

**To: City Commissioners**  
**From: Cyndra Kastens**

**Re: City Clerk/Administrator Report**  
**4/18/23**

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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 April 4, 2023 Regular Meeting Minutes
2. Special Appropriations:

Fund #34 Capital Streets – Pavement Maintenance Products - \$2,767.50 Street Sealer

3. Appropriation Ordinance No 6134 \$493,078.55

*This AP is high due to the Strong's Insurance annual renewal of \$235,000. In addition, you will note in Electric a payment to AR Roofing for \$38,976.26. This is actually a bill that did not get paid from last year when we redid the roof at the power plant. The auditors are pushing this expense back to 2022. So, this AP is \$273,977 higher than normal.*

4. Approve 4.11.23 Payroll \$60,558.35

5. Reappoint Wren Robinson to the Anthony Lake Board to Serve Term to Expire 2025

*The Lake Board terms are 4-year terms, and you will note this reappointment is for 2-years. This is intended to clean up where we have gotten off cycle from when the Commission changed the lake from a seven-member board to a five-member board in order to achieve a regular quorum. This 2-year appointment will bring this back into the correct cycle.*

## **PUBLIC HEARINGS - NONE**

## **REGULAR BUSINESS**

6. Request to Waive Municipal Hall Fees CHS Prom 2023 - Malory Intemann

*The junior class has selected Municipal Hall for prom this year. They will be requesting a fee waiver for Friday and Saturday. Chief Hodson has also approved a street closing on South Anthony (east side of the Hall) for walk in. Vehicles will line up on south Anthony facing north and police will be there to handle traffic.*

7. Approve EBH Contract Amendment for Inspection of Turf Runway

*I have reattached the cost estimate prepared last year for this project. If you will recall, FAA recommended that we prepare the engineering for this project in two parts, as a contract with an amendment. We approved the original contract in December, and this is the amendment needed to complete the 2<sup>nd</sup> phase of the project. As you can see when reviewing some of the estimated costs*

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*with the contract amounts, some of the items have come in higher and some lower. Overall, with the approval of this amendment, we are coming in over \$8,000 under the total estimated cost for engineering services. You will also note that the construction estimate was around \$245,700. I thought this might be a helpful number to have when you review bids on the next agenda item.*

8. Approve Turf Runway Reconstruction Bid

*The bid opening will be at 3:00 on Tuesday. After the opening, Darin and I will review the bids and prepare a tabulation to present at the Commission meeting so you can select a contractor.*

9. Approve to Submit FAA Grant Application for Turf Runway Rehab

*Now that we will have contractor costs, we can submit the application to FAA for the grant. Remember, these are entitlement funds, not like a competitive grant we are applying for, so you will not need to be concerned that we may not get the funds for the contractor we just approved. FAA already approved our project, this is just the next step in the process in order to allow us to use our entitlement (and BIL) dollars.*

10. Anthony Lake Sign Map Draft Review - Anthony Lake Board

*The street department has been working to install the new lake this week and the Lake Board is trying to finalize the map for the sign. In your packet is a copy of the draft that they would like to get your input on before they get to their final draft work. There will also be a large copy on the wall in the commission room. This is just a draft! You will note that they have boundaries on there for the clubs and these boundaries are not drawn accurately. Please take a look and let them know any comments or thoughts you have.*

11. Approve Wayne Dennis Committee Recommendations for New Appointments: Linda Francis, Afreda Hill, Veronica Larcom, and Susan Croft

12. Wayne Dennis Committee Recommended Funding Approval - Erin Albright

*As of the time of sending out the agenda, I still had not received the minutes or recommendation from the Wayne Dennis committee as to the three applications they reviewed for approval. The account balance at the city is \$25,877.*

13. Southern Kansas Bowhunter and Gun Club Lease Discussion - Mark & Judy Kelley and Sid Burkholder

*Copies of the leases are attached. To save time, please see notes in Admin report below for a quick review and comment of these leases.*

14. 2017 Ford Explorer Discussion

*This is in reference to the email I sent out last week in regard to the engine being bad in this explorer and options to repair/replace.*

15. Anthony Water Systems Review

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*This will be an overall update on where we are with the review of the Anthony water system as a whole in assuring our longevity for potable water needs and also evaluating the requests of Rural Water 2 and the Anthony Golf Club. A copy of the report to the Golf Club is attached in the packet.*

16. Resolution No. 1119 Approve Kansas Power Pool Name Change

*The Kansas Power Pool (KPP) is changing their name to KPP Energy. We no longer take power from the KPP but because we used to, we are still listed as a member city. Therefore, they cannot legally change their name unless we approve this resolution. We are actually the only member city holding them up on this effort, so they are very eager for this to pass. Once they have completed the name change, which will have to occur via the attorney general, then they will start the process to remove the cities that no longer take power from them which includes Anthony and the following other six member cities: Burlingame, Chapman, Larned, Osborne, Stafford, and Stockton.*

17. HCCF Agreement for BASE Project

*During the audit the recommendation has been presented that we should have some type of agreement or MOU with HCCF for the BASE Grant. I will discuss this further at the meeting.*

18. Anthony Land Development Incentives

*I will briefly review some of our land development incentives.*

19. CDL Training for City Employees

*CDL laws have drastically changed in the last two years, and we have one (maybe two) employees that need to obtain their CDL. I will be discussing some options to achieve that.*

20. Municipal Court Report March 2023

**Admin Report:**

1. Audit – We have been working hard on the audit which officially took place on April 13<sup>th</sup>, though most of the week before and week during (and still some this week) has been spent on data collection and discussions. Jamie has worked very hard on this keeping a lot of information flowing. All of the office staff have contributed in some level. No date yet for the presentation as we have not completely wrapped up yet.
2. 2023 Election – It is an election year for the city. The three positions open this year are Commissioners Hodson, Eaton, and Smith. I have certified these to the County Clerk for the upcoming election and sent a copy of the election packet to each of these Commissioners to complete and return prior to noon on June 1<sup>st</sup> if they will be electing to run again. (Fingers crossed!)

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3. Golf Course Irrigation – Commissioner Hodson and I met with the Golf Board on April 11<sup>th</sup>, and I presented my current activity on the issue. I will update you on this at the city meeting in the “Anthony Water Systems Review” agenda item. Attached to the packet you will find a copy of the Report of Progress presented to the Golf Board.
4. Lake Levels – We are still monitoring the lake levels in these drought conditions. There is no standard as to when a city must close a lake for safety. We will bring it to your attention when it becomes severe. If you as a commission, believe it should be closed before we pull that trigger, please let me know. I encourage you all to take a drive out there if you haven’t already.
5. Swimming Pool – The pool does have some cracking. We have ordered the supplies to be repaired but the first in-house attempts to do so are not going smoothly. We are consulting with the company that completed the last refinishing for technical guidance.
6. Housing Committee Update - The housing committee has so far been able to review the employer interviews and a report on the surveys that were completed. This week the committee starts identifying the top three assets and top three priority issues for housing. There will be a few more meetings identifying issues and selecting housing resources, then we will move into the public meeting stage giving citizens one additional opportunity to provide input. The Committee will meet one last time after the public meeting to review the comments from that meeting and see if they will adjust their findings which will then be presented to the Governing Bodies. A work session will probably be needed. Will keep you posted.
7. Gun Club and Bowhunter Club Lease Review:

**Gun Club –**

1. Annual Fee - \$1.00
2. Originally, either party can terminate with 6-month written notice. This was later changed to a three-year renewable lease that was never renewed after 2009.
3. Gun Club cannot sublet.
4. No alterations that are payable to the expense of the Lessor (city) can be done without prior approval. (Interesting that only the alterations the city pays for need approval)
5. Gun Club must maintain \$1,000,000 of public liability insurance with city as additional insured (we do need a copy of this)
6. Gun Club pays for utilities.
7. City mows park area in front of club and area beyond the traps when city is in regular mowing season. Gun club mows everything else. Special mowing requests of the city will be done at the expense of the Gun club.
8. There is no definition of boundaries except “the area commonly known as the gun club containing 8.70 acres.

Comments: I don’t see anything that would need to change except to bring the lease current and to perhaps require prior approval for any alterations instead of just ones that cost the city.

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If you want to define the boundaries we can throw in a legal description. But this should be a simple renewal. ?

**BowHunters –**

1. Annual Fee - \$1.00
2. Either party can terminate with 30 days' written notice.
3. Archery cannot sublet.
4. Archery cannot make any alterations without prior written consent of the city.
5. Archery pays for utilities.
6. Archery must maintain \$500,000 public liability insurance with the city as additional insured. Need certificate of insurance.
7. Archery must have premises marked with warning signs at all times.
8. There is a reference to Archery agreeing that the parking area on the demised premises will be used for parking only (not bow hunting activities).
9. Archery to mow the parking area. Any request to city for special mowing done at the cost to the archery.
10. Archery agrees to take special precautions when large groups are using the lake and agrees to notify the city of all tournaments and special events of the archery.
11. Archery agrees to cooperate with the boy scouts and girl scouts for use of the premises and surrounding area for scout activities.

Attached to the lease is a map. The top map is what the Archery is requesting to renegotiate for the leased area. The bottom map is the current leased area according to the lease. The actual area used stretches further south than what Archery is leased or proposes to renegotiate.

Comments: I caution making decisions on a proposal to change the boundaries of the leased area until there is a resolution to Archery's statement that there is a law or insurance requirement that says people cannot be within so many yards of the shooting activities, as this would strongly impact the other public areas at the lake. I have requested this rule/law from Archery for the last 8 months but have not had any information as of yet. It's good to communicate and negotiate, I simply state this caution because it is a public safety issue that the city has a responsibility to resolve first and could impact the boundaries you decide upon.

8. Staffing – Interviews were held for the summer mowing positions and returning employees Max Goodwin and Thomas Deviney have accepted the positions this year. Thomas will once again mow the parks and Max will be at the lake. Still no applications for the water department head. I have a call in to KMU to contract a certified operator. Ads are out for a mechanic.
9. Department Reports – A superintendent report was not attached so I included the Department Head reports here:

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### **Power Plant:**

- We have been doing normal everyday plant rounds
- Fixed a leak at house 71B
- Picked up tree limbs and mowed the entire acreage.
- LB had a couple phone meetings
- The boiler certification was on Thursday this week so the boiler is all inspected and certified.
- We have spent every other available second of our work week at the lake working on the camper dump station and am so happy to report the dump station part is all done on the cement and plumbing. Next week we will be working on the main line installing pressure vents.

### **Electric Department:**

- Replaced 35' A1 pole 8 miles east and 7 miles south.
- Worked on Digger #7. Pole claws were not working.
- Turned On Hidden Acres RV Park. 39 total
- Worked on Scata System at the water tower.
- Repaired CT wire at Gene's IGA.
- Put up the batting cages at the baseball field.
- Framed poles for Nulik Project.
- Turn On/Off Orders
- Just Read Orders
- Locates

### **Street Department:**

- Sealing cracks
- Patching holes to prepare for Contractor
- Installing new lake sign.