

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

**Towanda City Hall
110 S 3rd St.
May 10, 2023 at 7:00 PM**

Governing Body

Present

Council President – Mike Hayes
Council Member – Darrell White
Council Member – Kendall Pierce
Council Member – Bill Wolf
Council Member – Jeff Banks

Absent

Mayor – Jennifer Shaults

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

- Council President Mike Hayes, 7:03pm

2. Roll Call

3. Approval of Minutes & Claims

- *Motion by Kendall Pierce to approve the minutes from the April 12, 2023 regular council meeting. Second by Jeff Banks. Motion carried (5-0).*
- City Administrator Andy Newbrey presented the monthly claims report. Mike Hayes verified the answer to his inquiry last month for the two payouts to the Sheriff's Department LEO for deputy coverage in March was coverage for both March and April, paid toward the beginning and end of March respectively.
- *Motion by Kendall Pierce to approve Appropriations Ordinance 04-2023 in the total amount of \$139, 807.42. Second by Bill Wolf. Motion carried (5-0).*

4. Police & Court Reports

- Administrator Rachel Cain presented the monthly activity report for the Municipal Court. Mike Hayes asked if the court had seen any impact from more traffic enforcement.
- 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 Grant Smith made a recommendation regarding the recent boil advisory. City Administrator Andy Newbrey responded with lessons learned and plans to pursue a notifications system for better dispersion of information also.

7. Planning/Zoning

- Planning and Zoning Administrator Lisa Long presented the monthly activity report for the Planning and Zoning Department.
- Ms. Long presented a demolition update on the dilapidated structure at 214 N 3rd. Ms. Long provided council with updated pictures and presented a proposed ordinance to remedy the unsafe/dangerous structure. Council directed questions to the property owners who were present. Discussion ensued. Council asked the city attorney that the proposed ordinance was sound and that there would be an appeal option regarding a decision by council.
- *Motion by Kendall Pierce to approve Ordinance No. 711 with an established date for the City to remedy any unsafe/dangerous conditions at 8:00am on June 14, 2023. Second by Jeff Banks. Motion carried (5-0).*
- Ms. Long noted that she had submitted publication of the notice for the Planning Commission's upcoming review for downtown zoning revisions. In response to public questions, Ms. Long noted that any proposed revisions would be drafted at the upcoming Planning Commission meeting and therefore could not be provided prior to the meeting.

Fire Department

- Fire Chief T.C. Pyle presented the monthly activity report for the Fire Department.
- Mr. Pyle noted that he spoke with Mr. Reddin today. City Administrator Andy Newbrey and council requested a notice be sent to Mr. Reddin requiring a deadline of May 31, 2023 for his proposal and his expected attendance at the June 14, 2023 council meeting.

8. Maintenance

- Superintendent Sam French presented the monthly activity report for the Maintenance Department.
- Mr. French noted that most of maintenance's April work was with the pool.
- Kendall Pierce inquired into Mr. French's certification plans and who our certification backer was in the meantime.
- Mr. French noted that the company repairing the library's roof informed him that the tree previously required for removal would not have to be fully removed if it were maintained better.
- Mike Hayes asked if Mr. French had been able to use the hydrovac yet and how it had gone.

9. Administration

- City Administrator Andy Newbrey presented Resolution No. 2023-08 regarding water rates. Mr. Newbrey noted that the Rural Water District's rates had lowered \$.11/1,000 gallons, and he recommended the City lowered their rates accordingly.
- *Motion by Kendall Pierce to approve Resolution No. 2023-08 with proposed rates. Second by Jeff Banks. Motion carried (5-0).*
- Mr. Newbrey updated council regarding the auditor. Kendall Pierce inquired into the completion date of the 2021 and 2022 audits. Mr. Newbrey replied that it should be by end of the week or beginning of next. If not, he will require it by the next council meeting.
- Mr. Newbrey noted that a pool committee meeting is scheduled for tomorrow night to discuss the grant process.
- Mr. Newbrey presented information on the Kansas Pride Program and a proposed resolution for entry into the program.
- *Motion by Kendall Pierce to pass Resolution No. 2023-09. Second by Jeff Banks. Motion carried (5-0).*
- Mr. Newbrey presented a request from Towanda resident Susan Smith to block off traffic for a block party. Council requested an application process be established for such requests. Council directed staff to research other cities and formulate an application and process.

10. 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 8:44pm.
- Resumed open meeting at 9:05pm.
- *Motion by Kendall Pierce to recess into another executive session to discuss contract negotiation matters for a length of twenty minutes. The session to include the Governing Body, City Administrator, and City Attorney. Second by Jeff Banks. Motion carried (5-0).*
- Entered into executive session at 9:05pm.
- Resumed open meeting at 9:11pm.

11. Items To Consider

- *No action taken.*

12. Adjourn

- *Motion by Kendall Pierce to adjourn at 9:12pm. Second by Mike Hayes. Motion carried (5-0).*

Andrew Newbrey
City Clerk

Approved the 14th day of June 2023 by the City Council, City of Towanda, Kansas.