

To: City Commissioners
From: Cyndra Kastens

Re: City Clerk/Administrator Report
1/21/24

Reminder: The overflow date for the street capital planning meeting will be Wednesday January 22nd at 6:00 p.m.

CONSENT AGENDA

1. Approve January 7, 2025 Regular Meeting Minutes
2. Approve Special Appropriations:

Fund #58 CDBG - SCKEDD - \$600.00 - Admin FY23-HR-003

Fund #58 CDBG - Harper County Register of Deeds - \$55.00 - Admin FY23-HR-003

Fund #58 CDBG - Arambula Construction - \$20,902.00 - Admin FY23-HR-003
3. Appropriation Ordinance No 3026 \$236,328.23
4. Approve 01.14.2025 Payroll \$78,638.13
5. Approve Transient Guest Tax Comm Recommendation to Award \$3,500 to Anthony Car Show for Annual Show and Shine Event in May 2025
6. Approve Pay Request #4 CDBG Grant 23-HR-003 \$21,557.00
7. Approve Investment Renewal:

Kanza CDARS 1028419178-General \$127,000-12 months

Kanza CDARS 1028418694-Wayne Dennis \$100,000-12 months

Kanza CDARS 1028417795-Wayne Dennis \$100,000-12 months
8. Approve Submission of 2025 KDOT KAIP Grant Application for Jet A

This is the grant Darin told you about that you guided me to just put on the consent agenda in January when we are ready to submit it. The application is not fully completed yet, but it will be due prior to the February meeting so I am getting the formal consent on here now. This would be to purchase Jet A fuel at the airport in accordance with the airport board project list the Commission approved.

9. Approve to Submit Application to the Build Kansas Fund for the Match Commitment on the KDOT KAIP Jet A Grant.

I have this application approval included for formality. I am still waiting for a response from KDOT on how much of the KAIP grant will be BIL money and therefore is subject to Build Kansas match. If none is, I will not apply. If some is, I can apply to Build Kansas for the match commitment. However, the deadline will be before the Commission meeting in February so I would need authority now or to call a special meeting. It is your choice.

To: City Commissioners
From: Cyndra Kastens

Re: City Clerk/Administrator Report
1/21/24

PUBLIC HEARINGS - NONE

REGULAR BUSINESS

10. Baseball Field Drainage Improvements - Rec Commission

The recreation commission has continued their effort to try to correct the drainage issues at the ballfields. They have a quote to do additional work that they would like to approve but since there has been historical efforts performed out there and additional dollars previously invested for this same purpose, the request has been made for the city commission to review the new effort and weigh in on approval of the work since it is city land. They are here just to review that and seek input/consent. Since the bid has not officially been awarded yet, there will be copies of the bid at the meeting and will be collected after so we do not impact the bidders bid negatively in a public meeting.

11. ID/Economic Development Board - Curt Miller

Curt wanted to come because of the appointment recommendation for Sheila (next agenda item). Since he is going to be here anyway, I wanted to share an economic/tourism idea I have been given and see if the Commission supports the effort and if the Eco Devo board could be tasked with the implementation of it since I am time limited.

12. Approve Appointment Recommendation of Sheila Adams to the ID/Economic Development Board

13. Sunrise 2nd Updates

I would like to update the Commission on some of the conversations I have had with potential home buyers.

14. 2025 Street Capital and Operational Planning Work Session

Admin Report:

1. KCC-40101d Grant – I completed the required first quarter report. January is the month that we should be preparing the RFP for a contractor. However, since we are planning to work with KMEA, we are not completing that step. I have not received the final confirmation from KMEA that we are going to be able to bypass the Davis Bacon Wage requirement. We think we can, but we need to determine for sure how we will retire the old transformers and make sure we do not need to contract that work. If we did, we would then be required to follow Davis Bacon and KMEA does not want to participate in that. So, we are still working this out. Otherwise, I did consult with KMEA last week to make this final determination and if successful, then to get started on the material review list and prepare a bid submission for materials so we can get our order in. I am concerned with lead times so this will be the priority focus for me and KMEA. Will keep you posted.

To: City Commissioners
From: Cyndra Kastens

Re: City Clerk/Administrator Report
1/21/24

2. Lake Trail – The survey work is complete and preliminary engineering drawings are being drafted. We will work on this draft with the landowner and start to prep the easement document. Once we have a completed working draft of the plan and easement, I will bring them to the Commission for review and input.
3. Sunrise 2nd – Work continues on Sunrise as we enter the actual housing development stage. I will be visiting with you at the Commission meeting in regard to some of the feedback received as we are entering these official processes.
4. Power Plant Soil Compliance – I am behind and need to get the application submitted. Perhaps next weekend I can. It is nearing the deadline. Will work to get it done.
5. Kayak Building – Bid requests are out with an open date of February 4th. I think we have the state permit issue completely avoided. I expect to have an email confirming this by Tuesday or Wednesday of this week.
6. CCLIP Main & Anthony – I am in the process of submitting the required documentation to the state to show we have completed the requirements of the construction easement.
7. EPA Water Technical Assistance – Still working on trying to finalize a master map of all the water main breaks that is prepared based off factual record data. The water department head is assisting in this effort as EPA needs this information as a priority. With the new change of office and the multiple executive orders signed today, we will have to watch to see if that changes the continued assistance received for this program. ?
8. Water Tower Repair – The water tower was repaired on January 14th. This repair was for the OUTSIDE only. The inside still needs repaired but that cannot be done until spring. Additionally, the process of what needs to be done inside the tank is partially what we would do when we service and maintain the tank, of which we are about to go out for bid to secure our service contracts for all the water tank cleanings. They are cleaned every three years and therefore, we will contract to do one set each year. In example, the tank in town on year, the tower the next, the two tanks at the water plant on the third year, then we start back over on the cycle so each tank is serviced every three years. Since we are in the process of rebidding to contract this service work we will just include the final inside repair work in this same bidding. Here are some photos of the exterior repair:

To: City Commissioners
From: Cyndra Kastens

Re: City Clerk/Administrator Report
1/21/24

Before it was fixed:



After:



9. ID/Eco Devo Board – The board met on January 14th and worked on the draft survey. There was further discussion on how the board can aid in economic efforts. The survey will be presented to the commission once it is finalized.

To: City Commissioners
From: Cyndra Kastens

Re: City Clerk/Administrator Report
1/21/24

10. CDBG Grant – We still need more applications for the grant. I met with the Housing Committee (Greg and Eric) to discuss possible actions toward soliciting additional applications. The housing committee will draft some literature to mail to the properties in the target area to see if we can gain some additional interest.
11. Fuel Storage Code – Kenny is still working on this effort and will report at the first meeting in February.
12. Wayne Dennis Fund – I will have copies of the Wayne Dennis documents at the next meeting for you to take with you and since we have such a long agenda at this meeting I have added this discussion to the February 4th meeting agenda.
13. Chamber of Commerce – Please note the invitation to the Annual Chamber meeting sent to all Chamber sponsors:

