

To: City Commissioners
From: Cyndra Kastens

Re: City Clerk/Administrator Report
2/7/23

I will be attending Emmerly's Basketball Game at CHS at 6:00 p.m. so I will be arriving late to the meeting.

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 January 17, 2023 Regular Meeting Minutes
2. Approve January 30, 2023 Special Meeting Minutes
3. Appropriation Ordinance No 6129 \$185,000.31
4. Approve 01.31.2023 payroll \$57,418.65
5. Special Appropriations:
 - Fund #34 Fire Dept Capital-Andy's Wrecker and Repair-\$1,125.00-#50 Tow Fee
 - Fund #34 Fire Dept Capital-Kenny Hodson-#50 Repair-\$5-Toll Fees
6. Reappoint Jessica Graves and Blake LePard to the Anthony Planning Commission for a Three-Year Term to Expire August 2025
7. 2022 Transfer List

PUBLIC HEARINGS - NONE

8. Dangerous Structure 301 N. Kansas Drosselmeyer

REGULAR BUSINESS

9. Request to Burn Trees on South Vermont - Jared Nuffer
10. Campsite A Lake Wi-Fi and Misc. Projects Update- Lake Board
11. Tax Exemption Request - Anthony Golf Board
12. Approve Cereal Malt Beverage/Alcohol at Municipal Hall Application
13. Municipal Court Report January 2023

14. Sunrise 2nd Housing Standards

If I have time to prepare housing standard options to review, I will bring them with me to the meeting. If not, we will have to bump this to the next commission meeting.

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Admin Report:

1. Employee Retention and Recruitment – As part of the compensation and benefit review, the Commission discussed briefly the possibility of encouraging health and wellness and other programs to continue to promote the City of Anthony as a positive inviting place to work. In keeping with the spirit of this intent and some of the items the commission asked us to follow up on, additional information is being put together to present on an employee promotional health program and an On-Boarding program. More information to follow at a later date.
2. Salt Plains Outfitters Proposal – I have reached out to both the Archery Club and the Salt Plains Outfitters to attempt to schedule the requested special meeting. Archery has responded but Salt Plains has not. Will continue to attempt to schedule.
3. BASE Grant/Sunrise 2nd – To save time, I have signed the KDHE permit applications and EBH has finalized a draft engineering plan for City of Anthony and KDHE review. I will schedule this into a meeting in the near future so Joel can come and present the plan set to you all.
4. Health Insurance Renewal – Yep, it's that time. Jamie and I have been working to compile the numbers for renewal options. We will have 2-3 options to review at the meeting on the 21st. At present we are looking at a 12% increase from BCBS. We are also looking into level funding again and KMIT which is a unified governmental pool that has joined together in Kansas to get large group rates. We will have these figures as well as options for the commission to consider the employer percentages. Open enrollment must take place in March and the renewal finalized prior to April 1st. So, the meeting on the 21st will be the last commission meeting to stay on this schedule. More to come.
5. Rural Champions Grant – Greg and I have started working on Committee formation for the City of Anthony Housing Committee. This committee will be meeting every other week for 8-10 weeks to perform the Housing Assessment Tool (HAT). Once that is complete, there will be a public meeting presented to the entire public to see what data has been compiled so far and to give anyone in the community a chance to provide comments or suggestions. Our first committee meeting will be February 17th. The Community meeting date and delivery method has not been set yet as we will be relying on the committee to guide the process and solidify the details and presentation of the public meeting. Will keep you posted.
6. SEED Grant – Final estimates show we will be able to cover the cost of the little awning going up to Ewertz Salon Apartment. With that, there will be three total awnings going up

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on Main Street with these grant funds. In addition, we did get a sample banner in so we could check the size on our poles downtown. When you hold the 2x4 banner up to your person, it sure seems large, almost too large. But when you hold it up in the air on the pole, it actually seems small. Jerry and the line crew helped us with a make shaft bracket to hold it in place for a visual. I took some pics of the size on the pole and the difference of the two HPCO signs above them. Note: that bracket is not the actual bracket they will hang with, this is just what Jerry made to help the preview cause.



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7. End of Year – Jamie and I worked very hard and stayed late a few times to finally get all the end of year reviews complete. On your consent agenda you will see the transfer list for 2022. All transfers that were directed either via the 2022 budget or by commission direction have been made and are referenced in this document. Please pull this off the consent agenda if there are any items you wish to discuss in detail our would simply like to be reminded of.
8. Airport CRRSA Grant – As part of year end, Jamie and I worked to prepare the reimbursements for the CARES Act grants with the airport. Instead of using the funds to pay for the new EMV card reader at the airport, we will submit the grants based on a operational cost needs, which we had more than enough of. Then, when the reimbursement comes in, we will use those funds for the EMV reader. This is just a legitimate way to get those funds spent which is what FAA needs to have happen. FYI
9. Tunnel to Towers – Mayor Cleveland worked with Commissioner Smith and submitted a Land Donation Intake Form to the Tunnel to Towers Foundation for the 16 residential lots at Sunrise 2nd. A copy is in the packet for your review.
10. End of Year – Jamie and I have been working on the end of year financial review and requirements. We HOPE to have this wrapped up in the next week or two. After that, we will present an end of year accounting balance and final transfer sheet for approval as usual.

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11. Training – Randy and I attended an asset management workshop on January 24th in Valley Center hosted by KMU. I had been wanting to attend this workshop for the last few years to confirm if the direction with all of the department operation plans and asset management efforts, I had been making were inline with the recommended utility training. It was very comforting to know that our plans for maintenance, capital and financial planning, and asset management were right in line with what KMU is trying to teach cities to learn and follow. There was only two components I was lacking and that is energy efficiency (performing an energy audit and replacing outdated equipment that is overutilizing costly energy) and critical asset prioritization (which I did but not to the extent the had prioritized). All in all, it was a very reassuring conference and reiterates that our planning efforts are very on target with what is recommended for utilities across the state.
12. CORE Meeting – At the request of CORE I attended a meeting and answered the questions of CORE participants. There was quite a bit of discussion around the perception individuals in the community have about applying for jobs at the city (or any government entity). It was a great opportunity to share information that the City no longer requires a GED for all but 2 departments and I have even had one member contact us already for a job.
13. Staffing – Brad Dory has accepted the water/wastewater position with the city. His first day was February 6th. An offer of employment has been made to candidates for the Lake Caretaker and Police Officer positions.
14. Woohoo It's Finally Almost DONE! – The old sub south of town (on the highway by the powerplant turn) has officially been almost fully decommissioned. All the structure has been removed by our Power Plant Staff. Larry will work with Solomon on the transport and final disposal of the transformer that remains. This is something that has been on the last for several years and I am super excited at the work of the power plant staff to get to this and finally get it down!! Here is a before and after photo:

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