

To: City Commissioners
From: Cyndra Kastens

Re: City Clerk/Administrator Report
12/16/25

Merry Christmas and Happy New Year!!

CONSENT AGENDA

1. Approve Regular Meeting Minutes of December 2, 2025
2. Approve Special Meeting Minutes of December 8, 2025
3. Appropriations Requiring Special Approval Within App. Ord 3228
 - Fund #34 General Admin Capital - Bank of the Plains - KHITC-Escrow-\$95,234
 - Fund #34 General Admin Capital - KHRC - KHITC-Reservation Fee-\$12,600
4. Appropriation Ordinance No 3228 \$309,806.01
5. Approve 12.16.2025 Payroll \$62,461.99
6. Appoint People Bank and Trust, Bank of the Plains, and Bank of Commerce as Official City Banks for 2026
7. Appoint the Anthony Republican as Official City Newspaper for 2026
8. Resolution No. 1180 - Local Participation in Rural Opportunity Zone Match
9. Resolution No. 1181 - Annual GAAP Waiver
10. Resolution No. 1182 - Annual Approval of Permit Fee Schedule
11. Re-appoint Kenny Hodson as City of Anthony Fire Chief
12. Approve CDBG Change Order #2 for 436 S Springfield \$1150.00

13. Approve Investments:

Bank of the Plains-Capital Improvement Streets-Reduce CD 303462 from \$250,000 to \$200,000. Reinvest \$200,000 into CDARS-6 months @ 3.65%

14. 2026 Cereal Malt Beverage Renewals as Presented - Contingent Upon Successful Background Check and License Payment

PUBLIC HEARINGS - NONE

REGULAR BUSINESS

15. Approve Request to Waive Municipal Hall Rental Fees - Anthony Chamber of Commerce Annual Meeting

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16. Approve FY27 Airport CIP - Darin Neufeld, EBH
17. Bid Opening High Service Pump Replacement
18. Approve KHITC Escrow Agreement with Bank of the Plains
19. AVRP/HRP Update
20. Approve Purchase of Ram for Rescue Equipment for Anthony FD - Kenny Hodson, Chief

Admin Report:

1. Airport Economic Development - Mayor Cleveland has stepped in to help with the Aviation Advisory Committee. He will be attending the meetings in my stead so he can provide updates there. I worked on getting the Base Aircraft Inventory report completed by the deadline this week so KANY can continue to be part of the FAA AIP program and receive the critical entitlement funding. Reminder to of the importance of getting the new THangars constructed so we can base additional aircraft in Anthony. As of now, we are meeting the required minimum number, but I believe that to only be because of a few aircraft that may or may not be basing here still. If another airport claims them before we get the THangar built and more aircraft to base here, we could be in trouble on our minimum requirement. Just something to keep in mind.
2. Lake Trail – We held the preconstruction meeting on December 11th. I am still trying to get the easement signed by the landowner. We met yesterday and they are reviewing it. Construction will start around the first week or two of January. When we approved the bid, we were going to have Chris do the inspections (which saved a lot of funding). At this time, I am not sure if Chris will be here to help. I have given notice to EBH that they may have to step in to do construction observance. They understand we did not plan to pay for this, so we are trying to work something out. More to come.
3. Magellan – Aaand...after once again preparing a rate review and working on language for an amended contract, they are not going to run. Lol. We did notice that there is language in the old contract that needs updated. Since we did the work and it did identify the changes needed in the contract and KMEA is working on that draft language, we are going to go ahead and complete this work and prepare a draft contract. This way, the next time they think they are going to run, we will be ready and an updated contract will be prepared. This is wise, especially since we know today there are things that need to be corrected to better protect the city in the future if they run. So, we will update the contract and get it ready for the future.

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4. Airport T-Hangar Project – We have started the survey work. The airport board will continue to guide Darin in the design, which will then be submitted to the commission for review and approval.
5. HRP/AVRP – The deadline for the “Contract Between Municipalities” will expire December 31st. We have been having meeting for the last few months for the five-year renewal. However, the county counselor is questioning some of the formation of the program and has submitted a request for clarification to the Attorney General. We have been waiting on the response for approx. 6 months. Therefore, the discussions now center on what to do with the programs in the interim until the county has the AG response. We will meet with the County Commission next week to make sure they support continuation of the program with language added to applications that states county taxes are dependent upon recommendation of the AG (or something similar). I will add this item to the agenda to give you the opportunity to ask questions as this is a bit confusing and I want to make sure you understand what is happening and what that means to our citizens that make application for this incentive program.
6. Software Upgrade – The Caselle contract has been signed. The transition will likely take place toward late summer early fall of 2026. After further review, the price was reduced from \$95K to \$68K. This is due to removal of some items we are going to try to proceed without to help the cost. You can give a huge recognition to Jamie for keeping this entire process moving and getting these changes reduced. She has done an amazing job!
7. KCC 40101d Grant – The grant reimbursements are open, and I have submitted the billing we have to date. We have several big-ticket items on large lead times that have not been billed out yet and therefore I cannot request reimbursement. At least we will get the amount the city has spent thus far reimbursed though and hopefully the remainder of the project.
8. Solar Feasibility Study – We held out introductory meeting with the folks from Entegrity. They came to Anthony and drove out to the location which they thought was a very good choice. I have vetted the contract with KMEA legal and the City Attorney. KMEA legal had some items for Entergity to consider amending. Those amendments have been sent to Entegrity and their legal is reviewing them. Hopefully the contract can be completed and signed soon as time is of the essence to be able to still qualify for tax credits.
9. Anthony Recreation – I met with the Rec on December 10th. Items of discussion included the status of their funds and how to watch spending in 2026, the pool bathhouse renovation, and the legal ability for Anthony Rec to separate off from the city financially (like Harper and many other Rec’s are). In that scenario, the Rec would have their own EIN number and their own bank account. The city would just issue them a check for the tax appropriation, just like we do for the library. There are things to work through, such as their employees no longer being employees of the city (so they need to manage work comp, etc.) and the requirement to still have an annual audit (just like the library). It is early-stage discussion, but the Rec has requested the conversation as they do have interest. They will be on the agenda in January to discuss these items. When it comes to the bathroom renovation there may be a point, they need some professional assistance (like an

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architect or someone to provide OPC). This is something the city will need to decide if they can help pay for. Just early discussions.

10. Tax Classifications and Exemptions – I have been communicating with the Appraisers office since March in regards to our tax classifications being incorrect. This is what I warned would cause the taxes at the corner of LL&G and Garfield to be over \$3,000 per year and the lease payment is less than \$1,000. This has caused other issues as well. Additionally, our tax exemptions were approved but were not entered into the system so we have received tax statements on parcels that are now tax exempt. I have met with the new appraiser two times in person and had several email exchanges on this. He continues to assure me he is going to work on it. We need to pay the tax bill so I am hoping he can have this finally corrected in the next week. More to come.
11. Anthony Welcome Sign – The east Anthony sign is in fact deteriorating. There is a middle chunk of the sign that has fallen out as shown below. The base appears to still be in good shape, but the Commission needs to start discussions on replacement. Perhaps ACE wants to take on design and process to replace it? For now, Bryan tried to put the middle piece back in.



12. Staffing – Police Department has extended an offer and received an acceptance for an officer position. Stefan Weisheit will be joining the force in the next several weeks.

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13. Certification – Deputy Chief Nathan Houston completed the LELA Command School and accepted his certificate as seen below. Congratulations to him and all of his hard work!! We are proud of his achievement.



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14. HCCF Christmas Greeting – The HCCF has issued their Christmas newsletter listing all of the grants and progress for 2025. It is attached in the packet for your reference.
15. Staff Christmas Party – The city crew had a great time Friday the 12th at the Scout Cabin. The fire was roaring, s'mores were made, and the food was great (thanks to the Idle Hour)! Here are a few pics:



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At the end of year party, the following recognitions were presented:

Nathan Houston – Certified Public Manager through KU Public Management Center

Matt Reed – Certified Wastewater Operator

Richie Oliphant and Allen Finley – Completing Street Sweeper Training Program

And of course.....we honored our service award to Chief Kenny Hodson for 45 years of service!

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For his service award gift, Kenny received a new e-bike!!! He looks pretty darn happy. 😊

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