

December 17, 2020
Atwood City Council
Regular Meeting 7:00 PM

Atwood City Council met in regular session December 17, 2020 in Council Chambers. The meeting was called to order by the Honorable Mayor Janet Stice at 7:00PM. Present were Mayor Janet Stice: Councilmembers Gary Fisher, Dietrich Kastens, Mark Mosley, Sandy Mulligan, 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.

The **Agenda** was approved with the addition of new business line item (a) employee handbook proposed changes. Councilman Kastens moved to approve, seconded by Councilman Vrbas, approved by all.

The **Minutes** of the regular meeting on 11/19/2020 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 Kastens, approved by all.

There were no public comments

There were no appearances

Old Business:

New Business:

Employee handbook proposed changes. The proposed changes to the handbook were handed out and following council recommended revisions to the proposed changes, Councilman Mosley made a motion to approve the changes as discussed noting that the handbook will be reviewed after it is put together, seconded by Councilman Vrbas, approved by all.

Department Reports:

City Clerk Dana Philpott: Quarterly reports were submitted yesterday, the 2021 holiday schedule was handed out, Councilman Fisher made a motion to approve the 2021 holiday schedule seconded by Councilman Kastens, approved by all. City Clerk Dana Philpott reported there were 18 payments to vendors that were lost in the mail and we were currently calling all the vendors and re-issuing the checks. She also reported she is working on the year end roll over process for the financials.

City Attorney Charles Peckham — shared his activities for the month. Worked on zoning issues, sent out 30 days notices, sent a letter to citizen that did not fill out building permit before start of construction, if there is no compliance, he will send out a more formal request next week.

Police Chief Brian Withington presented his report. His department worked 9 reports from November 19th to December 17th. There was 1 arrest made, 14 warnings given, and 6 tickets issued. Other patrol activity included 205 public relations, 71 miscellaneous complaints, & 12 business checks.

City Superintendent Rick Kramer- presented his report showing areas where city crew has spent their time since the last meeting. They have been working outside cleaning draws, installed a new door in the power plant, and have been working on vehicle maintenance. The water report shows the amount of water pumped and sold for the ~~month~~ **(amended 1/21/21 to reflect for the year)** year. The ~~November~~ **(amended 1/21/21 to reflect year-to-date total)** year-to-date total showed 72,805,000 gallons used and 64,191,000 gallons sold. Superintendent Kramer also reported that the new timer for the whistle had been installed.

Council Reports:

Councilman Gary Fisher – no report

Councilman Dietrich Kastens – met with city clerk this week to review a refinancing option with Piper Sandler & Company. He will have a report ready in the next couple of weeks.

Councilman Mark Mosley – no report

Councilwoman Sandy Mulligan – Economic Development met and approved and E-loan for Matt Finley, he is purchasing Finley Construction and Redi-Mix & Finley Auto Spa. They also discussed plans for the last lot in the Greason Industrial Park and met with the new extension agent & the new office professional program assistant and discussed their role with community development.

Councilman Mark Vrbas – no report

Mayors Notes: Mayor Stice reported the accountant did not recommend a transfer to the Special Street Fund this year. Mayor Stice made her recommendations for the employee raises. Councilman Vrbas made a motion to approve a 3% raise for all employees and the city clerk receiving a \$2.00 an hour increase and the deputy clerk receiving a \$1.00 an hour increase, seconded by Councilwoman Mulligan, approved by all. Mayor Stice also noted she appreciates the great job all the department heads are doing. Councilman Mosley thanked Superintendent Kramer and his crew for helping to get the street by the high school treated early in the morning before the rush.

With no further business to come before Council, Councilman Kastens moved to adjourn, seconded by Councilman Fisher. **The meeting adjourned at 7:55 PM.**

Dana Philpott, City Clerk

Janet Stice, Mayor