

City of Towanda
Council Meeting

February 9, 2022

Mayor Jennifer Shaults opened the council meeting at 7:03pm.

In attendance were Mayor Jennifer Shaults; Council President Mike Hayes; Council Members Nicole Vargo and Darrell White. Also in attendance were City Attorney Rob Lane, Interim City Administrator Paul Erickson, and Acting City Clerk Rachel Cain.

The minutes from the January 26, 2022 council meeting were discussed. A motion was made by Darrell White to approve the minutes. Second by Nicole Vargo (3-0).

Motion was made by Nicole Vargo to approve Appropriations Ordinance 01A-2022 in the amount of \$111,748.24. Second by Mike Hayes (3-0).

During Public Comment, a citizen commented about the feral cat issue. Discussion pursued about the requirements for the City if it were to govern cats. No action taken.

Deputy Tom Moore presented the monthly report of Sheriff's activities. Deputy Moore noted that of the several of new deputies in the academy, Towanda will be receiving three, with two of the current Towanda deputies moving to the road crew. Deputy Moore should return to active duty on Monday after a medical release. No further questions from council.

Court clerk Rachel Cain presented the monthly municipal court report and the annual municipal court report for 2021. No questions from council.

Lisa Hamilton presented the monthly activity report for the Planning and Zoning Department, including the renewing of more annual contractor licenses and more mobile homes being moved into Pine Ridge Estates. Paul Erickson questioned Ms. Hamilton about the properties that had failed the block tie inspections. Ms. Hamilton noted all of those fails had since passed. Ms. Hamilton noted that the permit for the new primary school addition was close to being pulled. Council inquired about Jack Perry's case, to which Ms. Hamilton responded that it had been continued to the next month for her to provide Mr. Perry with pictures of exact items still in noncompliance.

Fire Chief TC Pyle presented the monthly activity report for the Fire Department. Mr. Pyle provided council with details of an upcoming recognition ceremony for the volunteer firefighters. Mike Hayes and Jennifer Shaults inquired as to if Mr. Pyle had ever had an engineer review the current fire department/city hall building to be revamped for full fire department use. Mr. Pyle recalled one previous review that provided a higher price than an entire new building. Mayor Shaults requested Mr. Erickson speak with Matt Engels to see if he has any recollection or documentation of that.

Interim City Administrator Paul Erickson presented the monthly activity report for the Maintenance Department, as City Superintendent Rick Kearney was absent, including the moving of records for sorting and destruction. Mike Hayes inquired about the records required to be retained and the space needed for storage. Mr. Erickson provided estimated dimensions of storage space, noting the basement of the community building had plenty of space for them. Council inquired about the elemental safety of the location, to which Mr. Erickson responded it was quite sufficient.

Interim City Administrator Paul Erickson presented the Treasurer's Report, noting that it is still only a preliminary report as staff adjustments and auditor adjustments have not yet been completed.

Interim City Administrator Paul Erickson presented additional information regarding the community building's dilapidated windows that had been requested by council at the last meeting. Mr. Erickson noted that Engels' bid was primarily lower as it was to replace only the three lower windows, not all six, which the Butler Home Improvements bid had included. Mr. Erickson presented an additional bid obtained from Morrow Exteriors & Glass LLC, noting that their bid also only included replacement for the bottom three windows as well. Nicole Vargo inquired as to why that was. Mr. Erickson replied that Morrow had determined that the top windows did not need to be replaced at this time before submitting their bid. Motion made by Darrell White to approve the bid for Morrow Exteriors & Glass LLC in the amount of \$3,456.68 for replacement of the community building windows. Second by Nicole Vargo (2-1, Mike Hayes opposed).

Interim City Administrator Paul Erickson presented the ability for the city software to offer electronic billing for an additional rate of \$100/year. Council discussed the topic and directed Mr. Erickson to proceed with adding the feature.

Motion made by Nicole Vargo to enter into executive session for five minutes to discuss non-elected personnel and to include Mayor, Council, Interim City Administrator, City Attorney, and Acting City Clerk. Second by Darrell White (3-0).

Mayor Jennifer Shaults called the meeting into executive session at 7:59pm.

Mayor Jennifer Shaults called the meeting back into regular session at 8:15pm.

Motion made by Mike Hayes to raise the hourly wage of Rylan Rose to \$13.00/hour and Mike Rose to \$15.00/hour effective immediately. Second by Nicole Vargo (3-0).

Motion made by Mike Hayes to adjourn at 8:17pm. Second by Nicole Vargo (3-0).

Rachel Cain
Acting City Clerk