

To: City Commissioners
From: Cyndra Kastens

Re: City Clerk/Administrator Report
7/2/24

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 June 18, 2024 Regular Meeting Minutes
2. Approve June 26, 2024 Special Meeting Minutes
3. Special Appropriations:
 - Fund #34 Street Improvements-EBH-\$1,275.88-Engineering FY25 CCLIP ANTHONY K44
 - Fund #34 Capital Improvement Street - MAC \$2,203.80 for cold patch & traffic cones for street repair
4. Appropriation Ordinance No. 3193-\$157,247.49
5. Approve 07.02.2024 Payroll \$64,183.32
6. Rescind the May 21, 2024, motion to approve the request from Harper County to purchase Lots 7 & 10 in Block 23 (211 N. Anthony) for \$4,000.00 each as the County did not approve the sale price.
7. Approve Pay Request #7 KDOT Project No. KA-6909-01 \$1,275.88 Engineering to EBH for FY25 CCLIP Main & Anthony
8. Approval to Submit RFP for Engineering for Lake Town Trail KDWLP Project No. NRT2023-01
9. Approve June 2024 Court Report

PUBLIC HEARINGS - NONE

REGULAR BUSINESS

10. Open Bids for Stock Electrical Materials
11. Approve Ordinance S-318 Updating UDC Sign Regulations

These are your finalized text amendments for the Billboard/Off-Site sign changes, and the few areas of clean up in the sign code. There are no changes in this final form from the draft I sent previously for review.
12. Discussion of Planning Commission Review of Recreational Equipment Rentals at Anthony Lake

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The Planning Commission has been asked to prepare text amendments to the UDC in order to allow private businesses to operate watercraft equipment rentals out of the homes at the lake. Currently, you could not operate a business in residential districts, unless it is an approved home occupation. Rental of equipment is not currently approved. The request came from a resident that would like to operate a Kayak rental business. The lake board also had this as a topic on their agenda at one point (Kayak Kiosk) because it would be a great service at the lake, but I do not believe they are pursuing this any further. I have a call into the Lake Board to confirm. We asked the person wanting to start the business if they wanted to approach the city commission to be able to operate it on city property, like the other clubs and recreational programs at the lake. The person prefers not to do that so they can operate out of their house. This would require a change in the text of the UDC and will open the opportunity for rentals for any home at the lake so as the Planning Commission begins the process to evaluate this request, they just wanted to get a feel from the City Commission in advance if you have any opinions or considerations before they start the planning and public hearing process. No decision is being asked tonight and no presentation is being asked to be made by the applicant, this still has to go through Planning Commission and the public hearing process before it legally comes to you. This is just the Planning Commission letting you know what project they are taking on and gauging your interest or opinion before they get started.

13. Lots 1-16 Block 5 Sunrise 2nd Development Documents: Lot Purchase Application, Lot Purchase Agreement, and Covenants and Restrictions

You should have received these documents via email on Sunday. The City Attorney will still need time to finalize his comments so, if you make changes at the meeting and to wait for him you would need to:

Motion to approve the Lot Purchase Application, Lot Purchase Agreement, and Sunrise 2nd Addition Residential Covenants and Restrictions as amended, contingent upon review and approval from the City Attorney, then to file the Covenants and Restrictions with the Sunrise 2nd Plat.

14. Discussion of Grass Clippings Being Mowed into the Street

Mayor Cleveland requested this to be on the agenda for discussion.

15. Approve Housing Committee CARE Grant Award Recommendation for 316 S Madison

Since there were funds still available after the grant round closed, the Housing Committee opened it back up to accept additional applications. We have received one, but this is for a city employee so the Commission will need to decide if they feel there is a conflict of interest. The Housing Committee has reviewed the application and is recommending it for approval. The application is to help purchase a patio door and pay for siding. The project is \$10,981.68, the applicant would receive \$1,500.

Motion would be contingent upon complying with CARE Grant requirements.

16. Inoperable Vehicle Nuisance 310 N. Lincoln HAYS 2024

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Admin Report:

1. Sidewalk on LL&G – The surveyor has started collecting some existing mapping data and will keep us posted on his progress.
2. Sunrise 2nd – I have met with Nick Planansky with Atmos Gas to confirm the locations of the gas line installation. Though we were originally looking at installing in the easement on the west side of the lot (due to the congestion in the front easement from moving West Ave over to avoid constructing a new concrete road over the 16” main) we have instead decided to stay in the front of the 16 residential lots and install the main in the front easement on the east side. The city will need to dedicate additional easement on the lots to accommodate the addition of gas and electric at this location. I had Atmos bid out both options a few months ago, tentative pricing was West Side - \$77,557.00 or East Side - \$58,960.94. This was for main installations only and could vary if they encounter rock during construction. Harper Council has graciously approved for the City of Anthony to utilize remaining BASE grant funds for the purpose of this installation. Harper’s Gas and Electric Service is not charging the community for their infrastructure installation to service their Sycamore Housing development. Jerry is also aware of the timeline that we could be breaking ground to construct homes in the next 60 days, so he is scheduling his availability to install power as well.
3. Solar Applications – I believe we have reached a conclusion with the commercial solar applicant. The city’s policy requires that we size solar based upon average annual peak demand of the customer. In this case, this customer’s meter has not been billing correctly (it is underbilling) and when we reviewed this application we realized it. We did not fix the error yet as an extension of courtesy since the city had to delay the application due to policy revision and then later having to wait many months for meters due to supply chain issues. However, the incorrect billing also made sizing the solar application difficult since all of the demand was not recorded, which would have required the size of the approved system to be smaller than we believe it should be. However, since it was not recording correctly, we did not know how undersized it would be and remember, you do not want to oversize them for several reasons: 1. Solar is supported to help customers offset their own power bill, not to become electric generators which fall under different regulatory laws. 2. If a system is oversized it commits capacity generation to that customer, greater than what they actually need for their load, and reduces the overall amount available to other customers that also want to offset their own load. For both reasons, sizing a system according to the customers normal load is the objective. Since we did not have the data to do so in this case, there is another sizing calculation that can be utilized. Using this formula, the customer could be approved for up to the maximum 200KW. I cannot guarantee that this customer will use this much and hopefully the approval does not unnecessarily tie up capacity that could be available to another customer, but the method is an approved method for sizing, and it was the best data we could utilize at this time to keep the application moving forward. As of today, we have tentatively approved 200 KW contingent upon receiving the required payment and documents for the system. We hope this situation is on its way to resolution.

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4. Budget – I still haven't started yet but I hope to after the 4th. I will need to ask that we not schedule any special meetings or address any controversial issues (if possible, of course), for the next few weeks so I can focus on this critical task. Well, I take that back, we will likely have to schedule Budget Workshops since we only have 20 days in which to notify the County Clerk if we are exceeding the revenue neutral rate. I will focus on the budget and place other projects on hold. Thank you for your patience and understanding as we delay other requested items for this reason.
5. Staffing – The contract Administrative Assistant has started work as of July 1st! His first project will be the Lake Trail since I have not had time to properly address this task. After that, I will have him working on all the bid work that needs to go out and is also behind. You will notice a request to go out for bid for engineering on this consent agenda. This is because I have tasked him with preparing an RFP for this purpose and I would like to go ahead and get it out when he is done instead of waiting until the next commission meeting.
6. SPO Eco Devo Proposal at Anthony Lake – The public notices have been sent to the paper to print on the 10th and 17th. The 30-day period for petition submission starts after that. We have called out to get pricing on the appraisal. More to come there.
7. KACM – I attended the city management summit on June 20th in Wichita and found several pieces of information very valuable with a focus on sustaining economies, hiring law enforcement, and other relevant topics.
8. KHITC – I had to finalize and submit a cost estimate, Builder confirmation letter, and Klausmeyer Construction resume as required for the official approval of the grant for the tax credits for Sunrise. The information has been submitted and is under review.
9. KCC 40101(d) Grant – I had to prepare a Resilience Subaward Packet including an Environmental Questionnaire and Budget Justification to submit to KCC. They will then submit that data to the DOE to obtain official approval. This is pending now.
10. Customer Service – The office staff is starting a rigorous customer service program, brainstorming and implanting new policies and approaches with a strong focus toward excellent customer service for our citizens.
11. Staff Camaraderie and Team Building – Jamie routinely comes up with ideas, games, challenges, etc. for our staff to be a part of and enjoy in an effort to continue to build a good work environment and staff camaraderie. Her latest game, "Guess Who?" will post a series of clues about one employee while the other employees try to guess who it is. This is a fun way to lighten the daily grind while also learning more about each employee. The board in the kitchen has the latest hints if you want to take a moment to play after the commission meeting. Thanks to Jamie for continuing to bring the change of pace and joy to our daily routines.