

To: City Commissioners
From: Cyndra Kastens

Re: City Clerk/Administrator Report
1/7/24

At this Commission Meeting, we need to set a special meeting date for the 2025 Street Department Capital Planning. Please be ready to review calendars for potential dates. This will be a long planning meeting.

PUBLIC COMMENT –

Public Comment allows the public an opportunity to address the City Commission. There is a five minute per person limit on public comments

CONSENT AGENDA

1. Approve December 17, 2024 Regular Meeting Minutes
2. Special Appropriations

Fund #34 Capital Airport- EBH \$1,703.50 Eng & Survey - AWOS/Beacon AV-2023-17

3. Approve 12.31.2024 Payroll \$63,542.70
4. Approve December 2024 Court Report
5. Approve Drawdown #4 KDOT Project No. AV-2023-17 \$1,533.15 AWOS/Beacon Project

Reminder that the Appropriation Ordinance (AP) will not be completed until Tuesday during the day. I will email it to you for review prior to the meeting as soon as we have it done.

PUBLIC HEARINGS - NONE

REGULAR BUSINESS

6. Approve Wayne Dennis Committee Recommendation of \$6,500.00 to the Anthony Tree Board for Tree Planter Project

The committee received two applications, Higher Grounds for \$3,750 and the Anthony Tree Board for \$11,500. After reviewing Mr. Dennis' Will the committee felt since Higher Grounds is a 501c3 charity organization, they would not qualify as funds cannot be used for charitable purposes according to the will. would qualify as charitable purpose and therefore does not qualify. The committee recommended approval of \$6,500 for the Tree Board. The account balance is \$16,062.

7. Fuel Storage Code Review

See Admin Report Below.

8. Police Department Wage Review

I am hoping to finish the data compilation I needed for this review prior to the meeting. Since we are short staffed this will be time dependent upon what I can get accomplished on Tuesday.

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9. Water Sustainability Research Direction

I will relay some information from EBH and seek direction from the Commission on this topic.

10. Permission to use East Burn Site as Fire Department Exercise - Kenny Hodson, Fire Chief

The Fire Department would like to use the land around the burn site east of town (city owned land by Anderson Welding and Central Energy Propane) as a training exercise to burn off the overgrowth on the land. Kenny will explain more. I have asked him to bring a map to show what they want to burn and how they plan to control it to ensure there are no incidents to the adjacent businesses. I have also asked Kenny to visit with the adjacent business owners. He should have all of this information to present at the meeting.

Admin Report:

1. KCC-40101d Grant – Next week I will be working on the first quarterly report due for this grant. It is due January 15th. Lots of grants, lots of reports to keep up on. lol
2. Lake Trail – Survey work has begun. Surveyors were on site at the end of last week and start of this week. They spent last week setting up targets for the drone, then this week they should be getting it flown. The additional boundary work and the elevation shots in the trees will be done next week.
3. Sunrise 2nd – As we wrap up year end, we also wrap up the end of the BASE grant extension. Through the extension we managed to pay for the grading work at Sunrise, pay for most of the street lighting materials, and also pay for the backordered electrical pedestals that were supposed to be paid for prior to the extension but the lead times exceeded the original grant term. The pedestals actually arrived prior to year end and we were able to get reimbursement for 74% of those as well. In total, with the extension, we were able to get an additional \$127,299.25 worth of dirt work and electrical materials accomplished through the BASE grant extension. I had to work to get the final numbers submitted for reimbursement by December 31st. I got it done at 8:00 p.m. on the 30th so, we are good to go. In summary, we did not fully expend the last of our match commitment. We had dedicated \$107,276.08 from the Special Streets and Highways Fund but only needed \$21,802.04. This is good since we are going to be looking at some very large purchases and projects when we hold the street capital planning in January.

I have delivered the final documents to the three parties interested in building at Sunrise. They are currently working (or attempting to at least, as required) for Klausmeyer Construction. I hope to see some completed applications and agreements in front of the Commission in the next 30-60 days. I have consulted with Klausmeyer on the start date of the spec homes, and he indicated that they are looking at 30-60 days from now. Jerry is still wrapping up the electrical. Now that the pedestals are here, hopefully we can get done prior to the start of this construction. Things are still moving along.

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4. Power Plant Soil Compliance – We have received the results from the soil testing from the old fuel spill at the power plant that KDHE realized is still an open case. The tests showed there is still contamination. Therefore, we will remain an open case with KDHE and we will need to apply for the Kansas Petroleum Storage Tank Release Trust Fund for assistance in remediation, monitoring, and to create a remediation action plan. I am not sure of all the details just yet. The report itself is too large to even email but as more information unfolds, I will keep you posted. This is mandatory and we really will not have any options except to comply so we will just proceed with the requirements at this point and apply to the program to get aid and financial assistance.
5. Kayak Building – We have run into a little snag with the state on bringing in the fill for the building. With Chris being out sick, I was going to focus on getting the bid packet out but when this snag came up, I redirected myself to trying to work around the requirement of the state permit instead as these can take months to obtain and that would really delay the project. I believe (fingers crossed) that we may have something worked out, but I will let you know for sure at the commission meeting. Heads up however, with the short staffing we now have and this taking a temporary prioritization of time, the bids will now not be opened for the building until the next commission meeting.
6. CCLIP Main & Anthony – As reported previously the project Bid Letting was pushed back because we still needed to secure the construction easement from Justice Battery. We have finally secured the easement and paid the \$1,200 for the use of the easement. Just to clarify: the easement is for use of the land because we will need to stand on the edge of the Justice Battery property since we are replacing the sidewalk and street adjacent to the property. We will NOT tear up or damage any portion of the property holder's land, we just need permission for construction workers to stand on it and some equipment to be present while working. There will be limited access on the south of this property while construction of that portion of the street is underway but other than that, there will be no impact. There will be temporary limitation to access for the Idle Hour front door (the main door on the south, east side) while construction is underway as well. This could last several weeks for this portion of the project. Britt Whealy is fully aware and will utilize the back door during that time. None of this will occur until the summer/fall of 2025. Here is the following adjusted schedule which has been pushed back for a 2nd time waiting the easements to be signed and filed:

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ITEMS TO BE COMPLETED	Months to Letting	DEADLINE COMPLETION DATE	DATE COMPLETED -For Your Use Only-
Consultant Design Contract to be Executed by	22.0	June 26, 2023	
Pre-Design Field Check	20.0	August 25, 2023	
Field Check Complete	15.0	January 22, 2024	
Office Check Plans and Estimate to BLP	11.0	May 21, 2024	
Office Check Plans Complete	9.0	July 20, 2024	
Final Check Plans and Estimate to BLP	6.0	October 18, 2024	
Begin CE Agreement	6.0	October 18, 2024	
Final Check Complete	5.0	November 17, 2024	
R/W Clearances (1306 Form) to BLP	4.0	December 17, 2024	
Utility Form (1304 Form) to BLP	4.0	December 17, 2024	
Status of Permits (1307 Form) and Required Permits to BLP	4.0	December 17, 2024	
PSE Plans to BLP	3.5	December 29, 2024	
PSE Plans Complete	1.5	March 02, 2025	
Final Letting Plans to BLP	1.2	March 09, 2025	
CE Agreement Executed	1.1	March 12, 2025	
Advertise	1.0	March 17, 2025	

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7. EPA Water Technical Assistance – Not a lot of activity with the city over the holidays. We have a planning meeting in January so I will have more information at that time. Jerry has continued to work with Donnie to attempt to have electrical ready for the pressure transducers, we are still at the mercy of his schedule for the install.

8. Hail Damage Insurance Claim – As reported at the prior meeting, the city had still not received even the first portion of the insurance claim payment from EMC, even though they indicated they had issued the check in July. They had not. We have continued to have non-responses and difficulties with them. As the end of year was approaching and the city had to cover \$130K worth of roofing bills with no payment from insurance, I contacted Jessie for assistance. She took care of things, and the city had a check overnighted within 48 hours. It was not the full claim payment, the check was for \$108K but at least we could cover the largest portion. Jessie let me know that due to the continuing dissatisfaction in service from EMC, Scott is having an official meeting with them. In addition, beginning in January Strongs will start the lengthy process of looking at quoting from other insurance companies to provide coverage to the city. We know this may not work since very few will take the power plant, and several now will not bind the police or fire, but they are going to try to provide any and all options for our renewal prior to April 1.

Update: Well, we received the check but then EMC put a stop payment on the check (after we had deposited it) and then they sent another check of a lesser amount. We are not sure of the details surrounding this as of the time of typing this report but we will figure it out.

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9. G-Works (Main City Software) – Jamie and I have a meeting to review the information she has obtained from G-Works. We will keep working on this. We are also dealing with end of year and obtaining the info our insurance companies need for the two big renewals (Blue Cross and EMC) on April 1st. As you know, it takes around two months to work through this decision so we need to get the information to the companies now so they can compile their renewal rates for consideration. So, lots to do in this arena. We will work in the G-Works research as well and try to present information by February.
10. Staffing – Well, we thought we had an Admin of Utilities hired but Michelle Campbell has expressed her interest in the PD Secretary job instead and after sitting in on both positions, she has made her decision (and both department heads support) to move Michelle from the Admin of Utilities to the PD Secretary job effective January 6th. So, the ad will go back out again for the Admin Assistant of Utilities. With Sherri retiring and this role still being vacant, we will have difficulty getting all the office work covered. We appreciate your patience as usual.
11. Fuel Storage Code – We are trying to provide a well-rounded review of this issue so we can present the Commission with the data necessary to make a good decision in the needed update of the city code. This well-rounded approach involves reviewing the building codes, state codes, and other city standards. We have stumbled on some interesting points that need to be verified before we bring final information to the Commission. We do not want to create a city code that is non-compliant with the state or the building codes. So, we are still working on it. However, Kenny would like to come in and get an opinion from the Commission on some of these issues to help him know what direction to proceed in preparation. Therefore, it is on the agenda for this meeting.
12. Community Solar Project – We will light a fire on this one again to keep it moving. The holidays have slowed some things down. We are still working on location determination.
13. Retirement for Sherri Miller – We celebrated the career of Sherri Miller at a come and go reception on December 30th. The city blessed Sherri with a new laptop for her retirement gift. She was very excited. Here are a few photos from the day:

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This is an iconic picture of Sherri. She started in this office 27 years ago and ironically, she is finishing back in this office on her last day. She will be missed.