

To: City Commissioners
From: Cyndra Kastens

Re: City Clerk/Administrator Report
10/15/24

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 October 1, 2024 Regular Meeting Minutes
2. Special Appropriations
3. Appropriation Ordinance No. 3200 \$ _____

Jamie is sick today; therefore, the AP information will not be completed until Tuesday mid-morning. I will attach it to the electronic packet agendas in the morning in Municode and for those who get paper packets we will have paper copies on your desks at the meeting.

4. Approve 10.08.2024 Payroll \$61,469.82
5. Approval to Bid Office Copier

We have been limping the copier along in the city office this year trying to not replace it until 2025 even though I budgeted it in 2024 because of all the other unexpected general fund expenses that came up this year. However, it is continually breaking down now and it has become too disruptive to not have a functional machine so if you consent, we will go ahead and at least get the bids out to see what we are dealing with financially and then make decisions about the purchase. If you want to pull this off to discuss further, please do. Otherwise, this is just to get permission to bid and see what we are looking at for pricing.

PUBLIC HEARINGS – NONE

REGULAR BUSINESS

6. Request to Waive Hall Rental Fees for Market Fair November 30th - Chamber of Commerce
7. Approve Submission of Community IRA Forest Grant \$100,000 - Anthony Tree Board

Bill Moyer will be here to present the grant he would like to write on behalf of the Tree Board. Since the Tree Board is an entity of the city, the Commission would have to make a motion to apply just like our regular grants. I believe this is a no match grant, but Bill will need to give you the details for sure.

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He is applying to plant new trees in Anthony including the new housing at Sunrise and the new Walking Trail, and to aid in recovering city costs for our annual tree removals of dead or dangerous trees.

8. Award Bids and Approve Funds for CDBG Housing Grant Bid Tour #1

I will have the bid tabulation to present to the Commission for the bid opening of the CDBG 1st Tour (which is the bidding for the repair work of the first four houses). The Commission will need to select bids to award and approve funds.

9. Approve Transient Guest Tax Committee Recommendation of \$2,500 for Cash Back Christmas Promotion

The TGT balance is \$3,232.

10. US Bureau of Rec Water Energy Efficiency Grant and Build Kansas Funds - Meter Replacement

This is a potential joint project with the City of Harper to fund the meter replacement project under this unified effort. I will explain more at the meeting. Here is a link for those who would like to review prior - <https://www.usbr.gov/watersmart/weeg/>

11. Community Solar Farm Discussion

We do have some initial rough numbers to review on a community solar. I want to update one area of the spreadsheet so it is not in the packet this evening, but I will have it at the meeting to review tomorrow.

12. Approval of IBTS Service Agreement

This is the agreement for the inspector services for Sunrise 2nd and to perform our dangerous structure evaluations. There are other services that we can utilize as well, including regular inspection services but since we have not had those meetings yet, this might be a good way to see how well this company performs before we bind our local contractors to have to utilize their services. For now, this meets two needs we have today.

13. Municipal Hall Rental Deposits

Mayor Cleveland asked if this could be placed on the agenda to discuss further post my last admin report. This is just to evaluate whether we want to consider still requiring deposits even when the city is waiving fees.

14. Kayak Rental Services at Anthony Lake

I will have an update after the meeting with the Lake Board.

15. Lake Economic Development Public Materials

I will officially be seeking your input for the literature to go in the paper for the election.

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16. City of Anthony Engineer Agreement

I will explain this more at the meeting. Basically, I will be asking the Commission to consider contracting with EBH to be the city's engineer. This will not change the relationship we currently operate under; EBH does this type of work for us already, but not formally. Therefore, we are required to bid out every project separately since we have no written agreement with them. Preparing RFQ's and RFP's and going through the formal process is extremely time consuming. Any time the city desires to use outside engineering, or we want to do any of the work listed on this contract in-house, we still can. This just enables us to use their services as needed without going through the full RFQ process each time we want to utilize their services. Something to discuss. If you are interested in pursuing this, I would need to add the City's terms and conditions to this contract. I just didn't want to spend the time on it until I had direction from the Commission to pursue this task.

Admin Report:

1. Kayak Building Update – The Commission is considering two funds to pay for the Kayak Building (if we fund it internally rather than applying for grants). The following is a current balance of both of those funds:

Capital Lake Board - \$72,013

Capital Lake Maintenance and Improvement - \$38,731

The Capital Lake Maintenance Fund originally helped fund \$50,000 of the west side sewer project for the residential properties. These funds are paid back by the sewer department at \$5,000 per year. The problem is that when the supplies were ordered for the west side sewer, only half were ordered pre-COVID and we will still need to purchase the remaining materials (which are more costly today). We will likely need another \$45,000 to finish the project. There is \$15,000 left of the original \$50K, so we would need another \$30,000 possibly.

Capital Lake Board revenue comes from a percentage of the camping, boating, shelter house, and scout cabin rentals. Capital Lake Maintenance does not have any revenues any longer unless a lake property is sold.

2. CARE Grant –

The following is a screen shot of the grants awarded to date on the CARE grant:

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Address:	Amount:
215 S Franklin	\$572.40
223 S Franklin	\$581.76
407 E Main	\$1,445.00
528 S Bluff	\$2,000.00
302 N Jennings	\$750.00
302 N Jennings	\$750.00
113 N Lincoln	\$319.24
723 N Jennings	\$1,500.00
622 N Frnaklin	\$1,500.00
724 N Jennings	\$1,500.00
316 S Madison	\$1,500.00
715 N Anthony	\$1,500.00
415 N Springfield	\$1,500.00
830 N Lincoln	\$1,000.00
430 S Lincoln	\$868.18
528 S Bluff	-\$1,006.94
	\$16,279.64

There is a balance to award of \$720.36. The Housing Committee has been approving and reviewing the properties. We hope to award the final application and wrap up the grant in the next 30 days.

3. CDBG Grant – The following is a status by property of the CDBG applications.

Potential Round #2

- 408 E Main – Approved & ready for inspections
- 120 S Springfield – The tenant is still missing one qualifier that they are working on.

Denial:

- 402 S Springfield
- 317 S Lincoln

Bid Tour #1: Current Clients:

- 311 S Lincoln, 436 S Springfield, 216 S Springfield, 208 S Springfield

These properties have gone out to bid and the bid opening will be held at 1:00 p.m. prior to the Commission meeting. A bid tab will be presented at the Commission meeting to select the bidder(s) for the projects.

Demo: Can be completed after first 3 homes are rehabbed, must undergo the bidding process

- 402 S Springfield

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The Housing Committee has been tasked with trying to find additional applications to apply for more funding. Let them know if you know of anyone in the target area we should reach out to. We will keep you posted on additional application progress.

4. LMI Designation Update – This is an old one, but it has taken almost one year for CDBG to finally incorporate the updated census data to determine if the new data would change City of Anthony’s LMI (low to moderate income) status would change. It is official. It did not change. We are still NOT LMI. This means if we want to change that to be able to apply for CDBG funding (on the grants that require the 51% of the community to be LMI and not just a target area like our Housing Grant) then we would need to do a town wide survey again. One funding opportunity that we had our eye on was the ability to get financial assistance to replace Anthony Avenue. There are many other programs and grants that they offer, I am not reviewing or presenting them here. I am only letting you know that we are officially still not LMI and not able to apply unless we want to do a survey.
5. Lake Eco Development – I will have this on the agenda to seek your input on the materials to go in the paper for the next two weeks to provide data to voters for the election. If I can stay awake long enough tonight, I will try to have some draft materials for you to look at during the meeting.
6. Wrecked Deweze Slope Mower – The Insurance Rep and Harper Industries Reps were on site October 8th to do an inspection of the mower. This is not a City of Anthony meeting as this meeting was called by Traveler’s Insurance, through EMC. After the meeting I received a letter from Traveler’s indicating that Harper Industries is requested destructive and operative testing to be completed on the mower. The letter further indicated that the City of Anthony was to continue to preserve the mower in a safe location untouched until all parties have reached their conclusive investigations. We are still on hold. FYI.
7. Airport – We have received the “GO Letter” from the FAA for the replacement of the last piece of asphalt taxiway at the airport. When we sent out our last RFQ for engineering we included taxiway replacement so we could avoid going through the entire RFQ process multiple times. Therefore, we will not have to do that to get this project started. EBH will send a contract for review and since it will not be over \$100K we will not have to get an independent fee analysis. I will present the contract once received so we can officially get this on the books.
8. 16” Water Main – The new valve is installed, and all went very well as I reported via text. This was not cheap, and the City of Anthony did bear this cost but it is definitely a better feeling to think we would now no longer be responsible for extended outages to the school and hospital (well about 98% sure anyway).
9. Sunrise 2nd – We will be filing the Restrictive Covenants and other docs once Brandon has finalized our amendments from the last meeting.

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10. Street Rehabilitation Update – Bryan is still doing research on the Slurry Process to make sure we are feeling as confident as possible to try a new method. He has also been weighing out the cost of a traditional rehab at the two blocks east of the COOP going to asphalt instead of the unaffordable concrete. He would like a few more weeks for further research before we bring this back to the Commission.
11. Golf Course Bathroom – I had to reschedule due to the video shoot. It is now scheduled for next week, the 21st.
12. Solar Billing – New meters still not working properly. This is a continuing nightmare. Cross your fingers we can get things resolved sooner than later. Still working on it.
13. Staffing – After this meeting I will review the applications that have cleared the vetting process and start additional interviews. We still have custodian, admin assistant of utilities, and mechanic/service positions open.
14. Annual Water Summit – I attended the Kansas Water Summit this month. I had hoped to shake the hands of some of the decision makers with the KWO Grant funds that we are hoping to secure for the 16” water main issue. I found that getting funding may prove more difficult than anticipated. We knew it was highly competitive and I am certainly not saying we will not get approval, we certainly could. However, when you see the drought devastation and aquifer depletion that many Kansans are facing in dryer areas, you can see why the following has been identified as the Water Plan Vision for the next decade:

- A. Conserve Aquifers
- B. Restore Reservoirs
- C. Improve Water Quality

The first two deal with correcting depleting water resources because if communities cannot get water, they are permanently devastated. So, that is a critical issue. It took decades of drought and overuse (I use that loosely speaking of irrigation but with a strong statement that it is not that simple to explain, and it is not blame) to get those communities in these critical conditions and it will take decades of changes use to get them out, but it is a primary focus for obvious reasons. Aquifer viability (especially in western and southeastern Kansas could be at minimum thickness within 25 years. Some sooner. It is critical. The focus on water quality is why you can see these lead issues and now the PFAS issues coming into priority focus.

Some folks are looking long-term at trying to secure additional water rights now. Anthony has not exhibited any critical water reserve issue thus far. This is why we hired the hydrogeologist last year to review our data and provide a second opinion to make sure Anthony is not needing to take any additional measures. If you recall, I also tasked him to help determine if we have enough water to supply the golf course without threat to our public water system being able to sustain community drinking water needs sufficiently. This gentleman, Ned Marks, had not presented his final findings so Sherri and I reached

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back out to him in the last few months. I let him know we would need his findings prior to the end of this year as a deadline so I hope to be seeing this data soon.

One of the last items of focus I wanted to mention was the support for regionalization. This was strongly supported at the state level and has my interest since the City of Anthony and City of Harper Administrator's have been discussing connecting our water plants for the last two years (ever since we had to finalize our KDHE required emergency operations plans). These plans require you to have a contract with another public water supply system that can help sustain your community in the event of an emergency if your water plant cannot produce potable water whether through malfunction, natural disaster, or simply cannot meet quality standards on our own, etc. The issue is, you also have to deal with trucking the water and pumping it into a viable source in your system (which is not super functional) or supplying it via trucks direct to consumers. It's a lot more than I can report here, just note that the ability to connect our plants (if funded through grant dollars) could be a beneficial long-term emergency and remove some of the barriers of transport if we were physically connected. Just a thought I wanted to get on the table as there could be funding mechanism strongly focused on doing this which is the only thing that makes sense to pursue it. More to come, and of course, I will not spend much time or pursue it without coming in and getting commission direction. Just letting you know how it is being viewed from the water funding in the state.

The overall message I took away from the conference is for long-term sustainability of this vital resource for a community, proactive planning rather than reactive is imperative for communities, especially small communities of limited resources.

Side thought: There are businesses in Kansas that need water for their operations, and they are located in areas of critical water availability. We would not want to take from another community but if it means the only chance for survival of a Kansas business, then perhaps we need to include the availability of our water resource and the assurance of our electric resources in Economic Development marketing to established businesses in the state that may need to consider relocation? Just a thought.

15. LKM Annual Conference – I attended the LKM conference October 10-12. Here is a recap of some of the points of interest:
 - i. Cybersecurity – A company called Elisity presented their software product that has the ability to place a form of super granular segmentation into your computer systems that will basically isolate any intrusions and require them to have permission before they can pass through to other areas of your network. This company believes this is a vital piece of armor needed in the fight against cybersecurity attacks. Small rural city utilities are among those top targeted entities in Kansas (along with hospitals and schools). I will put our IT rep in contact with this company to glean more on the tech side to determine its value to our system. If it appears valuable and warranted for protection, I will bring more information to

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the Commission to decide if we want to proceed with bidding out a product for the City of Anthony or not. This will take more research first.

- ii. Rural Housing – I sat in on the housing presentation, and it was very nice to know most of what was recommended are steps we already have underway. It did reinforce the need to complete the following tasks which have gone on the back burner:
 - a. Complete our marketing material. I got a quote from a company about four months ago for this but have not had time to keep it moving. We will need to market and advertise these lots to continue to spread the awareness and opportunity for Sunrise 2nd Development.
 - b. Housing Specialist. When the Housing Study was complete, the need for a housing specialist was realized. We had thought we were going to get additional funding through Rural Champions to pay for a part-time person for one year but that did not solidify. The need is still there. If you remember, there are still so MANY programs out there that our local residents could be using if we had someone to sit down with folks and help them apply. The programs are still there, and the need is still there. We just don't have the housing staff.
 - c. Landbank. When Sunrise gets rolling, we need to refocus on creating the landbank. This was still a widely used solution for existing homes (whether vacancy or needing rehab) and the fight for housing is not going to be solved with just Sunrise or the CDBG grant. We have years to go on this issue.

One additional program that was presented that is possibly being proposed to legislation is the idea of a State Revolving Loan Fund for housing. Much like the SRLF for wastewater, this would be to repay builders 10% of their cost for building homes. They are proposing this state fund to be reimbursed with the new increment on the property taxes paid on the house the builder built. As we know, this delays the tax gain to the city but does secure one. We have supported this concept so that is not what I have an issue with, I have an issue with prioritizing the many rebates already in play. In our case, this would be the 3rd rebate (or first depending on what the state does or does not do with this) and would put the local taxing jurisdictions 4th in line for the tax gain. I believe the same thing can be accomplished with an RHID (when the city is the developer) and just reroute any taxes gained back into a housing fund that reimburses builders. I don't know. It's premature to say if this will gain ground or not. Though I don't want the administration work, I would prefer to deal with our rebates locally under our control than to pay them to the state, but we will see where this goes.

- iii. Quality Places Division of the Department of Commerce – This session just updated the city on grant opportunities. The following are the ones that could have relevancy depending on projects the Commission wants to pursue:
 - a. HEAL – 100K grant (1/1 match) to rehab downtown buildings for new business or organizations.
 - b. IDA – Individual Development Accounts. For this grant we would align with a non-profit in town that would foster the program. This

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program is intended to aid the overall wellness of the community by incentivizing citizens that do not normally have financial securities (like a savings account) to start one by providing matching funds to help it grow. It seems unrelated but really does go back to what kind of community do we want to be, do we only fix streets and sewers, or do we foster business, community, and citizen development. Much like PRIDE or CORE. Perhaps one of those or some non-profit would be interested in this program. If you think of some, please spread the word.

- c. Community Facilities Grant – OK, THIS ONE WE NEED TO PAY ATTENTION TO. This would help pay for an architect and possibly the work to construct a new (or rehab) community facility. This can include senior centers, trails & sidewalks, pool bathhouses, community centers, etc. There is a 25% match, but we know we have to do work on the Hall (plumbing and electrical upgrades, maybe even the gym floor if there is funding?) and we are targeting rehabbing the pool bathrooms. This grant may be one to help pay some of these costs. Especially the HALL since it is a community center and somewhat senior center. I have no idea if I will have time to look into this, but we are going to have to pay for these things either way. Might not hurt.

There were many other grants presented. MANY. This truly is the time like not time before to get grant funding. The five-year window is over half gone. We will not have this kind of money again and it will be left to the city to fund any projects, or just not be able to do them. Get these funds while we can folks. Our citizens are benefiting.

To summarize the potential grants for the sidewalk on LL&G: RAISE, SSR4A, Cost Share, CDBG Community Facilities. I have not reviewed them all in their entirety to determine the best fit or what we do not qualify for. Will get there, at some point. ?

- 16. Lead Service Inventory – We will be submitting our inventory this week to the state. It is incomplete but they are still required to be sent it. I will continue to have discussions with the water department on plans to finalize the private line evaluations from the meter to the house. This looks more like spending a few days per month over the next year potholing. Possibly.
- 17. Eco Devo/ID Board – I met with the Eco Devo Board on October 8th. Higher Grounds was present to discuss possibilities of aid from the board, such as a small business loan. The board approved to pay for the pizza the city sponsored for the Country Music Video shoot in support of economic development for our community and they discussed the upcoming land sale election and what role eco devo could provide to help get facts out to voters. A copy of their minutes is in the packet.