

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

**Re: City Clerk/Administrator Report**  
**7/5/23**

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**REMINDER: The regular commission meeting date has been moved to Wednesday July 5<sup>th</sup> due to the 4<sup>th</sup> of July holiday.**

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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**

2. Approve June 20, 2023 Regular Meeting Minutes
3. Appropriation Ordinance No 3169 \$173,242.63
4. Approve 07.03.2023 Payroll \$71,566.63
5. Reappoint Larry Berry as KMGA Director for Two-Year Term to Expire August 31, 2025
6. Appoint Laura Kennemer to the Planning Commission for the Unexpired Term of Jamie Reneau to Expire in 2025
7. Reappoint Chris Jones, Damien Fowler and Vicki Longbine to the Planning Commission for a Three-Year Term to Expire in 2026
8. Approve Rescheduled Date of July 22 for Tanner Asper Memorial Softball Tournament Ballfield Alcohol Consumption Exemption Application

**PUBLIC HEARINGS - NONE**

**REGULAR BUSINESS**

9. 2022 Audit Presentation - Alexis Crispin ABB

*Alexis will present via Zoom. Hard copies of the audit are on your desk in the commission room. I emailed an electronic version in a separate email on Monday.*

10. Open Bids for Variable Frequency Drive (VFD)

*This is to slow the shut down impact of high service pump #2. There are three pumps that pump water into the water tower. One motor has a VFD already, one has a spring-loaded valve, but this motor didn't have anything and when we had it repaired a few months ago we are now experiencing severe slamming of this motor when it shuts down. Once we have this corrected, we will need to fix a leak on one of the other two pumps. One thing at a time.*

11. Approve to Submit Bid for Replacement Power Plant Mower

*Larry would like to go out for bid for his budgeted mower replacement.*

12. Approval to Submit Bids for New Street Signs

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*Bryan and Sherri have continued to research sign options. We will have some information to review (though not really any stronger or longer lasting options than what we had). Please come prepared with your suggestions for sign colors. Commission Hodson provided a few sample pics he thought were attractive. They are attached to your packet along with the original samples.*

13. Approve One-Time Service Contract with Foley for Grader and Backhoe \$4,902.55 plus travel

*With no mechanic, service is getting behind. This is a large-scale service on our larger equipment and with the travel, it will exceed my spending authority.*

14. Housing Development Land Donation Consideration Lot 2 & 3 Anthony Tract

*This is in regard to the email I sent for local housing development and alternate locations for modular homes. Lot 2 & 3 in Anthony tract are the two most north lots at the old high school. You do not need to consider donation of two lots, you could just do one or 1.5.*

15. Housing Program Updates

*I have started focusing on some housing programs and would like to update you on that activity. I also need to verify for sure that the top three areas of focus are where you want my time and energy targeted.*

16. Approve Fund Investments and Authorize City Administrator to Execute Documents to Secure Most Advantageous Investment Rate

*The city has spent several years building 90-day emergency reserve funds. With those funds now built, investing those funds is a logical next step to aid in meeting the natural inflation of the dollar amount we built into the fund to match the increasing cost to operate systems. This is a way to keep up with those increasing costs without an additional cost burden on the tax and rate payers. Therefore, I will be presenting a list of all 90-day reserve funds to be considered for investment. In addition, any project funds that we have built or are building toward but the project is not scheduled to occur until 2024 or later will be included on the list (reflected in replacement equipment accounts). Basically, we have identified any funds that are needed and committed but have a potential window of opportunity to generate some interest until their call date for expenses occurs. I am finalizing the list and will have it for you at the meeting.*

17. Approve June 2023 Court Report

#### Admin Report:

1. Flood Maps – FEMA has reissued the draft flood maps with the changes they realized had been overlooked. As I reported previously, this will delay the adoption process of the new maps. June 23<sup>rd</sup> started a 30-day review period of the amended maps. This will be followed by a 90-day appeal period. After that, FEMA will initiate final preparation of the FIRM and FIS Report. The new FIRM and FIS will become effective approximately seven to ten months later. When we get close to the effective dates, we will have to update our

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floodplain ordinance with the new FIRM information. If any Commissioner would like to review the new maps, they are available at the city office. I have not read through any of the changes in detail yet, but my initial surface level review does not indicate any major changes from the draft I previously submitted to the Commission. I will let you know if I find anything different.

2. BASE Grant/HCCF – We have a predevelopment meeting scheduled with local utility providers (gas, phone, internet, etc..) on July 6<sup>th</sup>. This is intended to give other local utilities the opportunity to review the city's infrastructure design plans and aid them in planning their utility installations. An official preconstruction meeting with MIES (our contractor for the water, sewer, and street) will be held in late July. We are still planning to start construction in August.
3. Water Department – I met with Matt Reed, our new water/wastewater department head, to transfer all of the data and materials I had compiled to complete the water, sewer, and lake operational plans. In addition, I have given him a list of numerous repairs and projects that need to be completed. He is stepping into a lot of work. We have also initiated the mailing of the first survey to water customers to start compiling some of the data necessary to inventory the public and private water service lines to determine the presence or absence of lead. If you recall, this is the Lead Service Line Inventory (LSLI) requirement from EPA and KDHE. This is a mandatory requirement of all public water suppliers and will be a grossly large project. In addition to the customer surveys, the city will have to research all of our old design sets and as-builts in an effort to inventory our service lines and mains as well. Any line that cannot be determined NOT to be lead, is counted as lead by the state so it is important that the city take all steps necessary to make these verifications. The survey is in the customer bills, on our website, and I placed an article in the paper. I have attached a copy of the survey to your packet for reference. This means you will need to complete one as well please. 😊 For those that prefer electronic, I also converted the survey into an electronic option via a link or QR Code as listed below. Please encourage citizens to fill these out. If they do not, we will have to take staff time to make appointments and go to each home. We will keep you posted as we proceed. To learn more about the Lead and Copper Rules, click here: <https://www.kdhe.ks.gov/547/Lead-Copper-Rule>



Link to survey: <https://forms.gle/nLvAYAdEKkwLLFjc8>

I also prepared the bid pack for the VFD so we could open bids at this commission meeting. One last item for the water department: Gary Taylor (our certified water operator) helped to complete our non-compliant Emergency Water Plan. It is great to finally have this completed and sent to KDHE. Thank you Gary.

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4. Airport – I have been working with Darin on contract requirements for the turn runway project, preparing required FAA forms for review and approval. Side note: A very nice note was left at our airport by a pilot. I have attached a copy of it in the packet, he wrote it on a large cardboard box basically complimenting our small airport. Thought I would share.
5. Anthony Elementary Traffic Safety – I met with Josh Swartz and Cody Liebelt on June 28<sup>th</sup> to discuss the concerns raised in regard to traffic during pick up and drop off at AES. We had a good opening discussion. A few inquiries will be presented to the Chief for consideration that could help to know which planning directions could be considered. They will do some additional brainstorming and we will circle back to discuss further.
6. 2023 Budget – It's going. Depending on how things progress, I may need to call a special meeting the week of the 10<sup>th</sup>. That would give us two opportunities to meet including the regular commission meeting on the 18<sup>th</sup> to make final determinations prior to the 20<sup>th</sup> which is the deadline I have to notify the County Clerk if we are exceeding the RNR and if we are, by how much. I will keep you posted.
7. SEED Grant – The awnings went up last week on Main Street in Anthony. We have bids for the banners, but they are so wide ranging in price we are vetting them a bit further including thorough research on the installation hardware. We are also waiting for bid opening on the HPCO metal art construction and powder coating for the pieces that hang above the banner. We are getting there, slow but steady.