



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

**Meeting: REGULAR**

**Date: November 21, 2011**

**THE CITY COUNCIL MEETING IN REGULAR 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**

**Council Member: Paula Scott**

**Others: Leslie Warden, Allen Blake, Robert Pell, Charlene Schlickau, James Schlickau, Cooper Schlickau, and Josh Wright.**

The Clerk requested to add "Consideration of a Cereal Malt Beverage License for 2012 for Kwik Shop" to the agenda.

**Consider Design for Water Tower**

Charlene Schlickau presented two proposed designs for the new water tower – Option A and Option B. Both options feature three black diamonds with "Haven" written in between them, and each diamond holds an image relating to the City or school. Both designs also featured "Wildcats" written vertically down the shaft of the water tower. The Council asked the Clerk to post the designs on the window of City Hall and on Channel 16 for the public to view and provide feedback. Since the options are similar, Mitchell moved to submit Option A to the engineer with the idea that the design could still be tweaked. Wright seconded, and the motion carried.

**Consider Increasing Treasurer's Yearly Salary**

City Administrator, Allen Blake, presented Gladys Dodds's request to increase her yearly salary from \$1,500 to \$2,100. Blake noted that she is spending more time reconciling the books than she had been with the old software. Scott commented that she preferred to review raises for all employees at the same time rather than considering them separately when asked. This seemed to be the prevailing feeling of the majority of the Council.

**Chief of Police Updates**

Chief Pell provided the following updates:

- Nothing new or remarkable to report.

**City Administrator / Public Works Director Updates**

City Administrator, Allen Blake, provided the following updates:

- The Deutz-Allis tractor will require \$2,100 (rather than \$2,000 previously reported) to repair the linkage in the clutch. However, another significant problem was discovered; the head gasket has a leak, which will require an additional \$1,200 to fix. Thirty three hundred dollars is still less than 10% of what the City could purchase a new replacement tractor for, and the tractor is used for mowing and snow removal. Ford thought it best to have the tractor fixed and moved for the same so long as the expenditure does not exceed \$3,750. Mitchell seconded, and all members voted "yes."



- Tony Howlett's letter of resignation, effective November 30, was passed around. Blake requested the Council allow him to obtain certification to be the City's water and wastewater operator and hire someone with plumbing experience in Howlett's place. The Council was agreeable with this.
- City Administrator, Allen Blake, and Electric Superintendent, Josh Wright, conducted an internal audit of all commercial meters. A handout detailing the audit's findings was distributed. Account #426, Haven Steel Products, had nothing wrong with the physical installation of the meter, but evidently, the multiplier was never communicated to the utility billing clerk. Therefore, the multiplier remained at "40" instead of "80," meaning Haven Steel was only being billed for half of the electricity used at that meter. The lost revenue totals about \$21,878.88. Blake visited with Tom Oxley about the error, and Oxley suggested the City spread the expense out over time if they chose to back-bill. Wright moved to bill the \$21,878.88 to Haven Steel over twelve months. Mitchell seconded, and the motion passed unanimously.
- An extensive discussion took place regarding electrical losses.
- Blake had a Water Project meeting with the engineer and Philip Fishburn of USDA Rural Development today. The project will go to bid on February 2, 2012.
- The ball diamond bathrooms are coming along. The power has been installed and studs delivered. The wiring only cost half as much as projected.
- Ford commented that two individuals unrelated to the City told him they thought Blake handled everything rather well at the recent school board meeting.

### **Minutes**

Minutes from the November 7, 2011, meeting were unanimously approved with a revision of \$660 to \$1,660 by way of motion from Scott and a second from Ford.

### **Accounts Payable**

Scott moved to approve the accounts payable, excluding those to Adam Wright, totaling \$142,336.46. Mitchell seconded, and the motion carried. Scott moved to approve the accounts payable to Adam Wright, totaling \$300.00. Ford seconded, and the motion carried.

### **Consider Kwik Shop's Application for Cereal Malt Beverage License**

The completed application was passed around. Mitchell moved to approve the license. Scott seconded, and the motion passed with five "yes" votes.

### **Council Concerns**

Scott suggested providing some sort of Christmas bonus to part-time employees, excluding part-time EMS employees (because they are taken care of by the Ambulance Donation Fund). Ford suggested setting up with Jerry at the Foodliner so that each part-time employee could purchase a ham or turkey for \$15-20 to be charged to the City. He moved for the same. Etchison seconded, and all voted in favor of the same.

Mitchell, on behalf of the Ambulance Board, posed two questions to the governing body. First, who will obtain ownership of the proposed EMS building once it is built? The Council agreed that it had been decided the City would retain 100% ownership of the building. Secondly, if a new building should not come into fruition, will the townships be refunded the money they have contributed to it? Blake said he couldn't see why the money would not be returned but suggested



we check with the auditors on legalities. Mitchell noted the board members would like something in writing. Scott suggested a local agreement or memorandum of understanding.

Raises and evaluations will be considered at the next Council meeting on December 5, 2011.

**Adjournment**

At 8:35 PM, Etchison moved and Wright seconded for adjournment. The motion passed unanimously.

*/s/*  
Mike H. Alferts, Mayor

Attest:

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Leslie Warden, City Clerk