

To: City Commissioners
From: Cyndra Kastens

Re: City Clerk/Administrator Report
12/17/24

Another short one, Merry Christmas. 😊

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 December 3, 2024 Regular Meeting Minutes
2. Approve December 10, 2024 Special Meeting Minutes
3. Special Appropriations:
 - Fund #58 CDBG - SCKEDD - \$300.00- Admin FY23-HR-003
 - Fund #58 CDBG - Harper County Register of Deeds - \$55.00- Admin FY23-HR-003
 - Fund #58 CDBG - Arambula Construction - \$17,698.00- Admin FY23-HR-003
4. Appropriation Ordinance No 3204 \$218,295.17
5. Approve 12.17.2024 Payroll \$60,437.83
6. Reappoint Kanza Bank, Bank of the Plains and Bank of Commerce as Official City Banks for 2025
7. Appoint Anthony Republican as Official City Newspaper for 2025
8. Resolution No. 1148 - Annual GAAP Waiver
9. Resolution No. 1149 - Annual Approval of Permit Fee Schedule
10. 2025 Cereal Malt Beverage Renewals as Presented
 - The renewal list is attached to the packet.*
11. Appoint Klausmeyer Construction Representative to the Special Housing Committee for Sunrise 2nd
 - See Admin Report Sunrise 2nd.*
12. Reappoint Tray Copenhaver & Jim Seipel to Airport Board for 4 yr term to Expire 2028
13. Approve Pay Request #3 CDBG Grant 23-HR-003 \$18,053.00
 - Our first CDBG House is complete!! 208 S Springfield*

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PUBLIC HEARINGS - NONE

REGULAR BUSINESS

14. Approve FY26 Airport CIP - Darin Neufeld, EBH

This is Darin's annual appearance to review the project list for the next fiscal year. He will present the airport board's recommendations. Any approval from the city will be contingent upon FAA approval.

15. Resolution to Update Personnel Policy Wage Table per COLA

We have realized that each time COLAs were given since our last salary survey we should have been updating the pay scale for starting wages for new employees but had not been. Therefore, the scale needs to be updated for the upcoming COLA as approved by the budget. I will explain more at the meeting. Also, it is 9:00 p.m. right now and I still have to create the resolution in the morning for your consideration so hopefully I can get that done before the meeting. Again, this is just a formality, so our wages do not fall behind market. This is not a new approval or request; this is just to make the wage scale match the approved COLA.

Admin Report:

1. KCC-40101d Grant –I have received official confirmation from KCC that the city could utilize KMEA to perform the work on this project and would not have to follow Davis Bacon (DB) or the RFP process. We are confirming one final piece of the project (retirement of the transformers) to see if this will need to be contract work. If it does, that would kick even KMEA into DB. Hoping to have this final piece ironed out soon.
2. Lake Trail – I was hoping to see the survey work start but it will not kick off for another week or two (due to the holidays).
3. Sunrise 2nd – Now that the restrictive covenants are filed and all the documents (application, agreement, and covenant) are now available to interested parties, please remember the role of the Housing Committee to review these applications to determine that they meet all standards. Official applications and agreements (once vetted by the Committee) will be submitted to the City Commission for approval. This is an actual agreement for the transfer of property so the governing body must approve those agreements. I have added to the consent agenda the appointment of a Klausmeyer Construction Representative to the Housing Committee since he had requested to sit on that as well when he interviewed with the city and the Commission agreed to that request. If you want to discuss this further (since that was several months ago) please pull it off the consent agenda for that purpose.

Plan Submittals – If you recall, I was having discussions with IBTS (the city's new inspector service) and Klausmeyer Construction to iron out exactly what forms would be required for construction. Originally the city commission had me require stamped construction plans in our agreement language. However, after further research it was determined that not all stamped pages were typically required for residential construction.

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All stamped pages are required for commercial construction and structures open to the public, but not residential. We held a conference call December 10th so the builder and inspector could discuss this together. The conversation went very well. The following is what is typically required for residential development:

- i. Stamped pages are required for structural components (floor trusses, beams etc.).
- ii. Stamped pages are not required for plumbing, electrical, mechanical, etc.

IBTS was acceptable to this, and this is how Klausmeyer already does it for all of their projects, so they were very pleased with the outcome. When we did our final documents for Sunrise, the commission had already approved the change in language from requiring “stamped plans” to required “submittals”, so we are also good and do not need to change anything.

4. ADA Ramps – This discussion has been pushed back to the special street meeting in January. However, we are continuing to gather the data and measurements necessary to present options for the commission to have a good discussion. So, progress is continuing even though you will not have it back on the agenda until January. I have contacted Cassie at DME to let her know the status and that it is slated for a January follow up so she would be kept in the loop. FYI.
5. EPA Water Technical Assistance – There has been quite a bit of time spent between Matt and Myself gathering the required data for this project. In addition, the first on-site meeting was held on December 9th. Gary Taylor, Matt Reed, and I from the City met with two reps from Jacob’s Engineering. We reviewed the plan documents from the installation of the water plant, main line, and storage tank. We then toured the tank, plant, locations of some of the past breaks and Patterson Health Center. In addition, we reviewed some of the broken pipes and new pipes in storage at the water tank lot. This is just the beginning phase of data collection and review. We parted with another large list of data they are requesting, which I have started to compile. We certainly appreciate their willingness to prioritize this project and give it their immediate staff time and attention.

UPDATE ON PRESSURE TRANSDUCER INSTALL – If you recall, the commission approved to have the new valve put it for the hospital and school, and also approved the installation of two pressure transducers on the 16” main so we can start to monitor pressure on the line in real time. This is needed for operations but more so, to further identify or eliminate possible break causes on the main (like water hammer). We have been on the waiting list for the installation for over 5 months. My concern now is that we really need this data while we have this engineering service to provide findings and OPC’s. Matt has continued to stay in touch with the company, which is overworked and overbooked, to get an ETA. I have also now reached out to explain the urgency of the matter for the City of Anthony. We are looking at some in-house items we might be able to get done in advance to get him here sooner. We will keep you posted.

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6. Lake Board Meeting – The lake board met December 9th and discussed the prioritization of the lake survey results which identified Campsite A bathroom renovation as the #1 project of interest. Due to this, the lake board has decided to place that back on the front of their project list and began discussing the project approach in detail. There was also the discussion of whether the renovation should or should not include storm shelter specifications in the structure as there are pros and cons to either renovating new bathrooms or renovating new bathrooms that also serve as a shelter. They will begin researching this topic to help gather the necessary information to determine which direction they should move at this time for a new bathroom facility in campsite A.
7. ID Board Meeting – The ID Board met on December 10th. Their minutes are attached. In summary, they discussed the survey with greater detail that they would like to send out to the community, trying to focus on the question makeup and what specifically they are trying to determine. There was discussion about contacting the Chamber, County, and City to see if those entities want to add any questions to glean economic directional information from the community. They also discussed Bomgaars, the ID Board sign on the highway at the corner of Garfield (how to update it as recommended by the City Commission), and how to help local businesses sustain themselves including an electronic platform.
8. G-Works (Main City Software) – As you can see from the Claims Report, the \$24,000 check to GWorks has been issued. In doing so, this is not a statement that we have concluded our findings and want to stay with this company. It simply means, our license will expire in the next 15 days, and we will not be functional if we do not pay it. We will continue to research this issue and other options and report back but for now, we will need to keep the license current so we can operate.
9. Staffing – Gina Hess, Police Department Secretary, has decided to retire from working and will be leaving the city effective January 31, 2024. Ads have gone out for the water/wastewater operator opening. Dave Bradley has officially transferred fully into the city custodian position.
10. Economic Development – I am working with a few economic development possibilities that I will bring to the Commission if it appears they may develop further.
11. Fuel Storage Code – Kenny has continued to bring information in regarding the fuel storage code and I have had him research some other areas a little further. As soon as he has that data, we will bring that back in for discussion. I had Kenny reach out to the customer that is inquiring about storing propane gas and or using it for his commercial business to give him a status update on the progress of his inquiry to keep him in the loop.
12. Community Solar Project – We are continuing to work with Tyson at KMEA on this project. Until we decide on the ground, we are at a bit of a pause therefore, much effort is going into this piece right now. There has been a conversation with the current landowners

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at the 138, not an approval, just some questions we are legally checking into. We are also still trying to obtain a contact for the landowner on the south. Much effort continues.

13. Staff Christmas Party – The party was held on Friday the 13th at the Hall. We played trivia instead of bingo this year and had Mexican food. It was a good time. Thank you again to all City Commissioners for your support. For those unable to make it, the following recognitions were presented:
 - a. Allen Finley – CDL Behind the Wheel Instructor Training
 - b. Matt Read - Class 2 Water Operator Certification
Class 1 Distribution Systems Technologist
Cross Connection and Backflow Prevention Certification
 - c. Alex Ledezma – A Letter of Commendation (see below)
 - d. Garret Berry - 5 years of Service
 - e. Larry Berry - 25 years of Service

If you see any of these employees, please join us in extending appreciation for their accomplishments.

Letter of Commendation for Alex Ledezma:

During a recent sex crime investigation, Officer Alex Ledezma worked proficiently, tirelessly, and thoroughly, investigating this crime. At one point in the investigation, the alleged offender had left Harper County in an attempt to flee the state of Kansas via greyhound bus transportation. Officer Ledezma organized a successful attempt to capture the offender with members of the Wichita Police Department. The offender was apprehended and brought back to Anthony Kansas, where Officer Ledezma successfully interrogated the offender, rendering a confession. Due to Officer Ledezma's effort, the process of the investigation was seamless and efficient, providing justice to the victim.