Atwood City Council
December 17, 2015
Regular Meeting
City Hall, 7:00 PM

Atwood City Council met in **regular session** December 17, 2015 at City Hall. The meeting was called to order by the Honorable Mayor Tim Colgan at 7:00 PM. Others present were Councilmembers Gary Fisher, Dietrich Kastens, Mark Mosley, Sandy Mulligan, Mark Vrbas; City Clerk Keri Riener; City Attorney Charles Peckham; Chief of Police Brian Withington; City Superintendent Rick Kramer; Rosalie Ross of the Rawlins County Square Deal. Members of the public present at the meeting were Aaron and Karla Heble.

The **Public Hearing on Amending the 2015 Budget** was held at 7:00 PM. There was no one from the public in attendance for the budget hearing. The public hearing was closed at 7:05 PM. Councilman Dietrich Kastens moved to approve the amended budget for the General Fund in the amount of $40,000 and the Sewer Fund in the amount of $25,000, seconded by Councilman Mark Mosley, approved by all. The City Clerk will file the amended budget with the Rawlins County Clerk.

The **Agenda** was approved with one change removing Margaret Hagler from the appearances on motion of Councilman Mark Vrbas, seconded by Councilman Kastens, approved by all.

The **Minutes** of November 19, 2015 meeting were approved as circulated on motion of Councilman Gary Fisher, seconded by Councilman Vrbas, approved by all.

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

Public Comments: none.

Appearances:
Betty Wilkens appeared before Council to express concern regarding the state of 7th Street following the recent blizzard. She requested snow removal days after the city crew made a single pass up her street and then backed out. City Superintendent Rick Kramer reported several streets are in poor condition following the large snow amounts and lack of gravel. Due to a previous request by Betty to not turn around on her property and the city policy to make a single pass on city streets when more than six inches of snow accumulates, only one pass was made on that street. Betty requested more gravel on the street. Tim and Rick agreed to check into that possibility. As the weather continues to dry the city streets, the city crew will blade the roads. The city streets are a concern to Council; future street improvements are imperative, but expensive.

Emily Green and Councilwoman Sandy Mulligan, representing Rawlins County Economic Development and the Atwood Chamber of Commerce respectively, presented progress made on the Atwood Community webpage. Three domain names will automatically redirect to this website. It started as the county website, but following stagnant responses, the Atwood Tourism Board decided to change it into a website for the community of Atwood. Sandy and Emily are the editors of the site, with Jenny Popp designing the webpage and staying on board for a year to assist with stages of development. The City of Atwood is listed under the "Our Community" tab. Approved minutes, a link to the municode.com webpage (listing city ordinances and resolutions), city department heads and governing body members are listed on the city page, as well as council meeting dates and municipal court dates. A link to the

Jayhawk Theatre may be added later. Sandy and Emily are open to adding community events to the calendar as well to make it as useful to site visitors as possible.

David Blau with Miller & Associates presented a sewer project update. Plans and specifications for the Sanitary Sewer Improvements including the construction of new sewer mains and a new lift station have been submitted to KDHE & USDA-RD for review and approval. January 14, 2016 is the tentative bid date for this next phase of the project, in order for Council consideration at the next meeting. KDHE & USDA-RD approval is required before the project can be advertised for bid. Therefore, if their approval is not received soon, the bid date may be modified to give contractors adequate time to prepare their bids. The current bid documents have a January 31, 2017 completion date, with specified time periods for the lift station to be worked on due to easement requirements. This next phase of the project must be completed before any additional sewer connections can be made in the Greason Industrial Park, unless they can be served by the existing system. City Attorney Charles Peckham reported the easements and certifications were sent to David Barber at USDA as part of the Property Docket submittal for the project.

Old Business:
City Attorney Charles Peckham introduced **Resolution #15-06 establishing a Fund for Street Improvements and Authorizing the Transfer** of up to 25% of the funds budgeted each year for the streets and roads to the Special Highway Improvements Fund. Council discussed the need for updated street infrastructure and creating a fund so a more substantial amount is available for that process. If it won't stress the budget, Council was in favor of transferring the full 25% of the Street Department Fund. City Clerk, Keri Riener explained that if the funds are not transferred, there will be more cash to carryover to 2016 in the General Fund. If the transfer is approved, those funds will still be carried over, but in the Special Street Improvement Fund, not the General Fund. It is up to Council to decide how they would like to carry the funds into 2016. If they want to build up a balance to use for a substantial street repair in a few years, the Special Designated Fund is the way to reserve that money so it can be saved specifically for that purpose. Councilman Kastens moved to **adopt Resolution #15-06 to establish a Special Street Improvement Fund and authorize the transfer of 25% of the Street Department Fund in the amount of $24,750.00 to the new fund, subject to budget authority and available cash**, seconded by Councilman Vrbas, approved by all. This transfer will need to be approved each year.

New Business:
Following expressed employee interest in an Employee Benefit 457 Deferred Compensation Program, Resolution #15-07 to adopt such a program was presented to Council. City employees choose to participate in this program, with money being contributed out of their payroll checks. Councilman Vrbas moved to **accept Resolution #15-07, making the benefits of the Security Benefit 457 Deferred Compensation Plan available to City Employees and authorizing Keri Riener, Atwood City Clerk to execute the plan documents and actions associated with participation,** seconded by Councilwoman Mulligan, approved by all.

City Clerk, Keri Riener, explained that some organizations only offer the Traditional 457 Plan and employees contribute to the plan and taxes are taken out when they withdraw their money later, not when the funds are invested. The Roth 457 Plan allows contributions to be taxed when invested, so with current tax law, no taxes will be taken out later when the funds are withdrawn. The Traditional option was the basic plan so when the Roth 457 became available an amendment to the original resolution was necessary. City employees interested in the IRA choices wanted the option of a Roth IRA plan so they could pay taxes on the investment when the money is paid into the fund. Councilman Vrbas moved **to**

approve the Amendment to Resolution #15-07, adding the Roth 457 Plan to the Employee Benefit Deferred Compensation Program, seconded by Councilwoman Mulligan, approved by all.

The **After Christmas Party** date was discussed. The Council set a date of January 11, 2016 beginning at 6:30 PM. The City Clerk will call the Country Club to see if that date is available. If it is not available, the city clerk will discuss alternative options with the mayor. This is an adult only party for the Mayor, Council, employees and their spouses. The City will pay for the meals and the attendees are responsible for their own drinks.

Department Reports:
City Clerk Keri Riener reported she will be closing her office at noon on the 31st to allow time to close out the end of year for utilities and court and to make sure all deposits are made.

City Attorney Charles Peckham presented his handout to Council. He sent out letters concerning bad checks, issued bench warrants and discussed tickets and payments with defendants on various cases. The date for the DUI trial that the new county attorney is working on is set for January 15, 2016. Letters have been drafted to property owners and are awaiting airport board approval. Judge Pratt set the pre-trial date for the Persinger Building cases for January 8th and trial date for January 25th. District court will be moving to an e-filing system. This could change the way the municipal court system files and tracks cases.

Police Chief Brian Withington presented his report. His department worked 23 reports from November 19, 2015 through December 16, 2015. There were 10 arrests made, 18 warnings given and 11 tickets issued. Other patrol activity included 241 public relations, 63 business checks and 141 miscellaneous complaints. The equipment and decals on the 2003 Dodge Dakota are being taken off so the pickup can be sold.

City Superintendent Rick Kramer presented his report showing the areas where the city crew has spent their time since the last meeting. On frigid days, equipment repair and maintenance is being completed. The water report shows the amount of water pumped and sold for the month. Rick reported substantial gallons of water lost on this month's water report, as more water was sold than pumped. This is due to some accounts that had been overlooked in the billing software and were just invoiced in November. That number should level out in next month's report. The depth to the wells has remained consistent. The new Bobcat is scheduled for arrival this month. The City has a lease agreement with Titan Machinery for a new Bobcat each year for $500 for use up to 50 hours. Vap Construction, Inc. is set to begin the roof repair on the City Fire Barn; a contract should arrive at City Hall shortly. It will cost more than originally paid by insurance, but the insurance agent has been contacted and will cover the difference. New tin, insulation and gusset will be installed.

Rick researched the possibility of sending in a water meter that was changed out at a residence in the city. The resident believed their water bill was inflated due to a faulty meter. The meter will be sent in for testing, although Rick was informed that normally, as meters age, they slow down resulting in undercharging for the water used. The meter was changed out in November, leading Rick to believe it is the time of year and the installation of new appliances in the home that decreased the water usage.

Council Reports:
Councilman Gary Fisher reported that some trees were removed downtown. The stumps will be removed by the city crew sometime in the spring. He had nothing to report for the Housing Authority.

Councilman Dietrich Kastens stated a fire department meeting is scheduled for next week. Building permits are still being submitted for new projects.

Councilman Mark Mosley reported the airport board meeting is next week. He had nothing to report for the library or theater board.

Councilwoman Sandy Mulligan shared that Economic Development has approved a new E-Loan request. Economic Development is also completing paperwork to submit for a possible Dane G. Hansen Grant for development of the Greason Industrial Park. Sandy updated Council about the 5th Street Traffic Study. The emails received about a traffic speed study recommended the same research that was conducted in conjunction with the Safe Routes to School Action Plan that was completed in September of 2010. The area was found to be a safe route to school in that study. Council discussed this information and Mayor Tim Colgan will read the 2010 Safe Routes to School Report and contact JD Schmechel.

Councilman Mark Vrbas had nothing to report.

Mayors Notes:
Mayor Tim Colgan informed Council that the township currently charges $75 for a personalized sidewalk block. These are poured in the lake walkway twice a year and the cost is about $70 a space, not including labor. In order to cover the rising costs of supplies and future replacement of blocks as they deteriorate an increase may be necessary. Councilman Vrbas moved to **increase the cost of a lake sidewalk block to $100**, Councilwoman Mulligan seconded, approved by all. Sandy added that $400-500 of the 2015 Lake Atwood Craft Show proceeds will be donated to the fund to replace Lake Sidewalk blocks. This donation may be possible in future years as well, if needed.

The mayor and city superintendent attended a county meeting regarding snow removal during a major winter storm. Everyone defined their roles in the process of snow removal, communication with the public and operational efficiency. It was an effective gathering that will serve both entities in the future, as details previously unforeseen were discussed and resolved.

With no further business to come before Council, Councilman Vrbas moved to adjourn, seconded by Councilman Mosley, approved by all. The **meeting adjourned at 8:55 PM.**

Keri Riener, City Clerk Tim Colgan, Mayor