

To: City Commissioners
From: Cyndra Kastens

Re: City Clerk/Administrator Report
4/15/25

Farm & Ranch Hand Customer Appreciation Steak Feed Invitation
April 24th, 2025 @ 6:00 p.m. Must RSVP by April 17th.

CONSENT AGENDA

1. Approve Regular Meeting Minutes of April 1, 2025
2. Appropriation Ordinance No 3212 \$238,216.52
3. Special Appropriations
 - Fund #47 Wildlife & Parks - EBH \$5,000.00 -Engineering Trail Grant NRT 2023-1
 - Fund #34 Capital Airport - EBH \$4,578.90 - Design, Survey, GIS AWOS/Beacon AV 2023-17
 - Fund #12 Airport - EBH \$22,680.00 - Design Taxiway 3-20-0002-16
 - Fund #12 Airport - EBH \$20,228.84 - Design/Post AGIS Turf Runway Rehab 3-20-0002-015
4. Approve 04.08.2025 Payroll \$58,948.11
5. Approve to Bid Material and Equipment to Perform Crack Fill (Street Sealing Prep)
6. Approve Recommendation to Appoint Peter Bartly to the ID/Eco Devo Board to Fill Vacancy Expiring 2028

PUBLIC HEARINGS - NONE

REGULAR BUSINESS

7. Approve Taxiway Bid Project# 3-20-0002-016 Contingent Upon FAA Approval

Darin will be here to present the bid tab for the rehabilitation of the taxiway at the airport.
8. City Insurance Discussion - Scott Strong, Strong's Insurance

Scott is just attending to answer questions and communicate with the Commission on the EMC insurance dissatisfactions. I believe he may also be presenting the dividend check.
9. Approve KFS Community IRA Grant Agreement Subaward No. A24-0081-S006 \$100,000

The federal freeze on the tree board grant has also been lifted. Unfortunately, we likely missed the chance to get reimbursed for the cost to remove trees this year because we had to proceed with tree removal before the freeze was lifted. The grant runs for 2 years though so we can hopefully get assistance on the cost for next year's trees. The grant agreement is attached for formal approval. For convenience, here is a summary of the scope of the grant work:

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Remove 50 dead or dying trees. Stumps are cut low and ground below ground. Replant 2 trees for every 1 removed. Trees must be watered 1-2 times weekly for the first year, must be watered for five years. The final report must include GIS of where each tree was removed and planted, before and after photos of the removed and planted trees, total number of trees removed, total number of trees planted, total cost, amount of material generated, and the use of any forest products.

10. Approve Wayne Dennis Committee Recommendation to Award \$10,000 to the Anthony Chamber for 2025 Balloon Fest

11. 2025 Balloon Fest

The Chamber will be here for the annual request list for the Balloon Fest. I will also want to discuss some legal FAA permitting requirements for the activities.

12. Approve to Release to Bid Street Sealing as per 2025 Street Capital Operation Plan

This is just to go out to bid for the chip seal for 2025 according to the street plan. I will have a map at the meeting to confirm the bid areas and any discussions you might want to have included in the bid.

13. Approve to Bid Engineering Tests for 16" Water Main

I will explain this request. Formally, I need to get permission to bid out these testing contracts. We have had many discussions over what exactly to test. I will explain more at the meeting. There is an attached sheet for reference.

14. Approve Lead Service Line Inventory Standard Operating Procedures Manual

This is one of the next steps required by the Lead and Copper rule. This is the SOP that EPA is requiring that must be approved.

15. HCHF Community Project Discussion

I will explain this more at the meeting.

16. HRA Clarification Discussion

I will need to consult with the Commission for clarification on the interpretation of the Out of Pocket portion of the HRA plan.

17. Land Bank Meeting

This was the next item on the housing plan objectives the Commission put together 3-4 years ago, but it was tabled until last because the other items were very time consuming and had more recent grant deadlines. Those projects (Sunrise, CDBG, Demolitions, etc.) are certainly not complete and still require quite a bit of work but we are receiving several calls of public interest on the land bank topic (including interest from our City ID/Eco Devo Board) and the City of Harper, Attica, and Harper County are all gearing up to investigate creating a Land Bank, so now seems a logical time to join the conversations and bring this topic to the front. We can discuss this more at the meeting and you can redirect me if you do not want to participate at this time. If you want to proceed, I will be asking the Commission if your

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schedules are available for a joint special meeting to be held at PHC on Wednesday April 30th at 6:30 p.m. where Julie Lyon (Experienced Land Bank Presenter) whom Tiffany and I have asked to come speak directly to our governing bodies, has agree to come answer questions and explain more about how they work. Attica and Harper County will also be invited if you approve. Again, we can talk more at the meeting, just giving you heads up.

Admin Report:

1. EPA Technical Assistance & HB 2302 – Much work continues on this project as we have held a few weekly meetings to attempt to keep on the modified schedule. We are ready to bid out the testing components needed for the engineers to draw further conclusions. This is on the agenda so we will discuss this during the meeting.
2. KCC-40101d Grant – Waiting patiently for KMEA to get here so we can get a materials list developed and permission to bid out. This is the first step in this process. I have reached out again and we are in the process of scheduling a date for this work. I also completed the required quarterly report for this period.
3. KHRC – I attended the Housing Resources meeting on March 25th with KHRC. This is the entity that we have our KHITC grant from and almost applied for the MIH grant. At this meeting I am reminded again of all the programs that are available if we had a Housing Specialist in Harper County. If you recall, the Housing Assessment Committee identified this as one of the top three needs due to the missing link needed to connect local citizens to all the housing programs that currently exist and aid them in applying for the programs. This is still a need, and this meeting was a reminder that the priority identified and reported to the Commission as a need is one, we don't want to let die due to the aid it could provide for our citizens.
4. 2025 Audit – Jamie and I have been working on the audit the last few weeks. I believe we are close to completing the requested items. It will be a few weeks before the audit is complete and ready to present.
5. CCLIP FY28 (East Main) – The application was submitted to KDOT and they have already contacted the city to schedule the site meeting for late May. This means I will be coming to the Commission at one of the May meetings to discuss what match percentage we want to commit prior to that meeting.
6. Power Plant Soil Contamination – I submitted the application for the Petroleum Storage Tank Release Trust Fund. They requested additional information before proceeding with the application. I am trying to gather that now.

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7. KDOT Jet-A Application – The application is still being reviewed but I was contacted by KDOT asking if the city wanted to instead consider a smaller or even portable tank instead of the 10,000-gallon tank requested since many cities are seeing this fuel go stale. If you recall, we had a great discussion about this very concern at the airport board meeting before Darin reported their recommendations to the city commission. Portable tanks do not work off credit card machines and since ANY is unmanned, that would not work for us. I told KDOT the reason we elected for the larger tank size (due to semi load deliveries and the local guaranteed usage of at least 4,000-5,000 gallons by one local plane) but also indicated that having any Jet-A would still be a blessing to us so we would consider alternate sizes. We will see what happens with the competitive funding. That was all they needed for now.
8. KRWA – I attended the lead sessions of KRWA since Matt could not due to taking his wastewater operator's exam, which he passed!!! I took over 10 pages of notes on our digital notebook with lots of deadlines and new updates on the Lead and Copper rules from EPA.....and then.....all of my notes got wiped out. I will need to take a minute to look over handouts to refresh to report accurately but basically EPA is going to make us confirm the private lead lines at a certain percent of inventory per year. In addition, the new PFAS requirements are coming but the mandates will be based upon our test results, that is the first step. KDHE is getting a grant to somehow pay for our first year of required quarterly testing. Once they have the results, they will inform Anthony what our requirements will be. More to come on all of this.
9. CDBG Housing Grant - In total for the next round inspections is 408 E Main, 411 S Lincoln, and (DEMO) at 124 S Springfield. The SCKEDD inspector will be in Anthony this week and is hoping to do those two inspections while he is there. Once inspected and he has the list of items for rehabilitation, we can start to bid out this work. We still need more applications. Of the applications we have, only 411 S Lincoln was new. I shouldn't say only that it is very positive that we did get another application from our round of mailers that we sent to the target area. We will need to keep trying to reach folks though. I don't have time right now, but I had Melinda add it to her calendar to revisit in a few weeks to determine what our next approach will be. Anyone know anyone personally that lives in that area and wants to reach out to them? It's a free \$25,000 worth of work!
10. AWOS – Atlas is scheduled to be at the airport this week to install the AWOS system. This is exciting!
11. Kayak Building – Still nothing from our insurance company but there is a delivery date of April 23rd scheduled.
12. Wrecked Deweze Mower – Final verdict from EMC, they will still cover the mower for liability only insurance. Therefore, the trigger has been pulled to keep the mower and accept the lower claim amount of \$9,438. I have asked Matt to get parts ordered so we can get the mower repaired and working.

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13. Employee Health Benefits Training – As we mentioned during the health renewal, we are hosting a training session for all city employees on the city's health insurance with representatives from BCBS and HUB to explain all the benefits that are available through our insurance plan as well as answer any questions about how the deductibles, co-insurance, prescription coverages etc. all work. Spouses are also invited to attend if they wish. This will be held April 22nd.
14. Boat Ramp – As the temperatures have started changing so the use of the lake is starting to become a little more active. As you know, from the time construction was complete we have received reports of the boat ramp being constructed incorrectly. These reports continue. Larry and I have met with the contractor to discuss a plan for correction. This will start with taking some elevations and then reviewing them with outside professionals to discuss the next steps.
15. Harper County Health Foundation – Lori Wilson, Project Manager for HCHF, reached out to the city and the rec to request if we would be interested in participating in a conversation regarding the construction of a county-wide swimming pool. The idea came from an HCHF strategic planning session, and I believe at this point they are just looking to have a conversation to gauge interest from partners in the county. I have agreed to attend a preliminary meeting to gather details and then report back to the Commission to gauge your interest level. There are a lot of questions about this topic. At this point, Anthony has made no commitment to the project but has agreed to attend a planning meeting. I have this on the agenda because I wanted to gauge the Commission interest and update you on the grant proposal.
16. Power Plant Soil Contamination Compliance – I have submitted the Petroleum Storage Tank Release Trust Fund Application through the KDHE BER. This application was late, but KDHE did not indicate I could not still submit it so, I did. Now we wait to see if they will provide technical and funding assistance for the required remediation at the plant from the fuel spill back in 2010 that magically resurfaced on their books in 2024.
17. ID/Eco Devo Board – The board met on April 8th. I shared the information regarding signage as per zoning. They are going to work on some sign drafts. In addition, we have decided to prepare a list of commercial properties and their status to have available when we have inquiries for economic development purposes. Currently, when we have a caller, we are all trying to determine what structures are available for sale, or who would consider a lease, etc. We would like to have this more readily available. They Board has agreed to work on this.
18. Lake Board – The lake board has been very active working on a replacement for the bathroom at Campsite A. They have obtained some estimates for some prefabbed concrete facilities that Wildlife and Parks uses. They are also looking at stick-built possibilities. They were going to come to this commission meeting in order to try to make a Patterson Family Foundation Grant deadline but it will take a little longer to get all the final numbers together for a budget and they will want to review some of the construction type options with the Commission first as well so

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they are not on this agenda but look for them to be coming in the next month or two to maybe catch the 2nd round of the grant which is in July. They are working hard.

I have also tasked the Lake Board with recommending some upgrades to the city's website on the lake page. They would really like to see this be more attractive, maybe even a stand alone landing page just for the lake. More to come on this.

19. Employee Uniforms – After several years of waiting for our Unifirst Contract to finally end, we are approaching the finish line. This company has been a huge dissatisfaction providing dirty, damaged clothing after laundering, on a regular basis. The uniforms themselves (shirts) are always odorous with stench of products we don't even use in Anthony (uniforms from various customers are all washed together at the main company). In the first several years we filed complaints with the company on a routine basis but there has not been a satisfactory resolve. We had to wait for the 2nd term of another three-year contract to end before we could take alternate action because we missed the deadline to provide the required written notification for the last contract renewal, which had to be submitted 90 days prior according to the terms of the contract. We did not miss this time and have written submitted official notice that we will be ending the contract. Now, we will have to make decisions on how to proceed from here. Office staff are working on a revision to the uniform policy and the guys are working on suggested clothing to switch to. We will report back once we have options and pricing to handle uniforms differently moving forward.