

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

Atwood City Council met in regular session March 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, Mark Mosley & Mark Vrbas. City Clerk Dana Philpott, City Attorney Charles Peckham, City Superintendent Rick Kramer, Chief of Police Brian Withington, Compliance Officer Allie Walker, Rosalie Ross of the Rawlins County Square Deal and Nick Bearley. Councilwoman Mulligan was absent.

**Councilman Dunker requested to amend the agenda to add 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 Mosely, seconded by Councilman Vrbas, approved by all

**The minutes of the regular meeting on February 17<sup>th</sup>, 2022, and special meeting February 15<sup>th</sup>, 2022,** were approved as circulated on motion of Councilman Kastens, seconded by Councilman Vrbas, approved by all.

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

**Public Comments:** None

**Appearances:**

**Nick Bearley/Atwood Ambassadors** – appeared before council to request to shut down the downtown streets as in the past for the upcoming 40<sup>th</sup> Annual Rod Run on May 20<sup>th</sup> & 21<sup>st</sup> on 4<sup>th</sup> Street from the Rawlins County Grade School to Atwood Floral and on Main Street from Midwest Energy to the Atwood Public Library. Nick also requested to have the lake road shut down to one-way traffic for safety to prevent accidents from Thursday morning May 19<sup>th</sup> to Sunday afternoon May 22<sup>nd</sup> The city crew will provide the barricades and Nick will ask to borrow one-way traffic signs form the state shop. Councilman Kastens made a motion to approve closing off the downtown streets on May 20<sup>th</sup> & 21<sup>st</sup> and closing off the lake road to one-way traffic from Thursday May 19th morning to Sunday May 22nd at noon, seconded by Councilman Mosley, approved by all.

**Alexandria Walker/Compliance Officer** – presented her report to council which consisted of photos of properties she took that are out of compliance. She will begin sending out letters to the property owners to request to have them clean-up their properties. She did receive several written complaints this week with six of the complaints being on the same property. This property now has been out of compliance for several years. She asked the council how they would like her to proceed with handling this matter. The property owner told her he is in the middle of selling the property. The council agreed the property owner should be put back on the court docket and come to court to provide information that the property is being sold. Compliance Officer Walker said she would call the property owner and notify him that he will need to appear in court next Wednesday, March 23<sup>rd</sup>.

**Old Business: None**

**New Business:**

**Authorize mayor to sign KDOT Cost Share Agreement** – Councilman Kastens made a motion to grant the mayor to sign the KDOT Cost Share Agreement for project number 77 U-2443-01 seconded by Councilman Vrbas, approved by all.

**Procurement Policy**-Mayor Stice presented a copy of a procurement policy to council informing them of the importance to have the policy in place. As we have been applying for grants, they have requested a copy of the policy for the grant application process. Council agreed they would look over the policy and table until next month to approve the policy with their recommendations.

**Department Reports:**

**City Clerk Dana Philpott** reported the USDA report was submitted on February 23<sup>rd</sup>. The last lease payments on the 2017 police Charger and the 2017 city crew Dodge Ram were made. All vehicles will be paid off this year. Ana & I attended the court clerk training in Wichita. This was a very good training with a lot of great information. The Base Grant for the water project was submitted on February 28<sup>th</sup>. The awardees will be announced on March 25<sup>th</sup>. The city-wide clean-up has been scheduled for Wednesday, April 27<sup>th</sup>. We coordinated the date with Principal Matt Smith as the high school students will be assisting the city crew with the clean-up. We also talked to Jerry Holste to get permission to open the landfill on this date. City Clerk Philpott reported to council she contacted GWorks regarding setting up E-bill for customers. GWorks no longer has just the E-bill module. The E-bill option is included with the modules Front Desk & Receipt Management. The Receipt Management will be an internal module to simplify applying payments to all departments. The Front Desk module has many functions and will allow us to send an E-bill to customers who sign up for it. The customer will also be able to view their history and make payments. This module all has the capability to send out automated messages to the customer through a phone call, text, or email. Councilman Kastens made a motion to authorize the city clerk to moved forward with purchasing the modules to set-up Front Desk and Receipt Management in the amount of \$7,600 seconded by Councilman Mosley, approved by all.

**City Attorney Charles Peckham** – shared his activities 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, reviewed complaints on a property and reviewed a contract. **Jayhawk Theater** -they hired a new employee, Beth Reuther. Attendance at the movies is picking up some. There are two new board members, Echo Hagler and Renee Wright. The board is planning to hold some fundraisers including selling popcorn at the Rod Run.

**Police Chief Brian Withington** provided his report for the council. His department worked 33 reports, from February 17<sup>h</sup> to March 16<sup>th</sup>. There was 1 arrest made, 4 non-custodial arrests, 1 juvenile arrest, 12 warnings given, 11 tickets issued, and 17 traffic stops. Other patrol activity included 363 public relations, 9 business checks, and 58 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 started doing some of the spring work, spraying, fertilizing, and working at the pool. The depth to the water wells remains consistent. The equipment is all in good working order. Mayor Stice asked Rick about the \$200.00 fee to change the time of the siren on Saturday. Superintendent Kramer explained that this was a one-time fee.

There was more discussion on why the change on the time of the siren. Mayor Stice explained the county originally wanted to change the time to Monday at 9:00AM but Mayor Stice received citizen concerns that 9:00am on Monday would be disruptive to the schools and businesses so they compromised to Saturday at 9:00AM. Councilman Dunker asked why the change in time from 3:00PM to 9:00AM. Councilman Mosley explained the reasoning was there are more severe storms that develop in the afternoon so as not to confuse the citizens about a test versus an actual siren warning.

### **Council Reports**

**Councilman Kastens** – no report

**Councilman Mosley – Airport**- the board held a zoom meeting with Olson Company for the Capital Improvement Project. The airport will now be eligible for the \$110,000 grant every year for 5 years and it will be a 90/10 match. The 10% match will be divided between the city and county.

**Councilwoman Mulligan** - absent

**Councilman Vrbas**- no report

**Mayors Notes:** Mayor Stice wanted to recognize Brenda Henry for all her hard work with the Atwood Owls program since 1996. Brenda will be accepting the Kansas Association for Conservation and Environmental Education Award April 1<sup>st</sup> on behalf of everyone who has contributed in some way to the development and maintaining the nature trail. The City of Atwood applauds Brenda on this well-deserved award.

Councilman Dunker made a motion to go into **executive session** for non-elected personnel for 10 minutes. With the executive session to include the council, Jen Melia, City Clerk Dana Philpott and City Attorney Charles Peckham seconded by Councilman Mosley. **Executive session** began at 8:22PM. Council came out of executive session at 8:32PM and returned to open session. Councilman Dunker made a motion to increase the starting wage of the lifeguards to \$9.00 an hour and to reimburse the returning lifeguards for their re-certification seconded by Councilman Kastens, approved by all.

With no further business to come before Council, Councilman Vrbas moved to adjourn, seconded by Councilman Mosley. The meeting was adjourned at 8:40 PM.

Dana Philpott, City Clerk

Janet Stice, Mayor