

To: City Commissioners
From: Cyndra Kastens

Re: City Clerk/Administrator Report
2/6/24

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 January 16, 2024 Regular Meeting Minutes
2. Appropriation Ordinance NO 3183 \$391,391.99
3. Approve 01.30.2024 Payroll \$60,241.78
4. Approve Recommendation to appoint Sami Francis to the Recreation Commission to fill the unexpired term of Jessica Bradley until 2026.
5. Approve Purchase of Auger for Vulcan Press at Sewer Plant from Ray Lindsey \$7,266.00

This was approved via email by unanimous direction so we could get it ordered.

6. Approve to Bid Out Repair Work for High Service Pump #1 (East Pump)

We have discussed this before, that once we got pump #2 repaired, we would fix pump #1. Pump #2 is all done now (except getting the VFD set to work correctly), but the main repairs were completed a long time ago. I cannot find in minutes where I had approval to go ahead and send out for bids to correct pump#2 but we need to get that started so I am placing it here to get it recorded so we can get bids out. Pull this off consent if you want to discuss further. I just thought we have discussed this but could not find in minutes to proceed with bids.

7. Bank of the Plains Resolution COD 5000004134-Trail Grant Fund for \$300,000-Reinvestment of COD 135566 \$471,455.11

This is a renewal. We originally invested this for 6 months, which is now up, we are renewing only \$300K of the initial investment for another 6 months to gain a little more interest but keep a portion of the funds that we will need to start the project liquid.

PUBLIC HEARINGS - NONE

REGULAR BUSINESS

8. Request to Waive Municipal Hall Rental Fees - Higher Grounds
9. Harper County Core Communities - Devan Ball

Devan has requested to be on the agenda to seek another donation from the city. The city gave them \$1,000 once several years ago but never added them to the list of annual approvals. We may have

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given twice but our software is not working right now for me to check. I will prior to the meeting. We have not reviewed our annual list of approvals because the Commission wanted me to track for one-year who asked but was not approved since they are not on the list in case you want to change it. We have not been tracking for a full year yet.

10. Request to Insert Boy Scout Food Drive Flyer in Utility Bills- Justin Ricker

Normally the city does not put flyers in the utility bills for community events and organizations. It tends to get to be too many and hard to decline some and allow others. The only exception has been PRIDE and only for the City Wide Clean Up. We did explain this to Justin, and he understands but he would like to come ask anyway since this event is for a food drive. I do not know which of the community food banks this drive will stock. He can provide further details.

11. Request from County to Purchase Available lots in Block 23 in Anthony (211 N Anthony) - Commissioner Vornauf and Josh Teel

The County will be here to discuss purchase of the lots east of the courthouse (old high school lots). The request this time would be for a different purpose than the relocation of the jail.

12. Metal Art in Right of Way

Commissioner Hatfield asked for this item to be on the agenda. I have tried to reach out to Strong's Insurance for a response on liability but do not have an answer yet.

13. Anthony Recreation Annual Plan

Emily will be here to present the annual rec plan as requested by the Commission (last year) and stated in the city code book.

14. Bid Opening for MAG Meter

This is the new meter needed for well #4 at Harper.

15. 2024 Health Insurance Renewal

See notes in Admin Report.

16. 2024 CMB Licensing

We will need to update the Commission about a possible procedural change and review of the 2024 CMB Licenses.

17. KDOT AWOS & Beacon Project Funding

See Admin Report Notes and the attachment to this agenda item to use as a reference sheet that I will explain during the meeting. We will need to decide which way we want to go to make up the shortage.

18. Annual CRS Renewal and Annual Progress Report of Hazard Mitigation Plan Approval

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Formality. I have to present this every year for the CRS Flood Plain renewal (the one that gives customers 10% off flood insurance at the lake). No changes.

19. Approve 2023 Transfer List

The regular annual approval of what was transferred per budget in 2023.

20. Banner Update

See Admin Report.

21. Approve January 2024 Court Report

22. Health Nuisance 526 S. Lincoln SMITH 2024

Admin Report:

1. Staffing – The two new employees (Robert Chandler and Ashley Twyman) began work on January 29th. We usually wait a week or two before they come to the Commission meeting for an introduction so look for that around the 2nd meeting in February. This leaves the police department and city mechanic positions open.
2. Anthony Baseball Fields – I met with Rec Commission Chairperson Allen Finley to review the drainage issue at the ballfields. The Rec has had Wade Beal working with them for the last year or more to help plan remediation work on the fields to address various issues. They are now focusing on diverting more of the drainage and talking to the city about where to take it and what the impact would be. I have asked Allen for some additional information centering around the corrective plan for the main area that generates the flooding issue (west field), and how that is planning to be addressed/how much we are trying to divert, etc. He will get back with us. As we have additional info/more solid conclusions, it will be brought to the commission. Just wanted you to have a heads up that some conversations are taking place to deal with this drainage problem.
3. Lake Board Survey – The survey has been released for citizens to provide input on the Lake Board projects objective. You should all be seeing something in your utility bills, but I am enclosing a flyer in this packet as well. Please take the time to fill out a survey either on paper or electronically. The survey runs through April 30th. We will share the results of the survey with the Commission in May.
4. BASE Grant – I sent a pointed letter to Mies Construction on January 22, 2024. They forwarded the letter to the concrete company who I assume also forwarded it to their insurance company. The financial responsibility determination between the concrete company and the scale company is a battle between those two parties. Our responsible

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party is Mies Construction, Mies' responsible party is the concrete company. All parties have been in limbo pending the insurance claim processing and approval. Mr. Mies contacted me January 26th to let me know that on Monday they will be bringing some equipment to the site and will be putting a crew together to start work. I asked if that meant we finally had clearance from the insurance company and he said no, but they want to keep us on our project timeline and so they are just going to start fixing the problem even without the insurance payment. The concrete company, after reading the letter, has stepped up to say the same. They have assured Mies that they will have concrete for him if he wants to start the work. This speaks very highly of the integrity of these two companies: Mies Construction and Concrete Enterprises, who are guaranteeing their work at a cost of over \$1 million dollars to their direct pocket because they are standing behind this work even without financial payment from the insurance company, and even though neither of them was the cause or had fault of the defect. If there is any message, we should be clear about when asked of this ordeal it is that these companies stood behind their work and handled the situation well.

As of the Commission Meeting: most of the concrete should all be removed and the site recompacted, the hubs installed on Serenity and north West, and curb and gutter re-pouring should begin soon.

I do have a concern about public relations on this one. Many people are confused thinking this correction is costing the tax-payer money. I considered placing some information on the City's Facebook but as you know this has often also drawn more negativity than clarification. I could remove it if it does. Please let me know what you would like. I think something needs to go out.

I did meet with another interested builder on January 30th. This is another local builder. Tax credit application awards should be the first two weeks of February.

In addition, the 4th Qtr BASE grant report has been submitted. I am attaching a copy of the Anthony expenditure to date along with a copy of the original award amounts. I have not submitted a reimbursement request to HCCF for the City of Anthony direct expenses as of yet because we were waiting for the last grant payment to be received which just occurred this week. I will prepare a reimbursement for submission. Those figures are not reflected in the attached reports.

5. Solar Update – Larry and I met with Tyson McGreer with KMEA for an update on the solar project activity. If you recall, KMEA was investigating two possibilities: 1. Construct their own solar farm that we would contract 1-2 MWs to add to our power portfolio. 2. Assist several communities in pursuing a joint project where each community would have their own solar farm but obtain it on a regional approach to save cost by sharing resources for bidding, software, equipment purchasing and stock access for future maintenance inventory, etc. If the City of Anthony did not want to take a regional approach, KMEA would also assist us individually with RFP preparation, planning and engineering, etc. The following is a quick update on those efforts:

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1. KMEA did make it into the second round in the application process to construct a solar farm and was invited to actually submit an application for this purpose. However, after continued review and planning, KMEA has made the decision that the final numbers do not support their continued participation in this grant effort. This, at present, removes the consideration that Anthony may commit to contracting solar. That does not mean the opportunity may not resurface through another avenue in the future. It does mean, that the existing effort we had been following for KMEA to obtain a grant to construct a solar farm that Anthony would contract with has ended for now.
2. As you recall, our first effort at constructing our own solar farm was to obtain grant funds to pay for needed electric distribution work. If this is successful, due to the tax credit availability to construct a solar farm, we would want to start preparing actual financial reviews on the feasibility of Anthony constructing a farm. KMEA can assist with this as well. Funding discussions, probable cost reviews, rate impacts and planning will be the first steps to bring the tools to the Commission to decide if solar will bring enough of an advantage to Anthony's customers to warrant dedication to this effort. I plan to wait until we have word on the distribution grant before taking the next steps, then I will circle back with the Commission to see if you want us to work with KMEA to begin preparing the data for review.
6. Mural Grant and Permit – In order to apply for the KDOT permit for the Arts Center Mural on the highway, the county will have to approve a variance to the size of the sign. County regulations allow 40 sq ft and this sign is 702 sq ft. The county indicated that the sign does not qualify for grandfather approval because we are changing ownership. Jackie at the Appraiser's office tried very hard to review the codes to see if something would work but it does appear we will need to apply for a variance in order to move forward with the mural. The city cannot apply for the KDOT permit until the County Zoning signs off on it. We have made an application to Harper County for the variance. The hearing for the variance will be Tuesday March 19th. Only after we have the variance can the county sign the KDOT application, and only then can we send it in for approval. We are working on it.
7. CORE Communities – On January 18th I attended CORE's Community Assessment night. Anthony and other local leaders have participated in this night for the last several years to be available to answer participant questions and help support their local voice.
8. KDHE Cybersecurity – I attended part of the webinar from KDHE on Cybersecurity for water/wastewater. As you know we are still in the process of locking down the water plant to prevent a cybersecurity breach. In doing so, this will make SCADA access not as convenient for the on-call water staff. In addition, KDHE will be sending out surveys in the near future and we wanted to be prepared with what was going to be required and how to respond accordingly to the surveys. I attended part of the training and then had to be pulled away. I had Ashely attend the remaining portion on the following repeat day and she will be briefing me on the information I missed.

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9. Lake Boat Ramp – The bids were released again for the boat ramp with a bid opening date of March 5th.
10. End of Year Financials/Audit – Jamie and I worked for several days on the end of year financial review and transfers. There will be a 2023 transfer approval list on this agenda as there is every year showing the final transfers. I will review this list with you at the meeting. In addition, the audit has been scheduled for April 11th and we have received the first list of requested items from the auditor. This process will officially begin in the month of February. When Jamie and I reviewed the end of year data, the theme I suspected 6 months ago when we were preparing the 2024 budget is coming to pass. I see cash balances starting to be used. For many years we were able to build cash but with inflation, extra employment benefits, cost of insurance etc., we are seeing this start to turn course. I mentioned this at the last budget presentation and the end of year numbers (which I will review at audit time) will confirm that shift in trend. To be discussed more later.
11. Health Insurance Renewal – It is that time. Jamie and I met with Blue Cross and Karen with HUB to review the data and we have the official numbers. Brace yourself, we are looking at a 40% increase in premiums. I have had Karen review three other companies, and we did not find any that were comparable. Cheaper in premium yes, but the package options combined with reliability of coverage didn't make them viable comparatives. I am still looking but I do have this on the agenda to show you the Blue Cross options and go from there. Copies of the BCBS renewal options are in your packet. I will explain them at the meeting.
12. Lead Service Line Inventory Update – JEO Consulting is the company that KDHE hired to provide technical assistance to complete our inventory. We have started the process with JEO, Gary Taylor (the City's Certified Water Operator), and our water staff. The City of Anthony actually started this process over a year ago and has sent the survey out twice to customers, but then as staffing shortages occurred, this project received little activity. Now with JEO on board, we will pick up the work again on the data collection action, the first step in this inventory process. This part will be the lengthiest. We will continue work on this for the next several months and updates will be provided when milestones are completed. The initial phase with JEO will be:
 - a. Feb 23 – Another survey in utility bills.
 - b. Feb 28 – Media/News release to encourage voluntary participation (Facebook, Newspaper, Flyers around town, etc.).
 - c. Mar 25 – Door KnockersAfter these efforts have been expended, we will likely move into the phase of having to use staff time to contact customers to complete surveys or schedule a visit to the home by city staff. The final actions of this phase have not been solidified and likely will not until we see the success rate of the survey and know how many customer meters are left to obtain information from.
13. Airport –

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- a. Annual Cap Plan - I have submitted the updated CIP to the FAA portal however, the portal is not functioning correctly and therefore one of the projects has not been submitted by the deadline. The FAA knows the system is having issues and they are working with us to accept the submission after the deadline. Hopefully, once that is corrected, the project list will be complete for FY25.
- b. KDOT & Beacon Grant -I have updated match numbers to discuss so this item will be on this agenda. In the packet is a sheet I will explain and reference more during the meeting.

14. Lead Service Line Inventory Update – JEO Consulting is the company that KDHE hired to provide technical assistance to complete our inventory. We have started the process with JEO, Gary Taylor (the City’s Certified Water Operator), and our water staff. The City of Anthony actually started this process over a year ago and has sent the survey out twice to customers, but then as staffing shortages occurred, this project received little activity. Now with JEO on board, we will pick up the work again on the data collection action, the first step in this inventory process. This part will be the lengthiest. We will continue work on this for the next several months and updates will be provided when milestones are completed. The initial phase with JEO will be:

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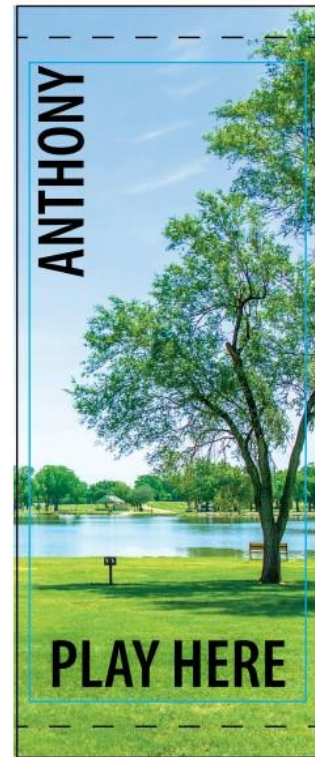
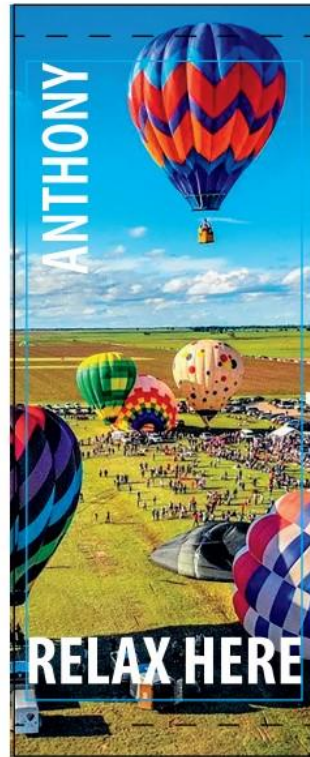
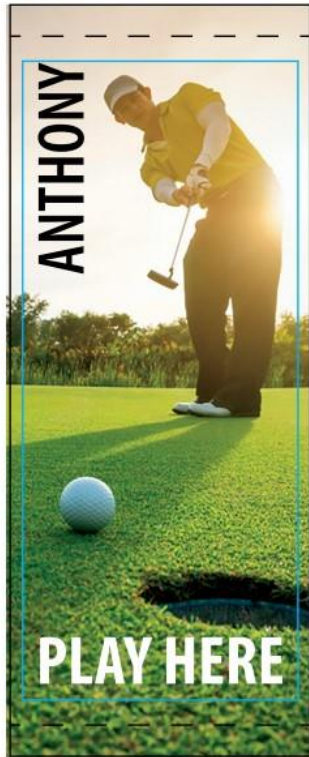
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15. Municipal Hall – The Hall was treated by the Bug Guys on Saturday February 3rd. Larry Burke worked on deep cleaning the upstairs Monday and Friendship Meals worked on deep cleaning the basement as well. The Hall was reopened Tuesday morning. I have recommended an outreach effort to the Friendship Meals patrons with a letter and an educational flyer about how to identify bed bugs and how to treat them. It is in the best interest of the city to aid in trying to prevent a reoccurrence, as you know they can be very difficult to get rid of. I have attached the flyer to your packet that was handed out at Friendship Meals. We continue to communicate and work with Friendship Meals to encourage cleanliness, decluttering, and education and assistance for patrons. We will monitor this and have the facility reinspected by a professional for the next few months.
16. Banners – Yes, it is the dreaded word. As you know, the City Commission approved the lake photo banner as the one to go with for our main non-winter banners. Not necessarily because we were all satisfied but time was running out and we were well, tired honestly. There has been a small snag on the Harper side that has delayed the grant closing (we got an extension). The Banner company knew we weren’t really happy with the final lake

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banner and sent two other options in case we wanted to consider them to go along with the lake one. Here they are (Don't pay attention to the words at the bottom, they just threw any word on to see if you even liked the photo and ideas):



I have no idea if you like this and I didn't even know if I wanted to bring it up, but I thought I should at least show you her work. There you go. I put this as a discussion on the agenda, reluctantly. But we can just say no, we do not want to entertain any further thoughts and go on when we get to it. Again, I just didn't know and decided to pass on her work.