



MINUTE RECORD
Regular Council Meeting City of Haven

Meeting: REGULAR

Date: August 5, 2013

THE CITY COUNCIL MEETING IN REGULAR SESSION WAS CALLED TO ORDER AT 7:00 PM BY PAULA SCOTT, COUNCIL PRESIDENT, WITH THE FOLLOWING COUNCIL MEMBERS PRESENT:

Council Member: Adam Wright

Council Member: Don Etchison

Council Member: Les Banman

Council Member: Daniel Loop

Absent: Mayor Mike Alferts.

Others: Allen Blake, Rob Pell, Leslie Warden, Chuck Beth, Steve Carmichael, Charlene Schlickau, James Schlickau, Harland Priddle, Tom Oxley, Jessica Hoskinson, Ryan Warden, James Putnam, Joey Young, and Tony Troyer.

Charlene Schlickau, Sign Committee: Proposal for Gateway Signs

Schlickau distributed a report from the sign committee, noting their intention to implement new signage in three phases. Their first endeavor is to replace the Haven signs on K96. Schlickau and her husband presented the committee's design. The sign reads: "Welcome! HAVEN NEXT EXIT HOME OF THE WILDCATS." Priddle suggested revising the sign to say "NEXT TWO EXITS" and mentioned that the proposed size of the sign is 12X24, which is twice as large as what currently exists. KDOT's approval must be obtained, and there will be a permit fee for the same. Priddle thought the permit fee was \$250. Scott mentioned that there's \$8,000 budgeted for signs this year. Priddle said they didn't have a final cost yet, but the estimate is \$9,000 per sign. No further discussion took place on funding the project. Wright moved to approve the presented design. Etchison seconded. The motion carried with four "yes" votes.

Chuck Beth, SCKEDD: CDBG Application / Grant Administration Contract

Beth advised that City personnel did get the surveys out and had received 422 back so far. Once responses reach a trickle, phone calls and knocking will be next. Seeing that the Council had no additional questions about CDBG application process or the grant administration contract, Etchison moved for the City to enter into a grant administration contract with SCKEDD. Banman seconded, and the motion passed unanimously.

Jessica Hoskinson, EDD: Revised MOU re: Haven Steel Incentive

Hoskinson presented a revised MOU, adding a paragraph dictating what would happen if HSP did not uphold their end of the agreement and breaking down an incentive reimbursement policy. Wright moved and Etchison seconded to approve the agreement. All members voted in favor of the same.

James Putnam, Putnam Architecture, LLC: Proposed EMS Building

EMS Director, Tony Troyer, introduced James Putnam to the Council. Putnam and Troyer have been working on this project together (contract-less) for over a year now. Putnam presented a rough draft of his Preliminary Architecture Report (PAR), which outlines the need for a new EMS facility. Putnam indicated that most architects / engineers like to earn 7 – 10% of the total contract price of a project.



Since he is a one-man office, he generally hopes to earn 5% but has worked for less. Beth of SCKEDD advised the City would need to enter into a contract with Putnam prior to October to show “readiness,” which is a factor considered when evaluating possible grant recipients. Putnam will put something together for the Council to consider at their next meeting.

Troyer mentioned that the Spaghetti Spectacular was successful and allowed them raise a little over \$3,000. Warden advised she and Troyer thought it best to open a new Haven EMS Building Donation Fund account for this money so that it is separate from other City money.

Consider Purchase of Backhoe

Public Works Director, Allen Blake, asked the Council to consider purchasing a 1996 CASE 4WD backhoe from Equipment Link for \$26, 500. Water Superintendent, Dale Milleson, did get take a look at it and advised it was in good condition and would meet Haven’s needs. The 2013 budget reflects \$25,000 available for the purchase of a backhoe. However, in preparing the 2014 budget, there was an adjustment made in the Equipment Fund to allow for a purchase of up to \$27,500. Warden advised the money is there. Wright moved to approve the purchase. Etchison seconded, and the motion carried.

Discuss Water Tap Fees for Existing Businesses

The City’s water ordinance states that all residents that have access to water must be water customers, as mandated by USDA Rural Development to maintain funding. Currently, for new businesses and new home construction, water tap fees are waived. In the past, the City has charged customers a water tap fee equivalent to the City’s cost. However, the situation with many existing businesses along Industrial is quite different since the City is mandating they become water customers. Wright, Loop, and Banman all agreed they couldn’t see charging these existing businesses a water tap fee. Wright moved to waive tap fees for existing businesses. Banman seconded, and the motion carried four to zero.

Discuss Special Use Permit for 109 S. Kansas Avenue

All members were provided with a copy of a letter from City Attorney, Larry Bolton, regarding the special use permit for 109 S. Kansas Avenue. Owner Ryan Warden was in attendance. He advised that someone is living on the premises currently but it is within the scope of the permit as the living arrangement is temporary. Warden agreed he is not still using the building as a hunting lodge as originally proposed, which is why he came to the Planning Commission a second time to see if some modification needed to be made to his permit. At that time, he was told one could stay there temporarily but what is temporary was never defined other than “not permanent.”

Wright felt like the special use permit was poorly / incorrectly worded. Since the building is up for sale, he couldn’t see revoking the permit or citing Warden in violation particularly since the issue will have to be re-addressed when the building is sold. (Special use permits are not transferrable.) Loop agreed with Wright’s thoughts, noting that he “just as easily could have made this mistake.” Scott agreed it could be argued either way. Ultimately, the Council agreed to take no action on the special use permit.

CA / PWD Project Updates

Blake addressed the Council and provided the following updates:



- An updated version of the Emergency Water Supply plan was up for approval. It was noted that the revision date needs to be revised to reflect today's date. With that revision, Wright moved and Etchison seconded for approval of the plan. All members voted in favor of the same.
- The Haven Steel project is going well. Kenny's Electrical Co. has made a great deal of progress.
- There were a few power outages due to the recent storms.

Chief of Police Updates

Chief Pell provided the following updates:

- Mow letters continue to be issued.
- Regarding Ordinance 492, Chief Pell noted the ordinance is working, is in line with what other communities are doing, and recommended keeping it the same. For clarity, Scott suggested defining in terms of a number of days how long a shipping crate could sit on one's property. The Council suggested going with 30 days. Pell will present a revised ordinance at the next meeting.

Develop a Committee to Study Coordinating / Consolidating Recreation Department Efforts with USD 312

Scott advised that Mayor Alfors had visited with Superintendent Rick White about coordinating / consolidating recreation efforts with the school district. After brief discussion, Etchison motioned to move forward with this effort. Loop seconded, and the motion passed four to zero. No one was appointed to the committee at this time.

Accept Resignation of Jennifer Cox from Recreation Board

Etchison moved to accept the resignation of Jennifer Cox from the Recreation Board. Banman seconded, and the motion carried four to zero.

Appointments to Park Board

Banman moved to appoint Kylie Rush and Desirae Pina to the Park Board, each to serve two-year terms. Wright seconded, and the motion carried with four "yes" votes.

Reiteration of Council Policy regarding Council Members Contacting City Employees

Scott asked if anyone had discussion on the topic. Etchison asked for clarification. Scott advised that, "We only have authority when we're around the table as a group." No further discussion ensued.

Minutes

Minutes from the July 15, 2013, meeting were unanimously approved with a motion from Loop and second from Etchison.

Accounts Payable

Warden noted that the last check on the payables list is to Swindoll, Janzen, Hawk & Loyd, LLC and covers the work they recently did on the 2012 audit and 2014 budget preparation. Their detailed billing on the single audit portion was distributed to all members. Warden noted she will have to re-write the check because the single audit should be paid for with Water Project funds, not out of the General Fund. Etchison moved to approve the payment of bills totaling \$213,141.86. Banman seconded, and the motion carried unanimously.



Members were provided with a summary comparing funds deposited into utility funds versus payments posted to JUS for the month of July 2013.

Council Concerns

Wright asked when the Cupps' matter would be concluded. Blake advised the mediation was postponed again due to the judge's schedule. It has not been rescheduled yet.

Adjournment

At 8:40 PM, Scott moved and Wright seconded for adjournment. The motion passed unanimously.

/s/

Mike H. Alferts, Mayor

Attest:

/s/

Leslie Warden, City Clerk