

**MINUTES
CITY OF ALTAMONT
March 24, 2022**

- REGULAR MEETING** The meeting was called to order at 7:00 PM with Mayor Richard Hayward presiding. Mayor Hayward opened the meeting with the Pledge of Allegiance and prayer. Councilmembers present: Ben Cochran, Raymond Coffey, Kyle Wiford, Lyle Sykes and Cameron Johnston
- MINUTES** Councilmember Coffey moved and Cochran seconded to approve the minutes of the meeting of March 10, 2022. Motion carried.
- INVOICES** Councilmember Cochran moved and Johnston seconded to pay the invoices in the amount of 94,406.02. Motion carried.
- MCMILLEN PARK PLAN** Chad Weinand with GLMV Architecture presented the Master Plan for the development of McMillen Park. Chad explained the process that has taken place to get to this point of the Master Plan. The community engagement meeting was the vehicle used to see what was most wanted/needed. The most desired were listed first and down the line from there, per the community engagement meeting. The top five most wanted features were walking trails, field house, multi-purpose sports field, splash pad and small dog park. LeaAnn Myers City Administrator asked about phasing and if that was worked into the original budget with GLMV or if that would be extra? Chad explained that the phasing would be worked into the budget as the projects progressed.
- SEWER IMPROVEMENT** Danny Coltrane was present with an Engineer out of Iola, Kansas to discuss the Sewer Improvement project with the ARPA funds. The proposal from Danny is to come in and evaluate the lift-stations, the Utility Department will then keep daily records on run times of the four lift stations. The data will be taken by Midwest engineering and they will compile and review that against our lagoons to see if they are oversized or undersized. The lift-stations will be looked at to see if they are actually running as much water through them as they are supposed to be. The infrastructure money is starting to run to SRF, which the rules are still being finalized on. In order to qualify for those funds the City would need an engineering report that has evaluated the system. PHMSA has also allocated a billion dollars nationwide that will be grant funds for gas systems. Mapping would be required for gas when requesting money from PHMSA to replace lines. Danny also proposed using Subsurface Mapping software to locate all of our gas lines to prepare for funding avenues. Brad Myers Utility Superintendent explained the knowledge that he and some of the other veteran Utility guys have in their heads; as far as where lines are can't be transferred to the younger ones. The mapping would be beneficial for many years down the road for any existing, as well as new, Utility Employees.
- Subsurface GIS Utility Mapping Estimated Budget \$30,000
Professional Engineer Report (PER) for Sanitary Sewer System Lump Sum Cost \$15,000.00
Professional Engineer Report (PER) for Gas Distribution System Lump Sum Cost \$15,000.00
Reimbursable Expenses: Costs plus 10%, Lodging Costs and Current IRS Mileage Rates
Council was provided the entire contract in their council packets.
- Councilmember Coffey moved and Johnston seconded to go with Danny Coltrane and his firm Midwest Engineering Group to be our Engineers for this project. Motion Carried.
- MCLINEY AND COMPANY** Joey McLiney was present to discuss their business and being invested in and how they could help with City projects. As the Municipal Advisors they would help the City figure out how to fund projects, whether through grants or bonds. If no debt is issued, they don't charge anything to the City.
- Councilmember Coffey moved and Cochran seconded to hire McLiney and Company to be our Municipal Advisors. Motion Carried
- 2022 EMC INSURANCE** Insurance went up roughly 10% from previous years, the Township portion would be \$6923.00.
- Councilmember Cochran moved and Wiford seconded to approve EMC for the 2022 insurance renewal in the amount of \$63,186.00 less the Townships portion. Motion Carried.

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- 6 MONTH RAISE LeaAnn Myers and Heather Beasley have both completed their 6 Month Probationary Period on their new positions as City Administrator and City Clerk
- Councilmember Cochran moved and Johnston seconded to approve the \$0.25 raise for LeaAnn Myers and Heather Beasley per the wage ordinance. Motion Carried.
- CITY ADMINISTRATOR **1. Payment Plans** – Continuing to review payment plan balances
2. Annual Reports – the City Office is working on annual reports
3. Audit – Preparing for the 2021 City audit which is scheduled for March 29, 2022
4. Accounts Payable and Payroll – Continuing to cross train Heather Beasley on Accounts Payable and Payroll
5. Grant Writing – Heather Beasley is working on the 10 week grant writing course through Fort Hays State University
6. CCMFOA Conference – LeaAnn Myers and Heather Beasley attended the City Clerk’s and Municipal Finance Officer’s training in Manhattan last week.
7. Insurance Renewal – Reviewed and updated the current insurance policy for renewal in April.
8. Pool Contract – Started working on the 2022 Pool Contract.
9. LMI Study – Contacted SEK Regional Planning Commission regarding working together to do a Low to Moderate Income (LMI) Study. HUD has not released the updated LMI amounts. It is important to wait for the updated amounts so when the LMI study is complete, it is valid as long as possible which is typically between censuses years. If the City receives a good LMI study, the City would be eligible to receive Community Development Block Grants (CDBG) for improvements for things like economic development including utility improvements or park development.
10. Pool Cool – Completed the pool cool contract to train lifeguards on sun training
- POLICE REPORT The police department has handled numerous calls during this period from animal control, civil standby’s/child exchanges, citizens assist, lake patrol, and safety checks. Several Warning and Citations issued for traffic infractions by officers. Department has taken reports for possession of marijuana, drug paraphernalia, stolen firearms, aggravated assault and child endangerment. Assisted DCF with removal of children from a home, flee and elude incident where the subject was arrested and transported to jail. Several domestic calls, assist with structure fire and an arrest for a battery situation. Conducted self-defense classes for junior and senior girls at LCHS, and a safe dating lecture with freshmen girls at LCHS Gave a presentation for the Labette County USD 506 Administration, High School, Grade School Principals, Health Careers Class about the dangers of medical marijuana and BHO (Butane Honey Oils) waxes. Several trips to KBI lab, in Pittsburg for testing of illegal drugs Death notification Attended Training Conference in Topeka Assisted the K-State Extension office as a judge for the Leadership Entrepreneurship contest at LCHS Received all new vehicle and handheld radios, they are programmed wrong so waiting to hear about reprogramming Conducted interviews and hired a new officer, completed all paperwork for him to attend KLETC on March 28th Received resignation from Sgt. March who will be taking employment elsewhere, not Law Enforcement Accepting applications and conducting interviews next week, in order to get new officers hired.
- EXECUTIVE SESSION Councilmember Cochran moved at 7:38PM and Coffey seconded the City Council recess into executive session to discuss an individual employees performance pursuant to the non-elected personnel matter exception, K.S.A. 75-4319 (b) (1) to include: the City Administrator, Chief of Police and our attorney. The open meeting will resume in the City Council Room at 8:35PM.

Open Meeting Resumed at 8:35PM
- COMMUNICATIONS The Low Energy Assistance Program (LIEAP) is accepting applications through March 31, 2022. Please contact the City Office if you need assistance with the application. If you are interested in signing up for level payment, please contact the City Office at (620)784-5612

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Altamont Pet Clinic is scheduled for Thursday, March 31st from 3-5PM in the Altamont Recycling Center at 409 S Huston. All cats and dogs in the City are required to be up to date on their rabies vaccination and registered annually with the City in accordance with Ordinance #625.

ADJOURN

Councilmember Cochran moved and Coffey seconded to adjourn. Motion carried. 8:37PM

DATE

Heather Beasley, City Clerk