

The City of Towanda

City Council Regular Meeting Agenda

Wednesday, August 12, 2026, 7:00 PM, City Hall, 110 S 3rd, Towanda, KS

Regular Council Meeting

1. Call 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 (online)
☒	☐	Council Member – Angel Ramsey

Staff

Present Not Present

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

3. Adopt Agenda

**Jennifer Watkins made a motion to adopt the agenda, seconded by Drew Shaults.
Motion carried 5-0.**

4. Consent Agenda – *Consent agenda items will be acted on by one motion unless a majority of the City Council votes to remove an item for discussion and separate action.*

A. July 2026 Reports

i. Minutes

1. July 8, 2026 Council Meeting
2. July 15, 2026 Council Meeting
3. July 24, 2026 Council Meeting

ii. TREASURERS' Information Reports

June

1. Statement of Activities
2. Fund Balance Report
3. Budget Execution Report
4. Water Loss Report

July

1. Statement of Activities
2. Fund Balance Report
3. Budget Execution Report
4. Water Loss Report

iii. Claims

1. Claims Reports and Statements
 - a. Appropriations Ordinance 06-2026 (final)
 - b. Appropriations Ordinance 07-2026 (draft)

iv. Staff/Department Information Reports

1. Sheriff's Office Report

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2. Court Clerk's Report
3. Planning and Zoning
4. Code Compliance Report
5. Towanda Maintenance Department
6. Towanda Public Library Report

Angel Ramsey made a motion to approve the consent agenda, seconded by Kit Williams. Motion carried 5-0.

5. Public Comment Time

6. Presentations and Guest Speakers

A. 2025 Audit Presentation

John Regier, with Loyd Group, presented the City's 2025 Audit, which provides external insight into the City's management process and includes recommendations to address any significant deficiencies identified.

The auditors concluded that the City's financial statements fairly present its financial position and operating results. Additionally, the following recommendations were made for improved management practices.

- Confirm organizational knowledge and understanding for financial statement reporting
- Enhanced policies and procedures, including employee handbook, written policies and procedures for accounting and security procedures, anti-fraud policies, procedures for backup, purchasing, dollar thresholds for bidding, employee data access, debt policies and journal entry policies and procedures.
- Segregation of duties for transaction processing.
- Bank reconciliation review procedures and process for dealing with outstanding checks
- Procedures for journal entry review
- Credit card policy creation
- Utility billing reconciliation procedures
- Develop policies to deal with issues found in expense testing
- Processes for documenting payroll adjustments
- Tightening up financial transition controls for the Towanda Public Library
- Ensure that the City does not have negative cash balances in any funds, which has occurred each of the past two years in the water fund.
- Build reserve balances so that all funds have at least a 3-6 month cash carryover balance

Regier also provided an overview of the audit report.

Drew Shaults asked if auditors saw anything specifically concerning in their review, and John said the cash balance is the most concerning and should be considered as the City wraps up its budget for 2027. Beyond that, segregation of duties, internal controls, and other policy updates should top the list.

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Angel Ramsey asked about priorities and timeframe for making changes. John said it is difficult to focus on everything, but again emphasized the internal controls and items governed by statute, such as cash-basis violations and outstanding checks.

Drew Shaults made a motion to accept and file the audit report, seconded by Drew Shaults. Motion carried 5-0.

7. Old Business

A. SRF Water Loan Preliminary Award

Towanda submitted a pre-application for loan funding from the Kansas Water Office's Kansas State Revolving Fund (SRF) program for water system updates, and incorporated a commitment to replace lead service lines to enhance overall likelihood of receiving the assistance. Towanda was not selected for overall system funding, but was pre-awarded a \$2,225,000 loan for costs related to inventorying or replacing lead service lines. This loan has an interest rate at 60% of market rate and is 50% forgivable.

There are opportunities to use this loan in combination with future applications for system grant funding, as well as potential benefits related to public health and compliance, efficiencies, and some water loss mitigation efforts.

Kit Williams said the City should pursue this and this provides a helpful opportunity for members of the community.

Council members identified several questions that Project Manager Sasha Hahn said she would research and bring back to the public hearing.

- Anticipated monthly cost for the City
- Whether the proposed interest rate is fixed or could change
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Council Questions/Feedback

Drew Shaults made a motion to direct the City Administrator to proceed with submitting a loan application to the Kansas Water Office Public Water Supply Loan Fund (KPWSLF) in the amount of \$2,425,000, and schedule a Special Meeting on September 30, 2026 for purposes of holding a project hearing. The motion was seconded by Angel Ramsey and carried 5-0.

B. 309 Main Street Updates & Continuation of Tabled Dilapidation Hearing FILL IN DETAIL

8. New Business

A. Standard Traffic Ordinance Updates

Annually, the City is required to adopt the latest version of the Standard Traffic ordinance for Kansas Cities for the purpose of regulating traffic within the city limits of Towanda.

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Jennifer Watkins made a motion to Adopt Ordinance No. 735 adopting the Standard Traffic Ordinance for Kansas Cities, 53rd Edition, seconded by Drew Shaults. Motion carried 5-0.

B. Uniform Public Offense Code Updates

Annually the City is required to adopt the latest version of the Public Offense Code for the purpose of regulating public offenses within the city limits of Towanda.

Jennifer Watkins made a motion to Adopt Ordinance No.736 adopting the Uniform Public Offense Code for Kansas Cities 42nd Edition, seconded by Drew Shaults. Motion carried 5-0.

C. Ordinance regarding Cereal Malt Beverage Sales

Current City Code controlling Business Regulations for the sale of Cereal Malt Beverages needs to be updated to reflect current State Statutes.

Jennifer Watkins made a motion to Adopt Ordinance No. 737 amending Towanda City Code Chapter 3 Beverages Article 2: Section 3-213(k) to conform with KSA 41-2704, seconded by Kit Williams. Motion carried 5-0.

D. Job Descriptions for Hiring

Job descriptions were presented to Council for approval for two vacant positions on staff. The updated descriptions focus heavily on the qualifications and key abilities that prepare someone to succeed in these roles, with the anticipation that knowledge and skills can be developed through training and experience.

Chris Hunt made a motion to approve the updated job descriptions for Deputy City Clerk/Utility Clerk and General Maintenance Worker I – PT, seconded by Jen Watkins. Motion carried 5-0.

E. Council Priorities

City Administrator Sarah Gooding began presenting a refined priority list for Council, when a request was made to table the discussion until all Council members could be present for it in person.

Jennifer Watkins made a motion to table the discussion, seconded by Kit Williams. Motion passed 5-0.

F. Contract for Support

9. Other Business & Announcements

10. Executive Session

A. Discussions concerning security matters

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Jennifer Watkins made a motion that the Council recess into executive session for 20 minutes for discussions concerning security matters pursuant to the justification listed in K.S. A. 75-4319(b)12. Included in this session will be the Mayor, Council, City Attorney, and City Administrator. The open meeting will resume in the Towanda City Council Room at 9:19 p.m. The motion was seconded by Kit Williams and carried 5-0.

At 9:19 p.m. Jennifer Watkins made a motion to come out of executive session, seconded by Drew Shaults. Motion carried 5-0.

11. Adjourn

At 9:19 p.m., Jen Watkins made a motion to adjourn, seconded by Chris Hunt. The motion carried 5-0.


City Administrator/Clerk