

# CITY OF ALTAMONT

407 S HUSTON ▪ P.O. BOX 305 ▪ ALTAMONT, KS 67330  
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

**January 13, 2022**

**7:00 PM Regular Meeting**

CALL TO ORDER

PLEDGE OF ALLEGIANCE & PRAYER

MINUTES - Regular meeting of December 27, 2021

INVOICES - 2021 Invoices - \$23,859.73 + 2022 Invoices - \$28,662.95 = **\$52,522.68**

PUBLIC COMMENT & GUESTS

A.

ORDINANCES/RESOLUTIONS /PROCLAMATIONS

A. Resolution 289 - GAAP Waiver

OLD BUSINESS

A. Linemen Services

a. KMU Lineworker Apprenticeship Program

NEW BUSINESS

A.

B.

TABLED & PENDING BUSINESS

A. Old Fire Department Building Demolition

B. War Veteran Memorial

C. Council Retreats - Will schedule in 2022

D. Electric Rate Increase

E. Sewer Rate Increase

F. American Rescue Funds

DEPARTMENT REPORTS

A. City Administrator

B. Police

a. Parsons Sun drug article



C. Utility

- a. Altamont Emergency Liaison Program
- b. Gas Emergency Plan

EXECUTIVE SESSION MOTION

- A. Non-elect personnel - 20 minutes

COMMUNICATIONS:

- City Offices are closed on January 17 in observation of Martin Luther King, Jr. Day.

ADJOURNMENT

**MINUTES  
CITY OF ALTAMONT  
December 27, 2021**

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 accept the minutes of the City Council meeting from December 9, 2021. Motion carried.
INVOICES	Councilmember Coffey moved and Cochran seconded to pay the invoices in the amount of \$83,866.04. Motion carried.
WAGE ORDINANCE #634	<p>Repealing Ordinance #621 providing guidelines for the salaries and wages of certain appointed officers and employees of the City of Altamont.</p> <p>Councilmember Cochran moved and Wiford seconded to accept ordinance 634 the wage ordinance.</p> <p>Councilmember Cochran yes, Councilmember Coffey yes, Councilmember Wiford yes and Councilmember Sykes yes</p>
KMGA UPDATE	The Council was provided with the KMGA update for December 2021
KMEA LINEMAN SERVICES	<p>The Council was provided with notes and an updated contract from the meeting that was attended on December 11, 2021. Councilmember Sykes asked if there had been an electric inspection on what we have and if it needs fixed or updated. Mayor Hayward and LeaAnn Myers stated that there has been work on checking poles and other things that would need to be fixed or updated.</p> <p>After discussion it was decided to get more information from Twin Valley and discuss with Utility Superintendent Brad Myers, what his thoughts were on cost of projects needed.</p>
CMB LICENSE APPROVAL	<p>Councilmember Cochran motioned and Sykes seconded to approve the CMB License for Casey's General Store Incorporated.</p> <p>Councilmember Cochran motioned and Wiford seconded to approve the CMB License application for The Corner Store LLC.</p>
2022 BUDGET ADJUSTMENT PUBLIC HEARING	The 2022 Budget Hearing was open to the public. A line item was added to general fund for the Library to allow for funding, the City Park budget was reduced by the same amount. No public comments or questions, budget hearing closed. Councilmember Coffey motioned and Wiford seconded to approve the 2022 adjustment to the budget.
CITY ADMINISTRATOR REPORT	<ol style="list-style-type: none"><li>1. Year End-Working on end of the year processing</li><li>2. Attended municipal training for processing 1099's, W2's and budgetary year end process.</li><li>3. KMU Safety Training-KMU presented safety training to the employees on safe lifting.</li><li>4. Notary Training-Attended a training over the new notary requirements.</li><li>5. Lineman Services-Attended lineman services discussion with Kansas Municipal Electric Agency and City of Chetopa on Saturday, December 11<sup>th</sup>.</li><li>6. Employee Benefits-Worked with employees to finalize optional benefits for 2022</li><li>7. American Rescue Funds Act-Worked with CIC Municipal Software support to complete the processing of the American Rescue Funds to the pay 10% of the resident's February energy crisis bill.<ol style="list-style-type: none"><li>a. Due to restrictions within the software, a credit was applied to each resident's account instead of going towards their back bill if they still owed.</li></ol></li><li>8. Utility Accounts-Bridget has been working to clean up terminated accounts with outstanding balances by sending them to CBK for collections.</li></ol>
COMMUNICATIONS	<p>City Offices will be closed Monday January 3<sup>rd</sup> for the New Year.</p> <p>The family of Gail Nelson sent a Thank You card to the city for the donation to his memorial.</p>
ADJOURN	Councilmember Cochran moved and Coffey seconded to adjourn. Motion carried. 7:24 PM

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DATE

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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				
		35288	1/13/2022	150	Altamont Builders Supply	\$121.64
		35289	1/13/2022	240	B&L Waterworks Supply	\$1,742.48
		35290	1/13/2022	79889	Border States Industries Inc	\$72.43
		35291	1/13/2022	80320	Chauncey &/or Patricia Poe	\$18.62
		35292	1/13/2022	40	City of Altamont Petty cash	\$40.00
		35293	1/13/2022	404	Corner Store	\$473.02
		35294	1/13/2022	79653	Dollar General-Regions 410526	\$93.40
		35295	1/13/2022	1000	EVERGY	\$422.85
		35296	1/13/2022	80229	GFL Environmental	\$3,223.92
		35297	1/13/2022	691	HIGHER CALLING TECHNOLOGIES LLC	\$264.42
		35298	1/13/2022	80059	Hockett's Auto & Diesel LCC	\$189.00
		35299	1/13/2022	740	HUGO'S INDUSTRIAL SUPPLY	\$385.00
		35300	1/13/2022	80088	Joshua March	\$100.00
		35301	1/13/2022	866	KANSAS DEPT OF REVENUE	\$300.64
		35302	1/13/2022	880	KANSAS ONE CALL SYSTEM INC	\$20.40
		35303	1/13/2022	80319	Kristen Cooke	\$40.00
		35304	1/13/2022	100	Labette Avenue	\$140.20
		35305	1/13/2022	1057	LABETTE COUNTY PUBLIC	\$1,229.55
		35306	1/13/2022	80263	Lassen Printing Services	\$326.00
		35307	1/13/2022	980	LEAGUE OF KANSAS	\$100.00
		35308	1/13/2022	1245	MCCARTY'S	\$135.31
		35309	1/13/2022	1340	MIDWEST MINERALS, LLC	\$66.95
		35310	1/13/2022	1439	NAPA	\$209.54

**AP Check Register (APLT43)**

City of Altamont

Check No	Check Date	Vendor No	Vendor Name	Check Amount
35311	1/13/2022	1550	O'REILLY AUTOMOTIVE INC	\$55.96
35312	1/13/2022	1680	PUBLIC WHOLESALE WATER SUPPLY	\$10,000.00
35313	1/13/2022	9587	Raymond Coffey	\$52.08
35314	1/13/2022	1800	Regional Veterinary Service	\$65.00
35315	1/13/2022	80318	Visa 7984	\$10.03
35316	1/13/2022	1250	VISA 3470	\$160.33
35317	1/13/2022	2447	VISA 5749	\$163.04
35318	1/13/2022	79532	VISA 6275	\$436.48
35319	1/13/2022	80272	Visa 7646	\$175.00
Bank Account Totals:				<b>\$20,833.29</b>
Total Of Checks:				<b>\$20,833.29</b>

**AP Wire Register (APLT44)**

City of Altamont

Wire Nbr.	Wire Date	Vendor No	Vendor Name	Wire Amount
<b>Bank No: 1</b>	<b>Account:</b>	006572		
-890	1/13/2022	865	KANSAS DEPARTMENT OF REVENUE	\$2,816.50
-889	1/13/2022	863	KANSAS DEPARTMENT OF LABOR	\$209.94
<b>Bank Account Totals:</b>				<b>\$3,026.44</b>
<b>Total Of Wires:</b>				<b>\$3,026.44</b>

**Batch Invoices Entered by Vendor (APLT10)****City of Altamont**

Selection Criteria: Batch Number - '2021 P13 Invoices',

Invoice	Inv Date	Due Date	Description	Invoice Amt
Vendor: 150	Altamont Builders Supply	P.O. Box 307	Altamont, KS 67330	
Vendor User ID: 00150	Vendor Org. ID: A			
12312021	1/10/2022	12/31/2021	wire connectors, entry knob, toilet shims, blade, wire clips, propane bottle, ready mix	\$121.64

GL Acct	GL Description	Distribution Description	Amount
01025300	Commodities	entry knob	\$21.99
07005300	Commodities	ready mix	\$32.94
50005300	Commodities	blade	\$3.29
51005300	Commodities	wire connectors, wire clips	\$29.15
52005200	Contractual	propane	\$24.99
54005300	Commodities	toilet shims	\$9.28
Subtotal for Vendor 150 :			\$121.64

Vendor: 240		B&L Waterworks Supply		10253 S. 590 Road		Miami, Ok 74354-9749	
Vendor User ID: 00240		Vendor Org. ID: A					
12312021		1/10/2022	12/31/2021	Electric meter, meterbox pipe		\$1,742.48	
GL Acct		GL Description		Distribution Description		Amount	
51005300		Commodities		Electric meter, meterbox pipe		\$1,742.48	
Subtotal for Vendor 240 :						\$1,742.48	

Vendor: 79889		Border States Industries Inc		NW 7235 PO Box 1450 Minneapolis, MN 55485	
Vendor User ID: 79889		Vendor Org. ID: A			
923398596		1/10/2022	12/31/2021	Electric Tape	\$72.43
GL Acct	GL Description		Distribution Description		Amount
51005300	Commodities		Electric Tape		\$72.43

## Batch Invoices Entered by Vendor (APLT10)

City of Altamont

Selection Criteria: Batch Number - '2021 P13 Invoices',

Invoice	Inv Date	Due Date	Description	Invoice Amt
Subtotal for Vendor 79889 :				\$72.43

Vendor: 80320 Chauncey &amp;/or Patricia Poe PO Box 73 Altamont, KS 67330

Vendor User ID: 80320 Vendor Org. ID: A

86493	1/10/2022	12/31/2021	Electric and Gas payment plan credit from ARPA Funds - Final bill	\$18.62
GL Acct	GL Description	Distribution Description		Amount
59005200	Contractual	Electric and Gas payment plan credit from ARPA Funds - Final bill		\$18.62
Subtotal for Vendor 80320 :				\$18.62

Vendor: 40 City of Altamont Petty cash P.O.BOX 305 ALTAMONT, KS 67330

Vendor User ID: 00040 Vendor Org. ID: A

12222021	1/10/2022	12/31/2021	Park Deposit Refund - Josh March	\$40.00
GL Acct	GL Description	Distribution Description	Amount	
01055206	Park Building Deposit Refunds	Park Deposit Refund - Josh March	\$40.00	
Subtotal for Vendor 40 :			\$40.00	

Vendor: 404 Corner Store P.O. Box 249 Altamont, KS 67330

Vendor User ID: 00404 Vendor Org. ID: A

12312021	1/10/2022	12/31/2021	fuel	\$473.02
GL Acct	GL Description	Distribution Description		Amount
54005200	Contractual	fuel		\$473.02
Subtotal for Vendor 404 :				\$473.02

Vendor: 79653 Dollar General-Regions 410526 PO BOX 415000 Charged Sales Nashville, TN 37241

Vendor User ID: Dollar General Vendor Org. ID: A



**Batch Invoices Entered by Vendor (APLT10)****City of Altamont**

Selection Criteria: Batch Number - '2021 P13 Invoices',

Invoice	Inv Date	Due Date	Description	Invoice Amt
01042022	1/10/2022	12/31/2021	Parade Candy, water, cleaning supplies	\$93.40
GL Acct	GL Description		Distribution Description	Amount
50005300	Commodities		Parade Candy, water, cleaning supplies	\$93.40
Subtotal for Vendor 79653 :				\$93.40

Vendor: 1000      EVERGY      P.O. BOX 419353 KANSAS CITY, MO 64141-6353

Vendor User ID: 01000      Vendor Org. ID: A

12292021	1/10/2022	12/31/2021	electric	\$422.85
GL Acct	GL Description	Distribution Description	Amount	
09005200	Contractual	electric	\$376.22	
51005200	Contractual	electric	\$22.73	
52005200	Contractual	electric	\$23.90	
Subtotal for Vendor 1000 :			\$422.85	

Vendor: 80229      GFL Environmental      PO Box 4524 Houston, TX 77210-4524

Vendor User ID: 80229      Vendor Org. ID: A

12312021	1/10/2022	12/31/2021	transfer station fees	\$3,223.92
GL Acct	GL Description	Distribution Description		Amount
54005201	Utility Costs	transfer station fees		\$3,223.92
Subtotal for Vendor 80229 :				\$3,223.92

Vendor: 691      HIGHER CALLING TECHNOLOGIES LLC      1816 BROADWAY PARSONS, KS 67357

Vendor User ID: 00691      Vendor Org. ID: A

37319	1/10/2022	12/31/2021	Computer IT	\$264.42
GL Acct	GL Description		Distribution Description	Amount
54005200	Contractual		Computer IT	\$264.42

**Batch Invoices Entered by Vendor (APLT10)****City of Altamont**

Selection Criteria: Batch Number - '2021 P13 Invoices',

Invoice	Inv Date	Due Date	Description	Invoice Amt
Subtotal for Vendor 691 :				\$264.42

Vendor: 80059      Hockett's Auto &amp; Diesel LCC      1303 11000 Road Altamont, KS 67330

Vendor User ID: 80059      Vendor Org. ID: A

1423 1424 1425	1/10/2022	12/31/2021	3 Police Oil changes	\$189.00
GL Acct	GL Description	Distribution Description	Amount	
01025400	Vehicle	3 Police Oil changes	\$189.00	
Subtotal for Vendor 80059 :			\$189.00	

Vendor: 740      HUGO'S INDUSTRIAL SUPPLY      2700 West Main INDEPENDENCE, KS 67301

Vendor User ID: 00740      Vendor Org. ID: A

12312021	1/10/2022	12/31/2021	office supplies, center pulls, soap	\$385.00
GL Acct	GL Description	Distribution Description	Amount	
50005300	Commodities	office supplies, center pulls, soap	\$385.00	
Subtotal for Vendor 740 :			\$385.00	

Vendor: 80088      Joshua March      101 W 3rd PO Box 162 Altamont, KS 67330

Vendor User ID: 80088      Vendor Org. ID: A

10262021	1/10/2022	12/31/2021	boots	\$100.00
GL Acct	GL Description	Distribution Description	Amount	
01025300	Commodities	boots	\$100.00	
Subtotal for Vendor 80088 :			\$100.00	

Vendor: 863      KANSAS DEPARTMENT OF LABOR      KS EMPLOYMENT SECURITY FUND P.O. BOX 400 TOPEKA, KS 66601-0400

Vendor User ID: 00863      Vendor Org. ID: A

**Batch Invoices Entered by Vendor (APLT10)****City of Altamont**

Selection Criteria: Batch Number - '2021 P13 Invoices',

Invoice	Inv Date	Due Date	Description	Invoice Amt
593317413	1/10/2022	12/31/2021	Unemployment tax	\$209.94
GL Acct	GL Description	Distribution Description	Amount	
01025200	Contractual	Unemployment tax	\$30.94	
50005200	Contractual	Unemployment tax	\$35.80	
51005200	Contractual	Unemployment tax	\$35.80	
52005200	Contractual	Unemployment tax	\$35.80	
53005200	Contractual	Unemployment tax	\$35.80	
54005200	Contractual	Unemployment tax	\$35.80	
Subtotal for Vendor 863 :				\$209.94

**Vendor: 865 KANSAS DEPARTMENT OF REVENUE 915 SW HARRISON ST TOPEKA, KS 66625-0001****Vendor User ID: 00865 Vendor Org. ID: A**

2004-65H5-4K74	1/10/2022	12/31/2021	utility sales tax	\$2,816.50
GL Acct	GL Description	Distribution Description	Amount	
60005200	Contractual	utility sales tax	\$2,000.00	
62005200	Contractual	utility sales tax	\$816.50	
Subtotal for Vendor 865 :			\$2,816.50	

**Vendor: 866 KANSAS DEPT OF REVENUE MISCELLANEOUS TAX SECTION PO BOX 750680 TOPEKA, KS 66625-0680****Vendor User ID: 00866 Vendor Org. ID: A**

12312021	1/10/2022	12/31/2021	Water Protection Fee	\$300.64
GL Acct	GL Description	Distribution Description	Amount	
50005200	Contractual	Water Protection Fee	\$300.64	
Subtotal for Vendor 866 :				\$300.64

# Batch Invoices Entered by Vendor (APLT10)

City of Altamont

Selection Criteria: Batch Number - '2021 P13 Invoices',

Invoice	Inv Date	Due Date	Description	Invoice Amt
<b>Vendor: 880 KANSAS ONE CALL SYSTEM INC 7223 Parkway Drive Suite 210 Hanover, MD 21076</b>				
<b>Vendor User ID: 00880 Vendor Org. ID: A</b>				
1120134	1/10/2022	12/31/2021	17 locates	\$20.40
GL Acct	GL Description		Distribution Description	Amount
52005200	Contractual		17 locates	\$20.40
Subtotal for Vendor 880 :				\$20.40
<b>Vendor: 80319 Kristen Cooke 713 Colorado St Oswego, KS 67356</b>				
<b>Vendor User ID: 80319 Vendor Org. ID: A</b>				
11062021	1/10/2022	12/31/2021	Park Building Refund	\$40.00
GL Acct	GL Description		Distribution Description	Amount
01055206	Park Building Deposit Refunds		Park Building Refund	\$40.00
Subtotal for Vendor 80319 :				\$40.00
<b>Vendor: 100 Labette Avenue P.O.BOX 269 OSWEGO, KS 67356</b>				
<b>Vendor User ID: 00100 Vendor Org. ID: A</b>				
12312021	1/10/2022	12/31/2021	Budget Amendment, Sales tax and salary ordinance, sports ad	\$140.20
GL Acct	GL Description		Distribution Description	Amount
04005200	Contractual		Budget Amendment	\$78.50
53005200	Contractual		Sales tax and salary ordinance, sports ad	\$61.70
Subtotal for Vendor 100 :				\$140.20
<b>Vendor: 1057 LABETTE COUNTY PUBLIC WORKS DEPARTMENT P.O. BOX 301 - 901 S. HUSTON ALTAMONT, KS 6733</b>				
<b>Vendor User ID: 01057 Vendor Org. ID: A</b>				
12312021	1/10/2022	12/31/2021	fuel	\$1,229.55
GL Acct	GL Description		Distribution Description	Amount

**Batch Invoices Entered by Vendor (APLT10)****City of Altamont****Selection Criteria:** Batch Number - '2021 P13 Invoices',

Invoice	Inv Date	Due Date	Description	Invoice Amt
01025400	Vehicle		fuel	\$706.21
07005300	Commodities		fuel	\$50.00
50005300	Commodities		fuel	\$118.34
51005300	Commodities		fuel	\$118.34
52005300	Commodities		fuel	\$118.33
53005300	Commodities		fuel	\$118.33
Subtotal for Vendor 1057 :				\$1,229.55

**Vendor: 80263 Lassen Printing Services PO Box 213 Parsons, KS 67357****Vendor User ID: 80263 Vendor Org. ID: A**

173892	1/10/2022	12/31/2021	Envelopes	\$326.00
GL Acct	GL Description	Distribution Description	Amount	
54005300	Commodities	Envelopes	\$326.00	
Subtotal for Vendor 80263 :			\$326.00	

**Vendor: 980 LEAGUE OF KANSAS MUNICIPALITIES 300 W. 8TH TOPEKA, KS 66603-3912****Vendor User ID: 00980 Vendor Org. ID: A**

21-2997	1/10/2022	12/31/2021	Police Officer Ad	\$100.00
GL Acct	GL Description	Distribution Description	Amount	
01025200	Contractual	Police Officer Ad	\$100.00	
Subtotal for Vendor 980 :			\$100.00	

**Vendor: 1245 MCCARTY'S 1715 PARSONS PLAZA P.O. BOX 917 PARSONS, KS 67357****Vendor User ID: 01245 Vendor Org. ID: A**

12282021	1/10/2022	12/31/2021	receipt books, ink, copies, nameplate, folders	\$135.31
GL Acct	GL Description	Distribution Description	Amount	

# Batch Invoices Entered by Vendor (APLT10)

City of Altamont

Selection Criteria: Batch Number - '2021 P13 Invoices',

Invoice	Inv Date	Due Date	Description	Invoice Amt
01045300		Commodities	ink	\$50.78
51005300		Commodities	receipt books, ink, copies, nameplate, folders	\$84.53
Subtotal for Vendor 1245 :				\$135.31

Vendor: 1340 MIDWEST MINERALS, LLC Bank of America Attn: Cornejo & Sons LLC PO Box 505556 St. Louis, MO 63  
Vendor User ID: 01340 Vendor Org. ID: A

12312021	1/10/2022	12/31/2021	rock		\$66.95
GL Acct	GL Description		Distribution Description		Amount
07005300	Commodities		rock		\$66.95
Subtotal for Vendor 1340 :					\$66.95

Vendor: 1439 NAPA Finlay Automotive Supply 400 S. 21st Street Parsons, KS 67357  
Vendor User ID: 01439 Vendor Org. ID: A

12312021	1/10/2022	12/31/2021	oil, Howes Additive	\$209.54
GL Acct	GL Description	Distribution Description	Amount	
54005300	Commodities	oil, Howes Additive	\$209.54	
Subtotal for Vendor 1439 :			\$209.54	

Vendor: 1550 O'REILLY AUTOMOTIVE INC P.O. Box 9464 SPRINGFIELD, MO 65801-9464  
Vendor User ID: 01550 Vendor Org. ID: A

0137-315121	1/10/2022	12/31/2021	trash truck def	\$55.96
GL Acct	GL Description	Distribution Description	Amount	
54005300	Commodities	trash truck def	\$55.96	
Subtotal for Vendor 1550 :			\$55.96	

**Batch Invoices Entered by Vendor (APLT10)****City of Altamont**

Selection Criteria: Batch Number - '2021 P13 Invoices',

Invoice	Inv Date	Due Date	Description	Invoice Amt
Vendor: 1680 PUBLIC WHOLESALE WATER SUPPLY DISTRICT NO.4 P.O. BOX 6 CHERRYVALE, KS 67335				
Vendor User ID: 01680 Vendor Org. ID: A				
12222021	1/10/2022	12/31/2021	water	\$10,000.00
GL Acct	GL Description		Distribution Description	Amount
50005201	Utility Costs		water	\$10,000.00
Subtotal for Vendor 1680 :				\$10,000.00

Vendor: 9587		Raymond Coffey		909 S. Huston Altamont, KS 67330	
Vendor User ID: 9587		Vendor Org. ID: A			
12312021		1/10/2022	12/31/2021	mileage	\$52.08
GL Acct	GL Description		Distribution Description		Amount
50005200	Contractual		mileage		\$52.08
Subtotal for Vendor 9587 :					\$52.08

Vendor: 1800		Regional Veterinary Service		2269 13000 Road Oswego, KS 67356	
Vendor User ID: 01800		Vendor Org. ID: A			
12312021		1/10/2022	12/31/2021	animal control fee	\$65.00
GL Acct	GL Description		Distribution Description		Amount
01025210	Animal Control		animal control fee		\$65.00
Subtotal for Vendor 1800 :					\$65.00

<b>Vendor: 80318 Visa 7984 PO Box 737 Parsons, KS 67357</b>				
<b>Vendor User ID: 80318 Vendor Org. ID: A</b>				
12192021	1/10/2022	12/31/2021	Employees meals	\$10.03
GL Acct	GL Description		Distribution Description	Amount
54005300	Commodities		Employees meals	\$10.03

**Batch Invoices Entered by Vendor (APLT10)****City of Altamont**

Selection Criteria: Batch Number - '2021 P13 Invoices',

Invoice	Inv Date	Due Date	Description	Invoice Amt
Subtotal for Vendor 80318 :				\$10.03

Vendor: 1250 VISA 3470 P.O. BOX 497 ALTAMONT, KS 67330

Vendor User ID: 01250 Vendor Org. ID: A

12192021	1/10/2022	12/31/2021	Fuel, supplies		\$160.33
GL Acct	GL Description	Distribution Description		Amount	
01045300	Commodities	Supplies		\$101.33	
01045400	Vehicle	Fuel		\$59.00	
Subtotal for Vendor 1250 :					\$160.33

Vendor: 2447 VISA 5749 P.O. Box 497 Altamont, KS 67330

Vendor User ID: 02447 Vendor Org. ID: A

12192021	1/10/2022	12/31/2021	Camera	\$163.04
GL Acct	GL Description	Distribution Description	Amount	
01025350	Equipment	Camera	\$163.04	
Subtotal for Vendor 2447 :			\$163.04	

Vendor: 79532 VISA 6275 P.O. Box737 PARSONS, KS 67357

Vendor User ID: 02449 Vendor Org. ID: A

12192021	1/10/2022	12/31/2021	CPM Training Expense - L. Myers	\$436.48
GL Acct	GL Description	Distribution Description	Amount	
54005200	Contractual	CPM Training Expense - L. Myers	\$436.48	
Subtotal for Vendor 79532 :			\$436.48	

Vendor: 80272 Visa 7646 PO Box 737 Parsons, KS 67357

Vendor User ID: 80272 Vendor Org. ID: A



**Batch Invoices Entered by Vendor (APLT10)****City of Altamont**

Selection Criteria: Batch Number - '2021 P13 Invoices',

Invoice	Inv Date	Due Date	Description	Invoice Amt
12192021	1/10/2022	12/31/2021	Grant writing training - Beasley	\$175.00
GL Acct	GL Description		Distribution Description	Amount
51005200	Contractual		Grant writing training - Beasley	\$175.00
Subtotal for Vendor 80272 :				\$175.00

**Batch Invoices Entered by Vendor (APLT10)****City of Altamont**

Selection Criteria: Batch Number - '2021 P13 Invoices',

Invoice	Inv Date	Due Date	Description	Invoice Amt
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**Grand Total : \$23,859.73**

Fund Totals		
Fund	Fund Name	Fund Total
01	General Fund	\$1,667.29
04	Library	\$78.50
07	Special Highway Fund	\$149.89
09	Lake Fund	\$376.22
50	Water Utility Fund	\$10,988.55
51	Electric Utility Fund	\$2,280.46
52	Gas Utility Fund	\$223.42
53	Sewer Utility Fund	\$215.83
54	Sanitation Utility Fund	\$5,044.45
59	Unapplied Credit	\$18.62
60	Sales Tax	\$2,000.00
62	Capital Improvement Fund	\$816.50
Total All Funds:		\$23,859.73

**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		
	35268	1/13/2022	79621	ACTIVE 911, INC.	\$260.00
	35269	1/13/2022	885	ADVANCE INSURANCE COMPANY	\$62.50
	35270	1/13/2022	79511	Altamont Firemen's Relief Assn.	\$3,589.79
	35271	1/13/2022	383	CCMFOA of Kansas	\$150.00
	35272	1/13/2022	60	CITY OF ALTAMONT	\$1,081.58
	35273	1/13/2022	80064	Ditch Witch Financial Services	\$927.72
	35274	1/13/2022	80274	Gilbert's Tool Box	\$58.00
	35275	1/13/2022	800	IIMC	\$115.00
	35276	1/13/2022	955	KANSAS MUNICIPAL INS. TRUST	\$9,359.00
	35277	1/13/2022	960	KANSAS MUNICIPAL UTILITIES,INC	\$750.00
	35278	1/13/2022	881	KANSAS RURAL WATER ASSN.	\$488.90
	35279	1/13/2022	971	KANSAS STATE TREASURER	\$8,488.85
	35280	1/13/2022	980	LEAGUE OF KANSAS	\$819.50
	35281	1/13/2022	80159	Miller Tire and Lube LLC	\$18.00
	35282	1/13/2022	1442	National Integrated Pest Mgt.	\$100.00
	35283	1/13/2022	80230	New Directions	\$1,050.00
	35284	1/13/2022	1911	SEK Assoc. of Fire Chiefs	\$75.00
	35285	1/13/2022	1906	SEKRPC SOUTHEAST KANSAS	\$50.00
	35286	1/13/2022	80321	Treetop Products Inc.	\$1,052.79
	35287	1/13/2022	79945	Vision Service Plan (CT)	\$166.32
<b>Bank Account Totals:</b>					<b>\$28,662.95</b>
<b>Total Of Checks:</b>					<b>\$28,662.95</b>

**Batch Invoices Entered by Vendor (APLT10)****City of Altamont**

Selection Criteria: Batch Number - '01132022',

Invoice	Inv Date	Due Date	Description	Invoice Amt
Vendor: 79621      ACTIVE 911, INC.      4100 SW RESEARCH WAY SUITE B CORVALLIS, OR 97333				
Vendor User ID: 79621      Vendor Org. ID: A				
2022	1/11/2022	1/13/2022	2022 Subscription	\$260.00
GL Acct	GL Description		Distribution Description	Amount
01045200	Contractual		2022 Subscription	\$260.00
Subtotal for Vendor 79621 :				\$260.00

Vendor: 885		ADVANCE INSURANCE COMPANY		P.O. BOX 2517 TOPEKA, KS 66601-2517	
Vendor User ID: 00885		Vendor Org. ID: A			
Feb 2022		1/11/2022	1/13/2022	life insurance	\$62.50
GL Acct		GL Description		Distribution Description	Amount
01025200		Contractual		life insurance	\$14.90
50005200		Contractual		life insurance	\$9.52
51005200		Contractual		life insurance	\$9.52
52005200		Contractual		life insurance	\$9.52
53005200		Contractual		life insurance	\$9.52
54005200		Contractual		life insurance	\$9.52
Subtotal for Vendor 885 :					\$62.50

Vendor: 79511		Altamont Firemen's Relief Assn.		Altamont Firemen's Relief Assn. P.O. Box 282 Altamont, KS 67330	
Vendor User ID: 00163		Vendor Org. ID: A			
2022	1/11/2022	1/13/2022	Grass Truck annual payment		\$3,589.79
GL Acct	GL Description		Distribution Description		Amount
02005200	Contractual		Grass Truck payment		\$3,589.79
Subtotal for Vendor 79511 :					\$3,589.79

**Batch Invoices Entered by Vendor (APLT10)****City of Altamont****Selection Criteria: Batch Number - '01132022',**

Invoice	Inv Date	Due Date	Description	Invoice Amt
Vendor: 383 CCMFOA of Kansas c/o Central National Bank P.O. Box 329 Concordia, KS 66901				
Vendor User ID: 00383 Vendor Org. ID: A				
2022 Dues	1/11/2022	1/13/2022	2022 Dues - Myers, Beasley, Nash	\$150.00
GL Acct	GL Description		Distribution Description	Amount
01015200	Contractual		2022 Dues - Myers, Beasley, Nash	\$150.00
Subtotal for Vendor 383 :				\$150.00

Vendor: 60		CITY OF ALTAMONT		P.O. BOX 305 ALTAMONT, KS 67330	
Vendor User ID: 00060		Vendor Org. ID: A			
01012022		1/11/2022	1/13/2022	utility bills	\$1,081.58
GL Acct		GL Description		Distribution Description	Amount
01015200		Contractual		utility bills	\$255.17
01025200		Contractual		utility bills	\$24.62
01045200		Contractual		utility bills	\$144.75
01055200		Contractual		utility bills	\$161.61
09005200		Contractual		utility bills	\$103.36
50005200		Contractual		utility bills	\$42.47
51005200		Contractual		utility bills	\$186.35
52005200		Contractual		utility bills	\$29.31
53005200		Contractual		utility bills	\$69.65
54005200		Contractual		utility bills	\$64.29
Subtotal for Vendor 60 :					\$1,081.58

<b>Vendor: 80064 Ditch Witch Financial Services PO Box 7167 Pasadena, CA 91109</b>				
<b>Vendor User ID: 80064 Vendor Org. ID: A</b>				

**Batch Invoices Entered by Vendor (APLT10)****City of Altamont**

Selection Criteria: Batch Number - '01132022',

Invoice	Inv Date	Due Date	Description	Invoice Amt
6037196	1/11/2022	1/13/2022	lease payment	\$927.72
GL Acct	GL Description	Distribution Description	Amount	
03005200	Contractual	lease payment	\$927.72	
Subtotal for Vendor 80064 :				\$927.72

**Vendor: 80274**      **Gilbert's Tool Box**      **1201 S Central Ave Chanute, KS 66720****Vendor User ID: 80274**      **Vendor Org. ID: A**

201496	1/11/2022	1/13/2022	Tools - OF-2		\$58.00
GL Acct	GL Description	Distribution Description		Amount	
50005300	Commodities	Tools - OF-2		\$29.00	
53005300	Commodities	Tools - OF-2		\$29.00	
Subtotal for Vendor 80274 :					\$58.00

**Vendor: 800**      **IIMC**      **MUNICIPAL CLERKS 8331 UTICA AVENUE, SUITE 200 RANCHO CUCAMON****Vendor User ID: 00800**      **Vendor Org. ID: A**

2022	1/11/2022	1/13/2022	Membership - B. Nash	\$115.00
GL Acct	GL Description	Distribution Description	Amount	
01015209	Training/ Conferences/ Dues	Membership - B. Nash	\$115.00	
Subtotal for Vendor 800 :			\$115.00	

**Vendor: 955**      **KANSAS MUNICIPAL INS. TRUST**      **PO BOX 541 SHAWNEE MISSION, KS 66201-0541****Vendor User ID: 00955**      **Vendor Org. ID: A**

2022	1/11/2022	1/13/2022	2022 Worker's Comp Premium	\$9,359.00
GL Acct	GL Description	Distribution Description	Amount	
01015200	Contractual	2022 Worker's Comp Premium	\$120.00	
01025200	Contractual	2022 Worker's Comp Premium	\$3,275.00	

**Batch Invoices Entered by Vendor (APLT10)****City of Altamont**

Selection Criteria: Batch Number - '01132022',

Invoice	Inv Date	Due Date	Description	Invoice Amt
01035200		Contractual	2022 Worker's Comp Premium	\$12.00
01045200		Contractual	2022 Worker's Comp Premium	\$400.00
01055200		Contractual	2022 Worker's Comp Premium	\$300.00
01115200		Contractual	2022 Worker's Comp Premium	\$440.00
04005200		Contractual	2022 Worker's Comp Premium	\$20.00
07005200		Contractual	2022 Worker's Comp Premium	\$687.00
09005200		Contractual	2022 Worker's Comp Premium	\$300.00
50005200		Contractual	2022 Worker's Comp Premium	\$761.00
51005200		Contractual	2022 Worker's Comp Premium	\$300.00
52005200		Contractual	2022 Worker's Comp Premium	\$396.00
53005200		Contractual	2022 Worker's Comp Premium	\$600.00
54005200		Contractual	2022 Worker's Comp Premium	\$1,748.00
Subtotal for Vendor 955 :				\$9,359.00

**Vendor: 960 KANSAS MUNICIPAL UTILITIES,INC 2090 E Avenue A MCPHERSON, KS 67460****Vendor User ID: 00960 Vendor Org. ID: A**

16515	1/11/2022	1/13/2022	2022 Dues - 1st Quarter	\$750.00
GL Acct	GL Description	Distribution Description	Amount	
50005200	Contractual	2022 Dues - 1st Quarter	\$150.00	
51005200	Contractual	2022 Dues - 1st Quarter	\$150.00	
52005200	Contractual	2022 Dues - 1st Quarter	\$150.00	
53005200	Contractual	2022 Dues - 1st Quarter	\$150.00	
54005200	Contractual	2022 Dues - 1st Quarter	\$150.00	
Subtotal for Vendor 960 :				\$750.00

**Batch Invoices Entered by Vendor (APLT10)****City of Altamont**

Selection Criteria: Batch Number - '01132022',

Invoice	Inv Date	Due Date	Description	Invoice Amt
Vendor: 881 KANSAS RURAL WATER ASSN. P.O. BOX 226 SENECA, KS 66538				
Vendor User ID: 00881 Vendor Org. ID: A				
2022 Membership	1/11/2022	1/13/2022	2022 Membership	\$488.90
GL Acct	GL Description		Distribution Description	Amount
50005200	Contractual		2022 Membership	\$488.90
Subtotal for Vendor 881 :				\$488.90

Vendor: 971		KANSAS STATE TREASURER		900 JACKSON, SUITE 201 TOPEKA, KANSAS ,	
Vendor User ID: 00971		Vendor Org. ID: A			
03012022		1/11/2022	1/13/2022	loan interest loan gas payment	\$8,488.85
GL Acct	GL Description		Distribution Description		Amount
52005980	Payment Plan- Loan Payback		loan interest loan gas payment		\$8,488.85
Subtotal for Vendor 971 :					\$8,488.85

Vendor: 980		LEAGUE OF KANSAS		MUNICIPALITIES 300 W. 8TH TOPEKA, KS 66603-3912	
Vendor User ID: 00980		Vendor Org. ID: A			
2022 Dues		1/11/2022	1/13/2022	2022 Dues	\$819.50
GL Acct	GL Description		Distribution Description		Amount
01015200	Contractual		2022 Dues		\$639.50
50005300	Commodities		2022 Dues		\$36.00
51005300	Commodities		2022 Dues		\$36.00
52005300	Commodities		2022 Dues		\$36.00
53005300	Commodities		2022 Dues		\$36.00
54005300	Commodities		2022 Dues		\$36.00
Subtotal for Vendor 980 :					\$819.50



**Batch Invoices Entered by Vendor (APLT10)****City of Altamont**

Selection Criteria: Batch Number - '01132022',

Invoice	Inv Date	Due Date	Description	Invoice Amt
Vendor: 80159 Miller Tire and Lube LLC 104 W 4th Street Altamont, KS 67330				
Vendor User ID: 80159 Vendor Org. ID: A				
010422	1/11/2022	1/13/2022	tire repair	\$18.00
GL Acct	GL Description		Distribution Description	Amount
01025400	Vehicle		tire repair	\$18.00
Subtotal for Vendor 80159 :				\$18.00

Vendor: 1442		National Integrated Pest Mgt.		P.O. Box 8073 Joplin, MO 64802	
Vendor User ID: 01442		Vendor Org. ID: A			
54197		1/11/2022	1/13/2022	pest control	\$100.00
GL Acct		GL Description		Distribution Description	Amount
01025200		Contractual		pest control	\$25.00
01055200		Contractual		pest control	\$25.00
51005200		Contractual		pest control	\$50.00
Subtotal for Vendor 1442 :					\$100.00

<b>Vendor: 80230 New Directions PO Box 87-0195 Kansas City, MO 64187-0195</b>				
<b>Vendor User ID: 80230 Vendor Org. ID: A</b>				
<b>20349</b>	1/11/2022	1/13/2022	Employee Assistance Program	\$1,050.00
GL Acct	GL Description		Distribution Description	Amount
01025200	Contractual		Employee Assistance Program	\$200.00
01045200	Contractual		Employee Assistance Program	\$200.00
50005200	Contractual		Employee Assistance Program	\$130.00
51005200	Contractual		Employee Assistance Program	\$130.00
52005200	Contractual		Employee Assistance Program	\$130.00
53005200	Contractual		Employee Assistance Program	\$130.00

**Batch Invoices Entered by Vendor (APLT10)****City of Altamont**

Selection Criteria: Batch Number - '01132022',

Invoice	Inv Date	Due Date	Description	Invoice Amt
54005200		Contractual	Employee Assistance Program	\$130.00
Subtotal for Vendor 80230 :				\$1,050.00

**Vendor: 1911**      **SEK Assoc. of Fire Chiefs**      **1125 North 4th Neodesha, KS 66757****Vendor User ID: 01911**      **Vendor Org. ID: A**

2022 Dues		1/11/2022	1/13/2022	2022 Membership Dues	\$75.00
GL Acct	GL Description		Distribution Description		Amount
01045200	Contractual		2022 Membership Dues		\$75.00
Subtotal for Vendor 1911 :					\$75.00

**Vendor: 1906**      **SEKRPC SOUTHEAST KANSAS**      **REGIONAL PLANNING COMMISSION P.O. BOX 664 CHANUTE, KS 66720-066****Vendor User ID: 01906**      **Vendor Org. ID: A**

2022	1/11/2022	1/13/2022	Membership Dues	\$50.00
GL Acct	GL Description	Distribution Description		Amount
01015200	Contractual	Membership Dues		\$50.00
Subtotal for Vendor 1906 :				\$50.00

**Vendor: 80321**      **Treetop Products Inc.**      **222 State Street Batavia, IL 60501****Vendor User ID: 80321**      **Vendor Org. ID: A**

89189	1/11/2022	1/13/2022	trash can liners and lids	\$1,052.79
GL Acct	GL Description	Distribution Description	Amount	
01055300	Commodities	trash can liners and lids	\$350.93	
09005300	Commodities	trash can liners and lids	\$701.86	
Subtotal for Vendor 80321 :			\$1,052.79	

Batch Invoices Entered by Vendor (APLT10)

City of Altamont

Selection Criteria: Batch Number - '01132022',

Invoice	Inv Date	Due Date	Description	Invoice Amt
Vendor: 79945      Vision Service Plan (CT)      PO Box 742788   Los Angeles, CA 90074-2788				
Vendor User ID: 79945      Vendor Org. ID: A				
30 087141 0001-5	1/11/2022	1/13/2022	Vision insurance	\$166.32
GL Acct	GL Description	Distribution Description		Amount
01015200	Contractual	Vision insurance - City's portion		\$10.57
01025200	Contractual	Vision insurance - City's portion		\$31.71
50005200	Contractual	Vision insurance - City's portion		\$16.91
51005200	Contractual	Vision insurance - City's portion		\$16.91
52005200	Contractual	Vision insurance - City's portion		\$16.91
53005200	Contractual	Vision insurance - City's portion		\$16.91
54005200	Contractual	Vision insurance - City's portion		\$16.92
82005200	Contractual	Vision insurance		\$39.48
Subtotal for Vendor 79945 :				\$166.32

**Batch Invoices Entered by Vendor (APLT10)****City of Altamont**

Selection Criteria: Batch Number - '01132022',

Invoice	Inv Date	Due Date	Description	Invoice Amt
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**Grand Total : \$28,662.95****Fund Totals**

Fund	Fund Name	Fund Total
01	General Fund	\$7,298.76
02	Public Safety Equipment	\$3,589.79
03	Municipal Equipment Reserve	\$927.72
04	Library	\$20.00
07	Special Highway Fund	\$687.00
09	Lake Fund	\$1,105.22
50	Water Utility Fund	\$1,663.80
51	Electric Utility Fund	\$878.78
52	Gas Utility Fund	\$9,256.59
53	Sewer Utility Fund	\$1,041.08
54	Sanitation Utility Fund	\$2,154.73
82	Insurance Reserve Fund	\$39.48
<b>Total All Funds:</b>		<b>\$28,662.95</b>



RESOLUTION # 289

WHEREAS there are no revenue bond ordinances or other ordinances or resolutions of said municipality which require financial statements and financial reports to be prepared in conformity with said act for the year ended December 2021.

NOW, THEREFORE BE IT RESOLVED, by the City of Altamont, Kansas in regular meeting duly assembled this 13th day of January, 2022 that the said City of Altamont shall cause its financial statements and financial reports of the said municipality to be prepared on the basis of cash receipts and disbursements as adjusted to show compliance with the cash basis and budget laws of this State.

PASSED AND APPROVED by the Governing Body of the City of Altamont, this 13th day of January, 2022.

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Richard O. Hayward, Mayor

Attest:

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Heather Beasley, City Clerk



# LINEWORKER APPRENTICESHIP PROGRAM

## CONTACT US

(620) 241-1423  
[kmu@kmunet.org](mailto:kmu@kmunet.org)  
[www.kmunet.org](http://www.kmunet.org)

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[jleduc@kmunet.org](mailto:jleduc@kmunet.org)

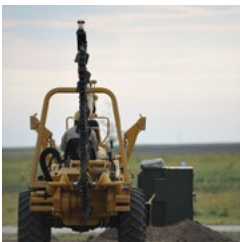


# PROGRAM OVERVIEW

One of the most significant problems that many Kansas public power systems currently encounter is the ability to employ a well-trained and experienced electric line crew. Many municipal electric utilities in Kansas, particularly those located in small towns and other rural areas, often find it hard to find and retain qualified electric lineworkers.

In an effort to assist member utilities with this ongoing challenge, Kansas Municipal Utilities is pleased to offer the KMU Lineworker Apprenticeship Program. The program combines a nationally registered curriculum, classroom training and testing, correspondence instruction, and face-to-face assistance from KMU staff. The desired end result is a four-year program that – combined with hands-on experience at the utility itself – develops journeyman electric lineworkers of great value to the city and community.

The program also offers a chance for seasoned veterans in public power systems to obtain their professional credentials.



# HOW IT WORKS

**CURRICULUM:** The Lineworker Apprenticeship program curriculum contains 750 hours of coursework spread over 4 years. In addition to the coursework, apprentices must complete 2000 hours of supervised work time per year. Hours requirements exist for 10 different work processes and must be logged daily in the training record book.

**TRAINING:** Apprentices will be offered at least one day per month of face-to-face time with a KMU instructor. During this time the instructor will provide a mixture of classroom and hands-on training in the morning followed by written testing and/or skill evaluations in the afternoon. Apprentices are expected to spend a minimum of 12 hours per month independently studying their training material in order to prep for the training day. Apprentices are expected to pass at least one training module every month to complete the course within the 4-year schedule. KMU instructors will provide training in various regions each month to accommodate easier travel for apprentices.

**WORKSHOPS:** Apprentices receive a 50% discount to KMU electric workshops resulting in a savings of approximately \$850/yr. During the core 5 electrical workshops at KMU (metering, substation, underground, overhead, and transformer connections) apprentices will receive additional classroom instruction and complete targeted skill evaluations. Over the course of the 4-year program, apprentices will have the opportunity to complete all of their required skill evaluations if they attend the workshops each year.

# PRICING

**MEMBER ENROLLMENT FEE: \$500**

**NON-MEMBER ENROLLMENT FEE: \$800**

*Covers: Program set-up and training materials for the first 2 years of the program (APPA Safety Manual, Introduction to the Power Industry, Core Curricula, Level 1 Lineworker, Training Record Book)*

**MEMBER QUARTERLY TUITION: \$300/QTR**

**NON-MEMBER QUARTERLY TUITION: \$500/QTR**

*Classroom and hands-on training sessions, testing, and skill evaluations.*

**LEVEL 2 BOOK: \$150**

*Training material for year 3 of the program*

**LEVEL 3 BOOK: \$150**

*Training material for year 4 of the program*

**DISCOUNTS:**

*50% off workshop registration fees for 5 core electrical workshops (Metering, Substation, Underground, Overhead, and Transformer Connections)  
Approximately \$850 per year in savings*





KANSAS MUNICIPAL UTILITIES

## City Administrator Report City Council January 13, 2022

1. **Year End** - Working on end of the year processing for 1099's, W2's and budgetary year end process
2. **KMU Safety training** - KMU presented safety training to the employees on blood borne pathogens.
3. **Payroll** - Updated payroll withholdings and pay increase for 2022
4. **Payment Plans** - Continuing to review payment plan balances
5. **4<sup>th</sup> Quarter Report** - the City Office processed 4<sup>th</sup> Quarter reports
6. **Annual Reports** - the City Office is working on annual reports
7. **Audit** - Preparing for the 2021 audit which is scheduled for March 29, 2022.
8. **Police Applications** - reviewed police officer applications with Chief Shields
  - a. Starting interviews this week
9. **Training** - Heather is learning to process payroll and Bridget is learning more about utility processing and billing.

# **Altamont Police Department**

## **Quarterly 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.

165 Notice to Appear in court Citations and 501 warnings issued for traffic violations.

The following is a summary of the types of reports and investigations the police dept has conducted throughout the year and made several arrest from these cases. Some ranging from simple battery, domestic batteries, disorderly conducts, warrants, driving while suspended, violations of protection from abuse orders, violation of stalking orders, criminal damage, possession of drugs ranging from methamphetamines, marijuana, medical marijuana, THC infused edible candies, psilocybin ( magic mushrooms ), BHO ( butane honey oil ) ( THC wax ) ( dab ), possession of drug paraphernalia, possession of firearm while under the influence of alcohol, suicidal subjects, attempted robbery, theft, child abuse, criminal threats, breach of privacy and theft of services.

Here is a look at KBI case numbers for the department, these are reported to the KBI.

2016 – 42 cases, 2017 – 43 cases, 2018 – 49 cases, 2019 – 47 cases, 2020 – 43 cases, 2021 – 53 cases, even though the numbers seem low, keep in mind most of these cases had multiple offenses/charges not single charges, even though we seem to be ranging close during each year, what changes we are seeing is the rise in domestic violence calls, batteries and typical drug cases.

Something concerning me as police chief is the rise in encountering the medical marijuana, THC infused products in vaping pens and the edible products during traffic stops and domestic calls inside residences. Hopefully most of you seen in the Parsons Sun article, I recovered a sizeable amount of these products recently.

I was able to reach out to a marijuana dispensary in Joplin Missouri and they offered me a chance to go tour their facility and explain how things work through the dispensary, which allowed me to gain knowledge and understanding of the products.

We are gearing up to begin interviews for the new fulltime officer position and hope to have someone hired before the end of January.

Michael Shields, Chief of Police

[https://www.parsonssun.com/news/article\\_34df534a-6d25-11ec-8af7-8fc966dbe7d5.html](https://www.parsonssun.com/news/article_34df534a-6d25-11ec-8af7-8fc966dbe7d5.html)

## Police uncover drugs in ammo boxes in Altamont

By Colleen Williamson [cwilliamson@parsonssun.com](mailto:cwilliamson@parsonssun.com)

Jan 4, 2022

ALTAMONT — Altamont Police Chief Michael Shields donned a pair of gloves and picked up a vacuum-packed bag of marijuana from among numerous items displayed on the table before him Friday morning.

"Basically what happened is I received a phone call from a concerned citizen of what he considered to be suspicious boxes on his property next to a tree line," Shields said. "Nowadays you expect that ... anything out of the norm."

When Shields arrived he found two ammunition boxes sitting there, which raised the question of why were they there?

Upon opening the first one, Shields saw a large vacuum-sealed bag of marijuana. He immediately shut the box and brought both back to the station. He put on his proper personal protective equipment to handle drugs and started going through the boxes to document the evidence.

He found bags of marijuana, a container of medical marijuana, psilocybin mushrooms, a large amount of THC (tetrahydrocannabinol) wax concentrate/butane honey oil (BHO) and THC-infused hard candies, in addition to a THC vape pen containing liquid marijuana, a vaporizer, dab pen and glass pipes.

"I'm sure they are upset. To me there is a lot of money laying right there," Shields said. "Their New Year's Eve party probably isn't going to be the same now."

Shields said some of the items can be purchased through medical marijuana dispensaries and online, like the THC-infused candies. The sheer volume would indicate what was found was potentially bought not just for personal use, but to distribute.

Shields said he's worked narcotics cases his whole career, and with Colorado legalizing marijuana and Missouri and Oklahoma both approving medical marijuana use, he knew it would not be long for Kansas to see an influx of such items given it is more readily available than ever.

The liquid marijuana in vape pens is very popular with high school students, he said.

"This is all stuff that to me is dangerous out there because of the different potencies/purities.

"People don't really stop and think about the availability. This stuff can be purchased not only at dispensaries but online. If there's a will there's way," Shields said. "The concerning part is people not being educated on this stuff. That is one of my big things. With me having the smallest police department in the county and the largest high school. ... Kids are drawn to this stuff. A lot of the packaging that goes along with it is to entice teenagers and young kids and adults."

Shields pulled two printouts from a file which, at first glance, appeared to show photos of popular candy and candy bars like Sour Patch Kids, sour gummy worms, Skittles, Nerds, Nerd Rope bites, Trolli Peachie O's, Jolly Ranchers, Life Saver Gummies, Three Musketeers,

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Butterfinger and Klondike Bars. Only upon closer inspection does one notice a small marijuana leaf on the package, and a small box saying it contains THC, or maybe an alteration in the spelling of the name.

"The marketing on this stuff is very scary. ... A lot of the marketing is to attract young kids and teens. People don't understand. We get complacent. In looking at these items, we see Life Saver Gummies. We're not looking for this little THC or this little marijuana leaf down here," he said pointing to the corner of one of the packages pictured.

Today, people can buy marijuana or THC-infused products such as candy, condiments, ice cream, bread, cakes, cookies and brownies. In Colorado you can buy up to an ounce a day of any marijuana product without a medical marijuana license.

Missouri qualifying patients or their caregivers may purchase up to four ounces of dried, unprocessed marijuana, or its equivalent, in a 30-day period. For purposes of monthly purchases and possession limitations, four ounces of dried, unprocessed marijuana is equivalent to 32 grams of marijuana concentrate or 3,200 milligrams of THC-infused product.

Citizens of Oklahoma with a medical marijuana license are permitted to have the following: up to eight ounces of marijuana at home; up to three ounces of marijuana on their person; up to one ounce of concentrated marijuana; up to 72 ounces of edible marijuana.

Medical marijuana licenses do not transition across state lines. In Kansas, all forms of marijuana are still illegal.

Like with any drug, Shields said, even some of those who are prescribed a drug abuse it and take more than they should. Teens and children may not know the difference.

"The scary part is parents, educators, teachers, people like that, they don't look at these things that can be passed around in the hallways, be in their lockers, backpacks, vehicles, bedrooms. Because unless you really look at these things, you might think this is just lip balm or makeup," Shields said, holding up a container of THC butane honey oil. "If they aren't looking for it ... they may not see it. Even law enforcement officers may be missing some of this stuff.

"How many people really look real close at the packaging? Because of human nature, we've seen it so many times, the packaging and you know these candies and we're not reading it," Shields said. "That's the scary part."

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Even the ones that are outwardly packaged with a label, like the hard candy found in the ammo boxes, can be removed and placed in other packaging, and the candy looks no different from what people are familiar with that is sold at the grocery or convenience store.

"You take these things out of the package and put them in a Ziploc baggie and you don't know what you're getting. Out of the package is what scares me. You buy a couple bags of these (THC) Peachie O's and take them out and put them in a Ziploc baggie and a kid's sitting at school handing them out to his buddies, who thinks anything of it," Shields said.

People not knowing what to look for easily miss items. For example, Shields picked up a packet from a nearby cabinet. It said aromatherapy incense. Not for human consumption.

"But this is actually synthetic marijuana (K2). They have different flavors: apple, cotton candy, watermelon, pina colada. This is one of those things. Because it says potpourri, if that's sitting in a locker at school, someone sees it and says, 'Oh, it's potpourri, it's nothing.'"

Not only can small children mistake the infused candy for regular candy and overdose, even young people who know they are taking something containing THC can overdose.

Looking for the intoxicating effect, some may not be aware edibles can take about an hour to have an effect, unlike smoking marijuana. That delayed onset can be misleading causing someone to ingest more of the edibles and overdose.

"That's what is concerning, because the kids don't realize, like with any type of drug or alcohol, your body chemistry has an effect on how these drugs are going to affect you. ... The potency and dosage could overdose people. You see it all the time of little kids getting into suckers or candies of maybe somebody who can actually legally have it, and these kids get a hold of it because these kids are thinking it's candy and they end up overdosing on it."

The number of children under 12 ingesting THC edibles jumped from 132 in 2016 to almost 2,500 in 2020, according to the American Association of Poison Control Centers.

"This is very concerning to me for our youth. For our kids, not only for Altamont, but the surrounding areas. I haven't heard of too many agencies around here finding the edibles; that was the reason I felt we needed to get this out to the communities," Shields said. "There's a lot of

product there and it's not like someone just had it there for their own recreational use, because you have a whole smorgasbord of butane honey oil, edible hard candies, the psilocybin mushrooms, the medical marijuana, the marijuana."

"Some of the waxes and dabs can have around an 80% potency/purity to them. It's no different than your methamphetamine. It's all in the process of making it of how much potency," Shields said.

What is especially concerning is how much marijuana and marijuana products nowadays are being laced, causing addiction to other drugs, or resulting in hospitalizations and death. The potential is there for someone to do the same thing with edibles.

"I've been with the Kansas Narcotics Officer Association for close to 17 years. ... Back in the 70s and 80s, it was your regular marijuana grown out in the field and harvested. Now you have a lot of this stuff that is being laced with methamphetamine and fentanyl. It's scary out there because you don't know what you're getting — if you are getting regular marijuana or something that is laced. Same thing with waxes and edible candies," Shields said.

Kansas could be next to approve medical marijuana use. Shields has his concerns. While people hear about the tax dollars generated for states, they don't hear about the costs — all the things that come with some form of marijuana legalization. There are issues with the cartels and dispensaries. Oklahoma has already changed its medical marijuana laws to try to address the problem of cartels.

"It's like with methamphetamine, you were seeing the backyard cooks, Nazi methods, anhydrous cooks and things like that. Well, now with the super labs down in Mexico that can produce more of it and the purity is higher, you're not seeing those guys around here anymore. ... It's like the bundles, tons of marijuana coming across the border. They are going to get it across," he said.

Shields said he has spoken with officers in Colorado at a narcotics conference and they report that they have people driving under the influence, more property crimes, more robberies and similar crimes, because profits cannot be deposited in the banks as it is still federally illegal.

It is not what he wants to see for Kansas. For now, in Kansas, marijuana products remain illegal, and Shields is thankful. He said he will be taking the items found in the ammo boxes to the KBI lab for analysis. For now, he thinks the youth of Altamont are potentially safer, whether the owner of the drugs is found or not.

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"I pride myself on doing this, getting this stuff off the streets," Shields said. "There's a lot of it out there. We just have to continue to combat it."

**Subject:** UTILITY 1/4 REPORT UTILITY DEPARTMENT

514 WELLS REPLACE WATER VALVE  
506 6<sup>TH</sup> GAS LEAK TIGHTENED REGULATOR BOLTS  
CUT TREES IN PRIMARY ELECTRIC IN ALLEY EAST OF KANER AND CLEAN FENCE LINE (3 blocks long )  
NATE AND JB TO KCC GAS SCHOOL  
REPLACE STREET LIGHT ON 6<sup>TH</sup> AND WASHINGTON, IN THE ALLEY ALSO ( BY KSU EXTINSION OFFICE )  
TWIN VALLEY REPLACED POLE ON 7<sup>TH</sup> STREET  
REPLACE PUMP AT WEST LIFT STATION  
FINISH ELECTRIC POLE TESTING  
HELP GET READY FOR POKER RUN  
7OUR ELECTRIC UPGRADE ON 7<sup>TH</sup> AND ON NORTH GARTNER ARE COMPLETED. WE NEED TO START

PLANNING ON THE NEXT PROJECT

READ METERS  
CUT TREES ON SOUTH HUSTON  
REPLACE ELECTRIC BREAKER AT LAKE  
FINISH TESTING POLES  
PUT NEW SWING SETS UP AT THE LAKE  
REPAIR WATER LEAK ON MAIN ON 9<sup>TH</sup> STREET ACROSS ROAD FROM BUDDY SOUDERS  
CLEAN OUT SEWER MAIN BETWEEN HIGH SCHOOL ST AND TRASTER  
CHECK SEWER MAIN ON NORTH HUSTON  
CUT TREES OUT OF PRIMARY SOUTH OF MIKE BOLEN AND CLEAN UP  
TAKE ELE. DOWN GOING TO SHOP ON 5<sup>TH</sup> FOR CUSTOMER TO REMOVE TREES  
TAKE DOWN ELE. FOR KSU EXT. OFFICE, THEY ARE DOING WORK ON OUTSIDE OF BUILDING AND PUT

BACK UP

REPLACE GAS LINE AT 501 EAST 4<sup>TH</sup>, MOVE METER TO HOUSE  
USDI DID OUR LEAK SURVEY (GAS)  
I WENT TO MORAN FOR MEETING ( ELECTRIC )  
CUT TREES ON 13000 ROAD, WE CUT THEM AND THE COUNTY CLEANED UP. WE HAVE ONE SIDE AND

COUNTY THE OTHER

PUT UP AND TAKE DOWN CHRISTMAS DECORATIONS  
SAFETY MEETING KMU  
SERVICE AND REPAIR GRASSHOPPER MOWERS / REPLACE BELTS, BLADES, WHEEL BERRINGS, PULLEYS  
7<sup>TH</sup> STREET BRIDGE BY GARTNER ST. REPAIR SIDE OF BRIDGE WITH CHIPS AND QUICK CRETE

I AM WORKING WITH TWIN VALLEY TO GET A BID ON AN UPGRADE ON ELECTRIC FROM WABASH TO HIGH SCHOOL STREET ( IN THE ALLEY BETWEEN 4<sup>TH</sup> AND 3<sup>RD</sup> STREET)

WORKING ON GETTING INFORMATION ON KMU APPRENTICESHIP ELECTRIC LINEMAN PROGRAM ALONG WITH COFFEYVILE COMMUNITY COLLAGE PROGRAM.

I AM LOOKING IN TO GETTING SOME OF THE 79MILLION DOLLARS THE STATE OF KANSAS IS RECEIVING FOR WATER AND WASTEWATER FUNDS, THESE ARE SUPPOST TO BE NO PAY BACK LOANS , WE NEED SEWER REPAIRS  
!!!!!!!!!!

# ALTAMONT EMERGENCY LIASON PROGRAM OUTLINE

Federal and State regulation 192.615(c) state that each operator shall establish and maintain liaison with appropriate fire, police, and public officials to:

- (1) Learn the responsibility and resources of each government organization that may respond to a gas pipeline emergency.**
- (2) Acquaint the officials with the operator's ability in responding to a gas pipeline emergency.**
- (3) Identify the types of gas pipeline emergencies of which the operator notifies the officials.**
- (4) Plan how the operator and officials can engage in mutual assistance to minimize hazards to life and property.**

1. Confirm names, contact information, addresses, and numbers on the operator information form if applicable.
  - a. Richard Hayward – Mayor
  - b. LeaAnn Myers – City Administrator
  - c. Brad Myers – Superintendent
  - d. Bryson Shaffer – Fire Chief
  - e. Michael Shields – Police Chief
  - f. Heather Beasley – City Clerk
2. Have public officials fill out the Public Officials Effectiveness Form and have any emergency response personnel present fill out the Emergency Response Capabilities Survey.
3. Make aware of:
  - a. Miles of pipeline: Approx. 14.75 miles of pipeline. 100% PE distribution system with a 4" steel feeder line 3 miles long.
  - b. Number of services: 490
  - c. MAOP: 37 psi, we have 7# runhouse meters at 4 to 4.5 ounces.
  - d. Location of pipeline and number of emergency valves.
4. Make them aware of the number one risk of their system 3<sup>rd</sup> party damage/ excavation and during a natural disaster, the proper procedures are to just shut off the pipeline using the emergency valves.
5. The procedures during a natural gas emergency each department shall:
  - a. Fire Department – In charge of the scene and help evacuate. Discuss turning off meter valves if allowed. Training should be conducted.
  - b. Police Department – Control perimeter of civilians and traffic.
  - c. Gas Department – Controlling of the gas.
  - d. City Council and Mayor – Media responses as appropriate
  - e. See O & M Manual Section 2 Part G – L for additional information on responding to natural gas scenarios.
6. Take any questions that the council might have and be sure to give anyone a business card who needs one.

## SECTION 2 - EMERGENCY PLAN (192.615)

### A. GENERAL

#### DEFINITION OF AN EMERGENCY

For the purposes of this plan, an emergency shall be regarded as any incident, report, etc. which requires the immediate response of a Company gas employee. Examples of emergency situations include: customer leak complaints, fires, explosions, leakage or damage to a facility or loss of service. Once a situation is determined to be an emergency, the necessary people and resources should be directed to the location to take whatever steps necessary to eliminate the emergency. The actions of the City Superintendent and all utility employees in any emergency shall be intended to protect people first and property second.

The following sections include procedures for investigating and rendering safe actual or potential hazards to life and property.

#### PREVENTION OF ACCIDENTAL IGNITION

During all gas work, but especially during an emergency, steps must be taken to reduce the risk of accidental ignition. This includes, but isn't limited to,

- If in an area where public access is likely place barricades, traffic cones, or other controlling devices with suitable warning signs to limit ingress by the public.
- Remove all apparent sources of ignition from the area of escaping gas. Motor operated equipment, open flame, smoking tobacco, two-way radio equipment, and electrical switches are all possible ignition sources.
- Avoid wearing nylon, polyester, or other synthetic clothing while working around escaping gas. Synthetic materials are capable of producing static electricity, particularly when the humidity is low.
- Test for presence of combustible gas in the bottom of excavations before entering. Do not enter if combustible gas is present at a concentration of greater than 20% of the lower explosive limit. Use mechanical blowers if necessary to maintain less than 20% L.E.L. when working in excavation.
- Do not perform cutting, welding, heat fusion or other mechanical operations on mains containing gas-air mixtures. Mains must contain 100% gas or 100% air (or inert gas) when construction or maintenance work is performed.
- When separating metallic pipe, such as at a customer's meter loop, place an electrical bond wire around the area of separation to maintain electrical continuity and eliminate sparking.
- Provide an approved fire extinguisher.

#### EMERGENCY REVIEW

The City Superintendent shall review this plan annually as part of the operation and maintenance manual review to provide any necessary updates (See Section 1 of this manual). After completion of

the annual review and, if necessary, modifications to the plan are complete, then all employees shall sit for a review concerning the requirements of this plan. This will be considered training and the date of the emergency plan review will be recorded along with signatures of the employees present for the review. This training shall be performed, at a minimum, annually. Employees will not be allowed to perform gas related tasks or be on after-hours call until they have received training concerning all aspects of the emergency plan. Gas employees shall be considered effectively trained after sitting for the review of the emergency plan and after completing all OQ training/testing/evaluation requirements for all related covered tasks. The City Superintendent is responsible for determining the effectiveness of this training. The City Superintendent shall continually evaluate the performance of all employees as they respond to emergencies. The effectively trained gas employee will complete all training requirements and make continual proper response to emergency situations. All gas employees will have access to this plan at all times.

## **FOLLOW UP**

Following emergencies, a review of policies and procedures shall be completed. This shall include the investigation of the emergency. The City Superintendent is responsible for reviewing responses to emergencies. Responses to all emergencies shall have a documented review performed and kept on file. Changes to this plan will be considered where response to emergency situations was not found to be adequate. Depending on the type and severity of the emergency, reporting may be required. For more information on emergency reporting see Section 5, Reporting.

## **B. RECEIVING EMERGENCY TELEPHONE CALLS**

Gas related telephone calls are received at any time of the day or night (24 hours a day).

- The city website directs customers to call the City Police or the City Shop at the numbers below for gas emergencies.
- Calls received by City Hall concerning a train accident or derailment in the city limits shall be forwarded immediately to the City Superintendent
  - City Hall 620-784-5612
  - On Call Number 620-784-5422
  - Fire and Police Department 620-784-5582 or 911

The person receiving a telephone call related to a gas emergency or gas leak shall get and record the following:

1. Name of the person receiving the call.
2. Name, telephone number, and address of the person calling.
3. Emergency or leak location (address, inside or outside of building, rural, etc.)
4. Emergency or leak description (smells gas, hears gas escaping, fire, etc.)
5. Time the incident was reported.

The person receiving the telephone call shall take the following action:

1. Instruct the person calling that the occupants should NOT do the following if gas is smelled in the building:

- Operate electrical switches.
  - Disconnect electrical plugs.
  - Strike matches or light a fire.
  - Adjust a thermostat.
  - Use a telephone.
2. Recommend that the occupants vacate the building immediately if gas is smelled in the building.
  3. Contact the on call number at 620-784-5422.
  4. As instructed by the on call person, the call taker should be prepared to:
    - Call the Fire Department, Police Department, and/or Public Officials.
    - Call any other affected Utility Company and/or Railroad.
    - Call out additional city personnel or contractors.
    - Dispatch the repair crew to the leak location.
    - Contact the contractor who is normally used to make repairs.
  5. Record the following times:
    - The on call person was contacted.
    - Other assistance was called (Emergency services, company personnel, etc.).
    - The repair crew or contractor was dispatched

## A. GAS EMERGENCY PHONE NUMBERS

The following telephone numbers are listed for ready reference during an actual emergency.

Name and Title		Office #	Home #	Emergency #
Brad Myers	City Superintendent	620-784-5612		620-784-5582
Richard Hayward	Mayor	620-784-5612		
Leaann Myers City Administrator	City Clerk	620-784-5612		
Gas System Personnel				
Nathan Barnett	Asst. City Superintendent			620-784-5582
Joe Carson				620-784-5582
Monty Wertz				620-784-5582
Josh George				620-784-5582
Justin Bertling				620-784-5582
Emergency Numbers				
Michael Shields Police Chief.	<a href="mailto:altpd@altamontks.com">altpd@altamontks.com</a>	620-784-5582		911
Bryson Shaffer Fire Chief	<a href="mailto:atltfd@altamontks.com">atltfd@altamontks.com</a>	620-784-5582		911
Craig Kaminska	Southern Star	620-332-2945		620-205-7214
Larry Claycomb	Black Hills	1-800-694-8989		316-772-0994
Dig Safe		811		
Contractors				
Andrew T. Smith	USDI – Engineering Manager	316-239-7313		316-305-6464
Justin Carter	USDI – Field Technician	316-239-7313		618-616-9988
Sarah Brand	USDI – Engineer	316-239-7313		316-633-6301
KCC Pipeline Safety				
Leo Haynos	Chief of Pipeline Safety	785-271-3278		785-633-6228
Jeff McClanahan	Director of Utilities	785-271-3221		
Lyle Powers	Pipeline Safety Inspector			785-250-3475
Jon Bolinder	Pipeline Safety Inspector	785-271-3195		785-633-6223
Jordan Diekmann	Pipeline Safety Inspector	913-522-0648		913-522-0648
Wade Schumacher	Pipeline Safety Inspector	785-271-3294		785-231-9908
Kris Fulkerson	Pipeline Safety Inspector	785-271-3141		785-633-6227
Josh Williams	Damage Prevention Investigator	316-337-6244		785-230-6649



## D. RESPONSIBILITIES

### GENERAL

The Police Department will serve as general headquarters for coordination of all phases of operation including public contacts as well as all channels of news and communications.

***The actions of all employees in any emergency shall be to protect people first and then property.***

### EMPLOYEE RESPONSIBILITIES

#### CITY SUPERINTENDENT

1. Coordinate and maintain maps, records, tools, equipment, communications etc. which may be needed to respond to any gas emergency.
2. Maintain a liaison with appropriate emergency and public officials. This effort shall be coordinated with the Public Awareness Plan. Ideally, direct face to face meetings shall be held and documented with the appropriate officials. Alternatively, a meeting may be held to which all officials are invited. At the meeting, how to recognize and react to gas emergencies and the proper response from emergency and public officials to gas emergencies will be reviewed. It may be desirable to also provide printed materials which explain the proper responses to different types of emergencies. At an absolute minimum the gas utility should make sure these liaison materials are delivered to the appropriate official or agency and the current contact name and phone number for each official is on file at all times to use in the event of an emergency. The liaison efforts shall be made as often as is necessary to ensure all stakeholders understand their roles in a gas emergency, but at a minimum, annually. The liaison meeting shall be recorded using the form **202-Public Liaison Record**.
3. The City Superintendent shall be notified in the case of any emergency. At that point in time the City Superintendent shall coordinate with public officials, emergency workers, and employees to properly respond to the emergency.

#### GAS SERVICE EMPLOYEES

1. Be available and responsive to directions given by the City Superintendent.
2. Be aware of the location of truck, tools and equipment, which might be necessary in addressing the emergency.
3. Take actions that protect life first, then property.
4. Be sure that in response to any emergency, you are following established safety rules and regulations.
5. Close main line valve if required. See following list for emergency valve list.
6. Close valves at town-border station as directed by the City Superintendent.

### UTILITY SECRETARY

1. Make all emergency forms and printed material available for distribution at the company office including the emergency plan to all personnel responsible for emergency action.
2. Inform radio and TV stations of special news release found in following pages. Note: Only to be done on direct order of City Superintendent.
3. Supervise emergency office help in issuing and receiving incoming and outgoing emergency calls
4. Provide information for telephone answering personnel for customer guidance
5. Inform police department and fire department of the nature and extent of the emergency so that a coordinated response can be made as directed by the City Superintendent.

## E. EMERGENCY SHUTOFF VALVES

System valve maps shall be available to all operation and supervisory personnel. A copy shall be held in the city shop. Additional copies can be made available on electronic records file and in service personnel vehicles.

## F. SAMPLE NEWS RELEASE

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*"The following is a special announcement from the gas utility. Natural gas service to your residence or business may have been temporarily interrupted due to an emergency situation. Gas utility crews will leave your gas service off until the gas system is repaired and gas pressure is available. Please do not attempt to turn your gas meter on or to light any appliances that may be off. When gas is again available, gas utility workers will contact you and assist with restoring service. If you smell gas, please evacuate the building and notify the utility office of your address from a phone that is outside the building. We apologize for any inconvenience this interruption has caused and we are working to quickly and safely restore your service."*

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## **G. EMERGENCY CHECKLIST**

1. Has fire dept. been called?
2. Have persons been evacuated and area blockaded?
3. Have ignition sources been eliminated or mitigated?
4. Has police department been notified?
5. Has repair crew been notified?
6. Has company call list been executed?
7. Has communication been established?
8. Has outside help been requested?
9. Have ambulances been called?
10. Has leak been shut off or brought under control?
11. Have emergency valves or proper valves to shut down or reroute gas been identified and located?
12. If an area has been cut off from a supply of gas, has the individual service of each customer been cut off?
13. Is the situation under control and has the possibility of recurrence been eliminated?
14. Has surrounding area, including buildings adjacent to and across street, been probed for the possibility of further leakage?
15. Has proper tag been put on meter?
16. Has telephonic report been made to appropriate agencies, KCC & DOT?
17. Have radio stations been given instructions for a new release, (if necessary)?

## H. EMERGENCY EQUIPMENT

The City Superintendent should be able to obtain this equipment and qualified personnel to operate it as needed in an emergency.

- Construction equipment; including backhoe, grader, dump truck, trencher, high loader, etc.
- Portable air compressor
- Trucks with gas tools and pipe fittings
- C.G.I. - (2)
- Welder and cutting torch (portable).
- Line Stopping Equipment (steel lines)
- Pinch off tools (PE lines)
- Bypass equipment (steel lines)
- Mechanical repair couplings (P.E. lines)
- Steel and P.E. pipe fittings
- Gas powered cut-off saw
- OSHA approved, confined space entry equipment.
  - 9' tripod w/3-way recovery winch
  - Harnesses (2)
  - 115-volt ac ventilator
  - 6' web shock absorbing lanyard (2)
  - Industrial Scientific model TMX 412 Multi-gas monitor (O<sub>2</sub>, H<sub>2</sub>S, Methane, CO)

## I. TOTAL GAS OUTAGE

This procedure is to be used in the event of a total gas outage in either a controlled area or the entire system. An event resulting in the reduction of system pressure to less than 2 PSIG in an intermediate or high pressure system will be considered a "Total Gas Outage." This procedure shall be used to turn off each meter, then, after gas supply is re-established, conduct a system purge, and then turn on and relight individual customers.

The City Superintendent or other person in charge of coordinating activities will produce maps and or lists of customers that need to have the riser valves closed. The assembled crew(s) responsible for completing the shut offs will be assigned a portion of the area to cover and will check off each valve closed from their list. Shut off procedures can be found in Covered Task 2E.1 of the Operator Qualification Manual.

After completion of the shut-offs, the City Superintendent will confer with all shut-off crews to make sure that the valves at each service within the affected portion(s) of the distribution system have been closed. If this work has not been completed by this stage, then the City Superintendent and his crew shall assist the gas employees with the completion of this work.

After all shut-off procedures have been completed and gas is again available at the point of prior disconnection, then the City Superintendent and the gas employees shall turn gas back on to the distribution system. During pipeline startup care will be given to assure that MAOP is not exceeded. Pressure gauges will be used to monitor pressure changes. If MAOP appears likely to be exceeded, the pressure change will be stopped until it can be controlled in a way that prevents the MAOP from being exceeded.

A purge of the system shall be conducted at the ends of the distributions system using proper purge procedures found in Covered Task 2D.1 of the Operator Qualification Manual.

After the City Superintendent or gas engineer is satisfied that the system is purged, relight crews may begin turning customers back on using the procedure found in Covered Task 2E.2 of the Operator Qualification Manual.

After service has been restored, continue to monitor the situation to ensure continued integrity and safe operation.

## J. EMERGENCY TURN OFF AND TURN ON

Crews will be given a meter-reading book or meter listing with printed gas services addresses for a particular area. Service crews will go to the houses in order as listed in the book. Once there they shall turn off the meter. The date, "off", and the employees' initials should be on the page for that address. If for any reason the meter was unable to be shut off at any address, tags should be attached to all doors. Then "unable to shut off" should be written in the meter book or listing for that address.

When issued directions by the City Superintendent to turn meters back on, gas employees will turn meters on following the meter address book. If resident is home, employee shall go through following checklist found in Covered Task 2E.2 of the Operator Qualification Manual.

## K. LEAK COMPLAINTS

For each notification of an odor complaint received from the public, the information shall be recorded on the **201-Telephonic Report of Customer Leak Form**. For calls received during normal working hours, the information taken shall be entered onto the form, the original shall be sent out with the person responding to the call and a copy will be kept in the office. The person responding to the call shall then be responsible for completing the form and turning it back into the office.

For calls received outside of normal working hours the call-out person shall be responsible for completing the entire customer leak complaint form and turning it in to the office. All customer leak complaints shall be considered serious and shall take precedence over any other work. The person receiving the leak complaint call should dispatch a qualified employee to investigate the leak as soon as possible after receiving and recording the information from the caller. If the caller is not home and cannot provide entry to the residence or business, then an employee should be immediately dispatched to shut the gas off at the meter and perform an outside gas leak investigation.

Upon receiving a customer leak complaint, the employee shall make every effort to immediately respond to the location. Leaks that can not be classified within 2 hours require documentation as to the reason why on the **201-Telephonic Report of Customer Leak Form**.

The City Superintendent will review response times annually to ensure compliance with this procedure and determine if adjustments should be made to the response time.

The customer leak complaint form asks for very specific information regarding the actions taken and should be accurately and completely filled out. As a further note; whenever a gas leak is reported inside a building the person reporting the leak shall be required to take whatever steps necessary to allow entrance to the location by the employee responsible for investigating the complaint. If this cannot be arranged gas service shall be disconnected to the building until such time access can be granted.

Unusual situations may complicate investigation techniques on some occasions such as, but not limited to:

1. Multiple leaks
2. Foreign gases
3. Gas detected in storm-drain or sewer systems
4. Gas detected in telephone or other duct runs

**See Covered Tasks 3.3 and 3.5 in the Operator Qualification Manual for detailed procedures.**

## **L. THIRD PARTY DAMAGE**

When a third party damage report is made to an employee of the utility that employee should always ask the following questions:

1. What is the exact location?
2. Who is calling and who or what caused the damage?
3. What kind of damage is there?
4. Is gas leaking now? Can you smell or hear it?
5. If it is a line cut try to ascertain the size and material type of the line.

The employee should then notify the City Superintendent or if unable to immediately contact him, any available utility crew so that they may respond to the call. The employee receiving the call shall call the City Superintendent and go immediately to the scene. Generally, the City Superintendent should then assess the situation and coordinate repairs, make decisions regarding valve closures or squeeze-offs and arrange for the proper equipment, materials and manpower to be routed to the location of the damage. However, if the City Superintendent cannot be contacted for some reason each employee has the authority and the responsibility to take whatever steps necessary to eliminate any potential hazard associated with the damage. Gas utility employees will never enter an excavation where blowing gas exists due to third party damage.

Damages occurring in open areas that result in blowing gas that can be controlled with a valve or squeeze tool may only be approached after the area is tested with a combustible gas indicator and found to contain less than the lower explosive limit of gas in air. The employee will excavate a separate dig in order to safely squeeze or stop off pipe or operate valves to stop the blowing gas. The City Superintendent or the employee at the scene shall make any necessary decisions regarding evacuations or interruption of service to any customer(s), which may be necessary to make the situation safe. The situation shall not be considered safe until all leaks have been repaired or

eliminated. The employee(s) at the scene shall evaluate the damage and check all area mains and services for further damage/leakage. Do not assume the only damage is what you can see.

All nearby buildings should be checked with a C.G.I. as quickly as is practical to determine whether gas is migrating from the damage. All action shall be taken in a manner, which protects the lives of people first and property second. This employee(s) shall also be responsible for notifying the police and/or fire department if necessary. There are maps of all distribution piping located at the Village office. These maps show valves, which may aid in isolating the hazard. Only gas utility employees shall operate valves. Any time a section of main has been completely shut down the following procedure should be followed.

## **M. INTERRUPTION OF SERVICE**

If a localized interruption occurs in the system due to third party damage, or the like, the following procedure shall be followed. Refer to section G for more thorough directions for larger outages.

1. All customers on the affected main should be shut off at the meter.
2. After repairs are made and gas pressure is restored to the main, a purge should be made. The purge should be conducted at a point as near to all dead ends as is practical. A CGI should be used to determine when the purge is complete.
3. Each individual meter should then be turned back on and the customer relit following normal light up procedures.

## **N. FIRES INVOLVING OR THREATENING PIPELINE FACILITIES**

When a fire exists which is being fed by natural gas or is threatening a pipeline facility the following steps should be taken:

1. Evacuate the public.
2. Make every reasonable effort to discontinue the gas supply to the engulfed or threatened area.
3. If the employee is unable to discontinue the supply of gas and the gas fed fire is not currently nor appears to in the future threaten injury or property damage, then the fire should be allowed to burn until the gas supply is cut off. Only after carefully considering the potential problems, such as explosions, of unignited escaping gas should a gas fed fire ever be extinguished.
4. Notify the office as well as the City Superintendent, who shall it turn notify the fire and police departments if they have not previously been alerted.
5. If the employee is unable to discontinue the supply of gas, the City Superintendent will dispatch the appropriate people and equipment so that the supply is eliminated by closing valves, squeeze offs, or stoppering.
6. After the situation is under control, the employees of the gas utility will work with local fire department personnel to determine the cause of the fire and if necessary prepare a report documenting the facts of the case.

## O. EXPLOSIONS

Natural gas related explosions occur when leaking gas builds up in a confined area. The explosive range of natural gas lies approximately between 5.0% and 15.0% gas in air. An ignition source must also be present to ignite the explosion. Any employee who encounters this condition in a building, manhole or other confined space shall immediately evacuate all persons from the area. All ignition sources should then be located and removed. Generally, the best alternative is to evacuate and disconnect the gas and electricity at the meter. After this is done the building should be allowed to vent naturally.

When an explosion of natural gas has already taken place great caution should still be displayed until the source of the leaking natural gas is eliminated. Fires or secondary explosions will still be possible until the gas is completely vented. An outside leak investigation of the surrounding areas should be performed in accordance with the procedures found in Covered Task 3.3 of the Operator Qualification Manual. If there are adjoining or other buildings in the immediate area, then inside leak investigations should be performed in accordance with the procedures found in Covered Task 3.5 of the Operator Qualification Manual. When an explosion has taken place and the source of the gas has not yet been positively identified, it is usually the best practice to evacuate a wide perimeter surrounding the explosion until gas can be shut off to the area. The City Superintendent shall be responsible for working with other officials to determine the perimeter for any evacuations and the cause of any explosions where there is the possibility of the involvement of natural gas. The City Superintendent shall also be responsible for all appropriate notifications and reports regarding the incident.

## P. NATURAL DISASTERS

The City Superintendent will deal with all problems associated with a natural disaster when they occur. It is impossible to completely prepare for everything. All interruptions of service will be handled in the same manner as previously outlined in section G and L of this manual.

### EARTHQUAKES

Earthquakes have the potential to cause damage to natural gas pipelines and facilities. Each occurrence of an earthquake will be unique. The magnitude, soil conditions, temperature and other variables will determine the specific effects on the gas system. The effects may not be the same in every area of the system as pipe types, joining methods, etc. may react to an occurrence in different ways. Response to any occurrence of an earthquake will therefore vary to each specific occurrence. These general steps should be followed in the aftermath of an earthquake:

1. Immediately check all pressure recording charts, main pressure regulating stations (such as Town Border Stations) and, if available, check the volumes from the pipeline meter(s) or company check meter(s). This will give an immediate indication of whether or not the earthquake has caused any serious damage to facilities resulting in major leakage.
2. If these checks show increased metered volumes or abnormal drops in pressure, the utility should begin pipeline patrols that may include leakage surveys with instruments in the area(s) of pressure drops or increased metered volumes.
3. In the event major damage is discovered, follow the appropriate pipeline shutdown and/or pipeline repair procedures found elsewhere in this Manual.



#### Additional Steps to Consider:

Earthquakes can also cause minor damage to a gas pipeline system that may not be noticeable from pressure recording charts or metered volumes. The following steps should also be considered in the aftermath of an earthquake:

1. Closely monitor customer call volume. This can give you an indication of damages that may have occurred on customer piping.
2. Patrol and check above ground pressure regulator stations for damage from soil movement or falling debris.
3. Consider factors such as soil conditions, the magnitude of the earthquake, etc. and, if appropriate, check, meters, pressure regulators and valves for damage and/or leakage.
4. Perform increased pipeline patrols.

#### FLOODING

If areas of your natural gas system are susceptible to flooding there are additional steps that should be taken to ensure the safe operation of the pipeline and facilities.

In the event of threatened flooding of above ground facilities such as pressure regulator stations, farm taps and/or customer meters, the following steps should be taken:

1. At each pressure regulating station steps may be taken such as the building of dikes, sandbagging, etc. in order to prevent the flooding of the station. If this is not practical then, at a minimum, all spring case and relief valve vents should have watertight extensions installed that terminate above the potential level of the flood and should be protected from water infiltration. The extensions should be the same diameter as the spring case or relief vent or larger. Regulators must be able to sense atmospheric pressure and, in most cases, be able to relieve gas (if necessary) to work properly. The openings in regulators must never be plugged to prevent water from infiltrating the regulator.
2. Each pressure regulating station should also be protected from debris flowing with the water by the use of bollards, guardrails, fences, or other means of protection.
3. At customer farm taps and meter locations with service regulators, all spring case and relief valve vents should have watertight extensions installed that terminate above the potential level of the flood to be protected from infiltration of water. These extensions should also be protected and secured from debris flowing with the flood waters.

After flood waters have subsided, the following steps should be taken:

1. A pipeline patrol of the flooded area should be undertaken with specific emphasis placed on above ground facilities.
2. ANY meter or pressure regulator that did not have a spring case or relief extension installed should be replaced.
3. Pressure regulators with spring case extensions installed should be checked for lockup and for possible adjustment. If any abnormality is found the regulator should be changed.

## **TORNADOES AND/OR DAMAGING WINDS**

In the aftermath of a tornado and/or damaging winds, the City Superintendent should consider taking the following steps:

1. Perform a patrol of the system in the areas directly in the path of the storm.
2. If there is damage to multiple facilities and the general public is endangered by escaping gas, then the system or sections of the system should be shut-in following the system shutdown procedures found elsewhere in this Manual. After repairs are made, the appropriate system startup procedures should be followed.
3. If damage to above ground facilities is found or suspected, a leakage survey of the affected area should be conducted using a flame ionization unit.

## **Q. LOSS OF PRESSURE OR SUPPLY**

When a loss of pressure or supply threatens the distribution system, the follow steps should be taken:

1. When practical, increase the pressure.
2. Shut off the gas supply to the interruptible customers, if any.
3. Notify the public of a possible loss of gas service.
4. If necessary, as pressure dictates, isolate and shut off certain sections of the distribution system in order to maintain service to other sections.

During this type of emergency, the City Superintendent should be notified and shall direct all of the above activities.

## **R. LIAISON WITH PUBLIC OFFICIALS**

### **GENERAL**

Government agencies such as fire departments, police departments, public officials, and emergency medical services may be called upon to respond to pipeline emergencies. For an on scene response to be effective, the activities of The City of Altamont or the designated operator personnel must be coordinated with the activities of personnel from these agencies.

### **ACQUAINTING PUBLIC OFFICIALS WITH EMERGENCY PROCEDURES**

Appropriate fire, police and other public officials will be informed (by either public meeting, telephone or email) of:

1. Availability, capability and location of The City of Altamont or the designated operator personnel, equipment and materials for response to gas pipeline emergencies.
  - a) The City of Altamont maintains or can procure all equipment listed in Part H of this plan. The emergency contact sheet contains the names and numbers of personnel or contractors who can operate the emergency equipment.
2. Appropriate city employees who can be contacted at any hour; the importance of immediate contact will be stressed.

- a) An updated contact sheet shall be provided to public and emergency officials annually at a minimum.
- 3. Types of pipeline emergencies that the officials will be notified. Below are the anticipated duties of the emergency departments.
  - a) Fire – Evacuations, fires, and explosions.
  - b) Police/Sheriff – Crowd control and barricades
  - c) EMS – Injuries and health risks.
- 4. Plan how officials/agencies and The City of Altamont will engage in mutual assistance in the event of an emergency to minimize the hazard to life and property. This could include, but is not limited to, any of the following:
  - a) Mock emergency drills
  - b) Table-top emergency drills
  - c) Emergency Plan Reviews
  - d) Face to face meetings discussing the above topics.

## RECORDS

A record of each meeting, training session, and other related activities with Public Officials will be maintained.

## 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;