



City Commission Regular Meeting

Tuesday, July 05, 2022 at 6:00 PM
Commission Chambers, 124 S Bluff, Anthony, KS 67003

AGENDA

OPENING

- Welcome / Call to Order
- Invocation / Pledge of Allegiance
- Roll Call
- Approval of Agenda

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.

1. 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

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

PUBLIC HEARINGS - NONE

REGULAR BUSINESS

8. Bid Opening Parks Department Mower
- [9.](#) Power Plant Catalyst Service and Replacement
- [10.](#) Renew Planning and Zoning Consultant Agreement
11. Tiny Home Zoning
12. Memorial Park Bricks Fundraiser - PRIDE

STAFF REPORTS

- [13.](#) Administrator Report
- [14.](#) Chief of Police report

EXECUTIVE SESSION - NONE

ADJOURNMENT

Standing Committees:

- | | |
|---|--------------------------------------|
| a. Commissioner of Finance: | Jan Lanie – Sherrie Eaton (Vice) |
| b. Commissioner of Utilities Depts.: | Kenny Hodson Jr. – Jan Lanie (Vice) |
| c. Commissioner of Parks, Police, Fire Dept.: | Sherrie Eaton – Eric Smith (Vice) |
| d. Commissioner of Street Dept., Airport: | Eric Smith – Kenny Hodson Jr. (Vice) |



City Commission Regular Meeting

Tuesday, June 21, 2022 at 6:00 PM
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MINUTES

OPENING

- Welcome / Call to Order
- Invocation / Pledge of Allegiance
- Roll Call
- Approval of Agenda

PRESENT

Mayor Greg Cleveland
Commissioner Sherrie Eaton
Commissioner Jan Lanie
Commissioner Kenny Hodson Jr.
Commissioner Eric Smith

City Administrator Cyndra Kastens, Police Chief Kenny Hodson, Deputy Clerk Sherri Miller, City Mechanic Justin Arnold, Dick Aldis, Karen Aldis and Donna Crowe.

- Approval of Agenda

A motion was made to approve the agenda.

Motion made by Mayor Cleveland, Seconded by Commissioner Smith.

Voting Yea: Mayor Cleveland, Commissioner Eaton, Commissioner Lanie, Commissioner Hodson Jr., Commissioner Smith

PUBLIC COMMENT - NONE

CONSENT AGENDA

1. Approve June 7, 2022, Regular Meeting Minutes
2. Special Appropriations:

Fund#34 Capital Street - Ergon \$52.22 - Overage on Oil Sealed Bid when filling the tank on delivery

Fund#34 Capital Street - MAC Pavement \$2,182.32 Cold Patch for pre chip and seal work

3. Appropriation Ordinance No. 6114 \$302,997.75
4. Approve 6.21.2022 Payroll \$59,604.19

Mayor Cleveland asked if any consent agenda items should be pulled for further discussion. Commissioner Eaton requested the Minutes be pulled for further discussion. A motion was made to approve items 2 through 4 of the consent agenda.

Motion made by Mayor Cleveland, Seconded by Commissioner Lanie.

Voting Yea: Mayor Cleveland, Commissioner Eaton, Commissioner Lanie, Commissioner Hodson Jr., Commissioner Smith

Discussion on Item 1 "Approve June 7, 2022, Regular Meeting Minutes". Commissioner Eaton asked for clarification on location for carpeting to verify if the superintendent's office was to be included. It was confirmed it was. A motion was then made to approve the June 7, 2022, Minutes as presented.

Motion made by Mayor Cleveland, Seconded by Commissioner Smith.

Voting Yea: Mayor Cleveland, Commissioner Eaton, Commissioner Lanie, Commissioner Hodson Jr., Commissioner Smith

PUBLIC HEARINGS - NONE

REGULAR BUSINESS

5. Lake Walking Path - Anthony Lake Board

Anthony Lake Board Rep Dick Aldis was present to update the Commission on the Lake Walking Path. It does not appear the path all the way around the lake will be possible due to archery range setback requirements unless the Lake Board was to bridge across the north end of the lake, which will be very costly. The Commission discussed the information. Mr. Aldis will take the bridge consideration back to the Lake Board to determine costs and or their continued interest level in the full project.

6. 4th of July Committee Temporary Food Establishment Exemption Application - Beth Farmer

Admin Kastens informed the Commission about the rules and regulations regarding Mobile Food Vendors and Temporary Food Vendors. A motion was made to approve the 4th of July Committee Temporary Food Establishment Exemption Application per Beth Farmer.

Motion made by Commissioner Lanie, Seconded by Commissioner Smith.

Voting Yea: Mayor Cleveland, Commissioner Eaton, Commissioner Lanie, Commissioner Hodson Jr., Commissioner Smith

7. LMI Update – Donna Crowe

Donna reviewed her findings regarding LMI. The Commission guided her to monitor for future guidelines and funds as they become available and report back to the City Administrator.

8. Parks Department Mower Replacement Discussion

Justin Arnold, City Mechanic was present to discuss the Parks Department Mower reporting the engine to be wore out now utilizing 2 quarts of oil per day. The Commission discussed the option of replacing just the engine or the entire mower. After a great discussion, a motion was made to go out for bids for a new Parks Department mower and to open bids at the July 5, 2022, meeting.

Motion made by Commissioner Hodson Jr., Seconded by Commissioner Lanie.
Voting Yea: Mayor Cleveland, Commissioner Eaton, Commissioner Lanie, Commissioner Hodson Jr., Commissioner Smith

9. Approve Non-Resident LEO Position

A motion was made to approve Non-Resident Bailey Luck as a City of Anthony Police Officer to start July 1st with the requirement to relocate inside the Anthony city limits within 6 months or after successful completion of the Academy, which ever should occur later.

10. Review of Anthony Recreation Ballfield Policy

The Commission reviewed the Recreation Ballfield Policy. The Commission would ask the Recreation to consider changing from a rental fee for non-rec users to a refundable deposit or provide better clarification on what the fee is for. Admin Kastens will send a letter to the Recreation Commission stating the City Commission's recommendation.

11. Commission Chamber Renovation

The Commission provided further guidance on the upgrade of the old commission chambers.

12. AV Fuel 2,000 Gals @ \$7.15/gal Dark Oil

A motion was made to approve the purchase of 2,000 gallons of AV Fuel at the current price from Dark Oil.

Motion made by Mayor Cleveland, Seconded by Commissioner Hodson Jr..
Voting Yea: Mayor Cleveland, Commissioner Eaton, Commissioner Lanie, Commissioner Hodson Jr., Commissioner Smith

13. Kansas Association of Airports

Admin Kastens reported on the Kansas Association of Airports Conference she attended in Dodge City.

STAFF REPORTS**14. Administrator Report**

The Admin provided a written report on Budget Preparation, BASE Grant, Comp Study, Tree Trimmers (July 1) and other department activities.

15. Chief of Police report

We served some papers

We arrested Christina Horbatenko for violation of her bond

We investigated a disturbance in the 300 block of east Main

We investigated a domestic disturbance on Sunrise Lane and arrested Corey Pierce for aggravated domestic battery and kidnapping

We investigated one minor traffic accident

We hired Bailey Luck from Kingman as a new officer. He is not certified so he will have to go to the academy

EXECUTIVE SESSION - NONE**ADJOURNMENT**

A motion was made to adjourn the meeting.

Motion made by Commissioner Hodson Jr., Seconded by Commissioner Smith.

Voting Yea: Mayor Cleveland, Commissioner Eaton, Commissioner Lanie, Commissioner Hodson Jr., Commissioner Smith

Gregory Cleveland, Mayor

Cyndra Kastens, City Clerk/Administrator



Evans, Bierly, Hutchison & Associates, P.A.
1105 Williams | Great Bend, KS 67530
620.793.8411

Cyndra Kastens
City of Anthony
124 South Bluff
PO Box 504
Anthony, KS 67003

June 29, 2022

Project No: R4032.1

Invoice No: 13932

Project R4032.1 Anthony WWTF Cell No. 1 Improvements 2021

Project Manager: Andrew Brunner

Professional Services from March 27, 2022 to June 25, 2022

Amount Due

Billing Phase	Fee	Earned
Design	60,000.00	60,000.00
Construction	5,488.26	5,488.26
Observation		
Additional Services	0.00	0.00
KWPCRF	0.00	0.00
Administration		
Total Fee	65,488.26	65,488.26
Previous Fee Billing		60,000.00
Current Fee Billing		5,488.26
Total Fee		5,488.26
Total this Invoice		\$5,488.26

Anthony WWTF Cell No. 1 Improvements

Pay Estimate 1

26-Jun-22

			Contract			Constructed		
Item	Description	Unit	Unit Price	Quantity	Price	Since last Pay Est	Quantity	Price
Base Bid								
1	Mobilization	LS	\$ 58,750.00	1	\$ 58,750.00	0.8	0.8	\$ 47,000.00
2	Remove Existing 30 mil Liner and Sludge	LS	\$ 96,000.00	1	\$ 96,000.00	0.8	0.8	\$ 76,800.00
3	Compacted Embankment	LS	\$ 66,000.00	1	\$ 66,000.00		0.0	\$ -
4	Bentonite Sealing	Tons	\$ 465.00	625	\$ 290,625.00		0.0	\$ -
5	Rip Rap Slope Protection	SY	\$ 34.00	5,785	\$ 196,690.00		0.0	\$ -
6	12" PC350 DI Pipe	LF	\$ 300.00	60	\$ 18,000.00		0.0	\$ -
7	Seepage Testing	LS	\$ 2,500.00	1	\$ 2,500.00		0.0	\$ -
8	Seeding	LS	\$ 4,387.50	1	\$ 4,387.50		0.0	\$ -
					\$ 732,952.50	\$ 123,800.00		

	TOTAL	USED
Stored Material	\$ -	0% \$ -
Total Due Contractor from Construction		\$ 123,800.00
Retainage (10%) (constructed work only, not on stored materials)		\$ 12,380.00
Previously Paid		\$ -
Amount Due This Pay Estimate		\$ 111,420.00

 6-26-2022
 EBH Engineering Date

 6/28/2022
 Dondlinger & Sons Construction Company, Inc. Date

City of Anthony Date

129900

M & S Trucks, Inc,
632 S Jennings
Anthony, KS 67003

Rock City Chip + Seal 2022

34-04-0001

2700⁰⁰

34-04-0001

675⁰⁰ "extra rock needed"

Statement

Item 3.

Date

6/23/2022

To:

Anthony City
PO Box 504
Anthony, Ks 67003

RECEIVED

JUN 27 2022

By



		Amount Due	Amount Enc.
		\$9,372.06	
Date	Transaction	Amount	Balance
05/19/2022	Balance forward		606.86
05/20/2022	INV #10460.	597.06	1,203.92
	--- trucking \$365.55		
	--- rock, 24.37 @ \$9.49979 = 231.51		
	--- Tax: Harper County @ 6.5% = 0.00		
05/24/2022	INV #10461.	1,350.00	2,553.92
	--- trucking \$750.00		
	--- rock, 50.54 @ \$11.87178 = 600.00		
	--- Tax: Harper County @ 6.5% = 0.00		
05/24/2022	INV #11125.	2,025.00	4,578.92
	--- trucking \$1,125.00		
	--- rock, 78.63 @ \$11.44601 = 900.00		
	--- Tax: Harper County @ 6.5% = 0.00		
06/07/2022	INV #10469.	2,025.00	6,603.92
	--- trucking \$1,125.00		
	--- rock, 73.33 @ \$12.27329 = 900.00		
	--- Tax: Harper County @ 6.5% = 0.00		
06/13/2022	INV #10470.	3,375.00	9,978.92
	--- trucking \$1,875.00		
	--- rock, 124.37 @ \$12.06079 = 1,500.00		
	--- Tax: Harper County @ 6.5% = 0.00		
CURRENT		3,375.00	
1-30 DAYS PAST DUE		5,997.06	
31-60 DAYS PAST DUE		0.00	
61-90 DAYS PAST DUE		0.00	
OVER 90 DAYS PAST DUE		0.00	
			Amount Due
			\$9,372.06

3375.00

BALANCE SHEET
CALENDAR 7/2022, FISCAL 7/2022

ACCOUNT NUMBER	ACCOUNT TITLE	PTD BAL.	YTD BAL
01-00-0010	GENERAL OPERATING	27,094.72-	1,087,261.60
02-00-0010	WATER	22,554.95-	1,092,921.45
03-00-0010	ELECTRIC	46,084.67-	4,077,174.16
04-00-0010	SALES TAX & STATE FEES		31,444.65
05-00-0010	SEWAGE DISPOSAL	6,989.40-	423,869.42
10-00-0010	EMP INSURANCE/BENEFIT	34,514.34-	332,237.40
12-00-0010	AIRPORT	14,246.12-	137,064.71
14-00-0010	INDUSTRIAL DEVELOPMENT		19,597.27
16-00-0010	SERVICE DEPOSIT		75,758.23
17-00-0010	SPECIAL STREETS & HIGHWAY		182,695.81
18-00-0010	PUBLIC RELIEF	170.00-	25,830.49
19-00-0010	WATER UTILITY RESERVE		103,981.31
21-00-0010	WWTF LOAN 2000		202,270.98
23-00-0010	WATER DEBT SVC RESERVE S2013		50,354.45
24-00-0010	BOND & INTEREST	26,063.75-	39,416.04
26-00-0010	RECREATION COMMISSION	5,595.64-	106,029.20
29-00-0010	RECREATION		3,158.76
30-00-0010	MUNICIPAL EQUIPMENT RESERVE		115,187.03
32-00-0010	SPECIAL PARKS & RECREATION		24,235.72
34-00-0010	CAPITAL IMPROVEMENT	33,354.00-	1,701,128.16
37-00-0010	GO BONDS S2010 POOL		23,031.60
40-00-0010	ELECTRIC UTILITY RESERVE		1,559,835.43
41-00-0010	EL UTIL S2017 REV BOND		1,316,295.91
43-00-0010	EL UTIL S2017 BOND RESERVE		214,897.50
45-00-0010	SEWER RESERVE		80,000.00
50-00-0010	WAYNE DENNIS INVESTMENT FUND		750,141.35
54-00-0010	DEBT RES. WATER 2013		184,169.07
71-00-0010	CASH CONTROL		315,900.96
75-00-0010	COSTS OF ISS.ELEC BONDS 2013		2,421.53
79-00-0010	SEWER IMPROVMENT FUND	116,908.26-	116,908.26-
81-00-0010	WASTEWATER LAGOON CLEANING		166,400.00
82-00-0010	WATER/EQUIPMENT REPLACEMENT		67,962.03
83-00-0010	ELECTRIC/EQUIP REPLACEMENT		1,840,179.53
85-00-0010	SEWER/EQUIPMENT REPLACEMENT		6,454.04
89-00-0010	TRANS GUEST APPROVED	8,000.00-	2.48
96-00-0010	WAYNE DENNIS FUNDS		34,169.92
97-00-0011	DT REVIT. REVOLVING LOAN		.56
98-00-0010	TRANSIENT GUEST TAX		1,863.42
		=====	=====
	PROOF	341,575.85-	16,278,433.91
		=====	=====

CLAIMS REPORT

Check Range: 6/23/2022- 7/06/2022

6115

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
GENERAL OPERATING					
ADVANCED COMPUTERS	JAMIE/CALLIE/SHERRI COMPUTER	611.25	611.25	46585	7/06/22
AMAZON CAPITAL SERVICES	4 MIL NITRILE GLOVES	50.60	50.60	46587	7/06/22
ANTHONY REPUBLICAN	WEED NOTICES	642.45	642.45	46589	7/06/22
AT&T	HALL WIFT	52.79	52.79	46584	7/06/22
CITY OF ANTHONY	REIMB JUNE BCBS	2,608.38	2,608.38	46592	7/06/22
ECOWATER SYSTEMS	PD WATER	18.00	18.00	46595	7/06/22
EMERGENCY FIRE EQUIPMENT CO	1 3/4" HOSE 50FT	199.00	199.00	46597	7/06/22
FIRST BANK	JULY'S GRADER	2,963.50	2,963.50	1249415	7/05/22
GREAT-WEST FINANCIAL	7/5/22 PR	562.15	562.15	1249417	7/05/22
HARPER INDUSTRIES, INC	#75 MOWER FUEL GAUGE	82.03	82.03	46600	7/06/22
HOSPITAL DIST 6 OF HARPER CO	BECK LAB	40.00	40.00	46601	7/06/22
HUB INTERNATIONAL	JULY BROKER'S FEE	51.00	51.00	46599	7/06/22
INTERNATIONAL PUBLIC MANAGEMEN	MEMBERSHIP	39.00	39.00	46602	7/06/22
IRS PAYROLL TAXES	7/5/22 PR	4,158.24	4,158.24	1249418	7/05/22
KANSAS PAYMENT CENTER	7/5/22 PR	207.69	207.69	1249419	7/05/22
KPERS	7/4/22 PR	2,939.79	2,939.79	1249412	7/05/22
KS DEPT OF REV-WITHHOLDING	7/08/22 PR	624.23	624.23	1249420	7/05/22
LIBERTY NATIONAL	JULY	10.55	10.55	1249421	7/05/22
MANHATTANLIFE ASSURANCE COMP	CANCER INS	72.54	72.54	46607	7/06/22
NEW YORK LIFE	EMP LIFE INS	4.82	4.82	46608	7/06/22
SOUTH CENTRAL WIRELESS	PHONE/INTERNET	412.45	412.45	46611	7/06/22
UNIFIRST CORPORATION	EMPLOYEE UNIFOMRS	188.58	188.58	46615	7/06/22
VISION SERVICE PLAN	JULY	125.64	125.64	1249422	7/05/22
WALKER AUTO GLASS	#52 WINDSHIELD REPAIRS	378.00	378.00	46616	7/06/22
WICHITA TRACTOR CO	ACHOSE #33 BACKHOE	535.57	535.57	46617	7/06/22
01 GENERAL OPERATING TOTAL			17,578.25		
WATER					
ADVANCED COMPUTERS	JAMIE/CALLIE/SHERRI COMPUTER	611.25	611.25	46585	7/06/22
AMAZON CAPITAL SERVICES	4 MIL NITRILE GLOVES	116.57	116.57	46587	7/06/22
CARGILL, INCORPORATED	SALT	5,352.40	5,352.40	46591	7/06/22
CITY OF ANTHONY	REIMB JUNE BCBS	5,205.22	5,205.22	46592	7/06/22
GREAT-WEST FINANCIAL	7/5/22 PR	57.70	57.70	1249417	7/05/22
HARPER INDUSTRIES, INC	#61 MOWER FUEL GAUGE	82.03	82.03	46600	7/06/22
HUB INTERNATIONAL	JULY BROKER'S FEE	99.00	99.00	46599	7/06/22
INTERNATIONAL PUBLIC MANAGEMEN	MEMBERSHIP	39.00	39.00	46602	7/06/22
IRS PAYROLL TAXES	7/5/22 PR	1,958.25	1,958.25	1249418	7/05/22
KPERS	7/4/22 PR	1,395.49	1,395.49	1249412	7/05/22
KS DEPT OF REV-WITHHOLDING	7/08/22 PR	293.70	293.70	1249420	7/05/22
LIBERTY NATIONAL	JULY	6.72	6.72	1249421	7/05/22
MANHATTANLIFE ASSURANCE COMP	CANCER INS	20.82	20.82	46607	7/06/22
MUTUAL OF OMAHA	JULY LIFE INS	40.99	40.99	1249413	7/05/22
NEW YORK LIFE	EMP LIFE INS	15.87	15.87	46608	7/06/22
RURAL WATER DISTRICT #2	LAKE WATER	445.15	445.15	1249414	7/05/22
SOUTH CENTRAL WIRELESS	PHONE/INTERNET	278.01	278.01	46611	7/06/22
TELE-COMMUNICATIONS INC	JUNE ANSWERING SVC	90.00	90.00	46614	7/06/22
UNIFIRST CORPORATION	EMPLOYEE UNIFOMRS	71.85	71.85	46615	7/06/22
VISION SERVICE PLAN	JULY	66.35	66.35	1249422	7/05/22
ACUITY SPECIALTY PRODUCTS, INC	DUAL FORCE LUBRICANT	72.66	72.66	46618	7/06/22
02 WATER TOTAL			16,319.03		

CLAIMS REPORT

Check Range: 6/23/2022- 7/06/2022

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
ELECTRIC					
ADVANCED COMPUTERS	LARRY BERRY'S NOTEBOOK	1,766.25	46585	7/06/22	
ALTEC INDUSTRIES, INC.	#1 UPPER CONTROL, ACTNATOR CAM	83.10	46586	7/06/22	
AMAZON CAPITAL SERVICES	4 MIL NITRILE GLOVES	162.19	46587	7/06/22	
ATMOS ENERGY	PLANT GAS	397.54	46590	7/06/22	
BRAEBURN DESIGN	CITY OFFICE RENOVATION	200.00	46619	7/04/22	
CITY OF ANTHONY	REIMB JUNE BCBS	11,009.01	46592	7/06/22	
GRAINGER	PRESSURE SWITCHES	200.22	46598	7/06/22	
GREAT-WEST FINANCIAL	7/5/22 PR	459.68	1249417	7/05/22	
HUB INTERNATIONAL	JULY BROKER'S FEE	99.00	46599	7/06/22	
INTERNATIONAL PUBLIC MANAGEMEN	MEMBERSHIP	39.00	46602	7/06/22	
IRS PAYROLL TAXES	7/5/22 PR	4,920.58	1249418	7/05/22	
J-MAC FLOWERS & GIFTS	PLANT TOM CONRADY	50.00	46603	7/06/22	
KANSAS MUN ENERGY AGENCY	DUES	722.00	46604	7/06/22	
KPERS	7/4/22 PR	3,404.53	1249412	7/05/22	
KS DEPT OF REV-WITHHOLDING	7/08/22 PR	828.03	1249420	7/05/22	
LIBERTY NATIONAL	JULY	121.09	1249421	7/05/22	
MANHATTANLIFE ASSURANCE COMP	CANCER INS	95.83	46607	7/06/22	
MUTUAL OF OMAHA	JULY LIFE INS	93.54	1249413	7/05/22	
NEW YORK LIFE	EMP LIFE INS	22.56	46608	7/06/22	
RUSTY ECK FORD	#3 SLEEVE WIRING/#14 MUDFLAP	224.02	46609	7/06/22	
SOUTH CENTRAL WIRELESS	PHONE/INTERNET	547.52	46611	7/06/22	
STANION WHOLESALE ELECTRIC CO	EXTENSION LINK STOCK	89.19	46612	7/06/22	
STRONG'S INSURANCE, INC.	FORD F 550 INS	4,704.00	46613	7/06/22	
TELE-COMMUNICATIONS INC	JUNE ANSWERING SVC	90.00	46614	7/06/22	
UNIFIRST CORPORATION	EMPLOYEE UNIFOMRS	585.27	46615	7/06/22	
VISION SERVICE PLAN	JULY	160.61	1249422	7/05/22	
ACUITY SPECIALTY PRODUCTS, INC	DUAL FORCE LUBRICANT	72.66	46618	7/06/22	
03 ELECTRIC TOTAL			31,147.42		
SALES TAX & STATE FEES					
DIRECTOR OF TAXATION	MAY 2022	8,580.58	1249410	6/30/22	
04 SALES TAX & STATE FEES TOTAL			8,580.58		
SEWAGE DISPOSAL					
ADVANCED COMPUTERS	JAMIE/CALLIE/SHERRI COMPUTER	611.25	46585	7/06/22	
AMAZON CAPITAL SERVICES	8 MIL NITRILE GLOVES	203.00	46587	7/06/22	
CITY OF ANTHONY	REIMB JUNE BCBS	2,347.59	46592	7/06/22	
GREAT-WEST FINANCIAL	7/5/22 PR	21.57	1249417	7/05/22	
HUB INTERNATIONAL	JULY BROKER'S FEE	51.00	46599	7/06/22	
INTERNATIONAL PUBLIC MANAGEMEN	MEMBERSHIP	39.00	46602	7/06/22	
IRS PAYROLL TAXES	7/5/22 PR	704.16	1249418	7/05/22	
KPERS	7/4/22 PR	507.38	1249412	7/05/22	
KS DEPT OF REV-WITHHOLDING	7/08/22 PR	101.89	1249420	7/05/22	
MANHATTANLIFE ASSURANCE COMP	CANCER INS	9.47	46607	7/06/22	
MUTUAL OF OMAHA	JULY LIFE INS	10.39	1249413	7/05/22	
NEW YORK LIFE	EMP LIFE INS	7.21	46608	7/06/22	
UNIFIRST CORPORATION	EMPLOYEE UNIFOMRS	38.88	46615	7/06/22	
VISION SERVICE PLAN	JULY	20.22	1249422	7/05/22	
ACUITY SPECIALTY PRODUCTS, INC	DUAL FORCE LUBRICANT	72.66	46618	7/06/22	

CLAIMS REPORT

Check Range: 6/23/2022- 7/06/2022

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
<hr/>					
	05 SEWAGE DISPOSAL TOTAL		4,745.67		
EMPLOYEE BENEFIT					
BCBS OF KANSAS	JULY 2022	25,451.30	1249416	7/05/22	
CITY OF ANTHONY	REIMB JUNE BCBS	5,953.00	46592	7/06/22	
MUTUAL OF OMAHA	JULY LIFE INS	70.53	1249413	7/05/22	
	10 EMPLOYEE BENEFIT TOTAL		31,474.83		
AIRPORT					
CITY OF ANTHONY	REIMB JUNE BCBS	21.72	46592	7/06/22	
DARK OIL COMPANY, INC.	2,000 GA AV FUEL	14,138.00	46593	7/06/22	
RURAL WATER DISTRICT #2	221 W KS HWY 2	38.00	1249414	7/05/22	
SOUTH CENTRAL WIRELESS	PHONE/INTERNET	47.04	46611	7/06/22	
VISION SERVICE PLAN	JULY	1.36	1249422	7/05/22	
	12 AIRPORT TOTAL		14,246.12		
PUBLIC RELIEF					
STRONG'S INSURANCE, INC.	2022 JOHN BROWN BOND RENEWAL	170.00	46613	7/06/22	
	18 PUBLIC RELIEF TOTAL		170.00		
BOND & INTEREST					
KANSAS STATE TREASURER	MAIN TRAFICWAY/PRINCIPAL	26,063.75	1249411	7/05/22	
	24 BOND & INTEREST TOTAL		26,063.75		
RECREATION COMMISSION					
IRS PAYROLL TAXES	7/5/22 PR	887.22	1249418	7/05/22	
KS DEPT OF REV-WITHHOLDING	7/08/22 PR	79.08	1249420	7/05/22	
SOUTH CENTRAL WIRELESS	PHONE/INTERNET	42.45	46611	7/06/22	
	26 RECREATION COMMISSION TOTAL		1,008.75		
CAPITAL IMPROVEMENT FUND					
M & S TRUCKS INC	ROCK CITY CHIP & SEAL 2022	3,375.00	46606	7/06/22	
RAY LINDSEY COMPANY	RV DUMP STATION LIFT	29,979.00	46605	7/06/22	
	34 CAPITAL IMPROVEMENT FUND TOTAL		33,354.00		
IMP FUND GO TEMP S2014					
DONDLINGER & SONS CONST	WWTF CELL #1 C20-3005-01	111,420.00	46594	7/06/22	
EVANS-BIERLY-HUTCHISON & ASSOC	WWTF CELL #1 C20-3005-01	5,488.26	46596	7/06/22	
	79 IMP FUND GO TEMP S2014 TOTAL		116,908.26		
TRANSIENT GUEST APPROVED					

CLAIMS REPORT
Check Range: 6/23/2022- 7/06/2022

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
ANTHONY CHAMBER OF COMMERCE	2022 BALLON FEST		8,000.00	46588	7/06/22

	89 TRANSIENT GUEST APPROVED TOTAL		8,000.00		
			=====		
	Accounts Payable Total		309,596.66		

CLAIMS REPORT
CLAIMS FUND SUMMARY

FUND	NAME	AMOUNT
01	GENERAL OPERATING	17,578.25
02	WATER	16,319.03
03	ELECTRIC	31,147.42
04	SALES TAX & STATE FEES	8,580.58
05	SEWAGE DISPOSAL	4,745.67
10	EMPLOYEE BENEFIT	31,474.83
12	AIRPORT	14,246.12
18	PUBLIC RELIEF	170.00
24	BOND & INTEREST	26,063.75
26	RECREATION COMMISSION	1,008.75
34	CAPITAL IMPROVEMENT FUND	33,354.00
79	IMP FUND GO TEMP S2014	116,908.26
89	TRANSIENT GUEST APPROVED	8,000.00

	TOTAL FUNDS	309,596.66

PRUPDT00
09.21.21

Wed Jun 29, 2022 12:30 PM
PAID THROUGH 6/26/2022
CALENDAR 7/2022, FISCAL 7/2022 DATES 6/26/2022 -- 7/05/2022

City of Anthony KS
COST CENTER REPORT
FIRST PAY OF MONTH

OPER: JD
JRNL 3836
FIRST PAY OF MONTH

PAGE

Item 5.

C CTR DESCRIPTION	REG HRS	OT HRS	VAC HRS	SCK HRS	TOT HRS	REG AMT	OT AMT	VAC AMT	SCK AMT	TOT AMT	DEDUCTIONS
101 GEN. - ADM.	23.10	.00	.00	.00	24.00	1180.48	.00	.00	.00	1196.98	307.20
102 POLICE	327.85	.00	.00	.00	328.00	9420.68	.00	.00	.00	9423.21	2053.47
104 STREET	351.50	.00	.00	.00	362.50	7102.95	.00	.00	.00	7425.03	1102.35
105 GEN-ZONING	.00	.00	.00	.00	.00	159.04	.00	.00	.00	159.04	.00
107 PARK	69.75	.00	.00	.00	69.75	697.50	.00	.00	.00	697.50	.00
230 WATER-LAKE	141.25	.00	.00	.00	149.25	2156.20	.00	.00	.00	2282.68	392.84
231 WATER-PRODUCTIO	6.75	.00	.00	.00	6.75	118.94	.00	.00	.00	118.94	.00
232 WATER-DISTRIBUT	298.63	.00	.00	.00	312.45	3796.91	.00	.00	.00	4108.32	1183.16
233 WATER-COMM& GEN	82.27	.00	.00	.00	85.61	2421.05	.00	.00	.00	2475.61	.00
331 ELECTRIC-PROD	483.25	.00	.00	.00	576.00	6078.23	.00	.00	.00	7595.60	1383.20
332 ELEC-DISTRIBUTI	698.24	.00	.00	.00	745.10	9166.39	.00	.00	.00	10097.93	2265.66
333 ELECTRIC-COMM	108.73	.00	.00	.00	114.39	4037.61	.00	.00	.00	4126.17	183.50
533 SEWER-COMM & GE	29.55	.00	.00	.00	32.00	640.46	.00	.00	.00	677.01	.00
534 SEWER-TREATMENT	215.38	.00	.00	.00	224.70	2134.21	.00	.00	.00	2340.61	.00
2601 REC - GEN	14.75	.00	.00	.00	14.75	221.25	.00	.00	.00	221.25	.00
2621 REC - POOL	389.25	.00	.00	.00	389.25	3764.57	.00	.00	.00	3764.57	.00
2622 REC - BALL	79.50	.00	.00	.00	79.50	1172.75	.00	.00	.00	1172.75	.00
5102 OT GEN POLICE	.00	15.00	.00	.00	15.00	.00	467.39	.00	.00	467.39	.00
5230 LAKE-OVERTIME	.00	5.00	.00	.00	5.00	.00	118.58	.00	.00	118.58	.00
5232 OT WATER DIST	.00	9.00	.00	.00	9.00	.00	317.55	.00	.00	317.55	.00
5331 OT ELEC PROD	.00	4.00	.00	.00	4.00	.00	285.80	.00	.00	285.80	.00
5332 OT ELEC DIST	.00	23.75	.00	.00	23.75	.00	807.94	.00	.00	807.94	.00
5533 OT SEWER CM/GEN	.00	2.75	.00	.00	2.75	.00	82.64	.00	.00	82.64	.00
5534 OT SEWER TREAT	.00	8.00	.00	.00	8.00	.00	261.86	.00	.00	261.86	.00
6102 SHIFT GEN POLIC	.00	.00	.00	.00	168.00	.00	.00	.00	.00	84.00	.00
99999 DISTRIBUTED	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	575.29
TOTAL	3319.75	67.50	.00	.00	3749.50	54269.22	2341.76	.00	.00	60308.96	9446.67

Request for PaymentsProject: **WWTF Loan Cell #1 Berm Repair** (Estimated project cost \$1,117,400 -\$500,000 loan forgiveness= \$617,4000)City of Anthony**Engineering Contract - \$163,500**

(\$60,000-design, \$7,500 loan mgmt, \$3,000 notice of intent, \$10,000 O&M and Final Plan Op, \$65,000 Const observation, \$8,000 staking, \$2,500 seepage test, \$7,500 Geo tech).

Construction Contract - \$732,952.5

Date: February 15, 2022

Payment Request Number: 4

Fund Paying Drawdowns: 79-01-2060 "WWTF CELL #1 C20-3005-01"

	Date	Invoice#	Vendor:	Service:	Engineering	Construction	State Reimb	City's Share
1.	12/7/21	13515	EBH	Design	\$20,000.00			
2.	12/22/21		State of Kansas	Reimb Drawdown #1			\$20,000.00	
3.	1/3/22	13547	EBH	Design	\$15,000.00			
4.	2/15/22	13619	EBH	Design	\$15,000.00			
5.	2/17/22		State of Kansas	Reimb Drawdown #2			\$15,000.00	
6.	3/2/22		State of Kansas	Reimb Drawdown #3			\$15,000.00	
7.	3/15/22	13691	EBH	Design	\$7,500.00			
8.	3/30/22		State of Kansas	Reimb Drawdown #4			\$7,500.00	
9.	04/05/22	13754	EBH	Design	\$2,500.00			
10.	4/20/22		State of Kansas	Reimb Drawdown #5			\$2,500.00	
11.	6/29/22	13932	EBH	Construction	\$5,488.26			
12.	6/26/22	Pay #1	Dondlinger	Construction		\$111,420.00		
13.								
14.								
15.								
16.								
				DRAWDOWN TOTALS:	\$65,488.26	\$111,420.00	\$60,000.00	\$0.00

Total This Payment Request:

\$116,908.26

Total Billing to Date:

\$176,908.26

Total Reimbursement/Payment:

\$60,000.00

Total City Paid for Project:

\$0.00

Portion of Project Complete:

0.16

Approved by: _____

Greg Cleveland, Mayor

EXHIBIT E - REQUEST FOR DISBURSEMENT FROM KDHE REVOLVING LOAN PROGRAMS

INDICATE WHICH LOAN PROGRAM THIS REQUEST IS FOR:		KDHE PROJECT NUMBER (REFER TO LOAN AGREEMENT)	
KANSAS WATER POLLUTION CONTROL REVOLVING FUND <input checked="" type="checkbox"/>		KWPCRF PROJECT # C20 3005	
KANSAS PUBLIC WATER SUPPLY LOAN FUND _____		KPWSLF PROJECT # _____	
IS THIS THE FINAL DISBURSEMENT REQUEST FOR THIS LOAN?	RECIPIENT INFORMATION		
YES _____ NO <input checked="" type="checkbox"/>	NAME : City of Anthony, Kansas		
PAYMENT REQUEST NUMBER : 6	ADDRESS or PO box (include City, State, Zip) : PO Box 504 Anthony, KS 67869		
The undersigned hereby requests that the following amounts be disbursed for the following Project Costs as defined in the loan agreement:			
Classification	Invoice amounts (invoices must be attached)	Invoiced from (list payee(s))	Description
a. Administrative expense (loan admin services, publication fees, attorney fees, etc.)			
b. Engineering services expense	\$ 5,488.26	EBH & Associates, P.A.	Construction Engineering & Observation, KPWSLF Administration
c. Land, easements (Not allowable under KWPCRF)			
d. Construction Contract Expense	\$ 111,420.00	Dondlinger & Sons Construction Co. Inc.	
e. Equipment (by separate KDHE approved contract or procedure)			
f. Miscellaneous cost (not categorized above)			
g. Total of Invoices Submitted (sum of lines a thru f)	\$ 116,908.26		
h. Deductions for other sources of funding used (from grants or cash on hand)			
i. Total Disbursement Requested from KDHE * (Line g minus line h)	\$ 116,908.26		
CERTIFICATION: I hereby state and certify that: (i) the amounts requested, are or were necessary and appropriate in connection with the purchase, construction and installation of the Project, have been properly incurred and are a proper disbursement of the proceeds of the Loan and that an inspection has been performed and all work is in accordance with the terms of the Loan; have been paid or are justly due as stated above; and have not been the basis of any previous requisition from the proceeds of the Loan; (ii) all representations made in the Agreement remain true as of the date of this request; and (iii) no adverse developments affecting the financial condition of the Recipient or its ability to complete the Project or to repay the Loan have occurred.			
RECIPIENT NAME: City of Anthony, Kansas			
Signature of Authorized Certifying Official 			
Typed or Printed Name and Title Gregory Cleveland, Mayor			
Date Signed	Telephone (Area Code, number & ext.)	Email	
	620-842-5434	ckastens@anthonykansas.org	

April 2014



LOAN RECIPIENT ASSURANCE OF COMPLIANCE WITH AMERICAN IRON AND STEEL
REQUIREMENTS

This form must be submitted with any disbursement request that includes construction contract invoices or loan disbursements will be delayed.

KPWSLF OR KWPCRLF PROJECT # 3005

DISBURSEMENT REQUEST # 6

To assure compliance with American Iron and Steel requirements required by Exhibit C of the loan agreement for the project referenced above, the Loan Recipient indicated below, hereby certifies that for all iron and steel products incorporated into the project, certifications have been obtained and reviewed. Furthermore, as of the date of the construction contract pay request submitted as part of the above referenced KDHE SRF disbursement request, all such iron and steel products have been produced in the United States except for any items specifically waived by US EPA. Reporting documentation required by any US EPA waiver that is used on this project is attached to this certification.

Indicate below if the Loan Recipient is using the De Minimis waiver approved by US EPA.

_____ Yes X _____ No

Gregory Cleveland

Representative of Loan Recipient

Mayor

Title of Representative

Signature of Representative

City of Anthony, Kansas

Legal Name of Loan Recipient

Date

December 2014



LOAN RECIPIENT COMPLIANCE ASSURANCE WITH RESPECT
TO DAVIS BACON MINIMUM WAGE REQUIREMENTS
(This form must be submitted with any disbursement request that includes
construction contract invoices or loan disbursements will be delayed.)

KPWSLF OR KWPCRLF PROJECT # 3005

DISBURSEMENT REQUEST # 6

To assure compliance with weekly payroll certification review as required by Exhibit C of the loan agreement for the project referenced above, the Loan Recipient indicated below, hereby certifies that the required weekly payroll certifications for all construction contractors and subcontractors associated with referenced disbursement request have been reviewed and the above referenced project is in compliance with the requirements of 29 CFR 5.5(a)(1) based on the payroll copies for the specified time period. The payrolls are set out accurately and completely and contain all of the information required to be maintained under 29 CFR 5.5(a)(3)(i), except for full social security numbers and home addresses.

This assurance certification covers all required weekly payrolls for construction work performed from the dates of

6-13-2022 to 6-26-2022.

As of the date indicated below the loan recipient has conducted a total of 1 interviews of employees entitled to Davis Bacon prevailing wages.

Gregory Cleveland

Representative of Loan Recipient
(MUST be municipal employee or governing body member)

Mayor

Title of Representative

Signature of Representative

City of Anthony, Kansas

Legal Name of Loan Recipient

Date



QUOTE

Power Plant Compliance
289 10th Rd.
Oketo, KS 66518-8603
Phone: (785) 556-0980
Email: donna@powplant.com

DATE	6/21/2022
QUOTE #	10269
CUSTOMER ID	17049
VALID UNTIL	7/21/2022

Prepared by: Donna Oehm

CUSTOMER

ANTHONY MUNICIPAL POWER PLANT
LARRY BERRY, POWER PLANT SUPERINTENDENT
PO BOX 504
71 SW 20TH ROAD #D
ANTHONY, KS 67003
via email: lberry7200@yahoo.com

DESCRIPTION	UNIT PRICE	QTY	TAXED	AMOUNT
Catalyst Wash				-
Full Size (Fairbanks Morse 14004804)	540.00	5		2,700.00
22.25 x 23.25 x 3-100 DOC				-
Half Size (Fairbanks Morse 14004805)				-
11.125 x 23.25 x 3-100	270.00	1		270.00
				-
				-
				-
				-
				-
				-
				-

TERMS AND CONDITIONS

Shipping is estimated based on pick up and return delivery LTL Freight
If Anthony Power Plant is Kansas sales tax exempt, please forward the exemption certificate via email

NOTE: Catalyst chemical wash is \$450 cu ft; 1.2 cu ft and 0.6 cu ft. for the sizes listed on this quote.

Catalyst washing is first come first served and a waiting time of about 3 wks currently.

Subtotal	\$ 2,970.00
Taxable	\$ -
Tax rate	9.000%
Tax due	\$ -
Shipping	\$ 670.00
TOTAL	\$ 3,640.00

If you have any questions about this price quote, please contact

Donna Oehm (785) 556-0980 or donna@powplant.com

Thank You For Your Business!



Power Plant Compliance
 289 10th Rd.
 Oketo, KS 66518-8603
 Phone: (785) 556-0980
 Email: donna@powplant.com

QUOTE

DATE	6/21/2022
QUOTE #	10262 Rev B
CUSTOMER ID	17049
VALID UNTIL	7/21/2022

Prepared by: Donna Oehm

CUSTOMER

ANTHONY MUNICIPAL POWER PLANT
 LARRY BERRY, POWER PLANT SUPERINTENDENT
 PO BOX 504
 71 SW 20TH ROAD #D
 ANTHONY, KS 67003
 via email: lberry7200@yahoo.com

DESCRIPTION	UNIT PRICE	QTY	TAXED	AMOUNT
Catalyst Replacement:				-
Full Size (Fairbanks Morse 14004804)				-
22.25 x 23.25 x 3-100 DOC (Units #1, #2, and #3)	3,275.00	15		49,125.00
				-
Half Size (Fairbanks Morse 14004805)				-
11.125 x 23.25 x 3-100 (#2 does not have a 1/2 size)	2,205.00	2		4,410.00
				-
Gasket material for lid or around elements are sold by the supplier in 100 ft increments, \$2 per ft. Please specify if you need gasket material or can reuse your existing				-
Lid Gasket 2" x 1/8"	200.00	3		600.00
(vermiculite coated drop warp w/ bolt slot)				-
Element Gasket 1" x 1/8"	200.00	3		600.00
(vermiculite coated tetraglas w/ psa back)				-

TERMS AND CONDITIONS

8-10 days lead time on catalysts
 If Anthony Power Plant is Kansas sales tax exempt, please forward the exemption certificate via email

Shipping is estimated; actual shipping charges would apply

Subtotal	\$ 54,735.00
Taxable	\$ -
Tax rate	9.000%
Tax due	\$ -
Shipping	\$ 700.00
TOTAL	\$ 55,435.00

If you have any questions about this price quote, please contact
 Donna Oehm (785) 556-0980 or donna@powplant.com

Thank You For Your Business!

CONTRACT
for
CONSULTING SERVICES
to assist in the
ADMINISTRATION OF LAND USE REGULATIONS & PLANNING SERVICES
for
CITY OF ANTHONY, KANSAS

This Contract entered into this _____ day of _____, 2022, by and between Baughman Company, P.A. (hereinafter referred to as CONSULTANT) and the City of Anthony, Kansas, (hereinafter referred to as CITY) for assistance in the administration of the CITY land use Regulations and to provide other assistance deemed necessary to support the CITY.

SCOPE OF SERVICES

CONSULTANT agrees to provide the services of Russ Ewy, a Certified Planner knowledgeable in community planning and zoning procedures, to assist the CITY (hereinafter referred to as CONSULTING EMPLOYEE). The CONSULTING EMPLOYEE's duties include, but are not limited to assisting the Zoning Administrator with the following activities, where needed:

- Attending Planning Commission meetings upon request
- Assisting with zoning cases to the Planning Commission and City Commission
- Reviewing plat applications
- Reviewing general development-related matters
- Assisting with development of amendments to regulations
- General correspondence

The CONSULTING EMPLOYEE shall perform work under this Contract upon call for such work at the direction of the CITY for a maximum of eight (8) hours per calendar month, unless otherwise directed by the CITY. The CONSULTING EMPLOYEE shall attend regularly scheduled Planning Commission Meetings only when directed by the CITY. In addition, the CONSULTING EMPLOYEE shall be available to meet with the City Commission, City Counselor and other necessary officials of the CITY for the purpose of reviewing ongoing matters of interest to the CITY as directed by the CITY.

COMPENSATION

The CITY will be billed at a rate of One Hundred Dollars (\$125.00) per hour for each hour of work performed by the CONSULTING EMPLOYEE on behalf of the CITY. Payment for services rendered shall be on a monthly basis for hours actually worked. The CONSULTANT shall submit a monthly billing for services before the CITY shall be obligated to make payment.

It is understood that the CITY shall make payments monthly during its regular accounts payable cycle and that CONSULTANT shall submit its monthly bill in sufficient time to be included within the processing of said accounts payable. Addendums or additions to this Contract shall be in writing and will be governed by the compensation rates of this Contract unless agreed to otherwise by both parties. All payments shall be made to Baughman Company, P.A.

CITY RESPONSIBILITIES

In order to complete this Contract, the CITY agrees to provide the CONSULTING EMPLOYEE sufficient access to records, documents, maps, previous studies or reports, and employees of all departments and agencies of the CITY, which pertain thereto. The CITY shall further be responsible for securing a meeting place for all meetings; provide notification of meetings to all interested parties; placing and bearing any costs associated with legal notices or advertisements associated with any meetings or public hearings required by law or by the CITY; and providing such legal services as the CITY deems necessary for any review of documents prepared under the terms of this Contract.

TERMS OF AGREEMENT

The term of this Contract will begin on the date of this Contract and will remain in full force and effect until December 31, 2022, subject to earlier termination as provided in this Contract. The Term of this Contract may be extended with the written consent of both Parties. In the event that either Party breaches a material provision under this Contract, the non-defaulting Party may terminate this Contract immediately and require the defaulting Party to indemnify the non-defaulting Party against all reasonable damages.

TERMINATION

The CITY may terminate this Contract upon written notice to the CONSULTANT fifteen (15) calendar days in advance of the time CONSULTANT is to stop work. CONSULTANT shall be entitled to payment of all services rendered up to the time of the notice to stop work, said payment to be based on the hourly rate of time actually spent on the project by the CONSULTANT, but not to exceed an amount equal to the next regular monthly payment as specified herein. CITY agrees to make such payment promptly upon proper billing by the CONSULTANT.

It is understood that the CONSULTANT is obligated to complete the work outlined herein and, as such, may not terminate this Contract, unless mutually agreed to by both parties. Should the CONSULTANT be unable to complete this Contract, he may subcontract the balance of this work to another party, subject to approval by the CITY, and said third party will complete the balance of work left under the terms of this Contract. If such a case occurs, the CITY shall not be responsible for any payments for services rendered by said third party beyond the amount provided herein to CONSULTANT. If the costs exceed such amount, the CONSULTANT shall bear responsibility for paying such excess costs.

GOVERNING LAW

This Contract shall be governed by the laws of the State of Kansas.

INDEPENDENT CONTRACTOR

In providing the Services under this Contract it is expressly agreed that the CONSULTANT is acting as an independent contractor and not as an employee of the CITY. The CONSULTANT and the CITY acknowledge that this Contract does not create a partnership or joint venture between them, and is exclusively a Contract for service. The CITY is not required to pay, or make any contributions to, any social security, local, state or federal tax, unemployment compensation, workers' compensation, insurance premium, profit-sharing, pension or any other employee benefit for the CONSULTANT during the Term. The CONSULTANT is responsible for paying, and complying with reporting requirements for, all local, state and federal taxes related to payments made to the CONSULTANT under this Contract.

ENTIRE AGREEMENT

This Contract constitutes the entire and integrated Contract between the CONSULTANT and the CITY and supersedes all prior negotiations, representations, understandings, or agreements either written or oral.

IN WITNESS WHEREOF, the parties hereto have executed this Contract this _____ day of _____, 2022.

BAUGHMAN COMPANY, P.A.

By: _____
Philip J. Meyer, Vice President

CITY OF ANTHONY, KANSAS

By: _____
Gregory L. Cleveland, Mayor

ATTEST:

Cyndra Kastens, City Clerk/Administrator

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

To: City Commissioners
From: Cyndra Kastens

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

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.

To: City Commissioners
From: Cyndra Kastens

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

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.

To: City Commissioners
From: Cyndra Kastens

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

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**

HPCO GROWTH INITIATIVE



REQUEST FOR PROPOSALS ENGINEERING SERVICES

2022 BASE Grant Project

“This project is being supported, in whole or in part, by Coronavirus State and Local Recovery Funds, federal award SLFRP0140, awarded to the Harper County Community Foundation by the U.S. Department of Treasury, the State of Kansas, and the Kansas Department of Commerce.”

City of Harper
City of Anthony

1. Introduction.

The City of Harper and the City of Anthony (the “Cities”) are accepting request for proposals for professional engineering services to design and engineer water, sewer, storm water and street infrastructure to support residential housing and commercial lot development, sewer infrastructure to complete an industrial development park and a concrete access and drainage for an existing commercial development property, all located in Harper County, Kansas.

These projects combined are part of a joint effort sponsored by the Harper County Community Foundation (HCCF) known as the “HPCO Growth Initiative”, which was awarded a 2022 BASE Grant by the Kansas Department of Commerce. The cities of Anthony and Harper joined together for a regional approach since both communities have projects similar in size and scope of work. The communities will be administering their respective portions of the grant independently but hope to take advantage of any opportunities to work together throughout the process. This may include shared engineering services and bidding the construction work together, if determined feasible and in the best interest of the projects.

HPCO Growth Initiative is composed of the following four individual projects:

Sycamore Development – Harper, KS: This is a new 14 lot housing development that is in the process of being platted. Baughman and Company are the firm completing the surveying and platting work. This development requires construction of new water, sewer and street infrastructure. Storm water runoff will also need to be evaluated and addressed. Preliminary plat and aerials will be attached.

Airport Industrial Development – Harper, KS: This is an existing development located on HWY 160 south of the K2/K14 junction. It includes approximately 11 acres of industrial property. The city has already extended water utilities and constructed highway access, but the development still requires sewer utilities. The sewer main will need to be extended from the water treatment plant, approximately 1,500’ north of the industrial park.

Harper Business Park – Harper, KS: This is a completed development, except for one parcel in the middle of the business park. This undeveloped property needs to have a concrete apron constructed to provide access. As well, storm water runoff needs evaluated to determine any additional dirt work necessary to reduce potential flooding impact to neighboring property in the event of new business construction.

Sunrise 2nd Addition – Anthony, KS: This is a new 16 lot single family housing, up to 6 lot multi-family housing and 5 lot commercial development that has already completed the platting process. This addition has one commercial lot already developed but requires construction of all remaining water, sewer and street infrastructure for the 27 new lots referenced above. Storm water runoff within the scope of this project will also need to be evaluated and addressed.

Project Concept Layouts are attached as Exhibit A.

This RFP states the scope of work and specifies the general rules for preparing the proposal. The proposal should clearly demonstrate how the firm can meet the needs of the Cities and the requirements of the Kansas Department of Commerce. This should include the ability to collaborate to accommodate the grant partners Anthony, Harper, and HCCF. The City of Harper and Anthony individually reserves the right to enter into an agreement, individually or jointly, with the same firm or separate firm(s) presenting the proposal most advantageous to each city and to the success of the Harper County Community Foundation's grant award.

2. Rules of Preparation

The submitted proposals must follow the rules and format established in this RFP. Adherence to these rules will ensure a fair and objective analysis of all proposals. Failure to comply with any portion of this request may result in the rejection of a proposal.

3. Project Inquiries

All project inquiries or questions related to RFP requirements should be directed to:

Harper, KS Projects:

Tiffany Hartson, City Administrator
201 W. Main St.
Harper, KS 67058
thartson@cityofharper.com
(620)896-2511

Anthony, KS Projects:

Cyndra Kastens, City Administrator
P.O. Box 504/124 S. Bluff Ave
Anthony, KS 67003
ckastens@anthonykansas.org
(620)842-5434

**Email is the preferred method of communication.

4. Submission of Proposals

Proposals should be submitted to:

HCCF
329 N Wheat Lane
Anthony, KS 67003

Five copies (2 unbound) of each proposal shall be placed in a sealed envelope clearly marked "RFP: HPCO Growth Initiative" and received no later than 3:00 p.m. July 5, 2022.

Proposals received after the above date and time will be considered late and will not be accepted. Any late proposals will be returned unopened to the firm. One copy of an original executed Exhibit C must accompany the submission. Proposals will be opened at HCCF on July 5th, 2022, at 3:00 p.m. to begin the review process. **Bids will not be awarded until after July 11th, 2022, based upon Cities' respective Commission dates.**

HCCF and the Cities will not pay any costs associated with the proposal preparation process. All costs for the preparation shall be borne by the proposing firm.

5. Notification of Withdrawal of Proposal

Proposals may be modified or withdrawn by an authorized representative of the firm or by formal written notice prior to the final due date and time specified for proposal submission. Submitted proposals will become the property of the Cities after the proposal submission deadline.

6. Minimum Specifications/Scope of Services

Proposals shall address all engineering services necessary to complete the project as detailed in **Exhibit B – Scope of Services**.

Each proposal shall include a draft Agreement for Engineering Services. The agreement shall include but not be limited to definition of project of scope, scope of services to be provided by the consultant, scope of services to be provided by the Cities, time schedule, total compensation, and shall reference the inclusion of the requirements of this RFP as part of the agreed services. Scope of services to be completed by consultant shall include but not be limited to:

- Design
- Construction engineering and observation
- Assist in review and approval of contractor request for payments
- Conduct Davis Bacon Wage interviews (only if required by the BASE grant, it is anticipated that it is not)
- Review American Iron and Steel provision certificates (only if required by the BASE grant, it is anticipated that it is not)
- Final Deliverables:
 - O&M Manual (to include a summary list of the steps required for proper maintenance of the systems installed and the requirements of the KDHE, KDOT, or EPA permits as applicable)
 - Final Plan of Operations (prepared in accordance with applicable regulations)
 - Fiscal Sustainability Plan (prepared in accordance with applicable regulations). This plan should include a summary list of the assets, life expectancy of each, and replacement costs necessary to aid Cities in preparing long term budgetary maintenance and replacement planning on the system.
 - Final as-built drawings
 - Copies of consultant inspection log records and photos
- Any other services necessary to complete the Scope as defined in this RFP

For the purpose of evaluating proposals, Consultants shall complete and sign the proposal sheet in **Exhibit C**.

7. Contractual Obligations

The submission of this RFP, the proposal submitted in response to this RFP, and the execution of an Agreement for Engineering Services shall constitute the contractual agreement for professional services between HCCF, the Cities, and the selected firm.

8. Insurance Requirements

Indemnification and Insurance – The successful firm(s) shall indemnify and hold harmless HCCF and the Cities and its officers, agents, employees and assigns, harmless from any liability imposed for injury whether arising before or after completion of work hereunder, or in any manner directly or indirectly caused, occasioned or contributed to, or claimed to be caused, occasioned or contributed to, in whole or in part, by reason of any act or omission, including strict liability or negligence of firm, or of anyone acting under firm's direction or control or on its behalf, in connection with or incident to, or arising out of the performance of this contract. Successful firm shall maintain the following insurance requirements during the time of performance of these services and contract period. Insurance certificates must be on file with the City Clerk's office prior to the execution of the Agreement for Engineering Services.

- a. General Liability Insurance, with a combined single limit of \$1,000,000 for each occurrence and \$2,000,000 in aggregate.
- b. Automobile Liability Insurance – per law.
- c. Worker's Compensation insurance in accordance with statutory requirements and Employer's Liability Insurance, with a limit of \$500,000 for each occurrence
- d. Professional Liability Insurance, with a limit of \$2,000,000 annual aggregate

The Cities shall be listed as an additional insured. The insurance evidenced by the certificate shall indicate that it will not be cancelled or altered during the period of the project term. The successful firm shall require all of its subcontractors to maintain the same level of insurance listed above.

9. Right to Reject All Proposals

The Cities reserve the right to reject any and all proposals or any part of any proposals, to waive minor defects or technicalities, or to solicit new proposals on the same project or on a modified project which may include portions of the originally proposed project as the Cities may deem necessary in its best interest. The Cities also reserves the right to negotiate with any firm, all or part of any proposal that is in the best interest of the Cities.

10. Evaluations

The committee evaluating the proposals will recommend the proposal that best serves the Cities' needs at the lowest possible cost.

11. Non-limitations to RFP

The format of the RFP must be followed, and all requested information must be submitted as indicated; however, the Cities are receptive to any additional suggestions pertaining to services development, additional related capabilities, and any alternative methods for providing related services. Any exceptions to the RFP requirements must be included in writing in the proposal. Inclusion of the request for exceptions in the proposal is not a guarantee and does not alter the requirements of this RFP unless so agreed upon in writing by the Cities and the selected firm.

12. Interpretations and Addenda

No interpretation made to any respondent as to the meaning of the RFP shall be binding on the Cities unless repeated in writing and distributed as an addendum by the Cities. Interpretations and/or clarification shall be requested in writing from the contact person listed in Section 3.

13. Projected Schedule of Events

Release of RFP Document	<u>June 10, 2022</u>
Last Day to Submit Proposals	<u>July 5, 2022</u>
RFP Bid Opening	<u>July 5, 2022</u>
Bid Tabulation Presentation to Governing Body	<u>> July 11, 2022</u>
Preliminary Survey, Engineering, and KDHE Permitting	<u>August-November 2022</u>
Target Construction Bid Letting Date	<u>November 1, 2022</u>
Target Construction Project Award	<u>November 28, 2022</u>
Target Utility Construction to Commence	<u>January 1, 2023</u>
Target Street Construction to Commence	<u>June 1, 2023</u>
Project Completion Date	

Construction commencement target dates weather and temperature dependent.

14. Proposal Response Format

In order to facilitate the analysis of responses to this RFP, firms are required to prepare their proposal in accordance with the instructions outlined in section 4. Proposals should be prepared as simply as possible and provide a straightforward, concise description of the firm's capabilities to satisfy the requirements of the RFP. Expensive bindings, color displays, promotional material, etc., are not necessary or desired.

Proposals shall be limited to 15 pages not including the draft Agreement for Engineering Services.

EMPHASIS SHOULD BE CONCENTRATED ON ACCURACY, COMPLETENESS, AND CLARITY OF CONTENT.

The proposal should be organized into the following major parts:

Executive Summary- A brief and non-technical narrative describing the proposal.

Company Background - Information regarding the firm's stability, length of time in business, past history, future plans, company size, organization.

Responses to Functional Requirements - Responses to the requirements listed in this RFP must be provided. Notes of explanation or clarification must be included with specific reference to the item in question. Include a time schedule for completion of your firm's work and an estimate of time commitments from city staff.

Performance History – Please list municipal projects of similar nature, size and complexity the firm has designed in the previous five years. Please identify those projects which the city cannot contact for reference.

Schedule – projection of anticipated starting and ending dates.

Cost Quotations – Costs shall be organized by project name, i.e. Sycamore Development, Airport Industrial Park, Harper Business Park, and Sunrise 2nd Addition. All costs are to be stated in exact amounts. All costs must be detailed specifically in a cost summary section of the proposal; no additional charges (e.g. for sales tax, container packing, installation, training, out-of-pocket expenses, etc.) will be allowed unless so specified in the proposal. Standard hourly rate schedule shall also be included. Lump sum total cost by project shall be recorded on the required Exhibit C.

Agreement for Engineering Services – The sample Agreement for Engineering Services shall be an attachment to the proposal and shall not count toward the 15-page submission limitation.

15. Confidentiality of Documents

All responses to the RFP submitted by firms shall be deemed public documents at the time opened by the Cities. The RFP is intended to be worded in a manner so as not to elicit proprietary information from the firm. If the firm desires to submit proprietary information, the firm must contact the Cities prior to bid opening and provide verification that such propriety is a permissible exception under the Kansas Open Records Act. If the information is granted an exception under KORA, the Cities will establish the appropriate executive session for review of said information during the bid opening, then return the information to the submitter after review. Any proposal that is submitted with a blanket statement or limitation that would prohibit or limit such public inspection without such prior approved exception shall be considered non-responsive and shall be rejected.

16. Legal Notice

The Cities expect a professional job, done commensurate with the standards and practices of the profession. All persons awarded and/or entering into purchase orders with the Cities

shall be subject to and required to comply with all applicable City, State and Federal laws and regulations.

Equal Opportunity Employer

Any firm will be required to include the following statement in any contract with the Cities and shall require the same in writing of any sub-contractor utilized for this project: "(Firm/Subcontractor name) shall not discriminate in the employment of persons engaged in the performance of this Agreement on account of race, color, national origin, ancestry, religion, sex, age, marital status, veteran status, sexual orientation, disability, or medical condition, or any other characteristic under applicable law." Selected firm shall provide a copy of the firm's nondiscrimination policy prior to the signing of Engineering Agreement.

The Recipient, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.

BASE

This is a BASE grant project. All public bids, RFP's, or RFQ's or other public information related to the BASE program funding shall include the following language:

"This project is being supported, in whole or in part, by Coronavirus State and Local Recovery Funds, federal award SLFRP0140, awarded to (recipient) by the U.S. Department of Treasury, the State of Kansas, and the Kansas Department of Commerce."

ARPA

This project is being funded in part with ARPA dollars. ARPA grant assurances require the following on every contract or agreement subject to Title VI and its regulations between the recipient and the recipient's sub-grantees, contractors, sub-contractors, successors, transferees, and assignees:

"The sub-grantee, contractor, subcontractor, successor, transferee, and assignee shall comply with Title VI of the Civil Rights Act of 1964, which prohibits recipients of federal financial assistance from excluding from a program or activity, denying benefits of, or otherwise discriminating against a person on the basis of race, color, or national origin (42 U.S.C. § 2000d et seq.), as implemented by the Department of the Treasury's Title VI regulations, 31 CFR Part 22, which are herein incorporated by reference and made a part of this contract (or agreement). Title VI also includes protection to persons with "Limited English Proficiency" in any program or activity receiving federal financial assistance, 42 U.S.C. § 2000d et seq., as implemented by the Department of the Treasury's Title VI

regulations, 31 CFR Part 22, and herein incorporated by reference and made a part of this contract or agreement."

Selected Firm must take reasonable steps to ensure that LEP persons (limited English proficiency) have meaningful access to programs, services, and activities. This could mean providing language assistance services, including oral interpretation and written translation where necessary.

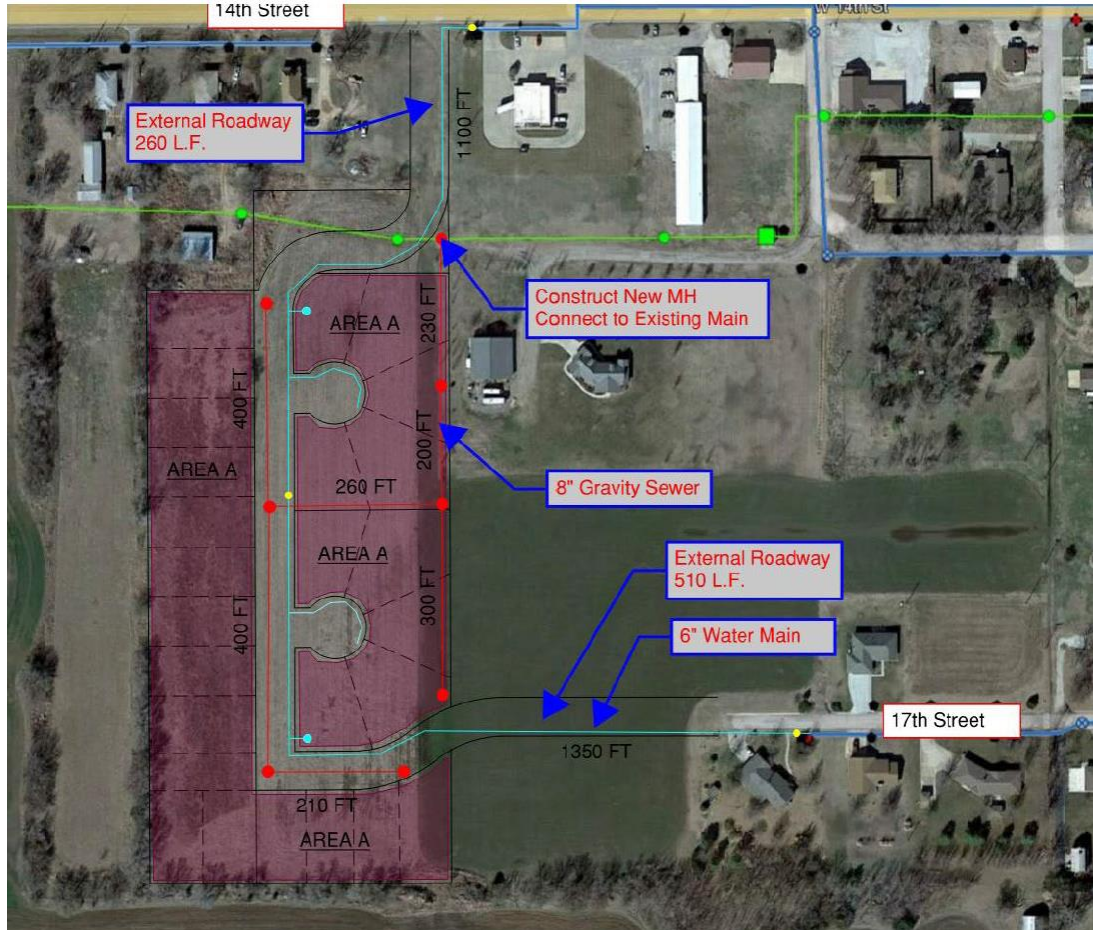
Selected firm and any sub-contractors shall be familiar with and comply with the following acts: Civil Rights, Fair Housing, Section 504 Rehabilitation, Age Discrimination, and ADA. The Cities further encourage on the job use of seatbelts and encourage the adoption of policies that ban text messaging and driving.

17.Examination of Site

It is the responsibility of all interested bidders to inspect the sites and any available data to inform themselves of all the conditions under which the work is to be performed, the obstacles which may be encountered, and all other relevant matters concerning the work to be performed. The Firm to whom the bid is awarded will not be allowed any extra compensation by reason of any such matters of concern which the Firm did not inform themselves prior to bidding.

EXHIBIT A – PROJECT CONCEPT LAYOUT AREAS

Sycamore Development –



Airport Industrial Park –



Harper Business Park –



Sunrise 2nd Addition –

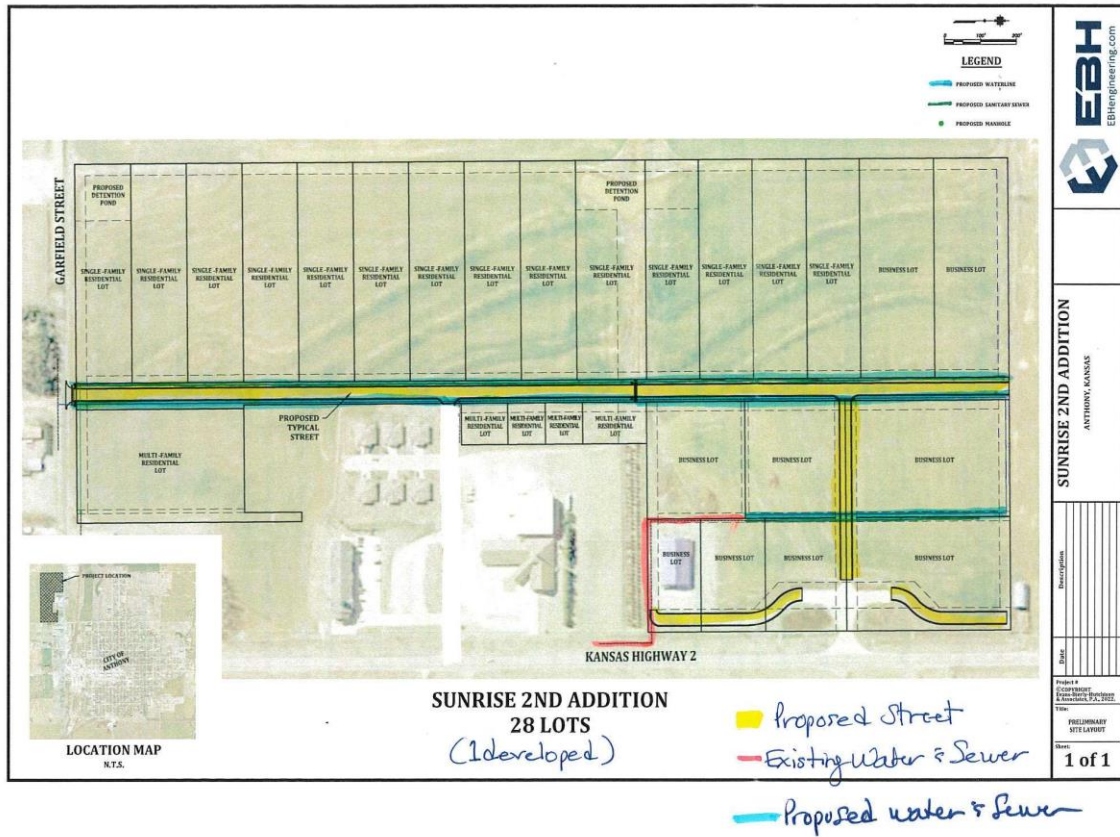


EXHIBIT B – SCOPE OF SERVICES TO BE PROVIDED BY THE CONSULTANT

Design shall be according to the industry standard set forth by KDOT, KDHE, EPA, and any other local, state or federal regulatory standards related to similar construction. Services should include but not be limited to:

Engineering Design:

- 1) Project Kick-off Meeting – on-site with City Staff.
 - a. Deliverables: Agenda and Meeting Notes
 - b. City to provide meeting space and invite necessary City Staff.
 - c. This could also include members of project partners from HCCF and the Cities.
- 2) Pre-survey field inspection – On site project review at each project location with City Staff to walk through project concept. This can be at the same time as the kick-off meeting.
- 3) Perform work necessary to collect pertinent topographical, right-of-way, utility and other data deemed necessary to complete the design of the project.
- 4) Preliminary Design Plans (30%)
 - a. Deliverables: Preliminary cost estimate, one (1) full size plan set for each project, printable pdf file, site visit to review (Field Check with City Staff), compile and distribute field check notes.
 - b. City: provide timely (10 working days) review of plans.
- 5) Utility Review
 - a. Prepare utility check plans and distribute to all affected utility companies.
 - b. Coordinate utility relocation requirements.
 - c. Conduct meeting with all franchise utility companies to review plans and coordinate new utility locations in connection with water, sewer, and street locations.
 - d. Follow-up with utility companies to insure proper relocation of utilities as necessary.
- 6) 90% Design Plans
 - a. Deliverables: Updated cost estimate, draft of bid documents and specifications, one (1) full size plan set, printable pdf file, site visit to review plans with City Staff and visit project site, compile and distribute 90% Plan Review.
 - b. City: Provide timely (10 working days) review of plans and specs; and attend 90% Plan Review.
- 7) Permitting
 - a. Prepare and submit applications for any state or federal permit that may be required.
 - b. Coordinate with permitting agencies as necessary.

- c. City will pay permit fees as necessary.

8) Final Plans and Bid Documents

- a. Deliverables: Official Engineer's Estimate of Cost, Final bid documents, two (2) full size, stamped plan sets and bid documents, and printable pdf file.
- b. City: provide timely (10 working days) review of plans and bid documents; and participate in final plan review.

Bid Solicitation Phase:

- a. Costs to generate hard copies or reproduction of bid documents requested by bidder may be recovered from bidder.
- b. Field questions from bidders.
- c. Pre-bid Meeting: coordinate date/time, provide agenda, compile and distribute attendance and meeting notes. City will facilitate meeting room.
- d. Prepare and distribute any necessary addenda to bid documents.
- e. Engineer to review bids received and provide bid tabulation and letter recommending award of bid.
- f. Attend City of Harper Council and City of Anthony Commission meeting for award of bid.

Construction Engineering Phase:

- a. Prepare Contract Documents for Execution.
- b. Provide "For Construction" Plans and Specs: for Cities and Contractor.
- c. Review and approve submittals.
- d. Field questions from contractor.
- e. Pre-Construction Meeting: coordinate date/time, provide agenda, compile, and distribute attendance and meeting notes. City will facilitate meeting room.
- f. Public Information Meeting: City will facilitate this meeting with adjacent landowners that will be impacted by any construction as applicable.
- g. Provide inspection services throughout the construction phase of the project.

Miscellaneous:

- a. Provide any other incidental services not mentioned above which would typically be required for a project of this type. When preparing the fee proposal for the Agreement for Engineering Services, the engineer shall identify any obvious omission from this scope of services, which would be necessary to complete the project as intended.
- b. No additional public or city council/commission meetings, beyond those listed above are anticipated.

SCOPE OF SERVICES TO BE PROVIDED BY THE CITY

The CITY will furnish, as required for the PROJECT and not at the expense of the CONSULTANT, the following items:

- 1) Provide access to previous engineering studies relevant to the project.
- 2) Provide full information concerning the project including all available plans, maps, plats, proposed construction plans, other reports and correspondence.
- 3) Provide timely review and comment or direction to engineer's submittals.
- 4) Provide facilities for all scheduled meetings.

Exhibit C
HPCO GROWTH INITIATIVE
DESIGN ENGINEERING SERVICES

- 1) The undersigned declares he/she has examined the Request for Proposals and all attached documents, has examined the site of work, and has determined for himself/herself the conditions affecting the work. The Consultant hereby proposes to do the work called for in the RFP and attached documents at the following not-to-exceed prices:
- 2) The undersigned, in compliance with the RFP dated June 10, 2022, hereby proposes to do the work called for in said RFP at the following lump sum price:

Sycamore Development	Total Dollars (\$ _____)
Airport Industrial Development	Total Dollars (\$ _____)
Harper Business Park	Total Dollars (\$ _____)
Sunrise 2nd Addition	Total Dollars (\$ _____)

- 3) The undersigned further agrees that if the proposal is accepted by the City, he/she will commence work within the timeframe set out in Section 13 – Projected Schedule of Events and shall complete the work as specified within the RFP and attached Exhibits: and that he/she shall pay liquidated damages in the amount of One Hundred Dollars (\$100) for each calendar day that the work remains uncompleted after expiration of Contract time.

<u>Required Documents Attached</u>	<u>(Yes / No)</u>
<i>Draft Agreement for Engineering Services</i>	_____
<i>Requested Exceptions in Writing to the Requirements of the RFP (if applicable)</i>	_____
Acknowledgement of Addenda – (if any)	_____

Dated this _____ day of _____, 2022.

 Signature of Proposer

 Name and Title

Name of Firm

To: Anthony City Commission

Re: Chief of Police report

From: Kenny Hodson

Date: 07-05-2022

We served some papers

We investigated a burglary and theft in the 300 block of W. Main

We investigated a burglary and theft in the 100 block of N. Lincoln and turned the case over to the CA for charges

We investigated a burglary and theft in the 700 block of N. Lincoln

We investigated one minor traffic accident

We arrested Andrew Blair on an out of county warrant