



MINUTE RECORD
Regular Council Meeting City of Haven

Meeting: REGULAR

Date: November 5, 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: Don Ford

Council Member: Paula Scott

Council Member: John Mitchell

Council Member: Don Etchison

Council Member: Adam Wright

Others: Rob Pell, Allen Blake, Leslie Warden, Karen Montford, and Joey Young.

No additions to the agenda were made, and there were no comments from the public.

Utility Deposit Policy

The Council reviewed the City's utility deposit policy, contained in Ordinance 571. One utility customer, whom already had service at one home with a deposit up, applied for service at a second address, and the City Clerk required him to post an additional deposit because he did not have good credit (no more than one late payment in the last 12 months) with the City. The Mayor spoke at length to the customer and assured him he would have the governing body review the City's policy. The Council agreed with the policy and the Clerk's actions. However, it does appear that Section 3, Paragraph (a) could be worded more clearly to state that a record or letter of good credit or utility deposit must be on file for each account. Mitchell moved and Wright seconded to amend the wording as such. All voted in favor of the same. City Administrator, Allen Blake, will present an amendment to the Ordinance at the next meeting for the Council to review.

Christmas Bonuses

Wright moved to issue a Christmas bonus of \$300 in Haven Bucks to each full-time employee and EMS Director and \$50 in Haven Bucks to each part-time employee (excluding ambulance employees) by the first week of December 2012. Scott seconded, and the motion passed unanimously. It was decided that the City will not host a Christmas party but will again have an Employee Appreciation dinner in the fall.

Chief of Police Updates

Chief Rob Pell provided the following updates:

- Last week Pell presented Personal Safety information to 1st and 4th graders.
- Because Officer Rush is recovering from surgery, Pell will cover evening shifts this week while Rush covers the office during the day.
- Halloween was incident-free.
- Due to at least three complaints about broken sheetrock in the easement between 8th Street and Sunset Lane, Pell and Blake investigated the area together. A resident explained he planned to put gravel down but first laid a sheetrock base. Pell admitted that it did not look good, but once the gravel went down, it looked just fine. Furthermore, the individual had obtained permission from all affected property owners (the owner of the property on Sunset Lane). Mitchell noted that sheetrock is made of gypsum, which is a naturally occurring mineral. He also mentioned a 4'



pile of dirt blocking the easement. Pell said that he and Blake walked the entire easement, and though one does have to go around the dirt pile, the entire easement is accessible. Blake suspected the dirt pile would be gone once they are done grading around the home. Pell advised they did ask the individual to exercise diligence with the tidiness of his area.

- Ford mentioned there's a skunk issue in town. Pell advised he didn't really know how to decrease the skunk population without getting sprayed, but he will research for feasible solutions.
- The HCU / drug store parking issue appears to be resolved.

City Administrator / Public Works Director Updates

City Administrator, Allen Blake, addressed the Council and provided the following updates:

- Blake presented Josh Wright's letter of resignation, citing November 16, 2012, as his last day.
- Blake provided a handout regarding 2012 Tax Credits from the Quest Center.
- Across the street from the City Shop, Blake would like to pour a 16' X 25' concrete slab for the crew to use to wash vehicles and equipment, leaving enough room around the edge for a Bobcat to clear the mud away. Blake estimated this would cost \$800-900. Wright suggested making it larger and placing it in a different location. Blake was open to this. Scott moved to approve the expenditure for this to occur. Mitchell seconded, and the motion passed with five "yes" votes.
- Nearly all of the first reel of triplex has been used. Blake will be ordering an additional 1200', which will cost around \$1,224.
- Extraterritorial jurisdiction was briefly discussed. Blake noted that our current codes do not specifically give the City authority to enforce subdivision, building, or zoning codes extraterritorially, though state statute allows for it. He suggested recommending a Zoning and Subdivision Code revision to the Planning Commission. The Council agreed. No objections were voiced.
- Blake asked the Council if they would like to square up the City's boundaries by annexing the small portion of land south and west of Haven Steel. He has spoken to the landowners, and they were agreeable. Ford moved to proceed with the annexation. Mitchell seconded, and the motion passed unanimously.
- Blake suggested the City purchase a generator for the Police Department and City Office. Though the item is budgeted at \$14,000, Blake estimated one could be purchased for \$4,257.95. Mitchell moved and Ford seconded to approve the purchase. The motion carried.
- Haven Steel did file a lawsuit regarding the second annexation. EMS will cover both suits. Though the matter seems to be at a standstill, attorneys are communicating.

Exit Interview Process

City Clerk Leslie Warden recommended the City have Debra Perbeck with the City of Newton perform the City's exit interviews by phone utilizing the questionnaire created by Jenny Evans from the City of Derby. Perbeck has agreed to do this at no charge to the City. Brief discussion took place. Mayor Alfors suggested paying Perbeck \$25 / interview as a token of appreciation. Scott moved to proceed with Warden's recommendation and the Mayor's suggested rate of pay. Etchison seconded, and the motion passed unanimously.

Executive Session

Wright moved for the Council to recess into executive session for ten minutes pursuant to the non-elected personnel exception in order to review applications for maintenance technician with City Administrator, Allen Blake, present. Etchison seconded and the motion passed unanimously.



After the passage of ten minutes, regular session resumed, and Mitchell moved for the Council to re-enter executive session for an additional five minutes pursuant to the same exception for the same purpose. Etchison seconded, and the motion passed unanimously.

At 8:24 PM, regular session resumed with no action taken during executive session. Then Mitchell moved to offer the maintenance technician position to John Loehr at \$12 per hour pending successful completion of a pre-employment physical and drug test. Wright seconded, and the motion passed five to zero.

Consider APAC-Kansas, Inc's Application for Payment No. 4: \$111,879.74

Scott moved to approve the payment, pending USDA Rural Development approval. Mitchell seconded, and all voted in favor of the same.

Executive Session

Scott moved that the Council recess into a five-minute executive session pursuant to the non-elected personnel exception in order to discuss the City Administrator's job performance. Etchison seconded, and the motion passed unanimously.

Minutes

Upon resumption of regular session, minutes of the October 15, 2012, meeting were unanimously approved with a motion by Scott and a second by Etchison.

Accounts Payable

Ford moved to approve accounts payable to Mitchell Hardware, totaling \$516.80. Etchison seconded, and the motion carried. Mitchell abstained from voting. Ford then moved to approve all other accounts payable, totaling \$295,622.32. Mitchell seconded, and the motion passed with five "yes" votes.

Council members were provided with a financial summary showing receipts and disbursements for the month of October as well as a comparison of actual to budgeted expenditures for the year through October 2012.

Purchasing chairs listed at craigslist.org was briefly discussed. Mitchell will research it further.

Adjournment

Around 8:45 PM, Etchison moved and Wright seconded for adjournment. The motion passed unanimously.

/S/
Mike H. Alfors, Mayor

Attest:

/S/
Leslie Warden, City Clerk