



CITY OF DOWNS

Regular Council Meeting
September 2, 2025 - 5:30 p.m.
715 Railroad Street
Downs, Kansas 67437

Downs City Council met in regular session on Tuesday, September 2, 2025, 5:30 p.m., at City Hall. Council members present: Joyce Hake, Collin Jones, and John Bisnette. Council not present: John Cordill and Heather Hancock. Others present: Bruce Berkley, Harry Colburn, and Miranda Robinson. Mayor Vienna Janis called the meeting to order and led in the flag salute.

Minutes

Joyce moved, John B. seconded, to approve regular meeting minutes from August 18, 2025. Motion carried with 3 ayes.

John B. moved, Collin seconded, to approve special meeting minutes from August 21, 2025. Motion carried with 3 ayes.

Staff Reports

Animal Control officer Collin Jones reported he had picked up a couple lost dogs and that they were returned to their owners.

In the water report, Colburn stated he hopes they have the communication issues worked out.

City Superintendent Brady Pound was not present, but he is reviewing the 3 applications that were submitted with a September 8 deadline.

City Clerk Miranda Robinson reported that Terri Timmons-Duran presented a broken portion of Ron Duran & Crystal Duran's headstone and stated Schoen Funeral Home quoted her \$200 to fix it. She asked if the council would be willing to pay anything towards this. Ron Duran was at a council meeting back in June 2024 with the broken piece asking that those who mow at the cemetery be more careful. Collin moved, Joyce seconded, to pay for the repairs to the stone for Terri Timmons-Duran, not to exceed \$200 out of the cemetery fund. Motion carried with 3 ayes.

Robinson had a wastewater contract form that the mayor needed to sign in order to add Brady Pound to the City of Downs operators with the State of Kansas. John B. moved, Collin seconded, to allow the mayor to sign the wastewater operator form, adding Brady Pound to the City of Downs. Motion carried with 3 ayes.

Clerk Robinson had a draft addition to the City Employee Handbook concerning city vehicles and accidents for the council to review. Discussion was held on the procedures and making sure that all employees are aware of the new policy. Joyce moved, John B. seconded, to approve the updated employee handbook. Motion carried with 3 ayes.

Fire Department Assistant Chief Collin Jones reported that he found some training materials online that the department would like to purchase for the volunteers. Joyce moved, John B. seconded, to allow the fire department to purchase training material for \$1,144.75. Motion carried with 3 ayes.

Jones also mentioned they are needing to replace a nozzle and he will have the Chief reach out for quotes to have at the next meeting.

Permits

Joyce moved, Collin seconded, to approve building permit 25-27. Motion carried with 3 ayes.

New Business

Delmar Rothchild asked that the drainage ditch be cleaned out behind his house as it's starting to back up into his yard during storms. Council stated that the city crew will take a look at it and see what they can do.

The council held discussion on the water and wastewater operator contract, but decided to table any updates.

Vouchers & Payroll

Joyce moved, John B. seconded, to approve vouchers and payroll as presented. Motion carried with 3 ayes.

With no further business, Collin moved, Joyce seconded, to adjourn the meeting. Motion carried with 3 ayes. Meeting adjourned at 7:02 p.m.

Vienna Janis

Vienna Janis, Mayor

ATTEST:

Miranda Robinson

Miranda Robinson, City Clerk



(seal)