

To: City Commissioners
From: Cyndra Kastens

Re: City Clerk/Administrator Report
8/2/22

CONSENT AGENDA

1. Approve Special Meeting Minutes from July 18, 2022
2. Approve Regular Meeting Minutes from July 19, 2022
3. Special Appropriations:

Fund#79 Sewer Imp - EBH \$19,366.63 - Cell One Construction C20-3005-01

Fund#79 Sewer Imp - Dondlinger \$59,557.50 - Cell One Construction C20-3005-01

4. Appropriation Ordinance No. 6117 \$245,071.48
5. Approve 8.02.2022 Payroll \$61,394.62
6. Approve SRLF Drawdown #7 WWTF Cell 1 Repair C20-3005-01 \$78,924.13
7. Approve to Reappoint Bette DeMeritt to a Four-year Term for Transient Guest Tax Committee to Expire October 2025

PUBLIC HEARINGS - NONE

REGULAR BUSINESS

8. Wayne Dennis Committee Recommendations \$5,500 to Anthony Lake Board (New Lake Sign) and \$2,000 to Chaparral Trap Shooting Team (Portion of New Gun Club Sign)
9. Funding Considerations for Anthony Lake Dam

Admin's Report: (I took off Friday and did not work this weekend so, you can see the agenda is light.)

1. Rec Update – The Rec Commission has hired Wade Beal to do renovation work on the ball fields. In your packet is a copy of Wade's estimate and proposed work. Also in your packet is the minutes from the July Rec meeting. The Rec discussed the City Commission's request to consider changing the ball field rental fee to a refundable deposit. According to the minutes, the Rec left the \$200 fee to cover costs but made \$100 of it refundable. Please see their minutes for specific information. If you want any further discussion on this matter, please let me know and I will place it on an upcoming agenda.

To: City Commissioners
From: Cyndra Kastens

Re: City Clerk/Administrator Report
8/2/22

2. Budget – I have been working with Jerry, Larry, and Naaman compiling final numbers to present the Electric Department budget. We will need to schedule a special meeting, or I can plan to present at the August 16th meeting. I anticipate an hour at least. We will probably need to meet quickly as now replacing the meter reader equipment and mechanical issues with the meter reading truck need addressed as well.
3. Codification – Sherri and I had this project slated for immediate attention after the first draft of the budget was complete. This project is five years old, started two administrators' ago, and has still not been completed. This is a great nuisance when it comes to having an accurate working document of the codes of the city and cannot continue to be put on the back burner. Sherri is dedicating a lot of time to this right now and I am aiding on the areas of additional research and consideration. We hope to bring you a draft in the next month or two.
4. BASE Grant – Still no agreement has been executed. We are also still waiting for SAMS to issue HCCF a UEI number. We are currently on standby.
5. Compensation Study – Document transfer and research work has continued on the comp study. I will be meeting with AGH on the 12th and the 26th, with the hope of a final product to be presentable to the commission around that time. I have challenged them with a lot of questions and concerns given the instability and rapidly changing wage issues across the state. We will see what they determine on their data.
6. Floodplain Mapping Update – I attended the community meeting from the KDA on July 27th to give final comment on the floodplain maps. Current timeline as follows:
 - a. Public Notice will go in the newspaper announcing a 90-day comment period.
 - b. 90-day comment period will commence. Appeals must be scientifically fact based and submitted to the local community.
 - c. May 2023 Letter of Final Determination will be issued.
 - d. November 2023 new FIRM will be effective.

Note: Properties that will now be in the floodplain based on the new map that was not before could be eligible for up to 70% discount on flood insurance if the effective date is within 12 months of FIRM revision.
7. Family Dollar – We have continued to work on deeds and easements to deal with the utilities at the Family Dollar (both water and electric). This has been a lengthy legal process but I hope we are nearing the completion of that portion.
8. Cell 1 Repair – Work continues to be underway. I will have some photos for you in the next report. KDHE has done a prelim inspection and EBH is there daily.

To: City Commissioners
From: Cyndra Kastens

Re: City Clerk/Administrator Report
8/2/22

9. KMGA Update – Attached is the July report for the price of natural gas. It's up needless to say. We are all watching it. Just sharing the report with you.

10. Department Activities:

Street –

7/11/22:

Mowing/Weed eating

Patching Holes

Spraying

Grading roads

Mowing orders

7/18/22:

Lots of patching

Pushed up brush pile

East of town and lake

Mowing airport with little John Deere as the big tractor was broke down.

Graded roads

Everyday maintenance

7/25/22:

No Report

Water/WW –

7/11/22:

No report

7/18/22:

Rounds

Locates

Turn on/off

Safety meeting

Tilled volleyball courts and beach area

Mowing at the sewer plant

Mowing at the lake

Changed chlorine at the pool

Picked up tree limbs at the lake

Worked on a leaky toilet at the hall

Repaired the lake Grasshopper mower

Lake restrooms

Repaired chlorine leak at Harper plant

Worked on water fill station

7/25/22:

No Report

To: City Commissioners
From: Cyndra Kastens

Re: City Clerk/Administrator Report
8/2/22

Electric Distribution -

7/11/22:

Turn on/off orders & Just Reads

Locates

Work orders

Took down flags

Installed primary underground wire for Family Dollar.

Unloaded transformer for Family Dollar.

Fixed system neutral at 845 N. Springfield.

Replaced 20 amp outlet at lake B-10.

Replaced 30 amp outlet at lake B-11.

Met with Erik Harnden for a power walk at 70 S.W. 20 RD.

Had an outage 7.5 miles west and 3 miles north. Cause was from lightning.

Had an outage 3 miles east and ½ mile south. Cause was from lightning.

Had a KEC safety meeting. All linemen performed Pole Top Rescue and Bucket Truck Rescue.

7/18/22:

Turn on/off orders & Just Reads

Locates

Work orders

Attended KMU safety meeting over lock out tag out.

Had an outage at 95 SW 20 Rd. Cause was bad transformer.

Had an outage at 424 S. Kansas. Cause was bad transformer.

Had an outage in the 200 block south LL&G. Caused by broken wedge clamp.

Installed primary underground for Family Dollar.

Helped Power Plant with removing plates from engine 2.

Installed primary underground for Lance Mathes new service.

Worked on lights at Municipal Hall.

Hung Welcome flags for Anthony Pirate's School Reunion.

Trimmed limbs away from secondary services.

7/25/22:

Turn on/off orders & Just Reads

Locates

Work orders

Took down welcome flags.

Scheduled electric outage for Banc Central for maintenance.

Had 44 door knockers.

Helped Power Plant on #2 radiator.

Finished new electric service at 70 S.W. 20 Rd.

Had KEC safety meeting over chainsaw safety and 3 phase trouble shooting.

Cut tree limbs over services in town.

Electric Production –

To: City Commissioners
From: Cyndra Kastens

Re: City Clerk/Administrator Report
8/2/22

7/11/22:

Cleaning, sweeping, mowing.

Normal everyday plant rounds and sweeping/cleaning.

Removed the sumps from the pits at the 138 substation and cleaned out the impellers. Spent most of the day there checking equipment and logging data.

Fixed 5 pipe leaks in radiator #3 and got it summer ready.

Working on #2 radiator currently, we have pressure checked the 800 tubes and have 11 to fix so we can put back together.

Worked with the crew at Magellan to kill out their power to perform work in the bus gear; we think it is all fixed.

Replaced the kitchen faucet in 71B since the old one was unrepairable.

7/18/22:

Started the week by spraying and mowing along with safety and department meetings.

Worked on plugging the radiator tubes that were leaking.

Cleaned and buffed all the inspection doors and end caps on radiator #2.

Wire wheeled hundreds of bolts for reassembly.

Cleaned out #4 from all the random projects and then did normal plant cleaning and maintenance.

7/25/22:

Worked a couple of days getting all the inspection doors back on radiator #2

Cleaned up the mess we made under radiators #2 & #3 from doing repairs.

Attended city wide harassment meeting and a Wednesday morning meeting.

Worked on maintenance in the battery room checking, filling and cleaning.

Weekly check at the 138 substation and control room.

Normal plant mowing, spraying and cleaning.

Naaman off on Monday & Tuesday, Larry off on Friday.

Mechanic –

7/11/22:

Justin was on vacation.

7/18/22:

#70 Diagnose issues and schedule with Prairieland Partners for repairs.

#11 Diagnose transmission issues, order transmission.

#18 Diagnose and replace starter.

#2 Diagnose engine knock and replace alternator.

#31 Remove transmission for clutch replacement.

7/25/22:

#31 Remove transmission and clutch.

#17 Receive mower and mower walkthrough.

#17 Break in service at 5 hours.

#12 Replace A/C compressor.