



MINUTE RECORD
Regular Council Meeting City of Haven

Meeting: REGULAR

Date: February 4, 2013

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: Don Etchison

Council Member: Paula Scott.

Others: Allen Blake, Rob Pell, Joey Young, Steve Carmichael, Les Banman, Lynn Geffert, and Kyle Geffert.

No public comments were provided. Chief Pell requested the addition of a five minute executive session to discuss the performance of police department personnel.

Discuss Annexation of Area South of Haven Steel Products

Blake presented a map of the area the Council previously indicated they would like annexed into the City to straighten the City's borders and provide for future development. Originally, the three affected property owners verbally consented to the annexation. However, once the drafted consent forms were provided, only one property owner (Ron and Vicki Back) consented. The other two property owners (Kyle Geffert and Leroy Back) would not sign the consent forms. Kyle Geffert and his father were in attendance. Geffert advised he did not have any huge objection to being annexed, nothing against "being a part of the City." He said if being annexed into the City meant that some street lights for the area would go in then he would have no problem with annexation. The Council agreed (by consent, no vote was taken) to install 3 to 4 street lights along West Main. Geffert then verbally consented to annexation.

The Council decided not to pursue annexation of Leroy Back's property at this time.

Appoint Committee to Update Capital Improvement Plan

Tabled.

Police Department Updates

Chief Pell presented the following updates:

- Tomorrow charges will be filed in the matter of the fuel card stolen from the school.
- Pell asked permission to advertise 1 – 2 part-time patrol positions. The Council consented.
- Etchison moved to approve the purchase of a PBT so long as the expenditure is less than \$700. Wright seconded, and the motion carried.
- Pell mentioned he came across a fully equipped pre-owned police vehicle that may be available for \$10,500. Though the police department budget does not reflect the intention of purchasing a vehicle in 2013, the department does have \$10,000 set aside in the Equipment Fund for the purchase of a vehicle in the future. Pell asked the Council if they would see it fit for him to purchase this vehicle for \$10,500 should the City have the chance. Wright said the City should "jump on it." Wright moved and Etchison seconded to purchase the vehicle. The motion passed with four "yes" votes.

City Administrator / Public Works Director Updates



City Administrator / Public Works Director, Allen Blake, presented the following updates:

- An appeal has been filed in the Cupps' matter.
- Blake will meet with the City's attorneys on the Haven Steel matter on Thursday afternoon.
- The Water Project is moving along. Wells 3 and 7 are now tied in to the raw water lines. Crews are still working to complete the installation of distribution lines.

Consider APAC-Kansas, Inc.'s Application for Payment No. 7: \$90,649.55

Scott moved to approve payment to APAC-Kansas in the requested amount, pending approval from USDA Rural Development. Ford seconded, and the motion passed unanimously.

Consider Adoption of Updated Policies & Procedures Manual

Scott moved to adopt the Policies & Procedures Manual (Revised 2013). Wright seconded, and all voted in favor of the same.

Consider Adoption of Record Retention Policy

City Clerk, Leslie Warden, advised that the proposed policy had received the City Attorney's approval. The Council requested the auditor's approval before considering adoption.

Review Participation in Neighborhood Revitalization Program

Ford moved and Etchison seconded for the City to continue participation in the NRP. Motion carried.

Discuss Maintaining Community Building

Tabled.

Executive Session

Scott moved for the Council to recess into executive session for 5 minutes pursuant to the non-elected personnel exception in order to discuss job performance of police department personnel with Chief Pell present. Ford seconded, and the motion carried.

At 7:52 PM, the open meeting resumed with no action taken during executive session. Then Scott moved for the Council to recess into a ten-minute executive session pursuant to the same exception in order to discuss job performance of the electrical distribution superintendent with the Public Works Director present. Ford seconded, and the motion passed unanimously.

At 8:03 PM, regular session resumed with no action taken during executive session. Then Scott moved to extend Brian Steinle's probationary period to 120 days rather than 90 days. Wright seconded, and the motion passed unanimously.

Then Scott moved that the Council recess into executive session for ten minutes pursuant to the non-elected personnel exception in order to discuss the Building Inspector's job performance / job description with the Public Works Director and Building Inspector present. Etchison seconded, and the motion carried.

At 8:13 PM, regular session resumed with no action taken during executive session. Scott then moved for the Council to recess into executive session for another 10 minutes pursuant to the same exception for the same discussion purpose. Wright seconded, and the motion passed unanimously.

At 8:23 PM, regular session resumed with no action taken during executive session.



Minutes

Minutes from the January 21, 2013, meeting were unanimously approved by motion from Scott and second from Etchison.

Accounts Payable

Warden requested permission to cut checks tomorrow to scorekeepers and a timekeeper as requested by the Recreation Director, the expenditure totaling \$406.75. The Mayor gave his approval for the same.

Wright moved to pay the City's bills, totaling \$128,364.41. Etchison seconded, and the motion passed four to zero.

The Council was provided with a comparison of JUS receipts to money deposited into utility funds for the month of January 2013.

Council Concerns

Ford mentioned the shabby appearance of the split rail fence at Veterans' Park.

Blake mentioned that the water lines for Hindman Trailer park do indeed run directly underneath the mobile homes. The Council agreed that it would not be a good idea for the City to take over those water mains. Blake said he would so advise Mr. Hindman.

The thirty-year-old refrigerator for the City Offices has been replaced with a more efficient mini fridge. Blake asked the Council what they would like done with the old one. The Council agreed to give the fridge to the Haven Food Bank if they needed it. Otherwise, they would like it advertised through craigslist and facebook.

Adjournment

At 8:34 PM, Etchison moved and Wright seconded for adjournment. The motion passed unanimously.

/s/

Mike H. Alferts, Mayor

Attest:

/s/

Leslie Warden, City Clerk