



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

Meeting: REGULAR

Date: June 17, 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: Adam Wright

Council Member: Don Etchison

Council Member: Paula Scott

Council Member: Daniel Loop

Absent: Les Banman

**Others: Allen Blake, , Steve Carmichael, Cheryl Savaiano, Joey Young, Roy Lanning, Jessica Hoskinson, Merritt Wright, Barney Kassman, Rob Pell, Jonathan Lawrence, Jack Parker, Rick Schoepf, Shauna Schoepf-Pearce, Debbie McGrane, Amy Kraft, Chris Scott, Tom Oxley, Charlie Wagner, Jan Nolde, Doug Nech, Larry Cupps, Cheryl Savaiano, John Mitchell, Jennifer Cox, Kevin Boese, Dave Chamberlain.**

**Additions to Agenda**

City Administrator, Allen Blake, requested to add “Approve Capital Improvement Plan” to the agenda.

**Public Comment**

Rick Schoepf, President of Shep Chevrolet, Inc., spoke about the newly formed Business Council, which he described as local businesses getting together to communicate. Schoepf said his goal with the Business Council was “to facilitate” and “to get more businesses engaged in the process.” At the previous meeting, Haven Steel’s projected expansion was discussed and businesses were encouraged to attend the Council meeting to show support for Haven Steel Products and emphasize the importance of resolving the matter.

Scott asked how it related to the Chamber and / or Haven Industries. Schoepf advised that it did not, but if it continued, he would see it appropriate for it to continue on as a sub-chapter of the Haven Chamber of Commerce. For now, it is just business people that have gotten together to talk.

**Jan Nolde, Swindoll, Janzen, Hawk & Loyd, LLC: 2012 Financial Statements**

Nolde presented the 2012 Financial Statements and audit report. Segregation of duties and financial statement reporting remain listed under significant deficiencies, though no new points were added. The City also underwent a Single Audit regarding the federal money spent on the Water Project. No cash-basis or statutory violations were reported.

Scott moved to approve the 2012 financial statements. Wright seconded, and the motion passed unanimously.

**PRIDE: Christmas Decorations**

Cheryl Savaiano appeared again with a request to purchase Christmas decorations for around \$2,500. City Clerk, Leslie Warden, advised that no money was budgeted for Christmas decorations in 2013, but there’s still time to put it in the 2014 budget.



Charlie Wagner requested the use of the pool and payment of the lifeguards for PRIDE's annual Picnic in the Park, scheduled to take place on August 18, 2013. Wright moved and Etchison seconded to approve. All members voted "yes."

**Jessica Hoskinson, EDD: Plan for Sign Funds in 2014**

Hoskinson presented a Memorandum from the Haven Sign Committee requesting that \$25,000 be placed in the budget for the purpose of purchasing Welcome / Gateway Signs as well as Interior Signs. It was noted that any sign designs would be subject to Council approval.

**Jessica Hoskinson, EDD: Update on Haven Steel Products**

Hoskinson presented a Cost Benefit Analysis of Haven Steel Products, wherein a request for the City to provide infrastructure improvements at an estimated \$78,596. Wright advised he would like to see something in writing saying that Haven Steel must create the 8 new positions they're predicting to provide and keep them filled for a certain period of time. Hoskinson referred to an agreement in the drafting stages at the EDC. Scott asked for a progress report from Haven Steel on the civil engineering. Because Haven Steel is now looking a different expansion option, there's no urgency to move the drainage. However, Hoskinson presented another memorandum proposing an agreement to create a line item in the City's budget to pay for the re-routing of drainage. This expenditure is estimated at \$97,025.

The Council was provided with a report from the City Clerk projecting how the Electric Fund would look at the end of the year. This report did not include any revenue or expenditures regarding the Haven Steel expansion. Warden noted that further unbudgeted expenditures would cut into the City's cash reserve, but spending the amount requested by EDC and Haven Steel would still allow the City to start 2014 with more cash than in 2011 or 2012. She remarked that opportunities / situations like this don't come along often, but of course, she would discourage a pattern of spending this way.

Scott asked if HSP had considered cost-sharing on the project. Those in attendance from HSP said they had not. Scott noted that she does want Haven Steel Products to stay in Haven but noted her dedication to fiscal accountability. She said that as caretakers of taxpayer funds, the Council should be sure to budget accordingly for incentives in the future and felt that it was important to have as much information as possible to make a proper decision and to answer taxpayers' questions intelligently.

Loop made a motion for the Council to go forward with a Letter of Intent to provide the following infrastructure improvements for HSP Expansion, including water line (hydrant) move / replacement south exposure, water line (hydrant) move / replacement north exposure, new transformer, electrical line relocation, not to exceed a cost of \$78,596. Etchison seconded, and the motion passed with four "yes" votes.

**Jessica Hoskinson, EDD: Proposed 2014 EDC Budget**

EDC requested the same amount of funds (\$34,000) as 2013. However, the proposal had no money budgeted for incentives for 2014. Mayor Alferts asked Hoskinson to take the budget back to the EDC and give budgeting for incentives some thought.

**Chief of Police Updates / Proposed 2014 PD Budget**

Chief Pell presented his proposal for his department's 2014 budget, totaling \$196,800, which is an increase of \$2,000 from 2013. The Council voiced no concerns about the budget request.

**Recreation Board: Proposed 2014 Budget**



The Recreation Board's 2014 budget request was distributed to governing body members. Mayor Alferts noted the new, more detailed budget form and invited the Council to require the same level of detail from each department. The Recreation Board's requested 2014 budget is \$31,701, which is a decrease of \$6,620 from 2013.

### **Executive Session**

At 8:20 PM, Scott moved that the Council recess into executive session pursuant to the non-elected personnel exception in order to discuss the Recreation Director's job performance with City Clerk, Leslie Warden, and Recreation Board members, the open meeting to resume at 8:50 PM. Etchison seconded, and the motion carried four to zero.

At 8:50 PM, Council resumed regular session with no action taken during executive session. Scott moved that the Council again recess into executive session pursuant to the same exception for the same discussion purposes, the open meeting to resume at 9:25 PM. Etchison seconded, and the motion passed unanimously.

At 9:25 PM, Council resumed regular session with no action taken during executive session. Scott moved that the Council again recess into executive session pursuant to the same exception for the same discussion purposes, the open meeting to resume at 9:45 PM. Etchison seconded, and the motion carried.

At 9:45 PM, regular session resumed with no action taken during executive session.

The remainder of the agenda was tabled to the next meeting.

### **Minutes**

Minutes from the June 3, 2013, meeting were unanimously approved with a motion from Wright and second from Etchison.

### **Accounts Payable**

Scott moved to pay bills totaling \$129,045.09. Wright seconded, and the motion passed unanimously. Then Scott moved to approve accounts payable to Adam Wright, totaling \$500. Etchison seconded, and the motion carried. Wright abstained from voting since the payable was to him.

### **Council Concerns**

None.

### **Adjournment**

At 9:50 PM, Etchison moved and Scott seconded for adjournment. The motion passed unanimously.

/S/  
Mike H. Alferts, Mayor

Attest:

/S/  
Leslie Warden, City Clerk