

Record of the Proceedings of the Governing Body

REGULAR MEETING

Page 1 of 8 Pages

AUGUST 6, 2025

REGULAR MEETING:

The La Cygne City Council met on Wednesday, August 6, 2025 at the La Cygne Community Building. Council Members present were; Keith Stoker; David Brenneman; Thomas Capp; and Ed Smith. ABSENT: Jerome Mitzner.

Others in attendance included but not limited to: City Clerk (CC) Jodi Wade; Police Chief Zachary Mathies; Public Works Superintendent (PWS) Dan Nasalroad; Linn County Newspaper, Tony Furse; and Linn County Journal, Roger Sims; Oscar Marino; Kirsten & Douglas Stoebeck.

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

Pledge of Allegiance by Mayor Debra Wilson

MAYOR COMMENTS:

a] La Cygne Swimming Pool will be extending the season until August 31, 2025. Will only be available at scheduled hours on Wednesday's and Saturday/Sunday. See Facebook for schedule of hours of operation.

b] Back to school night is on Wednesday, August 13, 2025 and the Prairie View District will begin school on August 14, 2025. Please remember to observe the school zone areas, watch for children walking or riding bikes to school, and school buses enroute.

c] Oscar Marino was present to introduce himself. Oscar submitted a letter of interest for a vacant Council seat. Oscar shared his past experiences and why he was interested in being on the city council. Council Member Brenneman asked Oscar why he was interested in serving on the council. Oscar stated he moved to La Cygne two years ago to be closer to family. Oscar shared his experience and involvement with city government and court. He expressed his interest in being a part of the processes and regulations for the city.

Mayor Wilson explained the situation coming forward in the election. The City of La Cygne has three (3) up for election and none of the current council members holding the seats chose to apply to serve for another term. CC Wade reached out to the League of Kansas Municipalities for guidance on how to avoid a non-quorum situation in January 2026. The League suggested posting now to see if anyone was interested in serving on the council. The council would then need to approve a motion now to fill the vacancy effective January 12, 2026. Discussion was held regarding write-ins on the ballots. Mayor Wilson stated this was a process to protect in case there are no write-ins from the election or if the write-ins refuse the seat.

❖ Motion

Council Member Capp motioned to approve the recommendation of the Mayor for Oscar Marino to fill the vacant council seat effective January 12, 2026. Motion seconded by Council Member Smith, voted on, passed 4-0.

CONSENT AGENDA:

❖ Motion to approve Consent Agenda:

Record of the Proceedings of the Governing Body

REGULAR MEETING

Page 2 of 8 Pages

AUGUST 6, 2025

Council Member Capp motioned to accept the Consent Agenda.

Minutes of the July 16, 2025 Council Meeting;
2025 2nd Quarter Financial Statement;
Check Register: July 15, 2025 – August 3, 2025;

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

DISCUSSION FROM THE FLOOR:

Kirsten Stoebeck is one of the owners of the Waffle Wagon food truck. Kirsten shared about their commitment to what she titled a "Community Venture". Kirsten and her husband, Doug, wanted to provide food for our local community. She indicated it wasn't about making a large profit, simply covering the costs of operation and a little extra makes them happy. Kirsten shared their schedule and locations which included a day in Rutlader, a day in Mound City, and a day or two in Osawatomie. Kirsten indicated some city's had permit fees and some did not. The fees ranged from \$10/day to \$25/day. Council Member Capp asked when and where they have been operating in La Cygne. Kirsten stated they park at the Beachner Coop parking lot on Thursday's from 5pm – 8pm. The council thanked Kirsten for attending the meeting and sharing information about food truck operations. Mayor Wilson stated the council would be reviewing the regulations later in the agenda if they would like to hang around to ask questions or provide more information.

REPORTS OF CITY OFFICERS:

POLICE CHIEF ZACHARY MATHIES

Chief Mathies reported on the 2025 Totals for Traffic Stops (446), Citations (58), Calls for Service (361), District and Building Checks (332) and Reports (118). From July 16 – August 5: (0) Information Reports, (0) Alcohol Offenses, (1) Traffic Misd. Offense, (44) Traffic Warnings, (3) Criminal Offense Report, (1) Accident Reports, (0) Drug Offenses, (0) Warrant Arrests, (3) Traffic Citations, (37) Calls for Service; (0) Animal Citations; (34) UTV Reg. Total.

Chief Mathies reported Officer West and Officer Marino would be attending a KDHE Training on the 13th of August to re-certify in the intoxilyzer9000 in Johnson County.

Officer West will attend a Field Training Officer certification training on the 18th – 20th of August in Johnson County.

Timothy Hsiao started as a Part-time officer for the City of La Cygne. Officer Hsiao has been a PT-Certified Officer since 2022.

PUBLIC WORKS

PWS Nasalroad reported on the progress with maintenance upgrades at the Water Plant. PWS Nasalroad provided pictures of the Before and After images of the feeder line and bypass line going from a 6" to 10". Images showed the amount of build up in the old pipes which had been removed. Evidence showed piping at ½" to 1" smaller in diameter due to build up. The contractor had completed the piping and put the existing pumps in service and was getting at least 450gpm flow on running only 1 pump, The replacement of piping and sizing the pipe to 10" has allowed the plant to produce the flow rate the city was anticipating.

Record of the Proceedings of the Governing Body

REGULAR MEETING

Page 3 of 8 Pages

AUGUST 6, 2025

REPORTS OF CITY OFFICERS CONTINUED:

PUBLIC WORKS – DAN NASALROAD

PWS Nasalroad reviewed the technical matter which led to the Water Boil Advisory issued by the Kansas Department of Health and Environment. The technical issue was addressed immediately within the plant. The Water Plant operator reached out to the state to review what took place. For precautionary reasons, the state moved forward with issuing a Water Boil Advisory. Testing was performed and the advisory was rescinded on August 5, 2025. Mayor Wilson and Council Member Stoker asked the staff to contact all government body members immediately to inform them of the situation so they will be prepared to answer any questions and if necessary, help with providing information to the community. Council Member Capp asked about using Peoples Telecommunications callout service. Linn County was informed immediately by the state and information was issued on the Everbridge electronic system. Discussion was focused on how to reach those who are not signed up for electronic programs and have no access to internet or phones. CC Wade has a call list for emergency public notification and has some residents phone numbers on it but the majority are business contacts, health clinics, daycares, schools and restaurants. The governing body suggested to continue to encourage patrons to provide a current phone number or email to help communicate information. The council also stated the importance for community members to help out neighbors. If you know someone near you does not have the ability to receive information by phone, television, or electronics then be a good neighbor and let them know.

FIRE CHIEF – DAN NASALROAD

The ISO inspection was performed, we have not received information yet on the results. The trucks were pump tested, one engine was ok the other engine cab wouldn't lift so it will need to be repaired. To date, the La Cygne Fire Department has been on a total of 47 calls, compared to a total of 50 calls for the whole year last year. Mayor Wilson inquired about the fire hydrants. Chief Nasalroad stated we did receive partial credit for flushing and testing the hydrants. Chief Nasalroad indicated the hydrants flowed at 800-1200 gallons per minute.

CITY CLERK – JODI WADE

CC Wade advised the council of receipt of the draft 2024 Audit. CC Wade entered the audit numbers in to the 2026 Budget Workbook. CC Wade asked the council to rescind the motion to publish for the public hearing on August 20, 2025.

❖ Motion

Council Member Capp motioned to rescind the motion made at the July 16, 2025 council meeting 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.

CC Wade continued with reviewing an amended budget for 2025 due to the defeasance of the pool bonds and the additional expenditure for the water and gas utility for maintenance improvements to the systems.

❖ Motion

Council Member Capp motioned to approve publication for an Amended Budget 2025 hearing on September 3, 2025 at 7:00pm at the La Cygne Community Building. Motion seconded by Council Member Smith, voted on, passed 4-0.

Record of the Proceedings of the Governing Body

REGULAR MEETING

Page 4 of 8 Pages

AUGUST 6, 2025

REPORTS OF CITY OFFICERS CONTINUED:

CITY CLERK – JODI WADE

CC Wade presented the draft 2026 Budget showing the adjustments for the 2024 Audit numbers, amended 2025 budget and other modifications to fund lines. The changes did not modify the Ad Valorum amount or mil levy. The Budget is still under the revenue neutral rate.

❖ **Motion**

Council Member Capp motioned to approve publication for the 2026 Budget hearing on September 3, 2025 at 7:00pm at the La Cygne Community Building. Motion seconded by Council Member Brenneman, voted on, passed 4-0.

CITY TREASURER – CONNIE GORE

Utilities *Monthly items completed:*

- Shut off's were completed. We had 5 shut off's.
- Sewer, Water, and Gas reports were completed.
- Penalties were assessed and delinquent notices were mailed.
- At the end of July we had 295 customers signed up for Front Desk. I have removed some inactive residents.
- Completed the sales tax and filed with the State.
- Met with Katie from Core & Main. The software was installed on my computer. She did provide training on how it works on my system.

Court *Monthly Court items completed*

- Reviewed the docket for July court.
- Court paper work was completed. Cases have not been e-filed with the State as I am waiting for answers for Drivers Solutions on why they did not upload. Payment form e-filed and the check to the State was processed.
- The annual case load report has been prepared to send to the State in July.
- Zoomed into the KACM Board Meeting.

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.

Cemetery:

Planning and Zoning:

- Prepared the agenda, attended the meeting, and completed the minutes.
- Planning and Zoning agenda is sending Council the recommendation for a CUP for the Bed and Breakfast.
- Next month there will be a Public Hearing to re-zone 102 N 2nd (Auction house) from C-2 to R-1.

Other:

- Administrative Book –on hold
- Invoiced 2 people for water meter repairs, 2 people for codes (mowing).
- Directed traffic for about 5 hours for Blast in the Park.
- Made phone calls to various businesses regarding the Boil Advisory.

Record of the Proceedings of the Governing Body

REGULAR MEETING

Page 5 of 8 Pages

AUGUST 6, 2025

SPECIAL PROJECTS:

SEWER REHABILITATION PROJECT (BG CONSULTANTS)

USDA approved the Lift Station Improvement Plans. Need to set a date for Advertising for Bid and Pre-Bid meeting. Estimated cash on hand to date is \$438,119. CC Wade reviewed the current financials for the Sewer Improvement project. The retainage amount is all that is remaining on the Sewer Lagoon desludging. This leaves the amount of \$407,175 available for the Lift Station improvements. CC Wade and PWS Nasalroad had discussed moving forward with the advertisement to bid next week which would provide the 30-day period necessary before bids can be submitted. The council would then be able to award the bids at the September 17 meeting.

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

No update.

WATER TREATMENT PLANT IMPROVEMENTS:

Progress continues on the plant maintenance improvements.

STORMWATER MASTER PLAN/STREET IMPROVEMENT MASTER PLAN

No updates

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

RFQs have been received from Zingre & Associates; BG Consultants; and HMN Architects. The council will review the qualification proposals and select a consultant for the City Facility Improvement project. The council will review the proposals prior to the August 20, 2025 meeting.

CITY OF LINN VALLEY WATER CONNECTION

Progress continues for the interconnect line.

REPORT OF COUNCIL COMMITTEES:

a] **Utilities Committee:** None

b] **Street Committee:** None

c] **City Facility Committee:** Meeting with Lincoln Township and the Public Building Commission. Blast in the Park 2026 Budget includes \$10,000 for City Events. CC Wade asked the council if she could proceed with scheduling the Fireworks for July 11, 2026. Council advised to proceed.

d] **Public Safety Committee:** None

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

SPECIAL COMMITTEE REPORTS:

EMERGENCY MANAGEMENT: Connie Gore and Chief Mathies attended a quarterly Linn County Emergency meeting. Chief Mathies stated the meeting was well attended. This being the first he had attended, Chief Mathies felt it was beneficial to have everyone gathered under one roof to begin the conversation of the process during emergency events.

Record of the Proceedings of the Governing Body

REGULAR MEETING

Page 6 of 8 Pages

AUGUST 6, 2025

SPECIAL COMMITTEE REPORTS CONTINUED:

PLANNING & ZONING COMMISSION (PZC): Ordinance No. _____ amending the City Zoning Map by approval of a Conditional Use Permit for a Bread & Breakfast located at 110 S. 4th Street of the city of La Cygne, Kansas. No further discussion was held regarding the Conditional Use Permit.

❖ **Motion**

Council Member Capp motioned to approve Ordinance No. 1543 amending the city Zoning Map by approval of a Conditional Use Permit for a Bed and Breakfast located at 110 S. 4th Street of the City of La Cygne. Motion seconded by Council Member Stoker, voted on, passed 4-0.

UNFINISHED BUSINESS:

402 S. BROADWAY CONVEY DEED IN LIEU OF COLLECTIONS

The County Clerk is working on getting all assessed amounts removed from the property to allow the city to file the deed and pay the property tax. PWS Nasalroad asked the council about the intent with the property. He indicated he still needs to remove the dilapidated garage and clear out the saplings. PWS Nasalroad inquired if the council had intentions to split the lot and place covenants and deed restrictions on the lot. The council will discuss at a future meeting.

MOBILE FOOD TRUCK REGULATIONS

Mayor Wilson asked each member of the council to address their support or concerns regarding Food Trucks within the city limits of the City of La Cygne. All council members were in favor of having food trucks in La Cygne. Chief Mathies advised the council of where things ended at the last meeting regarding the review of the current regulations. The first topic was location, current regulation provides Commercial zoned lots and Public zoned lots as locations for food trucks to park for business. The council felt Industrial zoned lots should also be included. Discussion was held regarding Public zoned lots owned by the City of La Cygne. The council agreed food trucks could park only in designated areas within a Public Zoned lot owned by the city due to facility rentals in the park.

The Mayor asked each council member to share their opinion on the timeframe for a permit. Some council members were in favor of 2-3 days in a calendar week and some were in favor of unlimited number of days. Kirsten Stoebeck shared the differences in permit lengths of other cities. The discussion then turned to the fee amount per day, per month or annually. Again, Kirsten Stoebeck shared the different fee amounts they have paid in different cities.

The council asked Chief Mathies to modify the draft regulations with a Daily Permit at a fee amount of \$10/day and a Monthly Permit at a fee of \$150/month.

CC Wade suggested putting in the language for the council to set the fees for the permit on an annual basis in the Fee Resolution.

CAMPING REGULATIONS

Chief Mathies is still working on the draft revisions.

RECESS:

❖ **Motion**

Council Member Capp motioned for a 5-minute recess and to return to the council table at 8:45pm. Motion seconded by Council Member Smith, voted on, passed 4-0. 8:40pm

Record of the Proceedings of the Governing Body

REGULAR MEETING

Page 7 of 8 Pages

AUGUST 6, 2025

NEW BUSINESS:

COMMUNITY DEVELOPMENT OFFICER:

Chief Mathies presented a job description for a Community Development Officer. This position would combine the role of the Codes Enforcement Officer, Zoning Administrator, and Animal Control. The employee would participate in training for codes regulation and review, planning and zoning regulation and review. The intent would be to train the individual for Codes Enforcement initially and then work on training of the zoning regulations. The individual would also perform limited building inspection duties. The city would adopt limited building codes for the purpose of City's liability. The position would be Full-time under the Police Department. The funding would come out of the Police Department budget and the hourly rate would be per the city employee pay scale (\$20 - \$23 per hour).

❖ **Motion**

Council Member Stoker motioned to approve the job description for a Community Development Officer. Motion seconded by Council Member Smith, voted on, passed 3-1 (Nay-Council Member Brenneman).

US MINERALS DUST CONCERNS:

Chief Mathies reported a resident of 9th Street in La Cygne expressed concerns about dust on their home and vehicles from US Minerals. Record reviews have shown this has been an ongoing issue. Chief Mathies reviewed the process currently in place for US Minerals to monitor the dust released. Chief Mathies had provided current information from the quarterly inspection reports. Chief Mathies pointed out reports indicating measures were being taken by US Minerals to update portions of the plant which need repaired. Chief Mathies reviewed the process unit used by Harsco (Reed Minerals) known as a scrubber which uses water in the production cycle to help maintain dust emissions. The council asked Chief Mathies to invite US Minerals in to a Council Meeting for discussion.

EXECUTIVE SESSION:

❖ **Motion**

Council Member Capp motioned for an executive discussion for 20-minutes for non-elected personnel matter to review applications and to return to the council table at 9:46pm. Motion seconded by Council Member Smith, voted on, passed 4-0. 9:26pm

Others in attendance: Police Chief Mathies and CC Wade

OPEN SESSION RESUMED AT 9:46pm:

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

Record of the Proceedings of the Governing Body
REGULAR MEETING

Page 8 of 8 Pages

AUGUST 6, 2025

NEW POLICY REVIEW:

PARK REGULATIONS: DOG AT LARGE

ARTICLE 5. PARKING

SOCIAL-MEDIA POLICY

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. 9:48p.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 6th day of August 2025.