

To: City Commissioners
From: Cyndra Kastens

Re: City Clerk/Administrator Report
11/21/23

PUBLIC COMMENT – Recognition of new employees Dave Bradley (Lake) and John Calhoun (Water/WW)

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 November 7, 2023 Regular Meeting Minutes
2. Approve November 14, 2023 Special Meeting Minutes
3. Approve November 16, 2023 Special Meeting Minutes
4. Special Appropriations:
 - Fund #12 Airport - \$308,310.00 Dondlinger & Sons - Turf Runway Rehab Final Pay Estimate
 - Fund #12 Airport - \$11,861.47 EBH Engineering - Const Eng & Inspection
5. Appropriation Ordinance No 3178 \$521,009.36
6. Approve 11.21.2023 Payroll \$55,030.91
7. Approve Change Order #1 Turf Runway Rehab - Dondlinger & Sons Construction: Reducing Project Cost by \$1,600

PUBLIC HEARINGS - NONE

REGULAR BUSINESS

8. Welcome to Anthony Sign - Arts Center
The Arts Center received a grant for this "Welcome to Anthony" mural that is going to go on the side of the big round top north of town on west side of highway (over the existing bank sign). Apparently since the sign is a directional to Anthony, KDOT requires the City of Anthony to be the permit holder. Julianna will be here to explain and discuss further.
9. Lake Amenity Survey - Anthony Lake Board
The Anthony Lake Board would like to do a survey to gauge interest and support of their projects and planning focus. They would like to keep the Commission informed on their plans to do this, make sure you support it, and see if there is anything else you would like to see in the survey. A lake board member will be here.
10. Approve Recommendation from Transient Guest Tax Committee of \$500 to Anthony Chamber for 2023 Cash Back Christmas Promo

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The TGT Committee is recommending awarding the Chamber the balance of the Christmas Cash Promo they asked for on their previous award.

11. Unified Development Code Billboard Discussion

Admin Report:

1. Mural at Anthony Lake – The mural was painted by the K-Kids over the weekend of October 21st. They did a great job! I shared the video on the City Facebook page. It does look nice when you are standing at the boat ramp facing east.
2. 16” Main Alteration Update – I have a meeting with EBH Engineer Andrew Brunner next week to discuss the proposal I tasked him to prepare to install additional valving on the 16” main as a 3rd work around to prevent the hospital and USD361 from being without water even when the break is within their mile section. More to come.
3. Burn Sites – KDHE performed their annual surprise inspection on the burn site locations at the lake and east of town on October 19th. There were illegal materials dumped at the site, but they were kind enough to allow us time to get there and remove it quickly so as not to receive the violation. I don’t know why they were so kind, but the inspector was. Therefore, we received a compliant report for this inspection. We will send letters to those individuals that checked out keys that week reminding them of the materials that may not be disposed of at the burn site and seeking their cooperation to help keep the city compliant with state law. This is another reason why key check out and tracking is necessary and helpful.
4. AWOS & Beacon Grant – The dirt work for the AWOS has started and must be complete by December 15th. We still need to bid out the AWOS, but the other housing projects took priority in the last few weeks, so this got bumped. We are still ok with grant timelines but will want to turn attention back to it soon so lead times do not cause delays.
5. BASE Grant – An official letter was sent to Mies Construction on November 17th rejecting the concrete that was poured between 10/11 – and 11/02 (10 workdays of pouring). That leaves one pour 1 1/3, in place as this one did meet standards. It will be up to them to remove it or leave it and work around it. I spoke with Earl Mies on Friday, even though they are not at fault, they want to stand behind the work and had already begun planning the removal and replacement.
6. Anthony Lake Boat Ramp – It’s my understanding that you wanted us to investigate other options after rejecting the bids for the boat ramp. We are pursuing this. The motion to reject the bids stated to reject the bids and put the project back out for bid directs me to go through the rebid process. I will research some other options and begin these steps.
7. Housing – Summery of action items to date:

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- a. Builder – I have had conversations with 3 builders now. Most will want to know the status of our KHITC application. I will need to inform them we did not apply for MIH.
- b. RHITC– The tax credit application was submitted on November 15th.
- c. Land Agreement – This had no activity since I was working on those other three grants.
- d. RHID – The next meeting with the County Commission is scheduled for November 27th. The Public Hearing will be held at the regular city commission meeting on December 19th. I have distributed copies of the resolution notifying them of the public hearing to the Harper County Commissioners, USD361 Board of Education, and Anthony City Planning Commission as required by statute. I will be able to give you an update at the 1st meeting in December on the progress of the meeting with the County on the 27th.
- e. CDBG Housing Grant – All the forms have been prepared and the grant application is ready. It cannot be sent in by law until December 1st but we had to have all the information prepared and ready for the public hearing and then a 15-day waiting period before we could submit the application. I think it is all ready, I hope. lol
- f. Banners – Final pictures have been reshot. By the time you read this we will have delivered them to the design company to prepare a final draft. I really hope we are on the road to this very long design process and banner production being completed. My fingers are crossed that we can just pick something and go very soon and kind of be done. I think I am ready. Lol
- g. Staffing – We still have the mechanic, deputy city clerk, administrative assistant of utilities, and law enforcement officer positions open. FYI Ads have been run again for all.