



**MINUTE RECORD**  
**Regular Council Meeting City of Haven**

**Meeting: REGULAR**

**Date: January 19, 2016**

**THE CITY COUNCIL MEETING IN REGULAR SESSION WAS CALLED TO ORDER AT 7:00 PM BY ADAM WRIGHT, COUNCIL PRESIDENT. THE FOLLOWING PEOPLE WERE PRESENT:**

**Council Members: Shauna Schoepf-Pearce, Sandra Williams, Steve Carmichael, Les Banman.**

**Absent: Paula Scott, Mayor.**

**Others: Leslie Atherton, Andrea Williams, Cole Rush, Grant Overstake, Tony Troyer, Brian Salmans, Jessica Stussy, Chad Swartz, Larry LaPierre, RJ Gardner, Jessica Hoskinson.**

The meeting was opened with the flag salute and followed with a moment to honor those who have served in the military, First Responders, and other Public Service to our Country and Community.

No additions were made to the agenda.

Jessica Stussy of 4 Southland signed up to speak during public comment time. Stussy requested the addition of an item to the list of questions / concerns regarding development of a weapons policy. In regard to the purpose of EMS, she noted that once on scene, responders should be concerned first with safety of self, second with safety of partner, thirdly safety of patient, and finally, safety of bystanders. She addressed other questions / concerns that were listed at the previous meeting as well as items that concerned her in The Clarion's previous article regarding firearms and EMS. She questioned who the governing authority over the ambulance service is since the Standard Operating Procedure indicates the Haven Community Ambulance Board is the overseeing authority. Clarity was offered by Council President, Adam Wright, Council member, Shauna Schoepf-Pearce, and City Clerk, Leslie Atherton. All three offered the same opinion that the Ambulance Board serves as an advisory board just as any other board for the City, but the final authority rests with the City. Schoepf-Pearce commented that even if the Ambulance Board were the final authority to the ambulance service, there's evidence suggesting that many times obtaining their approval has been skipped.

**Minutes**

Minutes of the meeting of January 4, 2016, were unanimously approved after motion from Carmichael and second from Banman. Motion carried.

**Accounts Payable**

Banman moved to approve accounts payable to Shep Chevrolet, totaling \$265.75. Carmichael seconded, and the motion carried with zero "no" votes. Schoepf-Pearce abstained due to her relationship to Shep Chevrolet. Next, Banman moved to approve other accounts payable, totaling \$138,809.38. Carmichael seconded, and the motion passed unanimously.

Members were provided with financial reports for the month of December 2015, including a year-to-date comparison of actual to budgeted expenditures, summary of cash receipts and disbursements, and a report reconciling the money deposited into the utility funds to the payments posted to Jayhawk Utility Suite. They were also provided with a summary of cash receipts and disbursements for the year ended December 31, 2015.



## **PART 1: REGULAR BUSINESS**

### **Jessica Hoskinson, Economic Development Director: Consider Expenditure of KPP Grant Funds (\$1000)**

Hoskinson presented her plan for expenditure of KPP's \$1,000 grant awarded to City of Haven for economic development. The plan Hoskinson submitted calls for the money to be used to aid local retailers with marketing outside of the community. Specifically, she will aid five businesses, The Hardware Haven, Coffee Haven, Haven Foodliner, Papa's Pizza, and Willie Burger, enhance their social marketing skills to expand their customer-base. A company out of Hutchinson will aid this effort by teaching employees of these businesses how to target a specific audience. The effort and expenditure should be complete by May of this year.

The Council approved this plan. Schoepf-Pearce moved to approve the expenditure, not to exceed \$1,000. Carmichael seconded, and the motion passed. Williams abstained due to her relationship to Willie Burger.

### **Chad Swartz, Electrical Distribution Superintendent:**

#### **Approve Expenditure for Tree Removal (\$1350)**

Two bids for the removal of a large tree at 110 E. 5<sup>th</sup> were provided to the Council:

BeckerCare	\$1,575.00
Royer Brothers	\$1,350.00

Banman pointed out that neither company will deal with the stump. Carmichael moved and Banman seconded to award the work to low bidder, Royer Brothers, with payment coming out of the Electric Fund. Motion passed unanimously.

#### **Approve Ordering of Generators for Sewer Project (\$19,335.00)**

Next, Swartz requested authorization for Public Works to place the order for the generators for the Sewer Project. Members were provided with a summary of approved and expected expenditures for the Sewer Project, showing, at this point, the project should remain under budget. The cost of the generators and transfer switches is \$19,335. Schoepf-Pearce moved and Williams seconded to approve the order and expenditure, not to exceed \$19,335. The motion passed with four "yes" votes.

### **Leslie Atherton, City Clerk:**

#### **Adopt Revised Financial Policy and Procedures**

Members were provided with a proposed revised Financial Policy and Procedures book for consideration. Changes were indicated in blue. Most changes were related to the fact that the City is now operating without a City Administrator. Also, the addition of a Financial Statement policy was made. After brief review, Schoepf-Pearce moved and Banman seconded to adopt the revised policies. Motion carried.

#### **Accept Bid on Employee Health Insurance**

Members were provided with a handout on this topic. Clerk Atherton advised that continuing participation in a grandfathered health insurance plan with Blue Cross Blue Shield would be rather expensive as the City would face roughly a 12% increase in premiums and budgeted only for a 4-5% increase. However, Blue Cross Blue Shield offers an attractive non-grandfathered plan with very similar coverage, including those mandated under the Affordable Care Act, such as preventive care, pediatric dental and vision, at a nearly 10.5% decrease. In light of the fact that under the new plan, each person covered is assigned his or her own premium, she suggested each employee be required to contribute 2% of their assigned premium, starting 2/16/16, except for those employees requesting only single coverage. Their contribution would remain at zero. Atherton has spoken to all full-time employees about the possible change in plan and contribution to gauge whether there were any questions or concerns that needed pursued. All full-time employees were rather accepting of the possible change.



Ultimately, Banman moved and Williams seconded that the City accept the bid on the non-grandfathered Platinum Level (BlueCare Classic SG Choice 1) health and dental insurance plans. Motion carried unanimously.

#### Adopt Resolution Implementing Longevity Raises for Applicable Ambulance Staff

Pursuant to the Wage Increase Plan adopted, several ambulance service employees should be awarded a longevity raise of 1%. Wage increases for City employees are typically implemented by resolution or ordinance, though for some reason historically this has not been done for wage increases for ambulance employees. Atherton inquired with City Attorney, Larry Bolton, about this, and he could think of no reason the wage increases should not be enacted by resolution. Schoepf Pearce suggested sending the Resolution first to the Ambulance Board for approval. Other members agreed.

#### **Chief Rush:**

##### Authorize Purchase of Ammunition

Rush requested authorization to purchase ammunition for his department at a total of \$1,594.50. Williams moved and Carmichael seconded to approve the expenditure. Motion passed.

##### Adopt Ordinance Increasing Court Costs

Members were provided with a proposed ordinance increasing the City's court costs from \$80 to \$90. Chief Rush recommended this increase as the State has increased the education fees the City must remit for each case. Schoepf-Pearce moved and Banman seconded to adopt Ordinance 652. Motion passed unanimously.

##### Consider Firearms Policy for Inclusion in Employee Handbook

Members were provided with draft minutes from the Special Meeting of the Ambulance Board held on January 14, 2016. Therein, the Ambulance Board recommended "that the Haven Community EMS staff would be allowed to carry firearms while on ambulance runs but that due consideration would be taken in regards to the policies of the medical facilities that would be the destinations for the delivery of patients that would be transported by the Haven Community Ambulance Service." Schoepf-Pearce, Ambulance Board liaison, provided further information on this recommendation. In summary she said her takeaway was that the Board would like to allow EMS staff to carry and conceal, but because of the current policies of the medical facilities to which patients are transported, there was no way to make that happen without harming patient care.

Members were provided with a policy drawn up for inclusion in the Employee Handbook disallowing all City employees from carrying firearms while under the employ of the City of Haven. The Council heard briefly from EMS Director, Tony Troyer, Chief Cole Rush, and Electrical Distribution Superintendent, Chad Swartz. Carmichael commented that if the laws or medical facilities' firearms policies changed that perhaps the matter could be revisited. Ultimately, he moved to accept the policy as presented. Schoepf-Pearce seconded, and the motion passed unanimously.

##### Chief of Police Updates

Chief Rush provided the following updates:

- Despite the latest rumors circulating, there have not been numerous burglaries in town. At least, if there have, only one has actually been reported to police.
- The 2007 Crown Victoria has had some issues, mostly electrical, but the department is doing its best to limp the vehicle along until a cost-effective replacement can be found.
- Officer Salmans will attend DARE training in June, and the City's only expense for that should be the gas to get him there and back.

##### Public Works Director Updates:

In Pell's absence, Electrical Distribution Superintendent, Chad Swartz, delivered the following updates:



- Over the weekend someone evidently prank-called Kwik Shop and reported there would be an unscheduled power outage. It was not anyone with either the City or Westar.
- Tree trimming is ongoing.
- Schoepf-Pearce requested the small signs behind the new, large Haven signs be removed. Swartz will get with Loehr and try to get them down this week.

**Council Concerns**

None.

**PART 2: PLANNING**

**Approve Goals and Strategic Direction for 2016**

Members were provided with a revised copy of the proposed Strategic Direction document for 2016. The recommendations from last meeting were included as well as the approved goals from the Economic Development Committee.

Schoepf-Pearce moved and Williams seconded to approve the Strategic Direction document as presented. Motion passed unanimously.

**Agenda Planning -- Items for February 1**

No additions were made.

**Adjournment**

At 8:09 PM, Carmichael moved and Banman seconded for adjournment. The motion passed unanimously.

/s/

Paula J. Scott, Mayor

Attest:

/s/

Leslie Atherton, City Clerk