

To: City Commissioners
From: Cyndra Kastens

Re: City Clerk/Administrator Report
9/19/23

Notice: On October 4th at 1:20 p.m. an emergency test will be broadcast on television, radio, and cell phone with the following message: “THIS IS A TEST of the National Wireless Emergency Alert System. No action is needed.”

PUBLIC COMMENT – Recognition of Promotion of Bryan Struble to Street Department Head

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 September 5, 2023 Regular Meeting Minutes
2. Approve September 5, 2023 Special Meeting Minutes
3. Appropriation Ordinance No. 3174-\$259,630.36
4. Approve 09.12.23 Payroll \$56,782.18
5. Approve \$9,092.42 to BestWater to Repair Valve Heads on Softener Tanks at Water Plant
6. Approve Resolution No 1135 Amend City of Anthony Pay Range Plan
7. Bank of the Plains Resolution COD 5000001270, COD 5000001262, COD 5000001114, COD 5000001106, and COD 5000001254

PUBLIC HEARINGS - NONE

REGULAR BUSINESS

8. CHS Stuco Request to Waive Fees for Hall Rental for Homecoming Dance
Timmy Adams will be here to formally request the waiver for the Homecoming dance this past weekend at the Hall.
9. Bid Review and Approval AWOS Earthwork - Darin Neufeld EBH
We will host the bid opening for the dirt work at 4:00 p.m. on the 18th to give Darin time to prepare a bid tab for presentation at the Commission meeting.
10. Burn in City Limits Request at RV Park on East Oak - Samuel Hollingsworth
11. Solar Policy Revision - Darren Prince KMEA
12. Bid Opening for Wood Electric Poles

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13. Sunrise 2nd Electric Build Out

Jerry and I will be seeking Commission guidance on how we want the electric build out to be installed at Sunrise 2nd. We are behind on getting inventory ordered so we cannot wait much longer on this due to extreme lead times. If the night proves to be too lengthy, you can take Jerry's maps (he will have them for you at the meeting) to review and decide later.

14. Approve PRIDE CMB Application for Municipal Hall & Waive Fee

15. Approve Transient Guest Tax Recommendation of \$2,000 to the Anthony Chamber for 2023 Cash Back Christmas Promo

The Anthony Chamber has asked for \$2,500 for the 2023 Cash Back Christmas Promo Program. There is \$2,340.27 available in the fund. The TGT Committee is recommending awarding \$2,000 to the Chamber.

Admin Report:

1. Pending Demolitions – Skidsteer services turned in their contract on September 8th and called in locates to have utilities start to clear the sites. He capped the sewers September 14th and 15th. We will now wait for all utilities to clear the sites and then issue the notice to proceed. Once he has the Notice to Proceed, he is hoping to start at the end of the month and be finished around October 1st. The contract required completion prior to November 15th.

Note of Concern: Aspen Williams has listed her house for sale. If we tear the property down and she sells the property, we will not be able to assess the costs against her on the tax role. We will look into the ability to process through court.

2. Turf Runway Rehab – The preconstruction meeting with Dondlinger was held on September 11th. I have attached a copy of the work schedule to my report in your packet. The tentative start date is September 21st (weather depending on wrapping up a project they are on now) with the project concluding by November 3rd. The airport will be closed during daylight hours while construction is underway on the main runway, it will be closed 24/7 on the turf runway. We will coordinate this activity with Tracy Copenhaver, the FBO at the airport, and Jansen Parsons, the farmland tenant.
3. BASE Grant – Water and sewer is complete at Sunrise 2nd. This team is now mobilized to work in Harper. We are having preliminary discussions on prepping for dirt work to begin on the streets which include re-routing NAPA customers. We are working through these preliminary details now, as it appears dirt work could start as early as later this week. Progress is moving very well on this project.
4. Housing – On Wednesday September 20th Greg and I will be presenting our Housing Plan to the Housing Interagency Advisory Committee (HIAC). This is a special committee with

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representation from: Kansas Department of Commerce (Commerce) • Kansas Housing Resources Corporation (KHRC) • U.S. Department of Agriculture, Rural Development (RD) • Federal Home Loan Bank (FHL Bank). The variety of representation of the group is tasked to help cities develop strategies that address housing challenges and try to match projects with housing opportunities. I have not finished preparing the presentation (working on it) but once it is complete, I will forward a copy to all commissioners for your reading discretion to keep you in the loop. We will report on the outcome of the meeting at the October 3rd commission meeting.

5. Anthony Lake Trail – Still no agreement has been received as of yet.
6. Banners – Commissioner Smith, Amy Wells, and Julianna Whisman are helping to collaborate on the design of the banners. Once we have examples, we will bring them to the Commission. I submitted a letter of request to the Wayne Dennis Committee seeking \$10,120 to aid in purchasing the 40 remaining banners needed to cover all of Main and LL&G (plus four spares for future damage replacement).
7. CHS Internship – We have two interns this semester: Isabel Alexander is interested in the field of accounting and is interning with City Treasurer Jamie Deviney, and Lakin Cowherd is interested in going to lineman school and is interning with the Electric Distribution Department. As of the date of this report, I have still not had any official response from EMC about the intern.
8. Recreation Commission – I assisted in the final preparation of the Rec budget prior to their public hearing which was held on September 13th. I informed the Rec of the request from the City Commission to present their annual reports next year. They are aware and I have them listed to come to a meeting in late January to present.
9. Tree Board – Newly appointed tree board member Bill Moyer requested a meeting with me to review the duties and responsibilities of the tree board. Bill comes to Anthony with years of experience on the former Tree Board in Hutchinson and is very excited to serve as a new resident of Anthony. Items discussed were: Downtown Beautification of Main Street, Tree planting for the new Sunrise 2nd Development, Foliage ideas for the new Lake Trail Walking path from town, and of course, the overall tree health and long-term planning for the community parks, lake, and right of ways. Bill is going to work with the Tree Board to prepare a plan to present to the City Commission.
10. IRS – Heads up. Due to a mix up on timing with software updates and report generation, there was a misprint (generated by our software) on the 941 filings for 1st quarter of 2022 & 2023. This misprint was only on one page, not the entire report, but apparently it triggered a filing of the wrong amounts into the wrong report years and now the IRS does not think we paid the correct dollars (because they have the dollars in the wrong years) and they are assessing us fines for late filings. The reports were not late and the amounts we paid are not wrong, but Jamie has spent DAYS on the phone with them trying to get things

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corrected, she has even filed corrected reports, but we have still not had success with them recording the requested corrections. Just letting you know. We of course will continue to work on it until it is fixed but we never dreamed we would still be trying today, with them still not getting the corrections made, but here we are. So, heads up. We will keep you posted.