

To: City Commissioners
From: Cyndra Kastens

Re: City Clerk/Administrator Report
6/7/22

CONSENT AGENDA

1. Approve May 17, 2022 Regular Meeting Minutes
2. Approve May 18, 2022 Special Meeting Minutes
3. Approve May 23, 2022 Special Meeting Minutes
4. Special Appropriations:
 - Fund#34 Capital Lake Maint & Imp - Ricke's Home Ctr \$975.00 - RV Dump Trencher Rental
 - Fund#34 Capital Lake Main & Imp - EBH \$1,581.87 - RV Dump Engineering
5. Appropriation Ordinance No 6113 \$150,687.42
6. Approve 5.24.2022 Payroll \$52,838.06
7. Approve 6.07.2022 Payroll \$54,650.34
8. Approve 2021 Financial Statements Audit
9. Appoint Dorothy Nickel to Retroactively Fill Four-Year Term for Anthony Public Library Board to Expire April 30, 2025
10. Approve Gregory Cleveland, Emily Kohler, D. Allen Finley, and Joel Walker as Signatories on the Recreation Commission Petty Cash Fund

REGULAR BUSINESS

11. Strong's Insurance Dividend Check Presentation - Marilea Struble & Jessie Hodson
12. Bid Opening Tree Trimming RFP
13. Property Line Adjustment 20W Lake Anthony - Matt Lingel
14. City Infrastructure/Department Tour Date Selection
15. Approve to Submit RFP for BASE Grant Engineering

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Administrator's Report:

1. Housing Plan – No time to work on this the past few weeks but have a work day scheduled next week to continue.
2. Building Code Workshops – No activity but will be meeting with Commissioner Smith to initiate the first planning workshop.
3. Budget – I have started printing and compiling information to prepare the first draft budget.
4. BASE Grant – Tiffany Hartson and I worked on the required pre-award documentation submissions last week, they were due June 1st. All the documents were submitted by the deadline. Attached to your packet is a summary of one of the documents denoting the timeline and proposed cost break down of the project. We will have to keep this moving in order to maintain the timeline to have the projects completed within 2 years of the award date. Due to this, approval to send out the RFP and begin engineering selection services is on this week's agenda. This will be a joint RFP between the HCCF, City of Anthony and City of Harper however, each city will have the option to select an engineer jointly or individually as best suits the needs of the individual city once the RFP's are reviewed, tabulated, and presented to the Commission. For now, we just need to issue the RFP's to get started.
5. Compensation Study – I have had the initial kick off meeting with AGH on the comp study. We will spend the next week gathering data to submit to the consultant, then they will take a few weeks to compile data. They will also be generating a list of the comparable city's we would like them to gather data from for the city's approval to make sure they are including comps of special interest to us. I will show you the list once I have received it.
6. Dangerous Structures – I met with Brandon last week and we reviewed the code and slated a course for direction. A draft code will be prepared for his review to make said changes. Once finalized, it will be brought to the Commission for approval and the appropriate forms with the correct legal language will then be drafted to file on the top three identified structures (as guided by the Commission to be: #1 -318 and #2 - 402 S Lincoln, and #11 - 432 S Anthony). Please note: The roof did cave in on the old church on south Mass (ranked #3). If you will recall, the inspector had significant concerns on this structure and would have ranked it number one in order of priority if the houses at 318 and 402 S Lincoln were not right beside a school. At present the Commission has me focused on item 1,2, and 11. If you want to change this direction due to the collapse of the roof at the property ranked higher on the inspectors list, let me know.
7. Staffing – Positions remaining open: LEO, Water/Wastewater, Superintendent.

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8. Preconstruction Meeting Cell 1 Repair – The preconstruction meeting was held on June 2nd at 10:00 am. Dondlinger will plan to mobilize between June 13-17 weather depending. The first action will be to remove the sludge from cell one and land apply the septage on the dirt track and or ground surrounding cell four and five, depending on the amount of acreage needed. Once applied, this land cannot be accessed due to public health and safety for a period of 30 days. The Cotton Gin (which leases the dirt track) will be appropriately notified as required and accepted by the terms of the lease. The estimated completion date is August 3rd.
9. KDHE Inspection – The following is a summary of violations received during the KDHE Inspection performed on April 25th:
 1. Anthony Lake Onsite Wastewater Systems – The City was performing routine inspections every six months (should have been quarterly).
 2. Wastewater Treatment Facility – The city exceeded our effluent discharge limits and was collecting samples from a non-preferred location. (To collect from the preferred location a small retrofit would need to be made). *Note: remember, with cell one out of service for repair, the effluent is not receiving all stages of pretreatment. This and the loss of surface acreage evaporation from cell one will affect the quantity and quality of the discharge.*
 3. Public Water Supply System – There were some cracks in the slab on well 2, 3, and 5. The water levels on the water treatment plant lagoons continue to be a red flag, the inspector requested that we verify our current contingency plan (to haul water to our wastewater treatment system) would still be acceptable considering discharge limits we are trying to maintain at the lagoons. Finally, KDHE asked the city to verify that we are still working to properly implement the Cross-Connection Control Program.

Of the items listed above requiring for correction all but one has been completed and a report has been submitted and accepted by KDHE. A copy of the three reports with compliance corrections documented is in your packet for reference. The one item pending is submission of a report at the end of June showing that we did not discharge and therefore, will not be violating the discharge limits. We do not anticipate a discharge this summer. Good work to Terry and his crew for responding quickly to these corrections.

10. Masner Deed – Of the two properties that needed additional deed work done (because they were owned by an LLC that is no longer in existence), one of the quitclaim deeds that was prepared was missing a small section of the legal description. Before our attorney could start the cleanup process, we had to get another deed executed by the Masner's. I just received that deed this week. Therefore, we will get started on that legal process again. FYI.

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11. Department Activities:

Street –
Grading roads
Patching holes
Preparing for Balloon Fest
Mowing
Weed eating
Spraying weeds
Patching holes
Helped water department with sewer line at the lake
Grading roads
Getting things ready for the holiday weekend
Fixed some alleys
Picked up brush
Burned brush pile east of town
Preparing for chip and seal

Water/WW –
Rounds
Locates
Turn on/off
Trenching sewer line
Mowing/trimming at the lake
Cleaned lake bathrooms
Repaired big mower
Trenching sewer line
Cleaned pool
Mowing at power plant
Sewer line at lake
Mowed water plant and sewer plant
Mowed the lake
Cleaned lake bathrooms
Worked on pool
Repaired water fill station (bulk water)
Located water line at Dollar Store
Cleaned south shop
Cleaned vac truck
Cleaned vehicles
Installed fish feeders
Cleaned lake restrooms
Mowed at Lake
Trimmed at lake

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Electric Distribution -

Turn on/off orders

Locates

Work orders

Replaced light ballast in Street Dept. shop and Police Dept.

Had report of Triplex hanging low at 17E

Took down service at 612 N. Kansas for Eck Elec.

Replaced lighting in Sherri and Jamie's offices and shop hallway

Put up Welcome flags for Balloon Fest

Checked all vendor electrical outlets

Had outage on entire system. Cause was lightning strike on 138kv line

Had outage at 317 E. 44. Cause was from weak line fuse

Had outage in alley between S. Anthony and S. Springfield. Cause was from wildlife

Report of limb on triplex at 217 N. Lincoln

Cut tree limb over triplex at 217 N Franklin

Replaced pool light

Took covers off power plant radiator

Finished Dan Farmers new electric service

Took down 8 vapor lights at Forest Park RV

Installed vapor light at 201 N Anthony

Installed temporary power at Family Dollar

Staked 1 mile of rural rebuild 7mi east and 9mi south

Replaced 4 power poles blown over from high winds

Replaced 3 streetlights

Had outage at 144 NW 40 Ave from high winds

Had outage at 55 SE 40 Ave caused by the Sandridge primary in contact with our primary

Had report of tree limb on triplex at 219 N Springfield

Shut off School Zone Lights

Installed sunshades at ballfields and the pool

Worked on electric motor at the pool

Framed and set 21 power poles for Dunball Project 7mi east and 9mi south

Set lift pole at 202 S Franklin

Signed off on demo permit for electric at 34E Lake

Took down American flags for Memorial Day.

Set lift pole and meter loop at 787 SE 10 Rd for new electric service.

Unloaded rural material from Techline.

Worked on Jarret Schmidt's new electric service.

Installed new rope in 911 Memorial flagpole.

Report of Structure fire at 1001 E. Main.

Report of no power at 828 N. Anthony. Cause was from wildlife.

Report of no power at A18 campsite. Problem was on campers side.

Report of no power at 786 SE 20 RD. Cause was from lightning.

Electric Production –

Cleaning, sweeping, mowing.

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With bad storms predicted, we started up unit #1 & #3 and let them run for a bit while we checked them over for problems.

SCTelcom came to install the new internet, the phone lines are not active yet.

Wednesday afternoon, Sunflower had an operation on the loop from Bluff City to Harper that put us without power for a short time. We were able to use the tie to get our grid powered back up.

We have a feeder we call Magellan, and since that outage we have lost communication with that meter. We have a new ethernet switch coming that should fix that problem.

We drained the pits in the 138 substation from all the rain.

Fixed some wood and put a new screen door on 71C.

Cleaning, sweeping, mowing.

City Safety Meeting with KMU

Helped Paul Jefferis get all the lots and substations sprayed for this year, the last year we had contracted.

Department Head and short meetings with Cyndra about moving some personnel to help with some ongoing projects.

Worked with Naaman on our planning report for Cyndra.

Dan from KMEA was here, all the plant regulators are now wired up and operational from the control room. We are still having an issue getting the Magellan meter reading to transfer through SCATA.

Went to the ball field concession stand to clean and check the A/C unit and repaired the storm door as good as we can until the new one comes in to install.

Cleaning, sweeping, mowing.

Tate and Hunter helped the line crew build the east rural line all week

Naaman was on vacation

Larry worked on pricing for catalyst replacement

Pickup date for the old regulators was cancelled, hopefully reschedule for next week

Department head meeting to discuss shifting around employees to help fill gaps

Larry did all plant paperwork, rounds, checking equipment at the plant and substation as well as two full days of mowing.

Cleaning, sweeping, mowing, picking up limbs.

Larry was gone most of the week for health/family health issues

Tate went to Wichita to pick up Sherri's new desk

The crew went to the office to move things around and assemble Sherri's desk

Josh from KMEA/MidStates found that lightning damaged the radio in the 138 substation the reads the Magellan feed, so we are trying to find a replacement.

Naaman read meters and Tate helped on the second day trying to beat the rain due to a lot of no reads and manually checking meters/lids.

Mechanic –

#70 big mower axle replacement

#46 grader replace batteries

#7 digger truck service

#14 bucket truck service, replace go light

#21 municipal hall truck died, get back to shop, diagnose, order parts

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#70 diagnose and order parts for A/C system
#21 replace fuel pump
#33 diagnose and order parts for A/C system
#15 vacuum and recharge A/C system
#81 service, install seat covers and repair door panel
#75 replace retaining pin on deck
#14 rebuild parking brake and rear brakes
Training
Clean & organize shop
#69 repair blades
#65 repair deck
Services
Clean & organize shop
Street Deweze mower fuel issues