

To: City Commissioners
From: Cyndra Kastens

Re: City Clerk/Administrator Report
12/6/22

City Employee Christmas Party – Friday December 16th, 2022 - 6:30 P.M. – Municipal Hall

PUBLIC COMMENT

Public Comment allows the public an opportunity to address the City Commission. There is a five minute per person limit on public comments.

CONSENT AGENDA

1. Approve Regular Meeting Minutes from November 15, 2022
2. Special Appropriations:
 - Fund #79 Sewer Imp - EBH \$2,150.00 Construction Inspection and Engineering Cell One
 - Fund #30 Mun. Eq. Fire - Weis Fire \$4,378.90 Assessment Costs for Elect Probs on Rescue Truck
3. Appropriation Ordinance No #6124 \$210,446.84
4. Approve 11.22.2022 Payroll \$112,592.45
5. Approve Christmas Bonus Payroll \$3,235.15
6. Approve 12.06.2022 Payroll \$60,117.35
7. Approve SLRF Drawdown #11 WWTF Cell 1 Repair C20-3005-01 \$2,150.00

Note: the approval of the drawdown for the final EBH bill on the repair of Cell 1 on the sewer lagoons. I need to double check any final expenditures to close out this loan but at present, we are approximately \$270,000 under budget. I don't want to say this is final yet but once I have made those verifications, it does appear that we are not going to have to borrow as much money as the original loan/project amount was \$1,117,400 and with this EBH bill we will have only spent \$845,489.44.

PUBLIC HEARINGS - NONE

REGULAR BUSINESS

8. Approve FY24 Airport CIP - Darin Neufeld

Darin Neufeld with EBH will be here to present the FY24 Airport CIP (Capital Plan). He will have copies of the CIP at the meeting. We will meet with the airport board prior to that. Commissioners Smith and Hodson are the airport Commissioners. If either of you would like to attend that meeting, it is December 6th at 4:30 p.m.

9. Approve EBH Turf Rehabilitation Contract - Darin Neufeld

If you recall, EBH was the approved consultant for the next five airport projects. Therefore, Darin will also be here to present the contract for engineering services for both the AWOS & Beacon KDOT grant and the FY23 Turf Runway Rehabilitation Grant. We already had the predesign meeting with FAA for

To: City Commissioners
From: Cyndra Kastens

Re: City Clerk/Administrator Report
12/6/22

the turf rehab, a copy of those meeting notes showing the scope of work and the timeline for completion is attached in this packet.

10. Approve EBH AWOS & Beacon Contract for KDOT AV-2013-17 Grant - Darin Neufeld

11. Salt Plains Outfitters Development - Grant Wisenbaker

Last spring, I reported to the commission that Salt Plains Outfitters was interested in building some houses out by their hunting lodge, just inside the line on city property. They also had an interest in coordinating some land with the archery range. At that time, I told Mr. Wisenbaker to visit with Mr. Elmore and the archery range folks to see if there were any mutual considerations that could be made. I will contact John prior to the meeting to see what was said there but it doesn't sound like a mutual decision was reached. Mr. Wisenbaker can update us as well as to what he is requesting at this time, but he has asked to be on the agenda to discuss his proposal for moving forward. He will be presenting his proposal Tuesday night.

12. **UNTABE - PRIDE Fundraiser Use of Municipal Hall and Waiver of Fees Feb. 3rd & 4th. - Autumn Kloefkorn

PRIDE would like to request the use of Municipal Hall and a waiver of fees for their fundraiser on Feb. 3rd & 4th. I will not have the ordinance ready at this meeting to allow sales of CMB at the Hall, we are still working out legal details. The Commission could still approve the use of the building and the fee waiver at this time to allow PRIDE to keep going.

13. Municipal Hall Event Insurance

The Commission also asked me to investigate our insurance coverage and how that would stand if we started to allow CMB or liquor sales at the Hall. Our agent replied with the following:

"...the Hold Harmless language (on the rental forms) leaves much to be desired in its ability to hold up in court and protect the city should a suit arise. As such, we highly recommend adding language to the rental agreements that any lessee of the building provide event coverage that includes liquor liability insurance if they want to serve alcohol. The lessee should also provide a certificate of insurance that names the City of Anthony as an additional insured. Also, if someone is hired to tend bar, they should also provide a certificate of insurance to the City as well."

We will need to discuss this information as to whether the commission wants to start requiring event insurance every time someone rents the Hall or only when alcohol is served/sold.

14. Open Bids for Police Department Paint Renovation

15. Compensation Study

To: City Commissioners
From: Cyndra Kastens

Re: City Clerk/Administrator Report
12/6/22

Admin's Report: (Sorry, it's a short report. I went to CHS to watch basketball tonight and it's late right now so just hurrying to get this out.)

1. BASE Grant/Sunrise 2nd – As you know, we are continuing to work on the design details of this project. The engineers, based upon our phone discussion and unanimous commission guidance, are moving forward with designing a smaller pump station on the south end of Sunrise 2nd in order to provide city sewer to all residential lots. We do not know how this will affect funding or overall project dollars/grant availability until we bid out both the Anthony and Harper projects and determine what kind of funds may or may not still be available. Worst case scenario, if there is not enough funding, the city does not have to install this portion upfront and could do so later depending on interest. That is the hope anyway, EBH will present final options when they have a draft to bring to the commission to discuss together.
2. Rural Champions Grant – Cheryl has made many local meeting connections to date with attentions turning now to data collection and housing assessment tool completion. The state still has not released the latest version of the housing assessment tool. However, the two rural champions in Kansas working on housing (Cheryl is one of them) will be receiving the release first.
3. Active Shooter Drill at PHC – The City of Anthony Police Department, City Administrator, and several COA Fireman participated in the active shooter drill at Patterson Health Center on November 29th. This was a great learning exercise for all of our county emergency responders and PHC staff to participate in.
4. County ID Park Water Service – I met with the County Commission on November 28th and the County Engineer working on the drainage at the ID Park on the 30th. The engineer will be coordinating a drainage plan and accommodating the water lines for the park. He will be getting me some final information in regard to location of the water meters which at present, does look like we will install it on the west of the road. The county has agreed to let us use our backhoe to install it in the road (instead of renting an excavator) and they will take care of adding a little fill and smoothing it out later after it has settled. This is the direction at present.
5. Department Activities: Randy will have his report for you at the meeting.

(For some reason we are not getting weekly reports anymore from the departments. This could be because they are meeting with Randy now in the mornings. I will investigate this and have Randy start reporting department updates if that is the case.)

Street Weekly Report

To: City Commissioners
From: Cyndra Kastens

Re: City Clerk/Administrator Report
12/6/22

11/14/22 – 12/4/22

Water/Wastewater Weekly Report
11/14/22 – 12/4/22

Power Plant Weekly Report
11/14/22 – 12/4/22

Electric Line Weekly Report
11/21/22:

Took down American Flags.
Removed plastic wrap from primary line south of Family Dollar.
Hung a utility light at 403 W. Hayes.
Replaced a 5 KVA transformer 9 miles East and 8.5 miles South.
Hung 53 Door Knockers.
Attended a KEC safety meeting over Transformer Connections.
Had an outage at 422 SW. 30 Rd. Cause was a bad breaker on customers side.
Replaced light ballast at the Municipal Hall.
Rebuilt the pole claw cylinder on the old bucket.
Just Reads
Locates

11/28/22

Had an employee meeting over rate study.
Took down electric service at 318 S. Lincoln for demolition.
Took down triplex at 264 SE 30 Rd. for demolition.
Reconnected electric meter loop at 402 S. Franklin.
Replaced bad electric meter 5 miles west and 5 miles north.
Refused 2 transformers.
Had a report of tree on triplex at 211 S. Madison
Staked primary line 2 miles east and 1 mile south.
Rekeyed the door to Santa's House.
Wired up a new truck lift in the mechanic shop.
Had an outage at 144 NW 40 Ave. Cause from strong wind.
Had a report of tree on triplex at 408 N. Anthony. Cause from strong wind.
Locates
Just Read Orders
Turn On/Off Orders

Mechanic's Weekly Report
11/14/22 – 12/4/22