

To: City Commissioners
From: Cyndra Kastens

Re: City Clerk/Administrator Report
11/4/25

CONSENT AGENDA

1. Approve Regular Meeting Minutes of October 21, 2025
2. Appropriations Requiring Special Approval Within App. Ord 3225
 - Fund #34 Tree Board Capital - Vermeer Great Plains - Stump Griner IRA Grant-\$500.00
 - Fund #34 Water Capital - ESI - ClaVal Inspection - Water Main Grant KWO 25-2875-120 - \$1,849.00
 - Fund #12 Airport - Andale Construction - Airport Taxiway Construction \$193,379.30
 - Fund #12 Airport - EBH Engineering - Airport Taxiway Construction Engineering \$18,598.67
3. Appropriation Ordinance No. 3225 \$348,087.50
4. Approve 11.04.2025 Payroll \$55,580.86
5. Approve Opioid Manufacturers Settlement with Purdue (and certain of its affiliates) and the Sackler Family Reference Number: CL-1734655 and Authorize the City Administrator to Execute Documents
6. Approve October 2025 Court Report
7. Approve Drawdown #1 FAA Project No. 3-20-0002-016-2025 \$237,288.00 Taxiway Reconstruction
8. Reappoint Jessica Graves and Laura Kennemer to the Anthony Planning and Zoning Commission for a 3 Year Term to Expire August 2028
9. Approve EBH Contract of \$30,000 for Design and Construction Engineering for JetA Fuel System at Airport

PUBLIC HEARINGS - NONE

REGULAR BUSINESS

10. Request for Removal of Old Feeder Line - Dusty Albright
 - See Admin Report Below and letter attached in the report packet.*
11. Approval to Transfer Ownership of Approx. 1.5 miles of Old Western Farmers Feeder Line from City of Anthony to Alfafla Electric Company and Authorize the City Administrator to Execute Documents to Complete the Transfer

AEC wants the south 1.5 miles of the old feeder line to energize to serve a customer.

To: City Commissioners
From: Cyndra Kastens

Re: City Clerk/Administrator Report
11/4/25

12. Bid Opening Anthony Community Solar Project Consulting Services

I recommend the bids are opened and kicked back for review by staff and KMEA.

13. Lake Trail Lighting - Jerry Angle

Jerry has some examples to show you of lighting. I will be looking for the Commission to approve to go out to bid at this meeting.

14. Discussion on Shipping Containers

This is a continuation of the discussion on shipping containers. The planning commission did meet Monday night so we can update you on that meeting as well.

15. Resolution No. 1179 Updating Pay Period/Leave and Uniform Policies and Related Forms

There is a lot to unpack on this resolution which was needed to update some pay period info for the new software, update the uniform policy transitioning away from the uniform company, and cleaning up a few loose ends while we are in those sections of the personnel policy. See notes in admin report for a full description.

16. Discussion on Procurement Policy Amendment for Recreation Spending Authority per 2024 Audit

We need to clean up the auditor requirement on Rec spending authority prior to December 31st. See notes below for more information.

17. Appoint Jacquie Wiseley as Planning Commission Alternate to Fill an Unexpired Term Until August 2026

The planning commission made the recommendation last night to appoint Jacquie Wiseley as the "alternate" for the planning commission. Since her husband Randy serves on the board, the Planning Commission recommended her to the alternate to serve when a board member is absent.

18. Health Nuisance 414 S Kansas Permenter & Dondlinger 2025

19. Inoperable Vehicle Nuisance 414 S Kansas Permenter & Dondlinger 2025

Admin Report:

1. Old Western Farmers Feeder Line - Dusty Albright will be here to request the city to remove the old feeder line south of town. This is the Western Farmer electric line the city used to connect with before we built the 138 Sub. The City Commission gave the Electric Distribution department the directive to slowly work in the removal of the line at around one mile per year in our operations plan as it was something we wanted to do but it did not have higher priority over more critical maintenance plans on our existing lines. This is how we are planning to complete the removal unless the commission prioritizes this over other work. If that is the case, the other work should

To: City Commissioners
From: Cyndra Kastens

Re: City Clerk/Administrator Report
11/4/25

be presented for full consideration before committing to the change. I did review the easements for this line to see if the city is required to remove it within a certain amount of time after we abandoned use (as some easements will require), this easement did not require that. It only said if we do not use it for more than 10 consecutive years, the right to possession will revert to the landowner who can request the city to execute a written release of the easement. This will occur in 2027.

We removed just over one mile (approx.) of this line several years ago on Dusty's land because it fell during a storm. Dusty has indicated that there are parts of debris left behind in his field that damage his equipment. I definitely let him know that if that is the case please report that to me when it happens because we will cover the cost of damage. There is about 9 miles of line that stretches from the powerplant to Manchester. Once we get the wire trailer, we can start taking it down at one mile per year. If the Commission wants to prioritize that when we take the next section down that we focus on Dusty's land first (as long as Jerry agrees that there isn't a more concerning location over Dusty's), then we can focus that way when we restart removal sections. Another thought, if you just want it done now, we can contract the work but that will cost money on top of the wire trailer we are purchasing. But at least there are a couple of options to work with.

2. Resolution Update – Resolution No. 1179 is attached. I will explain it below. I still need to put together a resolution to correct Rec Spending per our 2024 Audit, consideration to increase the city administrator spending authority (and possibly electric distribution), and some amendments to our procurement policy per FAA requirements. I did not have time to get to all of that done for this resolution and honestly this resolution is hearty enough as it is so I have an agenda item on this meeting to see how you want me to handle the Rec change, then I will prepare another resolution for the next meeting. For now, here is a summary of the breakdown of the resolution on this agenda:

Resolution 1179 – This is a resolution that is needed for two main reasons – 1. Update the uniform policy. 2. Update the Commissioners' approval of the afternoon of Christmas Eve, being a permanent holiday that was approved by Commission last year (I have just never had the time to bring in a resolution and December is now right around the corner). While we are having to update the Personnel Policy, we threw in a few minor clean up items that I will reference below. The following is a briefing of what each section of the resolution is for:

Section 1 - is clarifying that the end of the pay period will be midnight. The new software will automatically make the payroll turn over at midnight every other Monday so we need to make that clear in our policy as that has actually had some confusion in the past. We wanted to make clear that the language is there to keep employees on overtime pay if they are out working overtime when the pay period turns over.

Section 2 – We need to clean up the actual implementation of the minimum 2-hour callout pay that the commission approved during the last wage study. Putting this policy into action has made us realize additional language of clarification needs to be in the blue book.

Section 3, 4, and 6 – This cleans up the Christmas Eve holiday in all the various locations of the personnel manual that need adjusted.

Section 5 – This is one that I will need your guidance on. Veteran's Day is not included on the list of holidays that if it falls on the weekend the city observes the holiday on the Friday

To: City Commissioners
From: Cyndra Kastens

Re: City Clerk/Administrator Report
11/4/25

or Monday instead. Was that intentional or accidental when the policy was adopted? I have had several ask and I don't have an answer as to what the intention was.

Section 7-12 – Deals with the uniform policy change. (with the exception that I inserted the words “Completed Exit Interview” on the Form #5 since we were having to amend the form anyway and I don't want this to keep being forgotten). Otherwise, these sections basically state that the city provides the shirts and employees can get a reimbursement for their pants (except for PD and Electric Distribution which the city is required to still provide their uniforms). The \$150 per year for boots is not new, but I did add the muck boots at the department heads discretion because this has been a problem. The \$65 per pair of jeans for up to five pairs of jeans per year is new. These sections deal with all the language and forms necessary to change the uniform policy.

Only the items highlighted with yellow are changes to the personnel policy text.

3. Airport T-Hangar Project – After a lengthy review and several conversations with FAA we were successful in committing our NPE and BIL dollars for FY23-27 to use for the T-Hangar project. ~~We needed all of this funding but due to the expiration date of the FY23 portion (committed by April 26) we were in jeopardy of losing nearly \$113K for the project. However, FAA has agreed to commit the design and construction as one project on their approval side, as opposed to committing them separately which would have cost us the extra year and loss of funding.~~ Update, FAA called back after the conversation I had above so I struck through that info. We can still combine the design and construction, but it is not possible after all to perform this project with the funding plan FAA and I had discussed by phone. Unfortunately, since everyone knows BIL dollars need to be committed before losing them, it does appear FAA committed some of our BIL dollars to the little Taxiway project we just completed even though I needed it for the T-Hangar. Additionally, they did ask us to donate some of our FY22 leftover NPE dollars to another community and now it turns out we are going to need it. FAA apologizes for this mistake, and they are lining up a donation from another community to help. We donated approx. \$46K, FAA has lined up a donation back to Anthony from a separate community of \$77K. There is more to this and I can put it on the agenda and explain it if you would like, basically we are still going to be able to do the project but we do need to get going to lock in the remainder of the BIL funds and we will need to utilize FY27 NPE \$150,000 to complete the project. I want to make two things clear on this:
 1. We will have to self-fund the \$150,000 out of our capital fund that we are now going to be short until we can get the reimbursement from FAA the following year (much like we did with the Turf Runway rehab).
 2. We need to be aware that we will now tie up our NPE funds through FY28. Which is fine unless there are some other projects or unforeseen repairs that pop up and need NPE money to complete. This ties up our NPE funds for one additional year longer than we had planned.

Here is a copy of the final financial plan with these new changes:

To: City Commissioners
From: Cyndra Kastens

Re: City Clerk/Administrator Report
11/4/25

ANY ANTHONY MUNICIPAL, ANTHONY, KS
FUNDING ALLOCATION WORKSHEET

FUNDING ALLOCATION WORKSHEET					NPE Balances *FY25-30 pending appropriation								BIL Balances *FY25-26 pending allocations						
					As of 9/26/24	FY22 Expires FY25	FY23 Expires FY26	FY24 Expires FY27	FY25 Expires FY28	FY26 Expires FY29	FY27 Expires FY30	FY28 Expires FY31	FY29 Expires FY32	As of 9/26/24	FY22 Expires FY25	FY23 Expires FY26	FY24 Expires FY27	FY25 Expires FY28	FY26 Expires FY29
CAPITAL PROJECTS					Available =	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	Available =	\$110,000	\$113,000	\$113,000	\$108,000	\$108,000
FFY	Project Remarks	Phase	Total Federal Share (90%)	Remaining Federal Share to Program	Remaining =	\$46,986	\$0	\$0	\$0	\$0	\$0	\$150,000	\$150,000	Remaining =	\$0	\$0	\$0	\$0	\$0
23			\$0			\$0													
24	Rehab turf Runway			-\$108,614		\$108,614													
25	Reconstruct Taxiway		\$260,945			\$0									\$110,000	\$113,000	\$37,945		
26	Design/Construct T-Hangars and T/L		\$1,118,549			\$0	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000						\$75,055	\$108,000	\$108,000
						\$0													
						\$0													
						\$0													
						\$0													
						\$0													
						\$0													
						\$0													

Based upon the direction of project prioritization given by the City Commission as recommended by the Airport Board, I am proceeding with the project even with these funding reconsiderations. So again, let me know if you want to discuss this on the agenda. Otherwise, I will keep pressing the project forward. This means the city and EBH will need to work diligently starting now and moving into the next few months to have the project ready to be bid with bids awarded and under contract with FAA by April 2026. Therefore, you will start to see information about this project underway starting with the EBH contract for design that will be on this meeting. Note: EBH will be doing the inspection portion of the project as well, that will come as a contract amendment once we open the construction bids so expect another EBH contract later. EBH will start the survey work and then we will start working with the airport board in December on design. I do plan to pursue the possibility of one of the hangars being larger to possibly be used as a structure for some of the economic development business opportunities we have been discussing. Please let me know if you do NOT want me to propose that with the airport board during design. With all things, once there is a draft design it will be brought to the Commission for review as well.

As if that was not confusing enough. Just after I typed this, I realized that FAA moving our BIL dollars did not just short us on the project dollars (until reimbursed in 2027) but it also reduces the Build Kansas match eligibility dollars. I have made FAA aware of this, and they are having an internal meeting. They will be in touch with me afterwards so I will have to update you on that progress later. Sorry for all the confusion. If you think it is a lot to read, you should be living it.



- EPA Tech Assistance: I believe the team is waiting for my final comments on the last draft and then the report will be final. Please let me know if there was anything else you wanted adjusted so we can complete the PER.
- KCC 40101d Grant – Cost distribution is still frozen. We know we will be over budget on this project by at least \$88K (plus disposal) due to price increases after actuals bids were opened. This still brings in \$405K of non-city funds for department operation maintenance projects we have to do either way. So, it is still a savings and the work (2 alley rebuilds and new reclosures in the in-town switching station) is long overdue maintenance. So, I will proceed with the project as is unless you let me know differently. Of course, everything I just typed is dependent upon the federal funds being released on this grant. Which may not happen. Again, if we get the grant we save money, if we don't, we have this money in the capital planning operations funds.

To: City Commissioners
From: Cyndra Kastens

Re: City Clerk/Administrator Report
11/4/25

6. Health Insurance – As part of our groups Level Funded contract, BCBSKS reviews our annual “expected” claims versus “actual” claims. After the final audit, if a group’s claims are better than anticipated, that group is eligible for 50% of the difference. Anthony was reviewed from last year’s claims, and we will be getting a refund of \$6,899.47. The money is nice, but my hope is that this will be good news for our renewal premiums and the hope of continuing to remain in the level funding program. That will be next quarter.
7. Anthony Recreation – The City of Anthony has provided notification to the Anthony Recreation Commission each year for the last three years of the continual decline in their ending year cash. Monthly reports as well as budget discussions have been provided giving strong caution to this continual decline as follows: 2022 - \$69K, 2023 - \$52K, 2024 - \$34K. At present today, the Recreation cash balance is \$6K. With the cash in the fund depleting I felt it was important to make the Rec aware of spending laws that could impact how they meet operational expenditures in the next year. For example, when there is cash in the fund you can operate like normal and not necessarily have to wait until we receive a tax appropriation payment from the county. However, with very little operating cash, combined with the Kansas Cash Basis Law requirements, expenses cannot even be committed (no orders made) unless you have the cash on hand. More critically, funds and recurring expenses (like insurance and work comp) will need to be monitored closely so as not to bring the fund into the red and receive a budget violation. I have prepared a formal notification to the Rec to notify the Rec of these concerns and make them aware of the laws which could affect their upcoming operations. Reminder of two items:
 - A. Anthony Recreation has sole discretionary authority over their funds according to statute. The City Commission only has authority over appointing the Rec Members (and technically I think you only have statutory authority over four).
 - B. Even though what I just stated above is accurate, there is language in the city Procurement Policy that actually limits Rec spending to \$1,000 without additional city authority. This has never been followed, standard operating practice has always recognized statute, and Rec has always made their own purchases. That is why the auditor told us this year to amend that policy to accurately reflect what our practice is of Rec having their own spending authority so our policy will reflect our procedures. I have that amendment listed in the corrections list of updates we need to make but will be looking for your direction on how you want to change it. This is listed on the agenda for direction.
8. Kansas Emerging Aviation Meeting – I participated in the KS Emerging Aviation meeting via zoom and watched the presentation from April Chiang, the Foreign Representative with KDOC who was recently in Taiwan on behalf of KDOC. Taiwan supplies 90% of chip technology and manufacturing for drones. April had a Taiwanese company called Megaforce present on the meeting. This company produces AI sensing solution technology. They do the AI module development and autopilot technology for drones and unmanned vehicles. Another company, Echodyne produces a smart radar technology for drones. This was very interesting to see the companies that KDOC has visited so far in their quest to locate aviation economic development opportunities for Kansas. We know all of this is several years in the making but the paths and connection in Kansas start now. KDOT is preparing a “Roadmap” to engineer this quest, and they are asking for aviation entities to participate on one of the Aviation Advisory Committees that

To: City Commissioners
From: Cyndra Kastens

Re: City Clerk/Administrator Report
11/4/25

will review the Roadmap and provide input. I have signed Anthony up to participate. I understand in the end, ANY may not have the ability to secure an economic opportunity for sure but the more involved the more the slim chance still exists.