

To: City Commissioners
From: Cyndra Kastens

Re: City Clerk/Administrator Report
6/18/24

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 4, 2024 Regular Meeting Minutes
2. Approve June 12, 2024 Special Meeting Minutes
3. Appropriation Ordinance No 3192 \$203,117.27
4. Approve 06.18.2024 Payroll \$ 71,400.69
5. Approve the Renewal of the Following City Officer Appointments:

City Clerk/Administrator - Cyndra Kastens

Police Chief - Kenny Hodson

City Treasurer - Jamie Deviney

City Attorney - Brandon Ritcha

Municipal Court Judge - Richard Befort
6. Approve \$100 for 5 QR Code Vinyl Adhesives for Lake - Anthony Lake Board Capital Funds
7. Bank of the Plains COD 32720-Wayne Dennis for \$50,000 & COD 32721-General for \$25,000- Reinvestment

PUBLIC HEARINGS - NONE

REGULAR BUSINESS

8. Request to Waive Hall Rental Fees for Jr High Cheer Practice - Jessica Jaeger
9. Request To Place Carport in City Right of Way - 523 N Springfield - Steve White

There are a few photos in the packet, but I encourage the commission to drive by prior to the meeting if possible. Sherri said Mr. White is bringing a drawing that evening. FYI
10. Open Bids for AWOS/BEACON Electrical Materials

Since the city is now installing electricity to save cost, these are the materials needed.

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11. Approval of 2023 Financial Report - Alexis Crispin, Adams Brown

You received a copy of the financial report last week. The auditor can answer auditing questions at the meeting. If you have specific questions that are general about funds, I can answer them at the meeting. If you have detailed questions about funds, please let me know or present them this night so I can prepare responses for you to review during upcoming financial/budget workshops.

12. LL&G Sidewalk Survey Quote: Due South Surveying \$2,500 paid from Capital Streets

See below.

13. Approve Housing Committee CARE Grant Award Recommendations

See below.

14. Anthony Lake Housing Development

The Commission will decide whether to proceed on the SPO Proposal.

15. Sunrise 2nd Residential Housing Building Line Setback

See below.

16. Update on Lots East of Harper County Courthouse

I have an update on the County purchase consideration.

17. Out-of-State License Plate Discussion

Commissioner Hatfield requested this to be on the agenda for discussion.

Admin Report:

1. Sidewalk on LL&G – In your packet you will find the street widths map Commissioner Eaton requested from Joel at the last commission meeting when we discussed the sidewalk options. To start this process, we will first need to have the area surveyed to determine the location of all items that would require relocating as well as a determination of how much easement will be needed for sidewalk construction. I have the estimate for this starting survey work attached as an agenda item for approval. I cannot approve this item as I assume you would want to pay it out of street capital which is where the commission had committed match for this project.
2. Sunrise 2nd Builders – I met with Don Klausmeyer and his team on June 17th. He has agreed to build two homes to start with, construction to start approximately 30 days after we execute documents and transfer deeds. This means we need to draft and finalize the Restrictive Covenant and Buyers Agreement. It is now time to discuss some of the standards the Commission would like to see for the Sunrise Housing development. I was going to have the draft documents in your packet to begin official discussions for this

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purpose, but I did not get them completed. Therefore, I will finish them this week and email them, so you have a chance to review prior to the next commission meeting so we can review for edits. Here are some items that were discussed at the Klausmeyer meeting:

- A. We will provide a list of our local licensed contractors to Klausmeyer so that local contractors will be included in any bidding they put out for the houses. In addition, I will provide the appropriate contact number for the local lumber yard to Klausmeyer to open the door of communication between the local supplier and the builder. I cannot guarantee or require Klausmeyer to only do business with locals, but we have required the opportunity for local contractors to bid and local suppliers to be considered.
- B. You will need to decide on a minimum square footage. The Commission has thus far tentatively discussed 1,500 square feet however, after much review with other builders, the cost of construction, and the available models that would still serve that area well, I will be asking the Commission to consider 1,200 square feet as the development minimum.
- C. The Housing Committee will be the “Architectural Review” committee unless the Commission provides guidance otherwise but that is one of the reasons we established their function. Please let me know if you feel differently after reviewing these documents.
- D. These documents are being drafted based upon standard examples and language used across the state. With one exception, I removed anything having to do with an HOA. It is my impression that the commission wanted to have some standards maintain the investment and integrity of the development (and because most builders will require it to protect their financial investment) but I did not think we wanted to go so far as to regulate every activity, construction, and color. I left a few items in that warrant the possibility of need to have but otherwise, I removed all other language for the HOA. Let me know if you want to handle this differently.
- E. Klausmeyer agreed to utilize some of the tax credits to either off-set the additional ADA requirements KHITC requires if you are constructing a basement or if building slab on grade, they have agreed to use the funds to help pay closing costs for buyers (a way to help customers and incentivize the sale). This of course will be dependent on either the house the buyer wants to build or the model of slab on grade that will be constructed as the first two homes. This has not yet been decided and the housing committee will likely guide that process. Note: all slab on grades will be built with the storm room.
- F. We will also provide Klausmeyer with a list of all realtors that serve Anthony so they can work with them on the marketing portion. Marketing is left to the real estate agent or the city (as we may want to at least put some literature out officially now that we have a builder). They would like to talk to the realtors to help decide which model for sure to start with. Here are a few they are considering:

<https://www.klausmeyer.com/plans/morgan/#content>

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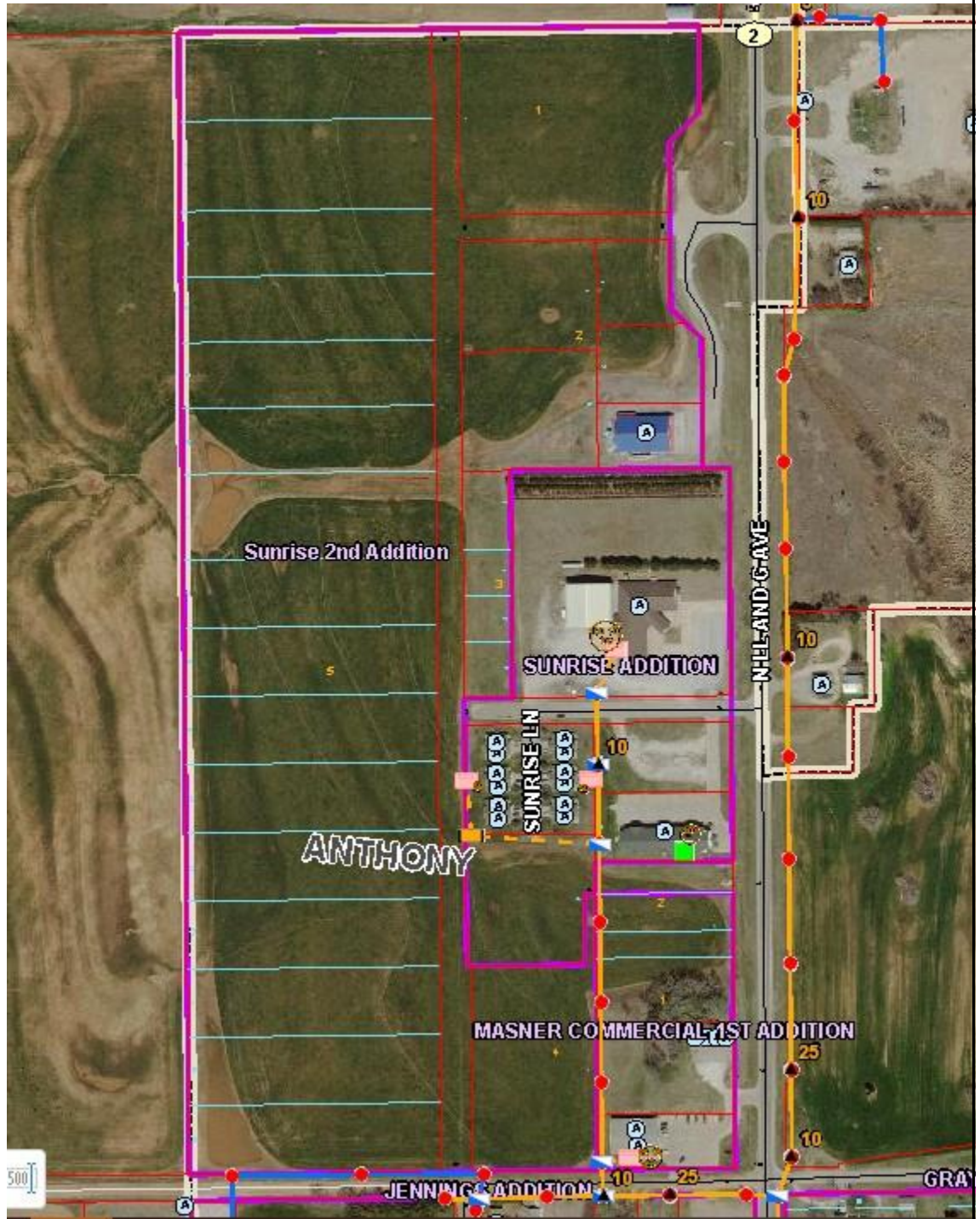
<https://www.klausmeyer.com/plans/justin/#content>

G. This is all just a rough update from the meeting on the 17th and what I am working on for draft documentation to present for review and edits. We will walk through the above items at the first meeting in July. For this commission meeting, we will just need to discuss the setback of the houses. I will need the commission to decide an established building line (the distance from the property line moving west that the Commission wants the front of the houses to be located at for aesthetics and uniformity of the development). I have this as an item of discussion because I need to let the engineer get started on the drainage plan and he needs this piece of info. You might take a drive out at Sunrise on the new West Street for visual aesthetics if you have time prior to the meeting.

Here is a reminder of the plat layout for reference:

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3. Storms – As you are aware, the storms plagued the city once again on the weekend of the 8th and 9th. This caused many changes in schedules and delayed work as all city staff worked to remediate issues from this latest event.

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4. On-Call/Back Up Housing –The housing is up and running. There are currently no tenants but the Police Department is planning to advertise for full or part-time officers (utilizing the housing as lodging) to try an out of the box approach to attract LEO’s as we are very short staffed.
5. Solar Applications – At the time I am typing this, I have reviewed the latest information from Artisun Solar, the company representing the one commercial application we currently have, with KMEA. At the end of the Commission meeting on the 18th I will be asking to check calendars to schedule a date for a special meeting to discuss this further.
6. Budget – I haven’t started yet. We have not yet received the information from the County Clerk but it was due June 15th so I am sure we will have it any day. We will have to know prior to July 20th if we are going to exceed the revenue neutral rate. That gives us two commission meetings after this (plus any work sessions we schedule). I really need to get started though as my part will take two solid weeks uninterrupted and as you know, with our staffing the way it is, that is not possible.
7. CARE Grant – The Housing Committee reviewed the applications and visited each location that applied for CARE Grant funds. There is an agenda item this week to approve their recommendation along with a list of the applicants. This item is contingent upon completing the requirements of the grant such as paying all property taxes current, submitting quotes and or receipts etc.
8. Staffing – The contract Administrative Assistant has had a serious family illness and will be delayed 30 days before starting. FYI
9. SPO Eco Devo Proposal at Anthony Lake – In order to comply with the statutory requirements to sell park land and the requirements to hold an election (the same process as a bond election) there are many milestones that must occur within timely requirements. The following is a timeline of events to occur if the commission should approve the proposal with SPO:

6/18 Approve Proposal
6/28 Send Notice of Proposal to Republican
7/10 Publish Notice of Proposal
7/17 Publish Notice of Proposal 2nd Consecutive Week
8/7 Starts 90 Days – Required per Election
8/16 Deadline for Petition – 30 Days from Date of 2nd Publication
8/20 Adopt Ordinance to Call Election
8/23 Send Ordinance to Republican
8/28 Publish Ordinance
9/4 2nd Publication (if required)
8/29 Send Notice to County for Question on Regular Election Ballot
10/4 Send Notice of Election to the Republican

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10/9 Publish Notice of Election
10/16 2nd Publication
11/5 Election