

To: City Commissioners
From: Cyndra Kastens

Re: City Clerk/Administrator Report
3/15/22

NOTE: I will be out of town Wednesday through Monday of this week. I will have my cell and plan to be reachable any time so feel free to call.

CONSENT AGENDA

1. Approve Regular Meeting Minutes of March 1st, 2022
2. Special Appropriations:
 - Fund #79 Sewer Imp - EBH \$7,500 - Design for Cell 1 C20-3005-01
 - Fund #34 Capital Airport - EBH \$4,143.04 - Engineer hours
 - Fund#34 Capital Lake Maint & Imp - EBH \$393.75 - RV Dump
3. Appropriation Ordinance No. 6108 \$82,191.10
4. Approve 3.15.22 Payroll \$51,940.03
5. Approve SRLF Drawdown #4 \$7,500 WWTF Cell 1 Repair C20-3005-01
6. Approve KDOT Aviation FY23 Grant Agreement AV-2023-17 \$252,450.00 with the City Contributing \$28,050.00 in Matching Funds

This is the agreement for the AWOS and Beacon, see Admin report notes below.

PUBLIC HEARINGS - NONE

REGULAR BUSINESS

7. Transient Guest Tax Committee Recommendation of \$8,000 to the Anthony Chamber for the 2022 Annual Sunflower Balloon Fest - Bette DeMeritt/Susan Croft

Application submitted by the Anthony Chamber for the Annual Sunflower Balloon Fest to be held May 6, 7 and 8, 2022, for \$8,000. TGT balance is \$9,099.58. Transient Guest Tax committee recommends approval.

8. 2022 Sunflower Balloon Fest Requests - Anthony Chamber

Beth Farmer will be present to ask for the city to approve the activity/needs list for the Balloon Fest. Beth does not have the vendor list yet and did not want to wait until the April 5th meeting to present this request list so she will be present at this meeting and then back on the 5th to have you approve her vendor list.

9. Approve Airport Land Lease Agreement Tracy Copenhaver (Portion of Lot 6)

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The attached lease is the updated version as approved by the Commission. Mr. Copenhaver has provided proof of the required insurances.

10. 2022 Health Insurance Renewal
11. Camp Host 2022
12. February Power Costs - Winter Nextera
13. Appoint Non-Resident Law-Enforcement Officer Nathaniel Houston as Deputy Chief

Admin's Report:

1. Airport AWOS and Beacon Grant – KDOT announced the 2022 award recipients, and the City of Anthony has been approved for the grant to replace the beacon and install the new AWOS system in the amount of \$252,450. Exciting! A copy of the announcement is attached so you can see the other projects that were also awarded. No work can begin on the project until the start of the FY23 year which begins July 1, 2022.
2. Housing/Economy of Kansas – we need to grow. We will need to be intelligent and proactive and intune with what is happening across the state. I need available time to attend more meetings, make connections I hope this isn't another direction I know we need to go but never get there because I'm too busy doing other work and not being an administrator. Just please keep this in mind as I try to get that direction.
3. RV Dump Station/Floodplain Mapping Update – The new floodplain mapping update for Harper County does show the 500-year floodplain in the same location as the new RV Dump station. Critical facilities (which includes city sewer pumping stations) are subject to regulation in the 500-year floodplain. Technically today, the design and location are compliant because this floodplain is not legally there until the new maps become official. However, it is easier to make some minor adjustments now while we are installing the station, making them compliant later when the maps are adopted. Therefore, I have attached to the Admin report a copy of an edited design for the RV Dump station that shows some hand drawn minor adjustments (increasing the elevation of the electrical panels and barrel height, and adding an iron valve to prevent floodwater entry). We will be incorporating these changes into the installation.
4. Staffing – The city welcomes a new Deputy Chief of Police, Nate Houston, to the force. Nate's first day will be March 28th. Nate, a former employee of the City of Anthony and Harper County Sheriff's department is a lifelong HP CO resident.
5. HP CO STRONG – This committee is rolling out their challenge to individuals to do daily, weekly & monthly activities to improve their overall mental health with social, physical,

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financial, career & community goals. Committees were set up for each task to develop the challenges. The communities also developed ideas for different age groups. Jamie from the City of Anthony and Karen from the City of Harper worked on the financial task challenging adults to develop a budget & younger participants to develop a needs & want budget. The challenge has been a County wide collaboration and with the City participating, we continue to support and help work toward a whole community wellness for our communities. Attached in the packet is the roll out article and the 56- day challenge card.

6. Powerplant & 138 Sub Operation and Maintenance – We are still working to complete this department operations plan however, while KMEA is onsite the week of March 23rd to change out the three regulators the Commission approved to replace (one of which was an explosion hazard according to our latest insurance inspection) we plan to have KMEA perform the 2022 identified maintenance. In addition, unit 2 and 3 step up transformers were identified as having high moisture content. These two transformers are set for replacement in the next few years. When weighing the cost for oil cleaning services against the replacement cost it does not seem very logical to pay for the service now and then replace them. A proposal has been submitted to CHUBB to see if they will accept 6-month monitoring for now and replacement according to our operations plan. We will let you know.
7. WWTF Cell One Sewer Repair C20-3005-01 – KDHE did approve the bid for Dondlinger and the Mayor signed the “Notice to Award” to officially start the project. We have a lot of other documents to prepare but will be getting the project officially started and underway according to the project timeline.
8. Department Activities:
 - Street –
 - Cutting trees
 - Grading Roads
 - Replaced some street signs
 - Picked up tree limbs around town
 - Pushed up brush pile east of town
 - Helped line crew with poles northwest of town
 - Water/WW –
 - Rounds
 - Locates
 - Maintenance on Vac truck
 - Turn offs and just reads
 - Repaired lock in airport lounge

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Attended a safety meeting
Repaired fence at water tower
Unloaded salt at water plant
Installed pipe at golf course for irrigation on the wells, working on plumbing the tanks

Electric Distribution -

Took down 3 14.5kv 333kva regulators to recycle
Took catalyst doors off engine #3 at the Power Plant
Had scheduled outage for the east side of the lake for maintenance
Moved pole bunks around for upcoming shipment of poles
Report of dimming lights at 324 N. Bluff. Unknown Cause as of now
Took down temporary service 6 miles north and 1.5 miles west for Venture Corp.
47 Door knockers
Locates
Cut 5 tree's for Street Dept. (Tree List)
Set 2 power poles for Dan and Beth Farmers new service at 60 NW 30 RD
Had outage at 735 NE 40 RD. Cause was unknown
9 Non Pay Turn Off Orders
Turn On-Off Orders
Staked power pole line for new bridge R/W at 30 Rd and 30 Ave.
Staked anchor location for Western Farmers Tie line SW 10 Ave. and SW 60 Rd.
Fixed Siren at tennis court. (Bad Coax)
Worked on siren on West Hays St. (Replaced batteries and reset programmer)
KMU Meeting over Arc Flash and Evaluations
Fixed broken primary strand's 7 miles east and 3 miles north
Worked on siren at the lake.
Put up batting cages at ballfield
Set 2 power poles and strung 3 phase primary wire 3 miles north and 3 miles west for bridge R/W
Replaced 1 power pole 3 miles north and 5/8 of a mile west
Set 2 anchors 6 miles south and 1 mile west for removal of old 14.5 feeder line.

Electric Production –

We started off the week with meeting after meeting and then another meeting, I had guy's help the line crew as well as at the shop to help get mower services caught up.

We worked on #3 radiator on a couple water leaks, we still have two valves to replace with new ones and it should be ready to go.

We had a controller burn up on #2 radiator and we are waiting on a new controller to make repairs, this event caused a main breaker to trip that feeds station power to that engine room so it was good hands on training for our new hands.

The boy's pulled the motor off of the plant grasshopper mower and put a new charging system on the engine, put it back together and we will try to get another season out of it.

The guy's trimmed trees up around the houses but still have some more to get done.

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We used the cold weather time to do some training with the new hands.

Worked on scheduling the regulator swap out at the plant and some breaker maintenance in the switch gear that is in the five year plan.

Worked on more of the report for the five year plan with Naaman and we will be working on this continually.

We are about to get the new fiber optic to the plant so with ant luck our computers will work more than 50% of the time.

Normal everyday cleaning and care of the plant and the surrounding area.

Mechanic –

Air compressor on Rescue

Replace alternator on big bucket truck

Diagnose front end issues on Dodge dump bed and order parts

Work on completing airport car

Services on several vehicles