



City Commission Special Meeting

Monday, September 21, 2026 at 6:00 PM
Commission Chambers, 124 S Bluff, Anthony, KS 67003

AGENDA

CALL TO ORDER

ROLL CALL

PUBLIC COMMENT

ITEMS OF BUSINESS

- [1.](#) Approve CDBG Change Order #1 for 120 S Springfield - \$6,800.00
2. Contractor Licensing and Permitting Work Session

ADJOURNMENT

CONTRACT CHANGE ORDER

PROJECT NAME	Anthony CDBG Housing Rehab		
LOCATION OF WORK	120 S. Springfield, Anthony, KS 67003		
CONTRACT DATE	August 14, 2026	CHANGE ORDER NO.	1
REQUESTING PARTY	Matthew Pence	DATE OF REQUEST	September 16, 2026
PROJECT MANAGER	Mike Schwartz	CONTRACTOR	New Windows for America
OWNER	Matthew & Renee Pence	ADMINISTRATOR	Megan Unruh

CONTRACTOR IS DIRECTED TO COMPLETE THE FOLLOWING CHANGES IN CONTRACT DOCUMENTS

DESCRIPTION OF CHANGES NEEDED	Add two (2) air conditioning units to the rehabilitation scope to complement the two replacement furnace systems.
REASON FOR CHANGE	Landlord request to provide a complete heating and cooling system upgrade, improving tenant comfort and overall system efficiency.
SUPPORT & JUSTIFICATION DOCUMENTS	List all attached documents which support the requested change and justify any increased cost and time. Contractor quote attached detailing the proposed equipment, installation, and associated costs.
SPECIFICATIONS	Furnish and install one (1) 2-ton and one (1) 2½-ton air conditioning unit, including materials, labor, haul-off, permitting, and one-year warranty, as detailed in the attached contractor quote. CDBG will fund \$2,550.00 of the eligible A/C installation. The remaining \$4,250.00, including the second unit that is not eligible for CDBG reimbursement, will be paid by the landlord as an owner contribution and will not be charged to the grant.

CHANGE IN CONTRACT PRICE

ORIGINAL PRICE	\$15,562.50 Rehab \$4,987.50 LSWP \$12,500 KWAP Roof \$5,187.50 L.L. Contribution \$38,237.50 Total Costs
NET CHANGES OF PREVIOUS CHANGE ORDERS	\$0.00
NET INCREASE / DECREASE	\$2,550 Rehab \$4,250 L.L. Contribution \$6,800 Total Costs
TOTAL CONTRACT PRICE WITH APPROVED CHANGES	\$18,112.50 Rehab \$4,987.50 LSWP \$12,500 KWAP Roof \$9,437.50 L.L. Contribution \$45,037.50 Total Costs

CHANGE IN CONTRACT TIMES

ORIGINAL TIMES	45 Days
NET CHANGES OF PREVIOUS CHANGE ORDERS IN DAYS	N/A
NET INCREASE / DECREASE	No change
TOTAL CONTRACT TIME WITH APPROVED CHANGES	45 Days

RECOMMENDED BY PROJECT MANAGER	Mike Schwartz	APPROVED BY ADMINISTRATOR	Megan Unruh
DATE	September 16, 2026	DATE	September 16, 2026

PROJECT NAME	Anthony CDBG Housing Rehab		
LOCATION OF WORK	120 S. Springfield, Anthony, KS 67003		
CONTRACT DATE	August 14, 2026	CHANGE ORDER NO.	1

ITEMIZED BREAKDOWN OF WORK

ITEM NAME	DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
A/C Unit #1 – 2 Ton Unit	New Windows for America will provide, all materials and labor including haul off, permitting and a one year warranty as indicated in the attached quote.	1	\$3,400	\$3,400
A/C Unit #2 – 2 1/2 Ton Unit	New Windows for America will provide, all materials and labor including haul off, permitting and a one year warranty as indicated in the attached quote.	1	\$3,400	\$3,400
			TOTAL	\$6,800

CONTRACTOR <u>NWFA</u> SIGNATURE	CITY <u>ANTHONY</u> SIGNATURE
DATE	DATE
HOMEOWNER <u>MATTHEW PENCE</u> SIGNATURE	PROJECT MANAGER <u>MIKE SCHWARTZ</u> SIGNATURE
DATE	DATE



RE: MARSHA YOUNG
120 S. Springfield
Anthony KS

Quote for 2 requested A/C units for Marsha Young Project:

New Windows for America will provide, all materials and labor including haul off, permitting and a one year warranty from the day of installation. One A/C unit will be a 2 ton unit and the other unit will be a 2 1/2 ton unit. Both systems include new coils, condenser units, line sets and all required accessories.

Cost per unit installed: \$3,400

Thank you,
Bill Lampe

New Windows For America, LLC.
3949 N Bridgeport Cir.
Wichita, KS 67219
316-263-0711



Hope, developed

September 16, 2026

Matthew Pence
P.O. Box 475
Harper, KS 67058

Re: Housing Rehabilitation – 120 S. Springfield, Anthony, KS 67003
Anthony Kansas CDBG Housing Rehabilitation Grant

Dear Matthew,

Thank you again for your participation in the City of Anthony's CDBG Housing Rehabilitation Program. Based on the change order documents for the project, your total landlord contribution towards the project is as follows:

Property Address	Total Bid Amount	Lead Activity Amount	KWAP Contribution	Total Bid Less Lead Activity	Rehabilitation Cost	Landlord Contribution
120 S Springfield	\$38,237.50	\$4,987.50	\$12,500	\$20,750	\$15,562.50	\$5,187.50
					Total PAID:	\$5,187.50
CHANGE ORDER	\$6,800	00.00	00.00	\$6,800	\$6,800	\$4,250
					Total DUE:	\$4,250

The approved Change Order adds two air conditioning units to the project at a cost of \$3,400 per unit, for a total of \$6,800. One unit is not eligible for program funding and is therefore the landlord's responsibility in full (\$3,400). The second unit is eligible for program funding and is subject to the required 25% landlord contribution (\$850). This results in an additional landlord contribution of \$4,250, as reflected above.

The City of Anthony requires that your contribution be deposited with the City Clerk before the completion of the project. To avoid delays, please arrange payment within the next 7-14 business days.

The City has been provided a copy of this letter and will notify me once payment has been received.

Sincerely,

Megan Unruh
Grant Administrator
(316) 866-0050 | munruh@sckedd.org