

To: City Commissioners
From: Cyndra Kastens

Re: City Clerk/Administrator Report
6/6/23

Donna's Retirement Celebration will be come and go on Friday June 16th 3:00 – 5:00 p.m.

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 May 16, 2023 Regular Meeting Minutes
2. Approve May 31, 2023 Special Meeting Minutes
3. Appropriation Ordinance No 3167 \$364,204.70
4. Approve 5.23.23 Payroll \$59,218.90
5. Approve 6.06.2023 Payroll \$63,414.73
6. Approve to Submit Bid to Replace Recirculating Pool Pump

The pool pump is going to need to be replaced. We got it running this summer and we HOPE (fingers crossed) it will run long enough for a replacement but with lead times looking around 18 weeks, we need to get this ordered. Repair is not possible due to the deterioration of rust inside.

PUBLIC HEARINGS - NONE

REGULAR BUSINESS

7. Strong's Insurance Dividend Check Presentation - Jessie Hodson
8. One Way Street Discussion South Springfield - David Bradley

This is a request from a citizen to be on the agenda to discuss this request to designate south Springfield Street by the elementary school as a one-way street.

9. Penn Place Cat Nuisance Discussion - Stacey Weaver

This is a request from a citizen to be on the agenda to speak to the Commission regarding cats in the city around the Penn Place apartments.

10. BASE Grant Bid Award

BASE Grant bids were opened on March 25th and vetted by EBH with a formal recommendation and bid tabulation prepared for your review. I will have this information at this commission meeting.

11. Airport Event Closure Policy Review
12. RFQ Street Selection Committee CCLIP 039 KA-6909-01

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13. Health Nuisance 611 N. Jennings Cherry 2023

Admin Report:

1. Housing Assessment Update – The Town Hall Meeting was held on March 25th with 22 attendees at Municipal Hall. I believe it was a good discussion with several points of feedback that I will include in the final report to the Commission. We need to look at scheduling a work session for the presentation of all the housing data. There is one more committee meeting and then the HAT will be complete. Please let me know what dates in June will work for this purpose or if you want to host it a few hours prior to the next commission meeting on the 20th.
2. Land Bank Presentation – The Department of Commerce held a small unofficial presentation on Land Banks for the Rural Champions in Kansas (of which we are one of 12 if you will remember). The speakers were two separate communities who have Land Banks and how they started them. One of the speakers actually works in Kiowa County and is presenting to the city of Norwich later this week. She would also be happy to present to the City of Anthony, Harper, and Attica. This is a great resource. More info to come on this.
3. CCLIP RFQ – The request for qualifications has gone out for the CCLIP grant to reconstruct the intersection at Main and Anthony (by Municipal Hall). This is an FY25 project but in order to stay on schedule for a bid letting of December 18, 2024, this RFQ is actually about three months behind so hopefully this can be caught up and stay on track. Proposals are due on June 7th at 3:00 p.m. with an evaluation of proposals on June 21st. The time delays in between are KDOT's requirements. I may have to schedule a special meeting to complete the process since none of these dates coincide with a commission meeting. Will keep you all posted.
4. Swimming Pool – Two Pool Co-Managers (Christel Francis and Rebecca Goodspeed) and one assistant manager (Matte Swartz) have been hired. It will take all three individuals working to cover shifts to get the pool open more than just a few days per week. The final schedule has not been set as of the time of this report but all but 8 days this summer could possibly be covered utilizing these three individuals together. For now, the pool is opening Wednesday at 12:30!
5. Water Research Project – On May 22nd and 23rd I spent two days with Ned Marks (Terrance Resources) researching all of the water information and test data/records we have on file to review our charting and base conclusion formation of the water assessment for both the sustainability of our water supply system for Anthony and Rural Water District 2 customers and to review options for providing additional irrigation supply to the golf course. Sherri will be working to update a few more charts we would like to see based on the data captured before we have some preliminary findings. We will continue in this effort until we are ready to present.

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6. Staff Breakfast – We had our semi-annual staff breakfast at the shop on June 1st. We had to move to the shop due to the rain, but all had a great time. We officially thank the City Commission for continuing to support events like this and show appreciation to city staff and allow opportunities to build comradery, take a breather, and let them know how much we are thankful for them all. Thanks City Commission!
7. 2023 Budget – I attended the annual budget workshop in Wichita on May 24th. Yes, I did just say BUDGET, eek. I emailed the auditors today and expressed a great need to have the audit information complete so I can get started on the budget. We have such short windows now with the RNR information required to be submitted to the County Clerk by July 20th. As of today, that officially gives us 5 weeks to prepare a full draft budget that the Commission has already reviewed and is satisfied with enough to know how much we need to levy. I have meetings scheduled with department heads this week to start this process on the budget/capital planning side. We will hopefully have the audit by the 20th for approval, though that really does not give me much time. At any rate, it's officially budget season folks. Let me know if advance please if there are any large changes I need to consider in the draft forms.
8. Rec Trails Grant (Anthony Lake Trail from Town) – I did inquire and was told announcements would hopefully come out this week. We shall see, will keep you posted.
9. Staffing – Gina Hess has accepted the position as the Police Department Administrative Assistant starting June 12th. Bryan Struble has accepted the position as Street Department Head and Matt Reed has accepted the position as Water/Wastewater Department Head. Jody Winchell's last day as Lake Caretaker is June 7th, we thank Jody for his service! Open positions right now are Street Maintenance Operator, Water/Wastewater Operator, Mechanic, and Lake Caretaker.