



The City of Towanda

City Council Meeting Minutes

Towanda City Hall – 110 S 3rd St.

Wednesday, July 9, 2025, 7:00 PM

Governing Body

Present Not Present

☒	☐	Mayor – Jennifer Shaults
☒	☐	Council President – Mike Hayes
☒	☐	Council Member – Jennifer Watkins
☒	☐	Council Member – TC Pyle
☒	☐	Council Member – Chris Hunt
☒	☐	Council Member – Kit Williams

Staff

Present Not Present

☒	☐	City Administrator – Andy Newbrey
☐	☒	City Attorney – Rob Lane
☒	☐	Planning/Zoning Administrator -Lisa Long
☒	☐	Court Administrator – Emelia Toney
☐	☐	

REGULAR COUNCIL MEETING:

1 Call To Order

- 7:03 p.m. by Jennifer Shaults

2 Roll Call

3 Consent Agenda

- Minutes of the June 11, 2025 Council Meeting
- Treasurer's Reports June 2025
 - Statement of Activities
 - Fund Balance Report
 - Budget Execution Report
 - Water Loss Report
- Claims
 - Claims Report
 - 1. Appropriations Ordinance 5-2025
- Staff/Development Information Reports
 - Sheriff's Office Report
 - Court Clerk's Report
 - Planning and Zoning
 - Code Compliance Report
 - Towanda Maintenance Department
 - Towanda Public Library Report
- *Motion by TC Pyle to approve the consent agenda from June 11, 2025, minus the Code Compliance Report, as none was submitted. Second by Kit Williams. Motion carried (5-0).*

4 Presentation and Guest Speakers

- Tyler Sperry-Circle Recreation Department-New director updated the Council on how things have been going. He has been Director for a little over 10 months, and registrations are going well. A mission statement has been established, which is based on the Circle School District's "T-Bird way." T-Bird stands for Teachability, Belief, Integrity, Respect, and Discipline. Kids are being recognized when exhibiting these characteristics. The Circle Rec Commission would like to negotiate the use of the City's baseball and flag football fields just south of town.

5 Old Business

- **Main Street Building Demolition Hearing**

Lisa, the hearing has been postponed at this time. We will revisit at the next meeting. An engineer assessment is currently being reviewed by JEO and Engineered Plans should be forthcoming.

1. Resolution information later in Old Business

- **Update: Capital Improvement Plan Progress:**

Lisa has started the outline of the Capital Improvement Plan. Once we get that framework done, then we'll start gathering costs and replacement costs for equipment, roof evaluations, building evaluations, etc.

- **Update: The Gas Station Lot**

Soil samples are being taken for the third time and planning by the end of this month or the beginning of August, to have the dirt removed and replaced. We can discuss possibilities for the lot later.

- **Update: Water System Design Progress**

JEO trucks have been out and around the town. They will take about six weeks to survey the entire water system.

- I. **Sales Tax Initiative**

There will be a meeting next Tuesday. We want JEO to help with formulating a plan. Andy would like to have a workshop on this matter before the next meeting, so it can be on the ballot in November. It has to be submitted to the County by August 21, 2025. Workshop meeting set to take place on July 30, 2025, @ 6:30 p.m.

- II. **Kansas State Revolving Loan Fund Update**

Several things need to be completed, including a Water Conservation Plan, which the city does not have.

- **New Business: KDHE's Required Water Conservation Plan**

This will not take long to complete. They have provided a template that needs to be followed.

- III. **Kansas Water Office Grant Part 2: Water Project Fund**

We are going after the water grant that pertains to construction.

- **Resolution for Main Street Building Demolition**
Since it has been postponed for now, we will not present a resolution at this time. Will revisit at the next meeting.
- **Final 2026 Budget Discussion Before July 20th Deadline**
Carolyn Brock is set to have a meeting on the 20th to discuss how to exceed the revenue rate and by how much.
- **Safe Streets for All Grant Update**
JEO is says that if we do the study, it should provide a lot of additional information to be used in other grants that we could apply for, including federal or state.

6 New Business

- **Ordinance to Create a Water System Debt Service Fund**
- We need to create a Water System Debt Fund because the new sales tax revenue (if passed) for the water system improvements has to be put into the debt service fund. We need to segregate those funds so that they specifically go to pay for the water service fund and are not used for anything else. *Motion by Mike Hays to establish Ordinance number 725, to create a Water System Debt Service Fund. Seconded by Chris Hunt. Motion carried (5-0).*
- **New Water Rate Resolution**
Rates are based on a study done for us by the Rural Water Association. It was based on actual revenues received and expenses that we have incurred. It also includes an amount to put into that water debt service fund. The debt service revenue will go into the new Water System Debt Service Fund. We need a Water Rate Resolution reflecting this. *Motion by TC Pyle to establish the Resolution #2025-08, New Water Rate Resolution. Second by Kit Williams. Motion carried (5-0)*
- **New Sewer Rate Resolution**
Motion by Chris Hunt to establish the Resolution #2025-09, New Sewer Rate Resolution. Second by Kit Williams. Motion carried (5-0)
- **New Mobile Home Park Rate Resolution**
Motion by TC Pyle to establish the Resolution #2025-10, New Mobile Home Park Rate Resolution. Second by Kit Williams. Motion carried (5-0)
- **Street Repair on Rainbow Dr.**
The street appears to be sinking in certain areas. It is possibly a sinkhole. We are looking at proposals for doing concrete to solidify that and to fix curves. This discussion needs to be tabled to next month.

7 Other New Business

- Update on 254 and River Valley – No information to publicly release at this time as we are awaiting an official letter, but looks to be good news

8 Public Comment Time

9 Adjourn

- *Motion by TC Pyle to adjourn at 8:07 p.m. Second by Jennifer Watkins. Motion carried (5-0).*

Andrew Newbrey
City Administrator

Approved the 13th day of August, 2025 by the City Council, City of Towanda, Kansas.