

Atwood City Council
February 16, 2023
Regular Meeting
City Hall, 7:00PM

Atwood City Council met in regular session February 16, 2023, in Council Chambers. The meeting was called to order by the Honorable Mayor Janet Stice. Present were Mayor Janet Stice, Councilmembers Sandy Mulligan, Dakota Dunker, Dietrich Kastens, Diana Tongish & via Go to Meeting Mark Vrbas; City Clerk Dana Philpott, City Superintendent Rick Kramer, Chief of Police Brian Withington arrived at 7:40pm, Rosalie Ross of the Rawlins County Square Deal & Brenda Henry

Mayor Stice requested to amend the agenda adding under new business d. Brenda Henry/Letter of Support for the Rawlins County Pickler Project and e. Jerry Holste Sanitation Contractor letter of resignation/retirement. **The agenda** was approved as amended on motion of Councilman Kastens, seconded by Councilwoman Tongish, approved by all.

The **minutes of the regular meeting on** January 19, 2023, were approved as circulated on motion of Councilwoman Mulligan, seconded by Councilman Dunker, approved by all.

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

Public Comments: None

Appearances:

Francisco Aguilar/Temporary CMB Permit – Francisco Aguilar requested a special event CMB license for a dance at the Columbian Hall on March 18th. There will be individuals at the door checking IDs as people pay to enter the event. Councilwoman Tongish moved to approve the temporary CMB permit to Francisco Aguilar for a public dance at the Columbian Hall from 7:00pm until 2:00am on March 18, 2023, seconded by Councilman Kastens, approved by all.

Old Business: None

New Business

2022 Treasurer's Report not published in January - City Clerk Dana Philpott reported that the 2022 Treasurer's report was sent to the newspaper by City Treasurer Denise Maaske on Monday afternoon January 23rd. She received an email confirmation that the report was received at the Rawlins County Square Deal that afternoon, and it would be published in the newspaper on Thursday of that week. The report did not get published so there will be a violation from the state on the city audit. City Clerk Philpott reported that she contacted the city auditor John Mapes and was advised to publish it on the city website and notify citizens it was available through Facebook and by sending out an email and text to the online customers. The report was published the following week on February 2nd. She also reported that she contacted an attorney at The League of Kansas Municipalities to find out if more than one newspaper could be listed as an official newspaper. The attorney said that some cities have more than one newspaper for their official newspaper and some cities only publish their documents to their city website. Rosalie Ross from the Rawlins County Square Deal spoke on behalf of the newspaper and

apologized for the report not being published in January. She believes it is still required at this time it is still required to have an affidavit for proof of publication. City Clerk Philpott said she would get more information from the League of Kansas Municipalities on having more than one newspaper and publishing on the website.

Bad Debt Write-off's – City Clerk Dana Philpott provided a detailed report to the council of the recommended bad debt write-offs. The amount of the write-offs for 2023 would be \$5,765.72. The majority of the bad debt accounts were over 10 years old, or the account holders were deceased. Going forward we should have a lot less accounts to write off every year as we have most of the bad debts cleaned up. Councilman Kastens made a motion to approve the bad debt write-offs presented in the amount of \$5,765.72, seconded by Councilwoman Mulligan, approved by all.

Special Meeting Tuesday, February 21st at 6:00pm City/County -Mayor Stice reminded council about the special meeting next Tuesday at 6:00pm with the Rawlins County Commissioners. Dana will make copies of the joint agreements and have them at the meeting.

Rawlins County Pickler Project/Brenda Henry appeared before council to request a letter of support from the council to apply for grants for the Pickler Project to replace the concrete at the current tennis courts at the Rawlins County Court House and to revitalize the outdoor community center with new equipment, fencing & a picnic table. Councilwoman Mulligan made a motion to approve writing a letter of support for the Rawlins County Pickler Project, seconded by Councilman Kastens, approved by all.

Resignation of Jerry Holste as Sanitation Contractor -Mayor Stice reported to council that a letter was received this week from Jerry Holste informing the city of his resignation as the sanitation contractor effective April 30th, 2023. He will be retiring to spend more time with family. Councilman Kastens moved to accept the letter of resignation of Jerry Holste as the city sanitation contractor seconded by Councilwoman Tongish, approved by all. City Attorney Charles Peckham reported that the city is responsible for trash collection. There was discussion on whether to hire a contractor vs employing someone to run the trash truck as a city employee. Jerry Holste told Mayor Stice he is willing to sell his truck to anyone interested in taking over the business.

Department Head Reports

City Clerk Dana Philpott reported she submitted two BASE Grants, one for the city water main project and the other for Two Homes LLC on January 31st. The KRWA conference will be held March 28th-30th in Wichita. Councilmembers planning to attend this year should turn in their registrations as soon as possible to the city clerk. The Cost Share Transportation Grant applications are being accepted again this spring from February 20th – March 23rd. We could apply again this spring or wait for the fall grant. There is \$125,358.26 available in the Special Street Improvement Fund. Following discussion, it was decided to go ahead and apply for the grant now. City Superintendent Kramer said he wants to focus on replacing State Street and will call Weigel Concrete to get a bid. All concrete would be purchased locally at Finley Construction. Once we get the bid, the amount of share the city will match to the grant will be determined at the next council meeting on March 16th. City Clerk Dana Philpott reported a letter was received from the Western Kansas Child Advocacy Center thanking the council for their generous contribution and continued support.

City Attorney Charles Peckham shared his activities for the month. He reviewed the status of the tourism board, negotiated with defendants, prepared journal entries, appeared in city court, negotiated with defendants, prepared journal entries, negotiated with attorney regarding suspended license, reviewed law regarding trash collection by the city. The February and March court dates have been combined. Court will be held March 8th.

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 January showed 3,634,000 gallons used and 3,101,000 sold. The yearly water report was filed with the state. There was a 5% water loss for 2022. Superintendent Kramer presented two bids for a generator for city hall. One was from High Plains Electric in the amount of \$7,688.01 and the other bid was from Ross Manufacturing in the amount of \$9,466.08. Superintendent Kramer said the 3rd option was to purchase a generator and with the assistance of Midwest Energy, the city crew could install it, if there isn't a hurry to get it installed as they have a lot of work to get done this spring. It was decided to use one of the contractors. The decision on the contractor was tabled for the next council meeting. Superintendent Kramer will request more specifications on the generator from High Plains Electric.

Police Chief Brian Withington arrived at the meeting at 7:40pm and presented his report. His department worked 28 reports from January 19th to February 15th. There were 3 arrests made, 1 non-custodial arrest, 3 warrant arrests, 5 tickets issued, 10 warnings given and 14 traffic stops. Other patrol activity included 309 public relations, 46 miscellaneous complaints and 19 business checks.

Council Reports

Councilman Dunker- Housing Authority-Cassidy Fanders reported there were no vacancies. They are still working on remodeling 2 apartments. Apartment #23 will be finished this month. Apartment #3 will be done in March. They are waiting on Finley Construction to pour the pad for the dumpster.

Library -they wrote a Dane G. Hansen grant for the bathroom remodel and were a recipient of the seed grant and will be doing interior improvements with the seed grant money. He will attend his first airport board meeting next Monday.

Councilman Kastens – No report but asked about seeking a contractor at this time to replace Jerry Holste as the sanitation contractor as we have a short time frame to fill that position. It was decided to wait to advertise for a contractor following the special meeting with the commissioners next Tuesday.

Councilwoman Mulligan – Economic Development- Deb Minkler has been doing a lot of training and getting involved with different committees and she has been working a lot with the E-Fair.

Councilwoman Tongish- Pool-she met with Councilman Dunker and pool manager Jen Melia last week to go over the upcoming pool season. They discussed raising admission prices, looking into a pool cover, and advertising for lifeguards. City Clerk Dana Philpott reported she had sent out an email to the other city's regarding a pool cover. The city clerk from Goodland emailed back and said they had purchased one and it only lasted through one storm, and it was tied down. City Superintendent Kramer voiced his concerns about the cover and mentioned that a new pool heater will probably need to be purchased soon to replace the 20-year-old current heater. Following discussion, it was decided to have Rick get bids for a new heater. With new heaters being more efficient it will likely cut the cost of utilities to heat

the pool. **Jayhawk**-The bingo fundraiser was a success. The bingo license is good for 6 months, so they are looking into having another bingo night at the end of March. Movie attendance is improving. The new tile for the lobby ceiling was installed in January by the city crew.

Councilman Vrbas – expressed his concern with finding a replacement for Jerry Holste and we may need to possibly look outside the community to fill the position.

Mayor's Notes: Mayor Stice reminded council that next Tuesday, February 21st is the Special Meeting with the Rawlins County Commissioners to discuss joint agreements.

With no further business to come before council, Councilman Kastens moved to adjourn, seconded by Councilwoman Tongish. The meeting adjourned at 8:12PM.

Dana Philpott, City Clerk

Janet Stice, Mayor