

To: City Commissioners  
From: Cyndra Kastens

Re: City Clerk/Administrator Report  
1/16/24

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**KOMA Training Webinar on February 8<sup>th</sup>. See notes in Report.**

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**Reminder again that due to staffing, January agendas will be smaller than normal.**

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**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 2, 2024 Regular Meeting Minutes
2. Approve January 4, 2024 Special Meeting Minutes
3. Appropriation Ordinance No 3182 \$359,226.83

*The Border States Sunrise 2<sup>nd</sup> expenses are for the electrical buildout that the Commission already approved to purchase. We intend to apply for BASE grant reimbursement for these costs. This is dependent upon Atmos Energy costs. More to come later.*

4. Approve 01.16.2024 Payroll \$57,738.87

**PUBLIC HEARINGS - NONE**

**REGULAR BUSINESS**

5. Request to Waive Hall Rental Fees - Anthony Chamber of Commerce
6. Approve Resolution No. 1142 KCE Program (PRIDE)
7. Health Nuisance 113 S. Jefferson Pester 2024
8. Health Nuisance 202 S. Jefferson Dory 2024
9. Vehicle Nuisance 113 S. Jefferson Pester 2024

**Admin Report:**

1. Short Staffing – Interviews were held on January 10<sup>th</sup> & 11<sup>th</sup> for the Deputy City Clerk and Administrative Assistance of Utilities positions. References were checked on Friday the 12<sup>th</sup> and offers of employment have been extended to two candidates. I should know official acceptance and will release their names once they have notified their existing employers, hopefully by the Commission meeting. We hope to have the candidates start by February 1<sup>st</sup> to begin the lengthy training process. Naaman continues to help out in the

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office through the month of January. Gina has finally started working afternoons in the city office. If you recall, the Police department secretary job was historically always supposed to work half day in the PD and half day in the city office. We wanted Gina to have time to learn the PD role well and transition once she was ready. We have started that transition. If all goes as planned with the two people, we have offered positions to, that will leave Police and Mechanic as the only remaining full-time positions still vacant.

2. Annual Employee Evaluations – I held annual evaluations on January 8<sup>th</sup> & 9<sup>th</sup>. COLA's were also given this year to full-time permanent employees as approved and budgeted by the Commission for the 2024 budget.
3. Lake Board Meeting – I met with the Lake Board on Monday January 8<sup>th</sup>. We discussed the lake survey flyer that is going in the utility bills (approved by the City Commission), the lake map being available via a QR code on the city website and at the Lake Sign at the lake, and the effort the lake board is currently working on to present an alternate idea to replace the “Welcome to Anthony” sign at the lake. If you recall, the lake board replaced the main lake sign by campground A but the old sign that says “Welcome to Anthony” is still outdated and needs attention. I was just going to have Ross at the Republican make a new vinyl to go over the front of it (since the new lake sign does not say welcome to Anthony) but the lake board would actually like to present something a little more creative. When they have their plan more finalized, they will present it to the Commission.
4. Airport – Reminder that this will be presented at this commission meeting. As I reported previously, the following are the top 5 plan objectives as approved last year:
  1. ~~Construct AWOS & Beacon~~ IN PROGRESS (KDOT Grant)
  2. Construct T-Hangars
  3. Improve Taxi Way
  4. Expand Apron
  5. ~~Rehab Turf Runway~~ DONE (FAA Entitlement Funds)

We will have an update for you based upon this year's recommendation from the airport board at this commission meeting.

AWOS & Beacon Grant – We will be presenting the bid tab from the bid opening at the commission meeting. Here is a quick recap so you have it fresh on your mind regarding the AWOS and Beacon:

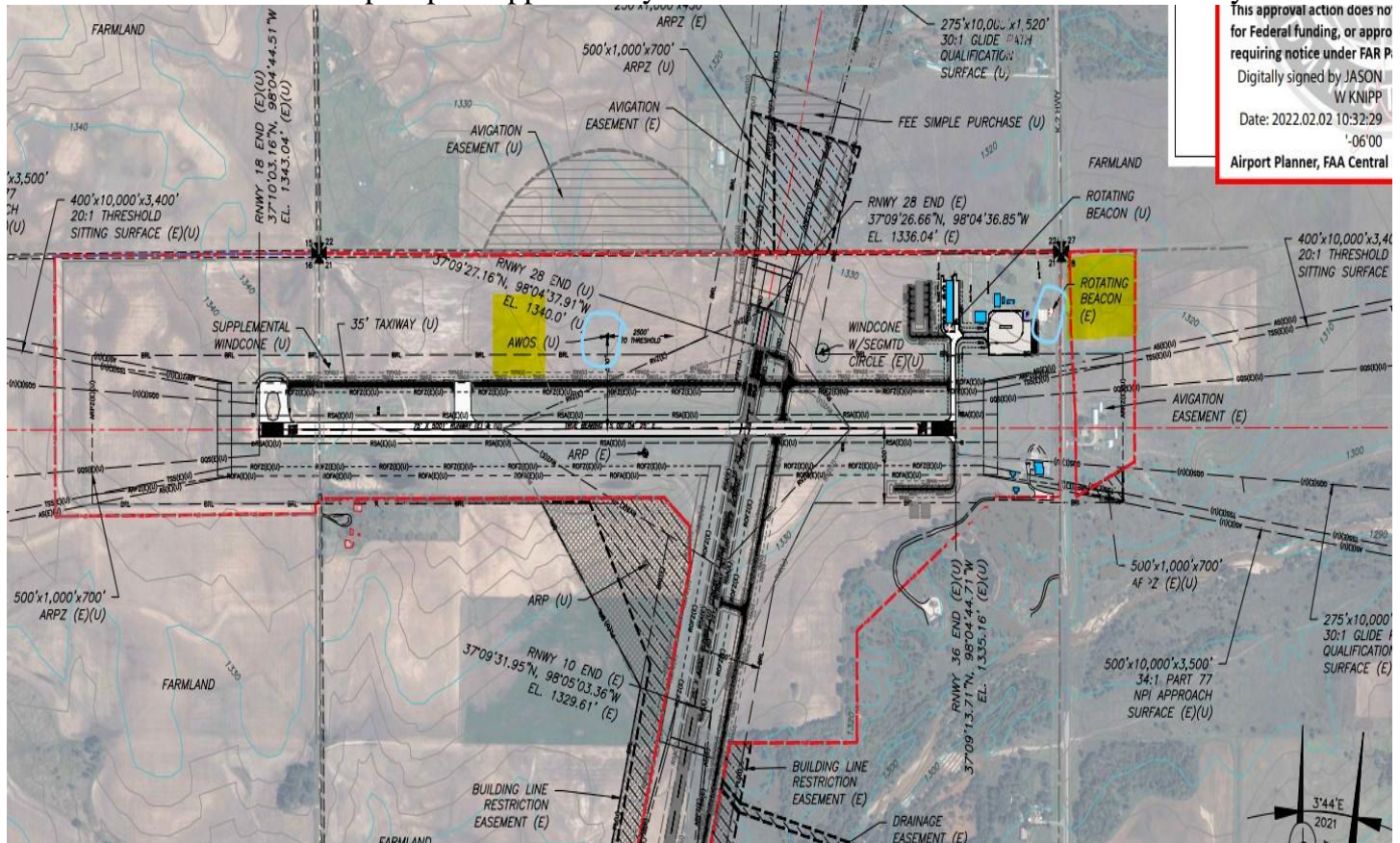
- a. We are keeping the old beacon due to history and nostalgia. We included the costs to clean up and paint the old beacon in the bid pack as a separate item. This is separate because we are not 100% sure the cost will be covered with grant funds. Demolition is an eligible cost but keeping it and cleaning it up may not be. If it is not, the city can then decide, based upon the bid cost, if we want to pay for this ourselves or remove it from the bid.
- b. The AWOS weather system is a great navigational aid, but it is not only for pilots. It is a web-based system accessible to anyone. Therefore, any Anthony

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residents or visitors can use this tool for weather information. Once installed, there will be a monthly phone line charge to operate the system. We only need a sim card and a voice over IP phone number so we will price this through Verizon and several other carriers for the best pricing. The sim card will need to come through Verizon as that is our cellular provider.

- c. Last, and again just for a good reminder, here is the location on the master airport plan approved by FAA for the new beacon and the AWOS system:



- 5. BASE Grant – I am preparing a letter to send to Mies to explain the critical impact to the city’s timeline that further hold up on this correction will have to our project. Everyone is still waiting on the insurance company. Mies plans to forward this letter to the insurance company to help show cause as to why Mies is pushing so hard to get this finalized and get the work started. Standby.

Electric Pedestals – I did not have time to work on this with annual evals and interviews but will get back on it.

- 6. Winter Gas/Electric Pricing – KMEA has been holding daily meetings with members to make decisions in regard to market pricing and demand, to determine whether or not we need to run the plant during these few days of extreme temperatures. Larry and I have visited daily to make these determinations. Thus far, we have stayed on the market, but Larry’s team has remained active and ready in case we needed to run. Larry does an excellent job of staying on top of this and we have not hit over the average of \$165 per

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MWh yet. This is higher than normal but still lower than operating. As we conclude with these temperatures and then get the bill from KMEA, we may want to discuss some coverage with our KMEA emergency funds to alleviate higher than normal costs for customers but no need to go there yet as we are not talking about extreme dollars like last time, only larger than normal dollars. We will know more later. We are watching closely.

7. Rural Champion 2<sup>nd</sup> Round Grant – The first rural champion grant is wrapping up. This was the grant that hired Cheryl Adelhardt as the Rural Housing Champion for Harper County that helped the cities of Anthony, Attica, and Harper complete the Housing Assessment which was important data to verify that the community supports the housing initiative and corrective solutions, and was also necessary for several grants and programs the city had marked to apply for with housing such as the CDBG Housing and KHITC grants which we applied for at the end of 2023. Cheryl is completing her final piece of the project. Any unspent funds in the first-round grant automatically roll over to the second-round grant. The 2<sup>nd</sup> round Rural Champion grant is to create the local housing “Mini-Grants”. If you recall, this project is to provide some form of incentive to the “gap” income earners that do not have incentive options to correct housing issues. There is CDBG funds and many state grant programs for low-income property owners but very little for other income brackets. Here is a reminder of some of the program ideas from other communities when we discussed it:

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# HOUSING >>> INCENTIVES

**AWARDS UP TO \$2500**

- DEMO ASSISTANCE
- EMPTY NESTER
- LONG TERM VACANT
- PAINT THE COUNTY

**APPLY NOW**

## DEMO ASSISTANCE

**PURPOSE:**

The Wallace County Community Development Demolition Assistance Incentive Program encourages blighted properties to be cleared and spur redevelopment and investment within the local community. The removal of dangerous and dilapidated structures is essential to Wallace County's future community development and enhancement.

**AWARD AMOUNT:**

Awards up to \$2,500 awarded per eligible landowner who clears blighted property, and then plans to develop or sell to a builder/developer with intentions to build. These funds act as reimbursement to offset any accrued project expenses. The applying entity must match funding requested on a 1:1 basis. Both cash and in-kind matches are eligible.

## LONG TERM VACANT

**PURPOSE:**

The Wallace County Community Development Vacant Home Sale Incentive Program is intended to encourage the listing and sale of long-term vacant houses in Wallace County, thereby increasing available housing stock.

**AWARD AMOUNT:**

Awards up to \$2,500 awarded per eligible homeowner who sells their long-term vacant house in Wallace County. "Long-term vacant" means a property that has been vacant for any reason for a period of more than six consecutive months. These funds act as reimbursement to offset any accrued project expenses. The applying entity must match funding requested on a 1:1 basis. Both cash and in-kind matches are eligible.



**PURPOSE:**

The Wallace County Community Development Empty Nester Incentive Program is intended to assist homeowners in the county that wish to move to a more manageable sized rental or home within the county. The goal of this incentive is to increase available housing stock while maximizing the efficiency of the current homes in Wallace County.

**AWARD AMOUNT:**

Awards up to \$2,500 may be awarded to 'empty nesters', meaning individuals and/or couples living without additional dependents in their household, who sell their home in Wallace County and move into assisted living, a rental unit, and/or a smaller home in Wallace County. These funds act as reimbursement to offset any accrued expenses. The applicant must match funding requested on a 1:1 basis. Both cash and in-kind matches are eligible.



**PURPOSE:**

The goal of the Wallace County Community Development Paint The County Incentive is to upgrade curb appeal of residential properties in Wallace County. The incentive is offered to residential property owners who wish to paint the exterior of a home or housing unit(s).

**AWARD AMOUNT:**

Awards up to \$500 may be awarded per eligible residential property. These funds act as reimbursement to offset any accrued project expenses such as paint, painting supplies, equipment rental, etc. Painting preparations, labor, and/or volunteer assistance is coordinated by the applicant. Award funds will be reimbursements. Paint and materials must be purchased in Wallace County, documented by receipts to be submitted. No match is required for this incentive.



**Housing Incentives - Overview**

**Funding Sources:**

Local Foundation = \$10,000 (secured: 18.2% of Incentives)  
 Hansen Foundation = \$20,000 (secured: 36.3% of Incentives)  
 Local Citizens' Match = \$25,000 (pending: 45.5% of Incentives)

| Incentive             | Max. Grant \$ | Min. Grants Available | Grant \$ towards Incentive | Local Match Required | Kind of Match       | Local Citizen Match | Total \$ per incentive |
|-----------------------|---------------|-----------------------|----------------------------|----------------------|---------------------|---------------------|------------------------|
| Demolition Assistance | \$2500        | 10                    | \$25,000                   | 1:1                  | Cash and/or In-Kind | \$25,000            | \$50,000               |
| Empty Nester          | \$2500        |                       |                            |                      |                     |                     |                        |
| Vacant Home Sale      | \$2500        |                       |                            |                      |                     |                     |                        |
| Paint The County      | \$500         | 10                    | \$5000                     | None                 | N/A                 | \$0                 | \$5000                 |
|                       |               |                       | <b>\$30,000</b>            |                      |                     | <b>\$25,000</b>     | <b>\$55,000</b>        |

These were just rough ideas and a visual to remind you when we discussed the topic previously. The original Rural Champion grant was for \$20,800 with a match split between the City of Anthony and City of Harper. We paid \$3,500 up front, a little more on our side since Tiffany was writing the grant because I did not have time. Right now

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we estimate finalizing the grant having spent around \$15,905 in wages, a total of \$11,928.75 in grant dollars. This, plus the balance unused of the match dollars, will roll into the new grant leaving the City of Anthony approximately \$18,400 to use for mini grants for housing incentives. I will know more in the next few weeks and will bring final figures but please be thinking about which mini grant programs you think would be the most important. I will meet with the City of Harper to finalize the grant details and report back, hopefully by the next commission meeting. Remember, this will be a one-time program. This is not continued funding and we will not be able to fund it long-term. Just a one-time program offer. Just giving you a heads up. We will discuss it more soon.

8. KOMA Training – LKM is hosting a KOMA webinar for elected officials on February 8<sup>th</sup> from 10:00 – 11:30 am. I sent this out to all the commissioners via email to let us know if you wanted to attend. Mayor Cleveland asked about showing this in the Commission room. We can do that for sure, just need a head count and if three want to attend, we can easily set up special meeting. Or we can register you and you can watch it on your own. Just let me know.
9. CHS Interns – The city sponsored two different internships this past semester: Laken Cowherd in the Electric Department and Isabel Alexander in the office with the City Treasurer. Attached to my report is a letter from the T2C program for Isabel. We have another student who will serve on the line crew this upcoming semester. The city continues to work with CHS to support development of students locally.
10. NOTE: The Annual Plan presentation from the Anthony Recreation Commission was moved from this meeting to the February 6<sup>th</sup> agenda. FYI

In addition, I see there is no Police Chief or Superintendent Report. I assume that is due to the holiday today. I will get with each of them to have copies for you at the meeting.