

To: City Commissioners
From: Cyndra Kastens

Re: City Clerk/Administrator Report
10/17/23

NO Special Meeting for Boat Ramp Monday October 30th, bids will be opened Nov. 7th.
Notice: I will not be at the November 7th City Commission meeting. Sherri will cover.

PUBLIC COMMENT – Recognition of Promotion of Bryan Struble to Street Department Head

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 October 3, 2023 Regular Meeting Minutes
2. Special Appropriations:

Fund #83-Electric Equip Replacement-Border States \$1,698.35-Sunrise 2nd bracket/cut outs/mounts/cross arms

Fund #34-Airport Capital Improvements-Border States \$763.88-AWOS/Beacon Conduit
3. Appropriation Ordinance No. 3176 \$289,364.52
4. Approve 10.10.2023 Payroll \$56,109.88
5. Approval to Submit Bid for Sunrise 2nd Electrical Materials
6. Bank of the Plains Resolution COD 5000001940

PUBLIC HEARINGS - NONE

REGULAR BUSINESS

7. Approve Mendoza Municipal Hall CMB Application
8. McDonalds Fire Discussion
9. Approve KDWP Recreational Trail Grant Project# NRT2023-1 for Anthony Lake Trail \$535,150.00
10. LKM Conference Update

Admin Report:

1. Pending Demolitions – The Notice to Proceed was issued on the 27th. The contractor has the south Anthony and north Kansas properties completed and will be starting work on Massachusetts.

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2. Turf Runway Rehab – Dirt work officially began on September 25th for the turf runway rehab. Efforts have been coordinated with the tenant (though we have not met on site yet, we have been communicating), the FBO (Tracy), and Salt Plains Outfitters. The project wrapped up last week with the seeding portion and is now done. The main runway was closed weekdays, sunup to sundown, but is open now. The turf runway will remain closed for a few weeks to allow settling and seeding to not be destroyed since the dirt work is freshly finished. Trident is the company that performed the seeding and they have also agreed to come back in the Spring to touch up any seeding that is blowing out right now. I expect the contract with Rinke to be signed this week and then he can start the dirt work for the AWOS. I do not know his timeline just yet.
3. BASE Grant – Roadwork is underway. The base has been built and compaction tested. The temporary road has been constructed so NAPA customers can continue to access the store with no interruptions. We used the rock that was on the road (NAPA had just paid for some of that within the last year or two) to build the temporary road and when that is no longer needed, Mies has agreed to relay their rock in their parking lot, so their expenses are not lost. There has been a complication with NAPA's fiber optic line, but it has been moved for now. This line is a private service line that was laid in the public right of way. We are working through responsibility of cost on that issue now but at present, the priority goal was to get it relocated so it does not hold up construction at greater costs. This project is moving much more rapidly than we anticipated. As you can see below, the curb and gutter is in, we are starting on concrete for the streets.



4. Cold Weather Rule – The discussion as to whether the City of Anthony wants to continue to voluntarily follow the Cold Weather Rule or not was discussed this last Spring and no decision was made. I told the Commission I would bring it back up on a later agenda if you

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wanted to discuss it. Please let me know if you want this added to the agenda as the Rule goes into effect on November 1st. Reminder, we are no longer required to follow the rule as per KCC guidelines.

5. Anthony Lake Boat Ramp – The bids are out but did not get out when I had hoped therefore, there will not be a Special Meeting to open them. The bid opening will be at the regular meeting on November 7th.
6. Housing – This task takes a full-time employee all on its own at this point. Here is a quick summary of action items to date:
 - a. Builder - By the end of this week I will have met with two potential builders. At this point, I am just meeting with interested parties, explaining the packages and development incentives we have, and then waiting to see if anyone comes back with any form of dedicated interest. At that point, I would bring it to the Commission to discuss specific details.
 - b. Incentives (MIH and RHITC)– We already have free land, HRP, and No Specials Payments (hopefully, we are still waiting to hear from Atmos. If anyone has pull there, feel free to jump in, I just have not had anything from them.). We are also working on the MIH and Tax Incentive programs. The applications for the RHITC are being prepared now in draft form and I am trying to get figures together to present to you so I can determine if you want to go for an MIH or not. We are working with Ross Vogel to assist us in this application process.
 - c. Land Agreement - I am also working on a draft land agreement for the Commission to review in regard to the legalities of title transfer, ownership, and requirements in Sunrise 2nd. This will be a draft for the Commission to work from. The City of Harper is leading on this, and I plan to take their draft work and customize it for the direction Anthony Commission has given me. I believe when we tackle this discussion it will naturally lead to our final discussions on housing standards for this.
 - d. RHID – I am drafting the RHID plan which is the next step required in the RHID process. This is a tight deadline because we have several more hoops to get through prior to December 31st. Working with Kevin Cowan at Gilmore Bell to accomplish this. We will still have to go back to the County at some point to see what their final verdict is on approving the RHID but having the plan developed will provide some of the final information the County may want to see for final decisions.
 - e. CDBG Housing Grant – This is the funding pool that would help people that already own properties in Anthony that may need renovation or demolition. This funding pool can provide up to \$300,000 for this purpose. The properties have to be inspected and there is a local match, however, SCKEDD can provide the inspections and their services (free to us) can count as match dollars. In addition, SCKEDD is usually willing to help write the grant and administer the program (being paid the 10% admin fee on the grant if awarded). Mayor Cleveland and Chief Hodson drove the community and provided a potential neighborhood

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suggestion to apply for. We will continue to investigate the location options. For now, I have a meeting with SCKEDD on Wednesday to see if they will consider working with us on this project.

- f. Banners – The design committee (Juliana Whisman, Amy Wells, and Commissioner Smith) continues to work on the banner prototype. Members met last week to review the first draft presented by the Banner Company and have another meeting this week on Wednesday to provide comments to send back to the company. We are hoping for a draft at that time to show the Commission for input. In addition, thanks to Commissioner Smith's engineering, we may have the black HPCO metal pole sign attachments figured out. I did relay that Anthony was interested in not producing these, but the other cities wanted to continue with production since it was part of the grant application and the unifying piece. That does not mean Anthony will have to participate but I will need to complete the grant objectives as they were applied for so we will need to complete this piece for at least 60 of the signs for the other communities, even if Anthony does not participate at production time. I will be looking for that final guidance very soon.
- g. Staffing – We have two new employees with the city: John Calhoun in the water/wastewater department and David Bradley as the Lake Caretaker. Welcome John and Dave!
- h. Current Projects – Just for fun (and because there are so many, I cannot always keep track) I just wanted to summarize a list of all the grant type projects we currently have underway:
 - a. Grants Awarded:
 - Recreational Trails Grant
 - BASE Grant
 - SEED Grant
 - Rural Champion Grant Mini Grants
 - Rural Champion Housing Specialist (Tentative Award)
 - KDOT Aviation Beacon and AWOS
 - CCLIP Main and Anthony
 - b. Grants Applying for or Monitoring for Potential Application:
 - FAA CIP – T-Hangars Next with BIL \$
 - CDBG Housing
 - KDOT Cost-Share/TEAP Sidewalk and Crosswalk on LL&G
 - Solar Farm
 - Lake Dredging
 - BIRC for Bathroom/Shelter Campsite A
 - Pool House Renovation
 - Splash Pad
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c. Projects Other than Grants:

- Land Bank
- RHID
- Lead & Copper Rule
- Many more...see below

The above list does not even include ANY of my day-to-day regular workload as the Administrator. In the next two weeks I hope to prepare a list for you of all the activities pending under my regular workload. Again, mostly for myself because it's very hard to keep it all straight at the moment but also to present to the Commission to keep you informed of my performance, activities, and duties.