

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

**Towanda City Hall
110 S 3rd St.
September 14, 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 – Holly McAdoo

Absent

Council Member – Darrell White

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

Revenue Neutral Rate Hearing

1. Call To Order

- Mayor Jennifer Shaults, 7:04pm

2. Roll Call

3. Public Comment

- No public comment
- Mayor Jennifer Shaults read the proposed resolution aloud.

4. Roll Call Vote

- *Motion by Mike Hayes to approve Resolution No. 2022-05 regarding the City's intention to levy a property tax rate exceeding the revenue neutral rate. Second by Kendall Pierce. Holly McAdoo (Yae), Nicole Vargo (Yae), Mike Hayes (Yae), Kendall Pierce (Yae). Motion carried (4-0).*

5. Adjourn

- Mayor Jennifer Shaults, 7:08pm

Budget Hearing

1. Call To Order

- Mayor Jennifer Shaults, 7:08pm

2. Roll Call

3. Discussion/Public Comment

- No discussion or public comment

4. Roll Call Vote

- *Motion by Kendall Pierce to approve the proposed 2023 budget for the City of Towanda as presented. Second by Nicole Vargo. Holly McAdoo (Yae), Nicole Vargo (Yae), Kendall Pierce (Yae), Mike Hayes (Yae). Motion carried (4-0).*

5. Adjourn

- Mayor Jennifer Shaults, 7:12pm

Regular Council Meeting

1. Call To Order

- Mayor Jennifer Shaults, 7:12pm

2. Roll Call

3. Approval of Minutes & Claims

- *Motion by Kendall Pierce to approve the minutes from the August 10, 2022 regular council meeting as presented. Second by Nicole Vargo. Motion carried (4-0).*
- *Motion by Nicole Vargo to approve Appropriations Ordinance 8-2022 for August 1, 2022 through August 31, 2022 in the total amount of \$151,955.15. Second by Mike Hayes. Motion carried (4-0).*
- Mike Hayes requested Andy Newbrey begin providing a monthly budget status report. Mr. Newbrey replied that that provision was already in the works and that staff will begin providing a budget executed report monthly.

4. Certification Presentation

- Certificate presented to Deputy City Clerk Cami Jones by Dr. Melissa Walker, Ph.D. Director, Hugo Wall School of Public Affairs and Dr. Mercy Umeri, Coordinator of the MiniMPA program for Ms. Jones' completion of Wichita State's MiniMPA.

5. Police & Court Reports

- Deputy Danninger 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. Public Comment

- No public comment.

7. Treasurer's Report

- City Administrator Andy Newbrey presented the monthly treasurer's report.
- Mike Hayes questioned what funds might be needed to complete the fiscal year. Mr. Newbrey noted he believed the remaining county tax distribution and sales tax revenue should carry the city through the end of the fiscal year.
- Mike Hayes inquired into the fuel tax and sales tax from Jumpstart.

8. Planning/Zoning

- Planning and Zoning Administrator Lisa Long presented the monthly activity report for the Planning and Zoning Department.
- Ms. Long noted that the school's Phase I has passed all inspections and that the code enforcement list for Pine Ridge had drastic improvements within the last month. Andy Newbrey noted the staff's plan for monthly meetings with the Pine Ridge managers which should continue to help in that department.
- City resident questioned if the city could bill tenant bad debt to the landlord/park.
- Mike Hayes inquired if the city could increase the connection fee to help offset the frequent bad debts left by those tenants. Mr. Hayes also questioned if a contract could be drafted for the park to pay a guarantee up to a specific amount if a tenant defaults. Andy Newbrey and Rob Lane to research options and will present best options to council.
- Ms. Long presented Ordinance No. 705 regarding waste disposal regulations.
- *Motion by Kendall Pierce to approve Ordinance No. 705 as presented. Second by Nicole Vargo. Motion carried (4-0).*

9. Fire Department

- Fire Chief T.C. Pyle presented the monthly activity report for the Fire Department.
- Jennifer Shaults recommended Circle's work study program for possible assistance. Kendall Pierce suggested sponsorship or donation opportunities at the high school football games.

10. Maintenance

- City Superintendent Rick Kearney presented the monthly activity report for the Maintenance Department, including an update on Clay Hill repairs, ditch cleaning, and crosswalk painting.
- Mr. Kearney provided an update on the Paulino bid presented at last month's meeting.
- *Motion by Mike Hayes to approve Paulino Sigala to repair the drainage ditch at 5th St. and Mechanic St. using 4,000 PSI mix, ½" rebar, and finished concrete in the amount of \$4,160.00. Second by Kendall Pierce. Motion carried (4-0).*
- Jennifer Shaults presented a plaque to Mr. Kerney for his longevity of service.

11. Administration

- City Administrator Andy Newbrey provided a brief update on the internal audit and internal utility billing audit process.
- Mr. Newbrey presented the water contract for approval. Mike Hayes inquired as to Rob Lane's review and opinion of the contract.

- *Motion by Mike Hayes to accept the Water Purchase Contract as presented and to approve Resolution No. 2022-06 as presented, accepting the city administrator's recommended water rate increase to customers accordingly, to be effective with the November 5, 2022 billing. Second by Kendall Pierce. Motion carried (4-0).*
- Mr. Newbrey provided a brief summary of plans to update the council room décor.

12. Executive Session

- *Motion by Mike Hayes to recess into executive session for a non-elected personnel matter for a length of twenty minutes. The session to include the Governing Body, City Administrator, and City Attorney. Second by Holly McAdoo. Motion carried (4-0).*
- Entered into Executive Session at 8:50pm.
- Resumed open meeting at 9:03pm.
- *Motion by Mike Hayes to remove Rick Kearney's name from any city credit obligations or cards and add Shay Leru, effective Mr. Kearney's final day. Second by Holly McAdoo. Motion carried (4-0).*

13. Items To Consider

- Andy Newbrey noted plans to revamp the employee handbook.
- Andy Newbrey noted the December 31, 2024 deadline for ARPA fund use and a few prospects for those funds.
- Andy Newbrey noted the October 16, 2024 due date of the lead and copper line inventory for the state requirement. Council directed Rick to have Shay research options for the lead and copper line inspections and report back to council.

14. Adjourn

- *Motion by Mike Hayes to adjourn at 9:24pm. Second by Kendall Pierce. Motion carried (4-0).*

Andrew Newbrey
City Clerk

Approved the 12th day of October 2022 by the City Council, City of Towanda, Kansas.