

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

**Towanda City Hall
110 S 3rd St.
April 12, 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
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, 7:04pm

2. Roll Call

3. Approval of Minutes & Claims

- *Motion by Kendall Pierce to approve the minutes from the March 8, 2023 regular council meeting. Second by Darrell White. Motion carried (5-0).*
- City Administrator Andy Newbrey presented the monthly treasurer's report, budget execution report, and claims report. Bill Wolf asked if trend graphs for all line items or at least large or recurring items could be provided. Mike Hayes inquired into the two payouts to the Sheriff's Department LEO for deputy coverage for March. Mr. Newbrey will investigate.
- *Motion by Kendall Pierce to approve Appropriations Ordinance 03-2023 for the period of March 1, 2023 through March 31, 2023 in the total amount of \$144,076.19. Second by Mike Hayes. Motion carried (5-0).*

4. Police & Court Reports

- Administrator Rachel Cain presented the monthly activity report for the Municipal Court. No comments.
- Deputy Danninger appeared before council in reference to the monthly activity report for the Sheriff's Department. No comments.

5. Presentations and Guest Speakers

- None

6. Public Comment

- Towanda resident John Bardin expressed concerns about using funds for new projects while the City has such high outstanding debt. Council responded.
- Mr. Bardin expressed concerns with traffic offenses not being enforced. Council responded.
- Towanda resident Gilbert Lewis inquired into when the pool survey results would be published. City Administrator Andy Newbrey replied with the date of April 14, 2023. Mrs. Lewis inquired into whether the City had pursued a partnership with the school for an indoor pool facility. Council responded.

7. Planning/Zoning

- Planning and Zoning Administrator Lisa Long presented the monthly activity report for the Planning and Zoning Department.
- Ms. Long noted the upcoming citywide cleanup day and upcoming zone code enforcement.
- Ms. Long opened the Dilapidation Hearing for 214 N 3rd. Ms. Long gave the opening statement and presented the City's findings to council along with a demolition bid and proposed resolution directing the unsafe or dangerous structure be removed. The property owners were not present and therefore had no presentation to give council. Mike Hayes asked if the City had a written statement from the building inspector regarding the state of the property and if it were inhabitable. Ms. Long replied that she did not but could obtain one. Darrell White requested another bid for demolition from Harder Excavation. City Administrator Andy Newbrey replied that he had attempted to obtain a bid from Harder Excavation but was told the company does not currently have a large enough crew to handle the demolition. Council discussed the dilapidated property.
- *Motion by Kendall Pierce to pass Resolution No. 2023-07 with the inclusion that the owners of 214 N 3rd were not present and provided no evidence and to give such owners until May 9, 2023 to demolish the structure. Second by Jeff Banks. Motion carried (5-0).*
- Ms. Long proposed taking zoning revisions to the Planning Commission board concerning the downtown district. Discussion ensued. Council directed Ms. Long to present her desired updates to the Planning Commission board.
- Ms. Long and Andy Newbrey presented an update on the proposed Lend a Truck program. Discussion ensued. Council tabled the item until a later date to review how El Dorado's program progresses.
- Ms. Long presented an update concerning the school zone changes. City staff had reviewed the 2010 study and had discussions with USD 375's superintendent and assistant superintendent. Ms. Long had started and will continue to obtain bids for new signs. Council directed Ms. Long to continue with planned changes for the 2023/2024 school year.
- Mr. Newbrey presented the idea to remove the flashing red light at Main St. and 3rd St. Darrell White noted concern due to likely subsequent speeding through the downtown business district. The fire department noted concern about safety for the fire trucks pulling out from S 3rd St. Suggestions were made of removing the one light but adding four flashing stop signs.

8. Fire Department

- Fire Chief T.C. Pyle presented the monthly activity report for the Fire Department.
- Mr. Pyle noted that the station was fully staffed on the extreme high fire danger day on March 31, 2023, and they had trucks rolling out toward El Dorado before the page came out.
- Mayor Shaults asked if Mr. Pyle had met with Jim Reddin. Mr. Pyle replied that he had heard from him and should have the report by the end of the month.
- Mike Hayes inquired into the dead truck. Mr. Pyle noted an overhaul for the truck was estimated at \$80,000+. No other progress.
- Mr. Pyle noted upcoming fundraisers, including the inaugural crawfish boil. Kendall Pierce suggested partnering with the local sports teams.
- Mr. Pyle noted he will likely soon ask for authorization to spend up to \$250,000 on a fire truck.

9. Maintenance

- Superintendent Sam French presented the monthly activity report for the Maintenance Department.
- Mr. French presented updates on preparing the pool for the upcoming season. Mayor Shaults recommended Mr. French obtain a bid from Gerber on the proposed prices for pool chemicals this year.
- Mr. French noted that the library staff had requested a tree in one corner of the property be removed per the roofing company that will be replacing the library roof. Council directed Mr. French to obtain bids for the tree removal.
- Mr. French noted that the recent water inspection included in a few negative marks regarding reports that need to be found.
- Mr. French noted that there are no plans to hire seasonal help as he believes the part time staff will be able to handle all mowing.

10. Administration

- City Administrator Andy Newbrey updated council regarding the new accounting system.
- Mr. Newbrey updated council on the status of the city auditor after he and Mayor Shaults met with the auditor. Mr. Newbrey recommends keeping the current auditor if she completes the current audits with open communication and matching numbers.
- Mr. Newbrey updated council regarding the Pine Ridge meter. The estimated delivery date of all parts is August 2023. Mr. Newbrey noted the two other mobile home parks in the city received their first single-meter-billing bill this month.
- Mr. Newbrey conveyed his desire to do a workshop concerning the radio read meters. Council set a date for May 10, 2023 at 6:00pm.
- Mr. Newbrey presented information about banners he would like to add to the light posts downtown. From his discussions with the school district, they are willing to split the cost of the banners between the USD, STUCCO, and the City.
- Mr. Newbrey briefly presented information regarding land south of town potentially opening up for residential development.

11. Executive Session

- *Motion by Kendall Pierce to recess into executive session to discuss non-elected personnel matters for a length of twenty minutes. The session to include the Governing Body, City Administrator, and City Attorney. Second by Mike Hayes. Motion carried (5-0).*
- Entered into executive session at 9:10pm.
- Resumed open meeting at 9:51pm.

12. Items To Consider

- *No action taken.*

13. Adjourn

- *Motion by Mike Hayes to adjourn at 9:52pm. Second by Kendall Pierce. Motion carried (5-0).*

Andrew Newbrey
City Clerk

Approved the 10th day of May 2023 by the City Council, City of Towanda, Kansas.