

To: City Commissioners
From: Cyndra Kastens

Re: City Clerk/Administrator Report
7/5/22

PUBLIC COMMENTS

New Employee Introductions: Matt Jaeger, Water/Wastewater Department - Bailey Luck, Police Department

CONSENT AGENDA

2. Approve June 21, 2022 Regular Meeting Minutes

3. Special Appropriations:

Fund#79 Sewer Imp - EBH \$5,488.26 - Cell One Construction C20-3005-01

Fund#79 Sewer Imp - Dondlinger \$116,908.26 - Cell One Construction C20-3005-01

Fund#34 Street Cap - M&S Trucking \$675.00 - More Rock for JD's Chip and Sealing

We are only needing to approve the \$675 for another load. The remainder of the bill was approved previously by the Commission.

4. Appropriation Ordinance No. 6115 \$309,596.66

5. Approve 7.05.22 Payroll \$60,308.96

6. Approve SRLF Drawdown #6 WWTF Cell 1 Repair C20-3005-01 \$116,908.26

7. Approve the Renewal of the Following City Officer Appointments:

City Clerk/Administrator – Cyndra Kastens

Police Chief – Kenny Hodson

City Treasurer – Jamie Deviney

City Attorney – Brandon Ritcha

Municipal Court Judge – Richard Befort

PUBLIC HEARINGS - NONE

REGULAR BUSINESS

8. Bid Opening Parks Department Mower

9. Power Plant Catalyst Service and Replacement

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We are nearing our performance test season (this fall) and we are receiving information from Power Plant Compliance (the company we have contracted with to perform this test) that our brand of catalysts have been failing after they have been washed. This causes some concern. We have 17 catalysts total (each engine has 5 full catalysts with engine 1 and 3 having an additional half size). These must be tested every 5 years (every 3 year if we run more than 100 hours). They also have to be cleaned depending on the run time and type of operational use. They have to be removed and sent off to be cleaned. We will explain in greater detail how this process works at the meeting but basically, we are considering buying a new set, installing them for our upcoming test this fall, then sending our existing catalysts in for cleaning. If they pass, great, we will keep them and alternate them in when the new one's need to be cleaned next. If they fail, then we are not without catalysts and we can discuss what we want to replace to keep as backups and or cycling in and out through cleaning. You do not lose anything if you keep them as a backup. It does not shorten their life to be cleaned and then sit on the shelf for five years and then cycle them in when the next cleaning is due. We can talk more at the meeting.

10. Renew Planning and Zoning Consultant Agreement

With the passing of Dave Yearout, the City will need to secure a direct contract with our other Planning Consultant (who was working with Dave previously).

11. Tiny Home Zoning

This is a topic of discussion that the Planning Commission will be reviewing. Wanted to gauge the City Commission's interest.

12. Memorial Park Bricks Fundraiser – PRIDE

Requested by Commissioner Eaton.

Admin's Report:

1. Budget – I am in the thick of it at present, trying very hard to find time to work on the budget to meet the upcoming deadline of July 20th.
2. BASE Grant – The RFP was prepared and sent to the Department of Commerce for approval. This was required prior to the KDOC issuing the grant agreements. Once that is complete, the RFP will be submitted and bid opening dates set. A copy of the RFP is in your packet for reference.
3. Compensation Study – Work continues on this project as we continue to answer questions and review initial city data and policies.
4. Obadiah's Garden – Wes Reames, on behalf of Obadiah's Garden, has provided notice to the city that they will no longer have the garden at the east park. They thanked the city for the support and use of the garden. There is another community garden being built by a resident of the community and made open to the public on his property.

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5. Family Dollar – Issue with water line
6. Cell 1 Repair – Work continues on this project. The first pay request and KDHE loan drawdown is on the consent agenda. All of the drawdowns (and time/pay logs) are reviewed by the City Admin and EBH Engineering before the request is sent to the City Commission.
7. Power Purchasing – KMEA is watching the SPP issued grid condition advisories. During the summer (and with gas prices as they are) we expect to get several alerts from SPP. We could expect some marginally higher prices on the market but not load curtailments. Nothing to be alarmed of, just watching and monitoring. Larry and I are communicating and watching prices daily.
8. Department Activities:
 - Street –
 - Mowing/Weed eating
 - Chip sealing streets
 - Water/WW –
 - Rounds
 - Locates
 - Turn on/off
 - Mow water plant
 - Mow sewer plant
 - Pulled thistle
 - Helped line crew with pole
 - Worked on trench line at lake
 - Installed new water service
 - Unloaded salt
 - Repaired urinal at hall
 - Electric Distribution -
 - Turn on/off orders & Just Reads
 - Locates
 - Work orders
 - Put up American Flags for Flag Day.
 - Worked on Jarret Schmidts electric service.
 - Replaced street light pole at Main and Santa Fe.

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Took down flags.
Set 2 poles for RV Lift Station at the lake.
Reported outage at 413 S. Madison. Unknown cause
Reported outage on S. Mass. and S. Penn. Unknown cause
Reported outage at 216 N.W. 40 Ave. Breaker was tripped on customer side
Fixed the flag at Country Living.
Took down triplex at 622 W. K2 for tree removal
Had a blown lightning arrestor on transformer 4 miles east and 1 mile south.
Hung 52 door knockers

Electric Production –
Cleaning, sweeping, mowing.
Put new pressure control switch on the main compressor system and got it working again like it should.
Worked on the Magellan meter radio several times as it won't read correctly.
Did deep cleaning on the control building at the 138 sub after the fields were cut around it.
Picked up limbs from the wind and got most of the mowing finished.
Worked on the MSDS book, still lots to do before Tyler inspects it.
Normal everyday plant rounds and sweeping/cleaning.

Mechanic –
#70 repair pin on mower and replace tire.
#33 Repair A/C system.
#30 Fabricate hydraulic cable mount
#30 Fabricate repair for chip spreader
#75 **Repair fuel tank**