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City of Highland  
Doniphan County, Kansas

Emergency Water Supply Plan  
Adopted February 7, 2007

**Adopted February 14, 2008**  
**Adopted February 11, 2009**  
**Adopted February 10, 2010**  
**Adopted February 9, 2011**  
**Adopted February 8, 2012**  
**Adopted February 13, 2013**  
**Adopted February 12, 2014**  
**Adopted February 11, 2015**  
**Adopted February 10, 2016**  
**Adopted February 8, 2017**

# City of Highland Emergency Water Supply Plan

Pursuant to the requirements of K.A.R. 28-15-18, the City of Highland has compiled the following information, and guidelines for the purpose of implementing an Emergency Water Supply Plan.

<b>Section I</b>	<b>Purpose</b>
<b>Section II</b>	<b>Description</b>
<b>Section III</b>	<b>Disaster Organization</b>
<b>Section IV</b>	<b>Mutual Aid Agreement</b>
<b>Section V</b>	<b>Inventory of Emergency Equipment Available</b>
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## **Section I. Purpose**

The purpose of this plan is to isolate and conserve an adequate supply of potable water during emergency conditions that will be used only to sustain human life and the lives of pets and maintain standards of hygiene and sanitation.

A copy of this Emergency Water Supply Plan shall be kept at City Hall, at the City Shop and at the Mayor's place of residence.

## **Section II. Description**

The potable water supply for the City of Highland is obtained through two wells with an old well that is considered a standby well.

1. How is water supplied? A ten-inch line to the tower.
2. Where is the well located? One-mile north of Highland, Kansas on Coronado Road.
3. How many gallons can the wells pump? Well #4 pumps 250 gallon per minute and well #5 pumps 350 gallons per minute.
4. How much water storage is available? One 100,000-gallon water tower located north of town (1771 Coronado Rd.) and one 125,000-gallon tower located at 503 West Avenue on the West edge of town placed in service late 2013.
5. Are boosters available? No.
6. What is the line size? A ten-inch line to town.
7. Are there other connections? None at this time.

## **Section III. Disaster Organization**

### **A. Mayor – In Charge Overall – Jerry Twombly (785-741-1105)**

1. Coordinate and direct efforts of maintenance personnel in repair of damage.
2. Establish communications within the governing body, local news media, and general public.
3. Establish command posts, medical posts, shelters, etc. while working with the County Emergency Preparedness Personnel.
4. Contact Foley Industries, 1737 SW 42<sup>nd</sup> St., Topeka KS 66609 for generator lease to operate wells in case of power outage.

- B. Public Works Operator (s) – **Aaron Leach (785-741-1131) and Michael Hunsaker (785-741-1134)**
1. Assess damages and establish communication with the Mayor and other officials.
  2. Notify KDHE District Engineer or Bureau of Water and request assistance as needed. **Emergency Number - 785-296-1679 – (24-7)**  
**(Helen Holm, Brian or Hannah 785-842-4600 – office)**
  3. Oversee any repairs or alterations from the source of supply to treatment and pumping to throughout the distribution system.
  4. Request emergency equipment/supplies if needed.
  5. Request work assistance if needed.
  6. Contact power company, Westar Energy, as to loss of power.
- C. City Clerk Joann Karn, Deputy Clerk Melanie Hollabaugh and/or City Attorney Ted Collins will be available to make necessary phone calls and/or notifications.

#### **Section IV. Mutual Aid Agreement**

- A. Cooperative arrangement for water supply replenishing with Doniphan County Emergency Preparedness Personnel. Their office will assist the city’s public water supply system in supplying potable water until our system is safely on line again.  
**Julie Meng (785-985-2229 or 785-850-0557)**
- B. Cooperative arrangements for water repair parts and fittings have been made with neighboring water districts and cities if needed.  
**City of Troy 785-985-2265 or 785-985-2101; City of Wathena 785-989-4711 and City of Hiawatha 785-742-7417 or 785-742-2155**

#### **Section V. Inventory of Emergency Equipment Available**

- A. City owned equipment
1. Fire trucks
  2. S650 Bobcat
  3. 150 Ford 4-wheel drive pick-up (Red)
  4. 4-wheel drive police pick-up (2)
  5. 450 Ford flatbed with blade
  6. Ford 250 4-wheel drive pick-up
  7. 1993 Ford Bucket Truck
- B. Locally owned equipment and supplies: (Available)
1. Hiawatha Farm & Home Supply      785-742-2410
  2. Highland Hardware, Inc.            785-442-5585 785-741-0815 (David Diveley’s Cell)
  3. HD Water Works                        800-365-0252
  4. Wal-Mart                                    785-742-7445
  5. Kansas Rural Water Association    785-336-3760  
Elmer Ronnebaum-Gen. Mgr.    785-336-3760  
[krwa@krwa.net](mailto:krwa@krwa.net) – emergency mail
  - Lonnie Boller-Tech.                        785-547-5523
  - Tony Kimmi-Tech.                         785-370-0097
  - Rita Clary-Tech.                            785-850-0192

### C. Other Resources for Equipment

- |                                    |                            |
|------------------------------------|----------------------------|
| 1. Foley Industries<br>(Generator) | 816-806-8086 (Jeremy Rock) |
| 2. Kevin Lackey                    | 785-741-1570               |
| 3. MCON LLC                        | 785-850-0376               |
| 4. Engemann Drainage               | 816-244-7462               |
| 5. Chuck or Jake Simmons           | 785-741-1358-741-4068      |

The City can call KDHE (785-842-4600) or KRWA (785-336-3760) for any other equipment and tools needed. Examples of possible equipment and tools could be chlorinators, generators, portable storage tanks, pipe and fittings and any other item that may help in an emergency. Both will do their best to help locate items as soon as possible.

## Section VI. Vulnerability of System (Disaster Response)

### A. Drought-Water Shortage-As determined by the Mayor.

1. City Ordinance #424 will go into effect regulating the non-essential use of water during an emergency upon authorization from the Mayor.
2. Public and media notification of water conservation will be relayed.
3. Attempt to obtain water from, County Emergency Preparedness.

### B. Accidental Spills or Contamination

1. Operator shall contact 9-1-1.
2. Operator will assess the situation and notify KDHE, Regional EPA Office, or Office of Emergency Preparedness of extent of damage.
3. Establish communications through Doniphan County Sheriff's Office, fire, news media, and general public.
4. Operator shall make sure that all sources of uncontaminated raw water and potable water storages are full.
5. When or if hazardous substances contaminate the water supply at the river intake location, the Operator shall stop raw water from being pumped.
6. Utilize 225,000-gallon storage tank supply.
7. Upon direction of the Mayor, the City shall purchase bottled water for consumption.
8. Transport water into City from another source if needed.

### C. Well House Buildings.

1. Power outage due to natural or man-made disaster.
  - a. The City will utilize a generator and restore electricity to raw water pumps.
  - b. The City will ascertain from Westar Energy (800-383-1183) when power will be restored.
2. Excessive damage to Treatment and Well House Buildings.
  - a. Operator will assess damages and establish communication with news media and general public. **See Section VIII E. - Media**
  - b. The City's Ordinance will go into effect regulating the non-essential use of water during an emergency upon authorization from the Mayor.

- c. Upon direction of Mayor, the Operator will notify KDHE (See Section III B) and Bureau of Water of any anticipated needs.
- d. Operator will isolate distribution system and utilize water storage.
- e. The Mayor will authorize a work force to repair damages to bring plant back on line.

D. Distribution System

1. Transmission Main Damage.
  - a. Isolate main and repair.
2. Storage Tank Damage
  - a. The City's Ordinance will go into effect regulating the non-essential use of water during an emergency upon authorization from the Mayor, if needed.
  - b. Isolate tank by closing valve at bottom of tank.
  - c. Place needed pressure gauges and relief valves on hydrants for wasting in order to maintain a constant pressure.
  - d. Contact tower maintenance company.

**Utility Services 620-231-2160; Randy Percy cell-620-235-2175**

E. Terrorist Threats

1. Notify Operator and Mayor of threat and coordinate with civil defense personnel to provide protection at Point of Entry, treatment plant and storage tanks. Also contact Doniphan County Sheriff's Office (785-985-3711 or 785-985-3543) for any assistance they may offer.

F. Radioactive Fallout

1. Contact Office of Emergency Preparedness (Julie Meng 785-985-2229) for information as to the possibilities of contamination to the system.
2. The City's Ordinance, #424, will go into effect regulating the non-essential use of water during an emergency upon authorization from the Mayor.
3. Utilize stored water until system is okay for use.

**Section VII. Water Rationing**

- A. Refer to City Ordinance #424 located at the Highland City Hall, 220 W Main Street, Highland, Kansas.

## Section VIII. Emergency Contacts

### A. City contacts

1. Mayor Jerry Twombly	785-741-1105	785-442-3638
2. Aaron Leach-Water Operator	785-741-1131	
3. Michael Hunsaker-Water Operator	785-741-1134	
4. Deputy Clerk Melanie Hollabaugh	785-442-3300	785-850-1633
5. City Clerk Joann Karn	785-442-3765	785-741-1684
6. Jesse Marriott - Council	816-752-2631	
7. Charles Batchelder - Council	785-741-1595	785-442-3833
8. Ben Gilmore – Council	785-442-3223	816-387-1743
9. Matt Peterson – Council	785-850-0144	
10. Dana Clary – Council	785-741-4489	
11. Ted Collins – City Atty.	785-741-1874	785-741-1874
12. Brandon Whetstine – Police Chief	785-442-3212	785-850-1192
13. Tom Williams – Deputy Officer	785-742-2153	785-850-1516

### B. Emergency Services

1. Dial 9-1-1		
2. Doniphan County Sheriff	785-985-3543	785-985-3711

### C. Federal and State Agencies

1. KDHE District Office, Lawrence, Kansas	785-842-4600	Helen, Brian, Hannah
2. Kansas Dept. of Health and Environment Public Water Supply Section- Topeka, KS	785-368-7130	Cathy Tucker-Vogel
3. Kansas Adjutant General Department Division of Emergency Management-Topeka	785-296-3176	
4. Environmental Protection Agency Region 7- Kansas City, Kansas	913-551-7423	
5. Kansas Rural Water Association	785-336-3760	
6. Homeland Security	800-237-3239	

### D. Services

1. Dial 9-1-1		
2. Doniphan County Sheriff	785-985-3543	
3. Rural Fire District #2 Fire and Ambulance	785-442-3838 – Station 785-985-3711 – Dispatch	
	785-741-0837 – County Fire Chief Joe Florence	

### E. Media

1. KNZA Radio	785-547-3461
2. KQTV	816-233-1606
3. The Kansas Chief	785-989-4415
4. Community Channel (2)	877-866-2390

**Section IX. Annual Review**

Annual Review Sign Off Sheet:

It shall be required that this policy be reviewed annually by the City of Highland Governing Body and their water operator.

Date Reviewed	Signature of Mayor	Signature of Water Operator

COMMENTS:



## WATER DROUGHT/EMERGENCY ORDINANCE

Ordinance No. 424

An ordinance authorizing the declaration of a water watch, warning or emergency; establishing procedures and voluntary and mandatory conservation measures; authorizing the issuance of administrative regulations; and prescribing certain penalties.

Be it Ordained by the Governing Body of the City of Highland, Kansas.

Section 1. Purpose. The purpose of this ordinance is to provide for the declaration of a water supply watch, warning or emergency and the implementation of voluntary and mandatory water conservation measures throughout the city in the event such a watch, warning or emergency is declared.

### Section 2. Definitions:

- (a) "Water", as the term is used in this ordinance, shall mean water available to the City of Highland for treatment by virtue of its water rights or any treated water introduced by the City into its water distribution system, including water offered for sale at any coin-operated site.
- (b) "Customer", as the term is used in this ordinance, shall mean the customer of record using water for any purpose from the City's water distribution system and for which either a regular charge is made or, in the case of coin sales, a cash charge is made at the site of delivery.
- (c) "Waste of water", as the term is used in this ordinance, includes, but is not limited to: (1) permitting water to escape down a gutter, ditch, or other surface drain; or (2) failure to repair a controllable leak of water due to defective plumbing.
- (d) The following classes of uses of water are established:

#### **Class 1:**

Water used for outdoor watering; either public or private, for gardens, lawns, trees, shrubs, plants, parks, golf courses, playing fields, swimming pools or other recreational areas; or the washing of motor vehicles, boats, trailers, or the exterior of any building or structure.

#### **Class 2:**

Water used for any commercial or industrial, including agricultural, purposes: except water actually necessary to maintain the health and personal hygiene of bona fide employees while such employees are engaged in the performance of their duties at their place of employment.

#### **Class 3:**

Domestic usage, other than that which would be included in either classes 1 or 2.

#### **Class 4:**

Water necessary only to sustain human life and the lives of domestic pets and maintain standards of hygiene and sanitation.

Section 3. Declaration of Water Watch. Whenever the governing body of the City finds that conditions indicate that the probability of a drought or some other condition causing a major water supply shortage is rising, it shall be empowered to declare, by resolution, that a water watch exists and that it shall take steps to inform the public and ask for voluntary reductions in water use. Such a watch shall be deemed to continue until it is declared by resolution of the governing body to have ended. The resolutions declaring the existence and end of a water watch shall be effective upon their publication in the official city newspaper.

Section 4. Declaration of Water Warning. Whenever the governing body of the City finds that drought conditions or some other condition causing a major water supply shortage are present and supplies are starting to decline, it shall be empowered to declare by resolution that a water warning exists and that it will recommend restrictions on nonessential uses during the period of warning. Such a warning shall be deemed to continue until it is declared by resolution of the governing body to have ended. The resolutions declaring the beginning and ending of the water warning shall be effective upon their publication in the official city newspaper.

Section 5. Declaration of Water Emergency. Whenever the governing body of the City finds that an emergency exists by reason of a shortage of water supply needed for essential uses, it shall be empowered to declare by resolution that a water supply emergency exists and that it will impose mandatory restrictions on water use during the period of the emergency. Such an emergency shall be deemed to continue until it is declared by resolution of the governing body to have ended. The resolutions declaring the existence and end of a water supply emergency shall be effective upon their publication in the official city newspaper.

Section 6. Voluntary Conservation Measures. Upon the declaration of a water watch or water warning as provided in Sections 3 and 4, the mayor (or the city manager) is authorized to call on all water consumers to employ voluntary water conservation measures to limit or eliminate nonessential water uses including, but not limited to, limitations on the following uses:

- (a) Sprinkling of water on lawns, shrubs or trees (including golf courses).
- (b) Washing of automobiles.
- (c) Use of water in swimming pools, fountains and evaporative air conditioning systems.
- (d) Waste of water.

Section 7. Mandatory Conservation Measures. Upon the declaration of a water supply emergency as provided in Section 5, the mayor (or the city manager) is also authorized to implement certain mandatory water conservation measures, including, but not limited to, the following:

- (a) Suspension of new connections to the City's water distribution system, except connections of fire hydrants and those made pursuant to agreements entered into by the City prior to the effective date of the declaration of the emergency;
- (b) Restrictions on the uses of water in one or more classes of water use, wholly or in part;
- (c) Restrictions on the sales of water at coin-operated facilities or sites;
- (d) The imposition of water rationing based on any reasonable formula including, but not limited to, the percentage of normal use and per capita or per consumer restrictions;
- (e) Complete or partial bans on the waste of water; and
- (f) Any combination of the foregoing measures.

Section 8. Emergency Water Rates. Upon the declaration of a water supply emergency as provided in Section 5, the governing body of the City shall have the power to adopt emergency water rates by ordinance designed to conserve water supplies. Such emergency rates may provide for, but are not limited to: (a) higher charges for increasing usage per unit of use (increasing block rates); (b) uniform charges for water usage per unit of use (uniform unit rate); or (c) extra charges in excess of a specified level of water use (excess demand surcharge).

Section 9. Regulations. During the effective period of any water supply emergency as provided for in Section 5, the mayor (or city manager or water superintendent) is empowered to promulgate such regulations as may be necessary to carry out the provisions of this ordinance, any water supply emergency resolution, or emergency water rate ordinance. Such regulations shall be subject to the approval of the governing body at its next regular or special meeting.

Section 10. Violations, Disconnections and Penalties.

- (a) If the mayor, city manager, water superintendent, or other city official or officials charged with implementation and enforcement of this ordinance or a water supply emergency resolution learn of any violation of any water use restrictions imposed pursuant to Sections 7 or 9 of this ordinance, a written notice of the violation shall be affixed to the property where the violation occurred and the customer of record any other person known to the City who is responsible for the violation or its correction shall be provided with either actual or mailed notice. Said notice shall describe the violation and order that it be corrected, cured or abated immediately or within such specified time as the City determines is reasonable under the circumstances. If the order is not complied with, the City may terminate water service to the customer subject to the following procedures:
  - (1) The City shall give the customer notice by mail or actual notice that water service will be discontinued within a specified time due to the violation and that the customer will have the opportunity to appeal the termination by requesting a hearing scheduled before the City governing body or a city official designated as a hearing officer by the governing body;
  - (2) If such a hearing is requested by the customer charged with the violation, he or she shall be given a full opportunity to be heard before termination is ordered; and
  - (3) The governing body or hearing officer shall make findings of fact and order whether service should continue or be terminated.
- (b) A fee of \$50 shall be paid for the reconnection of any water service terminated pursuant to subsection (a). In the event of subsequent violations, the reconnection fee shall be \$200 for the second reconnection and \$300 for any additional reconnections.
- (c) Violations of this ordinance shall be a municipal offense and may be prosecuted in Municipal Court. Any person so charged and found guilty in Municipal court of violating the provisions of this ordinance shall be guilty of a municipal offense. Each day's violation shall constitute a separate offense. The penalty for an initial violation shall be a mandatory fine of \$100. In addition, such customer may be required by the Court to serve a definite term of confinement in the city or county jail which shall be fixed by the Court and which shall not exceed 30 days. The penalty for a second or subsequent conviction shall be a mandatory fine of \$200. In addition, such customer shall serve a definite term of confinement in the city or county jail which shall be fixed by the Court and which shall not exceed 30 days.

Section 11. Emergency Termination. Nothing in this ordinance shall limit the ability of any properly authorized city official from terminating the supply of water to any or all customers upon the determination of such city official that emergency termination of water service is required to protect the health and safety of the public.

Section 12. Severability. If any provision of this ordinance is declared unconstitutional, or the application thereof to any person or circumstance is held invalid, the constitutionality of the remainder of the ordinance and its applicability to other persons and circumstances shall not be affected thereby.

Section 13. This ordinance shall become effective upon its publication in the official city newspaper.

Passed by the governing body this 2nd day of July, 2001

  
\_\_\_\_\_  
(Mayor's Signature)

ATTEST:

  
\_\_\_\_\_  
(City Clerk's Signature)



I hereby certify that the foregoing is a true and correct copy of the original ordinance; that said ordinance was passed on the 2 day of July, 2001 that the record of the final vote on its passage is found on page 428 journal 7 that it was published in the Highland Vidette on the 19 day of July, 2001

  
\_\_\_\_\_  
City Clerk