

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

**Towanda City Hall  
110 S 3<sup>rd</sup> St.  
June 14, 2023 at 7:00 PM**

**Governing Body**

**Present**

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

**Absent**

Council Member – Jeff Banks

**Staff**

**Present**

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

**1. Call To Order**

- Mayor Jennifer Shaults, 7:07pm

**2. Roll Call**

**3. Approval of Minutes & Claims**

- *Motion by Kendall Pierce to approve the minutes from the May 10, 2023 regular council meeting. Second by Mike Hayes. Motion carried (4-0).*
- City Administrator Andy Newbrey presented the monthly claims report. Mr. Newbrey noted that the consolidation between the accounting softwares should be completed next month, and he will provide the treasurer's reports for the previous months at that time. Mike Hayes questioned if there had been an upfront fee for QuickBooks. Mr. Newbrey replied no, that it is only a monthly subscription.
- *Motion by Kendall Pierce to approve Appropriations Ordinance 05-2023 in the total amount of \$94,908.31. Second by Bill Wolf. Motion carried (4-0).*

**4. Police & Court Reports**

- Court Clerk Rachel Cain presented the monthly activity report for the Municipal Court.
- No representative from the Sheriff's Department was present in reference to the monthly activity report for the Sheriff's Department.

## 5. Presentations and Guest Speakers

- None

## 6. Public Comment

- Towanda Postmaster Darren Berryman updated council regarding possible changes occurring at the Towanda post office subsequent of other office changes within the state. He will return to brief council if any decisions are made.
- City resident Kurt Reeves inquired as to if the city has a 3–5-year plan in place. City Administrator Andy Newbrey and Mayor Shaults responded with current work to identify and prioritizing items to solidify a certain year plan. Mr. Reeves also noted he feels the city has targeting him and other business owners. City staff, council, and the mayor responded.
- City business owner Nicole Mandina inquired into the process of repairing lights along the highway. Ms. Mandina also inquired into the firework discharge schedule for the July 4<sup>th</sup> holiday. City will post the schedule once established.
- City resident Grant Smith noted he had previously requested blockades for a July 4<sup>th</sup> street party and asked if he could apply for the same this year. Council and staff responded that without a current application process, a gathering should be fine as long as emergency personnel can get through.

## 7. Planning/Zoning

- Planning and Zoning Administrator Lisa Long presented the monthly activity report for the Planning and Zoning Department. Mike Hayes asked what a “consult” meant. Ms. Long responded that it was a consult with the City Inspector by a property owner or contractor.
- Ms. Long updated council regarding the dilapidated structure at 214 N 3<sup>rd</sup>. The property owners have demolished the building and removed most of the debris, so no city action has been required thus far.
- Ms. Long noted that she will initially address the worst properties throughout town concerning code enforcement before working through the city zones.
- Mike Hayes inquired into the procedure for how an item is placed on the Planning Commission agenda. Mr. Hayes asked which meeting the Kurt Reeves item was tabled to and how Mr. Reeves was informed.

## Fire Department

- Fire Chief T.C. Pyle presented the monthly activity report for the Fire Department.
- Mr. Pyle noted that the recent Family Fun Day had a good turnout.
- Mike Hayes and Bill Wolf questioned the status of trucks.
- Mr. Pyle noted that he had met with Jim Reddin yesterday. Mr. Reddin has determined he is unable to provide Towanda Fire Rescue with an adequate report compared to all of the research the department has already conducted and will not charge for any services previously rendered. Council established July 19, 2023 at 6:00pm for a workshop to formulate a written plan for the department’s desire for a new station.

## 8. Maintenance

- Superintendent Sam French presented the monthly activity report for the Maintenance Department.
- Mr. French provided a list of major projects to complete by the end of 2023.
- Mr. French requested action from council regarding the proposed radio read water meters so he can plan the lead/copper survey around such installations. Darrell White expressed his concern regarding 4G to 5G upgrades. Mr. French and Administrator Andy Newbrey will confirm in hopes of a possible motion next month.
- City resident Kit Williams inquired into any updates for Pool Rd. Mr. French responded that the last bid to pave Pool Rd. from 6<sup>th</sup> St. to River Valley Rd. totaled \$800,000 and that the bid was several years old now.

## 9. Administration

- City Administrator Andy Newbrey presented a proposal to renovate the old gas station building at 322 Main St. into city hall offices. After discussion, council directed Mr. Newbrey to present costs for remodeling the current office building at the next meeting.
- A representative from Lange Real Estate briefed council on propositions for the land north of the lagoons for residential housing. The proposal requested the city donate the land to Lange Real Estate to provide development for an estimated thirty duplexes and thirty single-family homes. Discussion ensued. Council will consider the proposal and directed Lange Real Estate continue discussions with Mr. Newbrey.
- Mr. Newbrey noted that the Waste Connections contract is renewing soon. Council directed Mr. Newbrey to research additional bids for waste disposal.
- Mr. Newbrey updated council regarding unresolved issues with the city's auditor. Mr. Newbrey will now move forward with obtaining Scot Loyd as the city's new auditor.
- Mr. Newbrey briefed council on the city's need for a Housing Needs Assessment and requested council review the proposed bid to hire WSU to create the assessment. Council to possibly make a motion on item next month.

## 10. Executive Session

- *Motion by Mike Hayes to recess into executive session to discuss non-elected personnel matters for a length of thirty minutes. The session to include the Mayor, Governing Body, City Administrator, and City Attorney. Second by Kendall Pierce. Motion carried (3-0, with Darrell White abstaining).*
- Entered into executive session at 9:20pm.
- Resumed open meeting at 9:55pm.

## 11. Items To Consider

- *No action taken.*

## 12. Adjourn

- *Motion by Mike Hayes to adjourn at 9:55pm. Second by Bill Wolf. Motion carried (4-0).*

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Andrew Newbrey  
City Clerk

*Approved the 12<sup>th</sup> day of July 2023 by the City Council, City of Towanda, Kansas.*