

Downs City Council met in regular session on Tuesday, January 3, 2023, 5:30 p.m., at City Hall. Mayor Vienna Janis called the meeting to order and led in the flag salute. Council members present: Charlie Stevens, Joyce Hake, John Cordill, Devin Renken and Heather Hancock. Others present: Bruce Berkley, Harry Colburn, and Miranda Robinson.

Joyce moved, seconded by Charlie to approve Regular Meeting Minutes from December 21, 2022. Motion carried. Joyce moved, seconded by Devin to approve Special Meeting Minutes from December 29, 2022. Heather abstained. Motion carried.

City Attorney Bruce Berkley got wording from the League of Kansas Municipalities on having meters in customer's basements. Harry Colburn also stated he checked with KDHE but they do not govern how cities word their policies.

City Superintendent Harry Colburn reported he canceled a contract with Cintas for fire extinguisher service and will go with Nylund's Fire Extinguisher Service out of Phillipsburg from now on.

City Clerk Miranda Robinson reported she is working on closing out 2022 and preparing for the audit. She presented the council with some updated forms that she would like approval for. Heather moved, seconded by John to approve the new building permit, large animal, special use permit and utility billing automatic authorization forms. Motion carried.

Clerk Robinson also presented the council with a draft copy of an Accounting Policy & Procedure manual that was recommended by the auditors and some updates and changes to the Employee Handbook. Discussion was held on different sections. These items were tabled until another meeting.

Joyce moved, seconded by Devin to approve Contractor's Licenses #23-24 & 23-25. Motion carried.

Devin moved, seconded by Heather to designate the City Depository as the State Bank of Downs for 2023. Motion carried.

An engagement letter from the Loyd Group LLC to perform the 2022 audit was received and needed approval. Joyce moved, seconded by Devin, to approve the audit bid and allow the mayor to sign it. Motion carried.

Discussion was held regarding the employee health insurance from Blue Cross Blue Shield. Joyce moved, seconded by Heather to accept the 2023 BCBS renewal rates. Motion carried.

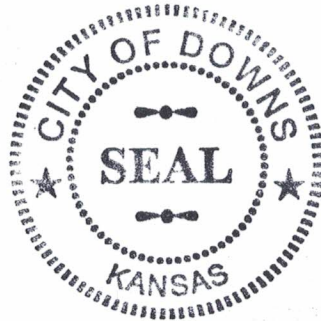
Joyce moved, seconded by Devin, to approve Resolution 2023-01 GAAP Waiver for 2022. Motion carried.

Heather moved, seconded by John, to approve Ordinance 1011 to increase Municipal Judge compensation. Motion carried.

Joyce moved, seconded by Devin, to approve vouchers and payroll as presented. Motion carried.

Heather moved, seconded by Joyce to adjourn the meeting. Motion carried. Meeting adjourned at 6:41p.m.

  
Vienna Janis, Mayor



ATTEST:

  
Miranda Robinson, City Clerk