

Downs City Council met in regular session on Tuesday, January 2, 2024, 5:30 p.m., at City Hall. Council members present: Joyce Hake, John Cordill, Devin Renken. Council not present: Charlie Stevens and Heather Hancock. Others present: Linda Miller, Kelli Hennes, Collin Jones, John Bisnette, Bruce Berkley, Harry Colburn, Mike White and Miranda Robinson. Mayor Vienna Janis called the meeting to order and led in the flag salute.

Joyce moved, John C. seconded, to approve regular meeting minutes from December 18, 2023. Motion carried. John C. moved, Joyce seconded, to approve special meeting minutes from December 27, 2023. Motion carried.

New council members Devin Renken, Collin Jones, and John Bisnette were sworn in by Mayor Vienna Janis. Mayor, City Clerk, and remaining council members thanked Joyce Hake and Charlie Stevens for their service to the City of Downs as council members.

In the water and sewer report, Harry Colburn provided the council with a renewal quote from HACH for the nitrate analyzer stabilization. John B. moved, Devin seconded, to approve the HACH quote in the amount of \$1,096. Collin abstained. Motion carried.

Colburn also presented a quote for control panel batteries for the 3 water wells, sewer generator, and the water plant. John C. moved, Collin seconded, to approve the quote for the battery purchase in the amount of \$1,068. Motion carried.

Colburn stated he was waiting to receive a quote from Integrated Controls Incorporated for a software update for the water treatment plant alarm system. Colburn also reported the last sewer sample passed state testing.

City Superintendent Harry Colburn reported that the glass window that was broken out of the bobcat was to be replaced; however during transit UPS broke the glass. A new one will be ordered to be installed.

Devin moved, John B. seconded, to designate the State Bank of Downs as the main depository for the City of Downs. Motion carried.

John B. moved, John C. seconded, to designate the Downs News & Times as the official newspaper for the City of Downs. Motion carried.

City Clerk Miranda Robinson reported that the office is working on the end of fiscal year 2023 and 4th quarter reports. She will be preparing W-2's, 1099's, and the 2023 Audit.

The Fire Department received a donation from Ross Township fire district and there was 1 fire in town during December.

John C. moved to appoint John Bisnette as council president, Devin seconded. John B. abstained. Motion carried.

Mayor Janis appointed the following council members to committees: John Cordill and Devin Renken to streets and alleys; Heather Hancock and John Bisnette to water and sewer; John Bisnette and Collin Jones to parks and pool; Heather Hancock and John Cordill to memorial hall, cemetery, and ballfields; Collin Jones and Devin Renken to the fire department and clinic. Collin moved, John C. seconded, to approve the mayor appointments to council committees. Motion carried.

Mayor Janis appointed officers for 2024 as follows: Municipal Judge, Kenneth Lee; City Attorney, Bruce Berkley; City Clerk, Miranda Robinson; Assistant City Clerk, Jaqui Frasier; Treasurer, Dave Draayer; Deputy Treasurer, Melanie Schreiner; Building/Zoning Administrator, Harry Colburn; Code Enforcement, Harry Colburn; City Superintendent Harry Colburn. John B moved, Devin seconded, to approve the mayor's appointments. Motion carried. Mayor Janis appointed Mary Steinshouer and Linda Miller to the Planning Commission. Devin moved, John B. moved to approve the mayor appointments. Carried.

Devin moved, John C. seconded, to approve the Mayor's appointment of Charlene Beougher to the Zoning Board of Appeals. Motion carried.

Linda Miller with Downs Community Connection and Kelli Hennes, past pool manager, were present to discuss with council as there is a donor that wants to spend some money on additions to the pool. It was discussed to add a slide, and that they had talked with Sheri Naasz, City insurance agency, and stated its not an insurance issue but the old slide was in need of repair and it was taken down. There was also discussion held on replacing the diving board and also repairing the baby pool along with adding a zero entry to it.

John B. moved, Devin seconded, to approve Resolution 2024-01 the GAAP waiver for the year ending 2023. Motion carried.

John C. moved, Devin seconded, to approve contractor's licenses 2024-25 to 2024-30. Motion carried.

Collin moved, Devin seconded, to approve a special use permit 2024-12. Motion carried.

Devin moved, John B. seconded, to approve cereal malt beverage license 2024-04. Motion carried.

In old business, the City Clerk explained the gWorks update she was requesting the council to purchase. John B. moved to approve the gWorks Frontdesk with Finance Hub, Utility Billing Hub, HR Hub update, Devin seconded. Discussion was held. Collin amended the motion, to approve the gWorks Frontdesk with Finance Hub, Utility Billing Hub, HR Hub update and the cemetery software purchase, Devin seconded. Motion carried.

There was some discussion held on security cameras to be placed on city owned property but it was tabled until more information can be gathered.

Devin moved, John B. seconded, to approve vouchers and payroll as presented. Motion carried.

At 7:45 p.m. Devin moved, John B. seconded, to recess into executive session for 20 minutes to discuss employee's performance reviews pursuant to the non-elected personnel matter exception K.S.A. 75-4319 (b)(1) with Council and Mayor present. The open meeting will resume in the City Hall at 8:05 p.m. Motion carried.

Devin moved, John B. seconded, to approve the following wage increases as of January 1, 2024, City Clerk \$18/hour, Assistant Clerk \$15/hour, Mike White \$18/hour, City Attorney \$1,300/month, and City Superintendent to \$50,000/year salary. Motion carried.

John C. moved, John B. seconded, to adjourn the meeting. Motion carried.

Meeting adjourned at 8:08 p.m.


Vienna Janis, Mayor

ATTEST:


Miranda Robinson, City Clerk

