

To: City Commissioners
From: Cyndra Kastens

Re: City Clerk/Administrator Report
4/19/22

PUBLIC COMMENTS – New employees Callie Carpenter (Utility Billing Clerk) and Nate Houston (Deputy Police Chief) will be here to meet the Commission.

CONSENT AGENDA

1. Approve Regular Meeting Minutes of April 5, 2022
2. Approve Special Meeting Minutes of April 11, 2022
3. Special Appropriations:
 - Fund#34 Capital Lake Maint & Imp - Joel Walker \$133.40 - 1/3 Crop Damage
 - Fund#34 Capital Lake Maint & Imp - Blake Bollman \$266.60 - 2/3 Crop Damage
4. Appropriation Ordinance No. 6110 \$182,603.13
5. Approve 04.12.2022 Payroll \$51,459.06
6. Approve SRLF Drawdown #5 WWTF Cell 1 Repair C20-3005-01 \$2,500

PUBLIC HEARINGS - NONE

REGULAR BUSINESS

7. Heavy Duty Shop Lift Bid Opening 6:00 p.m.
8. Transformer Bid Opening
9. Lake Sign - Lake Board Wren Robinson

Wren will be here to show you the sign and location to replace the main lake sign in Campground A when you first pull in by the campgrounds. If the City Commission approves the sign and location, the Lake Board will go to Wayne Dennis to seek funding.

10. Approval of Gun Club Sign - Gillian Struble, Trevor Cullop, Sandra Owen

On May 14th the Anthony Gun Club is going to host its first Youth Shoot, "School's Out, Targets Out!" This event will potentially draw 100+ youth shooters to Anthony from southcentral Kansas and northern Oklahoma. The CHS Seniors representing the Chaparral High School Trap Shooting team would like to make the Commission aware of this event and do one last project for the Gun Club before they graduate by having a sign installed at the Gun Club. Designs have been presented to the Gun Club Board and they have approved the attached drawing. The Seniors will also be coming to the Commission meeting on behalf of the Gun Club to ask the Commission's approval to install the sign. They may also be looking for funding assistance though they will be meeting with the Wayne Dennis Committee too.

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11. Alcohol at City Ball Fields - Tiffany Asper / Anthony Recreation

This conversation has come up a lot in the last several years. The Rec Commission has discussed the issue and Tiffany will be here to relay the Rec Comm's recommendation and seek City Commission input/consideration.

12. Recreation Commission Recommendation to Appoint Josie Duwe to Recreation Commission to Fill Remainder of a Four Year Term to Expire in 2025

13. Request to Place Fence in City Right of Way - Mike Yoder

Mr. Yoder was given a variance years ago to add on to his shed which sits in the city right of way. He would now like to add a fence. This would mean that the fencing would actually be placed on city property, in the city right-of-way.

14. LMI Survey - Donna Crowe

Donna will be present to refresh the Commission on what LMI is, options for performing a survey, and seeking the Commission's guidance on which option choice they would like to proceed on.

15. Health Nuisance 501 S. Lincoln Davidson 2022

16. Tritan Swim League Kana Bank Checking Account

This is an account that is under the City's EIN number but there are no longer any people on the Rec or at the City that is listed on this account. After consulting with the Rec Comm Chairperson, we are recommending Commission approval to close the account so it will no longer be under the City's EIN. Since no one employed at the City or on the Rec is on the account, I will need a Commission motion and minutes to present to the bank to close it.

17. BASE Grant - Sunrise 2nd Addition

I will update you on where we are with this exciting news. Please review the attachments in your packet.

18. FAA Cares Act, CRRSA, and ARPA Grants

I have narrowed down additional options to review with the Commission.

19. CID - Commissioner Smith

20. Dedication of Mary Hixson Bench May 22nd @ 5:00 p.m.

Admin's Report:

1. Patterson Health Center – PHC is applying for a tax credit program to incentivize funding for their new project, a mobile health unit. In response to the 2021 Community Health Needs Assessment, PHC has already started a “Bringing Your Care Home” campaign in a couple of senior

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living communities in Harper County. It is their hope that the purchase of a mobile unit will expand this campaign of bringing healthcare to those that are not able to make it out. The mobile unit will also allow for community involvement with the outreach that will be done as well as awareness of healthcare services. PHC was asking for support letters to apply for the Community Service Tax Credit Program through the Department of Commerce so that donors for the project would be eligible to receive up to a 70% of their contribution amount to the project as a tax credit on their Kansas income tax. I did submit a support letter for PHC for this project.

2. Electric Distribution Annual Operating Plan – Attached is a running sheet of the annual tasks the Electric Distribution Department is accomplishing in addition to the weekly work orders and projects that get reported to the Commission on this admin report each meeting. Jerry and his team are doing an excellent job of implementing the department operational plans needs in addition to the regular workload. We will be requesting the assistance of power plant department staff in May to complete 2 miles of the rural rebuild. In addition, moving into the next phase, Jerry and I will start work on deciding the dates and process to complete an electric meter audit in 2022 while scheduling a look at GIS updates and meter replacement programs in 2023.
3. Staffing – The Anthony Recreation has hired Emily Kohler as the new Recreation Director and Perry Fischer as the new mowing/maintenance person. Ads for the remaining city positions have been posted. The superintendent and water/wastewater position have been posted at KMU, LKM, Indeed.com, Facebook, and the local paper.
4. Audit – Due to some delays in getting the library data, the audit presentation has had to be postponed to the May meeting.
5. Street Sealing (Chip and Seal) and Tree Trimming Bids – Many months ago the Commission asked me to submit bid requests for tree trimming and chip and seal work. I had not been able to get that done but with summer approaching and trying to line out the work projects for the street crew, and balance the funding in street capital, I worked on preparing the bids this weekend and will have them out to hopefully open at the May 3rd meeting.
6. Compensation Study – The RFP's did go out for the compensation study however, there was a postage delay that caused me to push back the submission return time by one commission meeting so you will open those at the May 3rd meeting.
7. Department Activities:

Street –
Grading Roads
Spraying Weeds
Cutting trees at the west end of Airport

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Fixed hole in the parking lot at the police station.
Everyday maintenance
Cut trees in town.
Mowing
Weed eating

Water/WW –
Rounds
Locates
Helped mechanic with oil leak
Measured elevations at lake
Cleaned up scrap at the sewer plant
Attended the water conference
Cleaned the shop
Cleaned the backhoe
Installed pump at golf course
½ day at the lake
Replaced all railroad ties in Campsite A
Repaired water meter 400 N Bluff
Trimmed sidewalks at lake
Opened ball field restrooms
Opened lake showers
Repaired meter pit at golf course
Turn off/on tickets

Electric Distribution -
Set new regulators at the Power Plant
Installed new meter loop at 711 N Anthony
Report of cable hanging low at Garfield and Jennings (cable TV)
Helped with breaker maintenance at Power Plant
Report of outage at 586 E hwy 44 (bad transformer)
Went over power walk with B&T Grp for AT&T cell tower
Locates
Turn on/off orders
Repaired broken primary strand and cross arm braces in the rural
Framed 3 phase poles for bridge R/W
Worked on airport windsock lighting, replaced 3 runway lights and 1 papi light
Helped Street Dept. cut down tree at Airport
Took down light at 7E for tree removal
Fixed or replaced streetlights that was reported not working
Set irrigation pump in lake for golf course
Unloaded new regulator and loaded 3 used regulators at the Power Plant

Electric Production –

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Dan White helped install new regulators at the plant sub, two of the three regulators installed, one returned for shop repair because it had some control wiring that was burnt. We did breaker testing inside the switch gear as part of the equipment testing program. Breaker ER, WR, Gen3, Gen2, SP and the spare all tested good they we cleaned them and put back into service.

We spent some time looking over schematics on the wiring of the regulators that allow the control room operator the ability to set voltage while co-generating with the tie line. NC was reading meters for 2 days at the end of the month for the next billing cycle. Normal cleaning and checking of the plant substations.

Crew worked on picking up tree debris from tree trimming, sprayed some problem areas for weeds.

Crew worked on getting the plant heaters adjusted to summertime operation.

Worked on getting a material list for a protection wall at the Police Department, hopefully have some cost estimates soon.

We received the regulator back from Solomon, repairs were made, and the test looked good, so we plan to install on 4/15/22.

Normal Plant cleaning and operations

Mechanic –

Finish #17 Park mower

Fix hydraulic leak #70 Tractor

#80 diagnose brake issue

Winter service two of the three recreation mowers

Clean shop and paperwork

Work on #29 Dodge and attempt to find parts

Track down parts for Dodge flatbed

Prices tires for water department backhoe and street department loader.

Repair lake small sprayer.

Service #15 water department backhoe and adjust parking brake.

Order parts for batwing mower

Research state statutes on fire apparatus service and repair.