

**MINUTES
CITY OF ALTAMONT
May 13, 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 Councilmember Souders led the prayer. Councilmembers present: Craig Carnahan, Ben Cochran, Raymond Coffey and Paul Souders.
MINUTES	Councilmember Cochran moved and Carnahan seconded to accept the minutes of the April 22, 2021 meeting. Motion carried.
INVOICES	Councilmember Cochran moved and Carnahan seconded to pay the invoices in the amount of \$45,352.30. Motion carried.
FLAG DAY	<p>Teresa Kohler, with the Flag Day Committee, got a late start on the event due to not knowing if Covid would allow for it. Ms. Kohler would like to hold Flag Day downtown on Saturday, June 12. There will be vendors, kid's games, a bean feed, bags tournament and possibly a BBQ cook-off. Ms. Kohler isn't sure if she will have time to do the parade. She is looking into some local bands for the evening. Ms. Kohler would like to block off two blocks on Huston. Mayor Hayward asked about doing a free swim that day.</p> <p>Councilmember Cochran moved and Carnahan seconded to allow Flag Day to close Huston Street from 4th to 6th on June 12 from 7 AM to 10 PM. Motion carried.</p> <p>Councilmember Carnahan moved and Cochran seconded to approve a free swim from 2 to 4 PM on June 12. Motion carried.</p>
CITY ADMINISTRATOR	<p>Report written by Audree Aguilera. Natural gas/energy crisis – agreement with State of Kansas for low-interest loan. Review of gas purchasing agent and contract with KMGGA. The draft of the personnel handbook is complete; reviewed with department heads and EMC Insurance. Once the personnel handbook is approved, Audree will begin the update and development of a pay plan; this will update job descriptions and pay structure. USDA Loan for fire truck in final stages; funds are now available. GO Bond with Bond Counsel Gilmore and Bell for approval tonight. Fire Truck is anticipated to arrive in November. Data entry of open cases into new court software. Departments have budget worksheets; due May 28. Ipad arrived from Wave Wireless; they will be here the end of this week or next to set up the new sound system. The City of Altamont is anticipated to receive \$142,622 from the American Rescue Plan; attended a webinar last week. Funds can be used on sewer/water investments, Covid and economic development. First half will be sent by the end of the month. Second half in May 2022. Audree has an estimate for a study of our lagoon/sewer system. Swings are ordered for the Lake. Working on draft of towing policy. Attended the CDBG annual workshop in Parsons. Audree will begin the Housing Assessment Tool (HAT) and Low to Moderate Income (LMI) Survey in the coming months; this will open a variety of housing, infrastructure and other grant funds for future projects. Upcoming items/project – Electric fund tabled to May 13th.</p> <p>Councilmember Souders stated this was the most detail personnel manual he has ever seen. He thanked Audree for all of her work on the personnel manual. The Fund Status Report was presented to Council. Payments were made for the energy crisis.</p>
PAINTED CROSSWALKS	Audree talked to the department heads about getting quotes for a company to seal and paint Huston. Brad Myers recommended getting it sealed to help maintain it. Audree would like to see it sealed before we painted.
OLD FIRE BUILDING	Nothing at this time.
APPOINTMENTS	<p>Mayor Hayward made the following appointments:</p> <p>City Administrator – Audree Aguilera. Councilmember Cochran moved and Carnahan seconded to approve Audree Aguilera to the City Administrator position. Motion carried.</p> <p>City Clerk – LeaAnn Myers. Councilmember Cochran moved and Carnahan seconded to approve LeaAnn Myers to the City Clerk position. Motion carried.</p> <p>City Treasurer – Maximus Brumback. Councilmember Cochran moved and Carnahan seconded to approve Maximus Brumback to the City Treasurer position. Motion carried.</p> <p>City Superintendent – Brad Myers. Councilmember Cochran moved and Carnahan seconded to approve Brad Myers to the City Superintendent position. Motion carried.</p> <p>Chief of Police – Michael Shields. Councilmember Cochran moved and Carnahan seconded to approve Michael Shields to the Chief of Police position. Motion carried.</p> <p>Fire Chief – Bryson Shaffer. Councilmember Cochran moved and Carnahan seconded to approve Bryson Shaffer to the Fire Chief position. Motion carried.</p> <p>City Attorney – Stephen Jones. Councilmember Cochran moved and Carnahan seconded to approve Stephen Jones to the City Attorney position. Motion carried.</p> <p>City Judge – Brian Johnson. Councilmember Cochran moved and Carnahan seconded to approve Brian Johnson to the City Judge position. Motion carried.</p>

**MINUTES
CITY OF ALTAMONT
May 13, 2021
Page 2**

- APPOINTMENTS** Official Newspaper – Labette Avenue. Councilmember Cochran moved and Carnahan seconded to approve Labette Avenue as the Official Newspaper. Motion carried.
- Official Depository – Labette Bank. Councilmember Cochran moved and Carnahan seconded to approve Labette Bank as the Official Depository. Motion carried.
- Designated Health Provider – Labette Health. Councilmember Carnahan moved and Souders seconded to approve Labette Health as the Designated Health Provider. Cochran abstained. Motion carried.
- GO BOND** Resolution #284 was presented to Council for the GO Bond for the purchase of the new fire truck.
- Councilmember Carnahan moved and Cochran seconded to approve Resolution #284 for fire truck purchase. Motion carried.
- PERSONNEL HANDBOOK** An updated personnel handbook was presented to Council. Audree is looking at changing the way the utility department is paid based on qualifications within a pay plan. The personnel manual details how the hiring process works, updated drug testing, federal and State regulations and laws. Employee benefits were included and added an employee assistance program.
- Councilmember Carnahan moved and Cochran seconded to approve the Personnel Handbook as presented. Motion carried.
- ORDINANCE #148** Councilmember Cochran moved and Carnahan seconded to appeal Ordinance #148 pertaining to vacation for City employees. Motion carried.
- MENTAL HEALTH** An employee assistance program agreement was presented to Council between Labette County Mental Health Services and the City of Altamont.
- Councilmember Carnahan moved and Cochran seconded to approve the Employee Assistance Program Agreement with Labette County for Mental Health Services. Motion carried.
- LOW INTEREST LOAN** The Low Interest Loan Agreement was presented to Council for the gas crisis.
- Councilmember Cochran moved and Carnahan seconded to approve the Low Interest Loan Agreement between the Kansas State Treasurer and the City of Altamont. Motion carried.
- Audree asked Council what they would like to do moving forward in regards to gas purchasing. Mayor Hayward would like to look at the existing contract for updates and also possibly looking into other buyers. Audree suggested forming a committee to look at additional options. Council would like to possibly have an unbiased consultant. Councilmember Cochran would like a KMGa representative to attend Council to answer questions. Audree will look into creating a committee to look at future gas purchasing. KMGa will have a board meeting with some updates.
- LINEMAN SERVICES** Audree presented an engineering estimate from Allgeier, Martin and Associates, Inc. to look over our electric system. Audree stated we need to look over the electric system so we can use it for development. In regards to the rate study, Audree wants to push for the rate increase at the end of the year for upgrades. Audree stated we don't have the funds for an electrical study at this time. She is hoping to do it next year. Councilmember Souders stated we need upgrades for the sewer and electric. Audree stated we need rate increases for sewer and electric, and would like to do a rate study for the sewer.
- Audree stated the City has paid about half of the electric loan within our funds and about \$250,000 back to the loan for the gas. By paying ahead it will reduce our payments and interest. Councilmember Carnahan asked how Audree will prioritize repaying the loan payment versus repaying our funds. Audree stated we have already replaced the funds for the electric. Gas funds go towards the loan while the electric funds go to the capital improvement fund. Audree thinks we could have the gas paid back in about 4 years. The electric fund is in decent shape. Audree applauded Council for the hard decisions dealing with the gas payment plans.
- THANK YOU** Audree received a thank you from Liz Finley for allowing her to talk to Council.
- MEMORIAL DAY** The City Office will be closed May 31, 2021 in observation of Memorial Day.
- RUMMAGE SALES** Rummage sales are set for Saturday, May 22.
- ADJOURNMENT** Councilmember Carnahan moved and Cochran seconded to adjourn the Council meeting at 8:35 PM. Motion carried.

DATE

LeaAnn Myers, City Clerk