

To: City Commissioners
From: Cyndra Kastens

Re: City Clerk/Administrator Report
11/1/22

CONSENT AGENDA

1. Approve Regular Meeting Minutes October 18, 2022
2. Special Appropriations:
 - Fund #79 Sewer Imp - EBH \$4,093.11 Construction Inspection and Engineering Cell One
 - Fund #79 Sewer Imp - Dondlinger \$44,173.75 Construction Cell One
3. Appropriation Ordinance No 6122 \$127,681.97
4. Approve 10.25.2022 Payroll \$47,714.45
5. Approve SLRF Drawdown #10 WWTF Cell 1 Repair C20-3005-01 \$48,266.86
6. Approve SRLF C20-3005-01 Change Order No. 1 - Final: Reduction in Contract Cost of \$8,602.50
7. Approve Certificate of Completion C20-3005-01 Dondlinger and Sons Construction

PUBLIC HEARINGS - NONE

REGULAR BUSINESS

8. Approve Fiscal Sustainability Plan for WWTF C20-3005-01
This is the final fiscal sustainability plan required of our KDHE loan for the completion of cell one repairs. KDHE has already reviewed this in draft form and approved it. The Commission will need to approve it as well.
9. Solar and Energy Update
This will just be a briefing on what is happening with solar in industry and the city's potential role.
10. Cereal Malt Beverage Sales
In order to allow sales in certain locations, a city code may need changed. I will be seeking Commission direction on this issue.
11. Senior Meal Programs
Update on senior meal programs in the area.
12. Design Standards/Restrictive Covenants Sunrise 2nd
Seeking guidance on the development of design standards for the housing at Sunrise 2nd.
13. Approval for Fire Department Christmas Party \$1,000

To: City Commissioners
From: Cyndra Kastens

Re: City Clerk/Administrator Report
11/1/22

14. Police Department Painting Approval for Request for Bid

Kenny would like to do some painting in the PD building.

15. Fire Department Account

Fire Department account review.

Admin's Report:

1. Renovation/Remodel – We had hired Lowe's to come do an estimate and then we waited some time. There was apparently some confusion as Lowe's has now reported that they cannot perform this installation for a government office. We will try another company. Round three here we go.
2. Dangerous Structure Resolutions – There will be an amended agenda and the resolutions for 318 S Lincoln, 0000 S Mass (old church), 432 S Anthony, and 301 N Kansas will be added. The paperwork should be done by the meeting time.
3. BASE Grant – The contract should be executed between HCCF and EBH by tomorrow. The kick-off meeting was held Tuesday October 25th with HCCF, City of Anthony, City of Harper, and five representatives from EBH. Survey work started the next day as we got underway on this ferociously short timeline. EBH has dedicated multiple staff members to various areas of the project to assure they are doing everything they can to aid our timeline. The first quarterly report was due and was submitted on time. And so, we officially begin.
4. KDOT Cost Share Grant – The City of Anthony did not get the cost share grant to fund the street replacement by the Anthony COOP. As I have mentioned previously, this is not a surprise to me as I don't know that I feel our project is the best fit for their funding goals. However, it never hurts to try. We will discuss other options in the spring when the applications open again.
5. Airport - Our engineering contract is up for the current FAA projects at the airport. To select a new engineering service, an RFQ was submitted on October 25th through the Kansas Association of Airports. The RFQ contained the request for engineering services for our next five projects at the airport in accordance with our AIP (annual plan of improvements via our entitlement dollars). This would encompass the next five years. We likely would not do all five of these projects in five years but by bidding this way, we would not have to go out for engineering services again for them individually if we select one project over the other during that five-year time frame. Bids will be opened at the November 15th meeting. No prices are involved in this opening, this is just for an RFQ,

To: City Commissioners
From: Cyndra Kastens

Re: City Clerk/Administrator Report
11/1/22

based upon qualifications. After selection of engineers, and after selection of projects, at a later date we would then negotiate contract terms and pricing.

6. Rural Champions Grant – I am meeting with Cheryl and Tiffany Tuesday prior to the Commission meeting to start our outline for this project. Will keep you posted.

7. Department Activities:

Street Weekly Report
10/17/22-10/24/22 - NONE

Water/Wastewater Weekly Report
10/17/22-10/24/22 - NONE

Power Plant Weekly Report
10/17/22-10/24/22

The crew did lots and lots of cleaning in the engine rooms, not done yet but a really good start.

Finished up mudding and sanding on the wall and windows at the P.D.

Naaman had a boy scouts troop out for a little tour, and all were amazed.

TM worked in town at the shop most of the week helping get some projects caught up.

Crew worked on ballast and bulb change out to get all plant lights working once again.

Worked with Sage Hazel on some heater repair and found some gas regulator issues that we are addressing.

LB had Cyndra had a meeting with Tyson M. from KMEA about some things that are coming in energy future.

Did the walk through and check at the 138 sub, drained pits and cleaned control building.

A&R Roofing started work on the plant roof's mid-week and should finish Monday.

LB was off on Friday.

Electric Line Weekly Report

10/17/22:

Set a lift pole 4.5 miles west of town.

Transferred electrical service at 502 N.W. 70 Ave.

Fixed street light at 5th and Main

Had an outage at 428 S. Anthony. Cause from wildlife.

Had a small load of rebuilt transformers arrive.

Had 55 Door Knockers

Replaced 40' B1 power pole 2 miles south and 2.5 miles east.

Done line maintenance in the north west rural.

Had a report of line done at 1141 N. Franklin. Ended up being a cable TV wire.

Turn On/Off Orders

Just Read Orders

To: City Commissioners
From: Cyndra Kastens

Re: City Clerk/Administrator Report
11/1/22

Locates

10/24/22:

Had an outage at 501 S. Franklin. Cause was from broken cutout.

Fixed the east Welcome to Anthony sign light.

Replaced a 5 kva transformer at 471 W. Hwy 2

Retired 2 electric services at 723 W. Main.

Worked in the Rural doing line maintenance.

Report of street light not working at 121 N. Fourth. Everything checked out good.

Had an outage at 206 N. Madison. Cause from Wildlife.

Turn On, Off Orders

Just Reads Orders

Locates

Mechanic's Weekly Report

10/17/22 – 10/24/22

11 finish transmission install. Take to AJ's repair for relearn on transmission. AJ's found problem with transmission, fill out repair form for transmission warranty online.

#29 repair brake system.

#22 service.

#81 service. Call to see about scheduling in for warranty repair.

#83 service.

#11 finish transmission repair and have Tate do break-in.

#7 Diagnose low fuel pressure and test equipment. Research further solutions.

Clean and organize shop.