

To: City Commissioners
From: Cyndra Kastens

Re: City Clerk/Administrator Report
8/1/23

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 July 18, 2023 Regular Meeting Minutes
2. Approve July 20, 2023 Special Meeting Minutes
3. Appropriation Ordinance No 3171 \$119,578.92
4. Approve 08.01.2023 Payroll \$67,459.11
5. Approve Reappointment to Housing Authority for Connie Copenhaver, Brian Waldschmidt and Karl Berry - Terms to expire 2025

PUBLIC HEARINGS - NONE

REGULAR BUSINESS

6. Bid Opening Street Signs
7. Resolution No. 1131 Continuation of Health Insurance for Retirees

According to K.S.A. 12-5040, the City is required to offer continuation to participate in the City's group health insurance plan to qualifying retirees. The retiring employee is required to pay the health premiums 100% at their cost in monthly payments payable to the city. This resolution is required by Blue Cross to continue this coverage.

8. Resolution No. 1132 Reinvestment Housing Incentive District

Mayor Cleveland and I (along with Tiffany Hartson, Lonnie Teel, Kevin Cowan from Gilmore Bell, and several housing committee members including Christy Mans, Kevin Alexander, and Kari O'Riley) met with the County Commission on July 17th to notify them of the city's intent to establish an RHID district and seek their support. Tiffany, Kevin Cowan and I also met with Josh Swartz that same day to discuss the RHID and the process to seek the School Board's support. We have another meeting with the County on August 2nd however, at the recommendation of Mr. Cowan with Gilmore Bell, and because we are in a time sensitive scenario to have this process complete prior to the end of this year, it is recommended to go ahead and pass the first resolution so the Department of Commerce can start their review. If we do not have support from the county after the passing of this resolution, we can just stop the process but because of the sake of time, it is best to go ahead and get started.

9. Request for Anthony Lake to Serve as Fire Protection for Harper County EOP

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I will explain this more at the meeting but as the County updates their emergency management plan they are looking for a dedicated water source to be available for helicopters during a large fire event. The County Emergency Manager has requested the dedication of Anthony Lake for this purpose. The State of Kansas requires special permitting for fire protection use of a surface water body therefore, if the Commission wants to approve this request, the permitting process will need to be initiated to the State. I will be seeking direction from the Commission on this request.

10. Approve Tree Board Recommendation to Appoint Bill Moyer to Fill Troy Lankton Term to Expire July 2025 and Reappoint Conna Livingston Term to Expire 2027 and Bryce Osborn Term to Expire 2025
11. Health Resolution No. 1130 - 217-221 S. Bluff & 115-117 W. Grant - Bloyer 2023
12. Dangerous Structure Ordinance S-314 Directing Action to Remove 422 N. Massachusetts Williams 2023
13. Approve July 2023 Court Report

Admin Report:

1. BASE Grant/HCCF – The predevelopment meeting with local utility providers (gas, phone, internet, etc..) was held on July 6th and did serve as a good coordination and communication event as all utilities will start planning the installation locations of their infrastructure. The official preconstruction meeting with Mies Construction (our general contractor for the BASE grant project) will be held Thursday August 3rd with construction to begin Monday August 7th.
2. Water Department – Gary Taylor has been working with Randy and Matt very regularly to deal with issues in the water and wastewater department. The sewer ponds are full, we are having to discharge. There are still some problems with the Clay Val (control valve) at the water tank, the mixer in the tank, and some water testing issues at the plant. Gary is working diligently on all these issues overseeing and guiding staff. The water storage tank is still offline, Matt did drain most of it down so we did not lose chlorine residual however, at my request, they filled it back up in the event of a fire or other emergency when we might need capacity and need to put it back online. At least until we can determine what is going on with the control valve. Gary is staying on top of all of these issues, and we are very lucky to have him.

Another item needing to be taken care of is the water tank/tower cleaning and maintenance contract. The Commission approved for the city to get a maintenance contract, but it was never bid out. The tank is needing service so we will go ahead and get the bids out for this and set an opening date with the Commission. Let me know if you do not want me to just proceed in that direction and get this taken care of.

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3. CDBG Grant – I sat in on a zoom meeting with Attica, Harper, and the Department of Commerce to discuss the CDBG Grant on July 6th. The grant does appear to have a lot of promise. Reminder, this is a \$300,000 grant to help pay for demolitions and rehabilitations. The upfront hurdle does appear to be how we want to define a “neighborhood” which is what we need to do and how will dictate how we will target the houses we would like to use the funds for. I felt great pressure to keep this going since you allowed me to halt the demolition bids long enough to check out this grant, but I was also in the middle of budget, so I enlisted Greg (as the housing designee for the commission) and Kenny Sr. (since he works with the dangerous structures) to drive around and help identify a “neighborhood” to work with. I will not go into great detail in this update, but I do plan to review their conclusions with CDBG and then have a discussion on the August 15th agenda to bring you all up to date and let you know what the process looks like and seek your direction as to whether we want to continue to seek this grant.
4. Demo Bids – Whether we continue with the CDBG grant or not, we did go ahead and get the demo bids out. This way, there will still be continued progress moving in the direction of demolition. We will need to know the dollar amounts to include in the grant if we decide to pay for the demos with those funds. Either way, the bids are out and will be opened at the August 15th Commission meeting.
5. 2023 Budget – I have had huge delays on the budget in dealing with the RNR discrepancy at the county. The County Clerk has been excellent to work with and we are all trying to determine what the best course of action is but it has definitely caused delays in my 2nd draft presentation of the budget because we have spent so much time on this issue instead. As of our last communication, the County Attorney is reviewing the situation to provide directions to the County Clerk as to whether he recommends she recalculate the RNR’s or not. And if not, how do we proceed. As of the date of this report, I am waiting those determinations.
6. SEED Grant – We have the banner bids back and a test banner went up on one of the poles downtown. We now know the size of the banner and bracket types. The hold up now is fabricating the HP Community flag metal art that goes above them. I need to draft an RFP to local fabricators, but I just have not had time. More to come on this.
7. Rural Champion Grant – We are still proceeding in the direction of utilizing the extra rural champion dollars for seed money to start local incentive programs and to pay for a part time education person to help people in the community. The group also decided to submit an application for a grant SC Telcom is helping to sponsor to pay for a cell phone and some printing and fuel expenses of the part time education person. Tiffany and I do not have time for this effort. Cheryl Adelhardt volunteered her time personally to write the grant. The communities of Attica, Harper, and Anthony met to discuss this and all were in support to submit the grant to help cover some of those expenses above payroll for the education person.

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8. Solar – Well, I have been dealing with this for several months but until recently we hadn't actually had an application submitted by a local to install solar in Anthony. Now we have. However, there were many details to work out: technical review of the installation, billing capabilities in our software, and of course statutory compliance, and this is our first time to perform this review and process. In addition, you may recall that I informed the commission many months ago that our policy needs to be updated and is out of compliance. That is a separate issue I will bring to you once I have time to get that prepared but for now, since we have an application we may have to process it under our current policy and deal with legal clean up as a side bar. Jerry, Larry, and I are working with KMEA to review the current application. It is a very large commercial application, and I would rather have all of the facts to present and discuss in person because as with all things electric, this will be a large discussion. More to come at the meeting on the 15th.
9. JD's Retirement – We got to honor JD last week for his 43 years of service with the city. The employees pooled some money and bought him a set of rocking chairs and a Texas Roadhouse Gift Card, and the city honored him with his dream gift: a Henry Golden Boy 22 Long Rifle. It was a great celebration. Here are some photos:



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