

To: City Commissioners
From: Cyndra Kastens

Re: City Clerk/Administrator Report
7/1/25

PUBLIC COMMENT

1. Introduction of New Employee - Bridget Mattingly, Utility Billing Clerk

CONSENT AGENDA

2. Approve Regular Meeting Minutes of June 17, 2025
3. Approve Special Meeting Minutes of June 19, 2025
4. Special Appropriations
Fund #34 Street Improvements - EBH \$659.18 -Engineering CCLIP KA-6909-01
5. Appropriation Ordinance No 3217 \$119,148.68
6. Approve 07.01.2025 Payroll \$71,302.46
7. Approve KDOT Grant Agreement No. AV-2026-02 \$153,000 for JetA Fuel System - Match Commitment \$17,000
8. Reappoint Larry Berry KMGGA Director for 2-Year Term to Expire 8/31/27
9. Approve to Bid Stock Electrical Wire
500' #2 THHN Copper Wire
500' 1/0 THHN Copper Wire
500' 2/0 THHN Copper Wire
10. Approve June 2025 Court Report
11. Approve Pay Request #14 KDOT Project No. KA-6909-01 \$659.18 EBH Engineering to EBH for FY25 CCLIP Main & Anthony

PUBLIC HEARINGS - NONE

REGULAR BUSINESS

12. 2E Violation Notification Extension Request

This landowner wants to be on the agenda to ask the Commission to allow him to leave the trees or give him more time on the violation he was served to remove the large trees he had his contractor dump into the lake.

13. Bid Opening Water Storage Maintenance RFQ

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This is one of the many bid openings you will start to see that was approved some time ago to go out to bid and now that Chris is back, we are finally getting some of them out. This is to contract with a company to get on a three-year cycle to do water tank cleaning on the large water tank in town, the tower, and the tanks up at the water plant – 3 locations of tank cleaning. This would be to meet KDHE's sanitary requirements. We would secure a three-year contract to inspect one location each year and therefore, each tank would be inspected and cleaned every three years. Likely, you will open these and just kick them back for staff and water operator review depending on how many bids we get.

14. Bid Opening Garfield & LLG Farmland Lease

We have a small problem with this lease this time. The county has changed the tax category for most of Sunrise and the Garfield land development. I do not know why they did it to some of these lots, this one in particular that has had no development, and have a call into them in regard to this concern. It did, however, drastically raise the property taxes. Reminder, the city only pays property taxes because it is leased. If it was not, it would be tax exempt. Because it is we pay the taxes. Usually, it is around \$150 per year. And the lease payment covers that and the insurance. Not much else but at least that and then we don't have to mow it. But now, the taxes are estimated to cost about \$3,300. The lease payment last year was only \$688. So, just a heads up that I do have a small issue here that is not fully resolved. I have made the current tenant aware. We are proceeding with the bidding, hoping the County can rectify the problem. If they cannot, we can always let them out of the lease and return their payment.

15. Bid Opening Airport Farmland Lease

16. Approve Construction Bid CCLIP Project# 039 KA-6909-01 Main and Anthony

Attached to this agenda item are the bids received and award approval documents for the CCLIP project at Main and Anthony. Vogts Parga is the lowest bidder at \$521,766. This is approximately \$100K cheaper than what we estimated in 2022 when we applied for the grant. A bid coming in cheaper than projected.... I haven't seen that happen since COVID. This means the city's match commitment is now officially \$0 and we can release the match we were holding to go toward the match on the new CCLIP application, as we budgeted to do in the 2025 street operations/capital plan. The bid has been reviewed and approved by KDOT and EBH. This contract will need to be approved by the city and will need the mayor and two additional commissioners to sign. I will then return it to KDOT, and they will award the bid to Vogts.

17. Appoint Land Bank Board of Trustees

We have had even more interest. We now have 7 names who would like to be considered to serve on the Board. The names listed in the order they were received: Jessica Graves, Pam Giesen, Diana Schmidt, Sheila Adams, Peter Bartley, Connie Jacobs, Charlie Gipple, Lee Cox. Reminder that there is a Board of Trustees that will hold a lot of authority but there is also just members that can serve to help the Land Bank. Therefore, those that are not appointed as Trustees can still help with the Land Bank.

18. Approve Lot Purchase Applications and Lot Conveyance Agreements for Lots 1, 2, 8, and 9, Block 5 Sunrise 2nd Addition to Klausmeyer Construction

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We finally have paperwork. This motion will need to include authorizing the City Administrator to execute all documents at closing to complete the transaction.

19. Pelican Street Sweeper Extended Warranty

It's that time. We had pushed off the discussion on whether to get the extended warranty on the street sweeper until it was closer to being delivered and if you can believe it, it's almost July already. The current warranty is a one-year and covers Electrical, hydraulics, hoses, heat/ac system. Extended options include:

PELICAN NP 2ND YEAR PARTS/LABOR \$5,180

PELICAN NP 3RD YEAR PARTS/LABOR \$7,125

PELICAN NP 4TH YEAR PARTS/LABOR \$11,025

PELICAN NP 5TH YEAR PARTS/LABOR \$15,385

20. Damage to Anthony Ball Fields

Mayor Cleveland asked for this to be on the agenda. The street department repaired the damage and turned the costs into the PD. If the CA decides there is enough evidence to press charges, the damage will be considered for restitution if it is applicable to a charge.

- 21. Health Nuisance 463 S LL&G Jackson 2025
- 22. Inoperable Vehicle 463 S LL&G Jackson 2025
- 23. Health 536 S Kansas Foss II 2025
- 24. Inoperable Vehicle 536 S Kansas Foss II 2025
- 25. Health 311 N Franklin Stierwalt 2025
- 26. Inoperable Vehicle 311 N Franklin Stierwalt 2025

Admin Report:

- 1. EPA Tech Assistance: As of today's date, we do not have the Geotech results, but we do have the CCTV data and as we suspected, it did not reveal any issues. We had another Team meeting on June 26th and did discuss some potential directions if the soil test also shows no abnormalities or issues that could point to the cause of the failures. We also discussed the elephant in the room once more as to what the city's choices will be if we are looking at a complete replacement, which clearly, we cannot financially afford. We are waiting for Geotech before taking additional steps. More to come on that.

One note in regard to the KDHE loan preapplication that KMU helped prepare and submit on behalf of the city to see if we would qualify: We did receive word from KDHE that the city will not be considered to move onto the next round for the actual application because we did not have a Water Conservation Plan on file with them. Ask me at the meeting if you have more questions on this topic.

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2. Friendship Meals Update – The following is the latest update from Jennifer Wolff:

“FYI - next week since their state health license isn't in SCKAAA name yet Anthony Friendship Meals will be distributing "Moms Meals" that SCKAAA has ordered & delivered to Muni Hall. Congregate meals will be heated up, delivered meals will need to be microwaved. We expect the updated health license to be received next week. www.momsmeals.com

July 7-11: the kitchen will be cooking/serving food they have in storage to use it up before the new menu's & supplies come into effect.

July 14-18: IF new menus & food are still not arranged & the kitchen supplies are used up, Country Girl Bakery will cater meals as ordered by Emily. Same menu as Harper & Attica Senior Meals.

By July 21 - SCKAAA should have new menus, contracts with Sysco Foods & back to normal.

Jodi Whitmore & Lois met with Emily & her staff last week to give them job applications & go over plans. Everfull has one piece of equipment they have on their list to pick up tomorrow...a convection oven. Everything else remains.

Onward & upward!!”

3. IRA Tree Grant – The Kansas Forest Service Rep was in Anthony to inspect our first reimbursement claim on June 26th. All went well. He requested that one tree be taken down to a shorter stump (which the street crew took care of right away), other than that, it appeared that all of the data and supporting documents to request the reimbursement was satisfactory.
4. Airport AWOS – The commissioning of the AWOS is happening July 1st. The contractor came on Monday to get everything ready for the FAA inspector to be there on the 1st. I will be onsite off and on during the 1st to try to learn the system and meet with FAA rep while they inspect the work of the contractor. The FAA rep recommended that the airport manager be present. I will try to balance this with the next item listed in my report happening the same day.
5. Airport Economic Development – I met with Michelle Sullivan, USD361 Transition to Career Specialist, to discuss the possibilities of CHS incorporating a CTE certificate program for aviation training. This was just a seed planting discussion, but she was very interested in working together to pursue possibilities. I gave her the contacts I had gathered for the curriculum and the programs. She is going to review them with CHS staff and get back with me. Again, we do not know where this might go. Just checking into it.
6. KDEM Storm Reimbursement – I will be meeting with Ken Steadman, KDEM, on July 1st so he can review the photos, tree piles, and documentation we compiled from the last large storm event to see if we can qualify for reimbursement along with the county.

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7. Main Street Weeds – Well they were treated. The guys are going to start doing more street sweeping after hours. I will be drafting the grass clippings ordinance for review. We will see if we can get some traction and start turning this issue around.
8. Tree Board – Enclosed is a final report Bill Moyer prepared as required for the Wayne Dennis funds. He also addressed it to the Commission, and it is a nice summary of the Tree Planter Project on Main, so I attached it to my report for you to see.
9. USD361 – The letter regarding the tennis court concern was sent to the school district.
10. HCHF County Trail Project – The Harper County Health Foundation is continuing the effort to pursue a possible large scale trail project with Anthony, Harper, and Attica. Reminder that this doesn't change Anthony's long-term trail vision of the 3-phase trail system connecting the town to the lake, all the way around the lake, and the lake to CHS/Patterson. The last phase is one that Patterson Health Center knows about, but we have not chosen to pursue at present. This project just adds to our existing vision by connecting the other two communities to the lake and PHC as well. It's a very large project and would require a lot more discussion and evaluations but for now, it is just a project of great interest. HCHF had the opportunity to submit an LOI to the Patterson Family Foundation grant for the large-scale project. I informed HCHF that Anthony could not make any financial commitments at this time, as much more information would be necessary, but supports the interest level to continue to pursue what is possible. The project will be spearheaded by the Harper County Strong Committee as supported by the HCHF. More to come.