

The City of Towanda

City Council Special Meeting Minutes

Friday, July 24, 2026, 7:00 PM, City Hall, 110 S 3rd, Towanda, KS

Special Council Meeting

1. CALL TO ORDER

At 7 p.m., Mayor Mike Hayes called the meeting to order.

2. ROLL CALL

Governing Body

Present Not Present

☒	☐	Mayor – Mike Hayes
☒	☐	Council President – Jennifer Watkins
☒	☐	Council Member – Kit Williams
☒	☐	Council Member – Drew Shaults
☐	☒	Council Member – Chris Hunt
☒	☐	Council Member – Angel Ramsey (online)

Staff

Present Not Present

☒	☐	City Administrator – Sarah Gooding
☒	☐	City Attorney – Rob Lane
☐	☒	Planning/Zoning Administrator -Lisa Long
☐	☒	Deputy City Clerk – Cami Jones
☐	☐	

3. EXECUTIVE SESSION

Council Member Jennifer Watkins moved that the Council recess into executive session for 10 minutes to discuss matters of non-elected personnel, pursuant to the justification listed in KSA 75-4319(b)1 with attendance to include the Mayor, City Council, City Attorney, City Administrator and Deputy City Clerk, with the open meeting set to resume in the Towanda City Hall Council Room at 7:10 p.m. The motion was seconded by Kit Williams and carried 4-0.

The open meeting resumed at 7:11 p.m., and Jennifer Watkins made a motion to accept Deputy City Clerk/Utility Billing Clerk Cami Jones' resignation. The motion was seconded by Kit Williams and carried 4-0.

Council Member Kit Williams said the office is now down to just two people and asked whether the City could secure temporary help.

Mayor Hayes said City Administrator Sarah Gooding is developing a job description for the position. He said could be possible to provide temporary assistance.

Council Member Drew Shaults asked how many residents pay bills in person.

Gooding said the City receives payments in a variety of ways, but there does tend to be a surge as bill deadlines arrive.

Gooding said she would like to bring a revised job description to the August Council meeting, and this provides time for her to live the job and be prepared to train them up in the rhythm of the billing cycles, water meters, and other tasks. She said she is living the deputy job and maintaining operations at this time, which means the City will receive less of

the strategic part of her role for a time.

4. ADJOURN

At 7:15 p.m. Jennifer Watkins moved to adjourn the meeting, seconded by Drew Shaults. The motion carried 4-0.

Respectfully Submitted



Sarah Gooding
City Administrator/Clerk

*Approved on the 12th day of August, 2026 by the City Council, City of Towanda,
Kansas*