

**To: City Commissioners**  
**From: Cyndra Kastens**

**Re: City Clerk/Administrator Report**  
**2/1/22**

The Boy Scouts will be in attendance at the meeting. They are required to attend a city meeting for a badge they are working on. They are just coming to observe.

#### **CONSENT AGENDA**

1. Approval of Regular Meeting Minutes of January 18, 2022
2. Special Appropriations:
  - Fund #34 Capital LM&I - EBH \$437.50 RV Dump Station
  - Fund #79 IMP Fund - EBH \$15,000 Cell 1 Repair Design C20-3005-01
3. Appropriation Ordinance No 6105 \$275,412.43
4. Approve 2.01.2022 Payroll \$52,959.80
5. Approval of Certificate of Convenience to Provide Electric Services to NE 1/4 28-32-6
6. Approval to Cease Operating Electric Services to the SE 1/4 32-32-5

*The straight across ¼ for ¼ swap was presented to Wheatland Electric as approved by the Commission at the last meeting. Wheatland's Board accepted this swap. This would give Wheatland the ¼ they are currently serving in our area in exchange for the ¼ the city is in close proximity to serve the customer in question. These documents will be signed and filed with the KCC to legalize the exchange.*

#### **PUBLIC HEARINGS - NONE**

#### **REGULAR BUSINESS**

7. Security System Equipment Bids

*Kenny has some information to update you on.*

8. Rural Housing Initiatives

*I hope to update you on the general information I gathered two weeks ago when I went to Chanute to see what they are doing for housing programs. However, it is 9:00 p.m. right now and I hope to get my notes in order to present tomorrow night. If I cannot get it done, we will have to move it to the next meeting. Fingers crossed.*

9. Airport Lease Agreement

*We have been asked to execute a new airport lease and I need to visit with the Commission on a few points of the lease prior to approval. Please review sections 2 and 12 prior to the meeting if possible.*

10. City of Anthony Pavement Construction Award

*Our South Jennings Concrete project has been selected as an award winner and will be recognized at the 42nd Annual Portland Cement Concrete Pavement Conference on Thursday, February 24th, 2022,*

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*as the best PCC pavement constructed in this category in 2021 in the state of Kansas in the Municipal Streets and Intersections (<30,000 SY) category. The City of Anthony, EBH, Wildcat Construction, and KDOT will all be presented plaques at this luncheon. KDOT submitted the project as a consideration for award. This is the same day as our financial audit so I will be unable to attend. If a Commissioner of Streets would like to attend, or another Commissioner in their place, please let me know so we can notify the conference.*

*The awards luncheon will commence at 11:45 A.M. in the Crown Center Exhibit Hall B at the Sheraton Kansas City Hotel at Crown Center, 2345 McGee Street, Kansas City, Missouri.*

11. Health Nuisance 414 S. Kansas Wohlschlegel 2022

12. Approval to Submit Bid Request for Shop Lift

*The mechanic shop lift failed safety inspection and is not repairable. We knew this when we prepared the 2022 budget, and we did budget this expense. It will be over \$10,000 so we will need Commission approval to go out for bid.*

Admin's Report:

1. 432 S Anthony – Still not done, sorry.
2. Golf Course Irrigation – The well located north of the golf course that the landowner approached the city about purchasing has been assessed by a water well driller and determined to not be a viable well.
3. Health Insurance Renewal – We have started the health insurance renewal process. Over the next two weeks we will be gathering options and pricing to present to the Commission.
4. End of Year – Most of the financial end of year processes are completed except the final transfer list. Jamie and I will be working on this to present to the Commission at the next meeting. Jamie has done a fabulous job on all of these processes!
5. Annual Audit – Now that end of year is complete, Jamie and I will be starting the data collection requirements for the audit. This will take the next 2-3 weeks.
6. In-Town Regulator Station – The in-town regulators are repaired and back in service.
7. ADA Boat Dock – The concrete was poured January 31<sup>st</sup> to get this done before the snow hit this week.

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8. Office Staffing – Well it's crazy as you can imagine. Sherri is the primary lead to cover Krissy's work now which means she isn't able to assist me in the Deputy Clerk Duties at all presently. If you see Sherri, tell her how great she's doing because it's a lot to learn in five days and take over while all of her work goes undone. She's doing amazing! Jamie and Melinda are both working to help cover phones and customers while we all shift duties. Melinda is really doing well also. She will just start her year end processes.
9. Walking Trails in HP CO – The Harper County Community Health Foundation has taken on the project of promoting walking trails for this area. An introductory meeting was held to kick this off and gather data on our walking paths and the medium that will be used to advertise and promote people to get out and use the paths. I had Donna join me in this meeting and intend to have her gather the data and represent the City on this committee.
10. HP CO STRONG – This group has decided to promote a challenge to the community to develop all around better mental, physical, social, and financial health. They are going to promote a challenge to local residents to do daily, weekly, and monthly activities in all of the areas mentioned above. I have Jamie as the lead on this project now. More to come soon!

11. Department Activities:

Street – No report

Water/WW – No report

Electric Distribution -

Un-tanked 2 regulators for Solomon to replace stepper motors

Replaced a 3 wire 200 amp meter loop at 315 SW 30 Rd

Repaired street lights

Cleaned shop and put material away

Staked line for pole replacement on 3rd Lake Road

Installed 2 in-town regulators that had maintenance done to them

Fixed broken primary strand 4 miles East and 4 miles South

Fixed broken cross arm brace 7 miles West and .5 mile North

Fixed broken cross arm brace 5.5 miles West and 2 miles South

Removed old lightning arrestor and 50 amp 220 volt outlet at the Water Tower

Rebuilt air brake dryer on #9 Digger Derick

Cleaned shop

Turn On-Off Orders

Just Read Orders

Locates

Special thanks to Jerry for always remembering to turn in his weekly reports.

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Electric Production –  
No report

Mechanic –  
No report.