

REGULAR MEETING:

The La Cygne City Council met on Wednesday, August 4, 2021 at the La Cygne Community Building. Council Members present were: Thomas Capp; Keith Stoker; Danny Curtis; and Jerome Mitzner. Absent: James Thies.

Others in attendance included, but not limited to: City Clerk (CC) Jodi Wade; Public Works Superintendent (PWS) Dan Nasalroad; Police Chief Fenoughty; Linn County News Tony Furse; Emil Wilson; Randy Hardwick and Glen Harbinson.

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

Pledge of Allegiance – Mayor Debra Wilson

MAYOR COMMENTS:

Mayor Wilson updated the patrons on the status of vaccinations in Linn County. The city is continuing to monitor the current Covid statistics. At this time this city has not implemented any regulations regarding masks mandates or pertaining to vaccinations.

CONSENT AGENDA:

❖ **Motion to approve Consent Agenda:**

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

Minutes of July 21, 2021 City Council Meeting;

Check Register: July 22 – August 4, 2021;

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

DISCUSSION FROM THE FLOOR:

✓ NONE

SPECIAL PROJECTS:

WATER PLANT SETTLING POND PROJECT (MIDWEST ENGINEER GROUP)

MW Engineers received a follow-up from KDHE with a few review comments. Danny Coltrain and Trenton Morris have completed the requested changes (Tuesday, July 27) and submitted the plans back to KDHE and hopeful for a quick turnaround on issuing the permit.

SEWER REHABILITATION PROJECT (BG CONSULTANTS)

BG Consultants' crew has been in town double checking items pertaining to the preliminary plans.

SPECIAL PROJECTS CONTINUED:

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

Brian Killough of Killough Construction indicated the current schedule for the KDOT CCLIP project would be approximate start date of end of March 2022.

NEW FIRE STATION/PUBLIC SAFETY BUILDING

Zingre’ and Associates has submitted three options for review and the estimated costs. Council needs to decide which option to approach so the city can proceed with grant application opportunities. The Council advised CC Wade to begin research on grant and/or loan opportunities for Option #3 as presented by Zingre’ and Associates in the amount of \$881,867. Council Member Stoker and Council Member Mitzner agreed to be the active committee on this project.

REPORTS OF CITY OFFICERS:

CITY ATTORNEY –BURTON HARDING

- Working on the determination of descent for 602 N. 5th Street.

CHIEF OF POLICE – TINA FENOUGHTY

5 Traffic Stops Conducted

Citations issued since last meeting

Exhibition of Acceleration	1	Habitual Viol.	1
Fail to Yield	1	Turn Signal	1
Insurance	3	TOC	1
RR Crossing	1	Speed	1
Vicious Dog/RAL	0	Pass on Right	1
Drive Violation of Rest.	1	Endorsement	1

Calls for Service / Reports – 07/19/2021 thru 08/02/2021

Animal Complaint – 8	Traffic Complaints - 1
Assist Outside Agency – 0	DUI – 1
Building Check – 0	Citizen Assist CFS / contact - 16
Fingerprints – 2	Juvenile Incident – 2
Check Welfare – 2	911 Hang up– 2
Follow Up – 11	Theft - 4
Suspicious Activity – 5	Pursuit – 1
Aggravated Assault – 0	Stolen Vehicle - 1
Domestic / Battery – 0	Criminal Damage – 1
Burglary –1	Process Stolen Auto – 1
Trespass – 1	Recovered Property – 2
Felony Warrant – 0	Misdemeanor Warrant - 0

VIN Inspections- 6 completed

REPORTS OF CITY OFFICERS CONTINUED:

CHIEF OF POLICE – TINA FENOUGHTY

New Business

Request for Executive Session

❖ **Motion**

Council Member Capp motioned to go in to executive session for 5-minutes for non-elected personnel matter to review applications for part-time police officer and will return to the table at 7:31pm. Motion seconded by Council Member Stoker voted on, passed 4-0. 7:26pm

Others in attendance included, but not limited to: Police Chief Fenoughty and City Clerk Wade.

OPEN SESSION RESUMED AT 7:31pm

❖ **Motion**

Council Member Capp motioned to approve hiring Angela Mitchell as a part-time police officer for the City of La Cygne at the rate of \$17.75/hr effective August 4,2021. Motion seconded by Council Member Mitzner voted on, passed 4-0.

❖ **Motion**

Council Member Capp motioned to approve hiring Brett Jenkins as a part-time police officer for the City of La Cygne at the rate of \$17.25/hr effective August 4,2021. Motion seconded by Council Member Mitzner voted on, passed 4-0.

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

CODES ENFORCMENT – ALLISON FOX

Officer Fox is attending KLETC academy.

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

Report from 7/22/2021 to 8/04/2021

Committee discussions

Water and Gas:

- Still waiting on KDHE permit for the settling ponds.
- Hach service contract. Recommendation to not renew the service agreement.

Street:

- Street repairs have started and will continue weather permitting.
- Started spraying for mosquitos.
- Still looking at truck options. Need motion for tax.
- Tried a repair on Industrial, project not scheduled until 2022 now.
- Working to repair drainage ditch at Chestnut and 3rd.
- Signed off on Verizon tower clean up, we assisted with cleaning up the drilling soils.

REPORTS OF CITY OFFICERS CONTINUED:

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

Sewer:

- East lift station generator waiting on parts.
- Pump at Industrial Park lift station turned out not to be under warranty. Repair cost was \$2,661.95.
- Park lift station generator has been repaired.
- Still waiting on the new pump for the East lift station.
- Codes mowing rates.

Park:

Cemetery:

- Mowing continues.
- Removed some down branches.
- Getting a price on removing two dead trees.
- Two mowers are in for repairs.

PURCHASE ORDER NO. 2021-14 FOR (3) 2020 CHEVY SILVERADO 1500 TRUCKS

PWS Nasalroad reviewed the quote for three (3) 2020 Chevy Silverado 1500 trucks with mileage between 12,000 – 13,404 from Olathe Ford. PWS has not seen the trucks in person yet. Trucks are basic fleet trucks, no perks. Prices on the quotes include sales tax. The Council reviewed the prior motions regarding the purchase of vehicles utilizing the gas reserves and equipment reserve. Council Member Mitzner asked about warranty and PWS Nasalroad responded the remainder of the 3yr/36,000mile warranty would apply. Council Member Mitzner also inquired about trading the old vehicles in and PWS replied the dealer would not accept the older vehicles. Suggestions were made to surplus the old trucks.

❖ **Motion**

Council Member Capp motioned to approve the purchase of two (2) 2020 Chevy Silverado trucks from Olathe Ford in an amount not to exceed \$70,000 with funds coming from the Gas reserve account. Motion seconded by Council Member Mitzner voted on, passed 4-0.

❖ **Motion**

Council Member Capp motioned to approve the purchase of one (1) 2020 Chevy Silverado truck from Olathe Ford in an amount not to exceed \$35,000 with funds coming from the Equipment reserve. Motion seconded by Council Member Mitzner voted on, passed 4-0.

FIRE DEPARTMENT – FIRE CHIEF DAN NASALROAD

- Have projected cost analysis on public safety building.
- Truck inspections being conducted.
- Looking at new State reporting options.

REPORTS OF CITY OFFICERS CONTINUED:

CITY CLERK – JODI WADE

Report from 7/22/2021 – 8/4/2021

- Performed interviews with police applicants;
- Participated in gWorks virtual training for billing;
- Attended Park Board workshop;
- Participated in ARPA workshop;
- Reviewed final paperwork for CDBG-CV Meal program;
- Reviewed First Option Bank Trustee Foundation grant application;
- Reviewed CDBG Community Facilities grant program;
- Researched Planning & Zoning training;
- Reviewed new Fire Station/Public Safety Building drawings and costs;
- Coordinated with KDOT and Killough regarding the CCLIP project;
- Completed paperwork for Verizon Wireless tower;
- Completed use permit for 115 Broadway;
- Coordinated meeting for Planning Commission & Mayor with IBTS;
- First half of ARPA funds received;
- Verizon Wireless Tower \$90,000 lease money has been received.

Overtime Hours for City Hall for the last pay period: 6.25 hours Jodi.

COUNCIL COMMITTEE REPORTS:

WATER & GAS -

- None

STREET -

- (Postponed until Fall 2021) RFP for Stormwater Master Planning. Council Member Thomas Capp and Council Member Mitzner will be the committee to work on this project.
- (In Committee review) La Cygne Library parking lot water pooling. Council Member Mitzner advised the Council to remove this item from the agenda. The concerns with the water will be addressed during the stormwater survey.

SEWER-

- None

PARK-

- Workshop with City Council, Lincoln Township and Park Board to review draft bylaws and discuss operation of the La Cygne Community Park Board was held on Thursday, July 29, 2021. Mayor Wilson opened the discussion by referring to Chapter XI., Article 2, section 11-201(e) "The employees of said community park shall be employees of the City of La Cygne." Mayor Wilson expressed her concerns regarding volunteer Park Board members performing maintenance tasks in the park. Mayor Wilson also indicated the employee of the park, being a city employee, should be supervised by a City department head. Mayor Wilson also pointed out procedures for volunteers completing waiver forms for Workers' Compensation when volunteer work days are held in the park. Mayor Wilson indicated Lincoln Township, the Council and the Park Board reviewed the draft by-laws and made a few revisions. Discussion was held about the governing bodies establishing the structure for the employment for the park in order to have continuity in the maintenance and operation of the park facility. The Council asked CC Wade to put together some financial reports reflecting 3 – 5 years of costs for operation.

REPORTS OF CITY OFFICERS CONTINUED:

CEMETERY –

- A draft of Chapter XI. Public property, Article 1. Cemetery regulations were distributed to the Council for a final review. A member of the Cemetery Board reached out to Council Member Curtis and CC Wade indicating they were unable to attend the Council meeting this evening.

PUBLIC SAFETY – NONE

COMMUNITY BUILDING-NONE

EMPLOYEE RELATIONS & TRAINING –

- (Postponed until Spring 2021) - Ethics/Public Service Training.
- A copy of the draft Governing Handbook has been given to all Council members. Mayor Wilson asked the Council to read the handbook and be prepared to discuss and make final recommendations at the next Council meeting.

SPECIAL COMMITTEE REPORTS:

EMERGENCY MANAGEMENT -NONE

SWANFEST COMMITTEE –NONE

PLANNING & ZONING COMMISSION (PZC) -

A rezoning public hearing is scheduled for August 12, 2021 at 7:00pm for 602 Market Street.

LA CYGNE COMMUNITY PARK BOARD –NONE

UNFINISHED BUSINESS:

ORDINANCE NO. ANNEXING LAND TO THE CITY OF LA CYGNE, KS – TABLED UNTIL SEPTEMBER 1, 2021 MEETING.

RESOLUTION NO. 02-17 REGARDING MAINTENANCE OF STREETS WITHIN THE LINN COUNTY INDUSTRIAL PARK, LA CYGNE, KS. TABLED UNTIL SEPTEMBER 21, 2021 MEETING.

WATER CONSERVATION PLAN

Tabled until Summer 2022.

NEW BUSINESS:

ADMINISTRATIVE POLICY #30: PROFESSIONAL STANDARDS FOR BOARD MEMBERS/COMMISSION MEMBERS/VOLUNTEERS.

❖ **Motion**

Council Member Stoker motioned to amend Administrative Policy #30 by removing the signature line. Motion seconded by Council Member Mitzner voted on, passed 4-0.

NEW BUSINESS CONTINUED:

CHRISTMAS POLE LIGHT DECORATIONS. COMPANY TO HANG THE POLE LIGHT DECORATIONS. WHEN SHOULD THE LIGHTS BE INSTALLED AND TAKEN DOWN?

The Council asked CC Wade to reach out to companies to get quotes to hang the pole light decorations. The Council decided to hang the decorations sometime near Thanksgiving in order to have a test run to make sure everything was in working order. The decorations could then be removed sometime after New Year's Day.

NUISANCE: FEE SCHEDULE FOR MOWING

PWS Nasalroad researched mowing fees in other surrounding communities. The City of La Cygne does not want to have the responsibility of mowing a patron's yard. PWS Nasalroad indicated the need for the fee to "sting" in order to establish that point to those who are choosing to not mow their grass. PWS Nasalroad suggested a deploy fee in the amount of \$150.00 and labor fee of \$85/hour for the work (e.g. mowing, weed-eating). The Council asked CC Wade to prepare a resolution to adjust the fee schedule to reflect the changed fee amounts for mowing.

HACH SERVICE PARTNERSHIP RENEWAL QUOTE IN THE AMOUNT OF \$6,761. KRWA LETTER OF REVIEW OF THE ANNUAL SERVICES AND CALIBRATION IF HANDLED IN-HOUSE.

Discussion was held upon review of the letter from KRWA. PWS Nasalroad made the recommendation to not renew the Hach service plan and to handle the calibration in-house. The Council supported the decision of the PWS Superintendent.

PUBLICATION FOR THE REVENUE NEUTRAL RATE PUBLIC HEARING ON AUGUST 25, 2021 AT 7:00PM AND BUDGET HEARING ON AUGUST 25, 2021 AT 8:00PM.

❖ **Motion**

Council Member Capp motioned to publish a notice in the Linn County newspaper on August 11, 2021 for the revenue neutral rate public hearing on August 25, 2021 at 7:00pm and budget hearing on August 25, 2021 at 8:00pm. Motion seconded by Council Member Stoker voted on, passed 4-0.

PURCHASE ORDER NO. 2021-13, REPAIR FLYGT PUMP FOR INDUSTRIAL PARK LIFT STATION IN THE AMOUNT OF \$2,661.95. REPLACED THE SEAL SENSOR WHICH FAILED.

❖ **Motion**

Council Member Mitzner motioned to approve Purchase Order No. 2021-13 to repair the Flygt pump seal sensor in the amount of \$2,661.95 with funds coming from the sewer professional services fund. Motion seconded by Council Member Capp voted on, passed 4-0.

EXECUTIVE SESSION:

❖ **Motion**

Council Member Capp motioned to go in to executive session for 10-minutes for non-elected personnel performance review and will return to the Council table at 8:50pm. Motion seconded by Council Member Stoker voted on, passed 4-0. 8:40pm

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

OPEN SESSION RESUMED AT 8:50pm:

EXECUTIVE SESSION:

❖ **Motion**

Council Member Capp motioned to go in to executive session for 15-minutes for non-elected personnel performance review and will return to the Council table at 9:05pm. Motion seconded by Council Member Stoker voted on, passed 4-0. 8:50pm

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

OPEN SESSION RESUMED AT 9:05pm:

OTHER BUSINESS:

COUNCIL WORKSHOP FOR PART-TIME EMPLOYEE PAY SCALES

❖ **Motion**

Council Member Stoker motioned to have a Council workshop on Wednesday, August 11 at 5:00pm to discuss part-time employee pay scales. Motion seconded by Council Member Capp voted on, passed 4-0.

NOTES AND COMMUNICATIONS TO COUNCIL:

None

GOVERNING BODY REMARKS:

None

ADJOURNMENT:

❖ **Motion**

Council Member Capp moved to adjourn the meeting. Motion seconded by Council Member Stoker, voted on, passed 4-0. Time 9:09pm.

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 4th day of August, 2021.