework Sales location called to confirm it was OK for them to open for business? City Council members stated firework sales wouldn't be any different than a retail sales store. CC Wade will contact the patron and advise them of the recommendations from the Linn County Health Department regarding guidelines for social distancing, signage and disinfecting.

UTILITY SHUT-OFF FOR JUNE 2020:

The Utility shut-off order ended at midnight on May 26, 2020. The Council waived the penalty for late payment on utility bills during the State of Emergency period. Also, per the city codes shut-offs are to occur on the 1st of the month. The shut-offs were not done on June 1st but have been scheduled for June 8, 2020. Will the City be charging the \$50 reconnect fee for the services that will be shut-off for past due bills as per the La Cygne City Code? City Council Members held discussion regarding the past due balances and remarks were made regarding concerns of the outstanding balances continuing to increase even if payment plan options were established. Discussion was also held pertaining to the 10% penalty amount and the \$50 reconnect. Council Member Thies suggested to continue to waive the penalty for the month of June 2020 and reduce the reconnection fee to \$25 for the month of June 2020 but effective July 1st the shut-offs will occur, the 10% penalty will occur on July 16th and the reconnection fee will be at the normal \$50 rate.

❖ **Motion**

Council Member Thies motioned to waive the penalty for June 2020, proceed with shut-offs on June 8, 2020, set the reconnect fee to \$25 for the month of June 2020. Effective July 2020 the city will return to the normal shut-off of the 1st, a 10% penalty on the 16th of the month and a reconnection fee of \$50. Motion seconded by Council Member Capp, voted on, passed 4-0.

LA CYGNE CITY HALL/COMMUNITY BUILDING/BITAKER PARK RE-OPENING:

Council Member discussed the current recommendations from the Linn County Medical Health board (County Commissioners) and the guidelines from the original Phase 2 Ad Astra plan. Council Member Capp inquired if it has been a problem for the City Hall to be closed. CC Wade stated no issues have arisen and most people have adapted to the routine for bills. Council Member Mitzner asked if having the door locked to the public has caused any city work/tasks to not be accomplished. CC Wade replied all work has been able to be accomplished. Council Member Capp suggested the Compactor operator use their own discretion regarding assisting patrons with placing their trash in the compactor. The Council suggested to have the Bitaker Park go hand-in-hand with the La Cygne Community Park for opening the playground areas. Council Member Curtis will advise the City Hall after June 11th regarding the playground status. Mayor Wilson confirmed the opinion of the Council was to leave the City Hall door locked and to not rent the community building for the month of June. The re-opening of the City Hall, Community Building and North (Bitaker) Park will be kept on the agenda under unfinished business to be reviewed monthly.

NEW BUSINESS CONT:

PEOPLES TELECOMMUNICATIONS CONFERENCE-CALL PLATFORM RATES:

CC Wade reviewed the conference-call platform rates from Peoples Telecommunications. Cost is \$10/month for the service. Cost for 500 minutes is \$75/month. Cost for 250 minutes is \$40/month. Cost per minute per person is figured on each conference call. Council Member Capp asked what the terms of the contract would be and CC Wade indicated she would need to research the information. Discussion was held regarding virtual programs such as; Zoom, Go to Meeting, etc. Council Member Mitzner asked how many of the employees and Council Members had access to internet or electronics to allow them to use those virtual tools. CC Wade will find out more information on the terms of the agreement and will also send a thank you card for providing the City with the service during the state of emergency.

EXECUTIVE SESSION:

❖ **Motion**

Council Member Mitzner motioned to go in to executive session for 20-minutes following a 5-minute break for discussion of matters relating to security measures which would jeopardize such security measures if discussed in an open meeting. Motion seconded by Council Member Capp, voted on, passed 4-0. 8:26pm

Open Sesssion resumed at 8:48pm

❖ **Motion**

Council Member Curtis motioned to go in to executive session for 10-minutes discussion of data relating to financial affairs. Motion seconded by Council Member Capp, voted on, passed 4-0. 8:48pm

Open Sesssion resumed at 8:58pm

OTHER BUSINESS:

Council Member Mitzner informed the Mayor and Council he would not be able to attend the June 17th or July 1st meeting. Council Member Curtis stated he would also not be able to attend the July 1st Council meeting. Council Member Thies, Capp and Curtis would be present at the June 17th meeting. Discussion will be held during the June 17th meeting regarding the lack of quorum for the July 1st meeting. Mayor Wilson has been reaching out to people regarding the vacant seat for the Council and has only (1) possible patron considering at this point.

NOTES AND COMMUNICATIONS TO COUNCIL:

Mayor Wilson shared an email received from Mike Roberts regarding trash & litter along the roads, in the ditches and parking lots. Mayor Wilson drove around town to take a look at the some of the areas around town.

ADJOURNMENT:

❖ **Motion**

Council Member Curtis moved to adjourn the meeting. Motion seconded by Council Member Capp, voted on, passed 4-0.

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 3rd of June 2020.