

To: City Commissioners
From: Cyndra Kastens

Re: City Clerk/Administrator Report
10/4/22

CONSENT AGENDA

1. Approve September 20, 2022 Regular Meeting Minutes
2. Special Appropriations:
 - Fund#79 Sewer Imp - EBH \$12,366.52 - Cell 1 Construction Inspection
 - Fund#79 Sewer Imp - Dondlinger \$211,447.25 - Cell 1 Construction
3. Appropriation Ordinance No. 6120 \$504,792.87
4. Approve 9.27.2022 Payroll \$52,553.14
5. Approve SRLF Drawdown #9 WWTF Cell 1 Repair C20-3005-01
6. BancCentral Corporate Authorization Resolution COD 34342 and 34343

Corporate Authorization Resolution – This document verifies that the “Corporation” which is the City of Anthony, gave Cyndra Kastens and Jamie Deviney authority to sign on its behalf. This was necessary for the investment CD’s and must be passed in order for me to sign.

PUBLIC HEARINGS - NONE

REGULAR BUSINESS

7. Surplus Equipment/Online Auction Services

Admin’s Report:

1. Dangerous Structures – Last Sunday I worked to complete a full draft of the updated dangerous structure codes and sent them to Brandon for review. I have received his comments back and I will now draft an ordinance to be presented at the October 18th Commission Meeting with those changes.
2. Renovation/Remodel – The paint is complete in the commission chambers, kitchen, superintendent office, and storage hall. The contractor is waiting for laminate for the main commission table to come in, otherwise all the other laminate has been placed. There is some corrective work that the contractor will do on some of the laminate. Final items to be completed is carpet and purchase chairs and hang items on the walls. Getting closer.
3. Codification – No action.

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4. BASE Grant – The bid opening for engineering services was held on Monday October 3, 2022. Two bids were received, one from EBH Engineering and one from Atlas Land Consulting out of Lawrence. I am going to add approval of this bid selection to the special meeting Wednesday night in hopes that I can have the bid tabulation completed by that time. If I cannot, we would need to schedule a special meeting the following week because time will be of the essence to get this engineer hired and started since, we have to have 10% of the funds spent by December 31st. I will try very hard to have this ready to avoid another special meeting.
5. Lake Town Trail – Still waiting to meet with Joel and Chris Hoskinson.
6. Cell 1 Repair – The required testing is underway and will take seven days to complete.
7. Board Reports: Enclosed please find the Anthony Recreation Minutes for 9/14/22.
8. Staffing – The majority of my time in the last week has been spent in the transition of the water/wastewater department staff changes.
9. Department Activities:

Street Weekly Report

9/19/22-9/26/22

Patching holes

Grading roads

Mowing

Ditch work at the lake

Water/Wastewater Weekly Report

9/19/22-9/26/22

Power Plant Weekly Report

9/19/22 – 9/26/22

Electric Line Weekly Report

9/19/22:

Hung 56 Door Knockers

Worked on #9 Digger Derrick's 2nd stage boom

Had an outage at 541 S. Anthony. Cause from wildlife.

Had an outage at 303 N. Bluff. Cause from wildlife.

Had an outage at 216 S. LL&G. Cause was from wildlife.

Had 16 Turn Off's for nonpayment.

Had a KEC Safety Meeting over truck grounding and care of rubber insulating materials.

Replaced light bulb at baseball field.

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Work orders
Locates

9/26/22:

Moved electric service at 418 N.E. 10 Rd
Had an outage at 902 N. Jennings. Cause from Wildlife
Worked on Lake RV Lift Station.
Had an outage at 459 S.W. 40 Ave. Cause from Wildlife
Had an outage at 429 N. Mass. Cause from Wildlife
Repaired American Flags
Turn On/Off Orders
Just Read Orders
Locates

Mechanic's Weekly Report

9/19/22 – 9/26/22

Install front axle in #11, start installing transmission.
Refresher walkthrough of water plant with Terry.
Remove old lift and haul off.
Clean shop.
Repair blinkers on #30 dump truck.