

**To: City Commissioners**  
**From: Cyndra Kastens**

**Re: City Clerk/Administrator Report**  
**9/17/24**

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**PUBLIC COMMENT –**

*Public Comment allows the public an opportunity to address the City Commission. There is a five minute per person limit on public comments.*

**CONSENT AGENDA**

1. Approve September 3, 2024 Regular Meeting Minutes
2. Special Appropriations:
  - Fund #34 Street Improvements-Pavement Maintenance Products-\$4,485 Crack Fill Equip Rental
3. Appropriation Ordinance No. 3198 \$269,154.05
4. Approve 09.10.2024 Payroll \$60,681.09
5. Approval to Submit to Bid for Street Lighting for Sunrise 2nd
6. Approve to Submit to Bid Sunrise 2nd Drainage Dirt Work
7. City of Anthony Investment Renewals:
  - Bank of the Plains COD 5000001106-Electric Meter Replacement \$1,000,000 Reinvestment- 24 months
  - Bank of the Plains COD 5000001270-Electric Reserve \$100,000 Reinvestment-24 months
  - Bank of the Plains COD 5000001254-Electric Reserve \$100,000 Reinvestment-24 months
  - Bank of the Plains COD 5000001262-Electric Reserve \$35,000 Reinvestment-24 months
  - Bank of the Plains COD 5000001114-Electric Bond Early Payoff \$2,000,000-Did not reinvest, Bond Pay off Payment will be sent Nov 1, 2024

**PUBLIC HEARINGS – NONE**

**REGULAR BUSINESS**

8. Open Bids for Anthony Lake Town Trail Engineering Services
9. Request to use Den as Dressing Room for Theatre Performances - Julianna Whisman - Arts Center
10. Request to Waive Hall Rental Fees for Chaparral Homecoming September 21st - Beth Zahradnik

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11. Approve to Bid out South Mass Street Slurry Recondition Between Main and Grant

*We have been investigating options for a cheaper alternative to fix the two blocks east of the COOP on Massachusetts. Bryan will be here to present an option we would like the Commission to consider. See sample photos of the suggestion being used in Kiowa in the report below.*

12. Anthony Community Empowerment Group Event Sign Request

*Randy Wiseley has asked to be on the agenda to seek permission to post Special Event notices on the white space at the bottom of the Welcome to Anthony sign at the west park. I will need to verify if the sign is in the right of way. Government and utility signs can be, but other signs cannot. I will check before the meeting. If it is on private property and the City Commission would like to start allowing community events to be posted there, I would recommend that anyone that wants to advertise there should come to the Commission to ask permission.*

13. Approve to Submit Kansas Water Office HB2302 Grant for Technical Assistance for the 16" Water Main

*As we discussed at the last meeting when you approved to submit for EPA Engineering Assistance, we also briefly discussed applying for this same grant again also that we applied for last time, just to put multiple opportunities out there for funding. I had to make a quick decision last Friday at 4:00 and I went ahead and submitted the application prior to the deadline. However, if the Commission does not support applying here as well, I can pull it. I just had to make a very fast decision, and we had not heard from EPA yet. Even though we are in discussions now on the EPA, they still have not approved it. You can give me guidance at the meeting, and I will fill you in more.*

14. Approve to Rescind the July 2nd Motion to Approve the Lot Purchase Application, Lot Purchase Agreement, and Sunrise 2nd Addition Residential Covenants and Restrictions

*So, remember I informed you that Harper's Attorney re-wrote the Agreement and Covenants for Sunrise 2<sup>nd</sup>. Well, I do have them now and as of the time that I am typing this I have not completed my review. I have this on the agenda in hopes that I will get it done prior to the meeting and email them out tomorrow. Then, we can proceed with the next item to adopt the new documents, pending Anthony Attorney approval. We will see if I get it done prior to the meeting.*

15. Approve the Application, Conveyance Agreement and Declaration of Covenants, Conditions, and Restrictions for Sunrise 2nd Addition - contingent upon review and approval from the City Attorney, then to file the Covenants and Restrictions with the Sunrise 2nd Plat.

16. KHITC Discussion

*See notes below in report.*

16. Warrior Field Discussion

*I have this on the agenda because we need to discuss the future of Warrior Field. You will note in my report below that the Rec no longer has interest in the facility. However, the bleachers are not safe*

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*and the building in in very poor shape. The Commission will need to start to decide what we want to do with at least the safety issues.*

**Admin Report:**

1. Lake Eco Development – The appraiser called back and due to the complexity of trying to prepare an appraisal based on projected value (with little to no comparable of like sales since this is public park land selling), she decided not to take the job after all. We then spent three weeks contacting other appraisers and trying to find someone who would do both a current appraised value and a proposed appraised value (as the Commission requested), none of the appraisers would take that job. Again because of the work involved with finding like sales and values. Therefore, for the sake of time, I went back to the original appraiser and asked if she would at least do an appraisal of current value. In which she agreed to do. I hope to have that in the next three weeks. We will keep working on locating someone to do an appraisal as proposed if it was fully developed. For now, this will at least get one appraisal coming.  
In addition, I have been in consultation with the City Attorney, LKM, and the County Clerk to appropriately draft the Notice of the Election for the newspaper. The County Clerk has completed the draft, and I am reviewing it now. I will place an agenda item on the next Commission meeting to discuss as a group what public release information the Commission wants me to distribute regarding the upcoming election question to sell park land.
2. Workers Compensation – At a previous meeting a commissioner inquired about how long workers compensation will pay injured employees: The answer is that they will continue to pay weekly benefits until the employee is released to work with restrictions or until they are fully released from care, with a maximum benefit payout of \$225,000.
3. EMC Dividend Check – The 2023 EMC dividend check was received by mail from Strong’s Insurance in the amount of \$19,597.70. This is the lowest amount received since 2015.
4. CDBG Housing Grant – The first four houses have cleared inspection, lead evaluation, SHPO and are ready to be bid out for contract work. SCKEDD will hold a bid tour with potential contractors on September 30<sup>th</sup> so they can look at the houses and be onsite to better prepare their bids which will be opened and a bid tab presented at the October 15<sup>th</sup> City Commission Meeting. I have let the Housing Committee (Greg and Eric) know about the meeting on the 30<sup>th</sup> if they want to be present and they (or I if they do not attend) will give an update to the Commission at the following Commission meeting on how the pre-bid meeting went. As of the date that I am typing this there are still no local contractors that responded to our request to see if they would get the lead certification so they could also bid these jobs. One attended our public meeting so I will reach back out to him, Michael’s Handyman Service, just to so if his interest has changed. If it does not, there will be no local contractors bidding. There will be Anthony licensed contractors bidding as we have some companies from Wichita that hold an Anthony license and the SCKEDD lead license. More to come on CDBG but we are getting closer to seeing some work done!

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5. Recreation Commission – I met with the Anthony Recreation Commission on September 11<sup>th</sup> and discussed the following:
- a) Error on the County RNR/levy for the REC and how that will be processed.
  - b) The awareness that the Cash balances in the fund are significantly decreasing each year for the last several years. Meaning, they are overspending each year above their revenues consistently.
  - c) Reviewed the City Code requirements for the Rec. I do this every few years when there are new members.
  - d) Reviewed the Requirement for the Rec to submit monthly minutes to the City Commission and asked this to start again consistently.
  - e) Reviewed an issue with a labor payment that I will consult with our City Attorney on first and then likely bring to the City Commission to review.
  - f) Sought the Rec's direction on Warrior Field. They have decided that they no longer desire to utilize the Warrior Field for any future recreation activities
  - g) Finally, we discussed the pool bathroom renovations. I let them know the City Commission approved for the Rec to take lead on the project as an advisory commission and report recommendations to the city. They agreed to do so.
6. Airport CIP – Last year in December you approved the following projects for the airport annual improvement program which is tied to our Entitlement dollars and currently also tied to the additional BIL money which must be committed by FY26 and spent by FY29:
- 1. Construct T-Hangars
  - 2. Expand Apron
  - 3. Construct Taxiway (this is the Taxiway to relocate the FBO on site)

As you recall, we can approve our project list, but it is solely at FAA's discretion to tell us which project they will approve by priority, and they usually require all airfield maintenance and repair projects to be prioritized over T-Hangars. This is why we were not allowed to construct T-Hangars last year and we had to fix the line of sight and rehab the turf runway instead. The catch is, we need to get approval to do the T-Hangars before we run out of BIL money because we need that money to be able to afford it. I met with Russ Owen, FAA and Darin Neufeld, EBH on September 12<sup>th</sup> to discuss our next FAA project (which is required to be identified in the portal by the end of this month). Russ is our new rep with FAA starting last year and he is just learning about our age-old issue with the requirement to relocate our current Fixed Based Operator (FBO) which is Copenhagen Aerial Spraying. If they are going to require us to do something with that then our next project will need to be project #3 to construct a taxiway to a new commercial hangar location at the airport to relocate the FBO. If FAA is not going to require us to do that then the next project will likely be to replace the last piece of asphalt on the airfield which was identified in poor condition on the KDOT report. Then, we can either focus on T-Hangars or expand Apron. Russ is going to talk to FAA officials and get directions on where they will require our next focus.

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Update: After consulting with FAA management, Russ sent the following:  
“I just got done talking to my supervisor about the hangar/RPZ issue. Our take on it, is that it should be shown on the ALP ultimately as relocated, but we’re not going to push the issue. So, my suggestion is that you get an updated CIP sheet for the taxiway (he means the existing asphalt taxiway), and we’ll work that project this year, if the city is good with that.”

Based upon this, I will create a new project in the CIP list for the replacement of the existing asphalt taxiway. It will become priority number one (remember all airfield maintenance must come first). So, this next year we will work on replacing the asphalt with concrete on the following taxiway (circled in red):



It will be up to FAA what project we take on in 2026 after we get this stretch of taxiway replaced. We are hoping the Hangars. ?

7. 16” Water Main – I have had several meetings with Chaparral and Patterson’s in regard to these facilities considering a joint project together to apply for a grant for engineering to install water storage for their facilities. After visiting with CHS and making them aware of

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the new valve being installed, they no longer desire to partner for water storage since the new valve will meet their needs. However, PHC, due to their new dialysis services, cannot be without water for even 30 minutes nor could they have that process interrupted if it started. Therefore, they intend to continue to pursue private water storage for their facility. They actually also applied to the same EPA Water Engineering program that we did. Therefore, we are discussing the possibilities of partnering on this project and sharing the engineering services. This was also recommended by our contact at KMU who is helping us to apply for the tech assistance. PHC and the City of Anthony will continue in this as a joint venture unless the commission guides me otherwise. Each entity would still be responsible for their own financial portion, it would just be a team effort to work together on the water system using the same engineer which again, make sense since it is the same water supply.

8. Sunrise 2<sup>nd</sup> – The documents have been filed to extend the BASE grant. The purpose would be to pay for the street lighting and to do the necessary work on site to construct the necessary drainage basins and work the ground to comply with the drainage plan. The builder would still be responsible to complete the dirt work individually at each house location to comply with the master drainage plan, this would just be the common drainage that the city would be completing. We are waiting the official extension approval however, we only applied to extend to the end of this year so that is why you see the request to approve to submit bids for Sunrise Street Lighting Electrical Materials and to Contract Drainage Dirt Work on the consent agenda for this meeting. I would like to go ahead and get bids out to get materials ordered and dirt work contracted asap. The bids will be contingent upon the extension approval, but we can go ahead and get this process started. Time will be of the essence. Let me know if you want to redirect me on any of those activities.
9. KHITC – A meeting was held with Don Klausmeyer to review the Covenants and discuss the KHITC credit processing. Reminder: we need to complete our paperwork on the tax credits with KHRC and the hold up was that the city's match was mostly spent in December 2023 (since BASE was late with their payment) which caused our investment to be in calendar year 2023 and the investment must occur in the tax year you claim the credits. Therefore, it will be investments in 2024 that will count. We will have about 2/3's of the investment in 2023 so Don would have to be willing to either claim all the credits with his investment and transfer them to the city or we claim some with our investment and he claims some with his. This gets so confusing, and I need to talk to the Commission about the Covenants, so I am going to have this on the agenda to discuss Tuesday just to make sure you understand what is happening with these items.
10. Local Solar – The City of Anthony, as of September 13<sup>th</sup>, has their first solar system on a customer's property functioning and generating power that pushes back onto Anthony's electric grid. Some things to remember about this commercial installation:

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- a. There is a potential that it is oversized, but everyone worked within the data as best as we could, and we agreed to allow the maximum of 200 KW for this system.
  - b. The bidirectional meters we installed DO NOT work with our meter reading software. This will require staff to go to these meters each month to complete the billing read. We accommodated this customer by doing this due to even longer lead times than the 6 months we had to wait for the ones we put in.
  - c. The “Parallel Generation” statute option the city Commission selected to bill under so this customer could get 200KW instead of 100KW also does not work with our billing software so we will have to hand generate the bills for these meters every month for the life of the system.
11. KDOT CCLIP Grant – This is the Main and Anthony intersection replacement grant. I wanted to let you know that the bid letting date has been pushed back from December 2024 to January 2025 because I have not secured the temporary construction easement yet. I actually didn’t think this had to be done until prior to construction which is next year but I was incorrect and KDOT will need it to continue on their timeline at present. We will get this taken care of so the bid letting does not get pushed back again. FYI.
12. Roof Repair from Hail Damage – Roofmasters is starting shingled roof repairs on September 16<sup>th</sup>. We are waiting for the official start date on the other roofs. Roofmasters is concerned that additional work needs to be completed on Municipal Hall. They believe the roof damage may require more than just resealing it. They want to do a core sample to check and make further determinations. Also, it appears the insurance company is reporting that the garages at the powerplant houses were not on the insurance policy. Therefore, they may not have been covered and one of the garages (the last one with shingles) was damaged in the storm. We are having Roofmasters go ahead and replace it. This will likely be our cost.
13. Street Sealing – Circle C Paving will start street sealing the week of September 23<sup>rd</sup>. The company will notify each of the residents three days prior and there will be a notice in the newspaper as well. At present, Bryan believes sealing it is still the best direction since we do not have a funded plan to replace it this year or next.
14. CID – I still have not received a report.
15. Kayaks at Anthony Lake – The Wiseley’s met with the Lake Board to discuss the possibility of their two ventures (the Wiseley’s and the Lake Boards kayak storage racks) working together as one project. The lake board members wanted some time to brainstorm how these could work together and what that would mean for applying for funding (which would now include a building for the Wiseley’s). More to come on this topic.

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16. Rec Trails Grant – As you will note, there is a bid opening at this commission meeting for the engineering for the trail grant. I met on site this last week with perspective engineers and walked the trail.
17. Slurry Rehab Option for Mass Street – As we have continued to try to find alternatives to repair or replace more damaged streets in Anthony, with little grant success to help, we have determined an alternate to concrete to be considered for use on the two blocks east of the COOP on Mass. This solution is not as long term as concrete and not near as durable, but it is 1/10 the price and is showing a lot of alternative value so far. Below are some photos of the use of this Slurry option on some streets in Kiowa that were repaired in approximately 2011.





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