

Atwood City Council
January 18, 2018
Regular Meeting
City Hall, 7:00 PM

Atwood City Council met in **regular session** January 18, 2018 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, Mark Mosley, 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 Sandy Mulligan were absent.

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

The **Minutes** of the regular meeting on December 21, 2017 were approved as circulated on motion of Councilman Vrbas, seconded by Councilman Gary Fisher, approved by all.

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

Public Comments: none.

Appearances:

Atwood City Library Board Chairman, Carl Dalcher presented future library project ideas being considered. All three projects are building modifications. The new automatic door has been well received, however people walking by on the sidewalk also cause the door to open, which is not ideal at all times. Project #1 proposes a new portico area to reduce the door opening activity from people not intending to enter. It should also reduce the amount of debris blown and tracked into the library. Mayor Tim Colgan stated that the zoning director would need to be contacted for project approval as well. Example structure photos were shared; price quotes have not been collected. One parking spot directly in front of the door will be forfeited to allow foot traffic around the new structure. Project #2 requests new lighting for the library. The big C-12 lights are very old; some are flickering and others aren't working at all anymore. One quote for a complete LED upgrade was shared from High Plains Electric, but more quotes may be obtained. Project #3 is a long term plan for an addition to the back end of the library. The room would be used for public meetings and possibly a kitchen facility. Dalcher added that a recent community survey showed a demand for this type of space and since the library is trying to expand its community presence, this addition would certainly promote that goal. Mayor Colgan suggested talking to the zoning director about the setback measurements to determine the reality of the size of the proposed addition prior to proceeding. Dalcher stated that Council approval was the first step in the process for moving forward with these improvements. If approved, the library board will start gathering more bids and funding options, which will hopefully include Dane Hansen grant funds. They have already started a building fund to prepare for the future of the library. He commended the new library director, Grace Kastens for the new programs and activities that have been scheduled. The social media posts with information about fun groups and learning opportunities have been well received and have increased patronage. Council will discuss these projects and make a decision regarding approval at the February city council meeting.

Old Business: none.

New Business:

Resolution 18-01 concerning the updated City Fee Schedule for 2018 was discussed. Fees that increased (and the new fee amount) for the 2018 City Fee Schedule were: Chicken Permit \$5, Dog Tag \$5 if paid before April 1st, \$10 after April 1st, Peddler Permit \$100, Commercial Snow Removal Permit \$45, Court Extension of Time Beyond Original Date to Pay Fee \$35. Swimming pool admission fees were increased \$0.25/day, making K-6 \$1.50/day, Grades 7-12 \$2.00/day and Adults \$3.00/day. Family Season Passes were increased to \$150/season + \$10 per person over family size of 6. Bulk water was increased to \$6.00/1,000 gallons. Councilman Mosley **moved to approve the 2018 Fee Schedule effective February 1, 2018, with the updated sewer and water rates effective May 1, 2018**, seconded by Councilman Fisher, approved by all.

Resolution 18-02 designating the Rawlins County Square Deal as the official newspaper and <http://www.atwoodkansas.com> as the official website of the City of Atwood was approved on motion of Councilman Vrbas, seconded by Councilman Mosley, approved by all.

Resolution 18-03 declaring the three local banks as the financial institutions to be used as depositories of funds for the City of Atwood was approved on motion of Councilman Fisher, seconded by Councilman Vrbas, approved by all.

City Attorney Charles Peckham introduced Ordinance #877, updating the City Business District Street List in Ordinance #572 to read as East and West Court Street instead of East and West Street. Councilman Vrbas moved to approve Ordinance #877 revising the street definition. Councilman Mosley seconded, approved by all.

Department Reports:

City Clerk Keri Riener reported the General Fund Cash Carryover for 2017 as \$436,082.47, after the Special Street Improvement Fund transfer of \$60,847.25. This amount includes the pool sales tax balance received from the county. Other notes of interest: The sewer fund expense budget was \$263,248.00, with revenues for the year of \$212,130.35 and actual expenses of \$182,707.17. The water fund expense budget was \$617,569.00, with revenues of \$581,075.90 and actual expenses of \$524,707.76. The 2017 year was closed in the computer software and 2018 is now open. The W-2's and 1099's have been mailed and filed with the state and IRS. The loader payment of \$32,000 and the street sweeper payment of \$12,123.73 have been made this month. This is the final payment for the street sweeper and the loader is scheduled to be paid off next year. The Kansas Rural Water Conference is scheduled for March 27th – 29th. Councilmembers planning to attend this year should turn their registration forms in to the city clerk by the end of February, so registration can be sent in as a group.

By statute the newly elected officials took 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 re-elected officials Gary Fisher, Dietrich Kastens and Mark Vrbas were sworn in earlier this month.

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. The airport taxiway construction is scheduled for the end of March, beginning of April. The Jayhawk Theater Board has approved renovation of the marquee and Atwood Rotary has pledged \$10,000 from their annual auction/fundraiser for the project.

Police Chief Brian Withington presented his report. His department worked 8 reports from December 21, 2017 to January 18, 2018. There were 6 arrests made, 19 warnings given and 7 tickets issued. Other patrol activity included 214 public relations and 38 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 maintaining vehicles in the shop due to cold weather. They also installed two additional poster display boxes inside the theater lobby area. The water project on Logan Street is underway. The tap has been made and they will finish laying the water main when the weather improves. The water report shows the amount of water pumped and sold for the month. The month of December showed a loss of 9%. The overall water loss for the year was 8%, which is below the state average. The depth to the water in city wells has remained consistent.

Mayor Colgan asked the City Superintendent to review the **snow removal policy**. Rick reported the **Emergency Snow Routes** are:

1. From the Good Samaritan Center to 4th Street, south to Bluff Street, then west to Highway 25.
2. 8th Street from Highway 36 to State Street.
3. Main and State Street from Highway 25 to the High School, then East Hill Drive to the city limit.

These Emergency Snow Routes are cleared when there are four inches of snow or more. There must be six inches of snow or more before the city crew will clear snow from the residential areas. The business district is cleared the night following the snowstorm in order to allow downtown businesses time to scoop their sidewalks and throw their snow in the streets to be picked up. Only the business district and intersections are salted.

Council Reports:

Councilman Gary Fisher had nothing to report for the Housing Authority. The Tree City USA report has been submitted. Arbor Day has been scheduled for May 4, 2018.

Councilman Dietrich Kastens was absent.

Councilman Mark Mosley reviewed the airport board activity and taxiway construction project. The runway will be closed at times during construction. Lankas Farms won the bid to lease the airport farm ground.

Councilwoman Sandy Mulligan was absent.

Councilman Mark Vrbas had nothing to report.

Mayors Notes:

Mayor Colgan met with department heads to review the updated employee handbook. After final changes are made, the handbook will be emailed to council for review. The overhead door for the fire barn has arrived. The City Crew is waiting for nice weather to install the door. The police candidate that was offered a position in the City Police Department declined the job. The City will advertise the position again in the spring.

The mayor announced that council assignments will remain the same: Councilman Vrbas-Police Commission, Solid Waste, Infrastructure; Councilwoman Mulligan-Economic Development, Recycling and Emergency Management; Councilman Fisher-Housing Authority, and Tree Board/Kelley Park; Councilman Kastens-Fire Department, Zoning and Pool; Councilman Mosley-Library, Jayhawk Theater and Airport.

With no further business to come before Council, Councilman Fisher moved to adjourn, seconded by Councilman Vrbas. The **meeting adjourned at 8:00 PM.**

Keri Riener, City Clerk

Tim Colgan, Mayor