

To: City Commissioners
From: Cyndra Kastens

Re: City Clerk/Administrator Report
1/17/23

PUBLIC COMMENT

Public Comment allows the public an opportunity to address the City Commission. There is a five minute per person limit on public comments.

CONSENT AGENDA

1. Approve January 3, 2023 Regular Meeting Minutes
2. Special Appropriations:
 - Fund #34 Lake Maintenance - Border States - RV Dump Water Station \$56.33 - Conduit
 - Fund #34 Lake Maintenance - Salina Supply -RV Dump Water Station \$808.74- 2" Check Valve
 - Fund #34 Police Capital - Home Lumber - Security Wall - \$14.78 - Brads/Nails
 - Fund #34 Police Capital - Larry Berry - Security Wall - \$316.59 - Trim Wood
3. Appropriation Ordinance No. 6127 \$186,806.73 (2022 Expenses)
4. Appropriation Ordinance No. 6128 \$97,258.46 (2023 Expenses)
5. Approve 01.17.2023 Payroll \$107,028.88
6. Reappoint Jeremey Graves to the Anthony Airport Board for a Four-Year Term to Expire November 2026
7. Reappoint Connie Jacobs and Bill Slankard to the Anthony Lake Board for a Four-Year Term to Expire December 2026
8. Reappoint Jessica Bradley to the Anthony Recreation Commission for a Four-Year Term to Expire July 2026

PUBLIC HEARINGS - NONE

REGULAR BUSINESS

9. 2023 Outlook and Swimming Pool - Anthony Recreation
10. Campsite A Lake Wi-Fi - Lake Board
11. Waiver Request for All Municipal Hall Fees for February 18th Fundraiser - Higher Grounds Leather Bounds
12. Dangerous Structure Request for Extension - Lot 1 Block 73 a.k.a. Southwest Corner of Grant and S. Massachusetts Rathgeber

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Current Resolution required the work to be completed by February 10th.

13. HPCO Growth Initiative Housing Committee
14. Dangerous Structure Resolution No. 1109 Fixing Time and Place 422 N. Massachusetts Williams 2023 Packet
15. Resolution No. 1114 Employee Retirement Benefit Commitment

Admin Report:

1. CMB & Liquor License – Sherri and I have been working to draft the ordinance to change the city code to be able to sell CMB and Liquor at Municipal Hall. This task has created quite a bit more research to make sure we are complying with ABC's requirements for the various types of scenarios that could be considered "sales" and what permits/legalities are required for such. I was hoping to have this ordinance given to you at this meeting, but we could not get this finalized by the end of day Friday and have sufficient time for Brandon to review it. Depending on the dates needed for various upcoming events, this will either be on the next meeting agenda or, if needed sooner, we may have to have a quick special meeting to approve it.
2. Salt Plains Outfitters Proposal – I have made contact with both entities in an attempt to schedule another meeting as requested by the Commission. Salt Plains will be getting back with me Tuesday or Wednesday to confirm the date. I will keep you posted.
3. BASE Grant/Sunrise 2nd – I am currently reviewing the preliminary drawings for Sunrise 2nd with West Street shifted 23' west so as to avoid construction over the top of the 16" water main. The first quarterly report has been submitted and we have committed at least 10% expenses by December 31st as was required by the grant. The majority of that commitment was the executed EBH Engineering and Ray Lindsay grinder pump contracts, in addition to some platting expenses for the City of Harper. We remain on schedule as of now.
4. Rural Champions Grant – 4th Quarter reports have been submitted. In addition, we have finally received the state's updated Housing Assessment Tool (HAT) that we are a pilot on. This is the required tool to perform an in-house housing assessment of our communities. The results of this assessment is required on many of the state grants and programs we may want to consider implementing. Chery Adelhardt will be gathering the data for the assessment. A local Housing Committee will be established to complete the assessment and review the data to make housing recommendations to the City Commission. I will be asking for a Commission rep to be appointed to the Housing Committee at this commission meeting. In addition, I will be reviewing the potential stakeholder list with the Commission to gain input for additional Housing Committee members. Forming a Housing Committee is required as part of the HAT process. The following is a list of the suggested roles to be represented:

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Elected Official
City Staff
Public Agency
Public/Private Organization

Major Employer
Community Resident
Real Estate Agent
Banker

The following will be on the Community Committee: USD361, Harper County Rep, PHC Rep.

The following is a rough timeline for the HAT:

2.02.23 – Initial Meeting with Committee

2.23.23 – Data Review

Early March – Community Engagement Meeting

Mid/Late March – Final Assessment and Recommendation of Goals

5. SEED Grant – The execution of the grant agreement has been held up by City of Anthony because Commerce needed SHPO compliance verification on the buildings receiving the awnings. In order to achieve this, we had to lock in which locations were interested in receiving the awnings, the exact cost estimates for installation, and then historical society verification. We have now completed this. As of the date of this report, it appears Kristy's Café and the Smoke and Lights shop cost estimates, location, desire to own the awning, and aesthetic feasibility identified these businesses as the selected location. This will utilize \$6,837.49 of the \$7,400 grant. We are also investigating the possibility of whether there is enough funding left to cover one small awning over the apartment entrance at Ewertz Salon. This is undetermined as of the date of this report. The photos and required information on the two confirmed locations have been submitted to Commerce so we can proceed with the agreement execution. In addition, we have a sample banner to check sizing on the poles to help verify that the 2'x4' size is the preferred visual banner. More to come on all of this.
6. Compensation Study – The compensation study has wrapped up. All changes were made to the employee personnel handbooks, an all-staff meeting was held January 9th to distribute the new handbooks and have each employee decide whether to be paid out the transitional PTO from 80-240 or transfer it into the new Sick Bank Leave. I have the list of employees that qualified for retirement benefit. I will have this in official form to present to you for approval at the Commission meeting.
7. Airport CRRSA Grant – Sherri and I worked to submit the CRRSA grant reimbursement. This was \$8,235.64 of the \$9,000 grant. This still leaves the other two grants which we will need to submit a bid for the fueling pump card reader in order to proceed with this. Randy has prepared a draft for submission.
8. Tunnel to Towers – Mayor Cleveland worked with Commissioner Smith and submitted a Land Donation Intake Form to the Tunnel to Towers Foundation for the 16 residential lots at Sunrise 2nd. A copy is in the packet for your review.

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9. End of Year – Jamie and I have been working on the end of year financial review and requirements. We HOPE to have this wrapped up in the next week or two. After that, we will present an end of year accounting balance and final transfer sheet for approval as usual.
10. Staffing – Interviews for the lake caretaker and water/wastewater department operators was held Thursday and Friday of last week with reference checks and final decisions to be made this week.
11. Annual Evaluations – It is that time of year. My evaluation forms will be handed out at this commission meeting. Please take them with you to complete. I will have an executive session on the February 7th meeting to hold my evaluation.