

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

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

**January 11, 2023 at 7:00 PM**

**Governing Body**

**Present**

Mayor – Jennifer Shaults  
Council President – Mike Hayes  
Council Member – Kendall Pierce  
Council Member – Darrell White

**Absent**

Council Member – Nicole Vargo

**Vacant**

Council Member Seat

**Staff**

**Present**

City Administrator – Andy Newbrey  
City Superintendent – Shay LaRue  
Planning/Zoning Administrator – Lisa Long  
Court Administrator – Rachel Cain

**1. Call To Order**

- Mayor Jennifer Shaults, 7:08pm

**2. Roll Call**

**3. Approval of Minutes & Claims**

- *Motion by Kendall Pierce to approve the minutes from the December 14, 2022 regular council meeting. Second by Darrell White. Motion carried (3-0).*
- City Administrator Andy Newbrey presented the monthly treasurer's report, budget execution report, and claims report. Mr. Newbrey noted the low balance in the general fund would soon be increased by tax distribution from the county as well as monthly sales tax revenue.
- *Motion by Kendall Pierce to approve Appropriations Ordinance 12-2022 for the period of December 1, 2022 through December 31, 2022 in the total amount of \$111,171.28. Second by Mike Hayes. Motion carried (3-0).*

**4. 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. Kendall Pierce inquired into a dog at large/domestic incident listed on the Sheriff's report. City Administrator Andy Newbrey answered his belief of the referenced incident.

**5. Presentations and Guest Speakers**

- Towanda Public Library Director Cole Everhart and Towanda Public Library Board Vice President Quintin Sage presented a report regarding the library's deteriorating roof and requested a release from the council to control the replacement of the roof, including selecting the roofing company

and type of new roof. The Towanda Public Library Board will cover costs of the replacement up to their available funds of \$37,000.00.

- *Motion by Kendall Pierce to approve the Towanda Public Library Board's roof proposal for the replacement of their roof. Second by Darrell White. Motion carried (3-0).*

## **6. Public Comment**

- Towanda resident Grant Smith asked if there was a trash disruption yesterday, as his recycle was picked up very late and his trash had not been picked up at all. Council and city staff responded with only an awareness that the recycle truck had broken down at some point in the day at that a fill-in trash driver that day may have caused some delay.

## **7. Planning/Zoning**

- Planning and Zoning Administrator Lisa Long presented the monthly activity report for the Planning and Zoning Department.
- Ms. Long presented Ordinance No. 708 regarding an increase to the size of carports allowed within the city limits, as many variance requests had been submitted to the Planning Commission in recent years.
- *Motion by Darrell White to approve Ordinance No. 708 regarding the size of car ports. Second by Kendall Pierce. Motion carried (3-0).*
- Ms. Long presented the situation of a dilapidated house at 214 N 3<sup>rd</sup>, pictures of the property, her statement as the enforcing officer, and an associated resolution to establish a hearing before the governing body regarding the unsafe or dangerous status of the structure.
- Mike Hayes asked if costs of the required publication and proceedings can be assessed to the property. City Attorney Rob Lane affirmed that they can be.
- *Motion by Mike Hayes to approve Resolution No. 2023-01 allowing City Zoning Officer to publish notice of hearing regarding the property at 214 N 3<sup>rd</sup>, Towanda, KS with regard to the status of the structure. Second by Darrell White. Motion carried (3-0).*

## **8. Fire Department**

- Fire Chief T.C. Pyle was absent.
- City Administrator noted he had inquired about Jeff Reddin's progress, and Mr. Pyle intends to speak with him next week.

## **9. Maintenance**

- City Superintendent Shay LaRue presented the monthly activity report for the Maintenance Department.
- Mr. LaRue requested permission to remove the two remaining pine trees at the pool/ball field location. Council okayed. Jennifer Shaults requested other trees be put in their place for the beneficial shade previously provided.
- Mr. LaRue requested the intersection of 3<sup>rd</sup> St. and Main St. be a top priority in upcoming street maintenance as the maintenance department had issues with recent snow removal.
- Mr. LaRue presented an annual activity report for the Maintenance Department. Mike Hayes asked if there was a way to assess when larger pieces of equipment and trucks would need to be budgeted in for replacement. Mr. Hayes asked for an assessment within the first quarter of the year, before the 2024 budget process begins.
- Jennifer Shaults noted her belief that hydrants should be a top priority of the maintenance department. Mr. LaRue replied that all hydrants are functional to fight fires, it is just that the ones listed for maintenance are low in the ground or have lower water pressure.

## 10. Administration

- City Administrator Andy Newbrey presented Version 1.2.2023 of the Employee Handbook and an associated ordinance for adoption. City Attorney Rob Lane noted one clerical correction on page 24. Mr. Lane also recommended the handbook be adopted by resolution every year and that all employees sign an acknowledgment every year, even if no changes are made to the handbook.
- *Motion by Kendall Pierce to approve Ordinance No. 709 to establish Version 1.2.2023 of the Employee Handbook. Second by Mike Hayes. Motion carried (3-0).*
- Mr. Newbrey presented the updated program regarding one meter for mobile home parks and an associated ordinance and resolutions.
- *Motion by Darrell White to approve Ordinance No. 710 as written. Second by Kendall Pierce. Motion carried (3-0).*
- *Motion by Darrell White to approve Resolution No. 2023-02 as written. Second by Mike Hayes. Motion carried (3-0).*
- *Motion by Kendall Pierce to approve Resolution No. 2023-03 to establish metered sales of water for the City of Towanda as presented and corrected. Second by Mike Hayes. Motion carried (3-0).*
- *Motion by Kendall Pierce to amend his previous motion of the adoption of Resolution No. 2023-03 as corrected and to include an effective date of April 1, 2023. Second by Darrell White. Motion carried (3-0).*
- Mr. Newbrey presented information regarding his discovery of balance discrepancies between the city's audit report and two separate reports generated by the city's accounting software. Mr. Newbrey informed council he will be inquiring about this with the auditor at a meeting tomorrow. Mr. Newbrey also presented his recommendation to change software's leaving the city's current gWorks/SimpleCity software and switching to QuickBooks for the city's accounting and payroll needs and other interfacing software for utilities, cemetery, court, and any other needs. Mr. Newbrey presented his desire of making those changes effective January 1, 2024. Council directed Mr. Newbrey to update them with any answers received from the auditor and to continue research into replacement software.
- Mr. Newbrey presented a few initial ideas for trees to plant downtown for information purposes only.

## 11. Executive Session

- *None*

## 12. Items To Consider

- *No action taken.*

## 13. Adjourn

- *Motion by Mike Hayes to adjourn at 9:02pm. Second by Darrell White. Motion carried (3-0).*

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Andrew Newbrey  
City Clerk

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