

To: City Commissioners
From: Cyndra Kastens

Re: City Clerk/Administrator Report
2/20/24

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 February 6, 2024 Regular Meeting Minutes
2. Appropriation Ordinance No 3184 - \$364,630.19

This AP contains a bill from H2O Drilling for a finance charge because we held their payment until they corrected their installation of the VFD. The original installation did not work for our system. They corrected the installation this month and they were handed the check the same day. They are charging the city \$465.01 for their delay of payment from October. If you do not want to pay it, you may want to address that in the consent approval for the AP. I did send it through for payment since they are a local business, and this was a bit of an ordeal. However, it should probably be a point of consideration for future bid awards.

3. Special Appropriations:

Fund #30 Mun EQ Fire - NAPA \$2,499.00 Jump Starter Pack

Kenny is requesting this to be paid by Municipal Equipment Fire. This was not previously approved, and I cannot approve payments from ME or Capital, but it is needed equipment.

4. Approve 02.13.2024 Payroll \$61,234.84
5. Approval to Bid Electrical Materials for AWOS Airport Project
6. Approval to Bid 2024 Street Sealing
7. Approval to Bid 2024 Tree Trimming for Anthony Streets and Electric Utility Right of Way

See Admin Report Street Operational Plan for more info.

PUBLIC HEARINGS – NONE

REGULAR BUSINESS

8. Housing Development at Anthony Lake
9. Request to Waive Hall Rental Fees & Approve CMB Application - PRIDE

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10. Approve Lake Lease 24 E Quail Creek Trail to Kirk and Nidia Black

Mary Robb is selling her home at 24E. In order to close on the sale, we will need to approve transfer of the lease from Mary to the buyers (Kirk and Nidia Black).

11. Approve Contract for Sale of 24 E Quail Creek Trail to Kirk & Nidia Black

The Black's are also requesting to purchase the land. Attached to the packet is a copy of the appraisal indicating the land value of \$9,500.

NOTE: Sherri has these lease agreement and Contract for purchase on her computer and the offices are closed today so I could not fill one out to attach to the agenda. I will have that done in the morning and email them out so everyone has time to review them prior to the meeting. These are our standard forms, the same we have used for every lease and every lot sale. No changes, but I will still get a copy to you by email in the morning. I still need to check the square footage against the other comparable for the last lots sold. I will do that in the morning as well.

12. Approve Wayne Dennis Committee Recommendation to Award \$8,000 to the Anthony Tree Board for Planter Boxes on Main Street

The Wayne Dennis Committee met to review two applications for funding: The Tree Board request of \$25,000 for planter boxes and Little Lambs Day Care for \$750 - \$1,400. The committee denied the Day Care request as it did not meet the guidelines of the Wayne Dennis will and approved \$8,000 toward the Tree Board's effort for the planter boxes on Main Street. The current account balance is \$15,616.

13. Approve Transient Guest Tax Recommendation \$3,000 to Troy Lankton for Car Show and \$500 to Anthony Theatre for Golf Tournament

The account balance for TGT is \$4,366.30. This fund only generates around \$9,000 per year in revenue now. Reminder that events that generate use of local lodging helps to rebuild the fund.

14. January Power Cost Review

January 14-16 had some high-power costs on the market. Nothing like February of 2021 of course but still, our customers will see an unexpected \$40,000 on the January bill which will be billed out this month and due March 10th. This is because we saw the average hourly day-ahead market price during the 72-hour period jump up to approximately \$205/MWh as compared to the average hourly day-ahead price the rest of the month was approximately \$22/MWh. This is on the agenda because I would like to know if you would like to assist the customers with this overage as we have in the past. We do not have to do this; most cities will pass it through to the customer. I just want to point out that we have the option to provide aid with this if you want to consider it. Otherwise, the bills for the customer this month will be more like that of what they would have been prepared to spend on a high summer electric bill.

15. On-Call/Back-Up Employee Housing

To promote recruitment and retention the Commission decided to allow the city to offer the option for on-call/back-up employees to no longer be required to relocate permanently to Anthony but

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would be required to stay in Anthony during their back-up hours. We had discussed providing housing and what some of those options would look like but did not solidify anything until we knew if we had an employee that wanted to take the option. Now we do so we need to revisit the topic of housing options.

Admin Report:

1. Traffic Accident – We did have a city vehicle involved in an accident in Anthony. The mechanic vehicle #10 was rear ended at Main and Lawrence while attempting to make a south turn onto Lawrence. Our vehicle had little to no damage (minor adjustment to the vice mounted on the back). The other vehicle had more severe damage and a minor injury.
2. Housing KHITC – Well sad news, we received word that we did not get the Housing Investor Tax Credits. We can apply again on the next round. For now, I am brainstorming some other thoughts and options to incentivize builders. More to come.
3. Lake Board Meeting – At the request of the Lake Board, we have now loaded the Lake Map (the new one you see on the new Lake sign in Campsite A) on the city's website. I also created a QR code that links to this map that the Lake Board will print and have mounted on the lake sign so people can access a digital copy of the sign with all the amenity locations on their phone.
4. BASE Grant – Concrete construction continues to be underway. As of last Friday, the east curb was installed on West Ave and this week they are working on the west curb. The test results for the curb on Serenity Lane are back, the 7-day cure passed strength tests with flying colors. If production and weather continue at this rate, we could have all the concrete repoured by March 1st.
5. USD361 – I met with USD361 Bus Barn director who was inquiring about permanently closing (vacating) the street south of the school. Due to traffic safety USD has moved the bus loading and unloading to the east side of the school again and they are investigating the possibility of closing Washington to prevent cars from being able to drive through this area with children present. At present, we are evaluating police, fire, and utility access to the area before we present any response to the informal request. More to come.
6. Street Operational Plan – Bryan and I have met and started the planning for the 2024 street operating plan. On this agenda, you will see the request to go out to bid for the street sealing and tree trimming. These actions are necessary to have the cost estimates to help us prepare the suggested plan for presentation to the Commission. We will need to know the costs,

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- review the balance of funds available for the year, and present the list of objectives and options to the commission. We have started this work and hope to have something to present in the next 30 days.
7. Mural Grant and Permit – Randy will attend the variance hearing at the County since it is the same night as the city commission meeting this week. Juliana Whisman will be there as well.
 8. CORE Communities – I attended the CORE graduation ceremony on February 19th.
 9. End of Year Financials/Audit – No activity these last two weeks, did not have time. Will have to focus on this in the next few weeks for sure.
 10. Health Insurance Renewal – I started reviewing another health insurance option I have learned about. I don't think there is time to make changes at this point but I will continue to research it in case it is an option we want to consider before the next renewal. On the March 5th meeting I will still have an agenda topic to discuss the HRA (health reimbursement account) program we offer for better clarification on how to issue the reimbursements. I will explain more at that meeting.
 11. Lead Service Line Inventory Update – Ashley has been working to update our social media posts, survey, and media for the final push to gain voluntary survey submission. All of this is being released in the next two weeks. You should have already seen the social media posts. There have been some conversations about KDHE changing what they are requiring to be reported. Before we make any changes on our side, we require JEO (the consultant helping to complete the inventory) to get this in writing from KDHE. Until that occurs, we will stick to the information we have been told to obtain to date from KDHE.
 12. Airport – Jerry will be working with Darin Neufeld, EBH Project Engineer, to prepare the material list for bidding and review the installation specifications for the AWOS Project. On this consent agenda you will notice approval to go out for bid for the AWOS materials that the commission approved to be paid from the Airport Capital fund at the last meeting to help cover the overage. I should have had you motion to go out for bid at the time but was not thinking.
 13. Municipal Hall – The Hall will be reinspected for assurance that the treatment has remained successful.