



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

Meeting: REGULAR

Date: March 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, Leslie Warden, Joey Young, Steve Carmichael, Rick Jeschke, Daniel Ulrey, Jessica Hoskinson, Roy Lanning.**

No additions to the agenda were requested, and no public comment was delivered.

**Appoint Committee to Update Capital Improvement Plan**

Blake provided a list of the following individuals who have agreed to serve on the Capital Improvement Plan Committee: Susan Stucky, Kim Waller, Mike Alferts (Mayor), Don Ford (Council President), Dale Milleson (Water / Wastewater Superintendent), Chris Scott (Refuse / Recycling Superintendent), John Loehr (Streets, Buildings, and Grounds Superintendent), Brian Steinle (Electrical Distribution Superintendent), Allen Blake (City Administrator), Leslie Warden (City Clerk), and Rob Pell (Chief of Police). Wright moved and Etchison seconded to appoint those listed. The motion carried with four “yes” votes.

**Consider Increasing Maintenance Technician’s Pay (Proposed Resolution 268) and Consider Promoting to Superintendent of Streets, Buildings, and Grounds**

The City’s maintenance technician, John Loehr, has successfully completed his 90-day probationary period. Blake recommended increasing his pay to \$14.28 per hour, retroactively to February 16, 2013, and promoting him to Superintendent of Streets, Buildings, and Grounds. Ford moved to adopt Resolution 268, increasing Loehr’s pay to \$14.28 per hour. Scott seconded, and the motion passed unanimously.

**Police Department Updates**

Chief Pell presented the following updates:

- Despite the snowstorm, there were no accidents reported within the City though Chief Pell did perform some welfare checks on the elderly.
- Pell mentioned that Art Allen has been charged with disorderly conduct in relation to an incident in the City Office. No further details were given as Court has not been held yet.

**City Administrator / Public Works Director Updates**

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

- Much time was spent on snow removal. The PWD has received a few negative comments but much praise for the job they did.
- Due to the weather, pole replacements are a little behind. Blake has contacted the softball coach and will work with him on scheduling the replacements around practice times.



- Ford moved to approve the purchase of (6) 8-ply tires for the 1-ton truck from Peerless for \$803.94. Etchison seconded, and the motion passed unanimously.
- D&A Truck Repair replaced the compressor for the air brakes on the trash truck for around \$1700. However, once the truck was put back to work, an emissions control error occurred preventing the truck from going faster than 10 mph. Therefore, the truck has been towed to Cummins, and they expect to be able to repair it for around \$1300. Meanwhile, the City is renting a trash truck from Nisly Brothers for \$250 per day.
- To install the street lights on Industrial Drive as Kyle Geffert requested would cost the City about \$3600 in materials. To date, Geffert has not turned in a signed consent to annexation.
- The distribution phase of the Water Project is complete, though Blake plans to review the punch list one last time.
- Blake informed the governing body about a situation that occurred behind 109 S. Kansas, resulting in a bill to Ryan Warden for work performed by the Public Works crew.

#### **Adopt Record Retention Policy**

Warden obtained approval from the auditor on the proposed record retention policy. Scott moved to adopt the Record Retention Policy and to place it in the Policies & Procedures Manual. Wright seconded, and the motion passed unanimously.

#### **Rick Jeschke, Aquatech Engineering: Approve Change Order on Distribution Phase**

Jeschke presented Change Order No. 1 on the Distribution Contract. Wright expressed concern about the changing of valve quantities and the timing of the change order. Jeschke also presented Change Order No. 1 on the Water Tower Contract to alter the amount of insurance required of the contractor. Scott moved and Wright seconded to approve Change Order No. 1 regarding the distribution phase. All voted in favor of the same. Then Wright moved to approve Change Order No. 1 regarding the Water Tower Contract. Scott seconded, and the motion passed unanimously.

#### **Consider Placing Advertisement for Pool Manager and Lifeguards**

Etchison moved and Wright seconded to advertise for pool manager and lifeguards in The Clarion and Hutchinson News. Motion carried.

#### **Consider Contractor's Application for Payment No. 8: \$129,145.43**

Scott moved and Wright seconded to approve payment of \$129,145.43 to APAC-Kansas, Inc., pending approval from USDA Rural Development. All members voted in favor of the same.

#### **Sign Contract with SJHL for Single Audit**

Due to the Water Project, the City spent over \$500,000 of Federal money in 2012, necessitating a federal audit, as Tom Finger of USDA Rural Development has confirmed. Warden presented the contract for the performance of a single audit to the Council, noting that the single audit procedures have already been performed. The minimum cost for SJHL's single audit is \$7,500. All members of the Council thought that was expensive. Mayor Alferts said he would like to see a detailed accounting of what is done for a single audit. Scott said a detailed invoice would be necessary. Due to these concerns, the Council did not sign the contract. Warden will advise the firm of the City's concerns.

#### **Jessica Hoskinson, EDD: Consider Resolution to Purchase Locally**

Hoskinson presented a resolution that would encourage the governing body to purchase locally unless doing so would be more than 10% above the cost of purchasing outside the City. Scott pointed out that the City already has a policy to purchase local (p. 15 in Policies & Procedures Mail), though it does not



designate a threshold. Scott appreciated the effort but felt that many variables could occur with adopting an actual percentage. The Mayor felt that adopting such a policy was somewhat of a slippery slope. The Council and staff listed several examples of the City's commitment to purchasing local: K-Cups from Haven Foodliner, police truck and the 2000 truck from Shep Chevrolet, a demolition job given to Vic Steffen though he was not the low bidder, City employees' bonuses distributed in the form of Haven Bucks, etc. Scott asked if Hoskinson had received information to the contrary because if so she would like to have dialogue with that individual / business. Though the Council did not adopt the proposed resolution, the Council assured Hoskinson they are in favor of purchasing locally and bolstering the local economy.

### **Executive Session**

At 8:15 PM, Wright moved that the Council recess into executive session pursuant to the non-elected personnel exception in order to discuss an officer's job performance with Chief Pell present, the open meeting to resume at 8:20 PM. Etchison seconded, and the motion passed with four "yes" votes. At 8:20 PM, normal session resumed with no action taken during executive session.

### **Minutes**

Minutes from the February 18, 2013, meeting were unanimously approved by motion from Scott and second from Etchison.

### **Accounts Payable**

Wright moved to pay the City's bills totaling \$61,547.48. Ford seconded, and the motion passed unanimously.

The Council was provided with a comparison of JUS receipts to funds deposited in utility funds for the month of February 2013.

### **Council Concerns**

The Council approved the donation of (2) family pool passes to Family Fun Night by way of motion from Scott and second from Ford.

Mayor Alferts mentioned he was contacted by Steve Wilbur associated with Mike Grbic Realty about rezoning 109 S. Kansas. Alferts will advise him to attend a Planning Commission meeting.

The governing body also expressed their desire for the City to shop around when it comes to insurance rates. Blake advised that it is probably too late to do so this year as preparing a commercial quote takes 60 – 90 days. Warden will calendar this for next year.

### **Adjournment**

At 8:33 PM, Etchison moved and Wright seconded for adjournment. The motion passed unanimously.

/s/

Mike H. Alferts, Mayor

Attest:

/s/

Leslie Warden, City Clerk