

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

**Towanda City Hall
110 S 3rd St.**

August 10, 2022 at 7:00 PM

Governing Body

Present

Mayor – Jennifer Shaults
Council President – Mike Hayes
Council Member – Kendall Pierce
Council Member – Nicole Vargo
Council Member – Darrell White
Council Member – Holly McAdoo

Staff

City Administrator – Andy Newbrey
City Attorney – Rob Lane
City Superintendent – Rick Kearney
Planning/Zoning Administrator – Lisa Long
Fire Chief – T.C. Pyle
Court Administrator – Rachel Cain

1. Call To Order

- Mayor Jennifer Shaults, 7:02pm

2. Roll Call

3. Approval of Minutes & Claims

- *Motion by Kendall Pierce to approve the minutes from the July 13, 2022 regular council meeting as presented. Second by Mike Hayes. Motion carried (5-0).*
- Mike Hayes questioned two monthly payments made to the Butler County Sheriff's Department.
- *Motion by Holly McAdoo to approve Appropriations Ordinance 7-2022 for July 1, 2022 through July 31, 2022 in the total amount of \$205,190.02. Second by Nicole Vargo. Motion carried (4-1) with Darrell While opposing.*

4. Police & Court Reports

- Captain Walker Andrews appeared before council in reference to the monthly activity report for the Sheriff's Department. Mayor Shaults asked for a summary of the cold case that the Sheriff's Department recently closed. Mayor Shaults briefed council on the CCU's request to remove an inner wall between two interview rooms.
- *Motion by Mike Hayes to allow the modification of one wall in the Towanda Police Department building with the requirement that the City Inspector sign off upon completion. Second by Kendall Pierce. Motion carried (5-0).*
- Court Administrator Rachel Cain presented the monthly activity report for the Municipal Court. No questions from council.

- Ms. Cain presented the annual Standard Traffic Ordinance and Uniform Public Offense Code adoption ordinances.
- *Motion made by Kendall Pierce to approve Ordinance No. 702 for the annual Standard Traffic Ordinance adoption. Second by Mike Hayes. Motion carried (5-0).*
- *Motion made by Nicole Vargo to approve Ordinance No. 703 for the annual Uniform Public Offense Code adoption. Second by Darrell White. Motion carried (5-0).*

5. Public Comment

- Towanda resident Kit Williams requested blinds or curtains be added to the council room doors due to the brightness of the setting sun.
- Towanda resident John Bardin conveyed his appreciation that the City Administrator personally checked into an issue brought before council last month. Mr. Bardin also inquired into the code enforcement department, asking if an assistant might be needed to keep up with the load of that department. Mr. Bardin also presented a concern regarding trash polycarts that residents leave at the curb all week and not returned to the house after trash pick-up day, as well as overfull carts littering trash down the streets. Council, staff, and the City Attorney discussed the matter and will research current regulations and will bring additional regulation recommendations before council next month. Mr. Bardin lastly requested that a private office be used for any heightened disagreements instead of in the public meeting like that which occurred last month.

6. Treasurer's Report

- City Administrator Andy Newbrey presented the monthly treasurer's report. Mr. Newbrey requested council add Paul Erickson, City Treasurer, as a check signer.
- *Motion made by Mike Hayes to add Paul Erickson as an authorized check signer of the City's account at Vintage Bank. Second Kendall Pierce. Motion Carried (5-0).*

7. Planning/Zoning

- Planning and Zoning Administrator Lisa Long presented the monthly activity report for the Planning and Zoning Department.
- Ms. Long noted the paperwork submitted from Pine Ridge for an additional twelve water and sewer lines. Discussion ensued about large number of code violations in the Pine Ridge mobile home park and possible resolutions.
- Ms. Long noted the upcoming Planning Board hearings and that multiple inspections at the school will be completed before school starts.

8. Fire Department

- Fire Chief T.C. Pyle presented the monthly activity report for the Fire Department.
- Mr. Pyle noted the recent news story conducted by the local KSN station.
- Guest Jeff Redmond presented an update on his discussions with local agencies within the last month. Kendall Pierce asked if Mr. Redmond's services included grant research and writing, to which Mr. Redmond responded that they do not. Nicole Vargo asked if Mr. Redmond's services including launching communications to the public, to which Mr. Redmond responded that they do not, though he would provide guidance for message preparations. Mayor Shaults inquired into the time frame for proposal completion and what the first steps of the process would look like. Mr. Redmond noted he expects his proposal to take three months, though if it is not completed in that time, he will continue until the proposal is completed.

- *Motion by Nicole Vargo to approve the hiring of Red AI Marketing to propose the fire and emergency services facility in the amount of \$10,000.00. Second by Kendall Pierce. Motion carried (5-0).*

9. Maintenance

- City Superintendent Rick Kearney presented the monthly activity report for the Maintenance Department. Mr. Kearney updated council on the completion and inspection of the library playground as well as the completion of the pool parking lot. Mr. Kearney also noted that his crew performed maintenance on the other wooden playset at the library and added sand around it.
- Mr. Kearney presented two bids for a new air conditioner at the Community Building. Mr. Kearney and council discussed prices, power ratings, warranties, and possible discount if done during winter season.
- *Motion by Kendall Pierce to approve Carlisle to replace the air conditioner furnace in the Community Building for the price of \$9,212.45. Second by Nicole Vargo. Motion carried (5-0).*
- Mr. Kearney presented information about maintenance and repair for Clay Hill Rd. The maintenance department could patch the main area of concern with five inches of asphalt, geogrid, and crushed concrete for about \$6,000. Mr. Kearney presented a bid from Pearson Construction for a complete replacement of Clay Hill Rd. between Hunter Rd. and 6th St. for about \$253,000, which would be expected to last 12- 15 years. Council discussed options of how that could be paid for in the future.
- *Motion made by Mike Hayes to approve the city maintenance department to patch the major holes and divots in Clay Hill Rd. at a cost to not exceed \$7,000.00. Second by Darrell White. Motion carried (5-0).*
- Mr. Kearney presented his intention to gravel the asphalt on Highland St. between 10th St. and 11th St. until full repair can be completed.
- Mr. Kearney presented a bid from Paulino for a 45-foot concrete flume for the ditch along 5th St., south of Mechanic St., that Towanda resident, John Bardin, brought before council at the previous two meetings. Darrell White questioned the type of wire meshing and concrete mix included in the bid, as the bid did not say. Council requested City staff obtain those answers and bring a clarified bid next month.

10. Administration

- City Administrator Andy Newbrey noted that the Haverhill special needs school plans to move to the Towanda Intermediate School with those classes now moved to the expanded Towanda Primary School location.
- Mr. Newbrey and Rachel Cain presented information about an upcoming update for the City's website.
- Mr. Newbrey and Lisa Long presented an ordinance to clean up a previous water ordinance, including a couple of additions. Kendall Pierce voiced his concern with certain added language regarding the City Administrator's authority to waive a non-payment fee. Council discussed the language, authority, and checks and balances of the department.
- *Motion made by Mike Hayes to approve Ordinance No. 704 as presented. Second by Nicole Vargo. Motion carried (4-1) with Kendall Pierce opposing.*
- Mr. Newbrey and Lisa Long presented a resolution to clean up a previous water rate resolution, noting no change to the water rate but that it simply cleaned up redundancies and incorrect policies.

- *Motion made by Kendall Pierce to approve Resolution No. 2022-04 as presented. Second by Nicole Vargo. Motion carried (5-0).*
- Mr. Newbrey presented information on delinquent utility accounts, upcoming policy changes, and his intention to issue utility process letters to all consumers, including an upcoming payment plan process for active accounts delinquent more than thirty days. Nicole Vargo questioned the auto draft accounts and if any balance building up in those accounts is in the delinquent balances.
- Mr. Newbrey updated council on the water contract with Rural Water District #5, which is still in negotiations. He hopes it will be ready for council's review next month.
- Mr. Newbrey tabled discussion on Front Desk Proposal until a later meeting.

11. Executive Session

- *Motion by Kendall Pierce to recess into executive session for a non-elected personnel matter for a length of thirty minutes. The session to include the Governing Body, City Administrator, and City Attorney. Second by Holly McAdoo. Motion carried (5-0).*
- Entered into Executive Session at 9:39pm.
- Resumed open meeting at 10:19pm.

12. Motions To Consider

- *No additional.*

13. Adjourn

- *Motion by Mike Hayes to adjourn at 10:20pm. Second by Kendall Pierce. Motion carried (5-0).*

Andrew Newbrey
City Clerk

Approved the 14th day of September 2022 by the City Council, City of Towanda, Kansas.