

**To: City Commissioners**  
**From: Cyndra Kastens**

**Re: City Clerk/Administrator Report**  
**10/18/22**

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## **CONSENT AGENDA**

1. Approve Regular Meeting Minutes October 4, 2022
2. Approve Special Meeting Minutes of October 5, 2022
3. Special Appropriations:  
  
Fund #34 Capital Improvement Street - MAC \$3,012.80 for cold patch for street repair
4. Appropriation Ordinance No 6121 \$254,642.92
5. Approve 10.11.2022 Payroll \$61,185.13

## **PUBLIC HEARINGS - NONE**

## **REGULAR BUSINESS**

6. Ordinance No. G-2865 Dangerous Structures

*There may be one or two small changes on this ordinance. It's late right now and I will need to review them in the morning to know for sure. They are very small and will not impact any of the context of what you can review in this draft. If there are changes, I will have Sherri report them to you at the meeting.*

7. Lady Runners Basketball Municipal Hall Use and Fee Waiver - Brandon Hazel

*Lady Runners – The Hall is already booked on the Tuesday date on Brandon's sheet so you cannot approve that one, but the Sunday and Wednesday dates he listed are open. Brandon will not be present so he included a letter of request which is in the packet.*

8. Fire Face Masks \$4,892.75 MES - Kenny Hodson

*Kenny is making this request and will present it at the meeting. Note: He said there is a \$5,000 donation for this so the Commission would be approving to transfer the donation into the municipal equipment fund and paying \$4,892.75 of the current balance, which is \$80,478.63. The motion would need to be read as follows:*

*"Motion to approve the purchase from MES for \$9,892.75 plus shipping to be paid from Municipal Equipment Fire and to transfer the \$5,000 anonymous donation for this purchase from the general fund at end of year 2022 pending spending authority."*

Admin's Report:

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1. Renovation/Remodel – We still need to complete the commission table, purchase chairs, and get carpet. Working on it.
2. BASE Grant – The City of Anthony and Harper are currently working with EBH to edit our requested contract details, which the approval was contingent upon. Our meeting for this is Tuesday October 18<sup>th</sup>. After this meeting, there will be a sharp kick off of this project due to the tight time frame to work under.
3. Rural Champions Grant AWARDED– We are pleased to inform you that the City of Harper and Anthony was one of only 12 rural champion grants approved in the state of Kansas by the Department of Commerce. The City of Harper is the lead applicant on the project, but we are listed as a partnering city. On Monday October 17<sup>th</sup>, Tiffany Hartson, Cheryl Adhelhardt, Shelly Hansel, Kathy Zimmerman, Pam Gerber, and I attended the Rural Prosperity Summit where the 12 Rural Kansas Champions were announced. The official press release will be out Tuesday. This is very exciting as Harper County will help lead the way to produce a Rural Housing Playbook that will aid us locally in solving our housing crisis and will also be a tool for other small rural communities to use in the future. Cheryl Adelhardt is our Rural Champion that will prepare this playbook, aid in leading and conducting our local housing assessment, and more. This is VERY EXCITING and quite an honor to be selected. I of course am over the moon excited since this is one priority project, I could not carve out time for. Thanks to the grant we will have funding to pay the part-time salary of our champion to complete this work and get some ground moving forward in solving our housing crisis locally.
4. CCLIP Grant AWARDED – The City of Anthony has received official notice that we are the recipients of an FY2025 CCLIP grant to complete the pavement reconstruction at K-44 and Anthony Ave (by Municipal Hall). This is a \$900,000 grant. AGAIN, VERY EXCITING! Side note on this: that means we may need to get very serious about what we can do to fix Anthony street (which involves our LMI status for CDBG)
5. Lake Town Trail – I met with Joel on site Friday October 14<sup>th</sup>. Joel and Amy have graciously agreed to work with the city to enable the development of a walking path from town to the lake. I will present the specific easement details and negotiation considerations at the next meeting; I need to gather some more information from EBH and KDHE prior to presenting.
6. Permitting – A lot of time has been required on the Family Dollar this last week with issues regarding their easements, deeds, and opening dates. I have also been working on Pizza Ranch, and training Randy on approving various other permits and zoning requirements.
7. Cell 1 Repair – The testing is complete and passes KDHE standards. We should be finalizing this project in the next few weeks.

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8. Board Reports: Enclosed please find the Anthony Recreation Minutes for October along with a 2023 schedule.
9. Staffing – Emily Ushamba has accepted the position as Administrative Assistant of Utilities and will start Monday October 24, 2022.
10. Department Activities:

**10/18/22**

**Street Weekly Report**

10/3/22-10/10/22

Finished chip sealing

Cut down two dead trees

Finished drainage ditch north of Campsite C

Graded roads

Mowed Airport one last time

**Water/Wastewater Weekly Report**

10/3/22-10/10/22

**Power Plant Weekly Report**

10/3/22-10/10/22

We had some hands-on fire extinguisher training from Tyler with KMU.

Got started on the wall for the police department, its built, sheet rocked and mudded along with covering up a couple windows in one room.

Got a surprise inspection last week from KDHE and got that all done except waiting for the newest oil results from the lab.

Built and installed some handrails on the south city office entry door.

Started winterizing the plant for winter run capabilities.

Started winter clean up and wipe down.

Don't remember if I reported that all the units were load tested for SPP capacity requirements.

Normal everyday care and maintenance of the plant and city substations.

**Electric Line Weekly Report**

10/3/22:

Had a KMU Safety Meeting over Fire Prevention.

Ran new triplex at 614 N. Kansas.

Replaced broken Christmas Light Brackets on Celco.

Trimmed tree limbs over electric services.

Installed Squirrel Guards at 5 locations.

Replaced cab mounts on #7 Digger Derick.

Took down electric service at 1141 N. Franklin for Demolition.

Had an outage at 426 S. Bluff. Cause was from Wildlife.

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Had an outage at 717 N. Springfield. Cause was from Wildlife.  
Turn ON/OFF Orders  
Locates

**10/10/22:**

Set 40' C3 Pole for new service at 282 N.W. 10 Ave.  
Installed yard light at 802 N. Jennings  
Worked on transfer pumps and aerator pumps at sewer plant.  
Cut down tree in block of 219 S. Bluff  
Cut down tree at 802 N. Lincoln  
Just Read Orders  
Turn On/Off Orders  
Locates

**Mechanic's Weekly Report**

**10/3/22 – 10/10/22**

Truck #11 - work on putting transmission and transfer case back in and finishing #11.  
Clean and organize shop.  
Diagnose front end damage to #55 fire truck and schedule for alignment with Gates Repair.  
Schedule truck #50 for service with Weis Fire Services