

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

**Re: City Clerk/Administrator Report**  
**6/4/24**

---

**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 May 21, 2024 Regular Meeting Minutes
2. Special Appropriations:  
Fund #34 Street Improvements-EBH-\$8,201.15-Engineering FY25 CCLIP ANTHONY K44
3. Appropriation Ordinance No. 3191 \$171,886.93
4. 06.04.2024 Payroll \$67,342.75
5. Approve May 2024 Court Report
6. Approve Pay Request #5&6 KDOT Project No. KA-6909-01 \$8,201.15 Engineering to EBH for FY25 CCLIP Main & Anthony
7. Bank of the Plains COD 32703-General for \$70,000-Reinvestment
8. Approve CDBG Housing Grant Request for Release of Funds and Certification Form
9. Approve CDBG Housing Grant Contractor Guidelines

*These two CDBG documents (items 8 & 9) are required for the grant.*

**PUBLIC HEARINGS - NONE**

**REGULAR BUSINESS**

10. Approve Hall CMB Application & Request to Waive Fees - Jennifer Wolff
11. Sidewalk on LL&G Discussion - Joel Krosschell, EBH Engineering

*This is just a follow up planning session for the Commission to give direction on where you want us to focus our efforts for the sidewalk on LL&G. Joel will be here to answer questions and get clarity on the next step efforts.*

12. Ordinance No. G-2873 Moratorium on Billboards

*Though the Planning Commission has finalized their draft amendments to the sign code to better address billboards (off-site signs), due to statutory publishing requirements the hearing will not be held until the end of this month. At that time the amendments will be presented to the City*

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

**Re: City Clerk/Administrator Report**  
**6/4/24**

*Commission for review and approval. We will need to extend the moratorium to get us through the publication and hearing phase.*

13. Town Hall Meeting Organizational Planning Discussion

*Mayor Cleveland asked this item to be placed on the agenda to clarify the process/presentation for the town hall meeting.*

Admin Report:

1. Sunrise 2<sup>nd</sup> Builders – I have notified Don Klausmeyer that we are interested in working with him. We are setting up a meeting (hopefully for next week) to discuss the next steps to solidify the agreement for Klausmeyer to be the Sunrise 2<sup>nd</sup> builder. More to come.
2. Insurance – We are still working on the insurance audit. The follow up lists continue to get long with little time to get back to completing them but we are continuing to work through the process.
3. On-Call/Back Up Housing – We have been working to clean and lightly furnish the on-call house. We purchased several items second hand and a few appliances new (local through the lumber yard). We have drafted an agreement for those employees to sign that will be lodging there and reviewed it with legal. A copy is enclosed for your review if you would like to. The only concern from legal was allowing guests to sleep there in addition to employees. I have asked legal counsel to elaborate on that so I can report that to the Commission, and we will likely need to get your input on that topic. For now, by the time you read this, our on-call employee should be able to be lodging at the house on shift days.
4. Solar Applications – We continue to have some dissatisfactions with the processing of a local solar application. There will likely be an agenda item at the next commission meeting on this topic and KMEA will be present.
5. 2023 Audit – The audit is complete and will be presented at the June 18<sup>th</sup> meeting via Zoom from Adams Brown as we have done in years past. If the Commission does not want the presentation Zoom again this year, please let me know asap.
6. Budget – On May 22<sup>nd</sup> I attended the 2025 Budget Workshop in Wichita. There were not a lot of earth shattering changes this year with the exception that it appears there has been an amendment to the bill that required the RNR and corrected the need to go through the process to exceed the RNR if we do not intend to raise taxes. If you recall, since the removal of the tax lid and introduction of the “Revenue Neutral Rate” the city had to go through the hoops to increase taxes, even if we were not increasing taxes, just to be able to levy the same tax dollars as the previous year. This was a problem when they passed the language on that bill and has now been corrected. This could mean some changes to our timelines this year, but I will review those and report back. Please keep in mind once again, if there

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

**Re: City Clerk/Administrator Report**  
**6/4/24**

is anything specific you want me to investigate or change in our financial planning directives, please let me know asap as I will start moving into preparing a first draft budget in the next few weeks.

7. CDBG Housing Meeting – The kick-off CDBG Housing meeting was held at Municipal Hall on May 29<sup>th</sup> with approximately 12 in attendance. There was a Call to Contractors meeting at 6:00 to discuss the process for contractors to be able to bid on the rehab and demo projects, followed by a property owner’s meeting at 6:30 to explain the process to apply for the housing funds. I am attaching the flyer that went out to the residential properties located in the target area for a refresher on some of the CDBG guidelines. Here are a few reminders:

1. Contractors – All contractors interested in bidding on the rehab projects are required to have their lead certifications and be licensed with the city. To obtain this lead certification, a contractor must already be a licensed contractor and then attend a one-day class. We are trying to work with any local contractors who are interested in obtaining this certification to encourage local bidding. There are some other contractors not based in Harper County that are already licensed with the city and do work here that have their lead certifications as well. All that qualify will be able to bid the projects.
2. Residential Property Owners – This is the application phase. Reminder that anyone who completed a “preapplication” in November must reapply with an official application now that we have gotten the grant. In November, it was a very short form that required no documentation. Now the standard CDBG form and supporting documentation will be required. This is first come first served (after the applications and all supporting documentation has been received) with priority projects given to those properties that completed a preapplication. There is a ranking system to narrow down the applications in the event we have more applications than funds. All of this was spelled out in the Rehab and Demo plans the Commission approved last month.

Overall, with CDBG we are wrapping up the requirements of the Environmental Review, which KDOC must approve before we can actually process the on-site inspections, compiling all the remaining documentation, and starting the application collection process. If all goes well, we hope to start scheduling home inspections in the next 30-45 days. As application processing is underway, the Housing Committee as appointed (Mayor Cleveland and Commissioner Smith) will review the applications and approve them. Reports will be provided to the Commission as we proceed.

8. CARE Grant – The deadline for the CARE grant was May 31<sup>st</sup>. We received 9 applications. The Housing Committee will meet this week to review them and approve applications where possible. A report of the application awards will be presented at the next city commission meeting.
9. Planning Commission – We had a final planning commission meeting on the 28<sup>th</sup> to review the last changes to the text amendments for the Off-Site Sign updates. I am not sure that I

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

**Re: City Clerk/Administrator Report**  
**6/4/24**

will get the final amendments typed in for this report (I would have to finish tonight). More likely I will finish them this week and email them out so you can review them. They will officially be presented at a later commission meeting after the public hearing, but I want you to get a look at them sooner, so you have time to review. Look for this to come by email.

10. Staffing – As you know we have an office vacancy. I have been reviewing directive options on filling that void. Likely the ad will go out next week for this purpose.