

To: City Commissioners
From: Cyndra Kastens

Re: City Clerk/Administrator Report
8/16/22

CONSENT AGENDA

1. Approve August 16, 2022 Regular Meeting Minutes
2. Approve August 23, 2022 Special Meeting Minutes
3. Approve August 29, 2022 Special Meeting Minutes
4. Special Appropriations:
 - Fund#79 Sewer Imp - EBH \$17,674.92 - Cell One Construction C20-3005-01
 - Fund#79 Sewer Imp - Dondlinger \$297,751.50 - Cell One Construction C20-3005-01
5. Appropriation Ordinance No. 6118 \$558,966.66
6. Approve 8.30.2022 Payroll \$55,364.40
7. Approve SRLF Drawdown #8 WWTF Cell 1 Repair C20-3005-01 \$315,426.42

PUBLIC HEARINGS - NONE

REGULAR BUSINESS

8. Downtown Buildings - Gary Grigsby Century 21

The Mayor placed this item at the request of Mr. Grigsby to discuss the new downtown buildings that the Conway Springs bank owns now. Mr. Grigsby is the realtor and wants to discuss a potential sale to the city. You will recall I mentioned that Mr. Grigsby voiced this a few months back as well.
9. Approve Special Event Retailers' Permit Application-Britt Whealy

This is for a beer garden for the Muddy Water Festival. Take note of the area roped off, it does contain all of the picnic benches. In the event the Commission wants to leave some seating open that is outside of the beer garden, Britt said he would be happy to adjust the beer garden area to accommodate that.
10. Transient Guest Tax Recommendation \$2,500 to Anthony Chamber for Cash Back Christmas Promo - Chamber & TGT Comm.

It is my understanding this is not the same "Candy Cane Cash Promotion" so, since it is new, the TGT Committee has asked the Chamber to also be present at the Commission Meeting. Be aware that there is only \$3,714 in the account because this fund does not regenerate like it once did. With this award that will only leave \$1,214. In the last few years the revenue has decreased as follows: 2020 - \$23,321, 2021 - \$8,011, and so far in 2022 - \$5,634. There is one more quarterly payment that will be paid in 2022 but it is usually the smallest of the year, around \$1,200. This means in 2022 we will have spent the bulk of the cash in the fund and since it is no longer regenerating at the same rate, the fund

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will be more depleted than it has been historically going into the new year. If the first two quarterly payments in 2023 stay low like they have been it is likely there will not be enough funding to fund the annual events it has been funding. The Commission may need to be cognizant of the change in the revenue source and how this will affect future funding decisions, not just for the Chamber but for other annual events that have been used to applying for these dollars. The following are the most common awards the funds have been used for each year:

Balloon Fest - \$8,000 - \$11,5000

Car Show - \$3,100

Golf Tournament - \$5,000 (now \$1,000)

Disc Golf - \$500

Candy Cane Cash - \$3,000 (not in 2021)

Prior to approving this award, the Commission should decide whether funding priority will be given based upon what event will provide the most benefit to the community or whether it will just be a first come first served basis and if so, will you allow the same entity to apply multiple times in a year? In addition, do you approve this award knowing you may not have enough funds in 2023 to fund what priority award you have selected if you select priority awarding. Just some thoughts to make sure you are considering since this is going to start to look different moving forward. I have attached Charter Ordinance 12 so you can refresh on the intended use of the funds based upon the creation of the tax.

11. Special Event Approval for Circus - Anthony Chamber of Commerce

I have visited with the Circus, and they are going to be getting some additional information. I hope to have it in time for the meeting. Beth will also be here to discuss the location.

12. Wayne Dennis Committee Recommendation to Anthony PRIDE for \$5,000

13. Bid Opening for Stock Pole Mount Transformers (6-5KVA, 6-10 KVA, 6-15KVA, 6-25 KVA, 5-37.5KVA)

NOTE: An addendum was sent out that changed this bid opening date to September 6th.

14. Bid Opening Regulator Reconditioning/Repair

NOTE: An addendum was sent out that changed this bid opening date to September 6th.

15. Bid Opening Electrical Wire

16. KDOT Cost Share Application

In your packet is two OPC's, one for the courthouse and one for the COOP. The COOP does include the intersection two blocks south.

17. August 2022 Municipal Court Report

18. Appoint LKM Annual Conference Voting Delegate

19. Electric Project Investment Approval

Requests for Investment Options were sent to the three local banks in Anthony. This would be to invest the \$3 million for the electric projects we have to initiate in 2024.

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Admin's Report:

1. DAM Inspection – I have visited with EBH and they will be getting a cost to me for an inspection of the dam so we can determine if the dam is unsafe and or would qualify for the loan program.
2. Power Plant Capacity – I will not get in the weeds on this one but wanted to give you a general heads up that we have been notified that our accredited value of capacity for our units will now switch from 100% based on what we can prove in our normal accreditation and operational testing to an 80% test proof and 20% performance availability. In slimmed down terms this means we will have to keep a record throughout the year and anytime we are offline and cannot run (due to long term scheduled maintenance or break downs/repairs) then a portion of that 20% would be reduced by the number of days we were unavailable over a five-year rolling average. Remember, on some of our power contracts, since we have capacity, we do not have to buy capacity but if we are offline and cannot provide that, then it will affect the accredited value of our unit. This is somewhat expected after the February freeze when a lot of units could not fire up at all when needed. I don't see this as being a huge issue, there will be some paperwork tracking for the power plant staff and of course, when we are offline, it could affect us somewhat. We will monitor. Let Larry or I know if you want a more detailed explanation of this change.
3. Rec Ball Field Agreement – The Commission asked me to get clarification as to who would be charged the use fee for the ball fields.
4. Renovation/Remodel – Still at a stand still waiting on the contractor to paint and we need to get carpet picked out from Wichita. We did get estimates for installation from Wichita. Mostly we are waiting on contractors.
5. Codification – No action.
6. Dam/Spillway Inspection – I met with EBH on site at the Anthony Lake Dam and we reviewed options and considerations as requested by the Commission. They will put together some information for the Commission to review and consider. I will bring that into the next meeting.
7. Contracted Chip and Seal – I have heard back from the Contractor, and it will be next spring before we get the chip and seal done in town FYI. He will haul some rock this winter to be ready for it but will not start until spring.
8. Anthony Rec Ball Field Use Agreement – The Commission had asked me to clarify with the Rec if the Use Fee was subject to anyone that wanted to use the field, the response I received is that anyone that is not Anthony Rec related would be charged this use fee.

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Please let me know if you want this brought back on the agenda for further discussion or not.

9. BASE Grant – The agreement has been signed by the HCCF. The first payment (50%) from the Department of Commerce has been received and deposited into HCCF's bank. The RFP's were sent out on September 1st with a bid opening scheduled for October 3rd at the HCCF office. Bids will then be researched and tabulated and presented to you at the city commission meeting following that date for selection. Here is a tentative time schedule of the project:

Preliminary Survey, Engineering, and KDHE Permitting Submission	October 15 – January 15, 2023
*Target Construction Bid Letting Date	February 1, 2023
*Target Construction Project Award	March 15, 2023
*Target Utility Construction to Commence	Spring 2023
*Target Street Construction to Commence	Summer 2023
Anticipated Project Completion Date	May 2024

10. Compensation Study – I am typing this report on Monday and in my inbox, I have our latest draft to read. It should be almost ready to present. I will not be able to read it today and therefore it will not be on this agenda, but I do expect it to be on the next one. I will need to read it and review any suggested changes from a financial perspective to give a full report. I will get that done before the next meeting.
11. Lake Town Trail – I met with EBH on site and reviewed some of the problem areas I know will exist with us having to walk on the Walker property now instead of the Lockwood land. EBH is gathering some info for us on that. I have not spent as much time on this in the last two weeks. Will have to get very busy in the next two.
12. Cell 1 Repair – Dondlinger is working on the mixing of bentonite and compacting the last section of the Cell (85% of compaction has been completed). Rip-Rap slope protection has been installed on a majority of the Cell slopes. The only locations where they still need to install slope protection is where they will be replacing the inlet piping and the area of the slope the contractor is using to move equipment in and out of. We are nearing the end of the construction phase and it looks like we may have an opportunity to have the Cell completed by next Friday (depending on weather and other breakdowns). The hope is to begin filling the Cell next Friday and over the weekend in preparations for seepage testing. KDHE has approved the Final Plan of Operations we submitted as required by the permit. In addition, we have been working with Andrew Brunner of EBH to prepare the Fiscal Sustainability Plan. This will need to be approved by the Commission before we submit it to KDHE. We hope to have this to you at the next Commission meeting.
13. Department Activities:

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Street –

8/15-22/22:

Still patching holes.

Took a culvert out at the lake and did not replace.

Took sand to driving range at Golf Course for Sewer Dept.

Mowing and weed eating.

Graded some roads.

Water/WW –

8/15/22:

No Report

8/22/22:

Chambers at lake

Repaired fire hydrant

Locates

Rounds

Mowing at lake

Trimming at lake

Electric Distribution -

8/15/22

Replaced broken power pole at 412 E. Garfield. Caused from decay

Hung 58 door knockers

Replaced meter loop and transformer at 412 E. Garfield

Had a transformer PCB test come back with 139 ppm. It is now stored in the PCB shed.

Done annual maintenance and turned-on school zone lights.

Set a power pole at 418 N.E. 10 Rd.

Replaced triplex at 220 S. Madison.

Replaced meter socket at 302 S. Springfield

Had an alley fuse blow on S. Madison and S. Jefferson. Cause from wildlife

Just Reads

Locates

8/22/22:

Installed new electric service for Jeremy Graves.

Replaced light fixture at city office.

Replaced bulbs at south tennis court.

Refused transformer, 2 miles north and 3 miles west.

Replaced transformer and meter loop, 2 miles north and 2 miles west.

Had a blown line fuse on West St. Cause was from dozer clearing out trees and brushed wires.

Had a transformer pole down at 384 W. Hwy 160. Cause from decay.

Locates

Turn ON-OFF Orders

Just Reads

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Electric Production –

8/15-22/22:

Josh and a crew member were here and got the Magellan meter back working on our scata system. We are running on the Ethernet cable and Josh took the fiber filters back with him to run some test on them.

Worked on some cleaning all over the plant to tidy up from some projects.

We got the new parts in the main air control regulator on Unit#1. We did a training start with the young guy's and ran it offline for a little bit to check our work and make sure we didn't need adjustments.

Started working on getting bids ready to go out on plant roof tops.

LB attended an EMP2 meeting virtually on the current markets, power prices and projects. Hope to have some idea on future solar projects as we are looking into what moneys are out there.

The guys have been working on getting all the doorknobs and latches to work correctly around the plant.

Normal everyday things to keep plant equipment running.

Mechanic –

8/15/22:

#80 Recharge A/C system

#31 Diagnose no-start and replace fuel filter

#50 Diagnose electrical issues and repair ladder

#11 work on transmission

8/22/22:

#10 Replace battery on shop truck.

#11 Work on transmission and rear differential on meter reading truck.

#69 Diagnose worn gearbox and order new one for lake grasshopper mower

#9 Order parts for Jerry for old digger truck.