



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

**Meeting: SPECIAL**

**Date: August 29, 2011**

**THE CITY COUNCIL MEETING IN SPECIAL SESSION WAS CALLED TO ORDER AT 7:00 PM BY MIKE ALFERS, MAYOR, WITH THE FOLLOWING COUNCIL MEMBERS PRESENT:**

**Council Member: Adam Wright**

**Council Member: Don Ford**

**Council Member: John Mitchell**

**Council Member: Don Etchison**

**Absent: Paula Scott.**

**Others: Leslie Warden, Allen Blake, Phil Fishburn, and Amy Houston.**

**Overseeing Water Project**

Philip Fishburn of the Midwest Assistance Program addressed the Council to provide training on overseeing the Water Project. He began with a “Construction Management Quiz” to point out that though the engineer, contractor, and inspectors play an important role, ultimately the governing body is responsible for the success of the project. Fifteen brief, key pointers were provided.

To all City representatives present, Fishburn furnished a binder of information regarding everything from “The Construction Phase Process” to “Near The End – Final Inspection, Retainage, and Warranty Inspection.” He went through the information almost page-by-page to educate the Council on how the project will proceed and how best to secure a successful outcome. Designating a “Project Oversight Team” (i.e. assigning project management tasks to specific City employees / representatives) was discussed and recommended. (Mayor Alferts requested this be an agenda item at the Council’s next meeting.) The role of the inspector(s) was discussed in great detail as well as the need for a staging area.

As the meeting closed, Fishburn encouraged those present to read the handbook, and the General Conditions Section of the Construction Contract Document in its entirety and not to be afraid to ask questions as the project proceeds.

**Adjournment**

At 8:30 PM, Etchison moved and Mitchell seconded for adjournment. The motion passed unanimously.

/s/  
Mike H. Alferts, Mayor

Attest:

/s/  
Leslie Warden, City Clerk