



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

**Meeting: REGULAR**

**Date: July 16, 2012**

**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: Paula Scott**

**Council Member: John Mitchell**

**Council Member: Don Etchison**

**Absent: Don Ford.**

**Others: Leslie Warden, Allen Blake, Robert Pell, Joey Young, Curtis Laughlin, Jan Nolde, Willis Wilson, Cheryl Savaiano Charlie Wagner, and Project Inspector.**

**Jan Nolde of Swindoll Janzen Hawk & Loyd: 2013 Budget**

Jan Nolde of SJHL presented the proposed 2013 Budget. She noted that the City's assessed valuation has decreased by about \$9,000 since last year. For the 2012 budget, 1 mill was worth \$5,729; for 2013, 1 mill will only be worth \$5,720. Nolde went through the budget page-by-page, fielding questions as needed. Mayor Alferts expressed concern about the City's cash position and expressed his feelings that it is reasonable for citizens to have an incremental tax increase each year. A lengthy discussion took place regarding an increase in the mill levy. Finally, Scott moved and Etchison seconded to increase the mill levy by 5 mills, making the total City mill levy 47.789. Scott and Etchison voted in favor; Wright and Mitchell opposed. Mayor Alferts broke the tie by casting a "yes" vote.

**Charlie Wagner and Cheryl Savaiano of PRIDE: Christmas Lights Proposal**

Wagner and Savaiano presented a handout showing four proposals for Christmas lights. After a review of pictures and prices, the Council unanimously favored the LED snowflakes. Scott moved to purchase Proposal #4, a display utilizing 4' and 5' LED snowflakes, for a price of \$9,611.80. Wright seconded, and the motion passed unanimously. Savaiano noted that Sleep Haven has graciously offered to provide transportation of the decorations. Wright expressed his thanks.

Wagner requested use of Engweiler Park and the City Pool for PRIDE's annual Picnic in the Park to take place on August 19<sup>th</sup>. The governing body unanimously consented.

**Volunteer Brigade / Community Service Projects**

Mayor Alferts would still like to see a volunteer brigade formed as he continues to hear that lack of volunteers is a serious problem in Haven. The school has contacted both Mayor Alferts and Allen Blake to determine if there is a community service project available for about 300 kids to complete in September. Alferts suggested making the creation of a volunteer repository the project for the high school kids.

Scott advised she thought that the creation of a volunteer brigade is a good idea and is fine with the City helping to kick it off. However, she does not want it to become another City-managed



project. She suggested inviting the civic organizations to a meeting to discuss the Volunteer Brigade idea with them.

Blake and Alfors thought it best to invite the school representatives, Diane Weiss-Rhodes and Marty Nienstedt, to the next meeting to get their thoughts on the matter.

### **Public Works Director Updates**

City Administrator, Allen Blake, provided the following updates:

- Josh Smith has resigned; his last day of work will be July 22, 2012.
- Haven Steel has filed suit against the City's annexation.
- The City has been granted an easement to get onto Cupps' property.
- Blake talked to the City's insurance agent, and insurance to cover attorney fees does not kick in unless the City is sued for damages.
- A resolution to annex the remainder of Haven Steel's property was presented to the Council. Mitchell moved to adopt Resolution 262, stating the City's desire to annex certain lands. Scott seconded. The motion passed three to one. Wright held the opposing vote. A public hearing on the resolution will be held on September 17, 2012, at 7:00 PM.
- Blake intends to advertise for a maintenance technician rather than a Grounds / Streets Superintendent to replace Josh Smith. The Council agreed with this approach. Wright suggested waiving the residency requirement. The Council will review applications at the first meeting in September.
- Blake requested a 10 minute executive session to discuss Public Works' Staff Performance.
- Mitchell expressed concern about the lack of enforcement taking place in regard to overgrown yards. He questioned the process by which one might receive a letter to mow his or her yard.

### **Chief of Police Updates**

Chief Rob Pell presented the following updates:

- Jonathan Lawrence has been hired and will have his first day of work on July 20, 2012.
- Pell intends to purchase a bulletproof vest for Officer Lawrence for \$550. The City will be reimbursed for half of the purchase through the BVP. Wright moved and Mitchell seconded for the purchase. Motion carried.
- Damage has been done to the bumper of the 2012 police truck, though no explanation for it has surfaced. Mitchell moved and Wright seconded for the bumper to be repaired as cheaply as possible. The motion passed with four "yes" votes.

### **Accept Capital Improvement Plan**

The Clerk pointed out that acceptance of the Capital Improvement Plan actually already occurred with the Council's approval of the 2013 budget since it is contained within. Mitchell moved and Etchison seconded to accept the Capital Improvement Plan. All voted in favor of the same.

### **Employee Appreciation Dinner**

The Mayor expressed his desire to hold an Employee Appreciation Dinner particularly since no Christmas dinner occurred in 2011. The Council agreed to hold a special meeting at the Community Building on Monday, September 24, 2012 for this to occur. The dinner will be for



the employees, their spouses / significant others, and children, and the City hopes to have The Second Table do the catering.

### **Weekly Updates from Department Heads**

Mayor Alferts impression from the last Council meeting was that the Council wanted to be more “in the loop” with what’s going on at the City level. Therefore, he asked for the City Administrator, City Clerk, and Police Chief to e-mail weekly updates to the Council on Friday afternoons. Overall, the Council felt like it was a good practice, but felt they only needed an update on the Fridays that are not immediately prior to Council meetings.

At 8:37 PM, Mayor Alferts asked Council member, John Mitchell, to preside over the meeting while he stepped out for a few minutes.

### **Accept Bids on the Nitrate Removal portion of the Water Project**

Willis Wilson from AquaTech Engineering Consultants presented a letter reviewing the bids received for the nitrate removal treatment plant portion of the Water Project. The only responsive bid received was from EnviroGen for a total of \$431,098. Wilson recommended the Council accept the bid contingent on the approval of USDA Rural Development and the City Attorney.

At 8:47, Mayor Alferts returned to the meeting as presiding officer.

Scott moved to approve the bid from Envirogen for \$431,098, pending approval from USDA Rural Development and City Attorney, Larry Bolton. Wright seconded, and all voted in favor of the same.

### **Minutes**

Minutes from the July 2, 2012, meeting were unanimously approved with a motion from Scott and a second from Etchison.

### **Accounts Payable**

Wright moved to approve the accounts payable to Mitchell Hardware, totaling \$799.23. Etchison seconded, and the motion carried.

Scott moved to approve the remaining accounts payable, totaling \$147,169.46. Wright seconded, and all voted in favor.

Council members were provided with a summary of receipts and disbursements for the month of June 2012, as well as a summary comparing budgeted expenditures to actual expenditures through June 29, 2012.

### **Council Concerns**

Wright noted the holes dug in the streets by the Water Project contractor, APAC-Shears, Inc., are not properly barricaded. He questioned who would be liable if someone drove into one of the holes. The Council was troubled by the missed violation. Blake noted that though the City has no specific rules on barricading, the State does, and the current barricades are not compliant. Engineer Willis Wilson apologized for the error and advised he would get with the project superintendent right away tomorrow.



Wright expressed his desire for the Council to have an exit interview with Josh Smith. Mayor Alfors said he thought implementing that was somewhat of a slippery slope. City Clerk Warden said she thought that having exit interviews as a matter of policy was fine, but to pick and choose which exiting employees to interview seemed unethical and fishy. She noted that Officer Thomas recently put in his resignation, and to date, no one has expressed a desire to have an exit interview with him. She also pointed out that conducting exit interviews during business hours seemed more logical and cost-effective as performing exit interviews at a Council meeting would require paying the interviewee at least one hour of overtime per the City's policy. Scott noted that many places do conduct exit interviews, and if done properly, they can be valuable. She said she would be in favor of exit interviews if they were done by a third party not in the employee's chain of authority. Then the idea of an exit questionnaire was brought up. Warden advised that she could probably obtain a sample exit questionnaire from the Clerk for the City of Derby. The Mayor asked Mitchell and Wright if that would suffice. Mitchell responded affirmatively, but Wright insisted the Council should meet with Smith face-to-face.

Alfors advised that he is concerned the Council is undercutting the City's department heads. He continues to hear that council members are speaking with City employees, which is okay, but the more intimate the relationship that Council members are having with employees the harder it is for department heads to manage those employees. He said he does speak to City employees but he does not entertain innuendoes, gossip or rumors, and if they have issues, he sends them back to their department head. He said that department heads should be backed short of any major evidence that something is amiss. Furthermore, to entertain any other type of dialogue with employees, he voiced, is just wrong. Following a notable amount of silence...

#### **Executive Session**

Scott moved that the Council recess into a ten-minute executive session pursuant to the non-elected personnel exception in order to discuss employee performance with Allen Blake present. Etchison seconded, and the motion passed unanimously.

At 9:20 PM, regular session resumed with no action taken during executive session. Then Mitchell moved to promote Dale Milleson to Water / Wastewater Superintendent and to increase his hourly wage by \$1, effective immediately, with his wage to be reviewed again after certification has occurred. Scott seconded, and the motion passed unanimously.

#### **Adjournment**

At 9:20 PM, Wright moved and Mitchell seconded for adjournment. The motion passed unanimously.

/S/  
Mike H. Alfors, Mayor

Attest:

/S/  
Leslie Warden, City Clerk