

CITY OF ALTAMONT

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PHONE (620) 784-5612 ▪ FAX (620) 784-5882 ▪ WEBSITE: ALTAMONTKS.COM

ALTAMONT CITY COUNCIL

Mayor Richard Hayward
Councilmembers: Ben Cochran, Raymond Coffey,
Cameron Johnston, Lyle Sykes and Kyle Wiford

October 27, 2022

7:00 PM Regular Meeting

CALL TO ORDER

PLEDGE OF ALLEGIANCE & PRAYER

MINUTES - Regular meeting of October 13, 2022

INVOICES - **\$132,412.12**

PUBLIC COMMENT & GUESTS

A.

ORDINANCES/RESOLUTIONS /PROCLAMATIONS

A.

OLD BUSINESS

A.

NEW BUSINESS

- A. LeaAnn Myers - Master Municipal Clerk Designation
 - a. Completion of a Certified Program

TABLED & PENDING BUSINESS

- A. Old Fire Department Building Demolition
- B. War Veteran Memorial
- C. Electric Rate Increase
- D. Sewer Rate Increase

DEPARTMENT REPORTS

- A. City Administrator

EXECUTIVE SESSION MOTION

COMMUNICATIONS:

- Chasing Daylight ATV Poker Run - Saturday, November 5th, McMillen Park

ADJOURNMENT



**MINUTES
CITY OF ALTAMONT
October 13, 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: Raymond Coffey, Kyle Wiford, Cameron Johnston, and Ben Cochran
MINUTES	Councilmember Cochran moved and Coffey seconded to accept the minutes of the City of Altamont from September 22, 2022. Motion carried.
INVOICES	Councilmember Coffey moved and Cochran seconded to approve payment of invoices totaling \$47,628.44. Motion carried.
FIRE GRANT	The Altamont/Mt. Pleasant Fire Department has been approved for a grant from the Kansas Firefighter Recruitment and Safety Grant program in the amount of 12,062.42.
GAS HEDGING	<p>Dixie Riedel with KMGA informed City Administrator, LeaAnn Myers, the City's gas storage needed for the winter is about 60% and will achieve 95% full by the end of October, the average cost of the gas is \$7.70 plus the cost of the transportation fee. At the moment the price of fuel is on average about \$5.00 more per dkth than last year's price.</p> <p>Robert Myers asked council if any more information has been obtained about the open investigation in regards to the Gas Emergency from February 2021. No answers at this time.</p>
CITY ADMINISTRATOR	<ol style="list-style-type: none">1. KMU Training – Rob Gartner presented the monthly safety training on electrical safety.2. Police Officer Opening – we are currently accepting applications for two full-time police officers. Information can be found at www.altamontks.com.3. Burn Site – The brush site is currently closed to the public until the burn ban is lifted and we can burn the brush already at the site.4. Tobacco Free Parks – Kick Ball Tournament was held on September 30, 2022. There were three teams that participated including dads, mom, and kids. Dads ended up 2-0 and won the evening.5. Annual Evaluations – Supervisors are working on employee annual evaluations for their employees.6. Gas Prices – Natural gas prices have consistently been higher all summer long. The City's gas in storage is averaging over \$5.00 more per dkth than it was last year's highest gas at \$3.83 per dkth. Part of the increase is due to an increase in transportation costs.<ol style="list-style-type: none">a) As of October 10, 2022, the City has 18,205 dkth in storage.b) When level payments were calculated this spring, we didn't know what the price of gas was going to do. Customers on level payment need to keep an eye on their total amount due and are encouraged to pay more than their level payment if their total is more than their monthly level payment. This will help alleviate having a large bill due in March 20237. HELP – Attended the monthly HELP meeting.8. Ribbon Cutting – The HELP committee hosted a ribbon cutting for Main Street Auto Detailing on October 13 at 10 AM9. Utility Billing Cards – We received new utility billing cards which added an option to donate to park improvements. We will start using them as soon as we get through our current supplies.10. Lead and Copper Rule – Heather Beasley and LeaAnn Myers attended a meeting with the Kansas Rural Water Association to answer some reporting questions on the new lead and copper EPA requirements regarding water service lines.<ol style="list-style-type: none">a) Altamont is looking at hosting a meeting with other area water districts to go over the reporting documents in late October.11. Electric Upgrade – Twin Valley, City Superintendent Brad Myers and the utility crew are working on finalizing plans for the electric upgrade and pole replacement from Wabash Avenue east towards Karner Avenue a half block north of 4th Street.<ol style="list-style-type: none">a) At the March 22, 2022 meeting Council approved the work to be done by Twin Valley not to exceed \$53,151.19. However, there is an additional electric pole which needs to be replaced. This will increase the cost of the project.<ol style="list-style-type: none">i. The last electric pole we ordered was over \$500b) The Altamont Utility Department has been preparing the locations for the upgrade, including trimming trees to help keep costs down.c) Twin Valley recently also replaced some electric poles east of the LCHS tennis courts.12. Electric Grants – Brad Myers and LeaAnn have been looking into electric grant opportunities for electric upgrades.13. Federal Surplus Property – renewed the City's applications for the Federal Surplus Property. This has to be done every three years.

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14. **Boo Bash** – Bridget Nash and the Altamont Recreation Commission is busy planning the 9th Annual Halloween Boo Bash which will be held on Sunday, October 23rd, Downtown.
15. **UTV Poker Run** – Bridget Nash and the Altamont Recreation Commission is also preparing the 2nd Annual Chasing Daylight Poker Run which will be held on Saturday, November 5th.

POLICE

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 Warnings and Citations issued for traffic infractions by officers. Officers have taken reports ranging from flee and elude, several domestic calls, criminal damage, several DWS, several DUI's, domestic violence, batteries, disorderly conduct, possession of marijuana, possession of drug paraphernalia, assisted sheriff department with vehicle chase, charged a subject with unlawful discharge of firearm within the city. Looking to hire two new officers with the resignations of Officer Davis going to the sheriff department, and officer Wooden going to Humboldt PD, right now we're utilizing the part time officers to help with shift coverage. Met with LCHS administration and working on response and emergencies within the schools in town. Working with LCHS and High school skeet team to provide a weapons room at the police department. The department has signed up to start doing S.T.E.P. (Special Traffic Enforcement Program) enforcement mobilizations again to gain grants for equipment for the department. Working with city administrator on budget items for next year.

Report submitted by Chief Michael Shields

UTILITY

Install new gas line to Holiness Church. They are putting a new addition to the Church.
Replace gas line at 115 E 4th, leak found under the house.
Trench in underground electric at High School for Shooting Range and hang transformer for electric.
Dig Holes for new lights at the Tennis Courts and set 4 new poles
Mow and bush hog, spray weed killer all over.
Working with Midwest Engineering on GIS Mapping and gas for PHMSA Grant
Replace stool flapper at Lake Bathroom south side
USDI filled our odorant tank (Gas)
Install culvert at Whittley's new home
Clean sewer main
Replace two water meter tiles
Replace electric fuse going to industrial park, also north of 4th on Huston
Our AC mitigation is completed on our main gas line
Replace electric pole south of park, lightning arrestor shorted out and caught pole on fire
Replace lightning arrestor and fuse cutout at industrial park
Clean ditches on 4th from Washington to Lincoln going to asphalt Friday
Put new electric pole in at 1st and Huston
Replaced electric pole by the tennis court on 7th (pole was rotted off at the ground)
Cut tree behind Reliable Medical
Twin Valley replaced primary electric pole behind high school new weight room
Replace gas yard line at 702 E. 4th leak found outside above ground
Replace lightning arrestor on primary electric pole at 909 Huston
Replace 3 water meters leaking on bottom of meter and 2 water valves
Move gas meter to house at 411 W 4th and add new to line to generator
Repair sewer main at Quail Ridge (due to very dry conditions ground shifting)
Replace tri-plex going to house on 5th and Wabash
Install 2 down guy cables on primary electric poles
Install 2 new street lights
Replace culverts and clean ditches on 4th and Washington
Get 20 acres ready for Circus
Cut trees in primary electric, and change transformer at 1200 Huston
Take pole out by MJ's Produce
Patch holes
Been cutting a lot of trees due to extreme dry conditions (limbs are dropping off because lack of water)
Replace gas yard line at 701 Wells, leak found underground.
Used new trencher, worked great. Thank you.
Flush all fire hydrants
Bulk trash

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Repair gas leak on main line on wells (replace trap)
Add 6 foot of culvert at 405 5th
Started on our electric upgrade with Twin Valley.
Twin Valley cut some trees for us that we could not reach. They can go 65 feet as where we can only go 48 feet high
Been working with Midwest Engineering on finishing our sewer maps and flow from our lift stations

Mayor Hayward asks, “Will the City have to go door to door to obtain information for Lead and Copper Project?”
Brad informed there is a letter being worked up by Heather Beasley to send to the landlords and homeowners of the City to gather the needed information. Help from the landlords will help tremendously.
All lines that are lead, copper, or galvanized piping will have to be replaced
A meeting is set for October 26th to go over more details about the Lead and Copper Project
Heather has got a good jumpstart on gathering information such as, when houses were built, locations, and occupants.
EPA is mandating the information be gathered and turned in by October 2024.

Councilmember Cochran commended the utility crew on being observant and polite of the fellow businesses while doing their job.

COMMUNICATIONS Boo Bash – Sunday October 23, Downtown Altamont. Trunk-or-Treat to follow directly after the Costume Contest portion, all local businesses and members of the City invited to join in handing out Candy.

Chasing Daylight ATV Poker Run – Saturday, November 5, Starting at McMillen Park

Mayor Hayward noted the 100th Anniversary of Fire Prevention Week.

ADJOURN Councilmember Cochran moved and Coffey seconded to adjourn. Motion carried. 7:22PM

DATE Bridget Nash, Deputy City Clerk

AP Check Register (APLT43)

City of Altamont

		Check No	Check Date	Vendor No	Vendor Name	Check Amount
Bank No:	1	Account: 006572				
		36051	10/27/2022	79500	Als Fitness Center	\$200.00
		36052	10/27/2022	80355	Assured Partners	\$551.00
		36053	10/27/2022	80351	Bridget Nash	\$78.13
		36054	10/27/2022	80464	Brightspeed	\$461.16
		36055	10/27/2022	79547	Cintas Corporation	\$35.68
		36056	10/27/2022	60	CITY OF ALTAMONT	\$311.05
		36057	10/27/2022	80168	Conrad Fire, Inc.	\$2,423.60
		36058	10/27/2022	404	Corner Store	\$900.73
		36059	10/27/2022	79653	Dollar General-Regions 410526	\$165.62
		36060	10/27/2022	80466	Jeff &/or Teresa Kohler	\$15.63
		36061	10/27/2022	80467	Jeff Lewellen	\$150.00
		36062	10/27/2022	949	KANSAS MUNICIPAL ENERGY AGENCY	\$49,937.19
		36063	10/27/2022	950	Kansas Municipal Gas Agency	\$62,972.49
		36064	10/27/2022	971	KANSAS STATE TREASURER	\$8,488.85
		36065	10/27/2022	80468	Kayla Daniels	\$40.00
		36066	10/27/2022	80469	Kenny Cole	\$40.00
		36067	10/27/2022	80316	Kirstien Russell	\$40.00
		36068	10/27/2022	1045	LABETTE INSURANCE	\$350.00
		36069	10/27/2022	79586	Monty Wertz	\$40.00
		36070	10/27/2022	1439	NAPA	\$116.24
		36071	10/27/2022	1660	POSTMASTER	\$250.00
		36072	10/27/2022	80211	S3 Screen Printing LLC	\$1,208.61
		36073	10/27/2022	80465	Sunset Law Enforcement	\$984.80

AP Check Register (APLT43)

City of Altamont

Check No	Check Date	Vendor No	Vendor Name	Check Amount
36074	10/27/2022	2320	TWIN VALLEY ELECTRIC COOP. INC	\$2,175.25
36075	10/27/2022	79596	United States Treasury	\$20.45
36076	10/27/2022	2385	USD 506 LCHS YEARBOOK	\$275.00
36077	10/27/2022	83	Verizon	\$180.64
Bank Account Totals:				\$132,412.12
Total Of Checks:				\$132,412.12

Approved Invoices by Vendor- Summary

City of Altamont

Vendor Invoice	PO	Description	Account Description	Invoice Amt
60	CITY OF ALTAMONT			
10202022		Arra & Ralph Whittley Residential Utility Improvement Utility Payment 1224-10107	Contractual	\$62.21
10202022		Arra & Ralph Whittley Residential Utility Improvement Utility Payment 1224-10107	Contractual	\$62.21
10202022		Arra & Ralph Whittley Residential Utility Improvement Utility Payment 1224-10107	Contractual	\$62.21
10202022		Arra & Ralph Whittley Residential Utility Improvement Utility Payment 1224-10107	Contractual	\$62.21
10202022		Arra & Ralph Whittley Residential Utility Improvement Utility Payment 1224-10107	Contractual	\$62.21
Subtotal for Vendor 60 - CITY OF ALTAMONT :				\$311.05
83	Verizon			
9917749447		Police Cell Phones	Contractual	\$180.64
Subtotal for Vendor 83 - Verizon :				\$180.64
404	Corner Store			
09-2022		Diesel	Commodities	\$900.73
Subtotal for Vendor 404 - Corner Store :				\$900.73
949	KANSAS MUNICIPAL ENERGY AGENCY			
2022-09		electricity	Utility Costs	\$49,937.19
Subtotal for Vendor 949 - KANSAS MUNICIPAL ENERGY				\$49,937.19
950	Kansas Municipal Gas Agency			
2022-09		natural gas	Utility Costs	\$62,972.49
Subtotal for Vendor 950 - Kansas Municipal Gas Agency				\$62,972.49
971	KANSAS STATE TREASURER			
10-12-2022		Low Interest Loan Payment	Payment Plan- Loan Payback	\$8,488.85
Subtotal for Vendor 971 - KANSAS STATE TREASURER				\$8,488.85
1045	LABETTE INSURANCE			
2832		Surety Bond - Bridget Nash	Contractual	\$350.00

Approved Invoices by Vendor- Summary

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Vendor	Invoice	PO	Description	Account Description	Invoice Amt
1045	LABETTE INSURANCE				
Subtotal for Vendor 1045 - LABETTE INSURANCE :					\$350.00
1439	NAPA				
	09302022		oil and filters	Commodities	\$116.24
Subtotal for Vendor 1439 - NAPA :					\$116.24
1660	POSTMASTER				
	November 2022		Postage	Contractual	\$55.00
	November 2022		Postage	Contractual	\$20.00
	November 2022		Postage	Contractual	\$55.00
	November 2022		Postage	Contractual	\$55.00
	November 2022		Postage	Contractual	\$55.00
	November 2022		Postage	Contractual	\$10.00
Subtotal for Vendor 1660 - POSTMASTER :					\$250.00
2320	TWIN VALLEY ELECTRIC COOP. INC				
	3246		5 - 35' Electric Poles	Commodities	\$1,706.06
	3250		40' Electric Pole	Commodities	\$469.19
Subtotal for Vendor 2320 - TWIN VALLEY ELECTRIC CO					\$2,175.25
2385	USD 506 LCHS YEARBOOK				
	2022-2023		Yearbook Ad	Contractual	\$275.00
Subtotal for Vendor 2385 - USD 506 LCHS YEARBOOK :					\$275.00
79500	Als Fitness Center				
	November 2022		gym membership	Contractual	\$100.00
	November 2022		gym membership	Contractual	\$30.00
	November 2022		gym membership	Contractual	\$10.00
	November 2022		gym membership	Contractual	\$30.00
	November 2022		gym membership	Contractual	\$30.00
Subtotal for Vendor 79500 - Als Fitness Center :					\$200.00

Approved Invoices by Vendor- Summary

City of Altamont

Vendor Invoice	PO	Description	Account Description	Invoice Amt
79547 Cintas Corporation				
8405935110		First Aid Supplies	Commodities	\$35.68
Subtotal for Vendor 79547 - Cintas Corporation :				\$35.68
79586 Monty Wertz				
10172022		Park Deposit Refund	Park Building Deposit Refunds	\$40.00
Subtotal for Vendor 79586 - Monty Wertz :				\$40.00
79596 United States Treasury				
CP1364B		941 Federal Tax Deposit	Contractual	\$20.45
Subtotal for Vendor 79596 - United States Treasury :				\$20.45
79653 Dollar General-Regions 410526				
10042022		cleaning supplies	Commodities	\$23.54
10042022		kickball tournament supplies	Commodities	\$18.57
10042022		cleaning supplies	Commodities	\$23.53
10042022		batteries, cleaning supplies	Commodities	\$81.98
10042022		kickball tournament supplies, batteries, cleaning supplies, water	Commodities	\$18.00
Subtotal for Vendor 79653 - Dollar General-Regions 410				\$165.62
80168 Conrad Fire, Inc.				
477039		20 Fire Hoods	Grant	\$2,423.60
Subtotal for Vendor 80168 - Conrad Fire, Inc. :				\$2,423.60
80211 S3 Screen Printing LLC				
1549		Police Pullover	Commodities	\$103.99
1952		utility shirts	Commodities	\$245.48
1952		utility shirts	Commodities	\$245.47
1952		utility shirts	Commodities	\$245.47
1952		utility shirts	Commodities	\$368.20
Subtotal for Vendor 80211 - S3 Screen Printing LLC :				\$1,208.61

Approved Invoices by Vendor- Summary

City of Altamont

Vendor Invoice	PO	Description	Account Description	Invoice Amt
80316 Kirstien Russell				
10172022		Park Deposit Refund	Park Building Deposit Refunds	\$40.00
Subtotal for Vendor 80316 - Kirstien Russell :				\$40.00
80351 Bridget Nash				
10242022		Recreation Mileage - Circus and Boo Bash	Contractual	\$78.13
Subtotal for Vendor 80351 - Bridget Nash :				\$78.13
80355 Assured Partners				
59517		Adding new Trencher to the Insurance Policy	Contractual	\$96.00
59518		UTV Poker Run Event Insurance	Contractual	\$455.00
Subtotal for Vendor 80355 - Assured Partners :				\$551.00
80464 Brightspeed				
10072022		Phone Service	Contractual	\$20.25
10072022		Phone Service	Contractual	\$60.00
10072022		Phone Service	Contractual	\$48.00
10072022		Phone Service	Contractual	\$130.75
10072022		Phone Service	Contractual	\$14.16
10072022		Phone Service	Contractual	\$148.00
10072022		Phone Service	Contractual	\$40.00
Subtotal for Vendor 80464 - Brightspeed :				\$461.16
80465 Sunset Law Enforcement				
7345		Ammo	Commodities	\$984.80
Subtotal for Vendor 80465 - Sunset Law Enforcement :				\$984.80
80466 Jeff &/or Teresa Kohler				
10252022		Utility credit on final bill	Contractual	\$15.63
Subtotal for Vendor 80466 - Jeff &/or Teresa Kohler :				\$15.63
80467 Jeff Lewellen				
10172022		Lake Rent Reimbursement	Contractual	\$150.00

Approved Invoices by Vendor- Summary

City of Altamont

Vendor	Invoice	PO	Description	Account Description	Invoice Amt
80467	Jeff Lewellen				
Subtotal for Vendor 80467 - Jeff Lewellen :					\$150.00
80468	Kayla Daniels				
	10242022		Park Refund	Park Building Deposit Refunds	\$40.00
Subtotal for Vendor 80468 - Kayla Daniels :					\$40.00
80469	Kenny Cole				
	10242022		Park Deposit Refund	Park Building Deposit Refunds	\$40.00
Subtotal for Vendor 80469 - Kenny Cole :					\$40.00

Approved Invoices by Vendor- Summary

City of Altamont

Vendor	PO	Description	Account Description	Invoice Amt
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Grand Total: \$132,412.12

Approved Invoices - Fund/Dept. Totals

Fund	Fund Total	Fund Name
01 General Fund		
01 General Government	\$393.98	
02 Gen Police	\$1,451.41	
03 General Court	\$60.00	
04 General Fire	\$2,501.60	
05 General Park	\$202.11	
12 General Library	\$10.00	
	<hr/>	
	\$4,619.10	
05 Recreation		
00 NonDepartmental	\$78.13	
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	\$78.13	
09 Lake Fund		
00 NonDepartmental	\$170.25	
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	\$170.25	
50 Water Utility Fund		
00 NonDepartmental	\$476.68	
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	\$476.68	
51 Electric Utility Fund		
00 NonDepartmental	\$52,910.52	
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	\$52,910.52	
52 Gas Utility Fund		

Approved Invoices by Vendor- Summary

City of Altamont

Vendor Invoice	PO	Description	Account Description	Invoice Amt
	00	NonDepartmental	\$71,523.55	
			\$71,523.55	
	53	Sewer Utility Fund		
	00	NonDepartmental	\$651.84	
			\$651.84	
	54	Sanitation Utility Fund		
	00	NonDepartmental	\$1,411.42	
			\$1,411.42	
	59	Unapplied Credit		
	00	NonDepartmental	\$15.63	
			\$15.63	
	65	Al's Fitness Center		
	00	NonDepartmental	\$100.00	
			\$100.00	
	82	Insurance Reserve Fund		
	00	NonDepartmental	\$455.00	
			\$455.00	
		Grand Total:	\$132,412.12	



International Institute of Municipal Clerks

Professionalism in Local Government

October 19, 2022

Dear LeaAnn Myers, MMC:

On behalf of the Board of Directors, it is my pleasure to inform you that you have been awarded the International Institute of Municipal Clerks' designation of Master Municipal Clerk. Included in this package is your hard-earned MMC certificate, as well as your MMC lapel pin. We know you will wear it proudly.

IIMC grants the MMC designation only to those Municipal Clerks who complete demanding education requirements; and who have a record of significant contributions to their local government, their community and state.

In light of the speed and drastic nature of change these days, lifelong learning is not only desirable, it is necessary for all in local government to keep pace with growing demands and changing needs of the citizens we serve. We applaud your educational accomplishments and achievement of this milestone and congratulate you on your personal pursuit of professional excellence.

Sincerely,

Pamela Smith, MMC
IIMC President

during this 2 hour time period shall not be considered a separate call, and only the accumulated time spent on all such calls shall be compensated for as indicated.

D-8 POLICE DEPARTMENT STANDBY PAY

One patrolman from the Police Department, designated by the chief of police, shall during the day designated, keep himself/herself constantly available for call to duty during all off duty hours. The officer designated "on-call" shall be paid one (1) hour of regular time for every six (6) hours of "on-call". Call out time: Minimum time will be for two (2) hours, at one and one-half (1.5), for each service call provided. Any additional calls received during this 2 hour time period shall not be considered a separate call, and only the accumulated time spent on all such calls shall be compensated for as indicated.

D-9 STANDBY REQUIREMENTS

During each holiday designated in Section F-1, one person from the Public Works Department designated by his/her department Head, shall remain on "on-call". He/she shall be compensated the same as if "on-call" status on weekends, see section D-7.

D-10 PAY INCREASES

Pay increases are not routine or automatic and are subject to approval by the Governing Body. City employees may be eligible to receive pay increases as follows:

1. All full-time employees, who have been employed with the city for longer than six months, are eligible for a pay increase according to the score on the employee's annual evaluation. Pay increases will take effect the first payroll in January.
2. Upon successful completion of the first six months of employment, new full-time employees shall be eligible for an increase of \$.25.
3. Upon successful completion and graduation from KLETC new full-time police officers shall be eligible for an increase of \$.25.
4. Employees promoted to a higher job classification shall receive at minimum a raise to the bottom of the new range. Wages higher than the minimum for that pay level must be approved by the City Administrator.
5. Employees who successfully complete a Certified Program (CPM, Clerk's Institute, CMC, MMC, Water/Wastewater Certifications, etc.) shall be eligible for a \$.25 raise. Certified programs must be approved by the City Administrator.
6. Employees whose performance has been deemed to be unacceptable as reflected in his/her evaluation, will not be eligible for a pay increase.
7. Employees on suspension, or who have been demoted within the past year are not eligible for a salary increase.

D-11 COST-OF-LIVING ADJUSTMENT (COLA)

Each year during the budget work session, the Governing Body may approve a cost of living increase of 1%. All full-time employees are eligible for the Cost of Living Adjustment. Pay increases will take effect the first payroll of January.

D-12 PERFORMANCE EVALUATIONS

As discussed in Sections D-10, employee performance evaluations will be considered in determining the following employment matters: salary increases and decreases within the limits established, promotions, demotions, order of layoffs, transfers, and terminations. Performance evaluations will be conducted as follows:

1. Performance evaluations will be completed during the 4th quarter each year for all full-time employees. Performance evaluations must be completed, signed by all parties and turned into City Administrator as instructed for the current evaluation period. At the discretion of the Department Head in conjunction with the City Administrator, the evaluation of a new employee may be delayed until the employee has completed his/her first six months of employment.
2. All departments shall use the approved form for employee evaluations.
3. Each employee shall be evaluated by his/her immediate supervisor. Indirect supervisors shall also review the evaluation and make comments as appropriate. Evaluations will be discussed with the employee following approval by the appropriate immediate supervisor and/or Department Head.
4. The City Administrator's evaluation shall be completed by the Governing Body.

City Administrator Report City Council October 27, 2022

1. **MMC Designation** - LeaAnn Myers has completed the required training hours and received her Master Municipal Clerk Designation. This program has an extensive and advanced educational component and a professional contribution component which includes 60 Advanced Education points and 40 Professional Contribution points.
2. **Budget Amendment Hearing** - On November 10, 2022 at 6:50 PM City Council will hold a budget adjustment hearing for the Municipal Equipment Reserve fund. This will allow us to be in compliance with our 2022 expenditures, which includes lease purchase payments for the trash truck, track loader, Ditch Witch, and trencher.
3. **Phone Service** - The City Office has not been able to call long distance since Thursday, October 20. We can still receive calls and make local calls.
 - a. LeaAnn Myers has contacted Century Link (Bright Speed) and Touch Tone multiple times since last week. Both companies say it is being looked into but with no real updates or estimated time frame.
 - b. This has created an issue for the Police and Utility Departments for transferring the phone in the evenings and on weekends.
 - c. Residents will have to call Labette County Dispatch if they need to get ahold of any of the departments outside City Office hours.
4. **Police Officer Opening** - We are currently accepting applications for two full-time police officers. Information can be found at www.altamontks.com.
5. **Burn Site** - The brush site is currently closed to the public until the burn ban is lifted and we can burn the brush already at the site.
6. **Annual Evaluations** - Supervisors have completed employee annual evaluations for their employees.



7. **Electric Upgrade** - Twin Valley, City Superintendent Brad Myers and the utility crew are working on finalizing plans for the electric upgrade and pole replacement from Wabash Avenue east towards Karner Avenue a half block north of 4th Street.
 - a. At the March 22, 2022 meeting Council approved the work to be done by Twin Valley not to exceed \$53,151.19. However, there is an additional electric pole which needs to be replaced. This will increase the cost of the project.
 - i. The last electric pole we ordered was over \$500.
 - b. The Altamont Utility Department has been preparing the location for the upgrade, including trimming trees to help keep costs down.
8. **Boo Bash** - Bridget Nash and the Altamont Recreation Commission hosted the 9th Annual Halloween Boo Bash on Sunday, October 23rd. They had a good turnout.
9. **UTV Poker Run** - Bridget and the Recreation Commission are preparing for the 2nd Annual Chasing Daylight Poker Run which will be held on Saturday, November 5th.
10. **Lead and Copper** - City of Altamont hosted a meeting with the Kansas Rural Water Association to go over the new lead and copper EPA requirements on October 26 at the Altamont Park Building
11. **Solid Waste** - LeaAnn attended the Solid Waste meeting. GFL is proposing a rate increase to \$43.50 per ton starting in January 2023, up from the temporary rate of \$40.76. The Solid Waste Committee is going to look at numbers and meet again in a couple weeks.
12. **CIC Symposium** - The City ladies attended the municipal software enhancement meeting.
13. **Building Repairs** - At the March 10, 2022 meeting, Council approved Cook's Services to replace the roof, walls and steel door in the utility building behind the Altamont Police Department. The doors have been replaced but they haven't made arrangements to complete the roof and the walls. Brad has reached out a few times but we still do not have a time frame of when they might be here. With this week's rain there was water standing in the building.

**MINUTES
CITY OF ALTAMONT
March 10, 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 and Lyle Sykes
MINUTES	Councilmember Cochran moved and Coffey seconded to approve the minutes for February 24, 2022. Motion carried.
INVOICES	Councilmember Coffey moved and Cochran seconded to pay the invoices in the amount of 45,895.65. Motion carried
MCLINEY AND COMPANY	Kip Hart from McLiney and Company was present to offer their services as Municipal Advisors to the City of Altamont. McLiney and Company would like to re-negotiate the current leases on the Ditch Witch and Case Compact Loader. The council was provided with a contract and a fee schedule for their services. Robert Myers suggested allowing the council as well as himself, time to review the contract, and make a decision at the next Council Meeting in two weeks.
ARPA FUNDS	The City will receive \$77,754.37 in July 2022 and is looking at using those funds for a sewer project as it is an appropriate and approved project for those funds. Brad and LeaAnn met with an engineer earlier in the week, the City has worked with in the past. There are currently two standing quotes from Engineers that the Council will be provided with at the next Council Meeting.
AC MITIGATION FOR GAS	The Council was provided with a notice from USDI in their packet on the cost of providing AC Mitigation for the steel feeder line into town. An SSD Solid State Coupler would be installed to take the stray AC off of the four inch steel pipe coming to town. This has been an ongoing situation and has been brought up by the KCC for the last 5-7 years and the readings are getting higher. KCC needs an answer by this year and Brad Myers, Utility Superintendent says this is a project that we have to do. Councilmember Cochran moved to approve the USDI for the AC Mitigation as a cost not to exceed \$10,000.00, Coffey seconded. Motion Carried.
BALING BIDS 20 ACRES	In the past the City has accepted bids for the baling of the 20 acres and wanted to make sure the Council was alright doing that again. There were no concerns from any councilmember about accepting bids. LeaAnn Myers will provide the bids at the first Council Meeting in April.
BUILDING REPAIR QUOTES	Brad received a few local quotes for the repair of the building due to a water leak and hole in the roof. The Council was provided bids in their packets from Cook's Services, SEK Garage Doors and Volmer Construction. Councilmember Wiford motioned and Cochran seconded to go with Cook's on the roof, the walls, and the steel door and insulation on the utility building for \$33, 850. Motion Carried.
CITY ADMINISTRATOR	<ol style="list-style-type: none">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. Council Retreat – Attended the City Council Retreat on Thursday, March 3.5. Fireworks – Finalized the purchase of fireworks and liability insurance for the City's Firework Display on July 3rd.6. Accounts Payable and Payroll – Continuing to cross-train Heather Beasley on Accounts Payable and Payroll.7. Court – Heather Beasley received the new printer and cart for court.8. Grant Writing – Heather Beasley has started 10 week grant writing course through Fort Hays State University.9. Court Conference – Heather Beasley attended Court Conference in Wichita last week.10. Insurance Renewal – Reviewed and updated the current insurance policy for renewal in April.11. Police Academy – Blake Sanchez is scheduled to begin Police Academy on March 28th. This is a 14 week program.

EXECUTIVE SESSION MOTIONS

I move the city council recess into executive session to discuss an individual employee's performance pursuant to the **non-elected personnel** matter exception, K.S.A. 75-4319 (b) (1) to include: (people to participate besides governing body.) The open meeting will resume in the city council room at ____PM.

I move the city council recess into executive session to discuss **Attorney – Client privilege** matter exception, K.S.A. 75-4319(b)(2) to include: (people to participate besides governing body.) The open meeting will resume in the city council room at ____PM.

I move the city council recess into executive session to preliminary discuss **employer-employee negotiations** matter exception, K.S.A. 75-4319(b) (3) to include: (people to participate besides governing body.) The open meeting will resume in the city council room at ____PM.

I move the city council recess into executive session to preliminary discuss **property acquisition** matter exception, K.S.A. 75-4319(b)(6) to include: (people to participate besides governing body.) The open meeting will resume in the city council room at ____PM.

I move the city council recess into executive session to discuss data relating to **financial affairs or trade secrets** of corporations, partnerships, trusts, and individual proprietorships pursuant to the non-elected personnel matter exception, K.S.A. 75-4319(b)(4) to include: (people to participate besides governing body.) The open meeting will resume in the city council room at ____PM.

K.S.A. 75-4319. Closed or executive meetings; conditions; authorized subjects for discussion; binding action prohibited; certain documents identified in meetings not subject to disclosure. (a) Upon formal motion made, seconded and carried, all bodies and agencies subject to the open meetings act may recess, but not adjourn, open meetings for closed or executive meetings. Any motion to recess for a closed or executive meeting shall include a statement of (1) the justification for closing the meeting, (2) the subjects to be discussed during the closed or executive meeting and (3) the time and place at which the open meeting shall resume. Such motion, including the required statement, shall be recorded in the minutes of the meeting and shall be maintained as a part of the permanent records of the body or agency. Discussion during the closed or executive meeting shall be limited to those subjects stated in the motion.

(b) No subjects shall be discussed at any closed or executive meeting, except the following:

- (1) Personnel matters of nonelected personnel;
- (2) consultation with an attorney for the body or agency which would be deemed privileged in the attorney-client relationship;
- (3) matters relating to employer-employee negotiations whether or not in consultation with the representative or representatives of the body or agency;
- (4) confidential data relating to financial affairs or trade secrets of corporations, partnerships, trusts, and individual proprietorships;
- (5) matters relating to actions adversely or favorably affecting a person as a student, patient or resident of a public institution, except that any such person shall have the right to a public hearing if requested by the person;
- (6) preliminary discussions relating to the acquisition of real property;



SATURDAY NOVEMBER 5, 2022

McMILLAN PARK 1100 S HUSTON ALTAMONT KANSAS

REGISTRATION FROM 10AM-12PM

FIRST VEHICLE OUT AT 1PM

LAST HAND IN AT 6PM

PRE-REGISTER HANDS \$12 EACH

DAY OF POKER HANDS \$15 EACH

*** VALID DRIVER'S LICENSE REQUIRED ***

BREAKFAST: AUNT JULIE'S KITCHEN

FOOD TRUCKS WILL START AT 4PM

MUSIC STARTS AT 7PM

FOOD TRUCKS

WILD GOOSE CONCESSIONS

SKINNY HEN

2B SMOKIN

LIVE MUSIC

TY ELLIS

KOTA LEWIS & THE FLYERS

SPONSORED BY ALTAMONT REC COMMISSION & THE CITY OF ALTAMONT

ALL PROCEEDS GO TO ALTAMONT REC COMMISSION