

To: City Commissioners
From: Cyndra Kastens

Re: City Clerk/Administrator Report
6/3/25

CONSENT AGENDA

1. Approve Regular Meeting Minutes May 20, 2025
2. Appropriations Requiring Special Approval Within App. Ord. 3215:

Fund #34 Capital Airport - Atlas Electric \$131,700.78 - AWOS Installation

Fund #47 KDWLP's - EBH \$2,500.00 - Lake Trail Design

Fund #34 Capital Street - EBH \$3,403.53 - Engineering Main & Anthony
3. Appropriation Ordinance No 3215 \$259,736.62
4. Approve 06.03.2025 Payroll \$65,068.13
5. Approval to Bid Main City Software Services

See notes in Admin Report below. Formality to bid the software we need to replace.
6. Approve Standard Operating Procedures Manual Maintaining Your Lead Service Line Inventory

The Governing Body adopted the required SOP in March however, if you recall from my next Admin Report after that, I informed the Commission that now EPA was requiring a few additional items be incorporated into the SOP. This document has been amended to contain those few items. The areas highlighted in yellow are the only changes from the SOP you adopted in March. This document will replace that one.
7. Approve Pay Request #13 KDOT Project No. KA-6909-01 \$3,403.53 EBH Engineering to EBH for FY25 CCLIP Main & Anthony
8. Approve to Surplus 2020 Grasshopper Mower and Submit to Online Auction Services

This has been in the shop for two years and just needs to be sold. It was already replaced with new equipment. This mower is 900D Max Torque Diesel with 1,795 hours on it. This was the lake mower.
9. Approve May 2025 Court Report

PUBLIC HEARINGS – NONE

REGULAR BUSINESS

10. Request to Waive Municipal Hall Fees for Cheer Practices - Jessica Jaeger
11. Friendship Meals Discussion - Jennifer Wolff, Harper County Dept. on Aging

Friendship Meals staff has received notice that services will likely stop on July 1st. I have attached a copy of the notice sent to them in your packet. Jennifer Wolff has visited with the Harper County

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Commissioners who is “adamant the meals will not cease in Anthony”. She will be here to give you an update on where they currently are in this effort. I cannot say for sure what funding source we could utilize if asked to provide dollars, which I am not sure yet if you will be asked to do. For now, there might just be a confirmed commitment that the city will continue to supply the facility, utilities, and maintenance for the program. I’m not sure though. We will see what Jennifer shares at the meeting.

12. Request to Purchase Pool Equipment from Pool Capital - Anthony Recreation

Anthony Rec needs to purchase a diving board, new vacuum, some hose reel racks, and would like some new chairs. They would like to ask to utilize the pool capital fund. This is the part of the PI Fee that we use to build to rehab the pool. We build this to hire a contractor once every 3-4 years. We have 127K in the fund and will be refinishing the pool this fall. I believe we could fund the requests as well.

13. City of Anthony Personnel Policy Requested Nepotism Amendment - Anthony Recreation

The city has a nepotism policy, attached for your reference. This means family members cannot supervise other family members in an employment capacity. However, the two pool managers this year have lifeguard aged children, and the Rec would like the city to consider revising its policy to allow these parents to supervise their employee children. Since employees are hard to come by, the Rec hired the lifeguards for now and scheduled them to work on alternate shifts so they were not being supervised by their relative but the Rec would like the city to consider changing the policy.

14. Anthony Lake Bathroom Renovation and Full-Service RV Hookup Location Discussion - Lake Board

Per your email, the Lake Board wants to just show you the direction they are currently headed with location potentials.

15. Anthony Lake Trail Discussion - Motorized Use Determination

Per your email we need to make some decisions about motorized use on the Lake Trail.

16. Street Sealing - Approve Increase of \$6,859.38 to Circle C Bid Awarded May 6, 2025 for CML-2 Haydite Rock and Additional Oil

Bryan would like the Commission to consider using the CML-2 rock instead of the CML-1 which does incur a larger cost and will need approval.

17. USD361 Tennis Court Discussion

Commissioner Hatfield asked this to be reviewed.

18. Economic Development Tour with KDOC

As was scheduled prior to the groundbreaking, Tiffany Cooperrider and I hosted Matt Godinez, Assist. Sec. for KDOC, for a private tour of our communities to show him some of the economic initiatives we wanted his insight on. I am attaching the incomplete portfolio for your reference. It is incomplete because it was all I had time to get done while also pulling off the groundbreaking but I am hoping to finish this economic development portfolio with the Eco Devo Board incorporating the commercial property list they are currently compiling with photos and data as additional pages in the local guide.

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19. Update Sunrise 2nd Conveyance and Construction
Several items I just want to bring you up to speed on.
20. Inoperable Vehicle Nuisance 405 S Kansas Struble 2025
21. Health Nuisance 405 S Kansas Struble 2025

Admin Report:

1. EPA Tech Assistance: 16" Water Main – If you recall, the city did approve to submit a pre-application for the State Revolving Loan Fund (SRLF) even though we hope to not take out another loan because we could not afford it. In addition, since we do not have the testing done yet (scheduled for June 3rd, rain date June 4th) then we do not have the PER completed, but KDHE said to go ahead and prepare the anticipated costs based upon worst case scenario, meaning the only way to fix this problem is to completely replace the line. Well, are you sitting down? The preliminary cost to replace the 16" main (which cost \$3,000,000 in 2013 to put in) will be approximately \$22,000,000 for PVC (plastic) or \$32,000,000 for DIP (iron). Now after you start breathing again, do note that this figure has engineering, legal, and contingencies built in. If you remove all of that, it is likely to cost around \$10 - \$15 million for the installation. Now, the first thing I will make clear is that even if the city got a loan for this amount, there is no way we could afford the payment. This means, now more than ever, my efforts to find grants and alternate funding will be vital. IF it turns out a complete replacement is the only solution and once project is bid out if these projected costs turned out to be close.

Let's break this down on what that would look like if I could somehow dedicate the next two years to obtaining several different grants: Since the city does not have the financial capacity to move forward with another \$20-30mil loan on top of the \$4mil dollar loan that's still outstanding from the original project it will be important to take advantage of applying for principal forgiveness applications and grant applications, multiple at the same time over a period of a few years. Principal forgiveness during the 2025 funding cycle was capped at \$2.5 million so if we pass preapproval for SRLF, apply for the main application and get approved, we would be looking at a \$17.5-27.5mil loan based on that alone.

The maximum grant amount that can be awarded from the KWO grant is \$8mil and CDBG's maximum award amount for communities with a population under 5,000 is \$650K (this would be dependent upon completing a survey and getting our LMI status back). If the city maximizes on SRF principal forgiveness and we were able to win grants from both the KWO and CDBG, we'd still be looking at loan of somewhere between \$8-18mil loan, which still isn't feasible. So to add to what will be necessary of your Administrator over the next few years, I will need to work to obtain an SRF principal forgiveness loan, KWO grants, CDBG grants, go find more funding and

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likely, campaign at the state to anyone that will listen to go for any end of cycle funding that becomes available.

None of this is set in stone and there is no reason to discuss this yet, that is why it is not on the agenda. We need to see what the testing results show first and if there is possibly any other solution that will be discovered besides total replacement. Start praying please.

Water Main Testing – A great deal of time has been spent coordinating the water main testing day. A precon meeting was held last week to finalize the details of how to manage the Geotech and CCTV needs. This means the city needs to have equipment in four different locations while our guys are basically also working the equivalent of a water main break on the same day on one of the locations since we are cutting open and removing a section of pipe for later testing and to allow the CCTV access. While our water guys are keeping that site going, we will utilize the street department backhoe on two of the other test holes and the City of Harper has graciously agreed to bring their backhoe down and dig the northernmost test hole for us while Terracon takes their samples at that location. There will be a lot going on during the testing day, but we have a really good crew of city employees ready to help pull all of this off in one day. Fingers crossed.

2. City Software Transition – Jamie has taken the lead on this extremely large project and has researched, communicated with, and set up seven different demonstrations for appropriate city staff to attend thus far. In other words, in the last two weeks there have been a lot of hours spent watching demos to see how these programs work and if they will do what our software currently does. We are far from making decisions but if not for Jamie's work, we would be a lot farther. We have some additional demonstrations to watch, but the next step is to send out the official bids to solicit the pricing and transition details from the different vendors that we are hopefully narrowing it down to. That is why there is a consent agenda item for the formality to go out for official bids on this agenda. There of course are only a few companies that offer all of the same modules we use now such as court, payroll, GL, UB, etc. Some of the vendors offer most of those but sometimes it is through a 3rd party vendor. Very few offer court at all. This has already been quite a lot to process, and we are only just beginning. More to come.
3. Budget – Haven't even started, Lord help me. lol
4. Airport AWOS – We are in the process of setting up the cellular service for the AWOS. It should arrive this week. Then we can pass it off to the contractor for the final installation. Getting so close now!
5. Airport Economic Development Webinar – I attended a KDOT sponsored webinar that focused on economic development and Kansas Airports. This particular session was an update on the new drone program with KDOC and a private company that shared some of the drone activities and opportunities in Kansas. It was very interesting to learn of the Tawainese Companies that Kansas was recently competing against Arizona, Oklahoma, and other states to obtain. This speaker was one that I had reached out to as recommended by Matt Godinez, but I had not had a response from him. So, post the webinar I reached out again, and we have a meeting scheduled June 11th to talk

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more. I realize this is a long shot, that Anthony could in any way be involved in this state-wide initiative, but until they completely tell me no, I am going to keep working on any potential for participation. You never know what connection or networking opportunity this could present for Anthony Airport, even if we do not qualify for a larger role in this state-wide initiative, we might still be able to generate some connection for activity here. Will keep you posted after the meeting.

6. Land Bank Update – I am working on the Land Bank ordinance; I have a draft, I just did not have time to finalize it. The City of Harper has officially hired Julie Lyons, and she is ready to help our Land Banks get started. The following individuals are interested in serving on the Anthony Land Bank Board of Trustees: Jessica Graves, Diana Schmidt, Pam Giesen, and Curt Miller. I will bring the ordinance to the next meeting and will be seeking support of the Commission for me to work with the above named individuals to draft the by-laws. More to come.
7. Staffing – The new Utility Billing Clerk started this week. We are excited to have Bridget Mattingly join the team!
8. Sunrise 2nd Development – Well rain or shine, and mostly rain, the Sunrise and Sycamore groundbreaking ceremony was held as scheduled on May 28th. This demanded a lot of unplanned time in the last week and a half. Thank you to Melinda and our street crew for getting the site ready. We bought banners, had a shipping problem, bought another banner, and will get a credit back for the first purchase. Ugh. I had to design the banner, design marketing flyers, create press releases, and a host of other items but I think despite the rain, the event went well, and it is great to have it finally here. I am attaching the flyer to my report and there is an original on your desk in the commission room if anyone wants one that did not get one during the ceremony. Here a few pictures from the day:

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