

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

**Towanda City Hall
110 S 3rd St.
October 12, 2022 at 7:00 PM**

Governing Body

Present

Mayor – Jennifer Shaults
Council Member – Kendall Pierce
Council Member – Nicole Vargo
Council Member – Darrell White

Absent

Council President – Mike Hayes
Council Member – Holly McAdoo

Staff

City Administrator – Andy Newbrey
City Attorney – Rob Lane
City Superintendent – Shay LaRue
Planning/Zoning Administrator – Lisa Long
Fire Chief – T.C. Pyle

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 September 14, 2022 regular council meeting as presented. Second by Nicole Vargo. Motion carried (3-0).*
- City Administrator Andy Newbrey presented the monthly treasurer's report.
- *Motion by Kendall Pierce to approve Appropriations Ordinance 9-2022 for September 1, 2022 through September 30, 2022 in the total amount of \$200,603.68. Second by Nicole Vargo. Motion carried (3-0).*

4. Museum Report & Presentation

- City Administrator Andy Newbrey presented a quarterly update for the Towanda Area Historical Museum, including the beginning of a quarterly newsletter, the upcoming Christmas at the Museum event, and repairs needed for the front windows of the building. Maintenance to perform repairs for the windows.
- Mayoral Proclamation for Volunteers of the Year presented for Val Hind, Marilyn Luszczak, and Tricia Lee.

5. Police & Court Reports

- Deputy Danninger appeared before council in reference to the monthly activity report for the Sheriff's Department. Discussions ensued regarding Pine Ridge security and utility options.

- City Attorney Rob Lane presented the monthly activity report for the Municipal Court.

6. Public Comment

- Towanda resident John Bardin inquired about the current water rate differences between city residents and bulk water purchases. Mr. Bardin also inquired into a code enforcement concern on S 6th St.
- Towanda resident Drew Shaults inquired into the aging Towanda sign outside the high school and options to refurbish it.

7. Planning/Zoning

- Planning and Zoning Administrator Lisa Long presented the monthly activity report for the Planning and Zoning Department.
- Ms. Long noted that she intends to bring a request to council next month to change the City's official newspaper, if possible, in order to help with zoning publication timelines.
- Ms. Long noted that the property owner of a garage-only property conveyed interest in adding a shed to the property for a bathroom and utility purposes. Council agreed that it would not be allowed per code, though the owner could possibly pursue adding such to the established garage.
- Ms. Long presented David Anderson's request to remove a sidewalk in front of his property. Council agreed that there was no issue in allowing that.
- Ms. Long asked for guidance regarding certain downtown buildings owned by Perry Jones that were being used for storage outside of a conditional use allowance previously granted by the Zoning Board. Council directed Ms. Long to enforce the valid codes that pertained to the situation.
- City Administrator Andy Newbrey briefed council on staff wishes to fully partition off Ms. Long's work area as a distinct office. Options were discussed. Council directed city staff to move forward on drafting plans.

8. Fire Department

- Fire Chief T.C. Pyle presented the monthly activity report for the Fire Department.
- Mr. Pyle presented issues with an overhead door in the fire department building along with a bid from Reddi Overhead Door.
- *Motion by Darrell White to have Reddi Overhead Door repair the firehouse door for \$3,081.00. Second by Kendall Pierce. Motion carried (3-0).*
- Mr. Pyle presented updates on certain grants, including a desire to purchase ten pairs of coveralls with matching grant funds.
- *Motion by Darrell White to have T.C. Pyle purchase ten pairs of coveralls for \$2,300.00. Second by Nicole Vargo. Motion carried (3-0).*
- Mr. Pyle noted personal and practical concerns with the school zone on Main St. Discussion ensued. Further considerations to be made.

9. Maintenance

- City Superintendent Shay LaRue presented the monthly activity report for the Maintenance Department, including pool winterization, flooring in the senior center, ditches, library flatwork, hydrant assessments, bids for additional Clay Hill patches, and upcoming winter projects.
- City Administrator Andy Newbrey presented an updated contact list for KDHE.
- *Motion by Nicole Vargo to update the contact list as printed. Second by Kendall Pierce. Motion carried (3-0).*

- Mr. Newbrey presented updates concerning the State's upcoming lead and copper survey.
- Mr. Newbrey and Mr. LaRue detailed information about quests for a hydrovac as well as current vehicles and equipment that are in poor condition or infrequently used that might be sold to cover part or all of the cost of a hydrovac.
- Mr. Newbrey noted that he had an analysis of the radio-read meters he would be sending out to council before the next meeting.

10. Administration

- City Administrator Andy Newbrey noted the need for updates in the employee handbook and that a workshop would be conducted in the next couple of weeks to discuss certain issues therein.
- Mr. Newbrey noted that the interior walls of the community building needed new paint. Council directed maintenance to complete that during down time in the winter.
- Mr. Newbrey noted that the number of utility bill delinquencies had dropped and that several payment plans had been established for residents with large balances.
- Mr. Newbrey presented information regarding donations to the spring After Prom event and the upcoming city Trunk or Treat event.
- *Motion by Nicole Vargo to donate \$100.00 to the After Prom event. Second by Darrell White. Motion carried (3-0).*
- *Motion by Kendall Pierce to spend \$250.00 for candy for the Trunk or Treat event. Second by Nicole Vargo. Motion carried (3-0).*

11. Executive Session

- *Motion by Kendall Pierce to recess into executive session for a non-elected personnel matter for a length of fifteen minutes. The session to include the Governing Body, City Administrator, and City Attorney. Second by Darrell White. Motion carried (3-0).*
- Entered into executive session at 10:02pm.
- Resumed open meeting at 10:26pm.
- *Motion by Darrell White to increase Shay LaRue's salary to \$45,000.00 per year effective the next paycheck. Second by Nicole Vargo. Motion carried (3-0).*

12. Items To Consider

- None

13. Adjourn

- *Motion by Nicole Vargo to adjourn at 10:28pm. Second by Kendall Pierce. Motion carried (3-0).*

Andrew Newbrey
City Clerk

Approved the 9th day of November 2022 by the City Council, City of Towanda, Kansas.