

**Record of the Proceedings of the Governing Body**  
**REGULAR MEETING**

Page 1 of 7 Pages

**January 2, 2020**

**REGULAR MEETING:**

The La Cygne City Council met on Thursday, January 2, 2020 at La Cygne City Hall. Council Members present were: Danny Curtis; Thomas Capp; James Thies; Jerome Mitzner and Keith Stoker.

Others in attendance included, but not limited to: City Clerk Jodi Wade; City Attorney Burton Harding; Linn County News Tony Furse; Public Works Superintendent/Fire Chief Dan Nasalroad; Interim Police Chief Kurtis West, and Deb Wilson.

**CALL REGULAR MEETING TO ORDER (6:00 P.M.)**

Pledge of Allegiance – Interim Police Chief Kurtis West

**MAYOR'S COMMENTS:**

- Mayor Sullivan expressed his gratefulness for a safe Christmas and New Years holiday in our community. Complimented the wonderful weather we have had thus far in December and January.

**NEW YEAR ORGANIZATION:**

- Resolution #409 - Authority to pay payroll and certain bills early.

❖ **Motion**

**Council Member Mitzner motioned to approve Resolution #409 giving authority to complete payroll checks and certain routine monthly bills early. Motion seconded by Council Member Curtis, voted on, passed 5-0.**

- Resolution #410 – Waiver from certain accounting procedures.

❖ **Motion**

**Council Member Mitzner motioned to adopt Resolution #410 giving authority to waiver from GAAP-prescribed statements and general fixed assets accounting. Motion seconded by Council Member Stoker, voted on, passed 5-0.**

**CONSENT AGENDA:**

❖ **Motion to approve Consent Agenda:**

**Council Member Stoker motioned to accept the Consent Agenda as presented.**

Minutes of December 18, 2019 City Council Meeting;  
Check Register: December 19, 2019 – January 2, 2020

**Motion seconded by Council Member Thies, voted on, passed 5-0.**

**DISCUSSION FROM THE FLOOR:**

- NONE

**SPECIAL PROJECTS:**

**Report from Public Works Superintendent (PWS) – Dan Nasalroad**

**Report from City Clerk (CC) – Jodi Wade**

**WATER TREATMENT PLANT**

- Public Works Superintendent (PWS) Nasalroad reviewed some items in the Water Plant that need to be addressed. Shelley Electric has asked PWS Nasalroad to submit a written punch list.
- Water Salesman is back in operation. Posting has been put on Facebook and the City's website.
- Rapid Mixer was installed after repairs were performed by the manufacturer. Still sounds loud and rough. PWS Nasalroad let Shelley Electric know.
- City Clerk Wade has submitted totals to Mike Billings for pay applications received from BG Consultants, Shelley Electric, Maguire Iron, Orr-Wyatt Streetscapes and draw downs from USDA. CC Wade has not heard back from Mike to date.

**REPORTS OF CITY OFFICERS:**

**CITY ATTORNEY –BURTON HARDING –NONE**

**POLICE OFFICER –KURTIS WEST**

- Reviewed Report at the table.
- Interim Chief West reviewed the totals on Dog tags (277 for 2019).
- Working on a new report from the state regarding Forfeitures.

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

- PWS Nasalroad reported USDI came last Thursday and repaired a valve on the odorizer at a cost of \$1525. We had several calls over the weekend of people smelling gas. USDI returned on Monday to adjust the level of odorizer. They will be back to check it again on Friday or Monday (Jan 6).

❖ **Motion**

**Council Member Mitzner motioned to approve the expenditure of \$1525 to repair the valve on the gas odorizer. Motion seconded by Council Member Stoker, voted on, passed 5-0.**

- Water Treatment Plant has been throwing some fits the past couple of weeks in reaction to the new automation. PWS Nasalroad received assistance from Hach support to resolve some of the issues. The condition of the water was maintained at the proper permitted levels while issues were resolved.
- Patron located to the North of Syd's Market was having issues with their service line. Against his best judgement, PWS Nasalroad stated he went ahead and called Reddi Services to come jet the lines. No issue in our main, problem was on the owner's service line.

**Record of the Proceedings of the Governing Body**  
**REGULAR MEETING**

Page 3 of 7 Pages

**January 2, 2020**

**REPORTS OF CITY OFFICERS CONT:**

**FIRE DEPARTMENT – FIRE CHIEF DAN NASALROAD –**

None

**CITY CLERK (CC) – JODI WADE –**

- CC Wade reviewed the salary amounts for the 2020 budget and advised the Council of either a 1.6% or 2% COLA increase could be managed. Wage charts for all full-time employees was given to the Council to review. CC Wade indicated the Federal COLA was 1.6% for 2020.

❖ **Motion**

**Council Member Mitzner motioned to approve a 2% COLA increase for all full-time employees effective with the first payroll of 2020. Motion seconded by Council Member Capp voted on, passed 5-0.**

- CC Wade informed the Council of the new W-4 form and the new I-9 form being released January 2020. Employees will be required to complete a W-4 if they are changing their withholdings. All employees must complete a new I-9 form to be put in their file.
- CC Wade advised the Council and patrons in regards to the double lines on Broadway. In the past there were double lines from KS HWY 152 up to the south side of the intersection of Broadway and Walnut and continued starting from the North side of the intersection of Broadway and Walnut. They were not repainted after the street had been overlaid. Costs will be researched for getting the lines repainted.
- CC Wade reminded the Council about the meeting scheduled for January 13<sup>th</sup> to swear in the new Mayor and Council members. CC Wade asked the Council members to come prepared to have a new photo done for the website.

**COUNCIL COMMITTEE REPORTS:**

**WATER & GAS –NONE**

**STREET –NONE**

**SEWER-NONE**

**PARK-NONE**

**CEMETERY –NONE**

**PUBLIC SAFETY –NONE**

**COMMUNITY BUILDING-**

**EMPLOYEE RELATIONS & TRAINING - NONE**

**SPECIAL COMMITTEE REPORTS:**

**EMERGENCY MANAGEMENT –**

Dian Dotts has scheduled a meeting for January 7<sup>th</sup> at 4:30pm at the City Hall to go over emergency action information.

**SWANFEST COMMITTEE -**

Volunteers need to attend the Chamber of Commerce meetings or contact Lindsay Jaccard if interested in helping with the 2020 Swanfest scheduled for July 11<sup>th</sup>.

**UNFINISHED BUSINESS:**

**USDI CONTRACT AGREEMENT**

CC Wade and City Attorney Burton Harding confirmed their reviews of the contract agreement. USDI added the items requested by City Attorney Harding. Discussion was held regarding the show-up time in emergency situations or leaks. Council member Curtis inquired about locates. PWS Nasalroad and CC Wade advised to the Council that USDI has similar contracts with other small communities like ours, they are familiar with the requirements and responsibilities of making sure the system operates and meets the standards required by KCC. Council member Curtis requested emergency numbers and an operation plan for USDI.

❖ **Motion**

**Council Member Mitzner motioned to approve the USDI Contract Agreement. Motion seconded by Council Member Stoker voted on, passed 3-2. (Nay – James Thies and Thomas Capp.**

**DUMP TRUCK FOR PUBLIC WORKS DEPARTMENT**

PWS Nasalroad reviewed the details for a 2007 International Dump truck, Detroit 466 diesel with Allison automatic, 5-7yd bed, and 93,000 miles. Owner will put on (2) new inside tires and all new fuel filters. No plow package but easy to install on this truck. Price \$25,000. PWS Nasalroad spoke to a local truck driver regarding the year and make of the truck and was advised it was a good machine mechanically. Council discussed the purchase and pricing.

❖ **Motion**

**Council Member Capp motioned that upon Council Member Stoker's review of pricing and if all is good the approval for PWS Nasalroad to purchase the 2007 International dump truck. Motion seconded by Council Member Thies voted on, passed 5-0.**

**NEW BUSINESS:**

**KANSAS RURAL WATER ASSOCIATION VOTING DELEGATES AND CONFERENCE**

CC Wade reviewed the KRWA conference dates of March 24-26, 2020 in Wichita. Voting delegates/alternate need to be determined. PWS Nasalroad would like to be named the voting delegate with Codee Blanchett being the alternate. PWS Nasalroad would like for he and Codee Blanchett to attend the conference. CC Wade advised the Council (2) rooms were already booked at the end of last year's conference for this year. Information for the conference will be released in the next week.

❖ **Motion**

**Council Member Mitzner motioned to appoint Dan Nasalroad as the Voting Delegate and Codee Blanchett as the alternate. Motion seconded by Council Member Stoker voted on, passed 5-0.**

**Record of the Proceedings of the Governing Body**  
**REGULAR MEETING**

Page 5 of 7 Pages

**January 2, 2020**

**NEW BUSINESS CONT:**

**KANSAS RURAL WATER ASSOCIATION VOTING DELEGATES AND CONFERENCE CONTINUED**

❖ **Motion**

**Council Member Mitzner motioned to make reservations for (2) positions to attend the KRWA Conference in March 2020 in Wichita. Motion seconded by Council Member Stoker voted on, passed 5-0.**

**CCMFOA ANNUAL SPRING CONFERENCE**

CC Wade would like to attend the spring conference for clerks in Manhattan, KS March 11-13, 2020. Early registration fee \$325, Hotel \$99/night.

❖ **Motion**

**Council Member Mitzner motioned to approve CC Wade to attend the CCMFOA conference in Manhattan, KS, March 11-13, 2020. Motion seconded by Council Member Curtis voted on, passed 5-0.**

**DISTRIBUTION SYSTEM RULES, JANUARY 27 2020, CHANUTE, KS**

PWS Nasalroad would like to attend this training hosted by KMU in Chanute, KS. No charge and lunch provided.

❖ **Motion**

**Council Member Mitzner motioned to approve PWS Nasalroad to attend the Distribution System Rules in Chanute KS, January 27, 2020. Motion seconded by Council Member Stoker voted on, passed 5-0.**

**SURFACE WATER TREATMENT, JANUARY 28<sup>TH</sup>, 2020, EMPORIA, KS**

PWS Nasalroad would like for Codee Blanchett to attend this class hosted by KMU. Codee may need hotel for (1) night depending on start time.

❖ **Motion**

**Council Member Mitzner motioned to approve Codee Blanchett to attend the Surface Water Treatment session in Emporia, KS on January 28, 2020 and to make lodging arrangements if necessary. Motion seconded by Council Member Thies voted on, passed 5-0.**

**CONTRACT CERTIFIED WATER PLANT OPERATOR AGREEMENT**

Original agreement was for a 3-month period. The City needs to renew the contract for our Certified Water Plant operator.

❖ **Motion**

**Council Member Mitzner motioned to renew the agreement for Independent Contractor services for the La Cygne Water Treatment facility until June 2020. Motion seconded by Council Member Stoker voted on, passed 5-0.**

**NEW BUSINESS CONT:**

**GIFTED SURPLUS ITEM:**

The City of La Cygne would like to present to prior Police Chief Tate West his active duty weapon used during his time of duty as Chief of Police for the City of La Cygne.

❖ **Motion**

**Council Member Capp motioned to approve the release of a Glock-Model 22-gen IV to Tate West, his official service weapon during his period of duty with the City of La Cygne, upon completion of transfer paperwork signed by approving authority and the city not enduring any expenditure during transfer. Motion seconded by Council Member Mitzner voted on, passed 5-0.**

**EXECUTIVE SESSION:**

❖ **Motion**

**Council Member Mitzner motioned to go into executive session for 8-minutes for discussion of employer-employee negotiations following a 5-minute break. Motion seconded by Council Member Capp voted on, passed 5-0. 7:08pm**

Others in attendance included, but not limited to: City Clerk Wade, and City Attorney Harding.

**Open Session resumed at 7:26pm**

❖ **Motion**

**Council Member Capp motioned to go into executive session for 8-minutes for non-elected personnel matter an individual employee's performance. Motion seconded by Council Member Curtis voted on, passed 5-0. 7:27pm**

Others in attendance included, but not limited to: City Clerk Wade.

**Open Session resumed at 7:35pm**

**OTHER BUSINESS**

❖ **Motion**

**Council Member Curtis motioned approve a \$.50 raise for City Treasurer Connie Gore for completion of her third year of Municipal Institute training. Motion seconded by Council Member Stoker voted on, passed 5-0.**

**NOTES AND COMMUNICATIONS TO COUNCIL:**

**Record of the Proceedings of the Governing Body**  
**REGULAR MEETING**

Page 7 of 7 Pages

**January 2, 2020**

**ADJOURNMENT:**

❖ **Motion**

**Council Member Curtis moved to adjourn the meeting. Motion seconded by Council Member Stoker, voted on, passed 5-0. Time 7:36 pm.**

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 2<sup>nd</sup> of January 2020.