



MINUTE RECORD
Regular Council Meeting City of Haven

Meeting: REGULAR

Date: January 5, 2015

THE CITY COUNCIL MEETING IN REGULAR SESSION WAS CALLED TO ORDER AT 7:00 PM BY PAULA SCOTT, MAYOR. THE FOLLOWING COUNCIL MEMBERS WERE PRESENT:

Council Members: Jeff Stringer, Adam Wright, Don Etchison, Shauna Schoepf-Pearce, and Les Banman.

Absent: None.

Others: Allen Blake, Adam Strunk, Leslie Atherton, Andrea Williams, Rob Pell, Cole Rush, Merritt Wright, Brian Salmans, Jessica Hoskinson, Sandra Williams, Tony Troyer.

The meeting was opened with the flag salute and followed with the moment to honor those who have served in the military. Etchison mentioned specifically Ashley Hargett, who has served in the military.

Additions

Mayor Scott requested the addition of a 10-minute executive session to discuss personnel with Tony Troyer, EMS Director. Also, adoption of the sales tax ordinance was tabled. Etchison moved to make said amendments to the agenda. Schoepf-Pearce seconded, and the motion carried with five "yes" votes and zero "no" votes.

Minutes

Minutes of the December 15, 2014, meeting were unanimously approved after motion from Banman and second from Etchison. Motion carried five to zero.

Accounts Payable

Stringer moved to approve accounts payable to Shep Chevrolet, totaling \$110.05. Wright seconded, and the motion carried with zero opposing votes. However, Schoepf-Pearce abstained, citing her relationship to Shep Chevrolet. Then Wright moved to approve all other accounts payable, totaling \$52,377.91. Stringer seconded, and the motion passed unanimously.

PART 1: PLANNING

Executive Session:

Etchison moved that the governing body recess into executive session pursuant to the non-elected personnel exception in order to discuss the job performance of the following employees: Allen Blake, Andrea Williams, Brian Salmans, Chad Swartz, Chris Scott, Cole Rush, John Loehr, Leslie Atherton, and Rob Pell as well as the employee performance evaluations of Atherton, Blake, and Pell, all related to administrative structuring, the open meeting to resume at 7:35 PM. Stringer seconded, and the motion passed unanimously.

At 7:35 PM, regular session resumed with no action taken during executive session. Then, Wright moved for the governing body to recess into executive session pursuant to the non-elected personnel exception for the same discussion purpose, the open meeting to resume at 8:05 PM. Banman seconded. All members voted in favor of the same.



At 8:05 PM, regular session resumed with no action taken during executive session. Wright then moved and Banman seconded that the governing body recess into executive session for another 10 minutes pursuant to the same exception and discussion purpose. All members voted in favor of the same.

At 8:15 PM, regular session resumed with no action taken during executive session, and Stringer moved to give to City Clerk Leslie Atherton the administrative duties of the City Administrator position but to keep her in the City Clerk position with an 8% raise, effective April 1, 2015. Schoepf-Pearce seconded. The motion carried five to zero.

Next, Schoepf-Pearce moved to shift Rob Pell to Public Works with a 5% pay increase, effective April 1. Etchison seconded, and the motion carried five to zero.

Wright moved to appoint Cole Rush to Chief of Police with a 5% pay increase, effective April 1. Etchison seconded, and the motion carried five to zero.

PART 2: REGULAR BUSINESS

Jessica Hoskinson, Economic Development Director:

Consider Cost Benefit Analysis for Papa's Pizza

Hoskinson distributed to the governing body members copies of the Evaluation and Cost Benefit Analysis Model for New or Expanding Business Requesting Incentives regarding specifically Papa's Pizza, a restaurant being developed by Tony Troyer. The analysis revealed a Cost Benefit ratio of 1:1.7.

Troyer's requested incentives, services, financial support was \$17,827 for connection to water and sewer main (plumbing inside the building) and electrical wiring. Mayor Scott asked why the building permit was included in the incentive request. Hoskinson noted it was an easily agreed upon and executable item. Banman inquired about the availability of budgeted funds. Hoskinson noted there's \$50,000 budgeted for incentives. Wright asked what would happen if the business did not survive. Hoskinson said the EDC has considered utilizing a "claw back" clause; however, it has never really stuck with the model because of the difficulty in enforcing it. She did note that EDC required Troyer to produce business plans, and he did so with the help of a known small business association professional. She also noted that this kind of tool (the analysis) is usually not used for retail businesses and is meant more for manufacturing type businesses.

Wright moved to fulfill the requested incentive of \$17,827. Etchison seconded, and the motion carried with five "yes" votes.

Renew Contract with Economic Development Director for 2015

Wright moved to renew the contract with Economic Development Director, Jessica Hoskinson, for 2015. Stringer seconded, and the motion carried five to zero.

Approve Board Appointments

The following board appointments were unanimously approved after motion from Etchison and second from Banman:

Planning Commission (Three-year terms)

Sandra Williams

Recreation Board (Two-year terms)

Jeff Myers

Josh True

Sherri Schneider.



Adopt GAAP Waiver for 2014 Financials (Proposed Resolution No. 288)

Banman moved and Schoepf-Pearce seconded to adopt Resolution 288, waiving GAAP requirements for 2014 financial reporting. Motion carried with five "yes" votes.

Revisit Downtown Parking

Chief Pell provided results of his research of the parking situation in the downtown business district, reporting that there was never a time when every parking space was utilized for two hours. However, employees of one particular business continued to park in the public parking area on Kansas Avenue. Pell spoke to the business owner, who said there is not sufficient space for employees to park at the rear of the business. He also had no other solutions to offer.

Overall, Pell was not in favor of posting 2-hour parking for enforceability reasons. He also suggested the Council reconsider looking at the 15-minute parking in front of the City Office. No action was taken to implement 2-hour parking. No action was taken on the 15-minute parking on front of the City Office either. Mayor Scott thanked Rob for his investigation into issue and expressed gratitude for a citizen bringing the matter to the Council's attention.

Adopt Ordinance to Put Sales Tax Question on Ballot

Tabled.

Adopt Resolution and Ordinance to Implement Pay Increases

Wright moved to adopt Ordinance 638, implementing pay increases for the Clerk, Chief of Police, and Treasurer. Banman seconded, and the motion carried five to zero.

The governing body members by way of consensus clarified that the EMS Director will receive an increase of 2%, not 8% as the Ambulance Board proposed in their 2015 budget proposal.

Etchison moved to adopt Resolution 289, implementing pay increases for all other full- and part-time employees. Banman seconded, and the motion passed unanimously.

Discuss Maintenance of N. Reno Avenue

The Haven Township Board has agreed for \$50 per month and supplies to maintain the road along about a block and a half on N. Reno Avenue. Blake will draft a Memorandum of Understanding to that effect for the Council's review.

Approve Pay App. No. 11-FINAL from APAC-Kansas, Inc.: \$58,907.90

Extensive discussion took place regarding a leaky valve near the swimming pool. Then Stringer moved to approve Pay App No. 11-FINAL from APAC-Kansas, Inc. for \$58,907.90, pending approval from USDA Rural Development. Schoepf-Pearce seconded, and the motion carried four to one. Wright cast the opposing vote.

Consider APAC Change Order No. 3: Increase \$13,518.00

This change order was for work that wasn't on anyone's contract but still needed to be done. Stringer moved and Etchison seconded to approve the change order, pending USDA Rural Development's approval. Five members voted in favor of the same.

City Administrator / Public Works Director Updates

City Administrator / Public Works Director, Allen Blake, presented the following updates to the Council:

- Hopes to have bids on sidewalk repairs to present at the next meeting.
- Etchison inquired about tree trimming. Blake didn't think they were halfway through the list yet.



Chief of Police Updates

Chief Pell presented the following updates:

- Pell will work to get Detective Rush lined up to move into the Chief position by April 1.
- No other updates.

Executive Session

Banman moved that the governing body recess into executive session pursuant to the non-elected personnel exception in order to discuss a personnel issue related to Chris Gingerich with EMS Director, Tony Troyer, and City Administrator, Allen Blake present, the open meeting to resume at 9:25 PM. Etchison seconded, and all members voted in favor of the same.

At 9:25 PM, regular session resumed with no action taken during executive session.

Council Concerns

None.

Wright inquired about the status of the compressor.

Agenda Planning – Items for January 19

Nothing was added.

Adjournment

At 9:27 PM, Stringer moved and Banman seconded for adjournment. The motion passed unanimously.

/s/

Paula J. Scott, Mayor

Attest:

/s/

Leslie Atherton, City Clerk