

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

**Re: City Clerk/Administrator Report**  
**9/5/23**

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**There will be 2 items on the agenda for the PRIDE Committee therefore, if Commissioners Hodson, Lanie, or Smith will not be in attendance please let me know since that would not leave a voting quorum with the two PRIDE members abstaining. FYI**

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**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 August 15, 2023 Regular Meeting Minutes
2. Approve August 22, 2023 Special Meeting Minutes
3. Special Appropriations:

Fund #34 Street Improvements-Pavement Maintenance-\$2,137.89-Street Paint, Cold Patch, & Filter

Fund #95 Fire - Anderson Welding - \$5,474.93 - #53 Grass Truck Grill Guard

Fund #95 Fire - K&S Tire - \$1,196.00 - #50 Aerial 2 Rims Blown Tire 2/23

*Note: Special Appropriation Request Fund #95 – Fire Chief Hodson has asked to pay the Grill Guard and the rims (the rims are from the blow out last February; the bill just came) from this fund. This is the fund that was moved over from the Fire Department into the city. The auditor recommended these funds be allocated and the fund closed. Since the fire department operational fund is getting low this year, the Chief has asked to pay these two bills and the request to buy a spray nozzle (a separate agenda item) out of these funds.*

Split Funds Approve \$263.90 over the Pre-Approved \$2000 Donation for Pioneer Feed

*Note: The Pioneer Feed total went over the \$2,000 by \$263.90. Reminder, the City of Attica pays \$400 and the Cities of Harper and Anthony split the difference.*

4. Appropriation Ordinance No 3173 \$267,821.21  
*Note: Fund #83 – \$20,784.76 This was an approval from last year that we waited one-year lead times to finally get in stock. This was to replace the obsolete meter reader equipment.*
5. Approve 08.29.2023 Payroll \$62,584.41
6. Approve to Pay up to \$170 of Lake Board Capital to Complete Purchase of Two More Fire Rings for the Lake

*Reminder, I emailed the Commission to get permission to proceed on this and indicated I would add it to the next consent agenda.*

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7. Approve Reappointment to Lake Board for Dick Aldis and Andi Giesen - Terms to expire 2027
8. Ordinance No. S-316 Creation of Economic Development Fund

*As of the date of this report I am still waiting to hear from the state on the type of fund. If I get this info in time, I will email the ordinance so everyone can review it prior to the meeting. If not, we can table it.*

9. Sunrise 2nd BASE Grant - Mies Construction Pay Estimate #1 - \$313,016.40

*This is the first contractor pay request for the BASE grant. All of these are paid for direct through HCCF, we just approve them for payment. I will catch up a project tracker to include this plus any engineering payments that have been issued and start submitting that with the following pay requests.*

10. Approve Consultant Preliminary Engineering Services Agreement with EBH Engineering for Project No. 39 KA-6909-01 (CCLIP Main & Anthony)

**PUBLIC HEARINGS - NONE**

**REGULAR BUSINESS**

11. Request from County to Purchase Available lots (South half of 3, and all of 6, 7, and 10) in Block 23 in Anthony - HP CO Commission

*The County Commission will be coming to ask the city if they can purchase the remaining lots at the old high school. We are working with a person now that is moving back to Anthony to build a house on the north, and I did make the County aware that we were hoping to utilize the remaining lots as incentives for others to build homes on (especially people that want to construct a 3-D or Modular home) but of course, if they do have a need that outweighs that, it is good for the two jurisdictions to talk together. Please also note, if the County wants the land to construct the new jail, I probably need to reach out to the person wanting to move the modular home in on the north to give them the chance to reconsider as they may not want their home to be built beside that. Also, I will need to check zoning, I just haven't yet because I'm not sure what the County would like to use the land for, so I have not proceeded until the county has had a chance to fill you in.*

12. PRIDE Trivia Fundraiser Use of Municipal Hall and Waiver of Fees Nov 4th
13. PRIDE - Approve to add Flyer to Utility Bills
14. Approve Special Event Retailers' Permit Application - Chamber of Commerce
15. Approve Street Sign Proof
16. Planning Commission Recommendation for Approval of Ordinance S-315 Rezone Sunrise 2nd Addition
17. Banner Update
18. HPCO Community Flag Mural for Anthony

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19. Fire Department Request to Bid Electronic Nozzle for #53 Grass Truck to be Paid from Fund#95 .
20. Approve Municipal Court Report August 2023
21. Health Resolution No. 1134 611 N. Jennings Cherry 2023

**Admin Report:**

1. BASE Grant/HCCF – The water line is installed (the connection to the existing line is not complete until it passes labs). This equates to around 2,965’ of pipe installed. Mies is finishing the work on the sewer line installation at present and the water taps are not in yet. I have included a photo in my report packet to show you what has been done to date. The yellow highlights are the new lines completed. Once the crew is done with all the water and sewer, they will move to Harper to work on water and sewer. We do not have a definitive date for starting the street work, but the break will give us time to finalize our electric installation plans and place some conduit before roadwork begins. Jerry will be finalizing a plan and numbers to present soon.
  2. I attended the Housing Conference in Overland Park August 22<sup>nd</sup> – 24<sup>th</sup>. I attended the following sessions:
    - a. Kansas Development Challenges. Interestingly though material supplies were of course a large factor, this room full of developers mostly cited cities and counties as the problem, meaning how hard it is to get land, and how hard it is to get zoning done etc.. I made clear we have land and zoning completed. ☺
    - b. 3-D Concrete Printed Homes. Printed on-site. Total home (interior and exterior) can be completed on a 1,000 square foot home in 3 weeks.
    - c. CrossMod New Modular home designs. Average cost \$130,000 – \$185,000
    - d. “When Everyone Leads”. This session really helped enforce for me the need to create another housing group locally because local buy in, support, financial commitment etc.. all of the housing efforts just cannot be accomplished by the City Administrator. We need a local team to really be successful in these housing efforts.
    - e. Pittsburgh Landbank. I think it’s probably time for us to go ahead and get this started. Interesting point: the city gave the Pittsburgh landbank \$90,000 to get started in 2018. They still have about \$20,000 today. They have been able to complete 55 houses. We don’t have to have seed money to start one, but we will need some kind of money to be able to really do anything. We will talk more.
    - f. Collaboration, County, and Community. They said the secret sauce to moving housing initiatives forward is getting as many people with as many backgrounds/representations at the table.
- We also heard from the Governor, the head of HUD, and the head of USDA. I met with a few developers but there were not hardly any builders here, which is what we are needing. I have some contacts to try though. We will see.

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3. Anthony Lake Trail – I received word from Kansas Department of Wildlife and Parks that most of the SHPO and Environmental Reviews are complete, but they still have not sent out agreements yet because they are working out some final clarifications on Buy America requirements. Once they have final conclusions on those requirements, we should be able to expect grant agreements to come our way for execution.
4. Banners – No bids were received for the metal art to sit on top of the Banners. We have made contact with the Cox Machine who created the prototype and they said they would be willing to do the metal and powder coat but would not be interested in designing any attachment assembly. We are going to have to revisit this issue before we go much further. Will keep you posted on that. Let us know if you have ideas. Just so you are also aware, I had to have a meeting with the Department of Commerce August 28<sup>th</sup> because I was late on the quarterly report. The information is turned in now, but I was late. Making you aware. I have this item on the agenda to discuss the possibility of adding to the order and how to proceed with design. I have a meeting on Wednesday September 6<sup>th</sup> at 9:00 a.m. to start brainstorming design. Juliana Whisman said she would be happy to sit in on the meeting and was going to come up with some sketches over the weekend prior to just do some brainstorming. If a commissioner is interested in sitting in for the design phase, please let me know that at the meeting so the Commission can appoint someone to do that. For now, here are some random examples from the company (Not necessarily of patterns or colors, I'm not a fan of these but this can get you brainstorming on what to say on the banner.):

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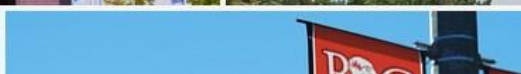
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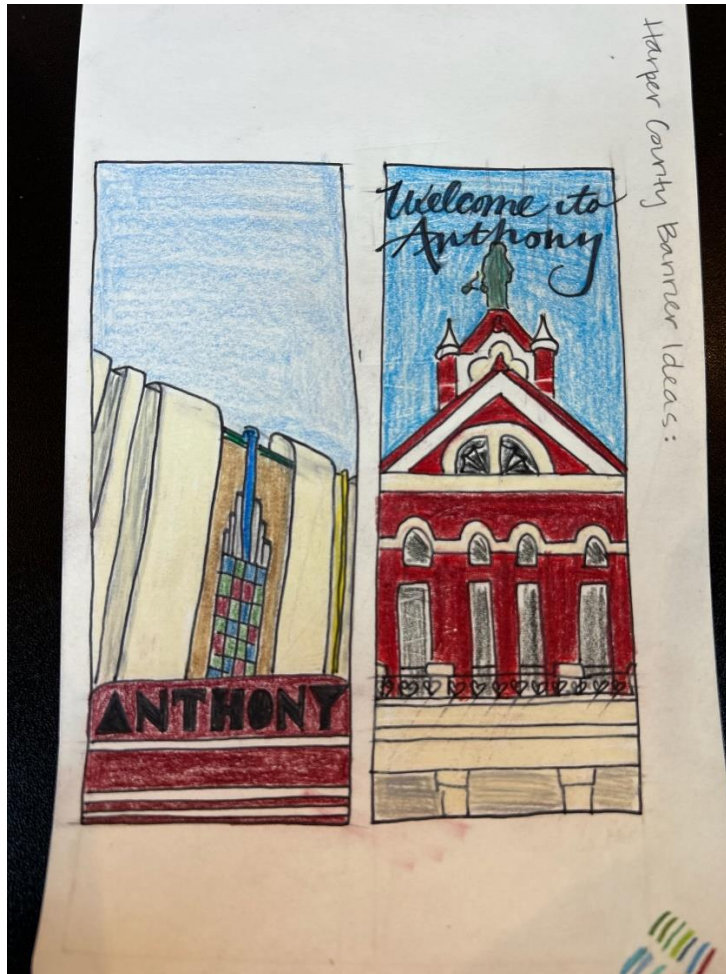
I kind of liked “Discover Anthony” or “Shop and Explore Anthony”. Even if you do not sit in on the design (as all drafts will come to the Commission for review anyway), please let me know before the meeting on Wednesday if you can think of any other catchy ideas.



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The following is a few rough sketch ideas from Julianna for banner ideas as well:



5. Electric Internship – CHS has 2 seniors that would like to intern for the school year. Pending the final comment from our insurance carrier (since one of the boys is under 18), we plan to host one student per semester during this school year. Update on this topic, this has been delayed and the student has not been able to start due to hold ups on final determinations from EMC.
6. Transient Guest Tax – Just as an informational piece to the Commission, we have received the invoicing for the previously awarded Show & Shine Car Show for both the original date and then the rescheduled date. It does appear that flyers, posters, marketing, and insurance had to be paid for twice due to the unforeseen need to reschedule the event. The additional cost of repeating those purchases was around \$900, however, they were still able to stay under the original award amount. I have attached copies of the receipts for both the

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1<sup>st</sup> date and the rescheduled date to my report packet. I do not think anything needs to be done but did need to disclose that some expenses were paid twice with the TGT money.

7. Department Operations – I have restructured some of the operations of the city to better accommodate the current staffing. The water department head used to be over the water, wastewater, lake, municipal hall, and helped with some of the maintenance items at the airport (with the exception of mowing, street does this). Due to the new water department head needing dedicated time to learn and catch up all of the water and wastewater operational needs, I have restructured the lake temporarily under Larry Berry's supervision, municipal hall under the superintendent, and the airport will stay under my direction with duties being split depending on the need between department heads. This is set up for a one-year operation change to be re-evaluated at that time. FYI
8. I attended the Kansas Floodplain Managers meeting to obtain my required continuing education requirements on August 30<sup>th</sup> and 31<sup>st</sup>.