



MINUTE RECORD
Regular Council Meeting City of Haven

Meeting: REGULAR

Date: March 2, 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: Willis Wilson, Tian Wang, Allen Blake, Adam Strunk, Leslie Atherton, Andrea Williams, Rob Pell, Jessica Hoskinson.

The meeting was opened with the flag salute and followed with the moment to honor those who have served in the military.

Minutes

Minutes of the February 16, 2015, meeting were unanimously approved after motion from Stringer and second from Banman. Motion carried.

Accounts Payable

Wright moved to approve Accounts Payable to Shep Chevrolet, totaling \$149.86. Etchison seconded. Four members voted "yes." Motion carried. (Schoepf-Pearce abstained as she is affiliated with Shep Chevrolet.) Then Banman moved to approve all other Accounts Payable, totaling \$118,422.80. Wright seconded, and the motion carried unanimously.

PART 1: REGULAR BUSINESS

Willis Wilson, Aqua Tech Engineering: Sewer Upgrade

Wilson delivered a presentation regarding the City's sewer system and recommended improvements. Handouts detailed the improvements recommended, including installation of an automated filtration system, replacing generators, putting up a perimeter fence, replacement of cast iron force mains with PVC if KDHE requires, and replacement of pumping equipment. Estimate for the infrastructure improvements without force mains is \$700,000. Including replacement of the force mains would require an estimated additional \$150,000.

Should the City choose to move forward with improvements and have them funded through the State Revolving Loan Fund, Wilson noted that KDHE strongly encourages utilities to implement a program to clean and flush as well as a plan to TV problem areas of at least 20% of the system per year.

Wilson fielded questions about the extent of the project; Blake commented on the system's vulnerabilities. Ultimately, Mayor Scott suggested the Council let the information gel and re-address the issue at the next Council meeting.

Jessica Hoskinson, Economic Development Director: Consider Estimates for Sign Panels

Hoskinson spoke about the opportunities presented by the empty sign slots facing K96 near the old Kabredlos on West Main. However, before panels could be put up, the functionality of the sign would need to be researched and addressed. This is further complicated by the fact that the sign pole and slots are owned by Jeff Brawner /



Target Applications, not the City. Hoskinson's suggestion was to put "Welcome to Haven" on the top panel and then to sublease the other five panels to other businesses. There's currently \$12,000 budgeted under the General Fund for signs in 2015.

Hoskinson presented three bids to survey and diagnose the sign setup to make it functional:

Luminous Neon	\$210
Nu-Line Signs	\$250
Ron's Signs	\$300.

After hearing Hoskinson's recommendation, Banman moved that the work be awarded to Nu-Line Signs, not to exceed \$250, so long as that \$250 goes toward any actual work that may be done to the sign thereafter. Schoepf-Pearce seconded, and the motion passed five to zero.

Approve Emergency Preparedness Plan

Chief Pell presented the Emergency Preparedness Plan to the governing body. He also distributed a copy of an example informational Notice to residents letting them know that the City does have an Emergency Operations Response Policy and detailing pertinent information one would need during a disaster. He expressed his desire for Police, Fire and EMS to go door to door with the information.

Mayor Scott thanked those that contributed to the Emergency Operations / Disaster Response Policy.

Etchison moved to adopt the presented Policy. Schoepf-Pearce seconded, and the motion carried five to zero.

Approve Pay App. No. 12 from Walters Morgan Construction, Inc.: \$54,102.93

Wright moved to approve payment of Application No. 12 from Walters Morgan Construction, Inc., totaling \$54,102.93, the total amount the City owes then less a \$5,000 retainage, pending approval from USDA Rural Development. Stringer seconded, and the motion carried five to zero.

Consider Revised Employee Handbook / Revision to Police Department Manual

City Clerk, Leslie Atherton, presented a revised Employee Handbook for the Council's consideration. She explained the major changes and fielded questions. Blake provided an updated copy of the Safety Manual, an addendum to the Employee Handbook. Finally, Chief Pell presented one revision to the Police Department Manual. Then Schoepf-Pearce moved and Etchison seconded to adopt the revised Employee Policy Manual. The motion passed unanimously.

Stringer moved to approve the revision to the PD Manual. Banman seconded, and the motion passed unanimously.

City Administrator / Public Works Director Updates

At 8:30 PM, City Administrator, Allen Blake, provided the following updates:

- The work order spreadsheet was provided to the governing body. Blake fielded questions regarding it.
- Progress on the Water Project punch list continues though it is not finished.
- The waterway clearing is complete.

Chief of Police Updates

Chief Pell provided the following updates:

- None.

Council Concerns

Approved 3-16-15.



Wright inquired about the City's rental of an air compressor.

Etchison asked when the City's old trash containers would be off-site. Blake advised he would contact Nisly Brothers.

PART 2: PLANNING

Structure Update / Approve Revised Position Descriptions / Consider Pay Adjustment for Assistant City Clerk

Members were provided with revised position descriptions for Public Works Director, Chief of Police, Police Officer, City Clerk, and Assistant City Clerk. Etchison moved to approve the provided position descriptions. Stringer seconded, and the motion passed unanimously.

City Clerk, Leslie Atherton, detailed the additional duties that the Utility Clerk, Andrea Williams, would take on starting April 1 and proposed renaming said position to Assistant City Clerk since Williams' duties could no longer be classified as all utility-related. Stringer moved and Etchison seconded to provide a 5% wage increase to Andrea Williams starting April 1. All members voted in favor of the same.

Agenda Planning – Items for March 16

The only added item was "Revisit Sewer Upgrade" for the March 16th agenda.

Adjournment

At 8:50 PM, Etchison moved and Stringer seconded for adjournment. The motion passed unanimously.

/s/

Paula J. Scott, Mayor

Attest:

/s/

Leslie Atherton, City Clerk