

To: City Commissioners
From: Cyndra Kastens

Re: City Clerk/Administrator Report
7/15/25

PUBLIC COMMENT

1. Introduction of New Employee - Bridget Mattingly, Utility Billing Clerk

CONSENT AGENDA

2. Approve Regular Meeting Minutes of July 1, 2025
3. Appropriations Requiring Special Approval Within App. Ord. 3218:

Fund #34 Capital Trees - Anthony Farmers Coop - \$247.20 Tree Grant A24-0081-S006

- Home Lumber & Supply - \$58.32 Tree Grant A24-0081-S006

Fund #34 Capital Water - Anthony Farmers Coop - \$550.28 KWO 25-2875-120

- Wichita Winwater - \$3736.00 KWO 25-2875-120

- Mayer Specialty - \$2,142.5 KWO 25-2875-120
4. Appropriation Ordinance No 3218-\$239,677.31
5. Approve 07.15.2025 Payroll \$73,926.01
6. Approve Investments:

Bank of the Plains-Electric Equipment Replacement Fund-Renewal CD 135491 to CDARS \$250,000-24 months @ 3.93%

Bank of the Plains-Water Emergency Reserve-Renewal CD 135525 to CDARS \$140,000-24 months @ 3.93%

Bank of the Plains-General-Renewal CD 135541 to CDARS \$285,287-24 months @ 3.93%

Bank of the Plains-Waste Water Lagoon Cleaning-Rebid CD 135517 from \$150,000 to \$175,000

Bank of the Plains-Water Equipment Replacement Fund-Rebid CD 135533 from \$100,000 to \$50,000
7. Approve Pay Request #6 CDBG Grant 23-HR-003 \$30,251.00

This is to request drawdown on the grant. We have still not received the last drawdown from a few months ago. Hence the negative number on the balance sheet for months now. KDOC knows and is very behind on payments but they have said we should be getting it soon.
8. Approve Recommendation of the Lake Board to Appoint Sheri Francis to Fill Vacant Position to Expire in 2026

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9. Approve Payment Fund #58 CDBG - SCKEDD - \$3,600.00 - Admin FY23-HR-003
- HPCO Register of Deeds - \$55.00 Admin FY23-HR-003
 - S&A Construction - \$26,896.00 Admin FY23-HR-003

This one was inadvertently not included in the AP, that is why it is separate from the Special Appropriations. However, the contractor will likely need payment prior to the next city meeting so we need to approve the payment even though it is not in Appropriations No. 3218.

10. Approve to Bid Material List for KCC 40101d-005 Grant Project

Now that we have the KMEA agreement (item 17 below) we can go out to bid the electrical materials for the project. This is formality.

PUBLIC HEARINGS - NONE

REGULAR BUSINESS

11. Approve Ballfield Alcohol Consumption Exemption Application - Tanner Asper Softball Tournament
12. Bid Opening 2025 Rehab of City Property

This is the bid opening for the three power plant houses, the bathroom floor in the PD, small repair of floor in Treasurer's office, and replacement of kitchen sink and counter in the office. Side note, we could not get access to one of the houses, so bidders were instructed to bid only the two north houses with the understanding that all three houses are still in the scope of work. The price for the 3rd house will be negotiated with the winning bidder. A motion to award should be the price bid plus the costs determined to complete the 3rd house.

13. Bid Award Water Storage Tank Maintenance **Untable First**

I will have the bid tabs at the meeting to recommend a contractor for bid award.

14. Approve Ordinance No. G-2877 Prohibiting Accumulation of Grass Clippings, Leaves, and Other Debris in Streets

This is a draft ordinance as requested to be prepared by the Commission.

15. Final BASE Grant Expenditure Review

I have attached a monstrous spreadsheet with all the final BASE project numbers as the project is officially coming to a close. I had been reporting that there was a little bit of grant funding left (approx. \$11K) that we were debating whether to prepare time reports and submit to claim as administrative dollars. At the suggestion of the BASE grant folks, we have decided to move a different direction which I will explain at the meeting. You may look over these sheets, or you can wait and I will brief you on them at the meeting.

16. Approve Temporary Construction Easement for KDOT Project 2-39 KA-5702-01 as Presented and Authorize the Administrator to Execute Documents

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KDOT will need this construction easement to do the bridge project west of town by the airport. This easement is a small area (0.09 acres) at the entrance off the highway to Tracy's. This will close that entrance during the project. Copenhaver's will have temporary access via the airport for their home and business.

17. Approve KMEA Master Service Agreement and Task Order #1 \$248,000 for KCC 40101d-005 Grant Project

This is the agreement I have been waiting for on the electric project grant. This is to rebuild two alley sections in town and replace four reclosures in the in-town switching station. Reminder, instead of bidding out an electric service provider the City Commission elected to bypass bidding and have KMEA perform the work for the project as we are already KMEA members. All work through KMEA is initiated through an updated Master Service Agreement and Task Order.

- 18. Health Resolution No. 1159 405 S Kansas Struble 2025
- 19. Inoperable Vehicle Resolution No. 1160 405 S Kansas Struble 2025
- 20. Health Nuisance 526 S Jennings Reeves 2025
- 21. Health Nuisance 423 E Main McCright 2025
- 22. Health Nuisance 510 N Bluff Hoover 2025

Admin Report:

1. Trail Grant – After Andrew presented the trail plans to the Commission and city staff reviewed them, staff did have a few changes as follows:
 - a) Changing the gate size from 10' to 12'
 - b) Adding a water and electric line on the plan set where the trail head is located
 - c) Discussion of maybe needing to thicken one piece of concrete so the landowner can access an 85' wide tree area that will be on the west side of the trail. We will discuss this with the landowner.
 - d) A closer review of the location where the trail comes back onto city property (south of the dog track) where we have seen some drainage issues with all the rains lately to question whether an additional culvert is needed there.
 - e) Pushing the area of the trail that goes around the dog park more to the west, closer to the creek side so city maintenance vehicles would not have to cross the trail and because it gives a more aesthetic location for trail patrons.

These comments were provided to Andrew to adjust the engineering plans. Commissioners, please let me know ASAP if you do not agree with these comments so I can put this back on the agenda to discuss further. Otherwise, we will continue to move forward with a meeting with the landowner for plan approval so we can get the final plan set in to you and get authorization to go out for bid.

2. EPA Tech Assistance: We are still in a holding pattern waiting on the Geotech results.

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3. Friendship Meals Update – Everything is transitioning from Everfull to SCKAAA, and meals are continuing. I received a notice to terminate the current contract by Everfull with my name on it to sign as Anthony Senior Center. Interesting. The language indicates Everfull will pick up their inventory August 15th. I questioned what inventory they are picking up and was told that is still in negotiations with SCKAAA. I requested a copy of the list of items in negotiation. The items are listed below for reference. I reported back to Everfull that additional discussion needs to be had since I know at least one of the items on the list was purchased by the city. I provided the following statement to Everfull that they agreed with via email and I am trying to lock down via the agreement now:

“Charles,

I think the shared goal of all parties would be that the equipment remains in the building for use by the Senior Meal Program. If the equipment is transferring to SCKAAA according to the negotiations taking place now, and remains in use for senior meals then the city and SCKAAA can continue to work on ownership determinations in time as records research permits. However, if some of the equipment is going to be named as owned by Everfull and as a result of negotiations, removed from the building, I would have to interject that those items need ownership determination resolved prior to removal.

Am I on the right track with a direction that keeps the train moving and all parties agreeable with how to handle inventory transition?”

EVERFULL INVENTORY LIST							
 401 E. 4TH AVENUE SUITE D, HUTCHINSON, KS 67501 620-669-8201				CENTER ANTHONY FISCAL YEAR 2024 - 2025			
Date Purchased	Description	Qty.	ID Number OR S/N	Model #	Value	Replacement Value	Notes
9/30/1978	HOBART MIXER W/ATTACHMENTS	1	11-221-780	A200T	\$2,500.00	\$4,000.00	Everfull owned
	AERO HOT STEAM TABLE	1	F839-549070M		\$1,000.00	\$1,314.00	Everfull owned
9/8/2014	GLOBE GLBC10 MANUEL SLICER	1	204377	API 138	\$775.00	\$1,300.00	Everfull owned
12/29/2000	PRO 5550 COMMERCIAL DISPOSER	1	API 129		\$756.00	\$1,063.00	Everfull owned
9/8/2014	DBL SIDED SNEEZE GUARD DUAL GLASS	1	API 137		\$1,100	\$1,200	Everfull owned
8/27/1981	VULCAN HART CONVECTION OVEN SGLD	1	54-1017344	VC4ED API 134	\$2,719	\$5,814	Everfull owned
9/30/1981	BLODGETT OVEN	1	0180G4507101	EF14	\$2,201	\$5,400	Everfull owned
11/1/2001	VULCAN GAS RANGE	1	481359103	36L API 130	\$2,345	\$2,850	Everfull owned
	SATURN 2 DOOR REFRIGERATOR	1	A948700014N	S49R	\$700	\$2,000	Everfull owned
8/1/2014	WHIRLPOOL REFRIGERATOR	1	V533444769	WRT3715ZBW	\$799.00	\$840.00	Everfull owned
	ATOSA DBL DOOR FREEZER	1	GRAUSIT032	MBF8503GR	\$3,895.00	\$4,164.00	Everfull owned
	FRIGIDAIRE FREEZER	1	WB32559497	FFU21F5HWY	\$700	\$1,000	Everfull owned
	FRIGIDAIRE FREEZER	1	WB32738982	LFFH21F7HWJ	\$0	\$1,000	CITY
8/1/2014	WHIRLPOOL FREEZER API 141	1	U43001743	EV201NZTQ03	\$749.00	\$1,000.00	Everfull owned
9/30/1981	S/S COOK TABLE, 3 DRAWERS	1	API 115	#7201	\$521.54	\$600.00	Everfull owned
9/8/2014	DUKE HOT FOOD TABLE, 5 COMP.	1	8144313	EP 305 API 136	\$1,975.00	\$2,112.00	Everfull owned

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4. IRA Tree Grant – The Commission already approved to go out to bid for the trees. Bill has turned in his specs to add to the bid doc so this should be going out and opened at the August Commission meeting.
5. Airport AWOS – The commissioning of the AWOS is complete! I searched the FAA AWOS system but ours has not popped up yet so it may take a few days. I will keep watching it. Otherwise, here is a photo of what it looks like out at the airport.



6. KDEM/FEMA Storm Reimbursement – I met with the KDEM rep on July 1st and provided initial information to claim reimbursement on the tree clean up for the June 3-7 storms. He measured our debris piles and will be passing the information on to FEMA for our meeting with them for determination review.

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7. RHID – On July 3rd I traveled with Tiffany Hartson and Ami DeLacerda to Saline County to coordinate the mechanics of the RHID processes that is now being established by the County for Anthony and Harper. Reminder, Sunrise 2nd is in an approved RHID district. That means it is its own taxing district, and the city will receive all tax dollars generated by the increment (except the state still receives 1.5 mills, and school districts receive 20 mills). Otherwise, the city receives all the other taxing jurisdictions tax revenue up to the reimbursement of our investment or 15 years, whichever ever occurs first. Since Salina has had an RHID for years and uses the same computer program as the county, we went to utilize their existing knowledge and experience to try to make sure our RHID is established correctly in our computer programs and processes. As you know, errors in interpretation and process can be common when dealing with tax rebates and incentives, so we wanted to learn as much as we could. All three of us agreed it was a very valuable trip, and we feel confident now about how to enter these properties on the tax role, handle them in our internal systems, process them on our budgets, etc. One additional point of interest don't forget, even though the city will receive all the tax increment dollars, we are still honoring the HRP (Housing Rebate Program) to the property buyer. This means the property buyer will still get their ad valorem tax rebates for five years (100% year 1, then 80%, 60%, 40%, 20% in consecutive years). The city will process these rebates out of the RHID funds we receive until the rebate expires in year 5. Then the RHID retains the ad valorem revenue until our investment is returned or 15 years.
8. HRP/AVRP – That is a good lead into the HRP (Housing Rebate Program) and the AVRP joint programs (Ad Valorem Rebate Program) that were established by Anthony, Attica, Harper, Harper County, USD 361, USD 511, Patterson Health Center (Hospital District #6), and Hospital District #1 in 2020. This joint program showed all taxing jurisdictions coming together to support rebating ad valorem taxes as described above to the landowner (5 years for HRP, up to 10 years for AVRP if over \$100,000 in increased value). This was a joint agreement between all taxing jurisdictions that showed incentivizing local growth was a priority development tool and that allowing the property owner to rebate the ad valorem taxes carries greater advantage to the tax base long-term and could be rebated now to support that local initial investment. This joint agreement expires on December 31, 2025. To clarify, the joint agreement is not the City's actual HRP and AVRP programs which were passed by separate resolutions and have no expiration date until the city passes a resolution to change it or remove the program. So, to be clear, the City's HRP and AVRP programs exist even beyond December 31st. However, the joint agreement which allows ALL the taxes to be rebated to the landowner, not just the city's, will expire. I was contacted by Kari O'Riley, Harper County Community Development, to discuss the upcoming expiration of the joint agreement. We met on July 9th for this purpose and will be following up with calling a joint meeting of those taxing jurisdictions in the joint agreement to determine if they want to adopt a continuing agreement. Let me know if you prefer not to move in this direction. Many of our existing programs are advertising this incentive so unless directed otherwise, my assumption is we would pursue continuing. Redirect me if not.
9. Anthony Tornando Drill – Kenny, Nate, and I met with the Local Emergency Preparedness Committee members for Harper County to host the first Tabletop discussion on the preparation of our full-scale drill. It was a good opening session with a lot of pieces to think through and

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determine a planned approach to incorporate into our response plan. Additionally, it revealed the need for many of our MOU's to be brought up to date. I have asked Nathan to work on this effort. More to come in the coming months on this. The drill is now slated for 2026.

10. ID/Eco Devo Board – A board meeting was held on July 8th. I did not stay for the entire meeting as I was limited on time. The items discussed were: 1. How to release the results of the survey to the community. 2. Update on the efforts to update their billboard. 3. Update on the commercial property listing data being prepared. 4. Landbank. 5. Marketing. 6. Tourism.
11. Land Bank – The Anthony Land Bank Board of Trustees attended the first Land Bank training meeting on July 7th. There were over 20 people in attendance. The Board will start work on the By-Laws and will meet again with all three communities and Julie on July 21st to specifically discuss the upcoming tax sale and other properties of interest.