



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

**Meeting: REGULAR**

**Date: December 3, 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: Adam Wright**

**Council Member: John Mitchell**

**Council Member: Don Etchison**

**Absent: Paula Scott.**

**Others: Joey Young, Kim Peirce, Rob Pell.**

No public comments were provided.

Mitchell moved to add an executive session to the agenda to review job applications for lineman. Ford seconded, and all voted in favor of the same.

**Discuss Water Rates**

A handout detailing the number of customers that fall at each level of water usage was provided. Based on 2011 12-month averages, a large number of customers fall at the 3,000 and below mark. Currently, customers pay \$26.64 for 0 – 3000 gallons of water per month. As Blake previously suggested, Ford backed the idea of decreasing the amount of water provided at the minimum charge. Though Ranson Financial recommended an increase of 30.25%, the Council overall seemed to want to try to keep the minimum charge the same or at least no greater than \$30 and to decrease the amount of water provided at the minimum rate to 1000-2000 gallons. Blake will have Ranson Financial rework the rate structure to reflect that.

Timing of a rate change was discussed as well. Blake advised the City would not have to make a loan payment until twelve months after the financing has closed, which is at least a year and a half away. Mitchell made it clear that he would like to wait until the last possible moment to raise the rates.

**Personnel Restructuring (Retaining Kenny's Electrical vs. Hiring Lineman)**

Wright spoke to some employees of KE about what the City having KE on retainer might mean. He noted that KE has many customers in this area, some of them also on retainer, which would mean, in the case of a disaster, KE would have to prioritize their work, and it's likely the City of Haven might not end up being their top priority. Based on that, Wright felt the City should hire a lineman.

Blake spoke to Mt. Hope mayor, Terry Somers, about their electrical arrangements. Mt. Hope's City Superintendent serves as their lineman, and he has a trainee below him learning the ropes. KE is called in to help with larger projects.

Blake also inquired about a retainer arrangement while at a KPP Rate Seminar, and the leaders at KPP said that to their knowledge no municipal utility of any size does that, typically because it is not economically feasible. Most have their own equipment, though some do contract out on larger jobs.



Mayor Alferts at that time noted it seemed to be a consensus to stick to hiring a lineman.

Mitchell pointed out that electricians come in a variety of skill levels, and it seems that the City could pay for a highly skilled electrician but never utilize him to his fullest potential.

Alferts suggested resource sharing with surrounding communities.

Ford felt that as long as the City is running an electrical utility, the City should have someone on staff dedicated to the system.

### **Consider Kwik Shop, Inc.'s Application for License to Sell Cereal Malt Beverages**

Mitchell moved to issue a 2013 license to Kwik Shop to sell Cereal Malt Beverages. Ford seconded, and the motion passed unanimously.

### **Appointments**

Wright moved to approve the following appointments:

Roy Lanning	1-year term	Planning Commission
Mike Tonn	2-year term	Ambulance Board
John Paulk	3-year term	Tree Board
Tom Oxley	2-year term	Tree Board
Paul Regier	2-year term	Tree Board
Virginia Brawner	3-year term	Tree Board

Etchison seconded, and all voted in favor of the same.

### **Police Department Updates**

Chief Pell presented the following updates:

- Officer Lawrence started at the KLETC today.
- The blotter will be brought up to date tonight.
- Pell requested an increase on his spending limit in light of his need to purchase bulk ammo at the beginning of the year. The Council was not willing to vary on their \$500 purchase policy. However, Ford moved to allow the police department to purchase ammo not to exceed \$1,000. Wright seconded, and the motion carried.

### **City Administrator / Public Works Director Updates**

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

- Wholesale electric rates will increase 5% in January 2013. This increase, according to KPP, is due primarily to the transmission line construction in the Southwest Power Pool area.
- The water leak on Sedgwick Place has been found, repaired, and patched back up.
- A written update from the Water Project Inspector was provided.
- There will be a water outage tomorrow from 1:00 – 3:00 PM on West Main. Notifications have been made.
- Information on seminars offered through WSU's Center for Management Development was distributed to the governing body. Through prior approval from the Council, Blake has signed up for one seminar on managing time and multiple priorities. After brief discussion about cost, Ford moved to approve Blake's attendance at two additional management seminars. Etchison seconded, and all voted in favor of the same.



### **Executive Session**

At 7:46 PM, Mitchell moved that the Council recess into executive session for five minutes pursuant to the non-elected personnel exception in order to review exit interview results. Wright seconded, and the motion carried.

At 7:51 PM, normal session resumed with no action taken during executive session. Then Mitchell requested having a spreadsheet that shows the employees' hourly compensation rates with their benefits (such as health insurance and KPERs) included. Blake and Warden will work on this.

The other executive session on the agenda was tabled.

### **Consider Request to Update City Office**

City Clerk, Leslie Warden, requested to update the City Office, which was last remodeled in 1992. Her proposal from Kelly Royer included removing the wallpaper, removing the chair rail, and simply painting. Though the Council seemed to acknowledge a need for updating, all governing body members were staunchly against any woodwork being painted or stained any color other than its natural tone. All were in favor of having the wood refinished, however. Warden explained that the project overall would take an estimated \$5,000. Only \$3,000 is available next year so she requested access to \$2500 originally placed in the 2012 budget for meter reading upgrades, which were done in 2011. Warden will again request Royer's help in determining how best to implement a cost-effective makeover of the City Office without painting the woodwork. She will also obtain additional estimates on the work and estimates on reworking the wood. Wright moved to give the Clerk access to the \$2500 in the 2012 budget to start stripping the wallpaper. Ford seconded, and the motion passed unanimously.

### **Consider APAC-Kansas, Inc.'s Application for Payment No. 5 - \$115,543.46**

Progress on the Water Project was discussed. Ford advised that citizens are now asking when the new water tower will go up. Blake advised that steel for the water tower is projected to go up in March 2013. Eventually, Ford moved to pay APAC-Kansas, Inc. \$115,543.46, pending approval from the USDA Rural Development. Mitchell seconded, and the motion passed unanimously.

### **Executive Session**

Wright moved for the Council to recess into a 10-minute executive session pursuant to the non-elected personnel exception in order to review applications for lineman with PWD Allen Blake present. Etchison seconded, and all voted in favor of the same.

At 8:30 PM, regular session resumed with no action taken during executive session.

### **Minutes**

Mitchell moved to approve the minutes of the November 19, 2012, meeting with a correction to list Adam Wright as absent. Etchison seconded. Wright abstained from voting, and all others voted "yes."

### **Accounts Payable**

Members addressed a previously withheld payment of \$500 to Adam Wright for field maintenance work. Ford asked for specific information as to what was performed. Wright advised that he dragged both diamonds, filled in ruts and wash-out spots, and sprayed pre-emergent on the warning track with his own equipment and materials. Ford requested that Wright provide a more detailed itemization of the work performed when he invoices the City.



Then Ford moved to approve payment of \$405.77 to Mitchell Hardware. Etchison seconded. The motion carried three to one. Mitchell abstained.

Ford moved to approve payment of all other accounts payable, totaling \$71,784.88. Mitchell seconded, and the motion carried four to zero. Payment of \$500 to Adam Wright was approved by way of motion from Ford and a second from Etchison.

Members of the governing body were provided with a comparison JUS receipts to utility funds deposits for the month of November 2012.

### **Council Concerns**

Ford requested the City donate two family season pool passes to the PTO to go into prize baskets for the Jingle Bell Benefit – a silent auction to raise funds for Linda Shores and Bryce Matteson. This was approved by way of consensus.

Wright inquired about tree removal between Westland and Reno. (Obtaining right-of-way access from a property owner there hinged upon the removal of trees.) Blake advised he had Bill Guhl look at the removal work there, and Bill estimated he could remove the trees for \$1,000 or less. Ford moved to approve an expenditure of no more than \$1,000 for tree removal. Etchison seconded, and the motion passed unanimously. The City will be responsible for treating stumps and hauling the trees away.

Mitchell brought the plans and an estimate (\$435,000) for a new EMS facility. The Mayor suggested the Council review them and give it some thought.

Blake advised that it has become necessary to replace the furnace at the current EMS building. He obtained three estimates. They were as follows:

\$2450.00	Nelson Heating & Air
\$1780.73	Fischer Heating & Air
\$1423.00	Decker Mattison

Blake recommended accepting the low bid. Etchison made a motion for the same. Mitchell seconded, and the motion carried.

Mayor Alfery noted that he would like to pursue the following items for the next meeting's agenda: review employee performance evaluations as conducted by department heads and refine job descriptions for department heads.

### **Adjournment**

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

/s/  
Mike H. Alfery, Mayor

Attest:

/s/  
Leslie Warden, City Clerk