



CITY OF DOWNS

Regular Council Meeting
December 1, 2025 - 5:30 p.m.
715 Railroad Street
Downs, Kansas 67437

Downs City Council met in regular session on Monday December 1, 2025, 5:30 p.m., at City Hall. Council members present: Heather Hancock, John Cordill, Collin Jones and John Bisnette. Council not present: Joyce Hake. Others present: Bruce Berkley, Brady Pound, Harry Colburn and Miranda Robinson. Mayor Vienna Janis called the meeting to order and led in the flag salute.

Minutes

Heather moved, John B. seconded, to approve regular meeting minutes from November 17, 2025. Motion carried with 3 ayes.

Staff Reports

City Attorney Bruce Berkley reported he had resolution 2025-06 prepared for the nuisance properties at 900, 906 and 908 Osborne Streets for City Council to review. He provided the council with evidence photos; Horacek did not comply and did not request a hearing. John B. moved, John C. seconded, to approve Resolution 2025-06 to proceed with abatement. Motion carried with 4 ayes.

Berkley reported back on the property at 1001 Blunt Street. He received the title work from Collier Abstract which will cost the City \$225. He plans to file an affidavit at the county for the property owner.

Berkley also mentioned the amended Neighborhood Revitalization that was updated by the county for 2026. If the city council wants to continue participation, the council will need to hold a hearing. Heather moved, John C seconded, to publish the public notice for a neighborhood revitalization hearing. Motion carried with 4 ayes. The hearing will be December 30, 2025 at 12:01 p.m. at the City Office.

In the water report, Colburn stated the contracted company had completed the pedisphere tank inspection. The interior is showing rust and grime so it will need to be cleaned and repainted within the next year. Colburn also mentioned the bulk brine salt was received today, and he is hoping it will last longer this time.

City Superintendent Brady Pound had a report that the new employee will tentatively start December 8.

City Clerk Miranda Robinson had received the engagement letter from the CPAs for the 2025 audit. Heather moved, John C. seconded, to allow the mayor to sign the audit letter of commitment for the Loyd group. Motion carried with 4 ayes.

Heather moved, John C. seconded, to waive fees for the family of Vicki Oviatt to use the Memorial Hall for family and friends to gather on December 8. Motion carried with 4 ayes.

Permits

Heather moved, John C. seconded, to approve special use permits 26-01 to 26-06. Motion carried with 4 ayes.

John B. moved, John C. seconded, to approve CMB License: C51144-2026 for Alta. Motion carried with 4 ayes.

Heather moved, John C. seconded, to approve building permit 25-34 sign for Waconda Water. Motion carried with 4 ayes.

John B. moved, John C. seconded, to approve contractor's licenses 26-01 to 26-04. Motion carried with 4 ayes.

Vouchers & Payroll

John B. moved, John C. seconded, to approve vouchers and payroll as presented. Motion carried with 4 ayes.

At 6:22 p.m. Heather moved, John B. seconded, to recess into executive session for 15 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 6:47 p.m. Motion carried with 4 ayes.

Remaining minutes by Mayor Vienna Janis.

Regular meeting resumed at 6:38 p.m.

John B. moved, John C. seconded, to give full time employees \$425.00 in Downs Chamber Bucks and part time employees \$250.00 in chamber bucks for Christmas bonus. Motion carried with 4 ayes.

Collin moved, Heather seconded, to give current employees a 3.5% raise effective January 1, 2026. Motion carried with 4 ayes.

With no further business, Heather moved, John C. seconded, to adjourn the meeting. Motion carried with 4 ayes. The meeting adjourned at 6:58 p.m.

Vienna Janis

Vienna Janis, Mayor

ATTEST:

Miranda Robinson

Miranda Robinson, City Clerk



(seal)