

**MINUTES
CITY OF ALTAMONT
AUGUST 24, 2023**

- REGULAR MEETING The meeting was called to order at 7:00 PM with Mayor Richard Hayward presiding. Eric Rucker was present to lead the prayer. Councilmembers present: Ben Cochran, Raymond Coffey, Kyle Wiford, Lyle Sykes & Cameron Johnston.
- MINUTES Councilmember Cochran moved, and Coffey seconded to approve the minutes from August 10, 2023. Motion carried.
- INVOICES Councilmember Sykes moved, and Cochran seconded to approve the invoices totaling \$97,474.06. Motion carried.
- RESOLUTION 296 A resolution of the City of Altamont, Kansas to levy a property tax rate exceeding the revenue neutral rate.
- Councilmember Cochran moved and Johnston seconded to approve resolution 296 exceeding the revenue neutral rate.
- Cochran certainly, Coffey yes, Sykes yes, Wiford yes, Johnston aye.
- Motion carried.
- ORDINANCE 649 An ordinance regulating traffic within the corporate limits of the City of Altamont, Kansas; incorporating by reference the Standard Traffic Ordinance for Kansas Cities, 50th Edition of 2023; providing certain penalties and repealing ordinance 638.
- Councilmember Johnston moved and Sykes seconded to approve Ordinance #649 standard traffic ordinance.
- Cochran yep, Coffey yes, Sykes yes, Wiford yes, Johnston yes.
- Motion carried.
- ORDINANCE 650 An ordinance regulating public offenses within the corporate limits of the City of Altamont, Kansas; incorporating by reference the Uniform Public Offense Code for Kansas Cities, 39th Edition, providing certain penalties and repealing ordinance 639
- Councilmember Cochran moved and Wiford seconded to approve Ordinance #650 the uniform public defense code.
- Cochran indeed, Coffey yes, Sykes yes, Wiford yes, Johnston ya.
- Motion carried.
- CHARTER ORDINANCE 11 A charter ordinance exempting the City of Altamont, Kansas from the provisions of K.S.A. 12-1651, providing substitute provisions regarding the designation of the official city newspaper, and creating section 1-111, chapter I, article I of the code of the City of Altamont, Kansas.
- Councilmember Cochran asked if we were continuing to post to the newspaper and also post on our website. Attorney Myers stated that we could do either or. Administrator Myers stated that some things are on a deadline as far as publication dates and this would allow a more flexible schedule with the newspaper only publishing once a month.
- Councilmember Coffey moved and Cochran seconded to accept charter ordinance #11.
- Cochran yes, Coffey yes, Wiford yes, Sykes yes, Johnston yes.
- Motion carried.
- 2024 BUDGET APPROVAL Administrator Myers stated that the notice had been published and the meeting had been held prior to the council meeting starting. There were no objections from the public, so she opened the floor for questions from the council.
- Councilmember Cochran moved and Sykes seconded to approve the 2024 budget. Motion carried.
- LANSDOWNE City Clerk Heather Beasley along with Frances Graves and Julie Smith from Wildcat Extension were granted \$10,000 from the NetWorked Community Solutions Grant to be used towards pouring concrete at Lansdowne Garden. The council was provided the award

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letter for the grant, along with the concrete quote from Volmer Construction, as well as letters of support for the Lansdowne project from others in the community. Beasley stated that the funds had been transferred and the project was ready to be started as the council saw fit. Frances stated that the park is creating public space that will allow many public benefits beyond beautification. Frances said that they were excited about the partnership and to partner with the city at extension as well as the HELP committee and help with whatever they can. Councilmember Cochran gave his congratulations on getting the grant and Sykes stated that it was very exciting. Frances said they would work on reporting as many results as they could from this work as well as anything else that council chose to pursue in regards to the project. Julie stated that there is a timeline for the grant money to be spent and that there is a conference in the spring for Altamont to be represented on the state level and share the project of Lansdowne. Beasley stated that she had contacted Larsen & Associates in regard to the monitoring well that is located at Lansdowne, in which she was told they would do whatever was needed for the project to happen. If they needed to fill the well it was take about a week to abandon it with the state and they would come down and do that. Councilmember Coffey said he has been approached with a suggestion to concrete all of Lansdowne and have access for the food trucks to pull straight off when leaving, rather than backing out and causing other issues such as hitting a pole or going in ditches. He also asked about the trees that had been planted, Beasley stated that conversation had been taken care of with Brad in the beginning about transplanting those trees elsewhere. Mayor Hayward asked about the timeline for the grant, and Julie Smith stated final reports were due February 28th. Councilmember Cochran stated that one pad could be poured, Administrator Myers said that it would cost more money to have them come back a second time to pour concrete rather than getting both sides done at once. Council was provided with the capital improvement fund balance that could be used for the project which was almost \$433,000, \$970 of that was there from park donations. Mayor Hayward said that if this was a project that council was wanting and that was the amount in parks it could all be done at once and that would be a start. He asked about garden beds already being provided, Beasley stated there is a commitment from LHEAT to purchase supplies and help build the raised beds. Councilmember Sykes stated that where the quotes stand currently we were looking at almost \$14 a cubic foot for the two pads together, if you are doing just the one pad that 4" this you are looking at almost \$22 a cubic foot. He stated it is more expensive to do just the one pad the way he has it broken down, he would prefer a 6" pad to hold up better against settling, as well as adding in the extra \$300 for rebar especially if truck would be driving through there. Sykes was grateful to see that there was additional money to help offset the cost of the project. Coffey was concerned about the extra cost to prep for the project. Beasley stated that those costs had been added into the whole budget. Superintendent Brad Myers said that the pole Councilmember Coffey was concerned with was going to be moved anyways and that there was a water leak over there and the water set was going to be moved as well.

Sykes moved and Cochran seconded to approve spending in addition to the grant money to pour both pads, the 6" quote including the option for rebar which I think totaled \$20,400, \$20,700 per Councilmember Cochran.

Councilmember Coffey was opposed to the motion, all other members were in favor.

Motion carried.

EMPLOYEE POLICIES

Council was provided with new policies for longevity pay, cell phone reimbursement, clothing allowance and incentive pay in their council packets.

Councilmember Cochran moved and Sykes seconded to approve the longevity pay policy.

Administrator Myers asked if they wanted the policy to start moving forward or if they wanted to retroact that back to the first of the year? Attorney Myers stated there was never any conversation about it being retro-active, it was just a policy that was going to be put in place. Administrator Myers said that it had been asked from employees to her so she wanted to be clear for herself and the employees. Attorney Myers said he felt the way it was written, discussed, and proposed it was for moving forward.

After the discussion Councilmember Cochran continued his motion and Councilmember Sykes continued his second.

Motion carried.

Councilmember Sykes moved and Wiford seconded to approve the City of Altamont's cellphone policy. Motion carried.

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Councilmember Johnston moved and Sykes seconded to approve the clothing reimbursement policy. Motion carried.

Mayor Hayward shared that there was a form that would be filled out by the employee prior to receiving their incentive pay, and wanted to make sure that the conversation with Councilmember Wiford about the termination of incentive had been included in that policy correctly as well; Councilmember Wiford confirmed that it was correct. Councilmember Cochran had asked about this policy discontinuing the section in the employee handbook about receiving a quarter raise for those certifications, Administrator Myers confirmed this policy would take its place.

Councilmember Sykes moved and Cochran seconded to approve the City of Altamont's incentive pay policy.

Councilmember Wiford stated that the Utility Department had been discussed, but not the City Office or Police Department yet they had been added to the policy, stating that was very new and not what they had discussed. Councilmember Sykes said they had discussed it being broad across the city, but that there were no specifics discussed which may have been to Councilmember Wiford's point. Administrator Myers took most of those items from the employee handbook section D-10 item 5. Councilmember Cochran Wiford said they had discussed talking about it again at a later date more in depth. It wasn't his understanding that it would be added to their prior discussion on the Utility Department. Councilmember Cochran understood it to be that all policies would be across the board is how he took it. Councilmember Wiford didn't think they had discussing branching out the incentive past the utility department. Councilmember Sykes thought they were going to have a follow up budget meeting about the Police Department. Councilmember Wiford said that the incentive pay was based on the three certifications for the Utility Department, but no conversation had been had about how that would branch out across the city. Police Chief Michael Shields wanted to know why they don't do the incentive for all employees, be fair straight across the board to all departments. Why sit back and hash it back and forth it should be black and white for all employees. Administrator Myers told council that the CMC listed in the employee handbook for office staff is a requirement for employees to obtain within 5 years, it's stated in the job description. Councilmember Sykes rescinded his motion and Cochran rescinded his second. Administrator Myers stated there are certifications for the office staff as well as the Police Department that are required of them to perform their jobs.

Councilmember Cochran out at 7:37PM.

EXECUTIVE SESSION

Mayor Hayward asked for an executive session for non-elected personnel to include the City Administrator, City Attorney & the Police Chief.

Councilmember Cochran back in at 7:38PM.

Cochran moved and Johnston seconded the city council recess into executive session to discuss individual employee's performance pursuant to non-elected personnel matter - exception, K.S.A. 75-4319 (b) (1) to include the City Administrator, City Attorney and Police Chief. The open meeting will resume in the city council room at 8:15PM. Out at 7:40PM.

Open meeting resumed at 8:15PM. Mayor Hayward asked if council wanted to take any action on the executive session.

Cochran moved and Coffey seconded the city council recess back into executive session to continue discussions of an individual employee's performance pursuant to non-elected personnel matter exception, K.S.A. 75-4319 (b) (1) to include the City Attorney, City Administrator and Police Chief later on when we call him back in. Open meeting will resume at 8:50PM in the city council room. Out at 8:16PM

Open meeting resumed at 8:50PM. Council chooses not to take action on the executive session at this time.

RECREATION

Council was provided with a letter in their council packets from the Altamont Recreation Commission Director Bridget Nash, requesting the appointment of Taylor Bradfield to the Altamont Recreation Commission term ending December 31, 2024.

Mayor Hayward appointed Taylor Bradfield to the Altamont Recreation Commission.

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Councilmember Cochran moved and Wiford seconded to accept the appointment of Taylor Bradfield to the Recreation Commission. Motion carried.

CITY ADMINISTRATOR

- 1) Budget and RNR Hearings**– The Revenue Neutral Rate and Budget hearings were held August 24, 2023, at 6:30 PM prior to the regular Council meeting.
 - a) There was a publication in the Labette Avenue stating these hearings would be held on September 14. The September date has been cancelled and the original date was held as listed above.
- 2) City Policies** – Reviewed and prepared City policies regarding employee clothing and cellphone reimbursement and longevity and incentive pay for Council’s consideration.
- 3) Ordinance 648** – Ordinance 648 summary regarding employee wages was published in Labette Avenue on August 17, 2023.
- 4) Charter Ordinance 11** – Prepared Charter Ordinance 11 for Council’s consideration with the assistance of Attorney Robert Myers.
- 5) Neighborhood Revitalization Program** – The Attorney General approved the City of Altamont’s application for the Neighborhood Revitalization Program.
 - a) Delinda White from the County went over the NRP process with the City Office.
 - b) One application has already been turned in.
 - c) Council needs to look at our current home and business incentive programs to decide if we need both programs in place at a upcoming meeting.
- 6) HELP** – LeaAnn and Heather attended the HELP meeting over the Lansdowne Garden grant award.
 - a) Heather has been added as a member of the HELP committee.
- 7) Recreation** – The Altamont Recreation Commission met this week to discuss upcoming fall events.
- 8) Worker’s Comp** – LeaAnn, Heather and Michael attended a worker’s comp training.
- 9) Library** – Due to unforeseen circumstances, the Library will be closed until further notice.
- 10) Streets** – The County is planning on asphaltting Oak Avenue in the next few weeks.
- 11) Janitor Position** – Accepting applications for a part-time janitor position for city buildings.
- 12) Water Meter Pilot Program** – We are working with D.C.&B. Supply to do a pilot program for advanced metering infrastructure (AMI) and new ultrasonic water meters. They will by getting us test meters to try.
 - a) D.C.&B. is partnering with Smart Earth Technologies and Innovative Utility Solutions to provide the AMI service. Their system can do AMI for electric, gas, and water.
 - b) We need to find a solution for our current utility palm pilots which we use to read meters. They are starting to have issues. Bridget received a bid to replace what we currently have but the technology is extremely out-of-date. The bid for 5 palm pilots like our current ones is just over \$16,000.
 - c) Shipping dates have been delayed for the AMI pilot program. They are waiting on the solar end points which would send the readings back to the City Office.
- 13) Lead and Copper** – If you have not turned in your Lead and Copper Survey, please get those turned in. Contact the City Office if you need a new copy of the survey.

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 medical calls, 1 unattended death report
- Warnings issued for traffic infractions by officers – 28 – 16 speed, 10 defective equipment & 2 misc. violations
- Citations issued for traffic infractions by officers – 46 – 36 speed, 10 defective equipment/infractions
- KBI Adult reports – 4 possession of marijuana, 1 possession of drug paraphernalia, 2 driving while suspended, 1 driving under the influence, 2 domestic battery charges
- 2 state accident reports handled
- All officers have been busy with patrol duties an community relations, very proactive lately and preparing for the start of schools back in session which are usually very busy for us.
- Preparing for ballgame security for LCHS football games

Councilmember Wiford told Police Chief Shields he appreciated him putting the number in his report.

UTILITY REPORT

- Clean up used oil that was put in dumpster this past weekend at trash truck, LeaAnn is going to get pictures to you for next council meeting.
- Kansas Division of Labor audit check all city buildings
- Patch holes behind senior housing
- Replace gas service line at 909 S Huston
- Replace stop sign at 3rd and Washington
- I have ordered street signs and posts for missing ones around town

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- Hook up electric at new shop on 13048 Meade Rd, and also put up transformer
- Clean sewer main in alley behind old grocery store
- I had a meeting with COX on 6/28/23 to discuss cleaning up around town what was left, they came the week of July 10th.
- Moved electric line to shop at 1200 Huston
- Replaced batteries in Ford bucket truck
- Patched holes
- Cut up and hauled off tree limb that fell at 4th and High School and by bank
- Trimmed trees at campsite 6

Administrator Myers out at 8:55PM

- Storm damage, cut trees off primary electric, replace down guy and wire, but trees off secondary electric and haul off the brush
- Replaced float on lift station
- Cut trees on Lansdowne Garden
- Make a new water tap at 500 Lincoln
- Put up new street light at 4th and Wells
- Replaced 35' pole, meter can and stack at county barn, the county dump truck had torn down
- Dug up a vac-tron sewer main and forced main in alley behind liquor store
- Turned water off at Lansdowne Garden due to a leak
- Put picnic tables together and set them on the sidewalk by Lansdowne Garden
- Move desks in City Hall
- Drain and winterize pool
- Replaced water meter set and tile at 400 Lincoln
- Checked for gas leak at 505 E 6th and relit appliances
- New trash truck would not start, unhooked batteries and it started. Last week we replaced fuel filter, cause check engine light came on, 506 hooked it up to computer for us.
- Repair light fixture at swimming pool, from Kansas Division of Labor Audit. I turned the paper work in to LeaAnn there is one item to fix at the Fire Department.
- Electric call out at 406 S Wells – AC coil was very dirty causing to overheat and blow the main breaker)

Councilmember Wiford asked if anyone had heard from the Spencer's about the trash situation. Brad said he hadn't heard anything from them. Mayor Hayward asked for an update on signage and Brad said that LeaAnn was supposed to get with the county to order signage, but he hadn't heard about it. Brad did say that the county would start asphaltting Oak tomorrow Friday, August 25.

Administrator Myers back in at 8:57PM

Mayor Hayward asked Administrator Myers for an update on the trash signage, she stated she had reached out to the county on August 2nd she thought and hadn't heard anything. Mayor Hayward asked also about anything from Wave Wireless regarding the hard drive on the cameras at the dumpsters. Administrator Myers stated that had been taken care of, that we were able to use equipment the city already had. Superintendent Myers said it hadn't been taken care of, as they aren't able to roll the footage back. He said he thought it started out good, but it currently isn't working as of the last week or so. Police Chief Shields said he would get in contact with them. Administrator Myers stated she wasn't aware that they weren't working correctly. Councilmember Wiford said that tables looked great on the sidewalk and that he had received a compliment on them from one of the food truck operators.

WATER BOARD

Councilmember Coffey said they have been looking at the water filters at the water plant. The filter system is 40 years old at the water plant and they have gone from washing the filters once a week to washing 3 or 4 a day. They took bids and awarded a contractor to start the project. The project won't start until October of next year, 2024 and finish around April of 2025. This should give the plant about 20 years of life on the plant without having to do a major rebuild. The project will cost a little over a million dollars, a new plant would cost between 30 and 40 million dollars. This will likely result in a rate increase, Administrator Myers asked if Councilmember Coffey knew when the rate increase would take place. Councilmember Coffey stated they were looking at implementing the rate increase prior to the project started as they are trying to avoid having to take out a large loan. Administrator Myers asked if the most recent contract would still stand, as far as reducing minimum requirements. Councilmember Coffey said this would not affect the contracts and that they would stay the same.

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EXECUTIVE SESSION

Councilmember Cochran moved Sykes seconded the city council recess into executive session to discuss individual employee's performance pursuant to non-elected personnel matter exception, K.S.A. 75-4319 (b) (1) to include the City Administrator, City Attorney and Police Chief. The open meeting will resume in the city council room at 9:35PM. Out at 9:03PM

Open meeting resumed at 9:35PM. Councilmember Cochran asked to revisit the incentive pay policy. Mayor Hayward stated the changes to be made were as follows. Intoxilyzer 9000 Certification and A RIDE Certification, Taser Certification with a 90% firearm accuracy score, Annual Narcotic Field Testing Certification and an Instructor Development and any Instructor Certification as approved by the Police Chief. Council agreed that those were the changes as discussed in executive session.

Councilmember Cochran moved and Johnston seconded to approve the incentive pay policy with the changes as noted by the Mayor on the Police Department.

Councilmember Wiford stated the Intoxilyzer is a bi-annual certification, the Advanced Roadside is whatever its certification entails, the Taser and Firearms above 90% are annual, Narcotics Field Testing is annual, Instructor Development is a one-time certification, and any other certification that the Police Chief approves would be kept up with those particular certifications.

Councilmember Cochran continued his motion and Coffey seconded with those changes. Motion carried.

COMMUNICATIONS

- The City Office will be closed Monday, September 4th in observation of Labor Day
- The City Wide Rummage Sales are set for Saturday, September 23
- Bulk Trash is set for September 25-27

ADJOURN

Councilmember Wiford moved and Cochran seconded to adjourn. Motion Carried 9:39PM

DATE

Heather Beasley, City Clerk