

To: City Commissioners
From: Cyndra Kastens

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

CONSENT AGENDA

1. Approve Regular Meeting Minutes from August 2, 2022
2. Approve Special Meeting Minutes from August 9, 2022
3. Appropriation Ordinance No. 6117 \$431,884.44
4. Approve 08.16.2022 Payroll \$58,971.72
5. Approve Memorandum of Understanding with AES & CHS for use of Municipal Hall as Emergency Off Campus Evacuation Site
6. Approve to Submit for Bids for Credit Card Reader with EMV Capabilities at the Airport

PUBLIC HEARINGS - NONE

REGULAR BUSINESS

7. Bid Opening for Stock Electric Poles
8. Lake Board Approval to Submit HCCF Grant for Fire Rings and Grills - Bill Slankard & Andi Giesen
9. Ordinance No. G-2864 Moratorium on Building Inspections and Construction Plans

10. Golf Board Funding Assistance Update

The \$4600 that was paid to the Golf Board to aid in offsetting sales tax and government discount rates on a new mower was not fully needed. The Board was able to pay much less for the mower than they anticipated and therefore did not need the funds as paid. They want to know if you want the money returned or what you recommend at this time.

11. Approve Surplus Items - Submit to Purple Wave

These items just need approval to surplus and send to Purple Wave to be placed on auction.

12. EOY Unused Rural Opportunity Zone Funds Transfer to Housing/Economic Development

I still did not have sufficient time to research options for the 2023 budget. I have settled on a transfer of any unused ROZ funds to at least line item this effort. We can discuss this more at the meeting.

13. City Splash Pad/Vision Plan

14. City of Anthony Housing

15. Health Nuisance 311 N. Anthony Zuspan 2022

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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. Renovation/Remodel – The flooring and paint has been selected and the couches have been ordered for the airport. We are still trying to get a company to give an estimate on carpet installation for the Commission room. The formica has been ordered for the tables. The contractor has provided the required insurance and the notice to proceed has been issued. We will be waiting his availability to proceed any further on the bid service work.
3. Codification – Still working on it. Sherri is going to continue to try to get the final draft ready.
4. BASE Grant – The SAMS UEI and CAGE number has finally been issued for HCCF. I attended an online training of the quarterly reporting requirements for this grant. In addition, some dates have been moved back such as the dates quarterly reports are due, when the first payments will be issued etc.. However, the final project completion date did not change, this is still 05/15/24. In addition, we do have to have 10% of the grant funds expended by 12/31/22. We will need to get busy, very quickly. Now that they have the UEI number, the KDOC has indicated that the grant agreements will generate in the next few days.
5. Compensation Study – I have previewed some of the preliminary findings. Not all of the data is in yet, some positions we could not get comparable ranges on, so we are recapturing that with other city sources of like size and capacity. I do believe there will be a presentable product with options for consideration in the next 30 days if not sooner.
6. Lake Town Trail – We have started work on the Lake Town Trail again, the path from town to the lake. There is a grant to possibly apply for that is due November 15th that could possibly pay up to \$250,000 of the project. We will keep you posted as this progresses to see if we are able to make this deadline or not. At present, I am working with EBH and the landowners to get the preliminary info we may need in order to apply. As this was direction last year from the Commission to proceed when we could achieve landowner cooperation, and since the land is now under new ownership, we are now proceeding with the preliminary stages of this project again. Let me know if the Commission does not want this as a project at this time. If we can package this up in time for the deadline, we will bring the application to the commission for official submission approval.

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7. Rec Budget – I helped the Rec get the information they needed for the County Clerk for their upcoming budget.
8. Cell 1 Repair – Dondlinger is running into difficulties with obtaining bentonite (due to staffing at the bentonite plant and break downs). Dondlinger is also running into a problem with staffing due to lack of workers. Dondlinger has proposed a bentonite substitute, I have visited with EBH and we are both in agreement that we would prefer not to utilize the substitute. Due to this, I have approved for Dondlinger to pull off this project (as they currently have two projects going and only three men at each location), this way they can utilize all six of their men to finish the other project, giving us time to wait for the additional bentonite and return to our site with a full six-man crew. The following is an update on the status of the project thus far:

The contractor has completed the removal and disposal of the HDPE liner and sludge in Cell No. 1. At this point, we are passed the 30-day window of no access to the sludge disposal site, and the Cotton Gin should be able to access the old dirt bike track property again. The contractor has also completed all bentonite mixing and compaction work for the three layers on the interior slopes of Cell No. 1 with the exception of a 50' section. They are using this section to move equipment in and out of the cell. Mixing and compaction will be completed on this section towards the end of the project, so they do not damage any work by running traffic over the top of the finished seal. Work has begun on the bottom or floor of Cell No. 1. An area the width of the cell and approximately 200' long was excavated down 18". The lower 6" layer in this area was amended with bentonite, compacted and installed prior to the contractor leaving site on Wednesday afternoon. The contractor will continue to work areas the width of the cell (445') by 200' until the bottom of the cell has been completed. All areas tested for compaction have passed. We did have one area that did not pass (we believe it was too wet), but it was reworked, retested and passed compaction testing.

9. Department Activities:

Street –

8/1/22:

Patching holes

8/8/22:

No Report

Water/WW –

8/1/22:

Rounds

Locates

Repaired camera trailer

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Videoed sewer line at Hall
Worked on high service pump
Worked on McDonalds lift station
Changed chlorine at pool
Mowed sewer plant
Repaired water leak 700 block N Bluff
Cleaned lift station wet wells
Serviced vac truck
8/8/22:
No Report

Electric Distribution -

8/1/22

Put in new electric service for the Lake RV dump station.
Disconnected power at 310 S. Jennings for Steve's Wiring.
Had a scheduled outage for 100 W. Main for maintenance.
Pulled street light pole at 702 N. Bluff for water main break.
Had a meeting over AMI Metering.
Trimmed tree limbs over services.

Locates

Turn On/Off Orders

Just Read Orders

8/8/22:

Had an outage at 367 SW 10Rd. Cause was from a bad connection in the meter socket.
Replaced a bad transformer 3 miles west and 5 miles south.
Set transformer for new electric service at Family Dollar.
Trimmed tree limbs over electric services in town.
Replaced burned out streetlights.
Performed monthly maintenance schedule.
Just Read Orders
Locates

Electric Production –

8/1/22:

No report

8/8/22:

Larry was out most of the week not feeling well.
Received the new catalysts for the units; checked for damage and put up in safe storage.
Mowed plant and north property with houses.
Changed out some bulbs and ballasts in the plant.
Cleaned and changed filters in control room at the 138 sub.
Normal cleaning and plant rounds.

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Mechanic –

8/1/22:

#11 Remove transmission, make report of damages and prices, and report to Cyndra.

#12 Address A/C problems

8/8/22:

#12 Remove dash for A/C work

#42 repair vacuum deck and replace belt on engine