

To: City Commissioners
From: Cyndra Kastens

Re: City Clerk/Administrator Report
5/3/22

Balloon Fest May 7, 8, and 9. CHS Graduation May 7th @ 10:00 am.

CONSENT AGENDA

1. Approve Regular Meeting Minutes of April 19, 2022
2. Special Appropriations:

Fund#34 Capital Airport - EBH \$430.73 - Demolition RPZ
3. Ordinance No. 6111 \$168,354.59
4. Approve 04.26.2022 Payroll \$51,494.22
5. Approve ID Board Utility Incentive Recommendation - Carter's IDevice
6. Approval to Correct Appropriation Recoding on previous Accounts Payable from Electric to Capital Electric

Fund#34 Electric Distribution-Techline \$10,256.90-East Rural Poles

Fund #34 Electric Distribution-Border States \$3,566.32-East Rural Wire

This was paid out of Jerry's regular operating fund by accident instead of the new capital project fund which is where his department operational capital planning projects are funded from. This will correct that incorrect coding.

PUBLIC HEARINGS - NONE

REGULAR BUSINESS

7. RFP Opening: Compensation Study

Our RFP policy states that the Commission shall tabulate the bids. I will have bid tabulation sheets to handout for you at the Commission meeting but do not plan to award the bids until the next commission meeting to give time to review the bids, tabulate them, and allow me time to check references.

8. 2022 Anthony Street Sealing Project Bid Opening

This will be an opening process and not an awarding of bid either. We will need the tree trimming bids in as well, so we know how much funding to dedicate to each. Then you can award a bidder. This will be at the next commission meeting. For this meeting, please open and review the bids to be prepared to award at a later date.

9. Police Department Security Entrance

To: City Commissioners
From: Cyndra Kastens

Re: City Clerk/Administrator Report
5/3/22

Larry and Jerry have prepared a materials list for your review. We would perform this minimal work in-house but would need around \$2,000 for materials to complete the new secure entrance.

10. Economic Development Videos

I have allotted time to watch the videos.

11. Lamp Posts on Steadman and Courthouse

Need to discuss ownership.

12. Health Resolution 1099 501 S. Lincoln Davidson 2022

Admin's Report:

1. Due to weather, I did not stay late tonight, working from home right now. So, the meeting and report is short. (Though it seems we have been blessed with a false alarm.)
2. Housing Plan – I am still working with Attica, Harper, and the County on the preparation of a large-scale housing plan to present an array of options to the Commission. It's hard to get the planning time for this right now but we are still actively trying to schedule meetings to keep it going.
3. Economic Development Project – I will show you the videos at this commission meeting. We are working on landing page development at present.
4. Building Code Workshops – The Moratorium on stamped plans and inspections will pass quickly. I am preparing to start scheduling work session meetings with contractors, building inspectors, business owners, other cities etc.. Please let me know any dates and or times of day that do not work for you in May and June to attend these extra work sessions. I think it will be important for all commissioners to be present to hear the varying points of view.
5. ARPA – We survived the first report to the state for the ARPA funds. This was a statewide pandemic in itself it seemed with attendance at several webinars, reading pages and pages of FAQ's, and attempting to ask questions specific to our use of the dollars as matching funds on another grant (those questions actually never got answered due to the state's overload of calls and questions). However, we made the reporting deadline.
6. Staffing – Positions remaining open: LEO, Water/Wastewater, Superintendent.

To: City Commissioners
From: Cyndra Kastens

Re: City Clerk/Administrator Report
5/3/22

7. Masner Land – As you are aware, two of the deeds for the Masner Land were going to need legal work due to the LLC no longer in existence. In the course of the City Attorney drawing up the documents for that correction, I noticed there is a small piece of legal description that was omitted when the quit claim deeds were prepared. I contacted the Title company to ask if that was an intended action, thinking perhaps they had sold previously with a separate parcel or something, and found that to not be the case. Therefore, a new deed will have to be prepared and returned to all the Masner's again for signing. FYI
8. Tree Trimming Bids – Trying to finish them today to open at the next meeting.
9. KDHE Inspection – The water and wastewater inspection was performed on April 25th. Terry spent quite a few days preparing for that. I will forward reports on findings to you once we have received them.
10. Balloon Fest – I have tasked JD with having the town looking sharp for this coming weekend. The weather is not going to make mowing windows fun but we will have all hands on deck and ready to get things taken care of and ready for the balloon fest.
11. FAA Grant 12 Closeout – Sherri and I are still working with Darin and the FAA on the final closeout documents and drawdown for Grant #12, the relocation and demolition in the airport RPZ so we can get our final paydown reimbursed.
12. FAA Inspection – I have an airport inspection the morning of balloon fest, oh joy. So, I will be preparing for that this week.
13. Department Activities:
 - Street –
 - Tree work
 - Mowing
 - Weed eating
 - Street Sweeping
 - Patching holes
 - Filled hole in alley
 - Trimmed trees on north side of W. Garfield
 - Picked up brush at lake
 - Water/WW –
 - Cleaned pool
 - Trimmed lift stations
 - Mowed and trimmed sewer plant
 - Cleaned restrooms at lake

To: City Commissioners
From: Cyndra Kastens

Re: City Clerk/Administrator Report
5/3/22

Worked on big bush hog
Installed circulators at water plant ponds
Rounds
Locates
Turn on/off
Safety Meeting
Cleaned lift stations & wet wells
Mowing at the water plant

Electric Distribution -

Helped street dept with the tree list
Had a scheduled outage at Magellan Site, the sub-breaker was tripped
Fixed cross arm and braces 6mi north and 3/4mi west
Finished framing and laid out framing for bridge ROW project
Opened Magellan switches for their maintenance
Moved regulators around at power plant and bypassed for maintenance
Had a fire call at ACCC with report of an electrical fire, cause was from a shorted-out vacuum
Installed streetlight at 433 N Mass
Just read orders
Turn on/off orders
Locates
Finished Bridge R/W 3 miles north and 3.5 miles west
Fixed 2 broken primary strands 4 miles west and 2 miles north
Had outage at 501 W . Main out building. (Unknown cause)
Framed and laid out 8 poles for 3rd lake road project.
Had outage at 1103 N. Anthony. (Cause was from bad transformer also blown alley fuse)
Had outage at Prairieland and North Coop. (Cause was from bad cutout. Replaced dock cross arm)
Had 18 turn Off Orders
Had outage at 315 N. Penn. Cause was from bad triplex connection.
Performed routine Equipment Maintenance check list.

Electric Production –

Did spraying and trash clean up
Tate and Hunter helped with line crew with a couple of projects
Magellan had some equipment burn up on their side, so we worked with them on killing out and turning back on their service a few times this week.
We changed out and moved around regulators at the plant. The tech guy at Solomon was on site to make some changes to the regulators already installed. They are all back in service, but we still need to set B phase and will do that Monday over the phone.
Normal plant operations completed.
Worked on getting water levels back to summer mode on the cooling systems for the units.
Bob Collins from Chubb Insurance was on site for our electric boiler inspection. He issued the new operating permits on our units that heat our engines and the building where they

To: City Commissioners
From: Cyndra Kastens

Re: City Clerk/Administrator Report
5/3/22

are housed. He also took all the information from our new regulators to get them under our coverage umbrella.

Larry attended the monthly KMEA/EMP2 Meeting in McPherson.

SC Telcom was out looking at how they will complete the final install for phone and internet but has not hooked us up yet.

Got a lot of mowing and spraying done, normal maintenance and plant operations.

Mechanic –

#29 Dodge flatbed rebuild front end

#83 fuel pump issues

#70 mower axle

#39 diagnose no start

#14 replace headlight bulb