

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

Towanda City Hall

110 S 3rd St.

March 8, 2023 at 7:00 PM

Governing Body

Present

Mayor – Jennifer Shaults
Council President – Mike Hayes
Council Member – Darrell White
Council Member – Bill Wolf
Council Member – Jeff Banks

Absent

Council Member – Kendall Pierce

Staff

Present

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

1. Call To Order

- Mayor Jennifer Shaults, 7:04pm

2. Roll Call

3. Approval of Minutes & Claims

- *Motion by Bill Wolf to approve the minutes from the February 8, 2023 regular council meeting. Second by Mike Hayes. Motion carried (4-0).*
- City Administrator Andy Newbrey presented the monthly treasurer's report, budget execution report, and claims report. Mayor Shaults inquired into the maintenance superintendent's name still on a business credit card.
- *Motion by Mike Hayes to approve Appropriations Ordinance 02-2023 for the period of February 1, 2023 through February 28, 2023 in the total amount of \$189,765.38. Second by Bill Wolf. Motion carried (4-0).*

4. Police & Court Reports

- Deferred until after the Planning/Zoning items, no representative from the Sheriff's Department appeared before council in reference to the monthly activity report for the Sheriff's Department. Council discussed the current contract with the Sheriff's Department. City Administrator Andy Newbrey to contact the Sheriff's Department for a meeting to voice the city's concerns and desires with the contract in place.

- Deferred until after the Planning/Zoning items, Court Administrator Rachel Cain presented the monthly activity report for the Municipal Court.
- Mr. Newbrey noted that a study had been conducted in 2010 for the school zones within the city and that the recommendations therein were almost exactly what Fire Chief T.C. Pyle had previously proposed, though no changes were made in response to the study. Mr. Newbrey, Mr. Pyle, and Zoning Administrator Lisa Long to draft a proposal for school zone changes and present it to council next month.
- Mr. Newbrey proposed changing the stop light at Main St. and 3rd St. to a flashing yellow light for East-bound and West-bound traffic. No action taken.

5. Presentations and Guest Speakers

- None

6. Public Comment

- None

7. Planning/Zoning

- Planning and Zoning Administrator Lisa Long presented the monthly activity report for the Planning and Zoning Department, updating council on current permits and construction underway within the city.
- Ms. Long informed council of the recent inspection of the animal pound, items found in need of correction, and plans to correct each.
- Ms. Long requested council grant permission for the curb cut required for the lot split and construction at 630 Main St.
- *Motion by Darrell White to allow a curb cut for the new driveway for 628 Main St. Second by Mike Hayes. Motion carried (4-0).*
- Ms. Long updated council regarding the hold of the insurance lien from the Coble garage fire. With the deadline approaching to return the lien to the property owner or have it forfeited to the city, Ms. Long presented Resolution No. 2023-06 granting city staff authority to clean up debris from the fire-damaged garage located at 514 N 10th if not removed by the March 15, 2023 deadline.
- *Motion by Darrell White to pass Resolution No. 2023-06 as written. Second by Mike Hayes. Motion carried (4-0).*
- As directed by the Planning Commission Board, Ms. Long requested council appoint Christina Englett as a Planning Commission Board alternate.
- *Motion by Darrell white to appoint Christina Englett as a Planning Board alternate. Second by Bill Wolf. Motion carried (4-0).*
- Ms. Long updated council regarding the property on N 4th set for hearing next month.
- Ms. Long reminded council of the April 22, 2023 citywide cleanup day and that the seasonal code enforcement would begin thereafter. Ms. Long and City Administrator Andy Newbrey presented a proposed Land a Truck program to council. Discussion ensued. Darrell White objected upon the program possibly being used by landlords to clean out rental properties (ie their line of business). Mayor Shauls agreed and noted that a clause could be added to exclude that use of the program. Mike Hayes asked about potential liability, if the city's

insurance company would have any issue with the program, and what the actual cost to the city would be. City staff to research those items and bring information back to council.

8. Fire Department

- Fire Chief T.C. Pyle presented the monthly activity report for the Fire Department.
- Mr. Pyle noted that he is still trying to schedule a meeting with Jeff Reddin.
- Mr. Pyle noted that since the fire department does not have a vehicle to run errands for the department, he has used a personal vehicle for hundreds or thousands of miles per year for the last several years to do so. Mr. Pyle would like to consider adding a command vehicle soon for such purposes.
- Mr. Pyle noted that Pumper 6 has been out of service for over a year, and after failed attempts to repair and obtaining bids for repairs, he noted the department will likely rebuild it from scratch.
- Mr. Pyle submitted a bid for additional radios and requested permission to purchase.
- *Mike Hayes authorized Chief Pyle to spend no more than \$11,000 on two APX 6000 radios with all the necessary extras for city and county communication. Second by Jeff Banks. Motion carried (4-0).*
- Mr. Pyle noted his address to the Planning Commission earlier this month concerning certain bottlenecks in the city and his request that board avoid them with any future development.
- Mayor Shauls inquired into the part time staff members. Mr. Pyle replied that he had hired two part time firefighters, both of whom serve on the El Dorado Public Safety Department.

9. Maintenance

- No representative from the Maintenance Department appeared before council in reference to the monthly activity report for the Maintenance Department.
- City Administrator Andy Newbrey presented additional bids for a new mower. Council discussed which fund(s) would provide the finances for the mower.
- *Motion by Bill Wolf to approve the funding of a mower up to \$15,000 with Hoover/Scag in Benton. Second by Mike Hayes. Motion carried (4-0).*
- Mr. Newbrey presented updates on the city pool options for this and upcoming seasons. Discussion ensued. Council directed Mr. Newbrey to keep researching the best option for the upcoming season.

10. Administration

- City Administrator Andy Newbrey presented bids for the installation of the main meter for Pine Ridge Estates Mobile Home Park.
- *Motion by Mike Hayes to approve an amount not to exceed \$15,000 to install one master meter for the Pine Ridge Mobile Home Park. Second by Jeff Banks. Motion carried (4-0).*
- Mr. Newbrey updated council on the status of the city auditor.
- Mr. Newbrey presented a proposal and bids for new city software and a request for two new computers and a new server.
- *Motion by Mike Hayes to authorize the spending of an amount not to exceed \$14,000 to Jayhawk software for utility billing and court software to hopefully be split into three annual*

- payments with each billing entity paying its share based on its percentage of revenue. Second by Jeff Banks. Motion carried (4-0).*
- *Motion by Mike Hayes to approve the bid from The Computer Guy out of Benton, KS not to exceed \$4,110 to replace two city computers and one server. Second by Darrell White. Motion carried (4-0).*

11. Executive Session

- *Motion by Darrell White to recess into executive session to discuss non-elected personnel matters for a length of twenty minutes. The session to include the Governing Body and City Administrator. Second by Bill Wolf. Motion carried (4-0).*
- *Entered into executive session at 10:09pm.*
- *Resumed open meeting at 10:29pm.*
- *Motion by Darrell White to hire Sam French as City Superintendent for \$54,000. Second by Mike Hayes. Motion carried (4-0).*

12. Items To Consider

- *No action taken.*

13. Adjourn

- *Motion by Darrell White to adjourn at 10:30pm. Second by Bill Wolf. Motion carried (4-0).*

Andrew Newbrey
City Clerk

Approved the 12th day of April 2023 by the City Council, City of Towanda, Kansas.