

To: City Commissioners
From: Cyndra Kastens

Re: City Clerk/Administrator Report
4/2/24

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 Regular Meeting Minutes for March 19, 2024
2. Special Appropriations:
Fund #34 Street Improvements-EBH-\$22,692.01-Engineering FY25 CCLIP ANTHONY K44
3. Appropriation Ordinance No. 3187 \$257,887.33
4. Approve 03.26.2024 Payroll \$66,955.76
5. Approve March 2024 Court Report
6. Approve Library Board Appointments - Mary Julana Hall and Nina Levens - Terms to expire 2028
7. Approve Pay Request #1-4 KDOT Project No. KA-6909-01 \$22,692.01 Engineering to EBH for FY25 CCLIP Main & Anthony

This is the first pay request to get reimbursement for this project as engineering has been underway for a few months now.

PUBLIC HEARINGS - NONE

REGULAR BUSINESS

8. Anthony Lake Economic Development Draft Counter Proposal
9. Anthony American Legion Auxiliary - Hometown Heroes Veterans Banner Project

Information is in the packet for the proposal from the AALA.

10. Summer 2024 City of Anthony Internships

I would like to discuss two internship opportunities for students this summer. One for electric distribution (like we normally do) and one for the office.

11. Approve to Submit KHITC Application

The next round of applications is open. This is for the tax credits for Sunrise to incentivize a builder. There should not be much that needs changed except a resubmission of the application if you want to proceed.

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12. 2024 EMC Insurance Renewal

Our property/liability etc. insurance renewed April 1st. I will explain the attachments at the meeting.

13. Airport Closing During Community Events

For the last two years we have had an inquiry from our FBO (Copenhaver Spraying) to utilize the airport during balloon fest when no events are taking place out there, rather than being shut down all weekend during critical spraying windows. Last year, it was decided to discuss the request at the city commission meeting. I will explain more at the meeting. I also need to visit with Sheila one more time to confirm the schedule for the weekend. I will try to get this done before the meeting.

Admin Report:

1. Lake Development Proposal – A great deal of time has been spent with phone calls and visitors to the office answering questions to the public on this topic. I am preparing the article for the paper but did not work over Easter weekend so it is not done just yet but will be ready by the Friday deadline to the newspaper.
2. Metal Art in Right of Way – Additional time has been spent on this topic due to calls received about additional art being placed in the community. I have contacted the president of PRIDE to open communication, clarify the Commission's last stated direction on the topic, and offer any information or assistance.
3. Soil Contamination Power Plant – We received a certified letter from KDHE dated February 29th indicating that the city had not applied for the Kansas Petroleum Storage Release Tank Trust Fund dollars as we indicated we would in a letter from the city to KDHE dated February 16, 2013. This is in regard to a fuel line that had leaked at the plant spilling greater than 9,000 gallons of diesel on the ground. KDHE inspected it on September 27, 2010, and confirmed the spill, indicating remediation would be required. Larry first recalled that the city followed the protocol to remediate the site as instructed by KDHE but there is no record at KDHE that we did this. After further review, and inquiry with Grant Sechler, we now believe there is a possibility the site was not fully remediated. We are in consultation with KDHE now to determine the recommended course of action. Will keep you posted on this issue.
4. BASE Grant – Concrete is complete at Sunrise. Mies still has the finish work and seeding but water, sewer, and street infrastructure is almost completely done. I am picking the ball back up with SC Telcom and Atmos for the layout of their infrastructure in Sunrise 2nd. They have preliminary site plans submitted. Our utility departments are currently reviewing them to provide edits. Once we have a final draft I will attach it to my report for Commission review.
5. KCC 40101(d) Grid Resilience Grant – I completed and submitted the grant application for the Build Kansas funds to request the needed \$131,155.36 match of the \$402,530 KCC project. I will let you know when the status is determined of that award.

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I have been working on the additional information required by the KCC on the Grid Resilience grant so they can submit the official recommendation to the Department of Energy. Part of these requirements is the completion of an environmental audit; KMEA is assisting us with this.

6. **Billboard/Off-Site Sign Text Amendments** – The Planning Commission meeting to prepare text amendments made more headway on March 26th by finalizing the components of the amendments. Staff will now work with our planning consultant to prepare draft code language to present back to the Planning Commission on April 23rd. We hope to prepare the final draft at that meeting and let the City Commission review the draft at the regular city meeting of May 7th. The public hearing would then be held May 28th for final approval to the City Commission on June 4th. In a quick nutshell, the current draft restricts billboards on the edge of town (north of Garfield on LL&G, and east on Main east of 5th Street) to only two billboards at each location (a front back facing billboard counts as one) with a max height of 30’ and area of 300 sq. ft. In addition, the preliminary draft would allow “off-site signs” on the rest of LL&G and Main (all in-town areas) with a max height of 15’ and area of 60 sq. ft. More information to come.
7. **End of Year Financials/Audit** – Preparation for the city audit continues to be underway. In addition, I have been working with Adam’s Brown preparing information for the BASE grant audit. HCCF is actually being audited but the cities are the ones that manage the project and have all the records, so we are providing data as requested to complete this requirement.
8. **KDOT Cost-Share Grant** – Mayor Cleveland voted not to proceed with submitting the application for the KDOT Cost Share Grant to install a sidewalk and crosswalk on LL&G.