

To: City Commissioners
From: Cyndra Kastens

Re: City Clerk/Administrator Report
4/16/24

Spring Employee Appreciation Breakfast April 25th 9:00-11:00 at the Lake.

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 April 2, 2024 Regular Meeting Minutes
2. Appropriation Ordinance No. 3188 \$261,722.90
3. Approve 04.09.2024 Payroll \$62,773.83
4. Appoint Rebecca New to Housing Authority to fill Unexpired Term of Connie Copenhaver 2025
5. Appoint Mary Julana Hall & Nina Levens to Anthony Public Library Board Term Ending 2028
6. Approve Appointment to Fill Vacancy for Ryan Cashier to Wayne Dennis Committee - Term to Expire 2027

PUBLIC HEARINGS - NONE

EXECUTIVE SESSION -

7. Executive Session for Consultation with the City Attorney Pursuant to “Consultation with an attorney for the public body or agency which would be deemed privileged in the attorney-client relationship, K.S.A. 75-4319 (b) (2).”

I have placed this item above regular business since the city attorney will be present, paid hourly, and it is a long agenda.

REGULAR BUSINESS

8. Request to Waive Hall Rental Fees - Jennifer Wolff, The Arts Center
9. Harper Co Community Foundation Grant - Bill Moyer, Tree Board

Bill would like to apply to for the next grant round and will need approval of the city commission to do so on behalf of the Tree Board. He will explain the details at the meeting.

10. 2024 Sunflower Balloon Fest Requests - Anthony Chamber

This is the standard Balloon Fest request list, attached in the packet.

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11. Request from County to Purchase Available lots in Block 23 in Anthony (211 N Anthony) - Commissioner Struble, Josh Teel, Jennifer Wolff

Harper County has requested to be at this commission meeting to further discuss the land east of the courthouse. Josh Teel has sent a preliminary plan which is included in your packet.

12. Request to Transfer Lake Lease 5E Cattail Cove Circle - David & Kenetha Lingle

I noticed the transfer paperwork was not attached to this agenda item. We will correct that in the morning and reattach it hopefully by the time you read your packet it will be there.

13. Approve Contract for Sale of 5 E Cattail Cove Circle to David and Kenetha Lingle

The lease transfer listed above is also requesting to purchase the land. Documentation of appraisal is attached. Appraised price is \$9,500. This is still low in comparison to the last appraisals. This appraisal was done by the same company as the very last sale that I noted was low.

14. Open Bids for ID Farmland Lease

This is the land at Garfield and LL&G.

15. On-Call/Back-Up Employee Housing

The power plant house is vacant. The commission had given permission for the campground at the lake to be utilized until May 1st which is fast approaching. Larry Berry will also be present to discuss the need for powerplant staff to have the first opportunity to house in these rentals. Ultimately, I am looking for direction from the Commission if you want us to pursue the power plant house for employee retention/recruitment or if you want us to investigate other possibilities.

16. SEED Grant Banner Metal Art

A change has developed in the HP CO Metal Art that is supposed to go above the banners. The City of Attica has chosen not to place them above the banners but to instead use them as a community promotion and place them around town, in and out of businesses. Since there is no longer a unified approach to how these will be used, I want to revisit the issue with the commission since you had expressed a desire not to place them on the poles.

17. Harper County Community Impact Meeting

Kari O'Riley, Harper County Economic Development Coordinator is putting together this meeting which I think is intended to be a continuing planning type meeting with the theme of engaging the workforce in Harper County. The first meeting is on May 8th at 11:30 at Westview Lodge in Harper. The Transition to Career program will present and local businesses will be invited. I will be attending. You all should have received an email about this already. I will be seeking direction as to whether the Commission would like to appoint one of the members of the governing body to represent the city elected at these meetings. Another thought to consider is having the ID/Eco Devo Board select a member to attend since one of the items of interest for them right now is developing a work force in Anthony. Just a thought.

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18. Approve Grant Agreement No. 23-HR-003 CDBG Housing Grant \$300,000

The next few items are all about the need to get the CDBG contract documents executed. This is the actual grant agreement with CDBG.

19. Approve Contract with SCKEDD for Administrative Services for the 2023 CDBG Housing Grant

This is the contract for admin services. The commission already selected SCKEDD through our bid process several months back. We did not execute the contracts until we had the grant agreement officially executed.

20. Approve Contract with SCKEDD for Housing Inspection/Risk Assessment Services - 2023 CDBG Housing Grant

Same thing here. The bid for inspection services was already awarded by the City Commission to SCKEDD at a prior bid opening. This is the formal contract for services.

21. Approve City of Anthony 2024 Community Development Block Grant Housing Rehabilitation Plan and Demolition Plan

This one is the one I want you to read if you do not read all of those other formal CDBG documents. This one will design the CDBG Housing grant program for Anthony. I will recap it at the meeting, but this is the one we want to have designed around what we want in the program. It is drafted with the same commonalities as most other CDBG Housing grant programs.

22. Curb Appeal for Residential Enhancement Program (CARE)

This is the "micro-grants" we discussed as a local program to incentivize the middle-income housing rehab and demo efforts. Reminder, Sunrise and other land is being promoted for new construction, the CDBG target area is promoting housing rehab and demo incentives for low-income properties, and this program is the one that will hopefully incentivize efforts of rehab and demo for middle-income. The funding is the additional Rural Champion dollars from the Office of Rural Prosperity. I will review some of the components of the program at the meeting.

23. Inoperable Vehicle Nuisance 401 S. Jennings Gilchrist 2024

24. Health Nuisance 401 S. Jennings Gilchrist 2024

25. Health Nuisance 308 S Madison DAVIS 2024

Admin Report:

1. Ad Valorem Tax Loss – I am not sure if I want to deem this a loss or a correction. It's a bit of both. Apparently, a few years ago when the Anthony Hospital building was transferred from the Foundation to "HD6 Buildings LLC" and it changed their tax status. They were formerly exempt and after this change, they started being taxed. This was appealed by HD6

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and finally won through BOTA which means the City of Anthony received an unexpected \$46,000 reduction on our tax payment for this budget year to refund the hospital for 2021 and 2022 taxes (paid in 2022 and 2023). We were not aware they started being taxed, which means we were not aware that this value started to appear in our total valuation dollars which we base our budget upon. We were also not aware that it was being appealed, which means I had no way of knowing there would be a refund of this amount placed against our 2024 expected tax revenue. I understand why HD6 requested the appeal, it is a proper correction. However, since we received no notice of any of these activities, we are now facing the need to withstand the unexpected loss against this year's budget. I have an email into the Appraiser to verify the total loss amount listed above (as it may be a combination of other appeals in that figure) and the affected amount on the valuation and the current 2024 revenue. Either way, be advised this is going to strongly impact our 2024 budget.

It is probably also prudent to consider how many tax appeals we will face in the coming year or two given the current atmosphere publicly with valuations this year and how this will unexpectedly impact on our budgets. That's not an opinion for or against appeals, it's just prudent to be mindful of the impact fiscally on our operations. FYI

2. Water Grant – Sad news, we did not get the water grant. The Kansas Water Office received \$380,000,000 in application requests and they only had \$17,000,000 in funding. I had delayed a critical project while waiting for the news of this funding. We cannot delay any longer. I will work to have a bid opening at the next commission meeting for the installation of the new valve and the pressure transducers on the water main. We will now need to fund this internally. I will work on a way to do that also and report everything back as I move forward.
3. Power Portfolio – Larry and I met with Tyson McGreer with KMEA to review the upcoming power contract status for the city. As you recall, our peak power contract will expire in Sept 2024. I have a large list of items to review with the Commission however, since Commissioner Eaton and Hatfield could not be at this meeting and time is not too critical, I have pushed this back to the May meeting so we can inform all commissioner of the status and upcoming options.
4. Lake Development Proposal – The draft development list prepared by the Commission was presented to SPO. Grant Wisenbaker has reviewed the list and would like to visit further with the Commission on some of the items. Mr. Wisenbaker was going to be in town the week of the Commission meeting but since two commissioners would not be present at the April 16th meeting, I did not list it on the agenda. I will be looking to schedule a meeting after Commissioner Hatfield returns from vacation. I will reach out for possible dates after that.
5. Metal Art in Right of Way – I have been informed by the Chair of the PRIDE committee that the metal art that was sponsored as part of the Commerce Grant has been completed. Any further art would be a private project by the artist working directly with local property owners.

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6. Lake Board Meeting – The Lake Board met on April 8th and reviewed the preliminary results of the lake project priority survey that was released to the public. These results are attached to my report for your viewing. The survey is still open until the end of the month, I will give you an update if we receive any further responses, but most have slowed down now. In addition, the lake board has been finalizing their work for the “Welcome to Anthony” sign that will replace the old weathered one still there at the main entrance. They intend to use their Lake Board Capital funds so they will be coming to a commission meeting in the near future to show you the sign plan and seek approval. More to come.

The Lake Board is also following the City Commission advice to put another survey out to campers between July 1 - Sept 16 to get input on camping and recreational experiences and recommendations at the lake. More to come on this as well but please be thinking about any questions (recreational related) you would like included on that survey.

7. Soil Contamination Power Plant – KDHE has decided to run current soils analysis at the site to determine if an issue still exists or not. Once we have the results of that analysis we will update you with next steps.
8. Water/Wastewater Department Operations – As an FYI to the Commission, I have increased Gary Taylor’s work time to take over the Monday morning meetings I was having with Matt. This will also increase his rate by \$10/hr for that meeting time since he will be performing in more of a direct training and department guidance role. Let me know if you have objectives or questions on this and I will be happy to explain further. For now, this will free up my schedule and give Matt an excellent one on one training opportunity to further his knowledge as a department head.
9. BASE Grant – Crack seal and dirt work finished Wednesday. There was some left-over granular base, we placed it on Garfield to ramp up to the concrete where it meets the new West Ave. The grass seeding was completed last Friday. Erosion control will be complete by the time you read this. We still need to add a surge protector to the lift station, it’s on back order but Mies will install it when it comes in. They want to wrap up, so they are trying to get one as soon as they can. We hope to do final walk through in the next 2 weeks hopefully.
10. KCC 40101(d) Grid Resilience Grant – I am behind on the information requested by the KCC. I hope to get that done next weekend.
11. Billboard/Off-Site Signs – At the last Planning Commission meeting the PC narrowed down some of the potential language for the off-site sign code updates (billboards). Currently they have constructed some draft talking points as follows:

Billboard/Off-Site Sign: A sign which directs attention to a business, commodity, service, or entertainment conducted, sold, or offered at a location other than the premises on which the sign is located or to which it is affixed. Such a sign may also be used to convey political

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and public service announcements. No such sign shall be attached to a stationary vehicle or a portion thereof which is intended for public display on a zoning lot. Billboard/Off-Site signs along state or federal highways must receive prior approval from the Kansas Department of Transportation before a local zoning permit can be issued. Billboard/Off-Site signs shall be subject to the following guidelines:

1. Billboard/Off-Site signs are permitted along North LL& G Street from Main Street to Garfield Street, and along Main Street from Santa Fe Street to West Avenue with a maximum height of 15 feet and a sign area of 60 square feet.
2. Billboard/Off-Site signs are permitted along North LL& G Street north of Garfield Street, and along Main Street east of Santa Fe Street with a maximum height of 30 feet and a sign area of 300 square feet.
3. A total of 2 billboard/off-site signs shall be permitted along North LL& G Street North of Garfield, and 2 billboard/off-site signs along Main Street East of Santa Fe.
4. Billboard/Off-Site signs shall be separated a minimum distance of 600 feet from another billboard/off-site sign.
5. Billboard/Off-Site North of Garfield on LL&G and East of Santa Fe on Main Street signs shall only be permitted on lots with a minimum street frontage of 600 feet.
6. No Billboard/Off-Site signs shall be permitted in residential districts.

Please remember, billboards are not just the large billboard you think of when you drive north of Anthony. Billboards are also any sign that is located on a location other than the business it is advertising. This is why they are known as Off-Site signs. You would not want to say no off-site signs anywhere in town at all. Farmers Oil could give permission for Country at Heart or some of the other downtown businesses to place a small sign at their location. If you said no billboards in town, then they could not do that. Let me know if you have questions about the terminology on that or if you see any issues with the direction the Planning Commission is working toward.

12. Insurance – Now that we have confirmed that the deductible will be per claim and not per facility, we did go ahead and bind the \$75,000 deductible as we continue to work through several of the issues still needing resolved on the renewal. We have a meeting with Strong's on Monday the 22nd to begin the process of a complete insurance review. We expect this to take some time, but the goal is to go over the entire policy and the values currently assessed to each facility and equipment item and see if anything else needs amendment consideration.
13. Department Reports: (Only the street report is in this packet. On the next report we will have all department heads turn in their reports to Sherri so they will be included. Temporary staff change caused confusion on this report period.)

STREET REPORT April 1-12

Regular grading town and lake

Helped line crew with score boards for

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Anthony rec

Attended job fair at Chaparral

Rented stump grinder (approximately 90
stumps)

Weekly mowing parks and town

Opened and cleaned memorial park

restroom with water dept