

Regular meeting of the mayor and council was held January 6, 2020, 5:30 p.m., at city hall. Mayor John Bisnette presided. Council members present: Jane VanDonge, Evan Joy, Charlie Stevens, Joyce Hake. Absent: Devin Renken. Others present: Richard Judd, Bruce Berkley, LaRhea Cole, Cynthia Shanley, Kent Sullivan, Harry Colburn, Mike White, Kathy McCart, J Alan Feist, Joel Hardy, and Dalton Remus.

Mayor John Bisnette called the meeting to order and led in the flag salute. The newly elected council member, Joyce Hake was sworn in earlier today.

Jane moved, seconded by Evan, to approve the regular meeting minutes of December 16, 2019. Carried.

Evan moved, seconded by Charlie, to approve the Special Meeting minutes for end-of-year meeting, December 30, 2019. Carried.

Code Enforcement Officer reported a concern while inspecting a property on Osborne Street, a cave-in, or intentionally excavated hole, covered by thin 4X8 plyboard is extremely hazardous if not effectively addressed. City Attorney will attempt to locate property owner. Sullivan also questioned if residences have visible address numbers for clarity of location.

City Attorney reported an inquiry questioning if Special Use/ATV vehicles may be driven down Morgan Avenue or on the highway. City Ordinance does not permit said vehicles on Morgan or on highway. There is some confusion as the *state law may* make allowances for such vehicles if used as a function of agriculture work/transportation. Berkley will contact the inquiry person to clarify.

Animal Control Officer reported Junction City pound will dispose of deceased animals at a cost based on weight of animal. Cost rises commensurate with weight. There is on-going work to assure all canine pets are tagged and in compliance with code. One ticket has been issued on 12/31. Two warnings have been issued and will be monitored.

J Alan Feist appeared before council to apply for a first time Special Use Permit. City Attorney read aloud, all relevant regulations to Mr. Feist who indicated his understanding and agreement to abide by rules and regulations.

Evan moved, seconded by Jane to approve Special Permit 20-04. Carried.

Volunteer Firemen Joel Hardy and Dalton Remus appeared before council to present and discuss a KFRSG grant application for \$6769.80. Grant will enable purchase of upgraded protective helmets for the Downs Volunteer Fire Department. The fire department requests that grant be processed through city coffers for reimbursement to city when grant monies arrive.

Evan moved, seconded by Charlie to accept the requested grant proposal. Carried.

Jane moved, seconded by Charlie to advance payment for the cost of helmets. Carried.

City Superintendent Discussion topics included:

Recycle program is suspended until further notice. Christmas lights are down and stored.

Does the city have a Cross Contamination policy? City Attorney stated the city does have an ordinance addressing Cross Contamination.

Sullivan presented a lengthy letter from Josh Cashman which formally outlined that \$20.46 should be subtracted from his water utility account and diverted for credit to Joyce Cashman water utility account. Additionally, Josh stated he will subtract a \$6.93 October overage from his current bill as he uses only the minimum water every month.

Compost work is on-going. Compost material is pledged to an interested party.

Swimming pool supplies can be ordered for 10% discount through February 29. Chemicals are costly to maintain pool safety. Pump is not in prime shape; repairs may be \$300 - \$400.

KDHE has pointed out the need for a Disaster Policy along with a Confined Space Safety Procedure. Cost to implement procedure discussed.

Sullivan and council debated the question of water/sewer ordinance as a local property may be utilizing sewer illegally.

Superintendent suggested capping the sewer line at a recent fire-destroyed property. City Attorney will check code. Discussion followed with a target goal to check if abandoned/unlivable residences should be checked for sewer cap-off work to avoid cave-in. Superintendent questioned if the city has a sewer reserve account. There is a sewer reserve account. After discussion the matter was tabled.

Council Reports:

Grain sales are itemed for credit to Parks and Recreation account.

New Business:

Health Insurance Renewal Discussed. Dental plan options were considered. If considered for addition to plan, employee would pay entire cost of monthly dental premium. It was questioned if all employees must participate for dental plan implementation.

Jane moved, seconded by Charlie to waive Memorial Hall rental fees and security deposit for upcoming DAC Coffee House/Open Mike night. Carried.

Dave Hardy City office interior paint quote was discussed and tabled.

Jane asked if an updated annual report from Downs Library Board and Downs Enterprises is on file. No reports are on file at the current time. City Attorney will request said reports by letter.

Overtime noted on P/R was due to water plant issues.

Evan moved, seconded by Jane to approve vouchers and P/R. Carried.

At 6:40 p.m. Jane moved, seconded by Evan to recess in executive session for 30 minutes to discuss non-elected personnel, with Mayor, Council, City Crew, Office Personnel and City Attorney. Carried.

At 6:50 p.m. regular session resumed.

Mayor charged Council to elect a Council President as the position is vacated. Discussion resulted, with Evan Joy nominated for the position.

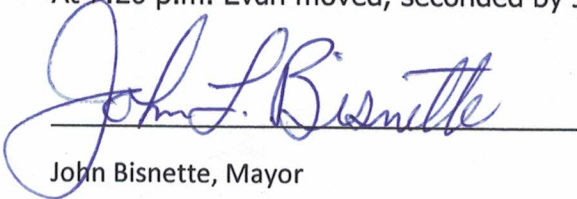
Jane moved, seconded by Hake, to elect Evan Joy to the Council Presidential seat.

Joy Abstained. Carried.

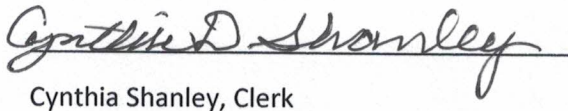
At 6:55 p.m. Hake moved, seconded by Evan to recess to executive session for 10 minutes to discuss non-elected personnel with Mayor, Council and City Superintendent.

At 7:18 p.m. regular session resumed.

At 7:20 p.m. Evan moved, seconded by Jane to adjourn. Carried.



John Bisnette, Mayor



Cynthia Shanley, Clerk

Regular meeting of the mayor and council was held January 21, 2020, 5:30 p.m., at city hall. Council members present: Jane VanDonge, Evan Joy, Charlie Stevens, Joyce Hake. Absent: Devin Renken. Others present: Richard Judd, Bruce Berkley, Cynthia Shanley, Kent Sullivan, Harry Colburn, Sam Bowles, Miguel Salinas, Terry Ancona, Stephanie Ancona, Melvin Sumpter

Evan Joy, Council President, called the meeting to order and led in the flag salute.

Joyce moved, to amend the minutes to add Richard Judd as attendee at the 01/06/2020 regular meeting. Jane seconded to approve the minutes as amended. Carried.

Code Enforcement Officer reported a complaint was investigated and followed up.

City Attorney reported continued research and work on the City Charter Ordinance to revise allowing citizens residing outside the City limits to serve as an officer of the city. Berkley is also working on an ordinance requiring abandoned and/or demolished building locations to cap unused sewer lines.

Mayor John Bisnette joined the meeting in progress and took possession of gavel.

Animal Control Officer reported capture of a stray cat and is on the lookout for another reported stray feline.

Sam Bowles appeared before council requesting exception for a third elderly dog expected to expire at any time.

Joyce moved, seconded by Charlie, Bowles be allowed the exception with the stipulation the animal will be vaccinated and tagged appropriately. Carried.

Terry Ancona appeared before council based on report of multiple dogs. Ancona stated there is a kennel pen on the west side of property, inside fencing. Photographs of kennel type pens were presented. Ancona further specified there is no kennel operation. Dogs are not boarded nor are dogs bred on-site. Animals are personal sport hunting dogs. Ancona has property in Nebraska with a plan to move as soon as feasible.

Evan moved, seconded by Joyce to allow Ancona an exception to maintain (5) hunting dogs with the stipulation all dogs are tagged, current vaccination records presented, and non-compliant status be completely resolved within 8 – 9 months. Carried.

Miguel Salinas appeared before counsel based on report of harboring a chicken flock inside city limits. Salinas acknowledged the presence of 30 chickens on premises. Resident is seeking alternate living accommodations in a rural setting and understands fowl are non-compliant to City Code 2-109.

Jane moved, seconded by Joyce to allow resident (30) thirty days to remove flock. Carried

Melvin Sumpter appeared to request extension to pay past due water bill on February 1, 2020.

Joyce moved, seconded by Jane to grant extension. Carried.

City Clerk:

Shanley requested an executive session be called with Mayor and Council to discuss non-elected personnel after approval of vouchers and payroll.

City Superintendent:

Superintendent Sullivan appealed to council to lock-in a \$2.39 per gallon oil price from MC-800 to include a one-time \$75.00 pump fee.

Jane moved, seconded by Joyce to lock-in MC-800 Oil price including one-time pump fee. Carried.

Sullivan also researched cost of chip rock and chip seal, advising council to further lock-in rock hauling operations before hauling cost rises.

Joyce moved seconded by Jane, to contract Stan Huiting Trucking to lock-in haul rate of \$8.20 per ton to move chip rock/seal. Joy Abstained. Carried.

Kent reported a quarterly sewer sample has been taken with good results.

Neil Oliver, with KDHE was in city for a site visit on January 21, 2020. Oliver reported city is in good order based on his KDHE observations.

City street sweeper is still in need of repairs. Sullivan is looking to replace machine as equipment parts are becoming difficult to find and sweeper may fail at any time.

Sullivan is in process of visiting all business district locations to find, photograph and record all water-shut offs on each property. A portfolio for reference is being developed.

City wide major shut-off location covers are being removed to assure state compliance to determine what portion of city water flow each shut-off valve stops. State compliance also requires a written record be created out-lining number of revolutions needed to shut-off and turn-on water flow.

City crew acquired an updated "water-locate stick" and now have two useable units.

Council questioned if 822 Ross property owners obtained building and/or demolition permits needed for observed changes to property buildings. Sullivan will contact owners.

Fire Department:

Fire Department reported new upgraded helmets arrived recently and are available for volunteer firemen's use.

Boards and Committees:

Evan moved, seconded by Jane to approve mayoral appointment of Jerry Knouf and Alisha Smith to HUD Advisory Board. Carried.

New Business:

Jane moved, seconded by Evan to approve Special Use Permits 20-05 and 20-06. Carried.

Council reviewed a request letter from Robin Smith for permission to locate a clean-up dumpster at 818 Ross. Parking is allowed on north only. Dumpster placed on south, impeding smooth flow of traffic. Contact will be made and dumpster company located to re-locate to appropriate locale.

Joyce moved, seconded by Jane to waive Memorial Hall fees for First Christian Church to conduct a Praise and Sing Event on March 29, 2020. Carried.

Joyce moved, seconded by Jane to approve current Blue Cross Blue Shield Health Insurance coverage for full-time employees with stipulation to allow employee paid voluntary dental insurance plan. Carried.

Joyce moved, seconded by Jane to approved building permit applications 20-01 and 20-02. Carried.

Council Member VanDonge reported it is time to publish "pool staff want ads" for 2020 pool year. Prior staff indicated a new spinal back board is essential. Kent will research and report findings. Sullivan additionally stated pool chemicals estimate at \$5700. A 10% discount can be locked-in if ordered timely.

Old Business:

Council member Hake asked if the Dave Hardy Painting quote to freshen up the City Office interior should be considered. Tabled for February meeting.

Evan moved, seconded by Joyce to approve vouchers and payroll. Carried.

7:27 p.m. Evan moved, seconded by Joyce to recess to executive session for 10 minutes with Mayor, City Council, City Clerk and City Attorney to discuss non-elected personnel.

7:37 p.m. regular session resumed.

7:37 p.m. Jane moved, seconded by Joyce to recess to executive session for 10 minutes to discuss non-elected personnel with Mayor, City Council, City Clerk and City Attorney to discuss non-elected personnel. Carried.

7:47 p.m. regular session resumed.

7:47 p.m. Jane moved, seconded by Joyce to recess to executive session for 10 minutes to discuss non-elected personnel with Mayor, City Council, City Clerk and City Attorney. Carried.

7:57 p.m. regular session resumed.

Jane moved, seconded by Charlie, to approve wage increase for Assistant Clerk, Kathy McCart to \$10.00 hourly and \$13.50 for City Clerk, Cynthia Shanley. Carried.

8:01 p.m. Jane moved, seconded by Joyce to adjourn meeting. Carried.


John Bisnette, Mayor


Cynthia Shanley, Clerk

A Special meeting of City of Downs Council requested by written, signed document was held January 27, 2020, at City Hall, 6:30 P.M.

Mayor Bisnette presided, Council members present: Evan Joy, Devin Renken, Charlie Stevens, Joyce Hake, and Jane VanDonge. Others present, City Attorney, Bruce Berkley.

Mayor Bisnette called the meeting to order.

6:37 Evan moved, seconded by Stevens to recess to executive session for 10 minutes with Council and City Attorney, to discuss employment of non-elected personnel. Carried

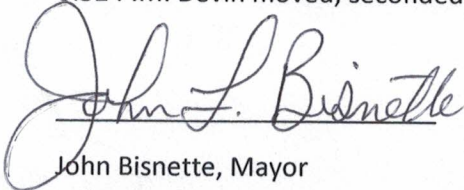
6:50 P.M. Special Meeting resumed.

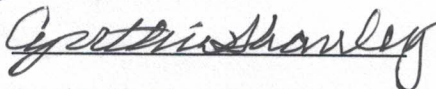
Devin moved, seconded by VanDonge, to accept resignation of City Clerk, effective April 24, 2020. Carried.

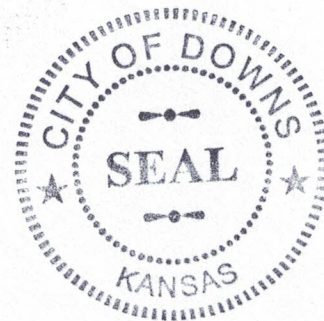
Renken moved, seconded by Hake to advertise City Clerk open position for two-weeks, to begin the current week. Ad for opening to be placed in Downs News, Waconda Trader, and on the City Web Page. Carried.

Joyce moved, seconded by Jane to contact prior applicants. Carried

6:52 P.M. Devin moved, seconded by Charlie to adjourn Special Meeting.


John Bisnette, Mayor


Cynthia Shanley, City Clerk



Regular meeting of the mayor and council was held February 3, 2020, 5:30 p.m., at city hall. Council members present: John Bisnette, Jane VanDonge, Evan Joy, Charlie Stevens, Joyce Hake, Devin Renken. Others present: Ross Weber, Dawnell Mick, James Benitas, Sheila Curtis, LaRae Cole, Kathy McCart, Richard Judd, Bruce Berkley, Cynthia Shanley, Kent Sullivan, Harry Colburn.

Mayor Bisnette called the meeting to order and led in the flag salute.

Evan moved, seconded by Jane to approve minutes of January 21, 2020, meeting. Carried.

Devin moved, seconded by Charlie to approve minutes of January 27, 2020, special meeting. Carried.

Library: Sherry Knouf present to report annual numbers. The Library will be holding an open house in future days to celebrate 115th Birthday of Downs Carnegie Library. Knouf provided annual circulation and attendance numbers and presented a new library app, Hoopla, which allows library card holders to check out books, audio books and videos via the Hoopla App. Downs currently has four Hoopla users. Residents are encouraged to come in and see what's happening at the Carnegie!

Code Enforcement: No current action in process.

City Attorney: Revision of a City Charter is available for review. Berkley requested council members review document for a March vote. A change/revision to Charter Ordinance requires a lengthy time frame to implement the revised City Charter Ordinance.

Sheila Curtis and James Benitas requested to appear and discuss acquisition of city owned property at NE corner Peterman/2nd. Curtis and Benitas are in negotiation with property owners east of city lot and have met with City Planning Commission to propose an RV Park development.

Animal Control: Two stray dogs were captured and taken to Downs Veterinary Service. Osborne County Sheriff's Office contacted Animal Control in Downs stating a dog reported running loose on Hwy 181. Animal Control investigated with no result. Council advised Officer Judd his responsibility is within the city limits only. Judd questioned council regarding disposal of dead animals. Judd is in contact with two citizens concerning dogs and intends to follow-up on disposition of chicken flock within city limits.

City Superintendent: Inquired concerning sewer capping on abandoned properties. An ordinance must be prepared to address the issue. Swimming pool request for a new Spinal Board has been researched. Sullivan has located said item for \$490. Most recent sewer sample has passed inspection testing successfully. Superintendent will continue checking depth, retention time and install floater to facilitate on-going good sample results. Theft of service was discussed in-person with a local resident. Said individual has been in process of repairing many water leaks and plans to implement utility service by the 15th or 18th of February. Sullivan will call Johnson and Johnson for Annual Sewer cleaning. Several lengths of fencing are available for placement around Library premises to stem the tide of large dog leavings. Residents utilizing library yard environment, hazard stepping in unpleasant leavings. City crew are busy with general maintenance and have been replacing light bulbs in city buildings.

Joyce moved, seconded by Jane to purchase 2020 season pool chemicals at a discounted rate. Carried.

Devin moved, seconded by Jane to accept Dave Hardy office interior paint quote for \$1200. City to purchase paint. Carried.

Price of paint has been affirmed at Miller Hardware.

Devin moved, seconded by Jane to waive DAC Memorial Hall rental fees for a March 14th – 15th event. Carried.

City Clerk: Project 2976, (Water Treatment Plant Engineering) reimbursement has been received. Clerk to check Prom donation request and check with State Bank regarding additional credit card authorizations for city crew and pool season.

Council Member Reports:

Stevens was contacted by Downs Clinic in reference to equipment needs. Three or four desk chairs are needed as well as a shredder. In 2017 the City collected donations to furnish clinic. Sandy will obtain quotes on price of chairs. Shredder is not an item furnished by City.

Evan reported contact with Osborne County EMS Director revealed the department is short (3) EMT workers. Current staff are working twelve-hour shifts in Downs as available.

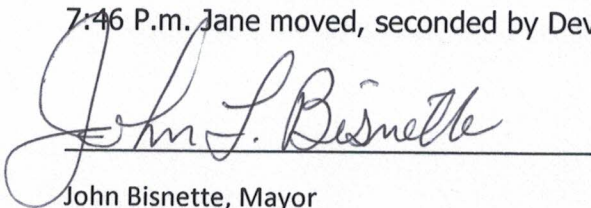
Berkley will follow up with Osborne County to check status of Law Enforcement Contract for status of renewal. Law Enforcement contract funds held for further information.

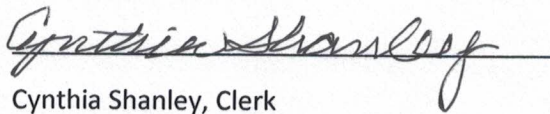
Evan moved, seconded by Jane to approve vouchers, with exception to withhold Law Enforcement payment. Carried.

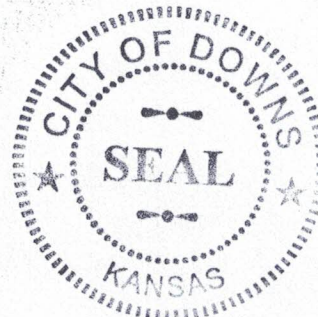
7:28 P.M. Evan moved, seconded by Devin to recess to executive session for 20 minutes with Council, Mayor, City Attorney and Kathy McCart to discuss non-elected personnel. Carried.

7:45 P.M. Devin moved, seconded by Charlie to resume regular session. Carried.

7:46 P.m. Jane moved, seconded by Devin to adjourn. Carried.


John Bisnette, Mayor


Cynthia Shanley, Clerk



Regular meeting of the mayor and council was held February 18, 2020, 5:30 p.m., at City Hall. Council members present: John Bisnette, Jane VanDonge, Evan Joy, Charlie Stevens, Joyce Hake, Devin Renken. Others present: Bruce Berkley, Kent Sullivan, Harry Colburn, Mike White, Cynthia Shanley, Matt Niewald, Janice Boland, Melvin Sumpter.

Mayor Bisnette called the meeting to order and led in the flag salute.

Jane moved, seconded by Charlie to approve minutes of February 3, 2020, meeting. Carried.

Melvin Sumpter presented a request for water bill payment extension to March 2, 2020.

Devin moved, Jane seconded, to approve Sumpter request. Carried.

Matt Niewald of Enviro Distributors presented company "green" process with availability of more environmentally friendly chemicals. Company services are being considered for use with summer mosquito fogger equipment.

Janice Boland of Osborne County EMS presented updated information about Osborne County services and staffing. Osborne County Commissioners are exploring contract options with Global Med to enhance EMS service in the county. Boland pointed out current equipment will soon need upgrading. EMS is seeking qualified staff candidates. Initial pay is \$9.00 hourly.

City Attorney: Attorney Berkley reported Charter Ordinance #16 is close to completion. A special meeting is necessary to implement finalization process. Employee Handbook will be completed by March. Berkley is also working on a sewer capping ordinance. Discussion resulted with a Special Meeting set for Monday, February 24, 2020, at 7:00 P.M. City Hall.

City Superintendent: Sullivan noted Johnson and Johnson Services will be in Downs late February, to jet sewer lines.

Devin moved, seconded by Charlie to limit cost of jet service to \$6000. Carried.

Mosquito fogging spray has been obtained at half of last year's cost. Copies of the 2019 Annual Water Use/Loss Report were given to council. Sullivan continues to search for a newer, gently used street sweeper on Purple Wave. A spinal board for pool is in place, cost \$525.00. Sullivan is looking at quotes for a heavy-duty mower to use at lagoons/tree dump. 718 Hadley St. has occupants living in residence without water/sewer service. Occupants will be given warning to comply by February 19, 2020. Attorney Berkley will draft a letter of notice to occupants.

City Clerk: Reported State Bank of Downs findings about obtaining (2) additional credit card instruments. Council directed Clerk to obtain (2) alternate numbered credit cards within city business line of credit. Council took no action on report of a proposed donation to Lakeside Prom Benefit. Interior paint of City Office will move forward.

Fire Department: Reported by Volunteer Berkley, via Fire Chief Kail Schoen for 2019, registered (3) rural runs and (37) city runs to meet community need. New helmets have been received and are in use.

Council Reports:

Evan moved, seconded by Jane to approve 20-07ABC through 20-10 Special Use Permits. Carried.

Devin Moved, seconded by Charlie to approve Building Permit 20-03. Carried.

Jane Moved, seconded by Joyce to approve 20-26 through 20-30 Contractor Licenses. Carried.

Evan moved, seconded by Joyce to approve 20-04 Demolition Permit. Carried.

Joyce moved, seconded by Devin to waive rental and security deposit fees for Red Cross, March 11, 2020, Blood Drive at Memorial Hall. Carried.

Council Member VanDonge spoke to the need for more lifeguard applicants. Clerk to check with Cushing Insurance regarding city liability of hiring 15-year-old applicants.

Mayor: Tonya Bisnette is newly appointed to Planning Commission to fill a current vacancy. Applicant Miranda Robinson was contacted and willing to set-up a second interview.

Devin moved, seconded by Evan to approve vouchers and payroll. Carried.

7:25 P.M. Evan moved, seconded by Joyce to recess to Executive Session for 20 minutes to discuss employee reviews with Mayor Bisnette, Full Council, City Attorney and Kent Sullivan. Carried.

7:40 P.M. Time expired, regular session resumed.

Joyce moved, Devin seconded, to increase hourly wage for Harry Colburn to \$15.00 hourly, and increase hourly wage for Mike White to \$14.00 hourly. Carried.

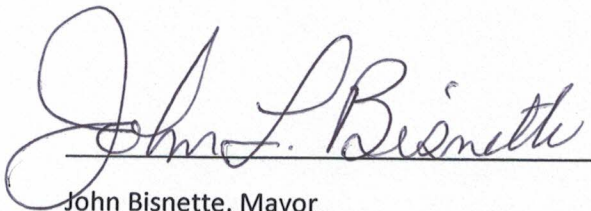
7:40 P.M. Evan moved, Joyce seconded, to recess to Executive Session for 35 minutes to discuss non-elected personnel with Mayor Bisnette, Full Council, and City Attorney. Carried.

8:15 P.M. Time expired, regular session resumed.

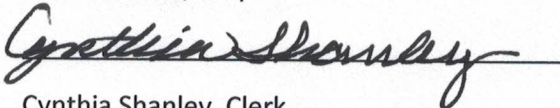
8:15 P.M. Joyce moved, Evan seconded, to recess to Executive Session for 30 minutes to discuss non-elected personnel with Mayor Bisnette, Full Council, and City Attorney. Carried.

8:45 P.M. Time expired regular session resumed.

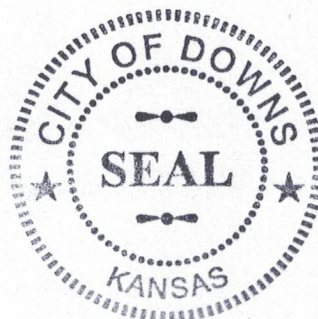
9:00 P.M. Evan moved, seconded by Jane to adjourn. Carried.



John Bisnette, Mayor



Cynthia Shanley, Clerk



A Special Meeting of the City of Downs Council requested by written signed document, was held February 24, 2020, at City Hall, 7:00 P.M.

Mayor Bisnette presided, Council Members present: Evan Joy, Devin Renken, Charlie Stevens, Joyce Hake and Jane Van Donge, Others present, City Attorney, Bruce Berkley.

Mayor Bisnette called the meeting to order at 7:05 P.M.

Jane moved, seconded by Joyce to Adopt Charter Ordinance #16 to allow City to employ officers/personnel living outside the city limits. Carried. 4-1

7:30 P.M. Evan moved, seconded by Charlie to recess to Executive Session for 30 minutes with Mayor, All Council Members, City Attorney and Miranda Robinson to discuss non-elected personnel. Carried.

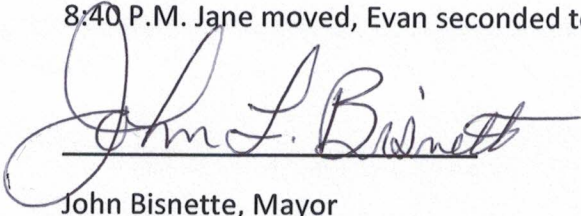
Time expired, regular session resumed.

8:00 P.M. Evan moved, seconded by Charlie to recess to Executive Session for 5 minutes to discuss non-elected personnel with Mayor, Full Council, City Attorney. Carried.

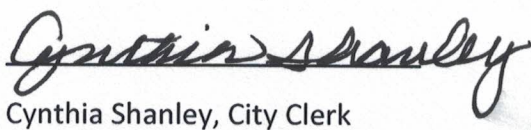
Time expired, regular session resumed.

Discussion of current applicants for City Clerk position followed. Mayor Bisnette will schedule interviews with appropriate applicants.

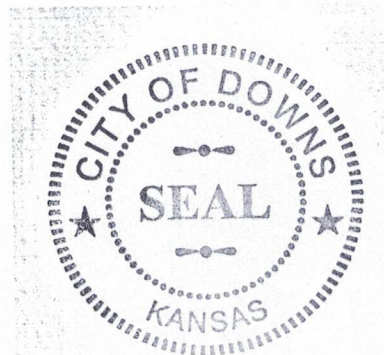
8:40 P.M. Jane moved, Evan seconded to adjourn special meeting. Carried.



John Bisnette, Mayor



Cynthia Shanley, City Clerk



Regular meeting of the mayor and council was held March 2, 2020, 5:30 p.m., at City Hall. Council members present: John Bisnette, Jane VanDonge, Evan Joy, Charlie Stevens, Joyce Hake, Devin Renken. Others present: Bruce Berkley, Kent Sullivan, Harry Colburn, Mike White, Cynthia Shanley, LaRae Cole, Kathy McCart, Officer Betzold, Ron Duran and Richard Judd.

Mayor Bisnette called the meeting to order and led in the flag salute.

Evan moved, seconded by Jane to approve minutes of February 18, 2020, meeting. Carried.

Joyce moved, seconded by Devin to approve minutes of Special Meeting, February 24, 2020. Carried.

Officer Betzold gave Osborne County Sheriff's Department report for the time frame of January 1, 2020 through February 1, 2020. Report covered two accidents, two criminal investigations, an unattended death and a juvenile report. Osborne County Sheriff's staff served (13) papers during January.

Code Enforcement reported no action. Joy brought Code Enforcement's attention to 821 Blunt Street to check on multiple cars/trailers at said property.

City Attorney inquired about 718 Hadley water service activation. Formal action may take place. Clerk indicated Rebecca Martin activated service at location in her name. This is the 3rd location in Martin's name.

Animal Control has contacted (2) citizens about animals. He will confer with clerk regarding (5) Large Animal Permits due in near future. He will contact Salinas family about status of chicken flock. A concern about large dog droppings at Library yard remains an issue. This is of concern as Story Telling Festival will convene in April. There was a provision made for Ancona's previous request to allow multiple dogs at residence and allow time to re-home animals. Ancona to be notified deadline to TAG all animals is Monday, March 16, 2020.

Superintendent Sullivan reported on pricing of additional pool fencing.

Hake moved, seconded by VanDonge to purchase (8) fifty-foot rolls of grey fencing to cover perimeter of pool. Carried.

Joyce moved, seconded by Jane to set City Wide clean-up for April 13 – 18, 2020, located at City Mixing Yard on south side of 500 block Delay street. Carried.

Ron Duran, representative of Lions Club, discussed planning for Lion's Club White Elephant Sale on April 17, 2020, at Memorial Hall.

Evan moved, seconded by Devin to waive Memorial Hall fees for Lion's Club use of Memorial Hall for White Elephant Event, April 17, 2020. Carried.

Sullivan and council discussed Morgan Avenue/Hwy 181 improvement work.

Sullivan informed council Bobcat Corp is lending city a 2012 street sweeper for test run/trial. Unit will arrive Wednesday. Superintendent proposed a possible lease plan to obtain upgraded sweeper.

City crew began weed spraying this week and mowing at Gazebo and Library. Barrier spray for sandburs at ballfield and sand boxes in park was put down. Due to safety issues at ballfield, nets are being repaired and safety issues may require moving batting cage.

Red gravel at park is spilling onto sidewalk causing safety issues. This will be addressed to prevent further concern. Crew has built an innovative piece of bucket equipment to clean riff-raff and chat for general use. The compost pile at shop and the mix area on Delay is available for local citizens to collect for garden use. Sullivan inquired about a new mosquito spray machine. Council directed Superintendent to follow through and check cost/prices.

6:35 P.M. Mayor, Council and City Attorney recessed to executive session for 15 minutes to discuss non-elected personnel.

6:50 P.M. Regular council meeting resumed.

Evan moved and Jane seconded to offer employment as City Clerk to Miranda Robinson beginning date March 16, 2020, contingent upon result of drug screen, \$12 starting wage with 90-day probation and review. Carried.

Offer accepted.

Devin moved, seconded by Jane to approve Special Use Permits 20-11 and 20-12. Carried.

Devin moved, seconded by Jane to approve Contractor Licenses 20-31 and 20-32. Carried.

Devin moved, seconded by Jane to approve payment of EMC deductible of \$500. Carried.

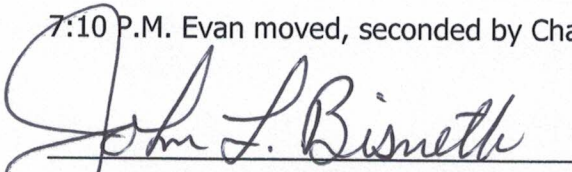
Jane moved, seconded by Joyce to donate \$100 to Lakeside After Prom Committee. Carried.

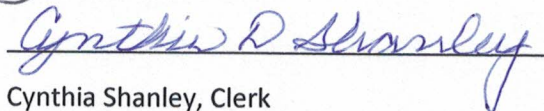
Evan moved, seconded by Jane to affirm engagement letter signed by Clerk 8/26/2019, for Swindoll, Janzen, Hawk & Loyd, LLC, audit hire. Carried.

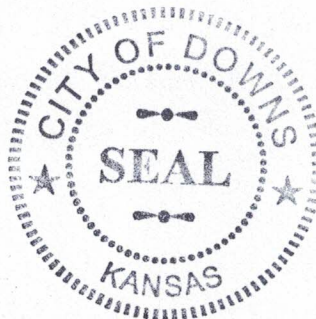
Advertisement for City summer employment candidates will run next week (3/11/2020) in Downs News.

Jane moved, seconded by Charlie to permit City Superintendent and one city crew employee to attend Kansas Rural Water Association Meeting, March 24 -26, 2020. Carried.

7:10 P.M. Evan moved, seconded by Charlie to adjourn. Carried.


John Bisnette, Mayor


Cynthia Shanley, Clerk



A special meeting of the City of Downs Council requested by written, signed document, was held March 3, 2020, at City Hall, 7:00 P.M.

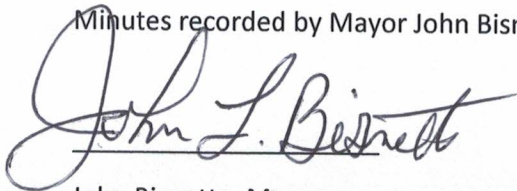
Mayor Bisnette presided, Council Members present, Evan Joy, Jane VanDonge, Charlie Stevens, Joyce Hake and Devin Renken.

7:00 P.M. Meeting was called to order by Mayor John Bisnette.

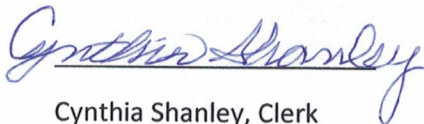
Evan Joy moved, seconded by Jane VanDonge to purchase ULV Sprayer-Clark Grizzly 18 HP for \$12,845 was approved. Carried.

7:05 P.M. Joy moved, seconded by VanDonge to Adjourn. Carried.

Minutes recorded by Mayor John Bisnette.

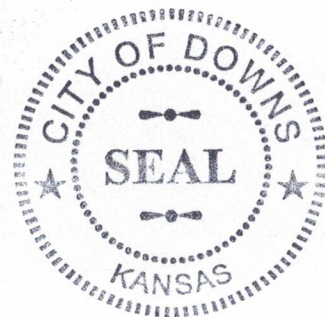


John Bisnette, Mayor



Cynthia Shanley, Clerk

2011



A special meeting of the City of Downs Council requested by written, signed document, was held March 6, 2020, at City Hall, 12:00 P.M.

Mayor Bisnette presided, Council Members present, Evan Joy, Joyce Hake, Charlie Stevens, and Devin Renken. Others present: Cynthia Shanley

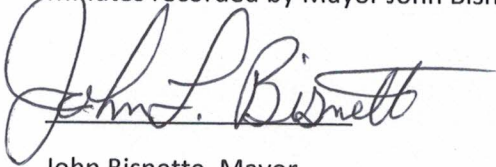
12:00 P.M. Meeting was called to order by Mayor John Bisnette.

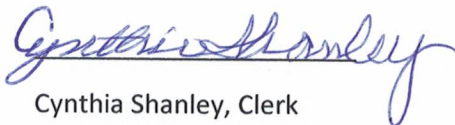
Mayor read Special Meeting request audibly.

Devin Renken moved, seconded by Joyce Hake, to approve Mayoral signature on letter of Request for Extension of construction contract award to Project CDBG #19-PF-014 to May 14, 2020 and mail in over-night Express mail.

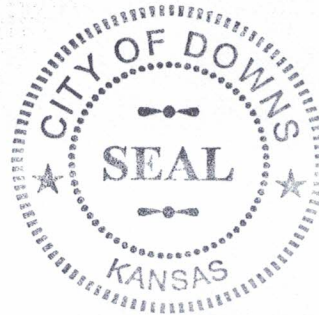
12:05 P.M. Joy moved, seconded by Hake to Adjourn. Carried.

Minutes recorded by Mayor John Bisnette.


John Bisnette, Mayor


Cynthia Shanley, Clerk

2012



Regular meeting of the mayor and council was held March 16, 2020, 5:30 p.m., at City Hall. Those present were Mayor John Bisnette and city council members Jane VanDonge, Evan Joy, Charlie Stevens, Joyce Hake. Absent was Devin Renken. Others present: Bruce Berkley, Kent Sullivan, Harry Colburn, Mike White, Cynthia Shanley, Richard Judd, Miranda Robinson, Tab Anderson, Larry Briand.

Mayor Bisnette called the meeting to order and led in the flag salute.

Joyce moved, seconded by Evan to approve minutes of March 3, 2020 Special Meeting. Motion carried.

Joyce moved, seconded by Evan to approve minutes of March 6, 2020 Special Meeting, with the removal of Jane's name and add Joyce Hake. Jane abstained from voting. Motion carried.

Evan moved, seconded by Jane to approve minutes of March 2, 2020 regular meeting. Motion carried.

Code Enforcement reported he attempted to make contact with 821 Blunt Street with no response.

City Attorney presented the new city employee manual to the council.

Jane moved, seconded by Joyce to approve the city employment manual as presented. Motion carried.

Animal Control reported the capture of a large dog from Jewell County. Council received notice of vaccination appointment for Terry Ancona's dogs from Downs Vet Clinic. Judd stated he would follow up after the appointments. Ancona was notified of deadline to TAG all animals by Monday, March 16, 2020. Since this was not done in compliance, there will be a penalty. Animal control will also issue a citation if the dogs are not tagged by March 20, 2020.

Evan moved, seconded by Jane to charge a late fee per ordinance for all dogs not tagged. Motion carried.

Larry Briand from Berry Tractor was in attendance to give quotes on a Bobcat mower and street sweeper. There was discussion concerning financing. Briand stated he would have a lease drawn up and sent to the city clerk, and either the mayor or a council member would check with local bank on financing options.

Evan moved, second by Jane to purchase the street sweeper from Berry Tractor for \$39,000 minus \$1,000 trade-in for a total of \$38,000 to be paid out of the special highway fund and to purchase the mower for \$4,723.40 from White Star Machinery to be paid out of the water/sewer fund; with financing to be determined at a later date. Motion carried.

Jane moved, second by Joyce to authorize mayor to sign the purchase contracts for the street sweeper and mower. Motion carried.

Superintendent Sullivan reported the practice ball net has been moved and inquired about purchasing a new net for it.

Joyce moved, second by Charlie to purchase a light-weight 185 lb. ball net for \$899.99 out of Parks and Recreation. Motion carried

City crew painted benches for the pool. Street signs are in and they will work on installing them by end of May. Kent reported the OSHA inspector came last week and will send a report of items that need to be addressed and fixed with 60 days at city shop, library, and pool.

Evan moved, seconded by Jane to waive Memorial Hall fees for Downs Arts Council for Storytelling Festival, for April 22-25. Carried.

Jane moved, seconded by Joyce to approve Special Use Permits 20-13, 20-14, 20-15A, and 20-15B. Carried.

Per policy Hadley Street water service will be charged minimum until repairs are completed.

Mayor reported the water plant extension for bid-letting was approved until May 14.

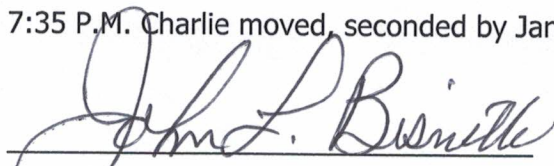
In council reports, Joyce mentioned the advertisement for city summer employment candidates will run in Downs News for two weeks. The ad will only be for lifeguards and city crew.

Jane moved, second by Evan to offer the pool manager position to Mason Duskie and assistant pool manager to Kelli Hennes. Motion carried.

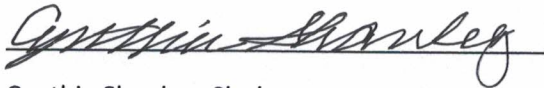
Charlie reported new office chairs will be purchased for the clinic if no more than \$500. Kent stated the city shop would like the old ones.

Joyce moved, second by Evan to approve vouchers and payroll.

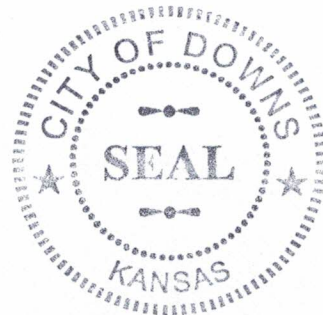
7:35 P.M. Charlie moved, seconded by Jane to adjourn. Carried.



John Bisnette, Mayor



Cynthia Shanley, Clerk



A special meeting of the City of Downs Council requested by written, signed document, was held March 18, 2020, at City Hall, 5:30 P.M.

Mayor Bisnette presided, Council Members present Evan Joy, Joyce Hake, Charlie Stevens, Jane VanDonge, and Devin Renken. Others present: Bruce Berkley, Cynthia Shanley, Miranda Robinson, Kent Sullivan.

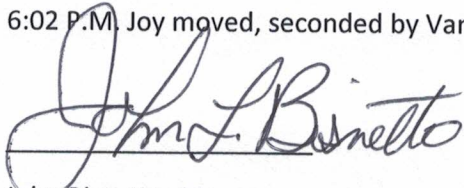
5:30 P.M. Meeting was called to order by Mayor John Bisnette.

Mayor read Special Meeting request audibly.

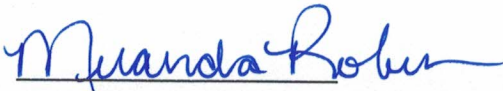
Evan Joy moved to stay with Governor Kelly's executive order 20-04 only allowing 50 people inside any city owned buildings. VanDonge seconded. Motion carried.

Jane moved to allow city clerk to send out invitations to bid letters for the water treatment plant project. Devin seconded. Motion carried.

6:02 P.M. Joy moved, seconded by VanDonge to Adjourn. Carried.

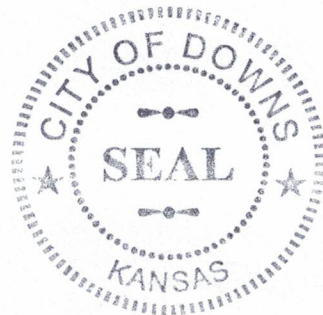


John Bisnette, Mayor



Miranda Robinson, Clerk

2014



A special meeting of the City of Downs Council requested by written, signed document, was held March 20, 2020, at City Hall, 5:30 P.M.

Mayor Bisnette presided, Council Members present Evan Joy, Charlie Stevens, Jane VanDonge, and Devin Renken. Others present: Bruce Berkley, Cynthia Shanley, Miranda Robinson. Not Present: Joyce Hake

5:33 P.M. Meeting was called to order by Mayor John Bisnette.

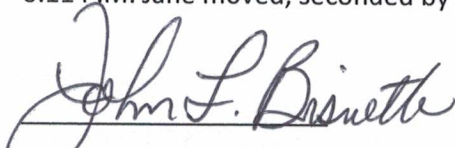
Mayor read Special Meeting request audibly.

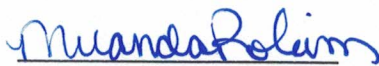
Jane moved, seconded by Devin to go with the lease option of \$25,000 at 2.95% for 5 years with the State Bank of Downs and pay the balance of \$13,000 from streets to purchase street sweeper; and authorize the mayor to sign the lease agreement. Motion carried.

Evan Joy moved, seconded by Devin to remove former mayor, Jen Brush, and former city clerk, Vickie Oviatt, from the account at Guaranty State Bank and add current mayor, John Bisnette, and current city clerk, Miranda Robinson, to the account. Motion carried.

Devin moved, seconded by Jane pursuant to the Governor's executive order 20-05 to suspend shut off fee of \$25 until the order is lifted. Motion carried.

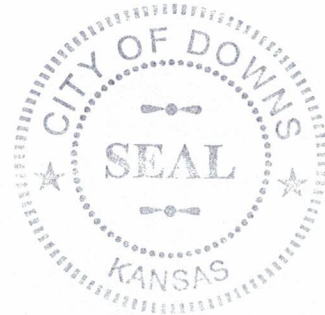
6:11 P.M. Jane moved, seconded by Evan to Adjourn. Carried.


John Bisnette, Mayor



Miranda Robinson, Clerk

2015



A special meeting of the City of Downs Council requested by written, signed document, was held March 27, 2020, at City Hall, 5:30 P.M.

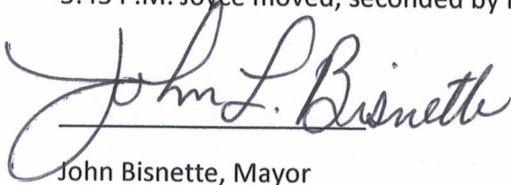
Mayor Bisnette presided, Council Members present Evan Joy, Charlie Stevens, Jane VanDonge, and Joyce Hake. Others present: Miranda Robinson. Not Present: Devin Renken.

5:30 P.M. Meeting was called to order by Mayor John Bisnette.

Mayor read Special Meeting request audibly.

Joyce moved, seconded by Jane to advertise in the newspaper for Assistant Clerk/Utility Billing Clerk for 2 weeks with deadline being April 17 at noon. Motion Carried

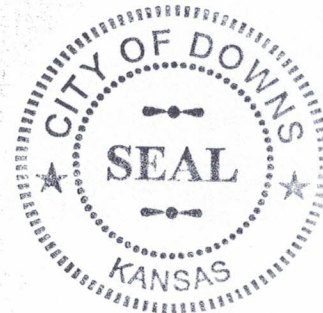
5:45 P.M. Joyce moved, seconded by Evan to Adjourn. Carried.


John Bisnette, Mayor



Miranda Robinson, Clerk

2016



Regular meeting of the mayor and council was held April 6, 2020, 5:30 p.m., at City Hall and via Zoom video. Those present were Mayor John Bisnette and city council members Jane VanDonge, Evan Joy, Charlie Stevens, Joyce Hake, Devin Renken. Others present: Bruce Berkley, Kent Sullivan, Harry Colburn, Cynthia Shanley, Miranda Robinson, Sheri Naasz, LaRhea Cole.

Mayor Bisnette called the meeting to order and led in the flag salute.

Joyce moved, seconded by Jane to approve minutes of March 16, 2020 Regular Meeting. Motion carried.

Joyce moved, seconded by Jane to approve minutes of March 18, 2020 Special Meeting. Motion carried.

Jane moved, seconded by Evan to approve minutes of March 20, 2020 Special meeting. Joyce abstained. Motion carried.

Jane moved, seconded by Charlie to approve minutes of March 27, 2020 Special meeting. Devin abstained. Motion carried.

Sheri Naasz from Cushing Insurance provided council with the EMC insurance outline to go over. Discussion was made on items that could be removed or coverage changed. Council tabled the approval of the insurance coverage until next regular meeting. Kent Sullivan, City Superintendent, will meet with Sherri to discuss city auto property and possible coverage changes. Property insurance is seeing a 4% inflation on coverage. If any changes need to be made with Fire Department trucks, Sheri will contact Kail Schoen.

Code Enforcement reported he attempted to make contact with 821 Blunt Street again and will leave notices. A citizen complaint was made on a property and he will contact the resident.

Council questioned Terry Ancona's status on tagging his dogs, not all dogs were tagged by March 20, 2020. City Attorney will write long form notice to appear at municipal court.

Superintendent Sullivan mentioned he was getting questions from citizens about the recent ad in the newspaper contradicting itself. City council decides no tires will be accepted during city wide clean up, April 13-18, 2020. Items are to be dumped at the city mixing strip on East Delay Street. Clerk will get with newspaper to fix the ad and post on city's Facebook page.

Kent stated all street signs are up. He is going to look into pricing for fixing the bridge on west Railroad. Tipton city Manager is interested in purchasing the old street sweeper, Kent will contact him to set up a time to meet. The new skid loader mower will be here Tuesday. Van Diest company will be here on Tuesday to set up the new Grizzly mosquito sprayer and show the guys how to properly use it.

Kent also mentioned the pool motor needs to be fixed and or replaced. City council asked him to get prices and dates when parts or new motor can get here to bring to next meeting.

City Clerk mentioned a letter from the Fire Department was received to notify that funds will be sent to the city as reimbursement for the new helmets they purchased. A letter from Parks and Recs was received.

Joyce moved, seconded by Jane that Parks and Recs be able to use \$4000 from their line budget. Motion carried.

Joyce moved, seconded by Jane to approve Resolution 20-01 to clear outstanding checks and send to Kansas Treasurer as unclaimed property. Motion carried.

Fire Department reported they had an opportunity to purchase around 30 good used masks and tanks from a department in Indiana. These would replace current items they were going to need to purchase in near future but at a better price.

Evan moved, seconded by Jane to approve Joel Hardy to purchase the masks and air packs for \$5500 along with freight to get them here. Devin abstained. Motion carried.

Evan moved, seconded by Charlie to designate the State Bank of Downs as the City of Downs depository. Motion carried.

Joyce moved, seconded by Evan to accept the resignation of Kathy McCart.

Utility billing issue with a Delay Street customer was discussed.

Evan moved, seconded by Charlie to charge the resident minimum water rate for April and a new water meter will be installed at the curb as soon as possible. Motion carried.

Jane moved, seconded by Joyce to approve Special Use Permits 20-16 and 20-17. Motion carried.

Joyce moved, seconded by Jane to approve contractor's licenses 20-33 and 20-34. Motion carried.

Evan moved, seconded by Charlie to approve demolition permit 20-04 and waive all fees. Motion Carried.

In old business, the use of the credit card was brought up. Kent will work with Miranda on setting up accounts with vendors who are used often instead of charging the card. The card is to be used for travel and special one-time purchases.

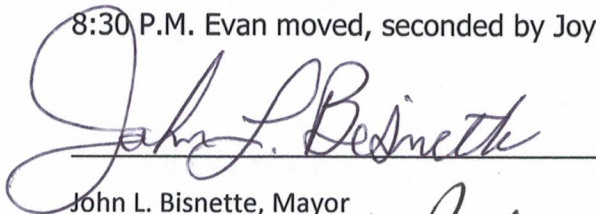
Evan moved, seconded by Joyce approve vouchers and payroll.

Evan moved, seconded by Jane to into executive session at 8:10p.m. for 15 minutes to discuss non-elected personnel with council and city attorney present.

Joyce moved, seconded by Jane to release Cynthia Shanley from employment Friday, April 10, 2020 with final two weeks' pay. Motion passed.

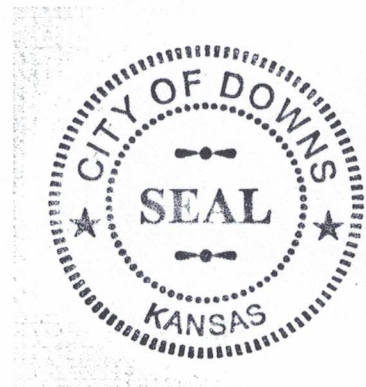
Devon moved, seconded by Jane to approve \$200 Downs script to Cynthia for her years of service. Motion passed.

8:30 P.M. Evan moved, seconded by Joyce to adjourn. Carried.


John L. Bisnette, Mayor


Miranda Robinson, Clerk

Miranda Robinson, Clerk



Regular meeting of the mayor and council was held April 20, 2020, 5:30 p.m., at City Hall. Those present were Mayor John Bisnette and city council members Jane VanDonge, Evan Joy, Charlie Stevens, Joyce Hake, Devin Renken. Others present: Bruce Berkley, Kent Sullivan, Harry Colburn, Miranda Robinson, Sheri Naasz.

Mayor Bisnette called the meeting to order and led in the flag salute.

Joyce moved, seconded by Jane to approve minutes of the April 6, 2020 Regular Meeting. Motion carried.

Sheri Naasz from Cushing Insurance brought new insurance coverage proposals after speaking with council president and city superintendent. Some coverage would be taken off city vehicles with values that are less than previously stated.

Joyce moved, seconded by Charlie to add insurance coverage for the home run fence and batting cages at the Roadside Park. Motion carried.

Jane moved, seconded by Charlie to remove the terrorism coverage. Motion carried.

Jane moved, seconded by Devin to renew insurance coverage with changes.

City attorney questioned council if he should proceed with filing charges against Ancona concerning number of dogs on his property.

Animal control reported he picked up one dog and took to impound. Also, he reported taking care of a dead cat.

Code Enforcement officer Harry Colburn reported he followed up on the written complaint made about 500 Blunt. The owner stated no one is living in the truck and they are fixing it up. The resident also removed another old truck. The complaint about 508 Blunt was about a chair in the yard which the city crew removed it. The house on Ross Street was successfully demolished and insurance money can be released to property owner. Harry also reported he would be in contact with another house on Blunt more actively to clean up the property.

Superintendent Sullivan stated the city wide clean up was a success. Kent received an offer from a CenCon of Kansas to clean up the rock and concrete piles at the tree dump at no cost to the city. The city will receive 10% of the product made, at no charge.

Evan moved, seconded by Devin to have the City Superintendent approve the proposal from CenCon of Kansas. Motion carried.

Kent reported he did more searching into finding a new pool motor. He found a company that has a motor and pump that could ship within 3 weeks. This will allow the pool to open on time depending on the governor's orders.

Joyce moved, seconded by Charlie to purchase the new pool motor and pump for \$4869 plus shipping costs. Motion carried.

Ryan Borne from VanDiest Company was here last week and programmed the new mosquito sprayer. Kent reported it works well and be much more cost effective. Kent also said he got a quote from Larry Briand at White Star on a tilt attachment for the skid loader. Council tabled the idea of purchasing one until the fall. Kent mentioned he talked with Hall Brothers out of Concordia about purchasing cold mix for street repairs and Abram's would be able to haul the loads.

Charlie moved, seconded by Devin to purchase two loads of cold mix from Hall Brothers with Abram's hauling to come out of the street fund. Motion carried.

City Clerk reported the Consumer Confidence Report for the year 2019 was available on the website and will be going out on May utility bills. A letter was presented from Kevin Marsh concerning having three dogs and getting them tagged. Since one dog is elderly, he can tag all 3 but cannot replace once it is deceased. A copy of Ordinance 293 will be provided to Marsh concerning dogs on a property. Utility billing payments for this month were not affected by COVID-19 closures.

Library Board letter was presented. Mayor will make appointments the first council meeting of May.

Joyce moved, seconded by Evan to approve contractor's license 20-35. Motion carried.

Devin moved, seconded by Jane to approve Special Use Permit 20-19. Motion carried.

Evan moved, seconded by Jane to approve vouchers and payroll.

A 6:50 p.m. Evan moved, seconded by Jane to going into executive session for 5 minutes with council, mayor, city attorney and city superintendent to discuss non-elected personnel.

At 6:55 p.m. Evan moved, seconded by Joyce to go into executive session for an additional 15 minutes with council, mayor, city attorney, and city superintendent to discuss non-elected personnel.

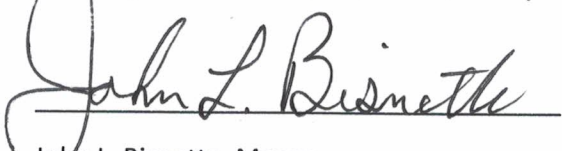

Evan moved, seconded by Joyce to have city superintendent offer Rich Rodehorst and Dave Goheen summer employment at \$12 per hour, 20 hours per week.

At 7:10 p.m., Jane moved to go into executive session for 20 minutes, seconded by Devin with council, mayor, city attorney and city clerk to discuss non-elected personnel.

At 7:19 p.m. Evan moved, seconded by Jane to go into executive session with mayor, council, city attorney to discuss non-elected personnel for 15 minutes.

At 7:35 p.m. Jane moved, seconded by Devin to go into executive session with mayor, council, city attorney to discuss non-elected personnel for an additional 10 minutes.

At 7:46p.m. Evan moved, seconded by Jane to adjourn.


John L. Bisnette, Mayor


Miranda Robinson, Clerk



A special meeting of the City of Downs Council requested by written and signed document, was held April 24, 2020, at City Hall, 1:00 P.M.

Mayor Bisnette presided, Council Members present were Charlie Stevens, Joyce Hake, and Devin Renken. Others present were Miranda Robinson and Raquel Wyman. Not present: Evan Joy and Jane VanDonge

1:00 P.M. Meeting was called to order by Mayor John Bisnette.

Mayor read Special Meeting request audibly.

At 1:02 p.m. Devin moved, seconded by Charlie to go into executive session for 30 minutes for non-elected personal with mayor, council, clerk, and applicant Raquel Wyman.

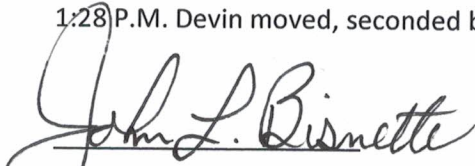
1:20 p.m. came out of executive session.

Joyce moved, seconded by Devin to offer part-time employment as Assistant City Clerk to Raquel Wyman. Motion Carried.

Devin moved, seconded by Charlie to offer a summer city crew position to Brody Metz pending pre-employment drug screen. Motion carried.

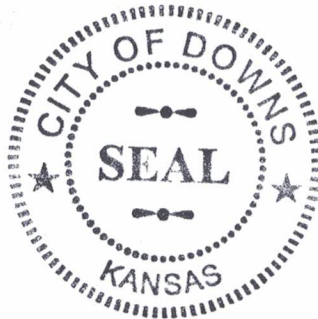
Devin moved, seconded by Charlie to approve special use permit 20-20 and 20-20B. Motion carried.

1:28 P.M. Devin moved, seconded by Joyce to Adjourn. Carried.


John L. Bisnette, Mayor


Miranda Robinson, Clerk

2019



Regular meeting of the mayor and council was held May 4, 2020, 5:30 p.m., at City Hall. Mayor John Bisnette presided. Council members present: Jane VanDonge, Evan Joy, Charlie Stevens, Joyce Hake. Devin Renken was absent. Others present: Bruce Berkley, Kent Sullivan, Harry Colburn, Miranda Robinson, Sheri Naasz, Richard Judd, Marcus Betzold, Craig Stockebrand and Drew Hoops with Wilson & Co.

Mayor Bisnette called the meeting to order and led in the flag salute.

Joyce moved, Jane seconded, to approve minutes of the April 20, 2020 Regular Meeting as submitted. Carried.

Joyce moved, Charlie seconded, to approve minutes of the April 24, 2020 Special Meeting as submitted. Carried.

Osborne County Sheriff Deputy Marcus Betzold presented the law enforcement report for the period of March 1 - May 1.

Sheri Naasz, on behalf of Cushing Insurance Agency, and EMC Insurance, presented the city a dividend check from the Kansas Municipality Safety Group Program.

Code Enforcement officer Harry Colburn reported he received several verbal complaints about yards that are over grown. He tried contacting one resident but they hung up on him, his next step will be to send letters for yards to be mowed. A property on North Morgan was discussed and Colburn will reach out to the owner to get the property cleaned up.

Animal control reported he will review properties that applied for large animal permits at the end of May.

Craig Stockebrand along with Doug Goetz, via Zoom, of Wilson & Co. presented the bids for the Water Treatment Plant construction to the council. Bids were opened and received at the city office on April 28. The engineers recommended to award the building contract to APAC-Kansas, Inc. as they had the lowest bid. There was discussion on the alternate options and budget of the project.

Evan moved, Joyce seconded, to award APAC-Kansas, Inc. the contract for the Water Treatment Plant including the five alternate options for construction contingent of KDHE approval. Carried.

Joyce moved, Jane seconded, to authorize the mayor to sign the agreement with APAC-Kansas, Inc. for construction. Carried.

Superintendent Sullivan stated the new pool motor should be here next week. Discussion was held on opening dates for the pool. The pool will open Memorial Day weekend as usual, unless the governor orders change.

City crew has expanded the bridge near Railroad and Kansas from 14ft to 21 ft wide and added railing. The leaking fire hydrant at Kansas and Railroad will be addressed Wednesday. Drainage ditches have been cleaned out and made more efficient, still have some work to do.

Sullivan stated Johnson and Johnson will be in town within 30 days to clean out sewer lines. Abram's will be hauling in the cold mix this week.

City Clerk read a letter from the Junior Class Sponsors asking for the Memorial Hall rental fees to be waived so they can tentatively have prom July 18.

Evan moved, Charlie seconded, to waive the Memorial Hall rental fees for Lakeside High School Prom July 17-19, 2020. Carried.

Mayor Bisnette appointed Gloria Schoen to the Library Board.

Mayor Bisnette appointed city officers for 2019-2020: Municipal Judge, Kenneth Lee; City Clerk, Miranda Robinson; Assistant City Clerk, Raquel Wyman; Treasurer, Dave Draayer; City Superintendent, Kent Sullivan; Building Inspector/Zoning Administrator, Kent Sullivan; City Attorney, Bruce Berkley; Code Enforcement, Harry Colburn; Animal Control, Richard Judd.

Joyce moved, Charlie seconded, to approve the Mayor's appointments. Carried.

Jane moved, Joyce seconded, to approve contractor's license 20-36. Carried.

Joyce moved, Jane seconded, to approve building permit 20-07. Carried.

Joyce moved, Evan seconded, to approve demolition permit 20-08. Carried.

Jane moved, Evan seconded, to approve building permit 20-09. Carried.

Joyce moved, Jane seconded, to approve building & demolition permit 20-10. Carried.

Joyce moved, Jane seconded, to approve building permit 20-06. Carried.

Evan moved, Jane seconded, to approve vouchers and payroll. Carried.

At 7:05 p.m. Evan moved, Jane seconded, to go into executive session for 30 minutes to discuss non-elected personnel with council, mayor, city attorney, Harry and Kent.

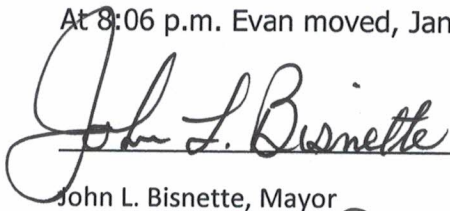
Joyce moved, Evan seconded, to terminate Brody Metz. Carried.

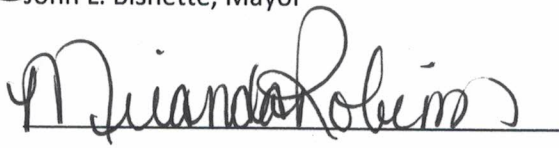
At 7:40 p.m. Evan moved, Jane seconded, to go into executive session for 10 minutes with council, mayor, Avery Berkley, and city superintendent.

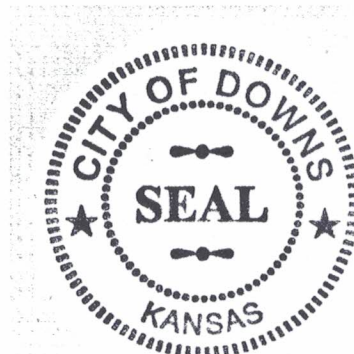
Evan moved, Jane seconded, to hire Avery Berkley as a seasonal employee at \$11/hour contingent on drug screen results. Carried.

At 7:50 p.m. Evan moved, Jane seconded, to go into executive session with mayor, council, and city attorney for 15 minutes.

At 8:06 p.m. Evan moved, Jane seconded, to adjourn. Carried.


John L. Bisnette, Mayor


Miranda Robinson, Clerk



Regular meeting of the mayor and council was held May 18, 2020, 5:30 p.m., at City Hall. Mayor John Bisnette presided. Council members present: Jane VanDonge, Evan Joy, Charlie Stevens, Joyce Hake, and Devin Renken. Others present: Bruce Berkley, Kent Sullivan, Harry Colburn, Miranda Robinson, Sherry Knouf, Kelli Hennes, Doug Lantz, Will Bramblett, Ron Duran.

Mayor Bisnette called the meeting to order and led in the flag salute.

Jane moved, seconded by Joyce to approve the minutes from May 4, 2020 meeting. Discussion was held. Approving the 5 alternates for the water treatment plant construction needed to added; during the 7:40 executive session Avery Berkley was also in attendance; the date of the meeting needed to be change. Motion was approved with changes to the minutes.

Sherry Knouf presented council with the library report. Council mentioned they would like the general ledger for the library from the last five years. Knouf mentioned that the summer reading program will be held outside in the yard; and a few game nights will be planned for families to attend with social distancing.

Will Bramblett and Doug Lantz with Scoular Grain Company presented to council a letter from Downs Enterprises supporting the new proposed grain storage building. The new building could hold between 2.5 and 3 million bushels and will help eliminate grain storage on the ground.

Joyce moved to approve building permit #20-11. Jane seconded. Motion carried.

Kelli Hennes was in attendance clarify with council questions about the pool. The city will open the pool when the governor's orders allow it to be open. Pool hours and price of admission were kept the same as last year. Discussion was held on wages for lifeguards.

Jane moved to pay returning lifeguards \$8.10 per hour and new lifeguards \$7.75 per hour. Evan seconded. Motion carried.

Jane moved to reimburse Cooper Brown half of his certification due to only working part-time as lifeguard. Evan seconded. Motion carried.

Code enforcement officer Harry Colburn stated he had contacted fourteen residents about over grown yards and twelve of them have been mowed. He will be sending certified letters to those who have not complied.

Colburn also would like to remind residents that it is against city code to blow grass clippings into the streets.

City Attorney Bruce Berkley stated he will be sending out gentle reminder letters to those who have not registered special use vehicles for 2020, but are using them.

City Superintendent Kent Sullivan stated new hire Avery Berkley was doing a great job and working with Dave Goheen on mowing city properties. Kent questioned if they need to continue to prepare the ball fields if no softball was being played this summer. It was mentioned that peewee baseball was still going to play, but Kent would get ahold of someone to check.

Kent stated they would be installing the pool motor and pump this week so the pool can be up and running when it is possible to open. Street work will begin after they finish. Kent inspected all playground equipment at both city parks and deemed them safe.

Kansas Department of Labor returned the report from the safety inspection. Work will start on making corrections that need to be made based on recommendations.

The fire hydrant at Railroad and Kansas Ave was replaced last week.

Kent asked the council if they knew of any grants that would help cover expenses to fix street gutters and curbs as many are in disrepair. City Clerk will inquire if any are available.

Kent would like the public to be aware they will be sweeping the streets every other Wednesday and it would be appreciated if vehicles could be moved off the street.

City Clerk reported the city received a letter from the auditors regarding the start of the 2019 audit. A CDBG-CV grant was made available by the governor and if there is a need for assistance from local businesses, the Osborne County Commissioners will apply. The survey was either emailed or hand delivered to businesses within Downs.

Joyce mentioned the State Bank would like to close out a city account that has had no activity for years. The money was to be used for downtown street lighting. Kent mentioned he would check with the local sorority if they could use funds to help purchase new Christmas lights.

Joyce moved to waive the fees for the Memorial Hall used by Downs Chamber for Celebration July 2-5, 2020. Evan seconded. Motion carried.

Evan moved to approve the CMB Licenses for Downs Chamber. Devin seconded. Motion carried.

Mayor Bisnette appointed Melanie Schreiner as Deputy Treasurer.

Devin moved to approve the Mayor's appointment of Melanie Schreiner for Deputy Treasurer. Evan seconded. Motion carried.

Evan moved to approve the Emergency Water Supply Plan. Jane seconded. Motion carried.

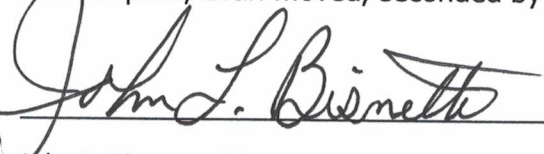
Evan moved to approve vouchers and payroll. Jane seconded. Motion carried.

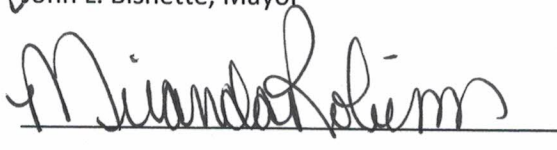
At 7:38 p.m., Evan moved to recess into executive session with the council, mayor, and city attorney for 15 minutes to discuss non-elected personnel. Jane seconded. Carried.

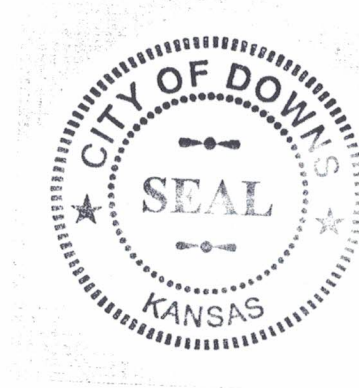
(Remaining minutes taken by Joyce Hake.)

Evan moved, seconded by Joyce, to approve a salary increase for City Superintendent Kent Sullivan retroactive to January 1, 2020. Motion carried.

At 7:52 p.m., Evan moved, seconded by Jane, to adjourn. Carried. Meeting adjourned.


John L. Bisnette, Mayor


Miranda Robinson, Clerk



Regular meeting of the mayor and council was held June 1, 2020, 5:30 p.m., at City Hall. Mayor John Bisnette presided. Council members present: Jane VanDonge, Evan Joy, Charlie Stevens, Joyce Hake, and Devin Renken. Others present: Bruce Berkley, Kent Sullivan, Harry Colburn, Miranda Robinson, Richard Judd, Deputy Andrew Foglesong.

Mayor Bisnette called the meeting to order and led in the flag salute.

Joyce moved to approve, seconded by Evan, the minutes from May 18, 2020 regular meeting as presented. Motion carried.

Deputy Andrew Foglesong reported for the Osborne County Sherriff's Department that one paper was served in May. Also, one welfare check was made and one juvenile report.

Code Enforcement Harry Colburn reported he drew papers on 823 Blunt St. Most everyone has complied with keeping yards mowed.

Animal Control Richard Judd reported he removed 5 feral cats, 3 kittens, and an opossum. Judd reported on the large animal permits.

Jane moved to approve, seconded by Devin to approve large animal permits #20-01 for 2 horses to Rob & Jess Reinert, #20-02 for 3 horses to Jim & Diana Keezer, #20-03 for 3 horses to Carla Naasz-Schlatter, #20-04 for 3 horses to Anna Garey, #20-05 for 30 sheep to Wendell Brummer. Joyce abstained. Motion carried.

City Superintendent Kent Sullivan reported the pool opened today. The crew has put up privacy fencing around the pool which will help keep the dirt and dust down in the pool area. Work will continue at the park next to the pool and horseshoe pits. The ballfield fencing and volleyball nets are up at the roadside park. Grass has been planted near the shelter house at roadside park where they did dirt work.

City crew has started prepping the streets by sweeping and spraying weeds so they can start chip sealing and putting down cold mix to fix streets. Kent will place an order for more oil at the cheaper price. Discussion was held over street repairs and keeping on top of them.

City clerk reported she spoke with the auditor who will be in the office June 10. Clerk was approached by the newspaper about an ad for the homecoming addition, discussion was held and Devin will get the ad ready to be put in the paper.

The position of pool manager and assistant pool manager were discussed as a wage was not approved by council in previous meetings.

Joyce moved to approve, seconded by Devin, to pay Kelli Hennes \$12/hr as pool manager and Mason Duskie \$8.50/hr for assistant pool manager. Motion carried.

Joyce moved to approve, seconded by Devin, special use permits: #20-21 and 20-21b for Robert and Connie Pennington; #20-22 for Leon Kuhn; #20-23, #20-23b, and #20-22c for Jenny, Grace and Kristian Grady; #20-24 and #20-24b for Mary and Evan Joy. Evan abstained. Motion carried.

Joyce moved to approve, seconded by Jane, building permit #20-12, for fencing for Kurt Decker; and #20-13, for fencing for Miranda Robinson. Motion carried.

In mayor and council reports, Devin stated he talked with Jim Griffith of Downs Enterprises and they are willing to come to council and give an update.

Joyce stated the account at the bank for street lighting has been taken care of. The money will go to help purchase new Christmas lighting.

Jane asked about the progress of the Memorial Hall improvement grant. Bruce stated the grant work is done, but they are still doing minor projects with money that was donated.

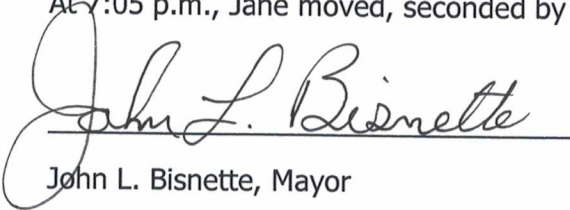
Jane moved, seconded by Evan, to approve vouchers and payroll. Motion carried.


Discussion was held concerning security cameras being purchased and placed at the pool. Kent stated he would look into options and purchase a system for the pool.

Kent also brought up that over Memorial weekend the flags on main street were not up. Discussion was held on who was responsible for putting those up. Kent and Harry volunteered to put them up when needed.

At 6:50, Evan moved to go into executive session for 10 minutes with council, mayor, city attorney, city clerk, Kent and Harry to discuss non-elected personnel. Jane seconded. Motion carried. No action was taken.

At 7:05 p.m., Jane moved, seconded by Charlie, to adjourn. Carried. Meeting adjourned.


John L. Bisnette, Mayor


Miranda Robinson, Clerk



Regular meeting of the mayor and council was held June 15, 2020, 5:30 p.m., at City Hall. Mayor John Bisnette presided. Council members present: Evan Joy, Jane VanDonge, Charlie Stevens, Joyce Hake, Devin Renken. Others present were Corina Cox, Doug Goetz, Craig Stockebrand, Drew Hoops, Kent Sullivan, Harry Colburn, Miranda Robinson, Sheri Knouf, Jennifer Bowles, Jonas Bowles, Craig Pottberg, and LaRhea Cole.

Mayor Bisnette called the meeting to order and led in the flag salute.

Jane moved to approve, seconded by Charlie, the minutes from June 1, 2020 regular meeting as presented. Motion carried.

Craig Pottberg, Osborne County Commissioner, appeared before council to present the idea of housing two Osborne County ambulances in the fire barn. Pottberg stated the county is looking for cost effective services for the county and have found that AMR will help save around \$100,000 for the county. Discussion was held on whether the council would want the ambulances housed in Downs and cost of renting the building to AMR. Mayor Bisnette stated he would get in contact with Pottberg after more discussion.

Corina Cox with NWKP&DC was present to inform the council about 2020 CDBG grants. If the city was to apply for a grant, they would have to get started immediately. A Low-to-moderate income survey will need to be completed for the entire town. City clerk will get started on that process. This survey will last for three to four years.

Doug Goetz, Craig Stockebrand and Drew Hoops with Wilson and Company were there to discuss the final steps for closing the industrial lagoons. KDHE needs an official closure form and soil samples need to be taken and tested. Stockebrand stated they had gotten some quotes from different labs and they found that Midway Co-op would be the cheapest route for the city to take.

Joyce moved, seconded by Charlie, to have Midway Co-op take soil samples and test them with cost not to exceed \$1000 for the Industrial Lagoon closure. Motion carried.

Sheri Knouf present council with the library's 2021 proposed budget. Knouf stated summer reading program started and they had a good crowd. The library has been busy so far this summer. Discussion was held concerning possible moving the library or updating. Jennifer Bowles, library board member, was present to let council know how important it is to keep the library on Morgan Ave.

Code Enforcement Harry Colburn reported three or four letters out to property owners concerning code violations.

City Superintendent Kent Sullivan reported cameras have been installed at the pool and are up and running. The disc golf course at the roadside park is complete and ready for use. Discs are available to patrons if they don't have their own, contact the city office. Maps and score cards for the course will be in a box by hole 1.

A new electric pole was installed west of the pool. City crew is continuing to work on the shelter house by the pool.

Devin moved, seconded by Jane, to waive fees for American Red Cross blood drive at the Memorial Hall on July 8, 2020. Motion carried.

Evan moved, seconded by Devin, to approve special use permits #20-25 & #20-25b for Anne and Rod Schoen; #20-26 & #20-26b for Tim and Janet Parker. Motion carried.

Jane moved, seconded by Evan, to approve contracting license #20-37 for Dunstan Waste Solutions. Motion carried.

Jane moved, seconded by Devin to approve building permit #20-14 for Phillip Ellis for porch demolition and reconstruction. Motion Carried.

More discussion was held on having ambulance services in Downs through AMR.

Evan moved, seconded by Jane, to entertain the possibility of housing the Osborne County Ambulance\AMR services at the Downs Fire Barn. Motion carried.

Evan moved, seconded by Jane, to approve vouchers and payroll. Motion carried.

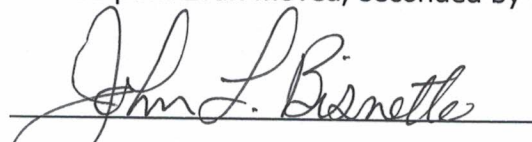
Devin Renken left meeting.

At 7:20 p.m., Evan moved to go into executive session for 15 minutes with council, mayor, and city clerk to discuss non-elected personnel. Jane seconded. Motion Carried.

Evan moved, seconded by Jane to approve pay raise of \$14.00/hr. for Miranda Robinson effective next pay period.

At 7:45 p.m., Jane moved, seconded by Joyce, to go into executive session for 10 minutes with council and mayor to discuss non-elected personnel. No Action was taken.

At 7:56 p.m. Evan moved, seconded by Charlie, to adjourn. Carried. Meeting adjourned.


John L. Bisnette, Mayor


Miranda Robinson, Clerk



Special meeting of the mayor and council was held June 15, 2020, 1:15 p.m., at City Hall. Those present were Mayor John Bisnette, Council members: Evan Joy, Charlie Stevens, Joyce Hake, Devin Renken. Others present were Corina Cox with NWKP&DL; Doug Goetz, Craig Stockebrand, Drew Hoops with Wilson & Co.; Jeff Shaw with APAC; Wade Keitel with KDHE; Kent Sullivan, Harry Colburn, Miranda Robinson.

The meeting started out with a ground breaking photo opportunity at the Water Treatment Plant site. The meeting resumed at City Hall.

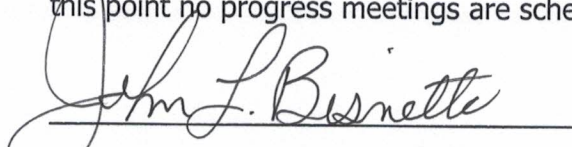
This meeting was a pre-construction meeting for the Water Treatment Plant. Notice to proceed with the project was dated as of June 15, 2020 with substantial completion of the project January 8, 2021. The final completion for the project is February 12, 2021. Funding for this project came from a Kansas Public Water Supply Loan and Community Development Block Grant. Field construction will be done by APAC-Kansas, Inc. and Wilson & Co. will provide periodic on-site construction observation with the city providing daily observation on-site.

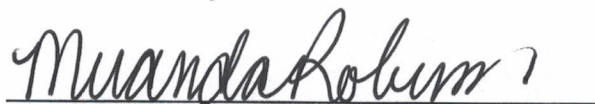
Pay requests are to be submitted to Craig Stockebrand at WCI ten days prior to the 30th of each month, and then submitted to the City within five days for processing and payment. Note that the City will pay on a timely manner—at their monthly meetings. Prior to first pay request, Contractor to submit a blank project pay request for review by WCI. Contractor should email draft pay request to WCI for review then submit 4 Final originals each month (1-City, 1-WCI, 1-Contractor, 1-Grant Administrator).

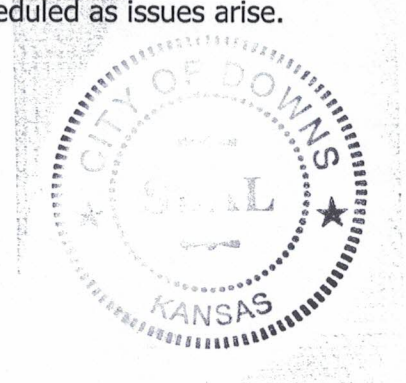
Project tax exemption certificate (No.0000086180) was provided to Contractor prior to pre-construction conference. Contractor to submit Project Completion Certificate to City at end of project. Contractor is responsible for obtaining a building permit from the City of Downs; City will waive fee on building permit. Contractor is responsible for any other federal, state, county or local permits as necessary.

City to inform Contractor of any salvage items and where to store them. The contractor must submit asbestos demolition form to KDHE at least 10 days before demolition. The asbestos inspection form will be sent to Jeff Shaw. The City has the okay to salvage anything out of the existing GAC building that they deem necessary. They can also coordinate with the contractor to salvage items during construction.

Working time will be long hours Monday through Thursday and minimal work on Friday's. At this point no progress meetings are scheduled but can be scheduled as issues arise.


John L. Bisnette, Mayor


Miranda Robinson, Clerk

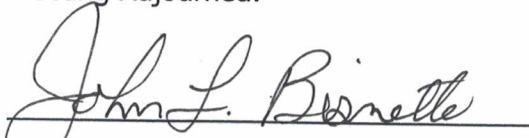


Special meeting of the mayor and council was held June 29, 2020, 7:45 a.m., at City Hall. Mayor John Bisnette presided. Council members present: Evan Joy, Joyce Hake, Devin Renken. Not present: Jane VanDonge and Charlie Stevens. Others present: Miranda Robinson.

Mayor read aloud request for special meeting to review and approve cereal malt beverage applications for Strikers Bowling Center.

Evan moved to approve cereal malt beverage license 20-08 not for consumption on premises; and 20-09 for consumption on premises for Striker's individual proprietor applications. Devin seconded. Motion carried.

Meeting Adjourned.



John L. Bisnette, Mayor



Miranda Robinson, Clerk

