

To: City Commissioners
From: Cyndra Kastens

Re: City Clerk/Administrator Report
12/19/23

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 December 5, 2023 Regular Meeting Minutes
2. Appropriation Ordinance No 3180 \$215,589.25
3. Approve 12.19.2023 Payroll \$58,849.87
4. Approval to go out for Bid to Repair High Service Pump #1 (East)

If you recall, repairs were needed to two of the three high service pumps, however we only wanted to repair one at a time so as to prevent only having one pump operational. We first focused our efforts on pump #2, completed those repairs and then had to install a VFD. The VFD is installed but is not working the way it needs to just yet. We are trying to work with the company and our SCADA to change the way it reads shut off indicators. But it is functional. Therefore, we need to proceed with at least bidding out the repair of the east pump that is leaking so we can get on top of that next. The cost could be over my spending authority, and it could be under, just in case, I wanted to get the approval out of the way so we can keep moving.

5. Annual Appointment - Reappoint Kanza Bank, Bank of the Plains and Bank of Commerce as Official City Banks for 2024
6. Annual Appointment - Appoint Anthony Republican as Official City Newspaper for 2024
7. 2024 Cereal Malt Beverage Renewals

All annual renewals, no new CMB's.

8. Resolution No. 1140 - Annual GAAP Waiver
9. Resolution No. 1141 - Annual Approval of Permit Fee Schedule

Regular Annual Approval with no recommendation to change any fees. Note: we did remove the sewer and water tap charges that are usually on this document. They were more for reference and not part of the resolution, so we separated them. No changes to any of them, just on two separate sheets of paper because the sewer and water taps do not require to be reapproved each year like these fees do.

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PUBLIC HEARINGS

10. Public Hearing to Establish a Re-Investment Housing District and Adopt RHID Plan at Sunrise Additions
11. Ordinance No. G-2872 Establishment of Re-Investment Housing District and Plan

REGULAR BUSINESS

12. Request to Waive Special Assessment 402 S Anthony - Creighton Cullop
13. Approve Wayne Dennis Committee Recommendation \$2,250 to Art Center for Grant Match on Hwy Mural
14. Metal Art in Right of Way

Country at Heart has bolted an art piece in the city's public right-of way. The City has received several calls with concerns for safety due to the hazard of walking into the mounted pitch forks. The City has been in communication with the business owner. There is a picture of the art in your packet but I encourage you to view it on your own prior to the meeting. I will provide more information at that time.

15. Old Shelter at Former Dirt Track

I will be seeking direction from the Commission on what to do with the old shelter at the dirt track. The city is continuing to pay taxes on the shelter. The shelter is in fair to poor shape and continues to deteriorate. The tin is good but some of the wood needs to be replaced. I would seek direction to either relocate it to the lake and make the needed repairs, put out to bid to sell and let someone else move it, or other suggestion. It is the property of the city. Photos are enclosed in the packet to give you an idea of the condition.

16. SEED Grant Update
Please be prepared to pick a Winter Banner design. See design samples in packet with Admin Report.
17. Anthony Lake Boat Ramp
See notes below.

Admin Report:

1. Short Staffing – The PD continues to be short staffed and now the city office is down the two front office employees temporarily. Due to this, we are all hands-on deck trying to keep the main office work moving. Sherri is the most burdened and we are pulling staff to help on various days where possible (Thank you Naaman, Randy, and Wally). We hope Callie will be back sometime toward the end of January and interviews are being scheduled

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for next week for the Admin Assistant of Utilities. Until then, we ask for your patience for the next few commission meetings. You can expect light commission agendas and even more affected task completion delays. We appreciate your patience.

2. Welcome To Anthony Mural – I met with Joel and Amy Walker last week and we discussed details regarding the Anthony Lake Trail Easement, Anthony Mural Agreement, and Easement and Connection to their land for two RV hookups as compensation for the Lake Trail Easement. I will be drafting two agreements and two easements for this purpose and trying to get them to you as soon as I can. The most critical time piece is the Mural Agreement. If I can get that done by the next meeting, I will have that for your review. If not, I will have it by the very next meeting.
3. Airport – The annual CIP planning meeting will be held with the airport board on January 16th so we can present the updated CIP to the City Commission for review and approval at the city commission meeting that night. It must be submitted to the FAA by January 19th. Please let me know in advance of this meeting if there are any other capital planning objectives you would like considered. The top 5 plan objectives as approved last year were:
 1. ~~Construct AWOS & Beacon~~ IN PROGRESS (KDOT Grant)
 2. Construct T-Hangars
 3. Improve Taxi Way
 4. Expand Apron
 5. ~~Rehab Turf Runway~~ DONE (FAA Entitlement Funds)

Of course, we know FAA can (and usually does) change our planning direction. If you recall, we originally had construct T-Hangars as our primary objective, as requested from the airport board, but FAA redirected us to work on the Turf Runway and correct the line-of-sight issue on the Main Runway in 2023 instead. Knowing this, there could be a requirement to address the relocation of the FBO instead. We will see. Just keep in mind that we have only a window of time to use the BIL dollars with our entitlement dollars. This means, this is the primary time to actually possibly be able to fund new T-Hangars. We will see what the airport board recommends to the City Commission and talk more from there. Side note: the airport board wanted T-Hangars and Jet-A fuel. Jet-A is not fundable under entitlement, so it is not included in this list but remains a priority of the airport board (and a potential future KDOT grant). You are now up to date to have a new conversation in January when the airport board presents their updated CIP list.

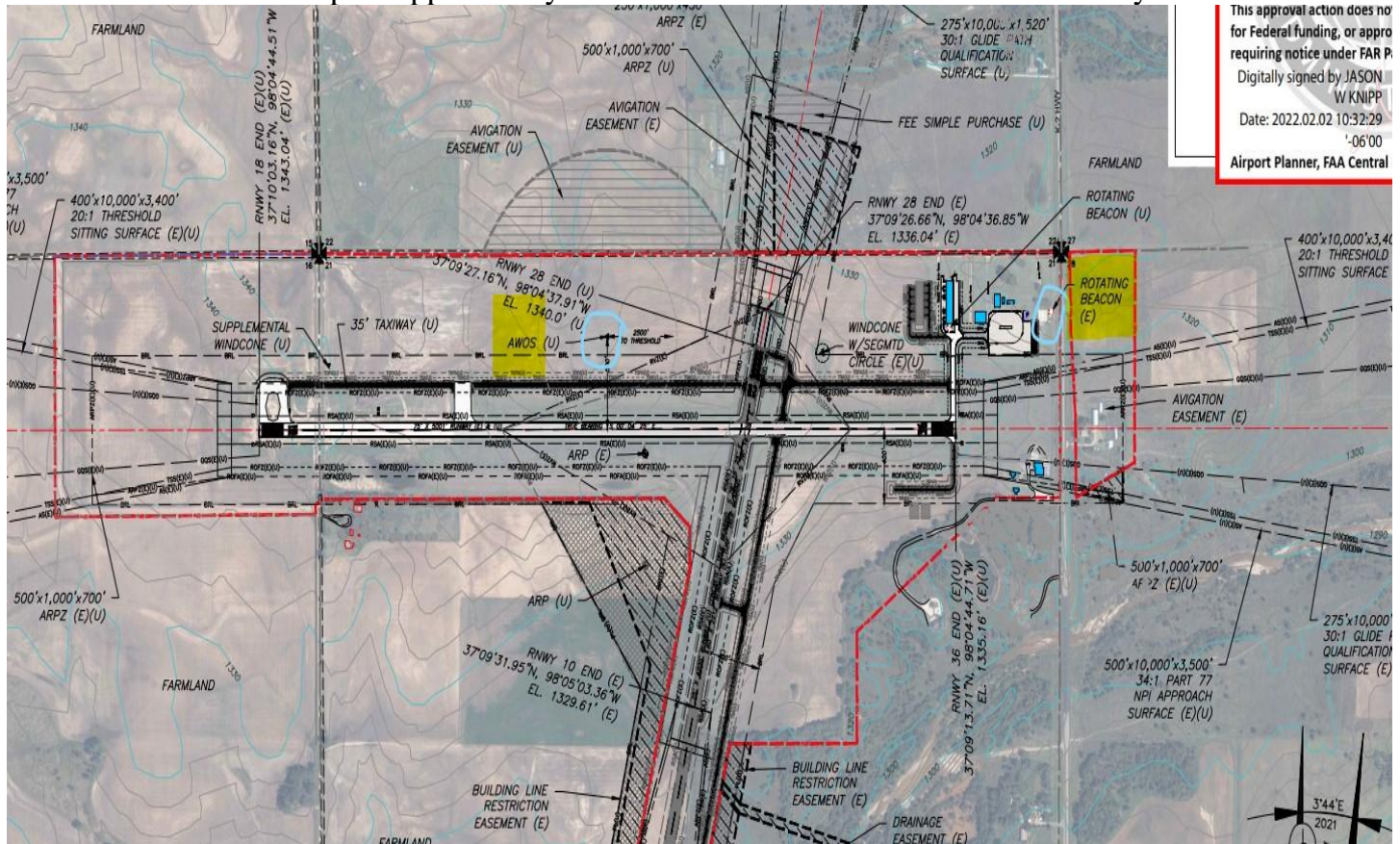
AWOS & Beacon Grant – The bid pack for the AWOS and the Beacon was released December 5th, 2023. Bid Opening will be held on January 16th so we can present the bid tabs to the City Commission at the meeting that same night to select a bidder. A few things to remember:

- a. We are keeping the old beacon due to history and nostalgia. We included the costs to clean up and paint the old beacon in the bid pack as a separate item. This is separate because we are not 100% sure the cost will be covered with grant funds. Demolition is an eligible cost but keeping it and cleaning it up may not

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- be. If it is not, the city can then decide, based upon the bid cost, if we want to pay for this ourselves or remove it from the bid.
- b. The AWOS weather system is a great navigational aid, but it is not only for pilots. It is a web-based system accessible to anyone. Therefore, any Anthony residents or visitors can use this tool for weather information. Once installed, there will be a monthly phone line charge to operate the system. We only need a sim card and a voice over IP phone number so we will price this through Verizon and several other carriers for the best pricing. The sim card will need to come through Verizon as that is our cellular provider.
 - c. Last, and again just for a good reminder, here is the location on the master airport plan approved by FAA for the new beacon and the AWOS system:



- 4. BASE Grant – The work has not started. I know they were waiting to solidify that the insurance was in agreement and compensation was assured but since there has been no action, I have a call into Mies to determine a timeline. Standby on that.

Electric Pedestals – I have not given up on this task. I have met with Wheatland Electric and continue to work with KMEA. We are all still working on it.

Atmos Energy – Atmos did finally make contact and shared their RFP with the City so we can see the proposed layout. They are submitting their RFP and then should have a final dollar value for the gas installation. More to come.

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5. Anthony Lake Boat Ramp – I met with another Contractor on the 15th who is interested in submitting a bid. I was not at the commission meeting with the bid opening so I do not know what direction the Commission was giving us to take except that the minutes said it will go back out for bid. I have this on the agenda for this meeting so I have the chance to discuss this topic with you and have you fill me in on the discussion during the bid opening. I just wanted to make sure I am heading in the correct direction.
6. FEMA Flood Map Revision Update – As we continue through the very long revision process (entering year 3 of 3), we are now entering the 90-day appeal process. Notification will be placed in the paper December 13th and 20th to provide notice of the appeal. I have historically provided the Commission with copies of the updated maps. There have been no changes since that time but if anyone would like to see them, they will be available in the Commission Chamber at the next meeting or schedule a time to review them at the city office as well if you want to talk in greater detail. I am also attaching to my packet, the letter with detailed information if someone wants to review the complete next step of the process. Just keeping you posted and letting you know we are entering another leg in the process.
7. Billboards – There is no Planning Commission meeting in December due to Christmas, but I will heed the advice of the Attorney and keep this project moving. We will prep materials and sample languages to have ready to present to the Planning Commission at the January meeting.
8. City Christmas Party – The Staff Christmas Party was held Friday December 15th. The Idle Hour catered, and everyone said the meal was good. Commissioners Eaton and Hatfield (with Spouses) attended. A good time was had by all. THANK YOU, CITY COMMISSIONERS, for recognizing and supporting city employees and their families with this Christmas celebration.