

Atwood City Council
January 21, 2021
Regular Meeting
City Hall, 7:00PM

Atwood City Council met in regular session January 21, 2021 in Council Chambers. The meeting was called to order by the Honorable Mayor Janet Stice. Present were Mayor Janet Stice, Councilmembers Gary Fisher, Mark Mosley, Sandy Mulligan, Mark Vrbas; City Clerk Dana Philpott, City Attorney Charles Peckham, City Superintendent Rick Kramer, and Rosalie Ross of the Rawlins County Square Deal. Councilman Dietrich Kastens and Chief of Police Brian Withington were absent.

The agenda was approved as circulated on motion of Councilwoman Mulligan, seconded by Councilman Vrbas, approved by all.

The minutes of the regular meeting on December 17, 2020 were approved with amendment of the amount of water sold and pumped, it was a year to date total not a monthly total. Motion by Councilman Vrbas to approve the December 17, 2020 minutes with the amendment, seconded by Councilman Mosley, approved by all.

The bills were approved as read on motion of Councilman Vrbas, seconded by Councilman Mosley, approved by all.

No Public Comments

Appearances:

Jessica Miller representative of the Obert Trust appeared before Council to request sharing the cost of replacing the fence that the Obert Trust and old city dump boarder in order to keep cattle out. The fence needs repair and possible replacement. After reviewing the pictures that City Superintendent Rick Kramer took, there was evidence that debris and concrete have been dumped on the land at the old city dump that was unauthorized and there is also equipment parked on the property that does not belong to the city. The padlocks on the gates have been cut off and gates have been left open along with fencing that has been taken down. There is evidence that cattle have been on the property. The person or people responsible for the unauthorized dumping of debris and taking down the of the fence, cutting padlocks off to open gates needs to be notified they are in violation of trespassing and the fence needs to be put back up. City Superintendent Rick Kramer will get in touch with Isaac Marintzer, Obert Trust Senior Officer and they will go inspect the fence and will get bids to replace all the fence along with bids to repair existing fence. Council tabled the request until bids are received. City Clerk Dana Philpott reported there were funds available in the Landfill Fee account that could be used for the fence repair or replacement.

Old Business: Review of Handbook Changes Councilwoman Mulligan handed out the handbook changes that were approved at the December 17, 2020 council meeting and noted the exception of item 12.10 Technology and Computer Use was edited to have a more detailed and professional verbiage. Council agreed that all the changes approved at the December 17, 2020 council meeting met the requirements and were to be adopted to the City Employee Handbook.

New Business:

Resolution 21-01 Update of the City Fee Schedule for 2021. Mayor Stice recommended keeping the price of the dog tags at \$5 for the whole year, reducing the cost of the ATV/Golf Cart permits to \$25 for the year as that is comparable to the surrounding cities, and eliminating the appearance fee under the zoning section. The mayor asked council their opinion on increasing the sewer rates and water base rate. After discussion, and Superintendent Rick Kramer informing council there are water lines that will have to be replaced in the future, Councilman Mosley made a motion to approve the 2021 Fee Schedule effective February 1st keeping the dog tags at \$5 for the whole year, lower the ATV/Golf permits to \$25, eliminate the appearance fee, and effective May 1st increase the sewer rate by 5% and to increase the water base rate by 4%, seconded by Councilman Vrbas, approved by all.

Resolution 21-02 designating the Rawlins County Square Deal as the official newspaper and <http://cityofatwoods.com> as the official website of the City of Atwood was approved on motion of Councilman Vrbas, seconded by Councilman Mosley, approved by all.

Resolution 21-03 declaring the three local banks as the financial institutions to be used as depositories of funds for the City of Atwood was approved on motion of Councilman Fisher, seconded by Councilman Vrbas, approved by all.

Department head appointments: The mayor presented her department head appointments which will be until January 2022. City Clerk & Freedom of Information Officer, Dana Philpott, City Treasurer, Denise Maaske, City Attorney, Charles Peckham, Fire Chief, Terry Britt, City Superintendent & Zoning Officer, Rick Kramer, Chief of Police, Brian Withington, Municipal Judge, Rick Ress. Motion was made by Councilman Mosley, seconded by Councilwoman Mulligan, approved by all on a 4-0 vote.

Council President: Councilman Mosley mad a motion to nominate Councilwoman Mulligan as President of Council through January 2022, seconded by Councilman Vrbas, approved by all.

Parking Signs in front of City Hall Council discussed various options of parking signs to post on the street to eliminate the parking issues out front of city hall on third street. Councilman Mosley made a motion to authorize the mayor and Chief of Police Withington to come up with a solution to alleviate the parking issues in front of City Hall on third street, seconded by Councilman Fisher, approved by all.

Pet Vaccination Clinic: Mayor Stice recommended not participating this year due to the Covid pandemic, she is not comfortable putting her employees at risk. After council discussion, Councilman Mosley made a motion to not participate in the vaccination clinic from here on out, would like to see it become a 4-H project, seconded by Councilwoman Mulligan, approved by all.

Department Reports:

City Clerk Dana Philpott reported that the year end rollover had been completed for 2020 in the computer software and 2021 is now up and running. The W-2's and 1099's have been mailed and will be filed with the state and IRS next week. The city received two donations. The first donation for \$1500 was donated to cover the cost of the timer for the whistle, donated in memory of John & Burness Harwerth Sramek. The second donation for \$250 was from the Kathy Fikan Meysman memorial to be used for swimming lessons. City Clerk Dana Philpott contacted Jen Melia, pool manager to inform her of the donation.

City Attorney Charles Peckham presented Ordinance 892 amending the requirements for the number of members of the planning commission to five and the board of appeals to three members. Councilman Mosley made a motion to approve Ordinance 892 amending the number of members required for the planning commission and board of appeals, seconded by Councilwoman Mulligan, approved by all.

City Attorney Charles Peckham shared his actives for the month – negotiated with attorney's and defendants regarding cases, prepared a number of journal entries, sent out letters and 30 day notices, reviewed the Shuttered Venue loan for the theatre, the forms were not available yet, revised ordinance for zoning to reduce number on boards, review of employee handbook, reviewed issue on open records, worked on issues regarding request for conditional use application, reviewed issues on city dump and fence, worked on recycling issues.

Police Chief Brian Withington was absent but provided his report for the month. His department worked 11 reports, from December 17th to January 21st. There was 1 arrest made, 3 non-custodial arrests, 12 warnings given, 5 tickets issued, and 11 traffic stops. Other patrol activity included 234 public relations, 8 business checks, and 42 miscellaneous complaints.

City Superintendent Rick Kramer presented his report showing the areas where the city crew has spent their time since the last meeting. The water report shows the amount of water pumped and sold for the month. The month of December showed 3,264,000 gallons used and 3,387,000 gallons sold. The year-to-date totals showed 76,066,000 gallons used and 67,578,000 gallons sold with a year end 8 % loss noting that anything under 15% is allowed. He also reported he has approved 5 to 6 building permits this month.

Council Reports

Councilman Fisher reported that Wheatridge will be adding more parking stalls on third street and will be continuing with remodeling. They will have an open house later in the year. Reported the Tree City USA application was sent in and approved for the 25th year. The tree board is still in need of new members. The elementary students made posters and they will be judged and sent to the District Forrest Service.

Councilman Kastens was absent.

Councilman Mosley reported that the airport board met last Monday. There were a couple of buildings damaged from the windstorm, but Vap Construction went ahead and repaired the damage as they were working on other projects at the airport, pictures were taken to send to the insurance company. Councilman Mosley reported that the airport board has no objection in him continuing to serve on the airport board with him being a councilman and commissioner. Mayor Stice said she has no objection to him continuing to serve on the board.

Councilwoman Mulligan reported that the Rawlins County Economic board will meet on the 1st of next month. They are continuing to work on revamping RCED. Aaron Hyland Rawlins County Extension agent has been attending all the RCED meetings and they are building a good bond with him. Councilwoman Mulligan was also happy to report that Mallory Helms received her new building and is getting closer to the opening her new business.

Councilman Vrbas had nothing to report.

Mayors Notes: Mayor Stice pointed out that the \$1500 donation the city received was from the family of Ben Harwerth, former custodian of the courthouse. Mayor Stice sent a note to them thanking them for the generous donation. Mayor Stice reported she will be attending a zoom meeting training at Rawlins Co. Extension. She would also like to schedule a city facility tour as soon as the weather warms up and asked council about holding the city Christmas party this spring. Council agreed that we would hold the party this summer outdoors and have a picnic sometime in June. There have been several building permits approved and noted that Rick Kramer is doing a great job taking care of that.

With no further business to come before Council, Councilman Vrbas moved to adjourn, seconded by Councilman Mosley. The meeting was adjourned at 8:38 PM.

Dana Philpott, City Clerk

Janet Stice, Mayor