

# CITY OF ALTAMONT

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## ALTAMONT CITY COUNCIL

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

**September 28, 2023**

**7:00 PM Regular Meeting**

CALL TO ORDER

PLEDGE OF ALLEGIANCE & PRAYER – Ben Cochran

MINUTES - Regular meeting of September 14, 2023

INVOICES - **\$139,880.21**

PUBLIC COMMENT & GUESTS

A.

ORDINANCES/RESOLUTIONS /PROCLAMATIONS

A.

OLD BUSINESS

- A. Water Meters – AMI Program
  - a. Kansas Public Water Supply Loan Fund
    - i. EBH Engineer Information
  - b. Labette Bank Lease Purchase Option
- B. Trash Update
- C. New Home & Business Incentives
  - a. Neighborhood Revitalization Plan (NRP)
  - b. Residential Improvement Plan
  - c. Economic Development Incentive Policy

NEW BUSINESS

- A. TCM Bank – Credit Card Accounts
  - a. Authorized Officers Appointment
    - i. City Administrator LeaAnn Myers
    - ii. City Clerk Heather Beasley
    - iii. City Treasurer Bridget Nash
- B. Library Director Appointment – Marilyn Nelson
- C. Freda Edwards Library Recognition



## TABLED & PENDING BUSINESS

- A. Old Fire Department Building Demolition
- B. War Veteran Memorial
- C. McMillen Park
- D. Sewer Rate Increase
- E. Lansdowne Garden

## DEPARTMENT REPORTS

- A. City Administrator
- B. Police
- C. Utility

## EXECUTIVE SESSION MOTION

- A. Attorney Client Privilege

## COMMUNICATIONS:

Altamont Council Forum – October 5<sup>th</sup>, 2023, at 7:00 PM in the City Council Room

## ADJOURNMENT

**MINUTES**  
**CITY OF ALTAMONT**  
**SEPTEMBER 14, 2023**

REGULAR MEETING	The meeting was called to order at 7:00 PM with Mayor Richard Hayward presiding. Greg Garrett was present to lead prayer. Councilmembers present: Ben Cochran, Raymond Coffey, Kyle Wiford, Lyle Sykes & Cameron Johnston.
MINUTES	Councilmember Cochran moved and Sykes seconded to approve the minutes from August 24, 2023. Motion carried.
INVOICES	Councilmember Sykes moved and Wiford seconded to approve or pay the invoices totaling \$49,403.35. Motion carried.
NOAH DIXON	<p>Noah Dixon was present to request an extended stay at Idle Hour Lake. Noah and his fiancé have been staying at the lake for about 3 months and have been looking for somewhere to go out of state with no luck. Noah is up to date on his payments and hasn't caused any issues at the lake. Noah is requesting to stay maybe 3 more months max.</p> <p>Councilmember Johnston moved and Cochran seconded to grant the extension of Noah Dixon until the beginning of 1<sup>st</sup> quarter 2024. Motion carried.</p>
ORDINANCE 651	<p>An ordinance providing for salaries and wages of certain appointive officers and employees of the City of Altamont, Kansas effective January 1, 2024, and repealing ordinance #648.</p> <p>Councilmember Cochran moved and Johnston seconded to approve ordinance 651, the wage ordinance.</p> <p>Cochran yes, Coffey yes, Wiford yes, Sykes yes, Johnston yes</p> <p>Motion carried.</p>
ORDINANCE 652	<p>An ordinance of the City of Altamont, Kansas establishing procedures and fees from reimbursements to the city for callouts to handle problems which are not caused by the city or its employees after hours, repealing ordinance #585. The new proposed charged is \$75, up from \$50. This would cover overtime charges for our guys going out for emergency calls, such as a gas meter that has been hit or even a utility pole. There would be no charge for a gas leak situation. Councilmember Sykes asked about storms being a cause for this charge and Administrator Myers stated no as that is out of the customers control. Councilmember Wiford asked about the resident getting a warning about this situation. He was assured that warnings of charges as well as timelines for the restart of services is already given in the office.</p> <p>Councilmember Wiford moved and Coffey seconded to approve ordinance six five two.</p> <p>Cochran yes, Coffey yes, Wiford yes, Sykes yes, Johnston yes</p> <p>Motion carried.</p>
LANSDOWNE	City Clerk Heather Beasley updated the council on the Lansdowne project. Heather Beasley and Deputy City Clerk Bridget Nash met with Alexander Manufacturing this week to discuss the possibility of having some poles powder coated for a shade structure to go over the food trucks at Lansdowne. Alexander said they would donate the powder coating and suggested meeting with LCC about the welding department fabricating the structure itself.
RECREATION	<p>Altamont Recreation Commission Director Bridget Nash is requesting Morgan Goins be appointed to the Altamont Recreation Commission, term ending December 31, 2023.</p> <p>Mayor Richard Hayward appointed Morgan Goins to the Altamont Recreation Commission, term ending December 31, 2023.</p> <p>Councilmember Cochran moved and Johnston seconded to accept the appointment of Morgan Goins to the Altamont Recreation Commission. Motion carried.</p>
BOO BASH	Altamont Recreation Commission Director was present to update council on the upcoming Boo Bash. She stated that they have received \$1550 so far in Boo Bash donations, that is about half of what is normally brought in so she hopes those will continue to roll in. Bridget also asked council to be involved in the trunk or treat during Boo Bash and hand out candy to the kids. The Altamont Recreation Commission is also requesting permission from council to close Huston Street between 4 <sup>th</sup> and 6 <sup>th</sup> from 2-7PM on Sunday October 29, 2023 in order to host the 10 <sup>th</sup> Annual Boo Bash.

**MINUTES**  
**PAGE TWO**  
**SEPTEMBER 14, 2023**

Councilmember Cochran moved and Wiford seconded to allow the closure of Huston Street between 4<sup>th</sup> and 6<sup>th</sup> from 2-7PM on October 29, 2023 for the Boo Bash. Motion carried.

**SEWER REPLACEMENT**

Council was provided an estimate from Tri-Star Utilities in their packets to replace the sewer at Wabash and 8<sup>th</sup>. The Estimate included installing approximately 280 LF of 8" Gravity Sewer and reinstating all taps, approximately 6 and totaled \$31,000.00

Brad said that Tri-Star has been doing our sewer repairs for many years. Councilmember Cochran asked about the budget was available. Administrator Myers stated that the city may be able to use ARPA funds for this project and if so there is just over \$50,000 worth of ARPA funds left. If those funds aren't able to be used then there is \$129,000 in reserves or the capital improvement money could be used for that. Councilmember Cochran asked about other things that need to be done with the money in reserves. Utility Superintendent Brad Myers said that there are many other things that need to be updated.

Councilmember Cochran moved and Sykes seconded to accept the bid for replacement of the sewer at 8<sup>th</sup> and Wabash for Tri-Start Utilities for \$31,000. Motion carried.

**NEW HOME INCENTIVES**

Council was provided with the new NRP program information that was approved on August 8<sup>th</sup> 2023 as well as the new home incentive that was previously in place. Council would like to look at both programs again next meeting in order to make a decision.

**CITY ADMINISTRATOR**

**1) Safety Training**– KMU provided safety training to the City Employees regarding safety observations.

**2) CPR Training** – Mayor Richard Hayward certified City Employees in CPR.

**3) Recreation** – Bridget Nash and the Altamont Recreation Commission have been busy planning fall events.

**4) Library** – Mrs. Freda Edwards announced her retirement from the Altamont Public Library after serving for over 47 years. Freda will be greatly missed but we wish her the very best in her retirement.

**a)** The Altamont Library Board is accepting applications for a new Library Director through Friday September 15<sup>th</sup>.

**5) Labette County** – LeaAnn Myers met with Mel Hass, the Labette County Zoning Administrator, Marc Jones, and Keith Keller. They asked the City to provide them with what possible growth may look like in a long-range plan for the City of Altamont. They will provide the information to the County to help protect the areas around the City of Altamont for future growth.

**6) Streets** – The County asphalted Oak Avenue and 2<sup>nd</sup> and 3<sup>rd</sup> Streets between Oak and Elm Avenue.

**7) Lansdowne Garden** – The Utility Department has been preparing Lansdowne Garden for the patio project.

**8) Food Pantry** – Heather Beasley went through the food pantry to prepare it for the upcoming winter months.

**9) Trash** – The new trash sign for the City Trash site was received and installed last week.

**10) Janitor Position** – Conducted interviews for a new janitor and filled the position.

**11) Kansas Department of Labor** – Completed and submitted the City's KDOL safety audit report.

**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)** 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.

**b)** 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.

**c)** 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.

**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.

**a)** Heather Beasley and Brad Myers met with Darryn Martin over updates to the Lead and Copper Survey.

Councilmember Cochran asked about the city doing something for Freda Edwards as 47 years of service is amazing. Councilmember Johnston asked if the library had a name and Brad Myers agreed that after 47 years every day that may be an idea. Mayor Richard Hayward suggesting thinking on it and revisiting it at the next meeting, and Brad Myers could get an estimate or cost of a plaque or something on the exterior of the library.

**MINUTES**  
**PAGE THREE**  
**SEPTEMBER 14, 2023**

Councilmember Sykes asked about the trash cameras and if they were fixed. Administrator Myers stated that they were working on them.

Administrator Myers also informed everyone of the council forum being held on Thursday October 5<sup>th</sup> in the City Council Room with Brian Johnson as the moderator.

**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.
- Warnings issued for traffic infractions by officers – 15
- Citations issued for traffic infractions by officers – 11
- A couple medical calls
- LCHS football game security

Councilmember Coffey out at 7:41PM

- Participated in the LCHS active shooter practice drill
- KBI Adult reports – 1 possession of Marijuana, 1 possession of drug paraphernalia, 2 theft, 1 burglary, 1 exploitation of elderly, 2 domestic battery, 1 deprivation of property, 1 criminal damage to property
- 1 disorderly conduct and a stolen vehicle which has been recovered
- All officers have been busy with patrol duties and community relations, very proactive lately and preparing for the start of schools back in session which are usually very busy for us.
- Working on training for officers
- All officers have been very active with patrol duties and enforcement
- Several junk yard letters have been sent out as well, with bulk trash coming up as their reminder to clean up their yards

Councilmember Coffey back in at 7:43PM

**UTILITY REPORT**

- Mow and weed eat city shop, Lansdowne garden, park, city hall, idle hour lake
- Clean and throw away trash, boxes and other misc. items at PD
- Unload poly carts
- One call locate tickets – 12
- Get roads ready for asphalt
- Replace primary electric fuse by High School 2<sup>nd</sup> time in 2 weeks – heat related
- Turn up transformer voltage at Holiness Church, re-crimp wire splices and cut trees in lines
- Abandon 2 gas service lines, both not in use. 1 was leaking at regulator. That is approximately 12 regulators we have found leaking in the last 6 months. Starting to be a problem, meters and regulators were installed in 2010.
- Meeting with KRWA about lead and copper, along with Heather
- CPR training – thanks Richard, very informative we all enjoyed it.
- Put up new sign at trash truck
- Gas meter hit 502 E 3<sup>rd</sup>, turn off valve bar hole for underground leaks
- Lake campsite 10 electric short. Replace all fuses, 50 and 30 amp plug ins
- Meet with Benja (Tri-Star) about sewer line on 8<sup>th</sup> and Wabash. Main line collapsed
- Clean sewer main on Karner between 2<sup>nd</sup> and 3<sup>rd</sup>
- Put new gas line at 502 3<sup>rd</sup>, meter hit by a vehicle
- Lake campsite 12 replace 20 amp ground fault breaker, site 19 replace 30 amp breaker
- Lansdowne garden take out shrubs, replant bushes, remove signs, move rock, take down electric stack 2 hours Brad Myers & Nate Barnett
- Move electric pole, start stripping dirt 4 hours Brad Myers, Nate Barnett, Joe Carson & Justin Bertling

**COMMUNICATIONS**

- City Wide Rummage Sales – Saturday September 23
- Bulk Trash – September 25-27

**ADJOURN**

Councilmember Cochran moved and Sykes seconded to adjourn. Motion Carried 7:54PM

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Heather Beasley, City Clerk

**AP Check Register (APLT43)**

City of Altamont

		Check No	Check Date	Vendor No	Vendor Name	Check Amount
<b>Bank No:</b>	<b>1</b>	<b>Account:</b> 006572				
		36980	9/28/2023	885	ADVANCE INSURANCE COMPANY	\$58.40
		36981	9/28/2023	79500	Als Fitness Center	\$145.00
		36982	9/28/2023	160	ALTAMONT RECREATION COMMISSION	\$300.00
		36983	9/28/2023	80640	Amanda Jones	\$40.00
		36984	9/28/2023	80351	Bridget Nash	\$37.34
		36985	9/28/2023	80464	Brightspeed	\$421.15
		36986	9/28/2023	79547	Cintas Corporation	\$63.02
		36987	9/28/2023	40	City of Altamont Petty cash	\$80.00
		36988	9/28/2023	404	Corner Store	\$964.60
		36989	9/28/2023	80562	Crystal Stover	\$40.00
		36990	9/28/2023	80152	Jimmy Bullock	\$40.00
		36991	9/28/2023	80435	Josh Edgington	\$420.00
		36992	9/28/2023	80099	Kansas Dept of Children & Families LIEAP	\$1,060.52
		36993	9/28/2023	949	KANSAS MUNICIPAL ENERGY AGENCY	\$58,806.36
		36994	9/28/2023	950	Kansas Municipal Gas Agency	\$20,074.59
		36995	9/28/2023	80638	Keith Hilderbrand	\$40.00
		36996	9/28/2023	1057	LABETTE COUNTY PUBLIC	\$21,999.74
		36997	9/28/2023	1045	LABETTE INSURANCE	\$350.00
		36998	9/28/2023	80416	Marion National Bank	\$2,862.35
		36999	9/28/2023	1251	MasterCard	\$246.35
		37000	9/28/2023	1660	POSTMASTER	\$250.00
		37001	9/28/2023	80333	Tamra Carson	\$40.00
		37002	9/28/2023	79900	TRI-STAR UTILITIES INC.	\$31,000.00

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**AP Check Register (APLT43)****City of Altamont**

Check No	Check Date	Vendor No	Vendor Name	Check Amount
37003	9/28/2023	83	Verizon	\$180.72
37004	9/28/2023	79532	VISA 8 - Office	\$154.84
37005	9/28/2023	80272	Visa 9 - Office	\$23.40
37006	9/28/2023	79945	Vision Service Plan (CT)	\$181.83
<b>Bank Account Totals:</b>				<b>\$139,880.21</b>
<b>Total Of Checks:</b>				<b>\$139,880.21</b>

# Approved Invoices by Vendor- Summary

City of Altamont

Vendor Invoice	PO	Description	Account Description	Invoice Amt
<b>40</b>	<b>City of Altamont Petty cash</b>			
09202023		Park Building Deposit - Johnia Franklin	Park Building Deposit Refunds	\$40.00
09262023		Park Deposit Refund - Alex Stice	Park Building Deposit Refunds	\$40.00
<b>Subtotal for Vendor 40 - City of Altamont Petty cash :</b>				<b>\$80.00</b>
<b>83</b>	<b>Verizon</b>			
9943991490		Police Cell Phones	Contractual	\$180.72
<b>Subtotal for Vendor 83 - Verizon :</b>				<b>\$180.72</b>
<b>160</b>	<b>ALTAMONT RECREATION COMMISSION</b>			
09262023		Tax Distribution	Contractual	\$300.00
<b>Subtotal for Vendor 160 - ALTAMONT RECREATION CO</b>				<b>\$300.00</b>
<b>404</b>	<b>Corner Store</b>			
09012023		Lunch during street asphalting	Commodities	\$50.26
09012023		Diesel	Contractual	\$914.34
<b>Subtotal for Vendor 404 - Corner Store :</b>				<b>\$964.60</b>
<b>885</b>	<b>ADVANCE INSURANCE COMPANY</b>			
2324900000009		employee life insurance	Benefits	\$32.40
2324900000009		employee life insurance	Benefits	\$20.60
2324900000009		employee life insurance	Benefits	\$5.40
<b>Subtotal for Vendor 885 - ADVANCE INSURANCE COMP</b>				<b>\$58.40</b>
<b>949</b>	<b>KANSAS MUNICIPAL ENERGY AGENCY</b>			
2023-08		Electricity	Utility Costs	\$58,806.36
<b>Subtotal for Vendor 949 - KANSAS MUNICIPAL ENERGY</b>				<b>\$58,806.36</b>
<b>950</b>	<b>Kansas Municipal Gas Agency</b>			
2023-08		Natural Gas and Transporation	Utility Costs	\$20,074.59
<b>Subtotal for Vendor 950 - Kansas Municipal Gas Agency</b>				<b>\$20,074.59</b>
<b>1045</b>	<b>LABETTE INSURANCE</b>			
3029		Surety Bond - LeaAnn Myers	Contractual	\$350.00



# Approved Invoices by Vendor- Summary

City of Altamont

Vendor Invoice	PO	Description	Account Description	Invoice Amt
<b>1045</b>		<b>LABETTE INSURANCE</b>		
<b>Subtotal for Vendor 1045 - LABETTE INSURANCE :</b>				<b>\$350.00</b>
<b>1057</b>		<b>LABETTE COUNTY PUBLIC</b>		
2497		Asphalt, Road Oil, Diesel	Commodities	\$21,999.74
<b>Subtotal for Vendor 1057 - LABETTE COUNTY PUBLIC :</b>				<b>\$21,999.74</b>
<b>1251</b>		<b>MasterCard</b>		
09172023		Pipeline Safety Seminar - Wertz & Bertling	Contractual	\$120.00
09172023		water, gatorade	Commodities	\$126.35
<b>Subtotal for Vendor 1251 - MasterCard :</b>				<b>\$246.35</b>
<b>1660</b>		<b>POSTMASTER</b>		
09262023		Postage	Contractual	\$250.00
<b>Subtotal for Vendor 1660 - POSTMASTER :</b>				<b>\$250.00</b>
<b>79500</b>		<b>Als Fitness Center</b>		
October 2023		Gym Memberships	Benefits	\$10.00
October 2023		Gym Memberships	Benefits	\$30.00
October 2023		Gym Memberships	Benefits	\$20.00
October 2023		Gym Memberships	Contractual	\$55.00
October 2023		Gym Memberships	Benefits	\$30.00
<b>Subtotal for Vendor 79500 - Als Fitness Center :</b>				<b>\$145.00</b>
<b>79532</b>		<b>VISA 8 - Office</b>		
09172023		Meeting expense, employee lunch	Contractual	\$141.75
09172023		cleaning supplies	Commodities	\$13.09
<b>Subtotal for Vendor 79532 - VISA 8 - Office :</b>				<b>\$154.84</b>
<b>79547</b>		<b>Cintas Corporation</b>		
8406444652		First Aid Kit Restock	Contractual	\$63.02
<b>Subtotal for Vendor 79547 - Cintas Corporation :</b>				<b>\$63.02</b>

# Approved Invoices by Vendor- Summary

City of Altamont

Vendor	Invoice	PO	Description	Account Description	Invoice Amt
<b>79900</b>	<b>TRI-STAR UTILITIES INC.</b>				
	2784		280' Sewer Repair - 8th and Wabash	Contractual	\$31,000.00
<b>Subtotal for Vendor 79900 - TRI-STAR UTILITIES INC. :</b>					<b>\$31,000.00</b>
<b>79945</b>	<b>Vision Service Plan (CT)</b>				
	818803763		vision insurance	Benefits	\$10.89
	818803763		vision insurance	Benefits	\$43.56
	818803763		vision insurance	Contractual	\$51.15
	818803763		vision insurance	Benefits	\$15.25
	818803763		vision insurance	Benefits	\$15.25
	818803763		vision insurance	Benefits	\$15.25
	818803763		vision insurance	Benefits	\$15.24
	818803763		vision insurance	Benefits	\$15.24
<b>Subtotal for Vendor 79945 - Vision Service Plan (CT) :</b>					<b>\$181.83</b>
<b>80099</b>	<b>Kansas Dept of Children &amp; Families LIEAP</b>				
	09262023 Jones		LIEAP Overpayment - Erin Jones 1296-79905	Contractual	\$530.26
	LIEAP Meeks		LIEAP Overpayment - Dora Jane Meeks 1079-10039	Contractual	\$530.26
<b>Subtotal for Vendor 80099 - Kansas Dept of Children &amp; F</b>					<b>\$1,060.52</b>
<b>80152</b>	<b>Jimmy Bullock</b>				
	09192023		Park Deposit Refund	Park Building Deposit Refunds	\$40.00
<b>Subtotal for Vendor 80152 - Jimmy Bullock :</b>					<b>\$40.00</b>
<b>80272</b>	<b>Visa 9 - Office</b>				
	09172023		cleaning supplies	Commodities	\$19.40
	09172023		sticky notes	Commodities	\$4.00
<b>Subtotal for Vendor 80272 - Visa 9 - Office :</b>					<b>\$23.40</b>
<b>80333</b>	<b>Tamra Carson</b>				
	09192023		Park Deposit Refund	Park Building Deposit Refunds	\$40.00
<b>Subtotal for Vendor 80333 - Tamra Carson :</b>					<b>\$40.00</b>

# Approved Invoices by Vendor- Summary

City of Altamont

Vendor	Invoice	PO	Description	Account Description	Invoice Amt
<b>80351</b>	<b>Bridget Nash</b>				
	09262023		Mileage - Pocket Park and Boo Bash Shopping	Contractual	\$29.74
	09262023		Mileage - Pocket Park and Boo Bash Shopping	Contractual	\$7.60
<b>Subtotal for Vendor 80351 - Bridget Nash :</b>					<b>\$37.34</b>
<b>80416</b>	<b>Marion National Bank</b>				
	10-2023 Payment		Case Compact Tractor Lease Purchase	Contractual	\$2,862.35
<b>Subtotal for Vendor 80416 - Marion National Bank :</b>					<b>\$2,862.35</b>
<b>80435</b>	<b>Josh Edgington</b>				
	09152023		Mowing Lagoons	Contractual	\$165.00
	09152023		Mowing Lake	Contractual	\$255.00
<b>Subtotal for Vendor 80435 - Josh Edgington :</b>					<b>\$420.00</b>
<b>80464</b>	<b>Brightspeed</b>				
	09072023		phone service	Contractual	\$37.52
	09072023		phone service	Contractual	\$50.00
	09072023		phone service	Contractual	\$95.90
	09072023		phone service	Contractual	\$20.00
	09072023		phone service	Contractual	\$47.65
	09072023		phone service	Contractual	\$20.00
	09072023		phone service	Contractual	\$37.52
	09072023		phone service	Contractual	\$37.52
	09072023		phone service	Contractual	\$37.52
	09072023		phone service	Contractual	\$37.52
<b>Subtotal for Vendor 80464 - Brightspeed :</b>					<b>\$421.15</b>
<b>80562</b>	<b>Crystal Stover</b>				
	09252023		Park Deposit Refund	Park Building Deposit Refunds	\$40.00
<b>Subtotal for Vendor 80562 - Crystal Stover :</b>					<b>\$40.00</b>
<b>80638</b>	<b>Keith Hilderbrand</b>				
	09192023		Park Deposit Refund	Park Building Deposit Refunds	\$40.00

## Approved Invoices by Vendor- Summary

City of Altamont

Vendor	Invoice	PO	Description	Account Description	Invoice Amt
80638	Keith Hilderbrand				
Subtotal for Vendor 80638 - Keith Hilderbrand :					\$40.00
80640	Amanda Jones				
	09252023		Park Deposit Refund	Park Building Deposit Refunds	\$40.00
Subtotal for Vendor 80640 - Amanda Jones :					\$40.00

# Approved Invoices by Vendor- Summary

City of Altamont

Vendor	PO	Description	Account Description	Invoice Amt
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Grand Total: \$139,880.21

## Approved Invoices - Fund/Dept. Totals

Fund	Fund Total	Fund Name
<b>01 General Fund</b>		
01 General Government	\$416.29	
02 Gen Police	\$370.78	
03 General Court	\$20.00	
04 General Fire	\$67.65	
05 General Park	\$300.69	
	<hr/>	
	\$1,175.41	
<b>03 Municipal Equipment</b>		
00 NonDepartmental	\$2,862.35	
	<hr/>	
	\$2,862.35	
<b>04 Library</b>		
00 NonDepartmental	\$10.00	
	<hr/>	
	\$10.00	
<b>05 Recreation</b>		
00 NonDepartmental	\$329.74	
	<hr/>	
	\$329.74	
<b>07 Special Highway Fund</b>		
00 NonDepartmental	\$22,050.00	
	<hr/>	
	\$22,050.00	
<b>09 Lake Fund</b>		
00 NonDepartmental	\$294.40	

# Approved Invoices by Vendor- Summary

City of Altamont

Vendor Invoice	PO	Description	Account Description	Invoice Amt
			\$294.40	
	<b>18</b>	<b>American Rescue Funds</b>		
	00	NonDepartmental	\$31,000.00	
			\$31,000.00	
	<b>50</b>	<b>Water Utility Fund</b>		
	00	NonDepartmental	\$52.77	
			\$52.77	
	<b>51</b>	<b>Electric Utility Fund</b>		
	00	NonDepartmental	\$59,506.65	
			\$59,506.65	
	<b>52</b>	<b>Gas Utility Fund</b>		
	00	NonDepartmental	\$20,247.36	
			\$20,247.36	
	<b>53</b>	<b>Sewer Utility Fund</b>		
	00	NonDepartmental	\$217.76	
			\$217.76	
	<b>54</b>	<b>Sanitation Utility Fund</b>		
	00	NonDepartmental	\$967.10	
			\$967.10	
	<b>59</b>	<b>Unapplied Credit</b>		
	00	NonDepartmental	\$1,060.52	
			\$1,060.52	
	<b>65</b>	<b>Al's Fitness Center</b>		
	00	NonDepartmental	\$55.00	
			\$55.00	

## Approved Invoices by Vendor- Summary

City of Altamont

Vendor Invoice	PO	Description	Account Description	Invoice Amt
	82	Insurance Reserve Fund		
	00	NonDepartmental	\$51.15	
			\$51.15	
		Grand Total:	\$139,880.21	

DC&B Supply, Inc

420 W 10th

Pratt, KS 67124

# Estimate

Date	Estimate #
4/7/2023	1399R

Name / Address
City of Altamont PO Box 305 Altamont, KS 67330

			Project
Description	Qty	Cost	Total
ZENNER/SET SOLAR CELLULAR X330W			
3/4" SL Zenner Stealth Residential Ultrasonic with NDC Module with 5' Nicor Connector Module Cable U.S. Gallons ZSUR03US	540	147.20	79,488.00T
1" Zenner Stealth Residential Ultrasonic with NDC Module with 5' Nicor Connector Module Cable U.S. Gallons ZSUR07US	5	162.33	811.65T
2" Zenner Stealth Ultrasonic with NDC Module with Nicor Connector U.S. Gallons Cast Iron Housing, 10" LL ZSU02US 8/2022	9	1,067.51	9,607.59T
Spool, 2" Pipe with Oval Flanges 1" Test Port with 1" Lead Free Brass Plug 2" X 6 7/8" LL Blue Powder Coating SPL02X1-0687-BLU	9	47.79	430.11T
2" Zenner Stealth Residential Ultrasonic with NDC Module with 5' Nicor Connector Module Cable U.S. Gallons Cast Iron Housing, 17" LL ZSUR12US	1	382.51	382.51T
We appreciate the opportunity to bid, please call if you have any questions. Best Regards.		<b>Total</b>	

Phone #
620-672-6342

Customer Signature
E-mail
dcbsupply.com



DC&B Supply, Inc

420 W 10th

Pratt, KS 67124

# Estimate

Date	Estimate #
4/7/2023	1399R

Name / Address
City of Altamont PO Box 305 Altamont, KS 67330

			Project
Description	Qty	Cost	Total
SET X330W ENDPOINT -Nicor Connection -Solar and Battery Powered -20 Year Multi-Carrier LTE-M Cellular Data plan -SETflow Consumer Portal-Homeowner access platform -Meter Data Management Software (MDMS), -User dashboard, mapping, valve control, -SETflow Field Mobile application for -Android-Unlimited Licenses. Customer can supply their own Android Device -SETflow Billing Interface-Custom interface with Billing Software -Contractor Installation Training	540	299.00	161,460.00T
We appreciate the opportunity to bid, please call if you have any questions. Best Regards.		<b>Total</b>	

Phone #
620-672-6342

Customer Signature
E-mail
dcb@dcbsupply.com

420 W 10th  
Pratt, KS 67124

Date	Estimate #
4/7/2023	1399R

Name / Address
City of Altamont PO Box 305 Altamont, KS 67330

[illegible]

Phone #
620-672-6342

Customer Signature
E-mail
dcb@dcbsupply.com

Customer Signature

Division of Environment  
Curtis State Office Building  
1000 SW Jackson St., Suite 400  
Topeka, KS 66612-1367



Phone: 785-296-1535  
Fax: 785-559-4264  
[www.kdheks.gov](http://www.kdheks.gov)

Janet Stanek, Secretary

Laura Kelly, Governor

August 9, 2023

LeaAnn Myers, City Administrator  
City of Altamont  
PO Box 305  
Altamont, Kansas 67330

Re: Kansas Public Water Supply Loan Fund (KPWSLF)  
Meter Replacement ;KPWSLF Project No. 3234

In a letter dated July 10, 2023, you were notified that the project referenced above was not ranked high enough on the Project Priority List of the 2024 Intended Use Plan (IUP) to receive first round funding from the Kansas Public Water Supply Loan Fund. However, municipalities with projects that were above the funding line have notified the Kansas Department of Health and Environment that they will not complete applications. This opens up second-round funding to projects that were below the original funding line. We are happy to notify you that the City of Altamont has been selected in the KDHE 2024 Intended Use Plan (IUP) to apply for a loan in the amount of \$284,605 from the Kansas Public Water Supply Loan Fund (KPWSLF).

Please note, projects needed solely for fire flow or future projected growth, are not eligible. Also, if the municipality does not currently have an annual financial audit performed, the KDHE loan agreement will require one. The cost of this annual audit can be significant for small systems, please keep this in mind if applying for a loan. If the project and a KDHE loan are still being considered, the City of Altamont must submit a completed Drinking Water Loan Application which can be downloaded at [www.kdhe.ks.gov/516/Applications](http://www.kdhe.ks.gov/516/Applications). Instructions for completing the application are included in the application file. The City of Altamont can apply for more than the loan amount listed above. If you cannot access our web page, please contact Brenda Diegel at (785) 296-4262, to obtain a hard copy through regular mail.

If KDHE receives no response from the City of Altamont by November 16, 2023, the project will be removed from our funding list and will need to re-apply for consideration. **If the City of Altamont decides not to pursue funding for the project or cannot meet the application deadline but wants to remain on the funding list for future consideration, please contact Brenda Diegel at 785-296-4262 or [Brenda.Diegel@ks.gov](mailto:Brenda.Diegel@ks.gov) as soon as possible, so KDHE can work with other municipalities to award the money.**

Free technical assistance with completing the loan application can be provided. Should you have any questions, or need assistance in completing your application, please feel free to call contact Brenda Diegel at (785) 296-4262.

*William J. Carr*

William J. Carr  
Assistant Director  
Bureau of Water  
Kansas Department of Health and Environment

WJC:lw

pc: SE District  
City of Altamont KPWSLF Project No. 3234

**LeaAnn Myers**

---

**To:** Matt Cramer  
**Subject:** RE: City of Altamont Water Meter Project

**From:** Matt Cramer <MattC@ebhengineering.com>  
**Sent:** Monday, September 25, 2023 1:42 PM  
**To:** LeaAnn Myers <leaann@altamontks.com>  
**Subject:** RE: City of Altamont Water Meter Project

Hi LeaAnn,

I'm sorry I was out last week and didn't get my auto response set. Thanks for sharing the quotes.

I did get a chance to look into your loan app situation and there shouldn't be any issues with increasing the loan amount to cover the additional costs that are required (construction, design and bidding, observation, etc.). This is definitely a project we could help you out with, are you thinking you would like to move forward with the SRF loan?

Our initial contract would be for writing the Preliminary Engineering Report, Opinion of Probable Cost, issuing the environmental review letters and everything that goes with the loan application and submittal. These are usually around \$6,000 and are reimbursable under the loan once it's received.

Let me know what you are thinking and if you would like me to work getting cost estimates and a contract put together.

Regards,

*Matt Cramer*



O: 620.672.1112 | M: 620.388.1028

[MattC@EBHengineering.com](mailto:MattC@EBHengineering.com)

[Facebook](#) | [LinkedIn](#)

***Sign Up For Our Newsletter***



# Labette Bank

[www.labettebank.com](http://www.labettebank.com)

September 25, 2023

City of Altamont

RE: Automatic Read System-Water meters

To Whom It May Concern:

Thank you for allowing Labette Bank the opportunity to assist in your current leasing needs. The interest rate Labette Bank will be able to provide for the lease purchase is listed below. This quote reflects a lease amount in the amount of \$285,000.00. There will be no fees associated with the lease.

120 Months – 5.5% - estimated semi-annual payments are \$ 18,718.96

If we are fortunate enough to be the bank you choose, we will need the following documentation to proceed with the lease. Please forward this information to Labette Bank, Attn: Joni Stringer, PO Box 497, Altamont, KS 67330 or fax to 620-784-5323.

- 1) An Invoice for the automatic read system showing the Bank as Purchaser
- 2) Copies of your Minutes stating that your Board has approved the purchase and the financing with Labette Bank and what parties will be signing the lease paperwork on your behalf
- 3) Name of Insurance Company who you will be using, along with proof of insurance
- 4) Name of your Attorney
- 5) Name of your Treasurer if they are not signing the lease paperwork
- 6) The City's Fiscal year Ending Date

If you have any additional questions please feel free to contact me at 620-784-5311.

Respectfully Submitted,

Joni Stringer  
Loan Officer

# NEIGHBORHOOD REVITALIZATION PLAN



OF THE  
CITY OF Altamont

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## ARTICLE A. PURPOSE AND FACTUAL FINDINGS

- A-1. **GENERAL.** Through this plan the City Council intends to promote the revitalization and development of the neighborhoods within the City of Altamont by stimulating new construction and rehabilitation or redevelopment of the area in order to protect the public health, safety, or welfare of the residents of the city.
- A-2. **COUNCIL ACTION.** Following the provisions of K.S.A. 12-17,114 *et seq.*, the City Council held a public hearing April 27, 2023 and considered the existing conditions and alternatives with respect to the designated area, the criteria and standards for a tax rebate, and the necessity for interlocal cooperation with the other taxing units.

## ARTICLE B. PROPERTY

- B-1. **OWNERS.** A copy of the owners of record within the city limits of Altamont is on file with the City Clerk's Office at 407 S Huston, Altamont, KS as required by State Statute. Individuals may verify the owner of record for each parcel of land, along with his/her mailing address, at the Labette County Appraiser's Office, 501 Merchant St., Oswego

## ARTICLE C. PROPERTY AND ACTIVITIES ELIGIBLE FOR A TAX REBATE

- C-1. **RESIDENTIAL AND AGRICULTURAL PROPERTY.** Eligible residential and agricultural property may be anywhere within the city limits of Altamont. There must be a minimum investment of \$5,000 for residential property to receive tax rebates. This cost must be documented with receipts submitted to the city within 30 days of completion of the improvements.
- a. The following activities occurring to residential property are eligible for the tax rebate:
    - 1) Rehabilitation, alterations, and additions to any existing residential structure. Construction of a new free-standing garage will be considered an addition.
    - 2) Construction of new residential structures.
  - b. The following activities occurring to residential property are **not** eligible for the tax rebate:
    - 1) Improvements to existing, or construction of new, residential accessory structures: such as gazebos, portable storage buildings, swimming pools, etc.
- C-2. **COMMERCIAL AND INDUSTRIAL PROPERTY.** Eligible commercial or industrial property may be anywhere within the city limits of Altamont. There must be a minimum investment of \$10,000 for commercial and/or industrial property to receive the tax rebate. These costs must be documented with receipts submitted to the city within 30 days of completion of the improvements.
- a. The following activities occurring to commercial or industrial property are eligible for the tax rebate:
    - 1) Rehabilitation, alterations, and additions to any existing commercial



or industrial structure used for retail, office, manufacturing, warehousing, institutional, or other commercial or industrial purpose.

2) Construction of new commercial or industrial structures, used for retail, office, manufacturing, warehousing, institutional, or other commercial or industrial purposes.

b. Improvements to existing or construction of new structures used for public utility or railroad purposes are not eligible.

**C-3. HISTORICAL.** Historical property may be residential, commercial, industrial, or agricultural. The property must be on the National and/or Kansas Historical Register.

#### **ARTICLE D. CRITERIA FOR DETERMINATION OF ELIGIBILITY AND FOR REVIEW AND APPROVAL**

**D-1. ELIGIBILITY CRITERIA.** The City of Altamont will use the following criteria to determine eligibility for the tax rebate:

- a. The applicant must have commenced one eligible activity as stipulated in Article D on or after August 8, 2023, the effective date of this tax rebate program.
- b. The applicant must submit receipts for building improvements to verify the required expense of a minimum of \$5,000 for Residential property and a minimum of \$10,000 for Commercial property.
- c. The applicant must fill out and submit a building permit application.
- d. The applicant must file for the rebate within ninety (90) days of the issuance of a building permit.
- e. At completion of the project, the applicant will provide the city with all of the construction receipts to determine program compliance.
- f. All properties eligible for tax incentives under any adopted Neighborhood Revitalization Plan and any existing tax abatement program may submit only one application per project and can have only one NRP at a time on the same property. This program cannot be combined with any other incentives offered by the City of Altamont, unless approved by the Altamont Governing Body.

**D-2. REVIEW AND APPROVAL.**

a. **Review.** As well as comparing applications with the criteria set forth by the governing body, City staff will:

1) Determine whether the property of concern conforms with the applicable regulations (i.e., building permit) in effect at the time of application. If the property is not in conformance, the City will deny the rebate. The applicant must ensure the property remains in conformance for the duration of the rebate period, or the City may cancel the rebate.

2) With the County, determine whether the property owner is delinquent on any tax payment or special assessment, including special benefit district assessments. The application is denied if it involves

property with delinquent taxes.

b. **Approval.**

- 1) The City Administrator, City Clerk or his/her designee has the authority and discretion to approve or reject applications based on the eligibility and review standards contained herein. If an applicant disapproves of the Administrator's or City Clerk's decision, he/she may submit a written appeal to the City Council for a final determination.
- 2) The City Clerk or his/her designee will verify the amount spent on improvements to the property by the receipts that are submitted. Without this proof, the application will be denied.
- 3) County will apply the fixed rebate percentage to any change in assessed value during subsequent years and rebate the appropriate amount to the property owner.
- 4) If an applicant has not completed the improvement by 1 January of the year following the application's submission, then the applicant will not receive a rebate that year. If by the next 1 January the applicant still has not completed the project, then the city will consider the application as withdrawn.
- 5) If an applicant moves an existing building to a new site, the County, before making any rebate, will deduct the building's prior value from the real estate's new value.

## **ARTICLE E. APPLICATIONS**

**E-1. GENERAL.** Interested parties should obtain a brochure and information packet from City Hall at 407 S Huston, Altamont.

**E-2. PRE-CONSTRUCTION.**

- a. The applicant will obtain an application for a tax rebate from City Hall, 407 S Huston, Altamont, when obtaining a building permit application.
- b. To complete Part I of the application, the applicant will provide the following information:
  - 1) Owner's name, phone number, and mailing address.
  - 2) Project address.
  - 3) Parcel I.D. number.
  - 4) Legal description of property.
  - 5) Property type - residential, commercial, industrial, or historical. If historical, then provide proof of historical register listing.
  - 6) Proposed property use.
  - 7) List of buildings proposed for demolition (if applicable).
  - 8) If residential, number of units.
  - 9) Property type.
  - 10) Description of proposed improvements.
  - 11) Estimated cost of improvements

- c. The applicant must submit a \$50.00 non-refundable fee with the application.

### E-3. FUTURE YEARS.

- a. Upon the applicant paying the real estate tax for the subject property for the initial and each succeeding tax year extending through the specified rebate period, and within thirty (30) days following the date of tax distribution by Labette County to other tax units, a tax rebate in the amount of the tax increment: (less an administrative fee as specified) shall be made to the owner. The tax rebate shall be made by the County Treasurer's Office of Labette County through the Neighborhood Revitalization Fund established in conjunction with the participating tax jurisdictions.
- b. If the property owner/applicant allows any tax or assessment to become past due or delinquent during the term of participation in the program, the owner/applicant will be disqualified, and any current or future rebates will be denied.

## ARTICLE F. TAX REBATE

- F-1. **PROGRAM PERIOD.** The Neighborhood Revitalization program extends from August 8, 2023, to December 31, 2024. The city reminds applicants that this period pertains to the time in which individuals must **apply**.
- F-2. **REBATE PERIOD.** The rebate period pertains to the length of time each **approved** application lasts.
- F-3. **REBATE PERCENTAGE.** The rebate percentage applies to the incremental increase in taxes associated with the revitalization project, less the administrative fee of 5% being retained by the County. The exact rebate amount may change with any changes to the mill levy. This Plan does not affect the current appraisal value.

### RESIDENTIAL AND AGRICULTURAL

#### NEW CONSTRUCTION OR REHABILITATION

Year	Percentage
1-5	100%

### COMMERCIAL, INDUSTRIAL AND/OR HISTORICAL

#### New Construction or Rehabilitation

Year	Percentage
1-10	100%

## RESIDENTIAL IMPROVEMENT PROGRAM POLICY

The purpose of this policy is to establish the process and procedures for the City of Altamont Residential Improvement Program. This program is created to encourage and support the development of new housing and housing rehabilitation. A standard shall be established in order for staff members of the City of Altamont to improve, grow, and maintain the housing stock of Altamont.

### New Home Development

This incentive is intended for those newly constructing a residential structure. Eligibility must be met through all of the following:

- ✓ Applicant(s) must submit the Residential Improvement Application (Appendix A)
- ✓ Application must be submitted with a completed building permit (Appendix B)
- ✓ The applicant(s) must be the property owner of project location
- ✓ The project location will be the primary residence for the applicant
- ✓ Applicant has no existing debts for the city
- ✓ Applicant has no existing, pending, or active violations in the city

Successful applicants must sign an agreement with the City of Altamont. (Appendix C)

Approved applicant will be eligible for the following incentives.

- Connection fees for utilities will be waived.
- Waiver of Fee for city building permits
- \$2,500 dollar start-up incentive to be used towards but not limited to the following: culverts, rock/gravel, meter sets, tap fees, etc.
- \$250 utility credit for City provided utilities upon completion
- Free lot selection from City of Altamont Land Bank (if lot(s) are available.)

*All incentives are subject to the completion of a city inspection or request of supporting and additional documentation.*

***This Program cannot be combined with the Neighborhood Revitalization Plan.** The City of Altamont reserves the right to establish or grant additional or alternative economic development incentives as scale and/or opportunity deem necessary.*

Approved this \_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_ by the City of Altamont Governing Body.

\_\_\_\_\_  
Richard Hayward, Mayor

\_\_\_\_\_  
ATTEST: Heather Beasley, City Clerk



## Appendix A

### RESIDENTIAL DEVELOPMENT INCENTIVE APPLICATION

OWNER (S) NAME:	
CO-APPLICANT NAME:	
MAILING ADDRESS:	CONTACT PHONE:
	CONTACT EMAIL:
HOME ADDRESS: STREET PO BOX	
CITY	STATE ZIP
LEGAL ADDRESS:	
EMPLOYER:	LENGTH OF EMPLOYMENT:
EMPLOYER PHONE:	EMPLOYER ADDRESS:
ANNUAL HOUSEHOLD INCOME:	INCOME TYPE: WAGES, SSI, UNEMPLOYMENT, VA, RETIREMENT, ETC
ARE YOU A FIRST TIME HOME BUYER: <input type="checkbox"/> YES <input type="checkbox"/> NO	NUMBER OF DEPENDENTS:
<i>I acknowledge and attest that all of the information provided in this application is true and accurate to the best of my knowledge. It is my understanding that any intentional or negligent misrepresentation of the information may result in civil liability and/or criminal penalties. If any of the above information changes prior to closing, I will notify the lender immediately.</i>	
APPLICANT SIGNATURE:	Date:
CO-APPLICANT SIGNATURE:	

Application must include the following:

- Utilities Application
- Building Permit
- Pre-Loan approval/ financial surety
- Most recent Tax Return

For Office Use Only:

Approved: YES NO DATE:

Signature:

City of Altamont Mayor



# Appendix B



## PERMIT APPLICATION

PERMIT #
----------

407 S HUSTON • P.O. BOX 305 • ALTAMONT, KS 67330  
PHONE (620) 784-5612 • FAX (620) 784-5882 • WEBSITE: ALTAMONTKS.COM

**Permit is valid only after signature of building official**

PROJECT SITE INFORMATION			
PROJECT SITE ADDRESS:		DATE:	
PROJECT VALUE: \$	RECEIPT #:	ZONING:	
PERMIT TYPE: <input type="checkbox"/> BUILDING <input type="checkbox"/> MECHANICAL <input type="checkbox"/> ELECTRICAL <input type="checkbox"/> PLUMBING <input type="checkbox"/> IRRIGATION/ SPRINKLER			
IS PROPERTY IN FLOOD ZONE? <input type="checkbox"/> YES <input type="checkbox"/> NO EPA PAMPHLET: WAS PROPERTY BUILT BEFORE 1978? <input type="checkbox"/> YES <input type="checkbox"/> NO			
WILL INSURANCE PROCEEDS BE USED? <input type="checkbox"/> YES <input type="checkbox"/> NO # of Rooms: _____ # of Stories: _____ # Parking Spaces: _____			
Building Class: <input type="checkbox"/> SINGLE FAMILY <input type="checkbox"/> TWO FAMILY <input type="checkbox"/> MULTI-FAMILY <input type="checkbox"/> ACCESSORY <input type="checkbox"/> COMMERCIAL <input type="checkbox"/> INDUSTRIAL <input type="checkbox"/> CHURCH <input type="checkbox"/> OTHER (Please Specify) _____			
Structure Type: <input type="checkbox"/> MASONRY <input type="checkbox"/> WOOD <input type="checkbox"/> STEEL <input type="checkbox"/> CONCRETE <input type="checkbox"/> OTHER (Explain): _____			
CONTACT INFORMATION			
OWNER NAME:		TENANT BUSINESS NAME (Commercial) :	
OWNER MAILING ADDRESS: STREET			
CITY	STATE	ZIP	
OWNER PHONE:		OWNER EMAIL:	
CONTRACTOR NAME:			
CONTRACTOR ADDRESS: STREET CITY STATE ZIP			
CONTRACTOR PHONE:		CONTRACTOR EMAIL:	
CONTRACTOR LICENSE # (Required) :			
ROOFING REGISTRATION #:			
PRIMARY CONTACT: <input type="checkbox"/> OWNER <input type="checkbox"/> CONTRACTOR <input type="checkbox"/> OTHER (Please Specify) _____			
CONTACT NAME:		CONTACT PHONE:	
		CONTACT EMAIL:	
PERMIT COST			
RESIDENTIAL		COMMERCIAL	
ITEM	✓	ITEM	✓
New Construction		New Construction	
Remodeling		Remodeling	
New Construction - Accessory Building		New Construction - Accessory Building	
Fence		Fence	
Demolition		Demolition	
Demolition - Accessory Building		Demolition - Accessory Building	
Roofing		Roofing	
Electrical		Electrical	
Plumbing		Plumbing	
Mechanical		Mechanical	
Pressure Test		Pressure Test	
Sewer Tapping Fee (Inside City Limits)		Sewer Tapping Fee (Inside City Limits)	
Sewer Tapping Fee (Outside City Limits)		Sewer Tapping Fee (Outside City Limits)	
Irrigation/ Sprinkler		Irrigation/ Sprinkler	
Building Relocation/ Move		Building Relocation/ Move	
Sidewalk Installation (Material Cost Billed to Owner)		Sign	
Concrete (Sidewalk, Driveway, etc.)		Concrete (Sidewalk, Driveway, etc.)	
TOTAL	\$	TOTAL	\$



# Appendix B continued...



## PERMIT APPLICATION

PERMIT #

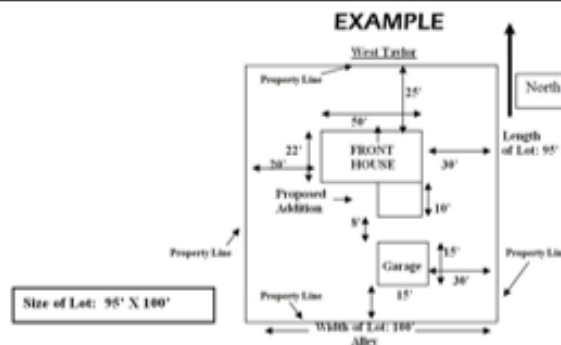
407 S HUSTON • P.O. BOX 305 • ALTAMONT, KS 67330  
PHONE (620) 784-5612 • FAX (620) 784-5882 • WEBSITE: ALTAMONTKS.COM

JOB SPECIFICATIONS			
MECHANICAL		PLUMBING	
FIXTURES	✓	FIXTURES	✓
A/C – Air Handling Units		Gas Piping	
Boiler		Gas Range	
Clothes Dryer		Heat Pump & Ductless	
Duct System		Refrigeration	
Exhaust Fans		Commercial Ventilation	
Exhaust Hood		Gas Water Heater	
Forced Air Systems		Wood Stove	
Gas Fireplace/Insert/Log		Other: _____	
Pressure Test		Other: _____	
SPRINKLER/ SUPPRESSION SYSTEM			
Water Suppression System		Irrigation	
Chemical Suppression		Other: _____	
ELECTRICAL			
120 Volt Circuit		240 Volt Circuit	
Pool/ Hot Tub/ Jacuzzi		Clothes Dryer	
Construction Service/ Temporary Service		New Service (Outside Disconnect Required)	
Dedicated Power Circuit		Electric Water Heater	
Generator		New Panel	
Transfer Switch		Rewire	
Motors/ AC (1 HP or less)		Outlets Add (Existing Circuit)	
Motors/ AC (Over 1 HP)		Smoke Detectors	
Heating Appliance (4500 watt or less)		Range/ Heating Device (Over 4500 watt)	
Light Fixture(s)		Low Voltage	
Water Well Motor		Photovoltaic (Solar) System	
Other: _____		Other: _____	

DESCRIPTION OF WORK

ALL BUILDING PROJECTS MUST ATTACH DETAILED SITE PLANS WITH ALL REQUIRED INFORMATION:

- Dimensions of lot
- Measurements of existing & proposed buildings
- Designate existing buildings
- Designate additions/ alterations
- Indicate street(s) / alley(s)
- Indicate North direction



ACKNOWLEDGEMENT: I have reviewed this application and confirm the information contained herein is true and correct. Work done pursuant to this permit must comply with current federal, state, and local law. The granting of a permit only authorizes approved work and no deviations therefrom. Deviations must first be authorized in writing from the Building Official before being authorized under any circumstance. I am the owner, or I am authorized by the owner of this property to perform the work for which application is made. I recognize that a 24 hour notice must be given for inspections. All excavations of any depth must call "DIG SAFE" at #811 before any work commences.

SIGNATURES	
Owner/ Authorized Agent:	Date:
Building Official:	Date: <input type="radio"/> Approved <input type="radio"/> Denied



## Appendix C

### AGREEMENT

This AGREEMENT, is made and entered in on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between the City of Altamont, Labette County, Kansas hereinafter referred to as City, and \_\_\_\_\_, hereinafter referred to as Home Builder, WITNESSETH:

In consideration of the covenants made each to the other, and herein set forth, the parties agree to as follows:

#### **I. Subject of Agreement**

City shall convey, and Home Builder shall receive, title to the following described real estate on the terms and conditions hereinafter set forth:

[Legal Description here]

subject to rights of reversion to City, easements, restrictions, zoning ordinances, covenants, and rights of way of record.

#### **II. Consideration**

The consideration for transfer of the above described property from the City to the Home Builder is as follows:

1. Home Builder agree to obtain all permits, license warranted by City, State, or Federal Government
2. Home Builder warrants and agrees to break ground on a foundation for said residence within twelve (12) months of the date of this agreement.
3. Home Builder agrees to obtain substantial completion of said residence within twenty four (24) months of the date of this agreement. Substantial completion is defined as the stage in the progress in building the residence of Home Builder, when the entire single family residence is sufficiently complete so that Home Builder can fully occupy and utilize same for residential purposes.
4. Home Builder agrees to comply with all of Home Builder's warranties as set forth herein.

#### **III. Title (Land Bank Properties ONLY)**

City will convey title to said real estate to Home Builder, free and clear of all liens, encumbrances, defects and burdens, except: easements, restrictions, and rights of reversion





stated herein, and rights of way, by a quit claim deed to be delivered within a reasonable time following the presentation by Home Builder of this signed agreement to City.

#### **IV. Proof of Title**

Home Builder may obtain at Home Builder's sole and exclusive expense a standard owners policy of title insurance which will insure Home Builder against loss or damage to the extent desired by Home Builder, by reason of defects in City's title to said real estate, subject however, to the above stated exceptions. In the event there are valid objections to the marketability of the title, City may satisfy said valid objections or City may declare this agreement null and void without obligation of any kind to Home Builder and Home Builder agrees to make no claim against City for voiding said agreement and further agrees that Home Builder shall be responsible for full payment of all expenses incurred by Home Builder and shall have no claim for said expenses against City, recognizing the intent of this agreement is to provide to Home Builder a free lot without obligation, expense, or duties by City.

#### **V. Escrow Agent**

All documents necessary to complete this transaction may be held by the City Attorney of the City of Altamont. The City Attorney shall not be considered an agent, representative, servant, Employee, or legal representative of the Home Builder.

#### **VI. Payment of Expenses**

City shall have no liability for payment of any cost, fees, obligations, real estate taxes, special assessments, or any other costs related hereto, and all costs, including but not limited to financing, title insurance, closing, appraisals, mortgages and registration fees and any and all other costs related to this agreement shall be paid by Home Builder. Home Builder accepts the risk of paying all said costs, even if City cannot deliver marketable title.

#### **VII. Taxes and Assessments**

City shall pay all taxes and assessments for the year \_\_\_\_\_ and all prior years. Home Builder shall pay all taxes and assessments for \_\_\_\_\_ and subsequent years.

#### **VIII. Assignment**

Home Builder shall not sell, assign, or transfer this contract or any interest hereunder or any interest in or to said property, without first obtaining the written consent of the City.

Additionally, Home Builder shall not sell, transfer or convey the above described real estate, while the reversionary interest of the City exists, without first obtaining the written consent of the City.

## **IX. RIGHTS OF REVERSION**

For Land Bank property, real estate shall revert to the City. In all incidences, all incentives shall be paid back to the City. On the occurrence any of the following:

- a. Home Builder fails to enter into a contract for construction of a single family residence complying with the requirements of this agreement within six (6) months of the date of this agreement.
- b. Home Builder fails to break ground for a foundation for the single family residence complying with the requirements of this agreement within twelve (12) months of the date of this agreement.
- c. Home Builder fails to substantially complete single family residence to comply with the terms of this agreement within twenty four (24) months of the date of this agreement.
- d. Home Builder fails to comply with any term, condition, agreement or warranty set forth in this Agreement;
- e. All incentives will be refunded to the City of Altamont

The reversionary interest shall be shown on the deed given to Home Builder. City agrees to subordinate its reversionary interest to that of a lender providing Home Builder financing for the construction of the required residence on the above described real estate.

In the event Home Builder fails to comply with any term or warranty in this agreement, then title to the above described real estate, shall immediately revert to City and this agreement shall immediately become null and void, whereupon all rights of the Home Builder hereunder shall end, and this agreement shall, at the option of the City, become immediately null and void, whereupon all rights of Home Builder hereunder shall end. Home Builder specifically understands that should this agreement be declared null and void and should a reversion of title to the above described property occur, that Home Builder shall have no claim against City for any damages, cost, or claim for specific performance and the failure to comply with the terms of this agreement shall be solely at the risk of Home Builder without liability or obligation on behalf of the City.

## **X. Time**

Time and punctuality are hereby made of the essence of this agreement.

## **XI. Condition of Property**



No representations of any kind whatsoever have been made to Home Builder by City or by any one on City's behalf, as to the condition of the real estate, improvements thereon, or other assets being transferred hereunder. Except for the above listed representations, Home Builder has relied upon Home Builder's own inspection of the real property, improvements and all assets transferred hereunder. It is specifically agreed and understood that said real estate, improvements, and assets are accepted by the Home Builder in "as is" condition at the time possession, with only the above listed representations, if any, and warranty of title.

## **XII. Warranties**

City makes no warranties in regard to the above described property and Home Builder agrees to accept same without warranties.

## **XIII. Terms Survive Closing**

All terms and conditions of this Agreement shall survive closing, and be enforceable at law or equity.

## **XIV. Entire Agreement**

This agreement and all exhibits hereto, if any, contain the entire understanding between the parties and no other warranty, representations or agreements shall be binding upon the parties unless heretofore set forth in writing.

## **XV. Kansas Law**

This agreement shall be governed exclusively by the provisions hereof and by the laws of the State of Kansas.

## XVI. Binding Effect

This contract shall inure to the benefit of and be binding upon the parties hereto, their heirs, executors, administrators, successors and permitted assigns.

IN WITNESS WHEREOF, the parties have executed this instrument on the day and year first above written.

CITY OF ALTAMONT LAND BANK

By: \_\_\_\_\_

Mayor

\_\_\_\_\_

Home Builder

State of Kansas, Labette County, ss:

Be It Remembered, that on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, before me, the undersigned, a notary public in and for the County and State aforesaid, came \_\_\_\_\_, who is/are personally known to me to the same person(s) who executed the within instrument of writing, and such person(s) duly acknowledge the execution of the same. In Witness Whereof, I have hereunto set my hand and affixed my notarial seal the day and year above written.

\_\_\_\_\_

Notary Public

My commission expires:



## ECONOMIC DEVELOPMENT INCENTIVE POLICY

As it is the purpose of economic development incentives offered by the City of Altamont to promote the long-term sustainability of our business community. A standard shall be established in order for staff members of the City of Altamont to recruit new small businesses and entrepreneurs to the community.

A business that has completed a new business economic development application within 60 days of opening will be eligible for the following incentives.

- Connection fees for utilities will be waived.
- Waiver of Fee for city building permits
- \$1,000 dollar start-up incentive to be used towards but not limited to the following: culverts, rock/gravel, meter sets, tap fees,
- After the business reaches the milestone of a one year anniversary, \$250.00 of credit will be given to the business in the form of future City provided utilities.
- On the third anniversary the business will be given an additional \$250.00 of credit for future City provided utilities.

A business is eligible by one of the following:

- 1) A business has made an investment of \$20,000.00 or more. Investments may include but are not limited to the following: purchase of an existing building, construction of a building, or improvements to an existing building
- 2) A business that has created the equivalent of two or more full time positions

*All incentives are subject to the completion of a city inspection or request of supporting and additional documentation. **This Program cannot be combined with the Neighborhood Revitalization Plan.** The City of Altamont reserves the right to establish or grant additional or alternative economic development incentives as scale and/or opportunity deem necessary.*

Approved this \_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_ by the City of Altamont Governing Body.

\_\_\_\_\_  
Richard Hayward, Mayor

\_\_\_\_\_  
ATTEST: Heather Beasley, City Clerk



September 22, 2023

Altamont City Council

PO Box 305

Altamont, KS 67330

Dear Mayor and Council:

We, the Altamont Public Library Board, would like to ask the City Council to appoint and approve our hiring of Marilyn Nelson as the Library Director for the Altamont Public Library effective as of September 18, 2023.

Sincerely,

A handwritten signature in cursive script that reads "Norma Sandusky". The ink is dark and the signature is fluid, with the first name "Norma" being larger and more prominent than the last name "Sandusky".

Norma Sandusky

Altamont Public Library Board

Board President

## City Administrator Report City Council September 28, 2023

1. **Council Forum** – The City of Altamont will host a Council Forum for the three councilmembers running for re-election and the two new candidates running for elections in November.
  - a. The Council Forum will be held on Thursday, October 3<sup>rd</sup> at 7:00 PM in the Altamont City Council Room with Mr. Brian Johnson as the moderator.
  - b. The Council Forum will be broadcasted on the City of Altamont's Facebook page.
2. **Softball Field** – The lights at the softball field need to be rewired prior to the Spring Little League season. The City of Altamont does not have trucks tall enough to do this project.
  - a. LeaAnn Myers reached out to CDL Electric to get a bid for the project.
  - b. The electric has been turned off at the Softball Field until a repair can be made. The lights need to be upgraded at the same time.
3. **Library** – The library board hired Ms. Marilyn Nelson as the new Library Director.
4. **HELP** – LeaAnn Myers and Heather Beasley attended the HELP meeting.
5. **KPERS 457** – Attended a KPERS 457 webinar
6. **Recreation** – Bridget Nash and the Altamont Recreation Commission will host the 10<sup>th</sup> Annual Halloween Boo Bash on Sunday, October 29<sup>th</sup> downtown Altamont.
7. **City Wide Rummage Sales** – Rummage Sales were September 23.
8. **Bulk Trash** – Bulk Trash was September 25 – 27.
9. **Lansdowne Garden** – The Utility department has been preparing Lansdowne Garden for the patio project.
10. **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 be 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.
11. **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.



**From:** [shop@altamontks.com](mailto:shop@altamontks.com)  
**To:** ["LeaAnn Myers"](#)  
**Subject:** UTILITY REPORT  
**Date:** Tuesday, September 26, 2023 9:08:41 AM  
**Attachments:** [UTILITY REPORT \(33.8 KB\).msg](#)

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READ METERS  
REPLACE WATER VALVE AT 402 HIGH SCHOOL and 802 EAST 7TH  
CHECK WATER LEAK AT 1001 SOUTH HUSTON ( FOUND FLAPPER LEAKING )  
13044 MOVE ELECTRIC STACK AND INSTALL METER  
502 EAST 3<sup>RD</sup> REBUILD GAS METER SET AND INSTALL METER ( HAD BEEN HIT )  
CUT TREES IN ALLEY BY D AND S TOOLING, HAUL OFF AND PUT UP ELECTRIC LINE TO SHOP  
WATER LEAK AT 8<sup>TH</sup> AND WABASH, 4" MAIN LINE  
SEWER LINE IS DONE AT WABASH  
REPLACE 2 TRANSFORMERS AT USD506 BUS BARN  
REPAIR ELECTRIC TO GARAGE AT 805 HUSTON TREE LIMB FELL IN RAIN STORM  
REPAIR TABLES AT PARK BUILDING  
REPLACE BATTERY IN FORD P.U.  
BULK TRASH BULK TRASH BULK TRASH

LANSDOWN GARDEN ----

HAULOFF DIRT

2HRS -- JB NATE

LANDSOWN GARDEN ---- 9-12 DIG OUT AND HAUL OFF DIRT, BRICKS AND ROCK  
12 HRS BM NB JB MW JC

## 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;

# FoodStruck

## October

## Calendar

**Tuesday October 3**

Sam & Louie's Mobile Pizzeria  
11AM-7PM



**Tuesday October 10**

Outsider's Tacos  
11AM-6PM



**Tuesday October 17**

Parkies Burgers & Keg Rootbeer  
11AM-2PM



**Tuesday October 24**

Quesabirria Tacos Padron  
11AM-7PM



**Tuesday October 31**

Winner's Circle Grill  
Time TBD

