

To: City Commissioners
From: Cyndra Kastens

Re: City Clerk/Administrator Report
5/20/25

CONSENT AGENDA

1. Approve Regular Meeting Minutes May 6, 2025
2. Appropriations Requiring Special Approval Within Ord. No. 3214:
 - Fund #58 CDBG - SCKEDD - \$13,100.00 - Admin & Inspection FY23-HR-003
 - Fund #58 CDBG - Harper County Register of Deeds - \$55.00 Admin FY23-HR-003
 - Fund #58 CDBG - S & A Construction - \$28,094.00 - Admin - FY23-HR-003
 - Fund #58 CDBG - Arambula Construction - \$2,946.00 - Admin - FY23-HR-003
 - Fund #34 Capital Swimming Pool Renovations - Grainger \$2,109.36 - Pool Sump
 - Fund #30 Capital Equipment Fire Dept.-Justice Battery \$2,869.00-#52 Pump
3. Appropriation Ordinance No. 3214 \$261,000.98
4. Approve 05.20.2025 Payroll \$61,473.16
5. Approve Pay Request #5 CDBG Grant 23-HR-003 \$44,195.00
6. Approve Investments:
 - Bank of the Plains-General-Renewal CD 32683 to CDARS \$24,963.43-24 months @ 4.01%
7. Approve Cost of Preliminary Engineering as Local Match for FY28 KDOT CCLIP Application for East Main \$49,000 Paid from Capital Street

Bryan, Joel and I met with KDOT May 15th and the city committed to pay for the preliminary engineering as match commitment to help our project ranking. I do not get a solid feel on this one and they do have a lot of apps so we will see. We had discussed committing up to \$130K but felt led to do the engineering, at KDOT recommendation, which is \$49K.

PUBLIC HEARINGS - NONE

REGULAR BUSINESS

8. 2024 Financial Audit - Alexis Crispin, Adams Brown

Alexis will present via Zoom. We do not have the bound hard copies yet, but I will have copies of what I emailed you at your desk for the meeting.
9. Lake Kayak Building Lease - Jacquie's Kayak Rentals

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I have added this because I told Randy I would try very hard to get a lease created even though I don't have the information from the insurance company. Melinda has worked on a draft, and I will try to get it reviewed and approved tomorrow prior to the meeting. I will have to do a work around and may have to make an amendment later if the insurance requires more than what I am going to guess and put in the agreement. I hope I can get this done before the meeting. If I do, I will email it to review. If not, we may need a special meeting.

10. Sunrise 2nd Groundbreaking Ceremony
11. Land Bank Update
12. Health Nuisance 526 S Lincoln Smith 2025

Admin Report:

1. Budget – As the audit takes a wrap, the budget is on it's heels. I met with Sierra, Anthony Rec Director, to start the process of teaching her how to prepare the Recreation budget. I will start gathering information in preparation for the city budget as well.
2. Airport AWOS – DBT is working on the filing and paperwork that is required to be filed once installation is complete. The system is operational, just not fully certified yet. We will also need to set up cellular/communication service for it. Getting closer to completing this project.
3. KDOT KAIP Jet-A Grant – I attended a required meeting for the opening of the KDOT grant for the Jet-a. No agreements have been received yet but this attendance was required first so we have that now completed. Agreement to come.
4. Lake Camp Host – The camp hosts are moved in and with the Balloon Fest, already experienced a first busy weekend. I held the orientation with the camp hosts prior to the fest to train them on the computer, lake laws, procedures, etc. Melinda attended as well to learn these steps and train future camp hosts.
5. Water Testing for 16" Main – The engineers have reviewed the bids and found no issues with them. I have spoken with the two consulting companies that will be performing the testing, and we are coordinating a meeting for Tuesday of this week to schedule the date and finalize details for the testing. We are also trying to obtain the last of their paperwork so we can proceed quickly on the project.
6. CCLIP 39-KA-6909-01 Main &Anthony – The project will be let to bid in June. I have approved the start date as the contract signing date (this can be approximately 60-90 days after bidding), and the late start date not to exceed March 1, 2026. This schedule avoids this harvest and completes it prior to next harvest. FYI

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7. Lake Board – Congratulations are in order for the hard work of the Lake Board; they have been awarded \$10,000 from the HCCF toward the bathroom rehab at the lake. CONGRATS to them for their hard work! As explained at the meeting, they still have lots of work to do but what an exciting start out of the gate on this much needed project!
8. ID/Eco Devo board – The board met on May 13th and discussed signage on the highway, commercial property listings, Land Banks, Top 10 City, Kansas Tourism, and Eco Devo Opps for the Anthony Airport to include a possible event that they would work with the airport board on.

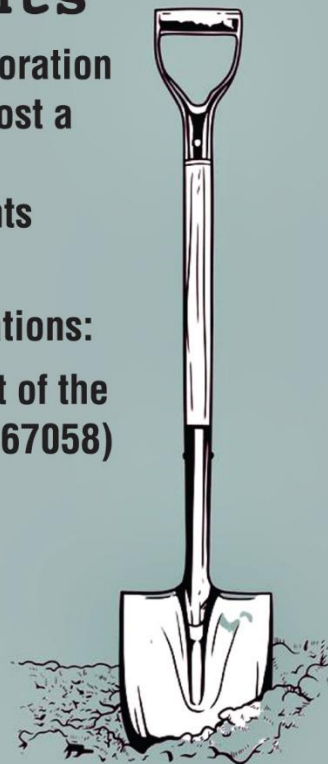
Announcement of Official **GROUNDBREAKING** *Ceremony*

for the Sycamore and Sunrise 2nd Developments

**The Cities of Harper and Anthony, Kansas, in collaboration
with the Kansas Department of Commerce, will host a
Groundbreaking Ceremony for its planned
27 Lot, Single-Family Residential Developments
(16 in Anthony & 11 in Harper) to be held:**

- **Wednesday May 28th, 2025, at the following locations:**
- **1:45 p.m. - Sycamore Development Located West of the
Bank of Commerce (807 W 14th Street, Harper, KS 67058)**
- **2:30 p.m. – Sunrise 2nd Development Located at
the Intersection of Grace Lane and West Ave,
Anthony, KS 67003 (West of Hwy K-2)**

**Community members are welcome
and encouraged to join us to
commemorate this exciting event.**



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