



## CITY OF DOWNS

Regular Council Meeting  
December 2, 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 2, 2024, 5:30 p.m., at City Hall. Council members present: Heather Hancock, Joyce Hake, Collin Jones, John Cordill, and John Bisnette. Others present: Bruce Berkley, Harry Colburn, and Miranda Robinson. Mayor Vienna Janis called the meeting to order and led in the flag salute.

### Minutes

John B. moved, Heather seconded, to approve regular meeting minutes from November 18, 2024. Motion carried with 5 ayes.

### Staff Reports

City Attorney Bruce Berkley presented the council with the animal control contract which will need to be reviewed before signing at the next meeting.

City Superintendent Colburn reported that the 1993 flatbed truck is not used anymore. It will start but doesn't run well. Colburn has been offered \$200. Council suggested to accept sealed bids with a deadline of December 13 at noon. Colburn also stated he is looking into adding gates at tree dump due to illegal dumping and vehicles messing the road up when wet.

Colburn brought up the purchase of a pit pump as quoted at \$5,197.56 from Ditch Witch. Heather moved, John C. seconded, to allow the City Superintendent to purchase a pit pump for the water department from Ditch Witch using ARP Funds. Motion carried with 5 ayes.

Berkley and Colburn stated the brick and mortar at the Memorial Hall needs some work and they will be getting bids.

City Clerk Miranda Robinson reported the monthly expenses and revenues. The KDOT CCLIP project request for qualifications and advertising process has started. Robinson gave an update on upcoming meetings.

The Fire Department reported that they submitted a grant proposal for fire protection gear.

### Boards & Committees

Mayor Vienna Janis appointed Chandra Doane to the Downs Planning Commission to finish Don Heiland's term. Joyce moved, John C. seconded, to approve the mayor's appointment. Motion carried with 5 ayes.

### Permits & Licenses

Heather moved, John B. seconded, to approve cereal malt beverage license renewal 151446 for Alta and 151447 for Downs Super Foods. Motion carried with 5 ayes.

John C. moved, Joyce seconded, to approve contractor's licenses 25-01 to 25-14. Motion carried with 5 ayes.

Heather moved, John C. seconded, to approve special use permits 2024-01 to 2024-05. Motion carried with 5 ayes.

### Old Business

City Council held discussion on the water intrusion from the last rain at the clinic building.

### New Business

Joyce moved, Heather seconded, to approve the septic system install quote from Remus Plumbing for 312 Highway 24 in the amount of \$11,250; using remaining ARPA funds first then sewer funds. Motion carried with 5 ayes.

At 6:20 p.m. Collin moved, John B. seconded, to recess into executive session to discuss employee evaluations for 20 minutes pursuant to K.S.A. 75-4319(b)(1) non-elected personnel matter exception with Mayor and City Council. The regular meeting will resume at 6:41 p.m. Motion carried with 5 ayes.

At 6:42 p.m. Joyce moved, Heather seconded, to recess into executive session to discuss employee wages and bonuses for 20 minutes pursuant to K.S.A. 75-4319(b)(1) non-elected personnel matter exception with Mayor and City Council. The regular meeting will resume at 6:52 p.m. Motion carried with 5 ayes.

Joyce moved, John B. seconded, to give part-time employees \$250 in Downs Chamber bucks and \$425 to full-time employees. Motion carried with 5 ayes.

### Vouchers & Payroll

Heather moved, John C. seconded, to approve vouchers and payroll as presented. Motion carried with 5 ayes.

With no further business, Heather moved, John B. seconded, to adjourn the meeting. Motion carried with 5 ayes. The meeting adjourned at 6:53 p.m.

  
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Vienna Janis, Mayor

ATTEST:

  
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Miranda Robinson, City Clerk

(seal)

