

Atwood City Council  
February 17, 2022  
Meeting  
City Hall, 7:00PM

Atwood City Council met in regular session February 17, 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. City Clerk Dana Philpott, City Attorney Charles Peckham, City Superintendent Rick Kramer, Chief of Police Brian Withington, Rosalie Ross of the Rawlins County Square Deal, Justine Benoit & Dan Steffan with Northwest Kansas Planning and Development Commission and David Blau of Miller & Associates.

**Mayor Stice requested to amend the agenda to add David Blau under appearances as Payton Beims was not able to attend the meeting.**

**The agenda** was approved as amended on motion of Councilman Kastens, seconded by Councilman Dunker, approved by all

**The minutes of the regular meeting on January 20, 2022,** were approved as circulated on motion of Councilman Vrbas, seconded by Councilwoman Mulligan, approved by all.

**The bills** were approved as read on motion of Councilman Kastens, seconded by Councilman Dunker, approved by all.

**Public Comments:** None

**Appearances:**

**Justine Benoit with Northwest Planning Development & Commission** presented information to the council about the Base Grant. The estimate for the water project is \$2,065,100.00. A 25% cost share match is required. The amount would be \$516,275.00. Justine recommended putting between 30% to 40% match towards the grant. If awarded the grant, 50% would be distributed in May and she noted that we may use the award money first to allow time to build our savings account up. The second half of the award money would be distributed in January 2023. The awardees will be announced on March 25, 2022. Six months from award announcement the project must be started and will need to be completed within two years. David Blau with Miller & Associates provided information on the project and confirmed the project would start early spring of 2023. Councilman Mosley asked David Blau what the payment schedule timeline would look like for the project. The payment schedule for the survey design would probably begin in May 2022 and go through December 2022. Councilman Kastens made a motion that the city commit 35% cost share on the estimated cost of the water project of \$2,065,000.00. \$185,725.00 of funds from the ARPA award will be used and the remaining \$537,060.00 will be paid from the water savings account, seconded by Councilwoman Mulligan, approved by all.

**David Blau/ Miller & Associates-** he did not have any additional comments at this time.

**Sandy Mulligan/Greaseon Industrial Park** – Sandy reported that the last lot at the Greaseon Industrial Park had been sold. She was requesting for approval for authorizing the mayor to sign the deed. Councilman Kastens moved that they authorize the mayor to sign the deed for the last lot in the Greaseon Industrial Park, seconded by Councilman Vrbas, the motion passed with Councilmember Kastens, Vrbas, Dunker & Mulligan voting in favor. Councilman Mosley abstained due to conflict of interest. Motion carried 5-0.

**Alexandria Walker/Compliance Officer** - did not attend the meeting due to illness of a family member. She did not send reports to include in the council packet.

**Old Business: None**

**New Business:**

**2020 Fee Schedule** - City Clerk Dana Philpott presented the 2022 Fee Schedule noting the new customer deposit of \$150.00 was included as it was approved at the December 2021 council meeting. An after-hours meter reconnect fee of \$75.00 was added to the fee schedule for approval. City Clerk Dana Philpott sent out an email to other city clerks in Kansas asking them about their fee for reconnection after hours. The cities that responded either had an additional fee or they do not reconnect after hours. Councilwoman Mulligan asked City Superintendent's Rick Kramer's opinion on the reconnect fee. He felt that was a fair amount and he did not want to deny reconnecting a customer after hours. City Clerk Dana Philpott reported she, and Deputy Clerk Ana Vargas reviewed the court fees with Judge Ress last month. He approved removing a few fees on the schedule that he felt weren't necessary. The base rate for water was increased 4% and sewer base rate by 5%. The increase for water & sewer begins May 1<sup>st</sup>. Councilman Mosley made a motion to approve the 2022 Fee Schedule as presented, seconded by Councilman Vrbas, approved by all.

**Department Reports:**

**City Clerk Dana Philpott** – Ana & I will be attending the court clerks training in Wichita on March 3<sup>rd</sup> & 4<sup>th</sup>. We plan to leave at 2:00 Wednesday afternoon March 2<sup>nd</sup>. The office will be closed on those days. We will advertise in newspaper, on the website and on the city Facebook page. We have been having a lot of issues with customer reporting that they are not receiving their bills in the mail. We may need to see about the option of setting up to send bills by email. In 2020 the E-bill rate was \$65.00 a month. Councilman Kastens asked the city clerk to look into the E-bill option and find out what that all offers and report back to council. Advertising for lifeguards for the 2022 season began last week in the newspaper the deadline to apply is April 29<sup>th</sup>.

**City Attorney Charles Peckham** – shared his actives for the month. He appeared in court, negotiated with attorneys and defendants, prepared a number of journal entries, sent out letters and 30-day notices, discussed cases with defendants and validated warrants, reviewed issues on Greason Industrial Park, released several warrants, and worked on return of bond. City Attorney Peckham also reviewed the duties of City Council members. He went over the laws of the Kansas Open Meetings Acts & Kansas Open Records Acts and the rules and procedures of executive sessions. He provided handouts to the council on the Kansas Open Meetings Act & Kansas Open Records Act and a Guide for City Candidates.

**Police Chief Brian Withington** provided his report for the council. His department worked 14 reports, from January 20<sup>h</sup> to February 16<sup>th</sup>. There were 3 non-custodial arrests, 4 warnings given, 7 tickets issued, and 16 traffic stops. Other patrol activity included 207 public relations, 1 business checks, and 31 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, started working on the old well building and working on mowers getting them ready for summer. All equipment is in good condition. The water report showed a 17% loss this month. There was a billing glitch which we are not sure if that is what is causing the amount of the loss. We will keep a close eye on it and see what it does next month. The depth to the water in city wells has remained consistent.

### **Council Reports**

**Councilman Dunker– Housing authority**-he contacted Cassidy Fanders and requested to receive the minutes of their meetings as of today he has not received any. He contacted Jen Melia about the pool and visited with City Superintendent Rick Kramer about the park. Councilman Dunker reported that he will be attending an online webinar at city hall on Wednesday, February 23<sup>rd</sup> put on the by the League of Kansas Municipalities on Kansas Open Meetings Act and Kansas Open Records Act.

**Councilman Kastens** – no report

**Councilman Mosley** – no report

**Councilwoman Mulligan –Economic Development** – sold the last lost at Greason Industrial Park. Approved Deb Minkler to attend a training in Oklahoma, she will receive a certificate for Economic Development. Linde Kastens & Deb Minkler attended a meeting to discuss the issues with the lack of daycare in the community on Monday. **Jayhawk Theatre**- the board met, and Ana told them that she would be done working weekends at the theatre as of March 15<sup>th</sup>. They didn't have much luck with the first ad, so it was revamped. Ana agreed to continue ordering moves, supplies, do the advertising & scheduling during the week. Dana & Ana agreed that they would have the time to dedicate to this. The

new ad was changed to assistant manager to work 10 hours a weekend, filling two weekends a month as Mandi Jones already works the other two. This would start at \$10.00 an hour and the duties would be to take tickets, oversee the concessions, and keeping crowd control at the movies.

**Councilman Vrbas-** no report

**Mayors Notes:** Mayor Stice reported that she and City Superintendent Rick Kramer will be attending the February 28<sup>th</sup> commissioners meeting to further discuss the issue of the siren.

With no further business to come before Council, Councilman Kastens moved to adjourn, seconded by Councilman Dunker. The meeting was adjourned at 8:26 PM.

Dana Philpott, City Clerk

Janet Stice, Mayor