

VILLAGE OF ATWOOD

Board of Trustees Meeting

February 16, 2010

Village President Ronald E. Wallace brought the Atwood Village Board meeting to order at 7:00 p.m. at the Municipal Building. Those recorded present were Gene Greek, Jim Tholen, Joe Streit, Jeremiah Osborne and Tyson Wingler. Gloria Litwiller was recorded absent.

MINUTES: MOTION: Greek made a motion to accept the minutes as presented seconded by Osborne. **VOTING:** All aye; motion carried.

WATER & SEWER: Greek reported that a water and sewer committee meeting was held February 11, 2010 at the Municipal Building at 5:30 p.m. Those present were Osborne, Tholen, and Greek – chairman, Mayor Wallace, Wingler and Rocky Warner and Chris Issler from the Village of Garrett.

1. Water and Sewer Rate Increase: The committee continued discussions concerning an increase in the current rate structure. Representatives from the Village of Garrett were invited to the committee meeting to solicit their input regarding the pending increase in water rates and the effect of increased rates on their village. A proposed new water and sewer rate increase is to be presented at the February 2010 Board meeting.
2. Water and Sewer Dept. Operations: During the month of January, 2010, the water department processed an average of 117,929 gallons of finished water per day. For the month a total of 3,655,790 gallons of finished water were produced. The wastewater treatment plant operated within all I.E.P.A. standards. Meeting adjourned at 6:00 p.m.

FINANCE: Tholen reported that the finance committee discussed putting budget numbers together. Need to get together more budget numbers and have the preliminary budget together for March.

STREET, ZONING & MOSQUITO CONTROL: Osborne reported that the streets look good. Myers has had plenty of help taking care of the snow removal. The street department is looking at getting a new truck for the next fiscal year budget.

POLICE: Wingler reported that a police committee meeting was held at 7 p.m. at the municipal building with Wingler – chairman, Streit, Litwiller, Chief Ponder and Officer Jimenez present. The committee went over the police department budget figures for fiscal year 2011. Approved final amounts and will give it to the finance committee. Went over the monthly reports and talked about the part time hiring practices for the department. The meeting adjourned at 8:10 p.m.

Village of Atwood, minutes
February 16, 2010

CIVIC IMPROVEMENT, TOURISM, & SPECIAL PROJECTS: Committee meeting was held February 9, 2010 @ 8:11 p.m. at the Municipal Building.

The meeting was brought to order at 8:11 p.m. with Joe Streit (Chairman), Gloria Litwiller and Tyson Wingler in attendance.

There is no update on the gas co-op or the DCEO grant.

Streit did receive from AESI the wind study report for the first quarter. The committee will review it in more detail and be prepared to discuss it in more detail at the March meeting.

The Committee would like to see all possible available funds in FY11 committed to business attraction. Attracting new businesses to town will have the single biggest effect to the town and ensure future sustainability, and deserves a significant financial commitment from the Village.

The Atwood Economic Development Committee has expressed an interest in the possible development of an industrial park. Streit is waiting to hear back from them about how they would like to contribute.

The Committee discussed the 2010 Census, and would like to encourage everyone in the Village to participate in this effort as it has direct benefits for the residents via fund allocations. The Village web site and Facebook account will promote the Census, as well as through flyers at the Post Office bulletin board.

The meeting adjourned at 8:24 pm.

c.c.: Gloria L., Tyson W., Cindy A.

PARK, INSURANCE, BUILDING AND WASTE MANAGEMENT: Litwiller reported that the committee met on February 9, 2010 at 8:25 p.m. with Litwiller – chairman, Streit and Wingler present.

The committee discussed the FY'11 budget and discussed the upcoming raffle for park equipment.

Also discussed was the needs and wants for the park. The committee feels the park needs some repairs and equipment. The committee will be using money from the Park Operations Supplies and the Park Equipment lines as budgeted. Park Operations Supplies will go for much needed rock for the parking areas and concrete around the building. Park Equipment will go for playground equipment for the fenced off toddlers area.

Meeting adjourned at 8:37 p.m.

OLD BUSINESS:

WATER & SEWER RATES: Greek stated that a rate increase of 15% has been discussed for water and sewer rates. This would generate revenue of \$256,000 with expenditures for FY'11 at \$226,000 plus \$6,300 expenditure for the tower loan. The reserve amount for the tower loan exceeds what the village has to hold per the requirements of the loan. The village has to hold \$26,000 now. A discussion will be held on the benefits of paying off the water tower loan. The committee also discussed an annual 3% increase in water and sewer rates for near future but could later modify or do away with. (Five years build up \$109,000) The budget salary line for water and sewer is down due to no or very little part time help being utilized. This line item also contains the salaries of Allen Romine, $\frac{3}{4}$ of Cindy Ard's salary, and $\frac{1}{2}$ of Connie England's salary. There are no big projects in the near future. The village may paint the water tower in a few years. \$35,000 to paint the tower now but this will be a few years out. **MOTION:** Greek moved that the current water and sewer rate structure be maintained; and that the current rates be increased 15% effective with the first water and sewer billing in the fiscal year 2011. In addition, the water and sewer rates shall be increased by 3% at the beginning of each subsequent fiscal year unless modified or set aside by future village board action, seconded by Tholen. **VOTING:** Wingler, yes; Streit, yes; Osborne, yes; Tholen, yes; Greek, yes; motion carried.

Turn off fee for lack of payment or turn on fee change will be discussed at the next committee meeting. Greek will also ask Engineer Andy Hanfland his opinion.

FOIA OFFICERS: The board members discussed if there would be a volunteer from the board that would want to take this office. Two of the board members felt that Cindy Ard would be the logical choice for the position. The Freedom of Information Act officer duties would be to receive requests that are submitted to the municipality, to ensure that the municipality responds in a timely manner, and to issue the necessary responses. Each FOIA Officer must successfully complete a training curriculum developed by the Attorney General's Office by July 1, 2010 and annually thereafter. Also, each Municipality must designate employees, officers or members to receive training on compliance with OMA (Open Meetings Act). Each person designated by the municipality must complete a training curriculum developed by the Attorney General's Office by July 1, 2010 and annually thereafter. This will be discussed further. One of the board members was interested, and will check further into what this would entail. A board member did suggest that a committee be formed from the board members so Ard would have someone to go to for support.

PART TIME POLICE OFFICERS PRAISED: Mayor Wallace reported that he had received praise for Part Time Police Officers Little and Erwin. The person was very pleased with the officers on their help with a serious medical situation at a residence. The officers responded and were on site, performing CPR until the ambulance could arrive.

PAYMENT OF INVOICES: MOTION: Streit made a motion to approve the payment of invoices as received, seconded by Greek. **VOTING:** Osborne, yes; Wingler, yes; Tholen, yes; Greek, yes; Streit, yes; motion carried.

PART TIME POLICE HIRES: MOTION: Wingler made a motion to go into closed session for personnel issues, seconded by Streit. **VOTING:** Tholen, yes; Greek, yes; Osborne, yes; Streit, yes; Wingler, yes; motion carried. Entered closed session at 7:34 p.m. with three police officers present for meeting.

REGULAR SESSION: Re-entered regular session at 8:25 p.m.

PART TIME POLICE HIRES: MOTION: Wingler made a motion to rescind the motion: (upon Chief Ponder's recommendation the Village hires Carrie Matthews as an Atwood part time police officer), from the January 19, 2010 minutes, seconded by Streit. **VOTING:** Tholen, yes; Streit, yes; Osborne, yes; Greek, yes; Wingler, yes; motion carried. It was stated that all prospective employees should be brought to the attention of the committees and then before the full board for approval. Full and part time police officers after board approval need to be sworn in by Mayor Wallace or by Village Clerk Cindy Ard.

FEMA: Mayor Wallace reported that he attended a FEMA meeting on Wednesday, February 8, 2010. This meeting is of the Douglas County Multi-Jurisdictional All Hazards Mitigation Planning Committee. All of the participating government entities provided their completed forms along with the List of Documents Relevant to the All Hazards Mitigation Plan at the January meeting. Douglas County is taking all of Atwood into this program. Mitigation projects were to be turned in at the February meeting. Mayor Wallace noted the Village needs storm sewer work done and the storm siren needs to be replaced.

Wingler made a statement that in his opinion; when some may not be happy with employees or departments; they should not go around town and talk bad about them. Also, executive sessions are to be kept confidential.

ADJOURN: MOTION: Greek made a motion to adjourn, seconded by Streit. **VOTING:** All aye; motion carried.

Cindy L. Ard
Village Clerk

Ronald E. Wallace
Village President