

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

Atwood City Council met in **regular session** October 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, Dietrich Kastens, Mark Mosley, Sandy Mulligan, Mark Vrbas; City Clerk Keri Riener; City Attorney Charles Peckham; City Superintendent Rick Kramer; Rosalie Ross of the Rawlins County Square Deal. Scott Ross also attended the meeting. Chief of Police Brian Withington was absent.

Mayor Tim Colgan amended the **Agenda**, adding Paul Hayden as a second appearance. Councilman Mark Vrbas moved to approve the agenda as amended, seconded by Councilwoman Sandy Mulligan, approved by all.

The **Minutes** of the regular meeting on September 20, 2018 were approved as circulated on motion of Councilman Dietrich Kastens, seconded by Councilman Gary Fisher, approved by all.

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

Public Comments: none.

Appearances:

Clayton Kelley with Piper Jaffray & Co. reviewed the **refinancing analysis for current city General Obligation Bonds**. The City of Atwood has three outstanding USDA loans; two water loans and one sewer loan. One of the water loans has a 3.75% interest rate; by shortening the loan maturity time, the debt service payment would increase each year, which would result in a net savings of \$177,000.00 for the seven year time span. Currently \$2,335,000.00 is the total that would be paid over the life of the loan. If refinanced as suggested, \$2,158,000.00 would be the new amount paid over the life of the loan. The approximate cost to refinance is \$35,000.00, which has already been figured in to the savings amount. The savings basically comes from shortening the term of the loan. Councilmembers discussed the possibility of refinancing and asked questions to clarify some points of information. This topic will be added to the November council meeting agenda so a decision may be made after reviewing the analysis further.

Paul Hayden discussed the possibility of **purchasing city water**. Mayor Colgan and City Superintendent Rick Kramer reviewed the process necessary to connect to city water, including a survey to determine the size of line and meter needed to provide the water pressure they are seeking. Rick spoke to Chris Miller, the City's water project engineer, who estimated the maximum water pressure after being pumped up the incline to the Hayden house to be about 15 psi, which is quite a bit below average, which is 65-75 psi. A booster pump or cistern, likely located at Redeemer Lutheran Church, would be necessary to increase pressure. Paul stated that his current well requires an additional pump for pressure as well. A permit from the state would be required to bore under Highway 25 as well. Since property owners are responsible for all costs from the meter location on, all expenses associated with this project would be Paul's responsibility. Councilmembers expressed support of the endeavor if Paul decides it is cost effective to move forward. They advised him to be sure the outcome would meet his expectations, as other citizens have looked into this idea before and it was too expensive to cost effective. He also asked Council about purchasing the land that included the "old city dump", which has been briefly discussed. City Attorney Charles Peckham reviewed that the City is responsible for the future of that property, regardless of ownership, since it was designated as a dump site. Councilmembers stated they weren't interested in selling that property due to the liability associated with it. Paul thanked Council for their time and discussion.

Old Business: None.

New Business:

City Clerk Keri Riener discussed the new **records retention schedule** with Councilmembers. A formal records retention schedule provides structure and timelines for the many documents that are kept in various city hall departments. This schedule lists each document, defines the document and addresses the length of time necessary to keep it on file. As

deadlines are met, a record destruction form will be filled out to document when and how the item was destroyed. Councilman Kastens moved to **approve the records retention schedule as published and presented**, Councilman Mark Mosley seconded, approved by all.

Mayor Tim Colgan asked Councilmembers to verify that Thursday, October 25th at 7 pm would work to hold a special meeting. The Zoning Board has a hearing scheduled for that date at 5:15 pm and depending on their decision, Council may need to take action regarding a property zoning variance change. The results of the City Hall renovation bid opening, scheduled for Wednesday, October 24th at 2 pm, will be discussed and decisions regarding that project will be made to continue progressing in a timely manner.

Department Reports:

City Clerk Keri Riener finished quarterly reports and the previously discussed records retention schedule. An open records request form has been developed for the police department. The City Clerk met with the Mayor, City Attorney and Police Chief to review practices for court cases. The Mayor hosted cub scouts at city hall, where he shared information about civil service and the processes of local government. Police Officer Travis Bailey visited girl scouts, discussing law enforcement duties and demonstrating fingerprint retrieval practices.

City Attorney Charles Peckham shared his activities for the month. He worked with the zoning officer regarding blighted structures and nuisances, prepared journal entries and talked to defendants. Charles reviewed the records retention schedule, set trials for the November court date and issued court documents.

Police Chief Brian Withington was absent.

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 September showed a 16% water loss for the month. The depth to the water in city wells has remained consistent. The city crew is finishing the Logan Street concrete work. The water main at by the Catholic Church broke last week. The city crew fixed it quickly without a lot of disruption to the area.

Council Reports:

Councilman Gary Fisher reviewed the 2015 Housing Authority lawsuit against HUD, as summarized in the September 20th meeting minutes.

Councilman Dietrich Kastens had nothing to report. He deferred the fire meeting report to City Superintendent Rick Kramer since he wasn't able to attend. Rick stated the volunteer firefighters filled out paperwork and voted for a new president.

Councilman Mark Mosley reported the Library Director continues to add activities to the library schedule, increasing traffic and awareness of what the facility can offer. The airport board has applied for a KDOT grant to pay for a new fuel payment kiosk. He asked Charles Peckham, theater board president to report on theater activities. Charles stated the marquee renovation is still under way. Hopefully it will be complete by November. The theater board has requested that the City Crew paint a yellow line on an inclined area of the floor by the exit sign inside the theater seating area. They will also add some lighting that will be on when the main theater lights are in use.

Councilwoman Sandy Mulligan shared that Cahoj Earthmoving and Frankie Chvatal have been paid in full by the Economic Development Board for work at Greason Industrial Park. On January 1, 2019, responsibility of the lift station will transfer to Vap Construction and Chris Loeffler.

Councilman Mark Vrbas thanked the City Superintendent for a tour of the lift station by the Columbian Hall previously this month. He had nothing else to report.

Mayors Notes:

Mayor Colgan reviewed the cub scout visit to City Hall, where he encouraged civic involvement and gave an overview of the functions of municipal government. The mayor also met with Rick Kramer, Greg Cahoj and Jared Hurst, RCED President at Greason Industrial Park to review the work that has been completed. Documents were signed stating Cahoj Earthmoving was finished with their work and it was found to be satisfactory. The Mayor also informed Council that the Kelley Park Restrooms, which have been finished for a while, were completely funded by the ACE Foundation Park and Pool Fund and the Dane G. Hansen Foundation Community Grant Fund for Rawlins County.

With no further business to come before Council, the Mayor reminded everyone of the City Hall Renovation Bid Opening scheduled for Wednesday, October 24th at 2:00 pm and the Special Meeting set for Thursday, October 25th at 7:00 pm. Councilman Vrbas moved to adjourn, seconded by Councilman Fisher. The **meeting adjourned at 8:10 PM.**

Keri Riener, City Clerk

Tim Colgan, Mayor