



## CITY OF DOWNS

Regular Council Meeting  
December 16, 2024 - 5:30 p.m.  
715 Railroad Street  
Downs, Kansas 67437

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Downs City Council met in regular session on Monday, December 16, 2024, 5:30 p.m., at City Hall. Council members present: Joyce Hake, Collin Jones, and John Cordill. Council not present: John Bisnette and Heather Hancock. Others present: Bruce Berkley, Brady Pound, Harry Colburn, and Miranda Robinson. Mayor Vienna Janis called the meeting to order and led in the flag salute.

### Minutes

Joyce moved, John C. seconded, to approve regular meeting minutes from December 2, 2024, with a time correction. Motion carried with 3 ayes.

### Staff Reports

A contract with Collin Jones for animal control services was reviewed by the Council and City Attorney. This item was tabled until the next regular meeting.

City Attorney Bruce Berkley stated he had a draft for the independent contractor agreement with Harry Colburn for the water and wastewater operator. Council discussed changes and the item was tabled until the next regular meeting.

In the water report, Harry Colburn submitted the HACH quote for the new contract year to cover the service of the nitrate analyzer. This item was tabled until the next regular meeting.

In the sewer report, Colburn stated there was a glitch at the lift station pump this past weekend due to lightning which fried the wires coming into the building, however Remus Plumbing, Heating and Air Conditioning was able to get it fixed this morning.

City Superintendent Brady Pound mentioned since there wasn't any negative feedback concerning putting gates at the tree dump, they would add those this week. The tree dump will close at dark and when it is muddy.

City Clerk Miranda Robinson reported that it's been 90 days since Mary started as the utility billing clerk and her 90-day evaluation was in packets for review. Clerk Robinson reminded the council that the end-of-the-year meeting would be on December 30 at noon. She reported that the monthly revenues received totaled \$35,463.62 so far, and monthly expenses totaled \$53,388.61.

The Fire Department requested reimbursement for 2024 meetings, training and calls along with insurance costs of 15%. Collin moved, John C. seconded, to reimburse the fire department for 15% of the insurance costs in the amount of \$567.77. Motion carried 3 ayes. Joyce moved, John C. seconded, to approve the transfer to reimburse the Downs Volunteer Fire Department for meetings, training, and calls in the amount of \$2,210. Motion carried with 3 ayes.

## Permits

Collin moved, John C. seconded, to approve cereal malt beverage license 151448 renewal for Bob's Inc. Motion carried with 3 ayes.

Collin moved, John C seconded, to approve contractor's licenses 25-15 to 25-21. Motion carried with 3 ayes.

John C. moved, Joyce seconded, to approve special use permits 25-06 to 25-11. Motion carried with 3 ayes.

## New Business

City Clerk received the 2024 Audit engagement letter from Loyd Group that needed the mayor's signature. John C. moved, Joyce seconded, to allow the Mayor to sign the engagement letter for the 2024 Audit. Motion carried with 3 ayes.

Joyce moved, John seconded, to approve the transfer of funds from general recreation to special parks and recreation reserve in the amount of \$767.76 per request. Motion carried with 3 ayes.

City Clerk received one sealed bid for the 1993 Chevy truck. Mayor Janis opened and read the bid. Collin moved, John seconded, to accept the sealed bid for the 1993 Chevy truck. Motion carried with 3 ayes.

## Vouchers & Payroll

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

With no further business, John moved, Joyce seconded, to adjourn the meeting. Motion carried with 3 ayes. The meeting adjourned at 6:22 p.m.



Vienna Janis, Mayor

ATTEST:



Miranda Robinson, City Clerk

(seal)

