

Atwood City Council
January 20, 2022
Meeting
City Hall, 7:00PM

Atwood City Council met in regular session January 20, 2022, in Council Chambers. The meeting was called to order by the Honorable Mayor Janet Stice. Present were Mayor Janet Stice, Councilmembers Dietrich Kastens, Dakota Dunker, Sandy Mulligan, Mark Mosley & Mark Vrbas via Go to Meeting. City Clerk Dana Philpott, City Attorney Charles Peckham, City Superintendent Rick Kramer, Rosalie Ross of the Rawlins County Square Deal, Craig Loveless CEO of Rawlins County Health Center, Suzanna Koel. Chief of Police Brian Withington was absent.

Mayor Stice requested to amend the agenda adding Executive Session to discuss non-elected personnel to item X and moving Adjourn to item XI.

The agenda was approved as amended on motion of Councilman Mosley, seconded by Councilwoman Mulligan, approved by all

The minutes of the regular meeting on December 16, 2021, were approved as circulated on motion of Councilwoman Mulligan, seconded by Councilman Kastens, approved by all.

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

Public Comments: None

Appearances:

Craig Loveless CEO of Rawlins County Health Center appeared before council to introduce himself and give a brief overview the many services available at the health center and to inform council of what is happening at the hospital. They have been working on improving leadership skills for the staff and improving customer service. He also gave a Covid update and noted all the employees are 100 compliant on the vaccine mandate.

Francisco Aguilar – Temporary CMC license request – did not appear

Old Business: None

New Business:

Resolution 22-01 - designating the Rawlins County Square Deal as the official newspaper of the City of Atwood was approved on motion of Councilman Kastens, seconded by Councilman Mosley, approved by all.

Resolution 22-02 -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 Mosley, seconded by Councilwoman Mulligan, approved by all.

Resolution 22-03-requesting to transfer the Landfill funds to the Special Street Improvement Fund. The transfer of these funds was approved by the city auditor. Councilman Kastens made a motion to approve the transfer of the landfill funds to the special street improvement fund, noting that \$28,622.01 will be transferred, seconded by Councilwoman Mulligan, approved by all.

Resolution 22-04 – the change of the landfill fee on utility bill to Street Improvement Fee was approved on motion of Councilman Mosley, seconded by Councilman Kastens approved by all. This information on this change will be posted on the city Facebook page, the city website, reported in the newspaper and on the bill notification.

Department Head Appointments -The mayor presented her department head appointments which will be until January 2023. 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 Kastens, seconded by Councilman Mosley, approved by all on a 5-0 vote.

Council President – Councilman Kastens made a motion to nominate Councilwoman Mulligan as President of Council through January 2023, seconded by Councilman Mosley, approved by all.

Council department assignments - The mayor presented the council department assignments. Councilman Dunker – Housing Authority, Pool/Kelly Park, Councilman Kastens- Fire Department, Zoning, Finances, Councilman Mosley – Library, Airport, Code Enforcement, Councilwoman Mulligan – Economic Development, Emergency Management, Jayhawk Theatre, Councilman Vrbas – Police Commission, Solid Waste, Infrastructure. Councilman Kastens made a motion to approve the mayor’s council committee appointments for 2022, seconded by Councilman Mosley, approved by all.

Department Reports:

City Clerk Dana Philpott reported that the yearend rollover has been completed for 2021 in the computer software. W-2’s & 1099’s have been handed out and mailed and will be filed with the IRS & state next week. There is an additional final billed utility account in the amount of \$318.91 that needs to be written off. After submitting this account to the collection agency, the customer contacted us and informed us that this account was included in their 2018 bankruptcy. After doing some research, I found the documentation of the bankruptcy and then notified our collection agency to remove it from collections. This account should have been written off in 2018 but there was no documentation in our

software on the account to indicate this account was a write off due to bankruptcy. At this time, Councilman Kastens made a motion to write off the account in the amount of \$318.91 due to bankruptcy, seconded by Councilman Mosley, approved by all. City Clerk Dana Philpott also reported that the new city hall sign on the front door to display the city hall business hours was put on this week by Rick & Ricky.

City Attorney Charles Peckham – shared his actives for the month. He negotiated with defendants, worked on issues with Jayhawk, negotiated with attorney's, prepared journal entries, prepared two resolutions, appeared in city court. **Jayhawk** – Chris Holste resigned from the board and they are currently looking for a replacement for him. Anna Vargas notified the board of her resignation as the manager and will leave when they get a replacement hired for her. Attendance at the movies is still low but the Sunday matinee seems to have improved that.

Police Chief Brian Withington was absent but provided his report for the council. His department worked 17 reports, from December 16^h to January 19th. There were 6 non-custodial arrests, 4 Juvenile arrests, 8 warnings given, 4 tickets issued, and 12 traffic stops. Other patrol activity included 66 public relations, 25 business checks, and 16 miscellaneous complaints.

City Superintendent Rick Kramer presented his report showing the areas where the city crew has spent their time since the last meeting. They have been working in the shop servicing equipment and working outside when the weather is nice. The month of December showed 3,540,000 gallons used and 3,448,000 gallons sold. Kramer reported an overall 5% loss on the water report for the year which was good, and he will get that filed with the state. Kramer received two bids for the Street Improvement project. He chose to go with the least expensive bid which was Weigel Concrete. They will start on the project this spring and they will work around events. The plan is to start on state street in the downtown area. Superintendent Kramer will talk with the business owners as it will be a bit of a challenge with the traffic. Weigel Concrete will be getting all the concrete from Finley Construction. Councilman Vrbas made a motion to award the bid proposal from Weigel Concrete LLC in the amount of \$296,463.75 plus any applicable taxes for the downtown street improvement project, seconded by councilman Kastens, approved by all. Next Superintendent Kramer received an estimate from Miller & Associates for the water main replacement project. This estimate came in over the amount of the ARPA funds we have available, so City Clerk Dana Philpott checked into a Community Development Block Grant specifically for water infrastructure. Justine Benoit from the Northwest Planning Development & Commission offered to come to the next council meeting to discuss the specifics of this grant. The council agreed that they would like her to come out and address the council regarding this grant. Superintendent Kramer also addressed the issue of the siren test that is tested every Saturday at 3:00. Kramer received a text message from Rawlins County Sheriff's Office that starting February 1st that this will now be tested once a month on Monday morning at 9:00a.m. The whistle/sirens are city owned and the city pays the dispatch \$2,750 a month for dispatch/jail services. The company that installed the sirens recommended to the city that they be tested once a week. Following discussion, Councilman Mosley said he would contact Sheriff Hodg's regarding testing the siren and Mayor Stice has an appointment with commissioners on January 28th discuss the issue. Councilman Mosley also brought up the subject of the county wide burn ban. He thought in the past the city would abide by whatever burn ban imposed. Mayor Stice said it was discussed in the city minutes that the city would go along with the county burn ban but there was no formal vote or ordinance passed. Councilwoman Mulligan moved that city would go along with the county wide burn ban when they are imposed, seconded by Councilman Mosely,

approved by all. City Clerk Dana Philpott will post this information on the city Facebook page, website & bill notification.

Council Reports

Councilman Dunker– no report

Councilman Kastens – no report

Councilman Mosley – Airport- the marine corps osprey's that have been at the airport left today. **Code Enforcement** -received a note from the compliance officer Allie Walker that she had not done anything formal for the month of December. She is in a holding pattern until the weather gets better – she has some areas of concern she will be looking at as soon as the weather gets better. Superintendent Kramer contacted her about areas of concern of trees and bushes that were hanging out on the city right of way but has not heard back from her. Following discussion, council agreed that Superintendent Kramer can contact the landowner himself and the city crew will take care of cleaning it up. If there are any issues arising from this, then the compliance officer can formally address it. The city will put information out that landowner's need to keep the streets clear of vegetation and they city will be taking care of cleaning areas up that need to be addressed.

Councilwoman Mulligan – no report

Councilman Vrbas- no report

Mayors Notes: Mayor Stice reported that she has an appointment to meet with the commissioners on January 28th to discuss the tornado siren. She also let council know we will have the resolution on the 2022 fee schedule to approve next month.

On motion of Councilman Kastens moved to go into executive session to discuss non-elected personnel to not exceed 10 minutes, seconded by Councilwoman Mosley, approved by all. City Attorney Charles Peckham and City Clerk Dana Philpott were asked to remain. Executive session began at 8:27PM. The council came out of executive session at 8:34PM with no action taken. Councilman Kastens moved to return to regular session, Councilman Vrbas seconded, approved by all. The regular meeting resumed at 8:34 PM.

With no further business to come before Council, Councilman Mosley moved to adjourn, seconded by Councilwoman Mulligan. The meeting was adjourned at 8:35 PM.

Dana Philpott, City Clerk

Janet Stice, Mayor