



MINUTE RECORD
Regular Council Meeting City of Haven

Meeting: REGULAR

Date: March 21, 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.

Absent: Les Banman, Mayor Paula Scott.

Others: Rob Pell, Cole Rush, Leslie Atherton, Jessica Hoskinson, Delon Martens, Kylie Rush, Shannon Atherton, Chad Swartz, Rick Gates, Roger Christensen, Dean Chesnut, Ann Chesnut, Brent Chesnut.

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.

Schoepf-Pearce suggested specific recognition be given to John Fowler, Gene Harris, and Gene Heim for their service with the military.

Two changes to the agenda were proposed: tabling the executive session to the next Council meeting and adding "Discuss Correspondence from Reno County regarding Newly Installed Signage." The agenda was so modified after motion from Carmichael and second from Schoepf-Pearce. Motion carried.

No one signed up to deliver public comment.

Minutes

Minutes of the meeting of March 7, 2016, were unanimously approved after motion from Schoepf-Pearce and second from Williams. Motion carried.

Accounts Payable

City Clerk, Leslie Atherton, requested the approval of a payable to auditing firm Swindoll, Janzen, Hawk, & Loyd, LLC, for \$6190 and noted it is included in the "other accounts payable" total."

Schoepf-Pearce moved to approve accounts payable to Adam Wright, totaling \$300.00. Williams seconded, and the motion carried. Wright abstained as the payable was to him. Next, Schoepf-Pearce moved to pay all other accounts payable, including that to SJHL, LLC, totaling \$136,820.27. Carmichael seconded, and the motion carried with four "yes" votes.

Members were provided with financial reports for the month of February 2016, 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.

PART 1: REGULAR BUSINESS

Rick Gates and Roger Christensen of Ag360: Consider Bid on Liability, Property and Work Comp Insurance Policy



Gates and Christensen presented the insurance policy proposal for 2016 - 2017. It totaled \$63,119 and included coverage for data compromise as well as special event coverage for Haven Fall Festival. Schoepf-Pearce moved and Carmichael seconded to approve the proposal as presented, including the data compromise and computer attack policies.

Chad Swartz, Electrical Distribution Superintendent: Discuss Employee Residency Requirement
(Sponsored by Schoepf-Pearce)

Swartz addressed the Council and advised that at some point in the future he and his family would like to move outside of City limits. However, he would also like to retain his employment with the City. Swartz requested a waiver of the residency requirement. Though he does not yet have a new location pinpointed, he indicated he would remain within a 10 - 15 mile radius. Schoepf-Pearce asked for Pell to weigh in. He felt allowing a distance of 10 – 15 miles was acceptable. Carmichael found ten miles acceptable but questioned fifteen. Carmichael moved to accept a residency requirement waiver within ten miles for Swartz. Williams seconded, and the motion passed unanimously.

Jessica Hoskinson, Economic Development Director: Consider Recommendations from the Safe Routes to School Committee

Members were provided with a multiple page handout indicating the SRTS Committee's recommendations for application for Phase II funding. Hoskinson along with Brent Chesnut of Alfred Benesch out of Manhattan, KS, addressed the Council. Hoskinson went through the suggested improvements priority by priority. Chesnut explained rationale for sidewalk placement. KDOT will let the grant applications for Phase II sometime before the year is up. Hoskinson explained that worst case scenario the City would need to budget for \$234,829.20 and would get reimbursed for \$148,183.36. Chesnut pointed out that the City can apply for Phase II funding to move forward with the suggested improvements at this time, but even if approved, the City could still choose to scale back the project.

Williams moved to approve moving forward with the Phase II application as presented. Schoepf Pearce seconded, and the motion passed unanimously.

Leslie Atherton, City Clerk:

Consider Price Change for Pool Passes

Atherton asked the Council to consider changing the price of pool passes to \$20 per person, whether single or a group pass. This would simplify the pool pass process and remove from City staff the burden of defining who may go on a family pass." Members found this acceptable. Schoepf-Pearce moved and Williams seconded to approve the price change. Motion carried unanimously.

Consider Purchase of 2016 Quickbooks Premier -- 2 users:

Atherton advised that the 2013 Quickbooks Premier that the City current uses will lose its support and payroll functionality including tax table updating on May 31, 2016. In light of that fact, she requested authorization to purchase the newest version of Quickbooks Premier (2 users) directly from Intuit Software for \$661.80 (\$609.95 + tax). This expenditure is budgeted for under the \$8,000 server line item in the Utility Fund. Carmichael moved to approve the purchase. Schoepf-Pearce seconded, and the motion carried four to zero.

Consider Allowing Treasurer Linda Foos to Assist in Office Prior to and During Clerk's Maternity Leave

Atherton asked the Council to consider allowing Treasurer Linda Foos to assist in the City Office prior to and during her upcoming maternity leave on an as-needed basis at \$12 per hour. This approach was endorsed by the Mayor, Department Heads Pell, Atherton, and Rush, and agreeable with Foos as well. Schoepf-Pearce moved to approve engaging Linda Foos's assistance. Williams seconded, and the motion passed with four "yes" votes.

Consider Franchise Agreement With IdeaTek



Members were provided with answers to the questions posed about the franchise agreement at the last meeting. After review, Carmichael moved and Williams seconded to adopt Ordinance 654, granting to Ideatek Telcom. LLC, LLC, A Contract Franchise to Construct, Operate and Maintain a Telecommunications System in the City of Haven, Kansas. Motion passed four to zero.

Update on Sign Code Enforcement regarding Abandoned Signs

Atherton advised that Notices of Violation went out March 14, 2016, regarding six properties, giving owners until September 1, 2016, to bring their property into compliance with the code. Since the original courtesy letters for ten properties went out in July of 2015, four properties have complied with the City’s regulation.

Update on EMS Building Project

Atherton advised that a proposed contract from Nunns Construction has been received. City Attorney, Larry Bolton, reviewed it and noted there was nothing in it about liability insurance. Since that time, he has drafted an addition regarding that to the contract, but there’s still a question about having the contractor carry builder’s risk insurance as well as a question about the need for revised drawings from the architect.

Appoint Christopher Scott and Dave Chamberlain to Recreation Board – Terms Expiring 1/1/2018

Carmichael moved and Schoepf-Pearce seconded to appoint the above individuals to the Recreation Board with terms expiring January 1, 2018. All members voted in favor of the same.

Public Works Director, Rob Pell:

Consider Purchase of Yield Signs

Pell requested authorization to purchase Yield signs from Vulcan Signs for \$702. This expense is budgeted under the \$1500 line item under the Special Highway Fund. Schoepf-Pearce moved and Williams seconded to approve the expenditure, not to exceed \$702, as he plans to check into another vendor out of Wichita as suggested by Wright. Motion carried.

Consider Chip Sealing Streets

Pell requested authorization to have APAC-Kansas, Inc. chip seal Main Street from Kansas Avenue to Haven Buhler Road, not to exceed \$23,919.75. There is \$30,000 available for this project under the Special Highway Fund. Williams asked for an estimated timeframe. Pell didn’t know but guessed it would be before summer. Schoepf-Pearce moved to approve the work / expenditure, not to exceed \$23,919.75. Williams seconded, and the motion passed unanimously.

Consider Purchases for Pool Preparation:

Pell requested authorization to purchase the following items to prepare the City’s pool for the season:

Paint	\$1000 or less
Filter Sand	\$750
Chemicals for Season	\$1500
TOTAL:	\$3250 or less

These expenses are budgeted for under General Fund: Pool: Commodities. Williams moved to approve the request, not to exceed \$3250. Carmichael seconded, and the motion passed unanimously.

Consider Purchase of Transformer for EMS Building Project

In preparation of the EMS Building project, Pell requested the Council permit him to order a 75 KVA Three Phase Padmount Transformer to have on-hand for installation when the time comes. The estimated cost of this is \$5,200.00 plus tax, \$5,642.00 total. It was noted that this item is not included in the total estimate of the EMS Building Project; it would be in addition to the previously approved amount of \$516,747. However, bond counsel has indicated this could be included as a project expense. Ultimately, however, the Council will need to decide where to pay for this non-budgeted expense from. The Clerk’s suggestion was to pay for it out of the Capital



Improvement Fund: EMS Building Set Aside as that's where the other project payments have come from so far. Carmichael moved to purchase the transformer. Williams seconded, and the motion carried.

Hire Part-time Maintenance Help

Only one application was received for the part-time maintenance opening. Pell recommended the Council hire Josh True at \$12 per hour to be used part-time on an as needed basis. Carmichael moved and Schoepf-Pearce seconded to hire Josh True. Motion passed unanimously.

Chief of Police, Cole Rush: Consider Equipping New Patrol Vehicle

Chief Rush asked for authorization to spend no more than \$7600 to equip the new patrol vehicle. Because only \$8100 remains in the equipment fund for the vehicle, Rush advised there's simply not enough money to pay someone to do the installation. Instead, he plans to have Matt Fritz, EMT, and Matt Hayden, part-time police officer, perform the installation. Schoepf-Pearce said she thought having a warranty on the equipment installation was a big deal. Rush said initially it was but his budget simply doesn't allow him to pay out \$1,000 - \$2,000 for equipment installation. The Council by way of consensus asked Chief Rush to come back to the next meeting with quotes for equipment installation.

Still, Carmichael moved to approve \$7600 for vehicle equipment purchase. Schoepf-Pearce seconded, and the motion passed.

Chief of Police Updates

Chief Rush provided the following updates:

- Officer Eulenstein successfully completed training at the Kansas Law Enforcement Training Center and graduated last week.
- Chief Rush attended training that brought to his attention some work that needs done on departmental policies.

Public Works Director Updates:

Pell delivered the following updates:

- Pool preparations will begin soon.
- Tree trimming and mowing went on today.
- Lots of painting to be done.
- Officer Eulenstein will be evaluating street light functionality over the next few nights for Public Works.
- Swartz will be at training tomorrow.
- Williams pointed out that there's still one holiday banner hanging downtown. Pell said he noticed as well but has found it difficult to find the right time of day to take it down.

Discuss Correspondence from Reno County regarding Newly Installed Signage

Today the City received correspondence from Reno County Public Works Director indicating the newly installed Haven signage on the East side of Haven Buhler Road is on County right-of-way, not City right-of-way, and directing the signs be removed or a plan to annex that property be in place by April 8th. After conferring with Chief Rush and Economic Development Director, Jessica Hoskinson, who headed up the sign project, Pell suggested moving the signs on the east side of Haven Buhler to the west side of Haven Buhler. Schoepf-Pearce suggested removing the signs for the time being until a certain decision can be made. After further discussion, by way of consensus, the Council opted to hold off on doing anything at all until the April 4th meeting.

Council Concerns

Schoepf-Pearce inquired about Public Works' plan for killing mosquitoes this season with the Zika virus in the news.



Agenda Planning -- Items for April 4

Nothing other than the items previously mentioned was added.

PART 2: PLANNING

Consider Electric System Assessment and Arc Hazard Study (\$11,000.00)

Pell requested authorization to move forward with the assessment of the electrical system as well as the arc hazard study of the electrical system for a total of no more than \$11,000. Carmichael moved to approve the request. Schoepf-Pearce seconded, and the motion passed unanimously.

Approve Moving Forward with One Call Now (\$449.95 for 3,000 credits)

Members agreed this was a good idea and by way of consensus approved moving forward.

Park Board: Consider Proposal for Architect for Engweiler Park Plan

Park Board members, Delon Martens, Shannon Atherton, and Kylie Rush, presented proposals for plan development for renovation of Engweiler Park. They recommended going with Option 2 as provided by WDM Architects for \$5,150, well within the Park Board's budget. Schoepf-Pearce moved to approve the Park Board's recommendation. Williams seconded, and the motion passed unanimously.

Adjournment

At 8:50 PM, Carmichael moved and Schoepf-Pearce seconded for adjournment. The motion passed unanimously.

/s/

Paula J. Scott, Mayor

Attest:

/s/

Leslie Atherton, City Clerk