

To: City Commissioners
From: Cyndra Kastens

Re: City Clerk/Administrator Report
4/5/22

**125th Anniversary Celebration for the Anthony Public Library to be held on
Thursday April 7th, 2022, from 3:00 p.m. – 6:00 p.m.**

CONSENT AGENDA

1. Approve Regular Meeting Minutes of March 15, 2022
2. Special Appropriations:
 - Fund#34 Capital Lake Maint & Imp - EBH \$2,092.14 - RV Dump
 - Fund#34 Capital Lake Board Cap - M & S Trucks - Rock for ADA Boat Dock
3. Appropriation Ordinance No. 6109 \$331,002.88
4. Approve 3.29.2022 Payroll \$48,438.90
5. Reappoint Cyndra Kastens as KMEA Director 2
6. Reappoint Allen Finley to Fill Remainder of Justin Francis's Term to 2024

The Recreation Director has resigned her position and the Rec Chairman has also resigned from the board. The Rec Commission appointed Allen Finley as the Chairperson and he agreed to stay on and fill the remainder of Justin Francis' term. There are ads out for both positions and interviews are being held for the Rec Director. If you know of anyone wanting to help with Rec, send them their way!

7. Appoint William H Yandell to a Four-Year Term on the Anthony Public Library Board
8. Approve Proclamation - Anthony Public Library Day

PUBLIC HEARINGS - NONE

REGULAR BUSINESS

9. CID Committee Appointment - Shelly Hansel

There have been some discussions about City of Anthony representation on the CID Committee. Shelly has visited with the Harper County Commissioners, and they would like to appoint a City Commissioner to serve on the CID committee. Shelly will be here to discuss this. The Commission will need to decide who will serve on the City's behalf and report back to the City Commission. NOTE: I also asked Shelly how they were able to appoint a new seat inquiring as to the legal creation of an additional committee member. She has not gotten back to me on that yet. Maybe she will know more by Tuesday.

10. 2022 Sunflower Balloon Fest Food Vendor Exemption List

Beth turned her list into Sherri. I am reading it now and some of the names confuse me a bit. I am having Sherri verify that these are all actual food vendors. We will have that confirmation for you by the meeting.

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4/5/22

11. Commission Invitation to April 20th Lions Club Meeting

Reland Cole with the Lions Club attends the local Anthony chapter meetings to help guide and direct the Anthony Lions Club. He has extended an invitation for a member of the City Commission to attend the April 20th meeting. I attended in February. I believe he is just looking for opening the door of communication and awareness of the Lions Club and ideas/support for projects. I will be asking the Commission if they would like to accept the invitation and who you would appoint to send to attend the meeting on the 20th.

12. ARPA - Plan B Considerations

I will have to turn in our first reports at the end of this month. We have committed the ARPA money as match on the BASE grant however, if we do not get that grant, we will need to have a pretty quick plan B. I will be bringing a list of options to consider. Some of them will take some time to get some numbers together so I have it on this agenda to get guidance on. That would give us one more meeting before I have to report in case I need to research information and bring it back for more consideration. Basically, if we do not get the BASE grant, what else are we going to do with the ARPA money. NOTE: BASE grants were supposed to be awarded at the end of March but due to overwhelming submission numbers, this has been extended.

13. Police Department Security Renovation

Kenny will present a proposed security renovation to the police department to provide for better safety for Donna who is in the building by herself the majority of the time.

14. Health Nuisance 116 N. Lincoln Klein 2022

15. Health Nuisance 501 S. Bluff Davidson 2022

16. Approve Water Line Easement at Burn Site for Rural Water No. 4

Rural water needs to get a line to Alan and Debbie Francis east of town, and they will need to cross our land at the burn site (by Anderson Welding). We need to give them an easement to do the work.

17. Approve to Submit RFP for Compensation Study

I have prepared an RFP for submission to secure consulting services to perform a salary survey for the COA as requested by the Commission. I will need it officially approved in minutes to submit the RFP's. Under the RFP section of the city procurement policy, the Commission is supposed to tabulate the bids and references are supposed to be checked prior to awarding a bid, so I will have the RFP openings on the April 19th meeting and RFP approvals at the May 3rd meeting. That will give two weeks to tabulate and check references prior to award. We will get you tabulation forms to utilize for this purpose at the meeting on the 19th.

18. Approve Additional Land Donation Necessary to Accommodate Required Drainage Plan for Family Dollar 120 N LL&G

KDOT has put a stop order on the work at the Family Dollar location pending submission of an approved drainage and traffic study to appropriately accommodate for the displaced runoff that will

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not be created at this location. Family Dollar is preparing the necessary documents to submit to KDOT but will need additional land in order to accommodate the dry detention basins they are planning to propose to construct to satisfy the drainage issues. I will explain more at the meeting. If the Commission decides to grant the request for additional land I will need the following in the motion:

“Motion to approve an additional commercial incentive donation of up to a total of 12,000 square feet of land combined from Blocks 7 & 8 of the Jennings Addition to CBC DT, LLC for the purpose of constructing dry detention basins (or other approved drainage solution) contingent upon City of Anthony and KDOT approval of the proposed Drainage and Traffic studies, and further authorize the City Administrator to execute all documents at closing.”

Admin’s Report:

1. 432 S Anthony – At the request of the Anthony City Attorney in order to keep this process moving forward, he is requiring a qualified building inspector make official determinations on dangerous structures in the city. To meet this request, Pratt County Building Inspector Brad Blankenship was present on March 24th to perform said inspections on the dangerous structures in Anthony. Brad is preparing final reports to send to the city for review. I have also visited with the City Attorney on the new draft resolutions, and he has requested a work session with me which we will be holding next week.
2. City Board and Rec Commission Vacancies – An ad was placed in the newspaper to broaden awareness of the various board and rec commission vacancies we have right now. The following have openings: Rec Commission, Airport Board, Planning Commission, ID/Eco Devo Board, Tree Board, and Transient Guest.
3. Housing – The land bank portion of the housing plan I briefed you on last month is becoming more and more popular across the state. At the bottom of this report, you will find an article regarding the City of Wichita’s new Land Bank process. Shows that most were in favor of it, with a unanimous vote from their Council but there is some opposing comments you could read as well. Still, land banks definitely seem to be a very viable option for communities to deal with housing, one of many areas that will all need to have pro-active activity. I am still working on the full housing plan to present but have been delayed dealing with grants. More to come.
4. Cybersecurity – New and increased warnings continue to surface from the government to municipalities in regard to critical infrastructure. I have worked with our IT for the last two years to ensure we have safeguards in place. We do have one area that, for the purpose of security I will not provide detail on that, will need some hardware changes to reach the preferred security level that would meet the government’s warning. Feel free to ask me about this during report updates at the meeting. Otherwise, know that we will be making those hardware/procedural changes.

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4/5/22

5. Staffing – Many ads have gone out for various positions at the city: water/wastewater, police officer, rec director, summer mowing staff x3, and lifeguards/pool manager. Richard Meek's (water/wastewater) last day will be April 8th. An ad for a superintendent will be sent to the paper this week. Callie Carpenter has accepted the position as Utility Billing Clerk and will start on April 11th. Interviews are upcoming for police. City of Anthony staff will also be present at the upcoming job fair at Chaparral which will host employers for both student and adult positions available in the county.
6. HP CO STRONG – Packets are out for the Challenge which starts March 27th! I will have one packet at the Commission meeting for you to look at if you would like.
7. Steve Bellesine Small Dredge Project at Anthony Lake – In case you see some activity at the lake over by Steve Bellesine and John Mitchell's lots (Lot 1E and B), Steve will be dredging the lake around his dock and up into the cove at this location. Map attached for reference. The scope of the project will include dredging in the lake and up into a cove on 1E, installing rip rap at the shore to protect the bank from sloughing due to the dredge, relocating the removed material up by Steve's house for later use, and installing a conservation structure to prevent further sedimentation from the small waterway located on 1E. State and Federal permits were required and the city (owning the lake) had to be one of the applicants on the federal permit. The feds were good to work with, thought this process was not fast, it would have taken an additional 2 more months to get their approval, but they were kind enough to move it up in order to try to catch the window of the lake being low right now. All permits are approved, and I expect Steve to hire the work to being promptly.
8. Pizza Ranch – I have continued to work with the architects at the Pizza Ranch. They have requested a variance to the IBC code requirement that calls for a men's restroom and a women's restroom for the occupancy number they have. In recognition of the need to comply with ADA and due to limited spacing availability in the existing physical structure, I have granted them a variance to this requirement by allowing one unisex ADA accessible restroom to be constructed in place of the existing two restrooms.
9. Powerplant & 138 Sub Operation and Maintenance – CHUBB has agreed to accept the monitoring plan for units 2 & 3 step-up transformers. They will be subject to oil and gas analysis, and we will trend the results to monitor and evaluate moisture content. Bob Collins will be onsite April 11th to discuss this when he is here to finalize the operating permits on the boilers.

Solomon delivered the three new transformers to the power plant. KMEA was onsite March 28th to assist in the changeout of the transformers and perform the annual maintenance. However, one of the transformers from Solomon had burned up wires inside the control panel and all three were pinned at the wrong voltage being delivered to us set at 7620 instead of 7200. This is a huge oversight on the part of Solomon, especially on the one transformer that was obviously damaged (both visually in the control box and electronically on the quality control test report that accompanied it). Of course, these are

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4/5/22

refurbished models, but this one unit could not have gone through proper refurbishing and been left with burnt up wiring. Solomon is picking up the one with the burned wiring to take it back and correct it. Then when they bring that one back, they will plan to be a full day onsite to re-pin the other two.

10. CRS Floodplain Insurance Rebate Program – We have completed our 5-year renewal. We will be dropping from a level 7 to a level 8. This means we will go from citizens being able to get a 15% rebate off their flood insurance to a 10% rebate. There were some other program activities we could have incorporated to try to maintain a level 7 however, due to my current workload and the few number of homeowners who have flood policies, I declined the additional programming options.

11. Department Activities:

Street –

Helped Line Crew wreck out line by Crofts.

Helped Line Crew with pole behind Joe Hall.

Helped Line Crew with pole on N. Anthony.

Replaced some plywood at Skate Park.

Cleaned out culverts on Hayes Street.

Cleaned Restrooms at Parks.

Picked up brush and trash at the parks.

Helped water department with leak north of town on the 2" line.

Picked up trash in ditches around town.

Patched some potholes.

Put more rock on road for the dump station at the lake.

Graded roads in town, at the lake, power plant and sewer plant.

Cleaned up burn pit in the restroom at the east park, big mess.

Pulled out the trash truck in the alley.

Everyday maintenance.

Spread sand on West street and by Dollar General.

Water/WW –

Rounds

Locates

Repaired water leak two miles north of town.

Finished installation of Golf Course water line.

Helped line crew set pole.

Cleaned backhoe.

Serviced Vac Truck.

Cleaned Water plant.

Repaired toilet in Park.

Cleaned well houses

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4/5/22

Cleaned lift stations
Cleaned trucks
Water samples
Repaired water meter at 400 block S. Franklin
Cleaned high service pump house

Electric Distribution -

Disconnected power at 42 W. Hwy. 2 for upgrading electric service.
Removed 4 spans of old 14.5 feeder line at S.W. 60 Rd and S.W. 10 Ave.
Set lift pole at 112 S. Jennings and energized upgraded electric service.
Had a KEC Safety meeting over damage claims and supervisory.
Hung 54 door knockers
Work Orders
Turn On-Off Orders
Just Read Orders
Had outages on the east side of the lake. (Cause from tree limb)
Had an outage at 301 N. Madison (Cause from wildlife)
Had an outage at 317 S. Springfield (Cause from wildlife)
Had an outage at 206 S. Franklin (Cause from tree limb)
Reset school zone lights
Removed tree limb off primary wire at the golf course.
Meeting on insurance and department head meeting.
Had an outage at 200 S Springfield, cause was wildlife.
Quoted a new service 8 miles east and 1 south.
Met with Jarret Schmidt about his new service 6 north and 3.5 east.
Unloaded 500kv regulators at the power plant.
Had an outage in the northwest rural. Cause was a broken primary wire 5 north and 5 west.
Replaced T8 bulb at the 911 memorial.

Electric Production –

Worked on some reports, worked with Melinda to get the yearly online report done for KDHE air emissions.
Had help take some vacation over spring break, NC helped research some things at the courthouse.
Guys got the bad valves changed out on the #3 radiator so it should be ready for summer.
Normal training and planning of upcoming projects.
Larry and Naaman have been working on plan for the boss and Larry was on call for this week.

Mechanic –

Servicing mowers
Service #4 and order parts for front end
Service #5
Service lake tractors and investigate leaks

To: City Commissioners
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4/5/22

Service #5 and flush transmission.
Work on transmission flush machine.
Service #70 tractor and fix hydraulic leak.
Work on carburetor for #17 park mower.

LAND BANKS:

By Shelby Kellerman – Reporter, Wichita Business Journal
May 19, 2021, 1:40pm EDT

The city would like to revitalize Wichita's abandoned and neglected properties, mostly residential homes, that are difficult to sell on the private real-estate market.

Or at least get them prepped and ready for revitalization.

The City Council on Tuesday voted unanimously to approve the creation of the Wichita Land Bank, a new program that will allow the city to:

Acquire blighted properties;
Abate their special assessments and back taxes;
Sort through ownership and title issues;
Maintain the properties;
And then sell or transfer the property to a developer or nonprofit that will bring new life to it.
The city says the priorities will be focused on affordable housing, neighborhood revitalization and open spaces.

"This is a game-changer for Wichita to help increase the inventory of homes for sale, improve the quality of life for Wichitans and increase homeownership," Council member Jeff Blubaugh, a real-estate broker, said during Tuesday's meeting.

Tuesday's vote also established the creation of a seven-member board of trustees that will be appointed by each member of the City Council. The board will oversee the land bank, but ultimately each acquisition has to be approved by the Council.

Council members will make their appointments after a second reading and publication of the ordinance creating the land bank.

How the land bank works

The land bank's by-laws, policies and procedures are still a draft at this point, and will need approval from the board of trustees and the City Council.

But as it's written now, land owners could either donate or sell their property to the land bank. The focus will be on properties within a 3-mile radius of the Wichita downtown core, roughly 29th North to 31st South, and Ridge to Rock roads.

Earlier this month, the Council approved a budget of approximately \$334,000 in HUD Community Development Block Grant funding for land bank activities.

Because the land bank will have limited carrying capacity, the city says the program will need to be strategic when taking ownership of properties.

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Land banks, by state law, are prohibited from engaging in eminent domain.

At its core, the program is designed to assist properties that are facing title issues, lack of clear ownership, tax delinquency and outstanding assessments, and have languished for years with no interest.

"It's an organization that can spend the time... to unravel some of those issues," said Scott Wadle, director of the Wichita-Sedgwick County Metropolitan Area Planning Department, during Tuesday's Council meeting. "It has a unique ability to ... abate back taxes."

As for the maintenance of the properties, Wadle tells the WBJ that the details aren't worked out yet, but the expectation is that the land bank would keep properties well maintained, including mowing and preventing trash and debris from accumulating.

Wadle said there isn't a time limit on how long a property can sit in the land bank, but because of the limited budget and carrying capacity, there will be emphasis on relatively quick turnover of properties into the private market.

The goal is to sell the properties to a developer or home builder, for example, or transfer it to a nonprofit like Habitat for Humanity. Those companies or organizations will do the work of renovating or rebuilding for future use.

And after a property is removed from the land bank, it goes back on the city's tax rolls.

How it will impact local real estate

Sheila Rumsey, CEO of Realtors of South Central Kansas, says there are a number of such properties in Wichita that are in poor condition.

"It seems like there are lot of really small lots," she said. "Whether it's people that have inherited land, family no longer lives there and it just sits there and they don't know how to get rid of it or what to do with it."

Rumsey said the local association is supportive of the land bank in the sense that it provides additional affordable housing.

"If this is a way to get those properties moving and get people interested in building in some of those areas, it seems like a win-win for everybody," she said. "There's builders that are considering if they can come up with an option to build some fairly inexpensive housing and get into some of those. I think we could see some movement."

Wess Galyon, president and CEO of the Wichita Area Builders Association, spoke to the Council on Tuesday in support of the land bank.

"We have a constant dialogue with our members that are waiting to see if this gets done," Galyon said.

The city program isn't exclusive to just residential properties.

To: City Commissioners
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4/5/22

Wadle said the land bank could acquire commercial properties, and sell or transfer properties for future commercial use. Some retail establishments, especially grocery stores, he said, have been important for neighborhood revitalization.

Wadle said it is likely, though, that the value of the commercial properties will limit the ability of the land bank to purchase and maintain them.

Jeff Englert, senior vice president of local commercial real-estate firm NAI Martens, says he sees potential for future multifamily development to come out of the land bank, such as a duplex or apartment.

"I think a lot of that will come down to what incentives will be involved in order to make it happen," such as low income tax credits, Englert said.

New-construction rental product in older, lower-income neighborhoods can be attractive, Englert said. But the question is whether or not the rents will make financial sense.

"If the incentives aren't enough to fill the gap that comes along with the rents that comes with something like this, it's almost a useless exercise," Englert said. "It's not even so a developer can go out there and make a killing, it's just so they can make sense of a deal."

John Todd, who said he is a former real estate development professional and former member of the Metropolitan Area Planning Commission, spoke to the Council on Tuesday in opposition of the land bank.

Among his concerns, Todd said there is potential for corruption among the land bank board of trustee members, which the city says is addressed in an ethics and conflict of interest section of the board's by-laws.

A government housing community creates renters, not home owners, Todd said to the Council.

"I believe the wealth and prosperity of home ownership that we enjoy in Wichita ... has been treated and produced by private, for-profit land developers and builders," he said. "These enterprising individuals risk their own money by offering housing choices that are market driven.

"(The land bank) Is a simple continuation of governmental attempts to participate in the land development business. Unfortunately they create more problems than they solve."