

Record of the Proceedings of the Governing Body

REGULAR MEETING

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JULY 16, 2025

REGULAR MEETING:

The La Cygne City Council met on Wednesday, July 16, 2025 at the La Cygne Community Building. Council Members present were: Jerome Mitzner; Keith Stoker; David Brenneman, and Ed Smith. ABSENT: Thomas Capp.

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

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

Pledge of Allegiance by Mayor Debra Wilson

MAYOR COMMENTS:

CONSENT AGENDA:

❖ Motion to approve Consent Agenda:

Council Member Mitzner motioned to accept the Consent Agenda.

Minutes of the July 2, 2025 Council Meeting;
2025 June Budget Report;
2025 June Treasurer's Report;
Check Register: July 1, 2025 – July 14, 2025;

Motion seconded by Council Member Brenneman, 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 (402), Citations (55), Calls for Service (324), District and Building Checks (329) and Reports (113). From June 18 – July 1: (4) Information Reports, (0) Alcohol Offenses, (5) Traffic Misd. Offense, (62) Traffic Warnings, (0) Criminal Offense Report, (1) Accident Reports, (1) Drug Offenses, (0) Warrant Arrests, (8) Traffic Citations, (24) Calls for Service; (2) Animal Citations; (34) UTV Reg. Total.

Chief Mathies reported on the speeding campaign which included mostly informational tickets issued to those exceeding the limits when driving through town. Chief Mathies reported on the email migration to Microsoft 365. A quote was provided to the council regarding a Credential Card printer. Currently Linn County Emergency Management issues card for the governing body and city employees. These credential cards are utilized are issued for the purpose to allow personnel to enter in to the city limit area after a disastrous event. The quote was in the amount of \$3,060. Discussion was held by members of the council and it was a unanimous agreement to not purchase a printer and to continue to resource the county for the credential cards.

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PUBLIC WORKS

CC Wade briefly updated the governing body on the status of the city projects.

CITY CLERK – JODI WADE

CC Wade reviewed the governing handbook and City Clerk Manual regarding VOTING on ordinances when only 3 council members are present. She referenced K.S.A. 12-3002 and 12-3003. CC Wade also explained the mayor's ability to provide a favorable vote if the number of favorable votes is one less than required.

CC Wade reviewed the draft 2026 Budget workbook referencing the items in which the council had recommended modification at the budget workshop. CC Wade pointed out the increase in the assessed valuation estimate for the City of La Cygne which creates an increase value in the mil to \$9, 800. CC Wade reflected on an increased amount for health insurance premiums. In summary, CC Wade reported a lower mill levy was needed to meet the expected budgetary expenditure for 2026. CC Wade recommended the council remain typically +/- 1 or +/-2 above or below the revenue neutral rate to avoid a roller coaster affect upon the tax payers as the market changes.



Motion

Council Member Mitzner motioned to approve publication for a Budget Hearing on August 20 at 7:00pm at the La Cygne Community Building. Motion seconded by Council Member Smith, voted on, passed 4-0.

SPECIAL PROJECTS:

SEWER REHABILITATION PROJECT (BG CONSULTANTS)

No updates.

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

Council Member Mitzner had visited with Representative Rick James regarding the concerns with return of funds from KDOT for the KDOT CCLIP project. Rick James offered his services to help communicate with a representative from the KDOT office to find out why the funds are being held up.

WATER TREATMENT PLANT IMPROVEMENTS:

Starbucks is on site to begin work on the Water Plant.

STORMWATER MASTER PLAN/STREET IMPROVEMENT MASTER PLAN

No updates

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

RFQ was emailed to Zingre Architects, BG Consultants, Sullivan-Palmer Architects, HMN Architects, and SAPP Architects and Design. RFQs are due back by August 1, 2025.

CITY OF LINN VALLEY WATER CONNECTION

Invoice was approved for payment. City Clerk is working with funding agency and auditor to prepare the check.

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Mayor Wilson took a moment to recognize the Department Heads for the work they have accomplished throughout the year to date. Mayor Wilson commended Police Chief Mathies on all the work he has done to improve the department and reduce his budget. Mayor Wilson also commended CC Wade on the work she has put in to educating the governing body on the budget process to enable them to understand the use of tax payers dollars.

REPORT OF COUNCIL COMMITTEES:

a] **Utilities Committee:** None

b] **Street Committee:** None

c] **City Facility Committee:** CC Wade and Mayor Wilson will continue to attempt to reach out to Lincoln Township regarding a meeting. CC Wade suggested an After Action report for the Blast in the Park for the next meeting.

d] **Public Safety Committee:** Council Member Mitzner reminded the governing body about preparations for planning a KORA/KOMA training to be held in La Cygne for governing entities within the surrounding areas of La Cygne.

e] **Employee Relations and Training:** None

SPECIAL COMMITTEE REPORTS:

EMERGENCY MANAGEMENT: None

PLANNING & ZONING COMMISSION (PZC): None

UNFINISHED BUSINESS:

402 S. BROADWAY CONVEY DEED IN LIEU OF COLLECTIONS

City Attorney Deane received the deed from the property owner and it was delivered to the City Hall yesterday evening. CC Wade will get the deed filed at the Linn County Courthouse. The governing body will then need to begin the process for preparing the lot for sale.

NEW BUSINESS:

CITY CODES FOR CAMPGROUNDS IN THE COMMUNITY PARK:

Chief Mathies presented a draft to update the camping regulations for the camping slots located in the La Cygne Community Park. The definitions in section 11-301 were reviewed, only changes were regarding the word La Cygne being split on two lines and anytime reference is made to the park that it reads La Cygne "Community " park. The language in section 11-302 needs to be the same as found in other sections of the codes book when referring to the Fee Resolution. No changes were suggested for section 11-303. Discussion was held regarding section 11-304(b), council suggested having a "Winter Off-Season permit" and a Regular "Season Permit". CC Wade suggested adding check in days and times in section 11-304(e). In section 11-304(f), Council Member Smith corrected the term "device" with "unit" to match the terms as listed under definitions. It was also suggested to have a people count listed in section 11-034(f). Further discussion was held regarding a credit card being kept on file to cover cleaning fee deposits. The council held discussion regarding dogs being on a leash or kept in a kennel when outside of the camping unit. The curfew/quiet time of

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NEW BUSINESS CONTINUED:

midnight to 6am, as well as alcohol consumption was referenced with other sections of the code book to be sure it matched.

Chief Mathies will make the necessary changes and present a revised draft at the next council meeting.

MOBILE FOOD TRUCK REGULATIONS

Chief Mathies presented a draft Mobile Food Truck regulation section for the city codes. Section 5-401 was reviewed which provides the definitions for a mobile food unit, mobile food vendor, operate and public property. No modifications were suggested for the definition section.

Section 5-402 regarding License and Permits required was reviewed and some suggestions were provided for modification. On line 5-402(A)(1) it was suggested to change "city clerk" to "city hall". Lines 5-402(A)(3) and (4) provided for discussion from the council regarding the length of time the permit is valid for and the requirement for permit when part of an event. Suggestions were made for up to 14-days and renewed after a 5-day period or allowed a permit allows 4-5 days per month. Discussion was also held on the price per day for the permit. Currently the price is \$10/day. Suggestions were made for \$50/day.

A long discussion was held regarding mobile food units and brick/mortar restaurants. Council Members expressed their thoughts and concerns for both types of businesses in our community. The city is supportive of economic development in the community and wants to find a good balance for permanent business as well as pop-ups.

Another heavy discussion was held on operating Mobile Food Units on Public Zoned properties. CC Wade pointed out the City Clerk would be signing the applications for permits for those who would want to set up a mobile unit on a public property since the application requires a signature from the property owner. CC Wade wanted clarification from the council if someone wanted to set up a Mobile Food Unit at Bittaker Park, Thayer Park or the La Cygne Community Park does she have the authority to sign for approval?

The remainder items of discussion of the draft mostly consisted of grammatical corrections. Chief Mathies will revise the draft with the suggested recommendations for the council to continue to review at the next council meeting.

EXECUTIVE SESSION:

❖ Motion

Council Member Stoker motioned to go in to executive discussion for 15-minutes for non-elected personnel matter to review an employee performance for the Police Department and to return to the council table at 9:30pm. Motion seconded by Council Member Smith, voted on, passed 4-0. 9:15pm

Others in attendance: Police Chief Mathies and CC Wade

OPEN SESSION RESUMED AT 9:30pm:

❖ Motion

Council Member Stoker motioned to go in to executive discussion for 10-minutes, following a 5-minute recess, for non-elected personnel matter to review an employee performance and to return to the council table at 9:50pm. Motion seconded by Council Member Smith, voted on, passed 4-0. 9:35pm

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Others in attendance: Police Chief Mathies and CC Wade

OPEN SESSION RESUMED AT 9:50pm:

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)

ARTICLE 22: OFF STREET PARKING

NEW POLICY REVIEW:

ARTICLE 5. PARKING

SOCIAL-MEDIA POLICY

GOVERNING BODY REMARKS: None

NOTES AND COMMUNICATION: None

ADJOURNMENT:

❖ **Motion**

Council Member Brenneman moved to adjourn the meeting. Motion seconded by Council Member Smith, voted on, passed 4-0. 9:51p.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 16th day of July 2025.