

**The City of Towanda, Kansas  
City Council Meeting Minutes**

**Towanda City Hall  
110 S 3<sup>rd</sup> St.**

**February 8, 2023 at 7:00 PM**

**Governing Body**

**Present**

Council President – Mike Hayes  
Council Member – Kendall Pierce  
Council Member – Darrell White

**Absent**

Mayor – Jennifer Shaults

**Appointed During Meeting**

Council Member – Bill Wolf  
Council Member – Jeff Banks

**Staff**

**Present**

City Administrator – Andy Newbrey  
Planning/Zoning Administrator – Lisa Long  
Fire Chief – T.C. Pyle  
Court Administrator – Rachel Cain

**1. Call To Order**

- Council President Mike Hayes, 7:02pm

**2. Roll Call**

**3. Swearing In New Council Members**

- *Motion by Darrell White to approve the Mayor's appointment of Bill Wolf as council member. Second by Kendall Pierce. Motion carried (3-0).*
- *Motion by Kendall Pierce to approve the Mayor's appointment of Jeff Banks as council member. Second by Darrell White. Motion carried (3-0).*

**4. Approval of Minutes & Claims**

- *Motion by Kendall Pierce to approve the minutes from the January 11, 2023 regular council meeting. Second by Darrell White. Motion carried (5-0).*
- *Motion by Darrell White to approve the minutes from the January 25, 2023 special council meeting as written. Second by Kendall Pierce. Motion carried (5-0).*
- City Administrator Andy Newbrey presented the monthly treasurer's report, budget execution report, and claims report.
- *Motion by Mike Hayes to approve Appropriations Ordinance 01-2023 for the period of January 1, 2023 through January 31, 2023 in the total amount of \$113,573.15. Second by Kendall Pierce. Motion carried (5-0).*

- Andy Newbrey presented Resolution No. 2023-04 regarding the establishment of a cash basis for the city's accounting system for the current year.
- *Motion by Mike Hayes to approve Resolution No. 2023-04 with the following changes: paragraph three, line three changed from "April" to "February" and paragraph three, line five from "2022" to "2023." Second by Kendall Pierce. Motion carried (5-0).*

#### **5. Police & Court Reports**

- No representative from the Sheriff's Department appeared before council in reference to the monthly activity report for the Sheriff's Department.
- Court Administrator Rachel Cain presented the monthly activity report for the Municipal Court.

#### **6. Presentations and Guest Speakers**

- None

#### **7. Public Comment**

- None

#### **8. Planning/Zoning**

- Planning and Zoning Administrator Lisa Long presented the monthly activity report for the Planning and Zoning Department.
- Ms. Long informed council that the city was holding a 10% lien check received from the insurance company of a property that recently had a garage fire. Progress was being pursued by the property owners, and the lien should be released once the property is cleaned per city regulations.
- Ms. Long presented Resolution No. 2023-05 to schedule a hearing before the governing body concerning the dilapidated house at 214 N 3<sup>rd</sup>.
- The property owner briefly addressed the council. Council, staff, and city attorney advised the owner bring a presentation of his intended plans for the property to the hearing. City Attorney Rob Lane also advised the owner contact Ms. Long for any top-priority concern items if he wished to complete any work on the property prior to the hearing.
- *Motion by Kendall Pierce to approve Resolution No. 2023-05 as presented. Second by Darrell White. Motion carried (5-0).*

#### **9. Fire Department**

- Fire Chief T.C. Pyle presented the monthly activity report for the Fire Department.
- Mr. Pyle reminded council of the upcoming annual awards dinner. Mr. Pyle also briefed council on the annual FDIC national conference, as he hopes to be able to send three or four officers this year.
- Mr. Pyle noted that with the upcoming renewal of the fire contract with the Towanda Township, he believes the deadline to request any changes is in April. City Attorney Rob Lane to meet with the City Administrator and Mr. Pyle, with a council workshop to follow if necessary.

- Mr. Pyle requested to move forward on hiring an individual or two to staff the fire station part time. No action required from council.
- Mr. Pyle reminded council of his concerns of the times and location of the school zone on Main St. Discussion ensued. Mike Hayes requested Mr. Pyle refresh his proposal for the next council meeting so any accepted changes could be completed before the beginning of the 2023-2024 school year.
- Mr. Pyle noted that Jeff Reddin has a draft proposal ready. Mr. Pyle will update council once that has been received.

## 10. Maintenance

- Maintenance Worker Mike Rose presented the monthly activity report for the Maintenance Department.
- City Administrator Andy Newbrey briefed council concerning a grant opportunity for the pool through the state's Land and Water Conservation Fund. Discussion ensued.
- Mr. Rose presented a bid to sand blast the pool. Council directed staff to obtain a bid for repairs to mitigate the current water loss before making any decision to sand blast the pool. Mike Hayes requested Mr. Newbrey propose where he would intend to use money from in this year's budget if council decided to sand blast the pool. Council directed Mr. Newbrey to inquire into bids to rubber coat the bottom of the pool.
- Mr. Rose presented a bid for a new mower, as one is drastically needed. Council directed Mr. Rose to obtain at least two more bids and pursue if the maintenance budget could support the cost of a new mower.

## 11. Administration

- City Administrator Andy Newbrey presented a brief update concerning the main meter for Pine Ridge Estates Mobile Home Park. Mr. Newbrey noted that the maintenance department is awaiting the delivery of the Hydrovac to discover the size and types of pipes in order to propose an official cost assessment.
- Mr. Newbrey presented a recommendation for Scot Loyd to be the new city auditor. Discussion ensued regarding the presented bid and proposed contract. Mr. Newbrey noted that he has attempted to obtain more bids for an auditor but has had little success. City Attorney Rob Lane reminded council that the three-bid requirement does not pertain to specialty services, including audits. Mike Hayes requested Mr. Lane review the proposed contract for Scot Loyd before the council make any further decisions.

## 12. Executive Session

- *Motion by Mike Hayes to recess into executive session to discuss non-elected personnel matters for a length of twenty minutes. The session to include the Governing Body, City Administrator, and City Attorney. Second by Kendall Pierce. Motion carried (5-0).*
- Entered into executive session at 9:18pm.
- Resumed open meeting at 9:46pm.
- *Motion by Mike Hayes to extend the executive session to discuss non-elected personnel matters for a length of ten minutes. The session to include the Governing Body, City Administrator, and City Attorney. Second by Bill Wolf. Motion carried (5-0).*

- Entered into executive session at 9:46pm.
- Resumed open meeting at 9:57pm.
- Council requested Zoning Administrator Lisa Long decide if she wished to have the payout of her paid leave built up prior to the new regulations included in the recently-adopted employee handbook paid all within this calendar year or half in this calendar year and half in the next calendar year. Ms. Long to give her decision later to council.

### **13. Items To Consider**

- *No action taken.*

### **14. Adjourn**

- *Motion by Mike Hayes to adjourn at 10:00pm. Second by Kendall Pierce. Motion carried (5-0).*

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Andrew Newbrey  
City Clerk

*Approved the 8<sup>th</sup> day of March 2023 by the City Council, City of Towanda, Kansas.*