



MINUTE RECORD
Regular Council Meeting City of Haven

Meeting: REGULAR

Date: April 4, 2016

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

Council Members: Shauna Schoepf-Pearce, Sandra Williams, Steve Carmichael, Les Banman, Adam Wright (at 7:48 PM).

Absent: None.

Others: Rob Pell, Cole Rush, Tony Troyer, Jessica Hoskinson, Gabby Hoskinson, James Schlickau, Dean Chesnut, Ann Chesnut, Jan Nolde, Larry LaPierre, Andrea Williams, Leslie Atherton.

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 Matt Hernandez, Steve Johnson, and David Laughlin for their service with the military.

No additions to the agenda were made.

Larry LaPierre signed up to deliver public comment. He asked the City to consider a long range plan to consolidate governmental services, noting it would save the City a great deal of money. Wyandotte County was cited as an example in Kansas.

Minutes

Minutes of the meeting of March 21, 2016, were unanimously approved after motion from Carmichael and second from Schoepf-Pearce. Motion carried though Banman abstained due to his absence at the last meeting.

Accounts Payable

Carmichael moved to approve accounts payable to Shep Chevrolet, totaling \$18,298.00. Banman seconded, and the motion carried. Schoepf-Pearce abstained due to her relationship to Shep Chevrolet.

Next, Carmichael moved to pay all other accounts payable, totaling \$56,204.55. Williams seconded, and the motion carried with four "yes" votes.

PART 1: REGULAR BUSINESS

Jan Nolde, Swindoll, Janzen, Hawk & Loyd, LLC: Presentation of 2015 Financial Statement and Audit Report

Nolde provided each member with a copy of the City's proposed 2015 Financial Statement and Audit Report. She began by going over the Communication Letter, which listed noted significant deficiencies as segregation of duties and current year point that not all purchases over \$500 had pre-approval from the Council as required in the Policies and Procedures Manual. The recommendation was that all employees follow procedures outlined in the Policies and Procedures Manual which states for expenditures over the amount of \$500 the expenditure shall require a Council motion with affirmative vote to allow the purchase.



Next, she went over the Financial Statement for the year ended December 31, 2015. No cash basis, budget, or statutory violations were noted.

Following Nolde's presentation, Schoepf-Pearce moved and Banman seconded to accept the 2015 Financial Statement and Communication Letter as presented. Motion carried four to zero.

Proclaim April 29, 2016, Arbor Day in the City of Haven

Mayor Scott declared April 29, 2016, as Arbor Day in the City of Haven by way of proclamation. Following the reading of the Arbor Day Proclamation, Williams exclaimed, "Hear, hear!" and then moved to support it. Carmichael seconded, and the motion passed unanimously.

Chief Rush:

Consider Quotes for Vehicle Equipment Installation (\$8,202 remaining in budget under Eq. Fund)

Chief Rush provided governing body members with two options for equipment installation. Option 1 would cost a total of \$8,081.76 with Ka-Comm, Inc. and includes equipment, installation, and some type of warranty. Under Option 2, the City would spend a total of \$7,010.56, Rush would purchase the equipment from Garron Marketing and 911 Custom, and Shep Chevrolet would perform the installation with a warranty of 12 months or 12,000 miles, whichever comes first.

Carmichael moved to approve moving forward with Option 2 as presented. Banman seconded, and the motion passed with zero members voting "no." Schoepf-Pearce abstained due to her relationship to one of the vendors.

Consider Pay Increase for Officer Eulenstein / Adopt Resolution Implementing the Same

Chief Rush recommended a 2.75% increase for Officer Eulenstein due to his recent graduation from the police academy. This would equate to an increase of roughly \$963 per year. A resolution to implement Eulenstein's increase and establish a pay rate for the new part-time maintenance helper was presented. Carmichael moved and Williams seconded to adopt Resolution 308 as presented. Motion carried with four "yes" votes.

Discuss Placement Options for Recently Removed Haven Signs

Public Works Director Rob Pell advised he reviewed placement options for the recently removed Haven directional signs, and at this time, his recommendation is to take the signs that were removed and place them on the back of the signs on the West side of Haven Buhler Road so as to not create any blind spots. Reno County Commissioner James Schlickau spoke to the option of the City annexing the eastbound lane of Haven Buhler Road and the corresponding right-of-way. Ultimately, Banman spoke in favor of Pell's recommendation. Schoepf-Pearce agreed Pell's recommendation is the simplest approach but said she isn't a big fan of the new location option. Carmichael spoke in favor of Pell's recommendation and moved for the same. Banman seconded. All members voted in favor of the same.

Executive Session

Schoepf-Pearce moved and Carmichael seconded that the Council recess into executive session pursuant to the non-elected personnel exception in order to review applications for pool staff with City Clerk Leslie Atherton present, the open meeting to resume at 7:48 PM. Motion carried.

At 7:48 PM, regular session resumed with no action taken during executive session. Also, Council member, Adam Wright, arrived.



Hire Pool Manager / Pool Staff

City Clerk Leslie Atherton presented proposed wage information for pool staff. Schoepf-Pearce moved and Williams seconded to hire Mark Robinson as Pool Manager and Konner Brening as Assistant Manager. Motion passed four to zero; Wright abstained due to his late arrival.

Next, Banman moved to pay the Assistant Manager \$47.74 per day, Manager \$64.15 per day and to authorize him to hire remaining pool staff including lifeguards with an increase of \$.25 per hour per returning year along with reimbursement of up to \$30 for one lifeguard swimsuit each. Schoepf-Pearce seconded. Motion carried; Wright abstained due to his late arrival.

Consider Contract with Nunns Construction for EMS Building Project

A draft contract with Nunns Construction for \$516,747 was provided to governing body members. Mayor Scott indicated the Council could approve the contract as written with existing drawings and revisions only listed or they could wait until the next meeting and Putnam would have revised architectural drawings by that time. Putnam has not indicated there would be any additional cost for this. Banman expressed his desire to wait for revised drawings to keep the project as clean as possible. Carmichael agreed. Wright moved to require revised drawings from Putnam. Carmichael seconded, and the motion passed unanimously.

Chief of Police Updates

Chief Rush provided the following updates:

- Chief Rush and others are going to Topeka for KBI Training tomorrow.
- Municipal Court will take place this Thursday.

Public Works Director Updates:

Pell delivered the following updates:

- The street sweeping contractor is planning to come out April 11, 12, and 13. While here, they will look over the City's street sweeper to see if they are interested in purchasing it.
- Park bathrooms are open and ready for use.
- Josh True, part-time maintenance helper, is aboard and has begun. This additional manpower will allow Public Works to tackle more.
- The tentative start-up day for the pool is May 14th.
- Schoepf-Pearce inquired about covering the pumps and boiler at the pool to prolong their life. Pell will look into it.
- The lift station generators are in.
- Citywide Clean Up Day is tentatively scheduled for June 25th though we are waiting to hear back from Marvin with Nisly.

Executive Session

Wright moved and Carmichael seconded that the Council recess into executive session pursuant to the non-elected personnel exception in order to discuss the job performance of EMS Director, Tony Troyer, the open meeting to resume at 8:23 PM. Motion carried.

At 8:23 PM, regular session resumed with no action taken during executive session. Then Wright moved and Banman seconded that the Council go into executive session again pursuant to the same exception for the same purpose, the open meeting to resume in ten minutes. Motion carried.

After the passage of ten minutes, regular session resumed with no action taken during executive session. Then Schoepf-Pearce moved for the Council to again recess into executive session for ten minutes pursuant to the same exception for the same purpose. Banman seconded, and the motion carried.



Following executive session, regular session resumed with no action taken.

Council Concerns

Wright inquired about patrolling for junk vehicles and the status of looking into a utility vehicle for Public Works. Chief Rush advised he is working on both of those items.

Agenda Planning -- Items for April 18

EMS Building Contract and Covering for Pool Filters were added to the April 18 agenda.

PART 2: PLANNING

Consider Relocating Police Department to 102 S. Kansas upon Completion of EMS Building Project

Williams voiced a citizen concern about keeping the building off the City tax roll. Schoepf-Pearce asked why the Police Department would want to move to that location. Pell spoke to this and cited need for vehicle storage, additional document / map storage for the City Office, additional meeting space for both City staff and Police, additional evidence storage space. Carmichael said he didn't have an issue with moving the Police Department to 102 S. Kansas Avenue, but he didn't want to see a \$20,000 renovation expense to make it happen.

Wright said he thought if the City wanted to try to sell it, it would be difficult to get a fitting business in there, and he saw the need to keep it for City use. Schoepf-Pearce agreed but was concerned about the other projects and expenses on the horizon. Wright moved to budget for an exterior facelift to 102 S. Kansas in 2017 for relocation of the Police Department. Carmichael seconded, and the motion passed unanimously.

Consider Proposal for Management of Downtown Beautification Project / Adopt Resolution

At 9:05 PM, Mayor Scott provided her observations of staff functions / overall staff performance after one year of current administrative structure (without a City Administrator).

What	Who Currently	How Well (1-10)	Gaps
Oversees overall daily operations	Mayor, Department Heads	4	Needs more overall coordination for consistency
Personnel supervision for Department Heads	Mayor; Council	2	Issues not addressed well or timely -- **team approach inadequate
Implementation of projects	Department Heads; Boards	4	Boards are volunteers; insufficient staff time.
Long-term planning, projects / grants, etc.	Mayor, Council, Department Heads	4	Need wider perspective; Boards are volunteers
Networking / outreach	ED Director; Department Heads; Mayor	2	Limited time by Department Heads and Mayor; **ED Director works out of scope (SRTS)
Staff support for Boards / Committees	Department Heads; Council as liaisons	4	Lacks uniform coordination; *Council is liaison, not active implementers.
Citizen communication	Department Heads, Mayor, Council	4	Mainly as needed; lacks consistent and sufficient attention.
City planning / legislation/ regulations on state / federal level	Department Heads	2	Needs more attention; only when we catch it
Takes the lead to implement Council actions	Department Heads; Boards; Mayor	4	Done by Departments; lacks consistent follow-up and communication



Wright expressed his desire to incorporate Hoskinson as a project manager. He saw the need for it and thought she would be a good fit.

Schoepf-Pearce said she has seen a lot of growth in the current Department Heads and with additional growth some of the gaps listed may close up. She expressed approval of having Hoskinson handle projects. Carmichael also expressed approval of the proposal provided. However, he didn't agree with the Mayor's "report card" He felt the fact that Haven is on the cusp of many great things was indicative of staff performing their jobs well.

Carmichael moved to adopt Resolution 309. Banman seconded, and the motion passed unanimously.

Adjournment

At 9:27 PM, Schoepf-Pearce moved and Carmichael seconded for adjournment. The motion passed unanimously.

/s/

Paula J. Scott, Mayor

Attest:

/s/

Leslie Atherton, City Clerk