

Atwood City Council
December 21, 2017
Regular Meeting
City Hall, 7:00 PM

Atwood City Council met in **regular session** December 21, 2017 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, 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. Councilmembers Dietrich Kastens and Mark Mosley were absent.

The **Public Hearing on Amending the 2017 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 Mark Vrbas moved to approve the amended budget for the General Fund in the amount of \$3,000, seconded by Councilwoman Sandy Mulligan, approved by all. The City Clerk will file the amended budget with the Rawlins County Clerk.

The **Agenda** was approved as circulated on motion of Councilman Gary Fisher, seconded by Councilman Vrbas, approved by all.

The **Minutes** of the regular meeting on November 16, 2017 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 Councilwoman Mulligan, seconded by Councilman Vrbas, approved by all.

Public Comments: none.

Appearances:

Larry & Brigida Aldrich did not attend the meeting.

Old Business: none.

New Business:

David Blau with Miller & Associates was not present for a sewer project update. Miller & Associates Invoice #17-0944 in the amount of \$8,035.85, for project management from September through October 2017, was submitted for payment. Councilman Vrbas **moved to pay Invoice #17-0944 to Miller & Associates in the amount of \$8,035.85**, Councilwoman Mulligan seconded, approved by all. The invoice will be sent to David Barber of USDA-RD for approval before payment.

The renewal document of Neighborhood Revitalization Plan was provided to the Council via email to read prior to the meeting. Councilman Vrbas **moved to approve a three year extension of the Rawlins County Neighborhood Revitalization Plan**. Councilman Fisher seconded, approved by all. The City is in agreement to participate in this tax rebate program for the benefit of our citizens.

City Clerk Keri Riener introduced **Resolution #17-06 authorizing the transfer of up to 25% of the funds budgeted this year for the street department to the Special Street Improvement Fund**, created in 2015. 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 2018 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 2018. Councilwoman Mulligan moved to **adopt Resolution #17-06 authorizing the transfer of 25% of the Street Department Fund in the amount of \$60,847.25 to the Special Street Improvement Fund subject to budget authority and available cash**, seconded by Councilman Fisher, approved by all.

City Clerk Keri Riener requested Council approval for **3% cost of living increases** to be applied to payroll in January 2018. This is discussed at the annual budget workshop and was approved when the 2018 budget was approved in August. However, the audit findings for the city noted raises have not previously been recorded in the minutes as being approved by Council prior to implementation in January. They recommended specifically noting council approval of wage increases in the December meeting minutes. Councilman Fisher moved to **approve a 3% cost of living wage increase for city employees, effective for January 2018 payroll**. Councilman Vrbas seconded, approved by all.

The **2018 Holiday Schedule** was approved on motion of Councilwoman Mulligan, seconded by Councilman Fisher, approved by all.

The **After Christmas Party** date was discussed; Thursday, January 4, 2018 beginning at 6:30 PM at Park Hill was decided. This is an adult only party for the Mayor, Council, employees and their spouses. The City will pay for meals and the attendees are responsible for their own drinks.

Department Reports:

City Clerk Keri Riener reported one snow permit has been purchased. Tickets may be issued if snow is removed commercially without a permit. Two CMB licenses have been purchased, with two businesses left to renew their licenses. Dog tags are in at city hall. The cost is \$3.00/dog, proof of vaccinations is required to purchase a tag. Tickets may be issued if dog tags have not been purchased. The sale of dog tags is not a profitable line item for the city as much as it is an effort for public safety, since current vaccinations are a requirement for the tag.

By statute the newly elected officials take office on the 2nd Monday of January. Since our city does not meet on the 2nd Monday of the month for a regular meeting, newly elected officials can come into the clerk's office to be sworn in and sign a new oath. There is no requirement for the oath to be done at a public meeting.

City Attorney Charles Peckham reported he had prepared a number of journal entries and met with a number of defendant regarding tickets and payments and met with police officers. Several cases have been set for trial. He has been working with Economic Development regarding Greason Industrial Park progress. The City Attorney requested a raise in his hourly city wage. City Clerk Keri Riener informed Council and the City Attorney that a wage increase was approved in the 2018 Budget earlier this year and will be effective January 1, 2018.

Police Chief Brian Withington presented his report. His department worked 13 reports from November 16, 2017 to December 21, 2017. There were 11 arrests made, 11 warnings given and 15 tickets issued. Other patrol activity included 308 public relations and 59 miscellaneous complaints.

City Superintendent Rick Kramer presented his report showing the areas where the city crew has spent their time since the last meeting. The city crew has been spending significant time in the shop, maintaining vehicles, due to cold weather. They put up the Christmas decorations downtown and installed the lighted poster boards at the theater. The water report shows the amount of water pumped and sold for the month. The month of November showed a loss of -7%. This will average out, as these numbers depend on the time of the month meters are read and entered into the software. The City of Atwood is well under the state required average water loss amount. The depth to the water in city wells has remained consistent.

Council Reports:

Councilman Gary Fisher reported the Housing Authority had a barbecue, which he was unable to attend. He has begun Tree City USA submission documentation and is looking at a tentative Arbor Day date in February.

Councilman Dietrich Kastens was absent.

Councilman Mark Mosley was absent.

Councilwoman Sandy Mulligan had nothing to report.

Councilman Mark Vrbas had nothing to report.

Mayors Notes:

Mayor Colgan commended Council on annually transferring money from the General Fund to the Special Street Improvement Fund. Street repair is the next major improvement need in the city. State Street in front of Currier Drug was noted as being in very bad shape, with Main Street a close second. City Superintendent Rick Kramer and Miller & Associates Engineers have been discussing possible short term repair options that may last five to ten years, giving Council time to build up the Special Street Improvement Fund and afford a larger scale, longer term restoration. A solution should be decided by next spring.

The Jayhawk Theater marquee was discussed. Mayor Colgan was approached by a Rotarian with the possible offer of using funds raised at the annual Rotary auction to be used for that project. The theater board has requested quotes for repairs, refurbishment or replacement of the sign, so that offer would be very timely when they decide to move forward.

Last month two applicants were interviewed for the open full time city police position. If no further applications are received, a job will be offered to the top candidate by the end of the year.

With no further business to come before Council, Councilman Fisher moved to adjourn, seconded by Councilman Vrbas. The **meeting adjourned at 7:45 PM.**

Keri Riener, City Clerk

Tim Colgan, Mayor