

To: City Commissioners
From: Cyndra Kastens

Re: City Clerk/Administrator Report
2/15/22

CONSENT AGENDA

1. Approve Regular Meeting Minutes of February 1, 2022
2. Approve Special Meeting Minutes of February 9, 2022
3. Special Appropriations:

Fund #79 IMP Fund - EBH \$15,000 Cell 1 Repair Design C20-3005-01

Fund #34 Cap Lake Maint & Imp - Salina Supply \$3,881.25 RV Dump Supplies

Fund #34 Cap Lake Board - Concrete Enterprises \$916.00 Concrete

4. Appropriation Ordinance No. 6106 \$130,484.74
5. Approve Payroll 2.15.2022 \$48,021.82
6. Approve Transfer of FY22 FAA Entitlement Funds to Pittsburgh, KS

Since the city is not using our FY22 entitlement dollars we are donating them to Atkinson Municipal Airport in Pittsburg, KS. We donate the \$150,000 we did not use to Pittsburg and then we get another \$150,000 this year so that our bank stays at the max \$600,000. Remember, we cannot keep them anyway since you cannot bank over \$600,000, they would just be a loss and would not look good for Kansas funding to not get used.

7. Approval to Submit Bid Request for Electric Poles

Electric Poles: Here is the list of poles, the pole replacement is for the 1 mile of rural rebuild and the rest is for stock.

QUANTITY	CLASS	LENGTH	
20	3	35'	Pole Replacement Phase 1
5	3	40'	Pole Replacement Phase 1
40	3	35'	STOCK
10	3	40'	STOCK
5	3	45'	STOCK
Total: 60 CL3 35'			
15 CL3 40'			
5 CL3 45'			

PUBLIC HEARINGS - NONE

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REGULAR BUSINESS

8. Building Code Regulations and Procedures

Unfortunately, I do not have a legal answer for you yet. Hopefully I will hear from LKM tomorrow before the meeting to know what process a city can take to pause some portion of the building code enforcement process but as of the typing of this report I have not.

9. Airport Lease Agreements

I have heard back from the insurance companies, and I have incorporated the changes the Commission approved at the last meeting along with the insurance recommended by our property and liability companies.

10. Approve Submission of FY25 CCLIP KDOT Application Intersection of Main and Anthony \$768,464.00

A new round of grant applications is out and the Commission needs to decide if we want to try again for the intersection at Main and Anthony. This is a \$767,464.00 project. The city's match would be zero (unless there were some non-covered expenses such as moving a utility).

11. Transient Guest Tax Recommendation \$3,100 Troy Lankton for 2022 Annual Show & Shine Car Show

12. Municipal Court Report January 2022

13. Approve 2020 Transfer List

I need to finalize the transfer list, so it is not in the packet this evening. If I have time, I will send it email tomorrow, so you have a chance to review prior to approval.

Admin's Report:

1. 432 S Anthony – Still not done, sorry. I have not heard back from Brandon so I will circle back with him again.
2. Airport ALP – Well, it is done and approved! Finally! That only took over a year. The approval letter from the FAA is in your packet for reference. A copy of the ALP is on file at the city office if anyone wants to review it.
3. Health Insurance Renewal – Still working on options. Hope to present at the next meeting.
4. End of Year – We are super behind on the audit. Too many other fires have demanded time instead and now we are in a bind. This will have to take priority this week before they cancel on us and reschedule since we do not have all of our information in as of today.

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5. Department Activities:

Street – No report

Water/WW – No report

Electric Distribution -

Replaced air break dryer on #7

Prepared trucks for winter storm

Report of outage at 33 E. Cause was own breaker tripped

Cut low hanging tree limb at 32 E.

Replaced ballast and bulbs in shop

Installed 120 volt outlet at the fire station

Replaced light at 5 NW 80 Ave.

Locates

Turn On-Off Orders

Just Read Orders

Looked at decommissioning old 14.5 feeder line for Wheatland Electric 6 miles south and 1 mile west.

Looked at service at 407 N. West St for possible change out

Had KMU safety meeting

Installed sewer lift pump at Diamond Court

Worked on shop chain-link fence

Took down service at 508 S. Kansas

Cut trees for Street Dept. tree list

Removed catalyst doors on mufflers for Power Plant

Fixed Airport beacon

Moved obstruction light at Airport

Electric Production –

No report

Mechanic –

No report.