



## **CITY OF DOWNS**

Regular Council Meeting  
March 3, 2025 - 5:30 p.m.  
715 Railroad Street  
Downs, Kansas 67437

---

Downs City Council met in regular session on Monday March 3, 2025, 5:30 p.m., at City Hall. Council members present: Heather Hancock, Joyce Hake, Collin Jones, and John Bisnette. Council not present: John Cordill. Others present: David Hardy, 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 seconded, to approve regular meeting minutes from February 18, 2025. Motion carried with 4 ayes.

### **Staff Reports**

Animal Control wanted to remind citizens that dog tags are due by April 30. After that date a \$15 late fee will be added to every dog tagged!

Code Enforcement Harry Colburn reported he has not seen any progress in clean up on two of the properties that were mailed letters last month.

In the water report, Colburn stated he mailed the nitrate analyzer in for service and it should be back this week to be installed.

In the sewer report, Colburn stated he took the sewer sample to Pace in Salina this morning.

City Superintendent Brady Pound asked the council where they were on the skid steer purchase.

Joyce moved, Heather seconded, to approve the purchase of a 2025 John Deere Skid Steer from Landmark Implement in Smith Center \$33,800 with trade-in, and to divide the purchase equally out of water, sewer, streets, and special highway funds. Motion carried with 4 ayes.

Pound stated he hired Luke Hutson as summer mowing help at \$11/hour. He will meet with the applicant after March 17.

Berkley mentioned he spoke to Richard Hahn as he looked at the Memorial Hall for tuck-pointing patch work and will get a quote to the city as soon as he can.

City Clerk Miranda Robinson reported Christina Henson, Loyd Group, will be at the next meeting to review the 2024 Audit findings with the council. Robinson presented to the council the representation letter from the City to the Loyd Group for the 2024 audit. John moved, Joyce seconded, to allow Mayor Vienna Janis to sign the letter. Motion carried with 4 ayes.

Collin moved, Heather seconded, to give the City Clerk permission to submit an application to Kansas Department of Transportation for City Connecting Link Improvement Program (CCLIP) for fiscal year 2028. Motion carried with 4 ayes.

Robinson also reported that due to continued issues with gWorks Cloud, the utility billing clerk has not been able to read meters and start billing processes. Utility bills may have to bill minimum, and not process the penalty and shut off's for March due to this issue!

Fire Department member Bruce Berkley mentioned that the contract with Osborne Rural Fire District #4 will be coming due for 2026.

### **Permits**

Joyce moved, Collin seconded, to approve special use permits 2025-24 to 2025-28. Motion carried with 4 ayes.

### **New Business**

David Hardy was present to discuss a nuisance property near his home with the council. Council suggested Code Enforcement make contact, Colburn stated he would follow up with people who are renting the property and try to contact the property owner.

### **Old Business**

Council briefly discussed starting the process of selling the building at 903 Morgan Ave.

### **Council & Mayor Reports**

Heather Hancock reported on a grant opportunity.

### **Vouchers & Payroll**

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

With no further business, Heather moved, Collin seconded, to adjourn the meeting. Motion carried with 4 ayes. Meeting adjourned at 6:33 p.m

  
\_\_\_\_\_

Vienna Janis, Mayor

ATTEST:

  
\_\_\_\_\_

Miranda Robinson, City Clerk

(seal)

