

To: City Commissioners
From: Cyndra Kastens

Re: City Clerk/Administrator Report
10/7/25

CONSENT AGENDA

1. Approve Regular Meeting Minutes of September 16, 2025
2. Appropriations Requiring Special Approval Within App. Ord. 3223

Fund #34 Capital Improvement-Amazon-IRA Grant Expenses- \$524.71 Gators, Spikes, Root

Fund #34 Capital Improvement-Bomgaars-IRA Grant Expenses- \$596.40 Miracle Grow

3. Appropriations Requiring Special Approval Within App. Ord 3223

Fund #30 Municipal Equipment-First Wireless-\$2653.59 Pagers & Batteries

The Appropriations Requiring Special Approval are in two sections (#2 and #3) so you can remove Item #3 from consent and approve it separately so Commissioner Hatfield can abstain since it is a Fire Department approval.

4. Appropriation Ordinance No. 3223 \$187,145.37
5. Approve 9/23/25 Payroll \$61,834.80
6. Approve 10/07/2025 Payroll \$58,432.71
7. Rescind Approval of Dangerous Structure Resolution No 1169 208 E Main Boyd 2025 Approve September 16, 2025

There were errors on the Resolution, so it has been revised as Item #27 on the agenda. This item is to rescind the incorrect resolution. It was caught after the last meeting, so it was not published in the paper. This timing will now line this up with the tear down of the brown building as well.

8. Approval to Bid Airport Jet-A Fuel Tank and Upgraded Fuel System

This is a formality so we can get started on the Jet-A project.

9. Approve September 2025 Court Report

PUBLIC HEARINGS - NONE

10. Dangerous Structure 206 E Main Hearing
11. Dangerous Structure 304 S Springfield Hearing

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12. Dangerous Structure 501 S Lincoln (Garage) Davidson 2025 Hearing
13. Dangerous Structure 512 S Lincoln Turner 2025 Hearing

REGULAR BUSINESS

14. Request to Waive Municipal Hall Rental Fees for Anthony Gun Club Annual Banquet - Sid Burkholder
15. 911 Memorial Flags at West Park - 911 Committee

Commissioner Hatfield has asked this item to be on the agenda. The 911 Team would like to put 55 flags around the fence of the west park. They would like the city to own and store the flags, but they would fundraise to purchase them, and they would put them out and take them down, project cost around \$1,980. Commissioner Hatfield will explain further at the meeting. There will be a photo example at the meeting tomorrow.

16. KWCH Marketing Proposal Update

If you recall, KWCH (after the Sunrise and Sycamore Groundbreaking Ceremonies) wants to launch a marketing campaign for the City of Anthony and Harper. They have crafted a proposal to review but again since it is a proposal, I will just have copies at the meeting.

17. *Untable 2025 Software for City Management Bids

See notes below in report.

18. Approve Bid 2025 Software for City Management
19. Anthony Land Bank Update

The Land Bank met with the County Commission. I will update you on that meeting and the Land Bank progress.

20. BASE Grant Closeout

We had the official closeout meeting with the representative company that Commerce hired to finalize the BASE grants. I will bring you up to speed on a few closeout issues.

21. Approve Bid for Lake Trail Construction Project No. NRT2023-1

See notes in report below.

22. Award Bids and Approve Funds for CDBG Housing Grant Bid Tour #2

We have the results of Bid Tour #2. You will need to approve bids. I would also like to bring you up to speed on where we stand financially. Again, since these are open bids, they are not in your packet.

23. Dangerous Structure Resolution No 1177 206 E Main Gensler 2025
24. Dangerous Structure Resolution No 1175 304 S Springfield Henderson 2025

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25. Dangerous Structure Resolution No 1176 501 S Lincoln Davidson 2025
26. Dangerous Structure Resolution No 1178 512 S Lincoln Turner 2025
27. Dangerous Structure Resolution No 1174 208 E Main Boyd 2025

This is the corrected Resolution for 208 E Main (the white building)

Admin Report:

1. EPA Tech Assistance: We have the Draft Preliminary Engineering Report ready for the Commission to review. Though the Engineering team has moved to final recommendations (which is to replace the pipe) I would still like to see the non-broken piece of pipe we cut out of the line tested. The team moved away from testing this since the city has already tested pipe twice in the past. However, both pieces were broken pipes. You cannot do a pressure test on broken pipe. At the same time, it would not change the concluding recommendation to replace the pipe. So it remains a question as to whether the results warrant the cost of the test. This will be discussed further at our next team meeting. Geotech results identified the weak bedding as the primary cause (not rock impingement as was determined from the lab in Colorado). Again however, since geology is an issue with the existing line, according to this report, it would make rehab options like sliplining, cured-in-place-pipe, pipe bursting, and spray-in-place lining (and mudjacking) not feasible since poor Geotech conditions are not conditions that pipe rehab can solve. These other solutions would result in a temporary fix that would end up costing the city more money and resources. The PER concludes that the only solution is the replacement of the transmission main and bedding. Once we have worked through the final versions of the draft PER, I will email it to you for review. The engineering team will be attending the October 21st Commission meeting via zoom to present the report officially.
2. Water Main Replacement Funding Initiatives – This will become its own category since we will need to come up with approximately \$22 million dollars (according to the PER OPC). As you know I will be presenting at the Kansas Water Summit on October 8th to broaden the knowledge (hopefully in the ear of some legislators) of the city's plight with our water main. The more that know, the more chance we might have at funding opportunities. Additionally, on September 30th at 10:10 p.m. I submitted the grant to the Kansas Water Office to apply for \$7,643,922 to pay for the final engineering plan for the replacement of the entire 16" main and the actual construction replacement of 2 miles of the main. Since we know we do not have \$22 million today to pay for the project, and since the max amount we can ask for through the Kansas Water Office is \$8 million, the engineering team and I came up with a phased approach to the replacement of the main. Doing 1-2 miles per phase depending on what I can secure in funding. I will explain this in greater detail when the PER is presented to the Commission. For now, though, I had a deadline, already had commission approval to apply, and didn't want to miss this window of funding. It's super competitive and the KWO has never been awarded a grant larger than \$3.6 million, so the

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chances are pretty slim for award but at least we can say we tried. Awards will be announced in February 2026.

I worked all weekend to prepare the presentation for the Kansas Water Summit. If anyone would like a copy of the slide deck presentation for review, please let me know.

3. Sunrise 2nd – House construction is finally underway. I have continued to meet with prospective buyers of interest. It will be time to deal with the KHITC tax credits next. We are working on an agreement with the local bank to escrow the credits so the city can release them per lot instead of releasing all of them up front to the main builder. The lots were always intended to be on a per lot benefit basis. More to come on this.
4. KCC 40101d Grant – We have received word that KCC, and the DOE must take all necessary steps to minimize incurring any new federal costs meaning, KCC cannot pull down funds for grant reimbursements. We do not know what this means for the ability to reclaim costs on our 40101d project. However, these projects were on our capital plan and the scope of the project (replacement of two alleys and four in-town sub reclosers) must still be done either way. I plan to have a backup plan for the funding as we still need to proceed. Let me know if you want to have this on the agenda. Otherwise, I plan to continue with the project and will keep you posted as it progresses. Materials have been ordered, and we are on KMEA's work list to perform the alley replacements.
5. 2025 Tax Sale – I am continuing to work with Brandon on the topic of the county clearing the city's special assessments at the tax sale, especially as the date looms closer. Currently, there are five properties on the sale with a total between the five of \$3,681 in specials that will be lost. We are continuing to work, but I am not feeling hopeful that this is going to be resolved by this tax sale. We will keep at it.
6. Lake Trail – We opened bids for the lake trail construction on September 26th. At the meeting I will have a bid tab with the bidding results and a vetted recommendation to award a bidder. I did not include this information in the packet since it is still an open bid and not subject to public records. Next step we will be finalizing the 2 easements for the trail project: 1. The permanent easement for the trail. 2. Construction easement which will be slightly wider during construction only. Be prepared at this point that the city agreed to allow the landowner to connect two RV's to our city RV dump station in lieu of payment for the easement. The landowner-owned RV's will not be on city property; they will remain on private property located just east of the dump station. The city will give them an easement to run their sewer line across our property and connect to our dump station. The city will make the tap on the dump station, but the landowner's plumber will be responsible for the installation of the line to our connection. Please let me know during the meeting if there are any questions about this as I move into the preparation of legal document phase of the project.
Additionally, now that we know the project cost, we will need to bid out the electrical lighting. I asked Jerry to have some lighting options for you at this meeting. I have not received those yet so I am not sure what I will have to show but basically, we I want to know if the Commission has

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any preference for lighting i.e. solar or regular wired lights like street lighting, decorative or non-decorative, etc. For the sake of formality, I have added to the consent agenda to bid out the electrical lighting for the Lake Trail project. Just to have that covered while I am thinking about it. You can still take some time to decide what type to bid.

7. KMU Asset Management Video – Kansas Municipal Utilities through WSU was present on September 17th to shoot the new asset management training video. KMU asked the City of Anthony to be a part of this video to share our testimony and inspire other cities to incorporate the asset management utility planning that we have (what I call our department operations plans). I want to give hats off to Larry Berry who had an excellent testimony to share with other cities but due to filming location he did not end up being in the video at the last minute. It is a very big loss for KMU because he could have really reached other department heads across Kansas with his experience of department operations planning. However, we are still thankful for the opportunity to be in the video. Matt was filmed from the perspective of someone just learning. We hope we can inspire other communities to incorporate the same utility management planning that has brought so much success to Anthony.
8. Harper County Appraiser – I have met with the new Harper County Appraiser, Joe Pennycuff, twice now in the last two weeks to discuss topics such as HRP's and AVRP's (since the multi-jurisdictional agreement is expiring at the end of 2025) and incorrectly classed city properties (such as the ID Board Land at Garfield and LL&G). From these conversations, it does appear that he tentatively agrees with the few classification corrections. Hopefully those will be cleared up soon. We will check back in a few weeks for the changes.
9. USD361 Superintendent – I have met with Chris Wetzel, USD361 Interim Superintendent. He requested the meeting to discuss the HRP/AVRP agreement and also the letter the school board received from the city regarding the USD361 Tennis Courts. Since he is new, he mostly needed assistance with historical information on the two issues. Now that he is versed on the topic, I will leave the request in his hands to share with the school board.
10. Community Solar Project – Still working on it. I will not say too much more here since this does involve the acquisition of real estate, but we are still working through the agreement legalities. If you want me to schedule an executive session to bring you up to speed let me know. Otherwise, once the details are taken care of, I will bring in a contract for approval and can explain at that time. Additionally, the feasibility study numbers are simply waiting on me to finish the RFP and send it out. I am trying but do not have it finalized just yet.
11. Solar Customer Billing – After the Air Tour was a wrap, I had to spend many days auditing the account of a solar customer who was concerned that the billing did not look right. Final conclusions of the audit showed two things: 1. The multipliers were wrong, and we were over billing them and over crediting their solar. 2. On some accounts the solar does not appear to be offsetting their load as best as it was hoped it would. I have been communicating with the account holder, and we have discussed these items. This is the same account that the city was historically underbilling to the tune of approximately \$50K. We did not require repayment of that under billing

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in 2024. Now it appears since September 2024 the city has been overbilling and over crediting. When you balance the two (I am not quite finished yet) it will end up with the city owing the customer money of which I do intend to pay. Let me know if you want this on an agenda item to discuss or explain further.

12. Copier – The new copier is finally here, and our IT rep has it connected to our server. It is online and operational!
13. PD Cruiser – One of the officers' vehicles was backed into from a sheriff department vehicle. Minor damage, estimated between \$3k-\$3k to repair. It will be turned into the sheriff department insurance.
14. City Software Update – I am placing this item on the agenda, but I still need time to review a few more pieces. I may or may not pull it back down and wait for the next meeting depending on how much I can get reviewed Tuesday before the meeting. If I can get it done, I will have copies on your desks for review since it will be a bid tab and not subject to open record yet, I did not attach it to the packet.
15. City Staff – We have had an interview for the water department and extended an offer. Fingers crossed.
16. City Uniforms – The shirts have been in for a few weeks, and I believe we are waiting for printing at Anthony Republican so they should be here soon. The pants have turned into a whole different legal issue as just providing a stipend for pants constitutes a taxable employee benefit. Jamie has spent a large amount of time on the phone trying to find ways around this. We are quite honestly exhausted over the issue so I have directed here to contact the HR Company we used for the last wage study and ask them to craft a policy that complies with law that we can write into our personnel handbook and get moving on the jeans. Hopefully they can help us get past this hurdle and get this finally taken care of.
17. Kansas Association of Airports – I attended the KAA conference last week in Garden City. A couple of large takeaways: 1. There is a lot legally we need to be doing at our airport. Since we are trying to position ourselves for larger economic development and or future aviation generation training, it will be important that we do not fly so under the radar on these safety and legal procedures. At some point, when I have time (that's funny) I hope to take all the notes I made and at least try to incorporate some of the safety basics. 2. I made two additional contacts that I will hopefully meet with in the next couple of months that will help the city lay the groundwork for how to get started with economic development. I plan to bring the Anthony Eco Devo Board, the Airport Board, and the two Commissioners appointed for the airport (Greg and Eric) to assist once I have got the communications locked in enough to know how these contacts can assist and what those steps look like to get started. More to come. 3. Anthony was given a special shoutout during the conference for how we did our Air Tour stop. The president of the Air Tour said, "We always knew what we hoped the airports could do with the air tour and the curriculum, but Anthony

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executed it perfectly for what we always envisioned”. Isn’t that a huge compliment to our community?! And just in case you were unable to attend the Air Tour, I have attached many photos of the day to my report. Enjoy.