

To: City Commissioners
From: Cyndra Kastens

Re: City Clerk/Administrator Report
9/16/25

CONSENT AGENDA

1. Approve Regular Minutes of September 2, 2025
2. Approve Special Minutes of September 5th, 2025
3. Appropriations Requiring Special Approval Within App. Ord. 3222:
Fund #12 Airport - Air Tour Expenses \$11,167.74
4. Appropriation Ordinance No 3222-\$377,947.99
5. Approve 9.09.2025 Payroll \$63,236.34
6. Approve Recommendation of Lake Board to Appoint Diana Busby to Fill Unexpired Term to Expire August 2029
7. Approve Purchase of External Large Capacity Paper Drawer for New Multifunction Copier
8. Approve investment:
Bank of the Plains-Electric Meter Replacement Fund-CDARS \$1,000,000.00-12 months @ 3.85%. With interest depositing into Capital Improvement Fund-Electric Meter Replacement.
9. Approve Secondary Opioid Manufacturers Settlement with Alvogen, Amneal, Apotex, Hikma, Indivior, Mylan, Sun, and Zydus Reference Number: CL-1766925 and Authorize the City Administrator to Execute Documents
10. Approve Submission of Kansas Water Office HB2302 Water Projects Grant for the 16" Water Main
11. Approve to Bid Swimming Pool Rehab
12. Approve to Bid Replacement of Well #5 VFD

PUBLIC HEARINGS - NONE

13. 2026 Budget Hearing
14. *Untable Dangerous Structure Hearing - 208 E Main Boyd 2025
15. Dangerous Structure Hearing- 208 E Main Boyd 2025

I met with the County Commission on September 15th, and they voted to remove 208 E Main from the 2025 Tax Sale. Therefore, we can proceed with the hearing and the resolution.

REGULAR BUSINESS

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16. Approve 2026 City of Anthony Budget and Certify it to the Harper County Clerk
17. Dangerous Structure Resolution No 1169 208 E Main Boyd 2025
18. Bid Opening Electric Distribution Reel Trailer

This is one of those items we approved to bid out several years ago that is finally getting done. This is budgeted.

19. Request to Waive Municipal Hall Rental Fees for Veterans Day Program - Joyce Kaup
20. Request to Waive Municipal Hall Rental Fees for Chaparral Homecoming Dance - Beth Zahradnik
21. Request to Waive Municipal Hall Rental Fees for Anthony Chamber of Commerce Events and Discuss Chamber Requests - Jay Wharton
22. Approve Annual Donation List

It is time to review the annual donation list. I thought it might be helpful as well due to the next agenda item that was tabled at the last commission meeting, the request to donate the day care grant. The Commission can change the causes you have been donating to on this list if you want to donate to the day care grant. You also have given \$1,000 annually to CORE if you want to redirect that donation. You can also donate out of general cash. You just need to tell me if you want to dedicate to this cause or not and how much.

23. Child Care Zones Grant Donation Request

This will be untabled from the last meeting.

24. Approve Air Tour Expenses up to \$15,000 to be Paid from Airport Fund

You are approving \$11,167.74 of expended funds in this AP (under special appropriations). We have actually committed approx. \$13,500 to date with banners, porta potties, pilot bags, etc. that are not billed yet. Though we feel this should cover all of the expenses, I am requesting the commission approve an additional \$1,500 for miscellaneous needs that could easily pop up between now and Tour Day, just to be safe. I have included a schedule of events for the day for your reference attached to this agenda item. Additionally, I have included a sample of the PR materials developed for the event along with the attachments in my Admin Report.

25. Approve Land Bank ByLaws, Terms, and Set Land Bank Treasurer Bond at \$200,000

Jessica Graves-1 year Connie Jacobs-2 years Pam Giesen-2 years Peter Bartley-3 years Diana Schmidt-3 years

It's almost midnight right now so I will work on the edits to the Land Bank By Laws in the morning and attach them to the agenda later or email them depending on when I get them complete. The terms and the bond amount is a formality that needs completed by motion for record.

26. Approve Location of Campsite A Bathroom to Replace West Volleyball Courts at Anthony Lake

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Sheri Francis already updated the Commission at a previous meeting of the Lake Board's intention to locate the new campsite A bathroom at the volleyball courts (west courts). However, there was some discussion as to whether the city commission could support the lake board moving forward 100% at this time at that location so they can proceed with bids. I will just need confirmation of the Commission's approval so they can proceed, or they need to know if you prefer to have further discussion.

27. Approve Purchase of 1,500 gal of AV Fuel from Dark Oil

This is to have plenty of fuel in the tank during the Air Tour.

28. Approve Resolution No. 1173 Amend Personnel Policy Wage Scale Update

This is to update the PD wages as discussed with the additional \$3.00 per hour and to save time from having to do this twice, it adds the budgeted COLA which would be effective January 2026.

29. Health Resolution No 1172 528 S Kansas Fox 2025

Admin Report:

1. Airport Taxiway Project – The entire taxiway project was wrapped in just over two weeks with the striping finishing up today. If you have not been out to the airport, here is a photo of the small taxiway portion we replaced (prior to striping):



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2. EPA Tech Assistance: We have our next update meeting this Thursday. We should be discussing the submission of an application to the Kansas Water Office for the Water Projects Grant. This will be a small money stream comparatively, but every effort will help. I am not 100% sure if we can get the grant together but the deadline for submission is September 30th so I have added to this consent agenda to approve to submit the grant just in case we can pull it off.

3. Sunrise 2nd – I sent a formal request to Don Klausmeyer expressing concern that this project has STILL not started on site. This is the response I received:
“Bill met the buyers last week with the foundation man. All four are staked and ready to dig. They are scheduled this week weather permitting. They have been battling the rains and are a little behind. Once the foundations are in and the walls have been set for a couple weeks the floors will be poured and ready for the framer. He will probably have two crews framing. I hope to have all four framed by mid November if not earlier. After not having rain for so long it is hard to complain about it. Thank you, Don K.” Bill Knowles with Klausmeyer further added: “I met with our basement contractor and the buyers at 1120 N. West Ave last Thursday and we staked out their basement and the other three. The rain keeps messing with the excavator’s schedule but he’s hoping to still make it down there this week, but more than likely will be the first of next week. But, he will dig all 4 foundations while he is there.” Update note: I have now seen an excavator on site.

BASE Grant – We are still trying to finalize the grant. It does appear that HCCF’s Single Audit (required for federal funds in excess of \$750,000, which BASE was of course) had some discrepancies in that the required policies a grant recipient must have (like procurement, conflict of interest, etc.) was not present. In the beginning stages of the grant, the cities policies satisfied those requirements but in 2023 KDOC determined that HCCF was the actual Grant Subrecipient and under that categorization, HCCF must have the adopted policies. We (Anthony and Harper) were not aware that this discrepancy was noted on HCCF’s 2023 audit findings and again on the 2024 audit findings. We are working with Kevin Alexander and the KDOC to satisfy these requirements now.

4. Power Plant Soil Contamination – We have received word from KDHE that the application for the Kansas Petroleum Storage Tank Release Trust Fund has been approved. This means, this program will help to pay for the remediation of the soil contamination at the power plant. The city will have to pay a match of \$4,500 which will be due at the same time as the contract signing. I have not received the contract yet but once I do, I will add it to the commission agenda for approval and issuance of the match. KDHE will then prepare a remediation plan and eventually assist in bidding out the contract work.

5. Lake Trail – We finally met with the Landowner and NRCS to do the last approval on the plans. Of course, as you recall, the project is already out to bid. I had met with the landowner in advance

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of the bid release to make sure he was good with the project as designed. It was a good meeting as we discussed the logistics of these two projects working together (the construction of the lake trail and the reconstruction and establishment of the farm field drainage). The hope would be that the same contractor might do both projects as they do slightly impact each other during construction. The city provided an announcement to our bidders of the mutual project with contact information for NRCS to obtain their plan set for the drainage. These are still two separate projects in bidding and legalities but anywhere they can work together, both the city and NRCS are trying to help coordinate. By the next commission meeting, the bids will be opened, and we should have bid tabs to present for contractor selection.

6. KAFM – Attended the required 2025 Kansas Assoc. of Floodplain Managers Conference to obtain my continuing ed on September 3rd and 4th. I was honored to be asked to sit on the conference panel to speak on behalf of Administrators issues and solutions.

7. Community Solar Project – Well the contract terms are mutually agreed but I have not received the contract back as of yet. If I get it tomorrow, I will amend the agenda and add it for approval so we can keep this moving. I have also received a draft RFP from KMEA they helped prepare so we can get that out. I have to customize some areas, but it is close to being released. The Air Tour caused delay in my time in this area this week.

Solar Research – I spent several days compiling data and researching the impact of a new solar system for a commercial customer in Anthony. This commercial property is under new ownership, and several concerns have been raised questioning the billing impacts of the solar not performing as the customer had hoped. I have drawn our conclusions satisfactorily to this point, to verify that there have not been errors on the city billing side and will present these findings to the customer. Let me know if you want any specific information on this topic.

8. CDBG Housing – The 2nd Bid Tour was held September 9th at 11:00 am. We also have a new tenant rehab application that is almost complete in the existing target area. SCKEDD is working on the environmental and other required information to expand the target area. We currently have 1 rehab and 2 demo apps we are trying to get approved for the expanded area.

9. Taxing District RNR Notices – I got a response from Ami as to why our total dollar levied keeps slightly changing as follows:

"The rounding difference is because each fund technically has its own RNR, which is separately rounded, then summed (see below from CIC). The sum of the City RNRs is 54.366, even though $857,864.51/15,780,021 \times 1,000 = 54.36396$ (54.364). I calculate $\$15,780.02 \times 54.366 = \$857,896.62$, \$32.11 over the \$857,864.51 taxed. I pulled your 2025 budget cert page, and it looks like you budgeted 857,838, however, in November values slightly increased from July, and CIC adjusted the tax amount to 857,864.51. I do have a call in to see if it would be possible to adjust the levies, rather than increase the dollars, if this happens in the future."

So, it's rounding as we suspected but it still does not necessarily explain the 2nd mailing differences so I have requested to meet and discuss further. Ami is doing a fantastic job by the way. Wanted to note that as it is warranted for how well she is working on these issues.

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10. Gun Club Roof – Larry’s team will install some tin on the roof for now to keep it from leaking and then properly fix all the damage this winter when we have more time.
11. Land Bank – The Land Bank has had several meetings and sub-committee meetings in the last month (as many as 2-3 per week). The sub-committee meetings have been in preparation to attend the Harper County Commission meeting to seek a partnership with the following items:
 1. Allow the Land Bank to obtain properties listed on the tax sale.
 2. Request consideration for seed money for each Land Bank.
 3. Show support for the County’s consideration to change County Policy to apply any tax payments to the most recent tax year instead of the oldest tax year. (Applying taxes to the oldest tax year just keeps the property riding the fence to be on the tax sale and allows the property to only ever have to pay the oldest year rather than catch all taxes up at once).

This meeting was held on September 15th and though no decisions were finalized, the intention to open the door of communication and start a partnership was well received according to the Land Bank members.

The Land Bank is also evaluating three potential properties in Anthony and consulting with an investor to transform the properties. More to come on that.
12. ID Board - The ID Board met on September 9th to discuss several agenda items including the results of the survey as they begin the task of identifying their top 5 items of work based upon survey results. Several economic development board members are also volunteering on the Air Tour effort so there was some discussion on that as well.
13. City Software Update – We have two more internal demos scheduled to iron out some of the questions we had after visiting Phillipsburg. After that, we should be able to present the final recommendation to the Commission for bidder selection.
14. City Staff – No new employees or interviews. Chris is going to have to take leave for 30 days due to his parents’ health.