



MINUTE RECORD
Regular Council Meeting City of Haven

Meeting: REGULAR

Date: January 6, 2014

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 Members: Adam Wright, Don Etchison, Dan Loop, Paula Scott.

Absent: Les Banman.

Others: Allen Blake, Rob Pell, Steve Carmichael, Leslie Warden, Chris Scott, and Joey Young.

No additions to agenda were made.

No one signed up to deliver public comment.

Chris Scott, Refuse & Recycling Superintendent: Consider Purchase of Roll-a-Wastes

Scott requested authorization to purchase 100 Roll-a-Wastes at \$62.45 a piece and estimated the shipping at \$500, for a total purchase of \$6,745. This purchase would get the Public Works department halfway through getting new trash containers to all residents. Scott estimated that there about 550 Poly-Karts in use throughout the City.

Wright moved and Etchison seconded to authorize the expenditure. All members voted in favor of the same.

Renew Employee Health / Dental Insurance with Blue Cross Blue Shield

Warden provided a handout showing the 2014 rates compared to the 2013 rates. She noted that health insurance rates went down by about 9.78% and the dental insurance rates went down by about 5%. She recommended keeping employee contributions to the insurance premiums as they are. Scott moved and Etchison seconded to renew health and dental insurance with Blue Cross Blue Shield. Motion passed unanimously.

Approve Mobile Home Park Operator's License for Hindman Trailer Court

City Administrator, Allen Blake, provided the governing body with a copy of the checklist of items needing improvement at Hindman Trailer Court. He met with a representative of HTC and said they have addressed all issues. Blake advised he could see nothing to bar renewal of the operator's license. Loop moved to issue Hindman Trailer Court a 2014 Mobile Home Park Operator's License. Scott seconded, and the motion passed with four "yes" votes.

Discuss Sick Leave Policy for Part-Time Appointed Personnel

Currently, the City has no policy on sick leave for part-time appointed personnel (i.e. Building Inspector and Treasurer). After a lengthy discussion with tangents such as AFLAC, FMLA, and what's done for other part-time employees, the Council finally agreed that if a part-time appointed person is unable to perform his or her duties in totality for even part of a month, then he or she should not receive pay for



said month. Basically, the situation is either all or none, and the City will not provide accommodated work for those with work restrictions. Blake will draw up a written policy reflecting the same for the Council to adopt.

Adopt Proposed Resolution to Waive GAAP for 2013 Financial Reporting

Scott moved to adopt Resolution 279, waiving GAAP for 2013 financial reporting. Loop seconded, and the motion passed unanimously.

Chief of Police Updates

Chief Pell provided the following updates:

- Pell provided an overview of 2013. He said the police department took on 90 cases this year. Ninety percent of those where the suspect was known were solved. Overall, the department had a 78% solvency rate.
- Members of the governing body were provided with a handout weighing the options for purchasing a new or used police vehicle in 2014. Haven Police Department has a rare opportunity to purchase a fully equipped 2009 Crown Victoria from the City of Nickerson (since they no longer have a police department) for \$16,000. For an additional \$500, Nickerson will throw in some other high dollar equipment Haven needs, including a light bar that retails for around \$2,000. Wright moved to authorize the purchase of the Crown Victoria and the additional equipment so long as the expenditure does not exceed \$17,000. Scott seconded, and the motion passed with four "yes" votes.

Review Participation in Neighborhood Revitalization Program

City Clerk, Leslie Warden, provided a handout showing that offering the Neighborhood Revitalization Program has cost the City less than \$2,000. Council members were glad to see the program being utilized and voiced their desire to continue participating.

CA / PWD Project Updates

Blake addressed the Council and provided the following updates:

- Treasurer, Gladys Dodds, wishes to resign as soon as a replacement can be found. The Council does wish to continue with a residency requirement for the position. The City will advertise the position.
- The Planning Commission will hold a public hearing on January 14, 2014, to rezone Larry Cupps' property to "Agricultural."
- Some critical issues with the trash truck must be taken care of in the next week. The City will likely rent a truck while it is repaired. Midwest Truck Center provided a rough estimate of \$1,200 for the repairs. Obviously, the City would need to pay truck rental fees as well. The consensus of the Council was to do what is necessary to keep trash service running.
- The treatment plan floor will likely be poured this week, weather permitting.

Discuss Handling of Building Permits

(An executive session was not held on this matter or the job performance of the building inspector as the agenda shows.) City Administrator, Allen Blake, advised that since Building Inspector Sandy Wright has been laid up, the primary processing of building permits has been handled in the City Office, and it has worked out quite a bit better. Blake visited with Wright about continuing to handle permits this



way, and she was open to that. Basically, Blake would handle building permits and inspections during normal business hours. Wright would handle inspections on the weekends and after-hours.

Mayor Alferts asked what the change is. Blake said that in the past Wright handled everything with building permits – processing, issuing, and inspecting. Now she would merely be responsible for inspections on the weekends and after-hours.

Alferts asked Blake to rate Sandy's workload with this new method if it were a "10" before. Blake rated it at a "5," causing Alferts to question whether her compensation should be adjusted.

Wright and Blake will track their workload on building permits for the next month or two.

Approve Appointments

Wright moved and Etchison seconded to appoint Christopher Scott to the Recreation Board to serve another 2-year term. Three members voted "yes." Paula Scott abstained from voting.

Then Wright moved and Scott seconded to appoint Stephanie Carlson to the Tree Board to serve another 3-year term. Motion carried.

Accept Resignation of Eric Williams from Recreation Board

Scott moved to accept the resignation of Eric Williams from the Recreation Board. Etchison seconded, and the motion passed four to zero.

Discuss Status of Haven Steel Products, Inc.'s Lawsuit

A copy of an email from Haven Steel's attorney to the City's attorney was provided to the governing body, wherein Haven Steel's attorney basically says that the drainage memorandum of understanding solves nothing. No action was taken by the governing body. The Economic Development Committee will continue to study the drainage issue regardless of the MOU.

119 N. Kansas

The owners of 119 N. Kansas have requested an extension to March 28 to take care of the dilapidating structure south of the Library. Blake will send them a letter providing them the requested time to complete the demolition by no later than March 28. Otherwise, the City will begin condemnation proceedings.

Mayor Alferts inquired about a shoddy mobile home along Haven Buhler Road. Blake advised that nothing had been done about that yet, and that, without a Property Maintenance Code, it is significantly harder to handle such matters. Mayor Alferts would like to have the Council go on a drive through town and also revisit adoption of the Property Maintenance Code come spring.

Adopt Resolution(s) / Ordinance regarding Wage Increases

A resolution and ordinance were proposed to implement the 2% cost of living raise to all employees. Wright moved to adopt Resolution 280. Loop seconded, and the motion passed unanimously. Then Scott moved to adopt Ordinance 626. Wright seconded, and the motion passed four to zero.

Minutes



Minutes from the December 16, 2013, meeting were unanimously approved with a motion from Scott and second from Etchison.

Accounts Payable

Scott moved to pay bills totaling \$271,308.92. Etchison seconded, and the motion passed unanimously.

Members were provided with a comparison of to-date expenditures versus budgeted expenditures by fund for the month of December.

Council Concerns

City Clerk, Leslie Warden, asked if the Council wished to change the City's membership level in the Chamber of Commerce. By way of consensus, the membership will remain at the same level --- \$50.

Warden also presented a second revised edition of the Community Building Usage Agreement. Two new changes were proposed: striking "Priority will be given to paying renters" and striking the word "weekday." Etchison voted to approve the changes. Wright seconded, and the motion passed unanimously.

Adjournment

At 8:05, Etchison moved and Scott seconded for adjournment. The motion passed unanimously.

/s/

Mike H. Alferts, Mayor

Attest:

/s/

Leslie Warden, City Clerk