



MINUTE RECORD
Regular Council Meeting City of Haven

Meeting: REGULAR

Date: April 21, 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: Don Etchison, Dan Loop, Paula Scott, Les Banman and Adam Wright.

Others: Allen Blake, Rob Pell, Leslie Warden, Joey Young, Leon Fournier, Sid Arpin, Mark Robinson, and Steve Carmichael.

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

Scot Loyd, SJHL, LLC: Presentation of 2013 Financial Statements / Audit Findings

Scot Loyd of Swindoll, Janzen, Hawk & Loyd, LLC presented the 2013 financial statements and audit findings. Loyd noted the two remaining “significant deficiencies” on the Communication Letter: segregation of duties and financial statement reporting. The first deficiency, according to Loyd, is a difficult condition to remove for small towns with only one or two people in the office; however, he shared creative solutions that other small towns have used to improve checks and balances. The second deficiency is one small step away from being removed; the City merely needs to adopt a policy stating that the annual financial statement will be reviewed prior to being subjected to audit. The City Clerk and Jan Nolde of SJHL, LLC have been communicating about the same.

Following Loyd’s presentation, Wright moved and Scott seconded to accept the 2013 Financial Statements and Communication Letter as presented. All members voted in favor of the same.

Consider Bids for Street Repairs

The following street repairs were put out for bids:

Repaving Emporia from 1st to 5th, Sedgwick from Main to 5th, Reno from 1st to 5th and Repairing the corners at Reno & Main.

The following three bids were received:

Holland Paving \$333,760.00

APAC \$187,893.23

Jeff Sandberg \$231,000.00

Wright moved to accept the low bid from APAC on the work but to revise the repair at 2nd & Reno to be comprised completely of concrete so long as the repairs stayed under the budget of \$200,000. Banman seconded, and the motion carried unanimously.

Executive Session

At 7:46 PM, Wright moved and Scott seconded for the Council to recess into executive session pursuant to the acquisition of real estate exception in order to discuss 119 N. Kansas Avenue, with City Administrator, Allen Blake, present, the open meeting to resume at 7:51 PM. Motion carried.

At 7:53 PM, regular session resumed with no action taken.



Executive Session

Then Etchison moved and Banman seconded to recess into executive session pursuant to the non-elected personnel exception in order to review applications for pool staff with Pool Manager, Mark Robinson, and City Clerk, Leslie Warden, present, the open meeting to resume at 7:58 PM. All members voted in favor of the same.

At 7:58 PM, regular session resumed with no action taken during executive session.

Scott moved to offer the Assistant Pool Manager position to Haley Kuhn at \$46.35 per day. Wright seconded, and the motion carried though Loop abstained from voting.

Chief of Police Updates

Chief Pell provided the following updates:

- Officer Rush and Chief Pell attended a Life Skills training session and plan to teach the class to the sixth grade class next year. (Life Skills is similar to the DARE program.)
- Scott moved and Etchison seconded to approve an \$800 purchase of a bulletproof vest for recently hired, Officer Brian Salmans. Motion passed unanimously.
- Chief Pell will be at training next Monday through Thursday.

City Administrator / Public Works Director Updates

Blake presented the following updates:

- Pioneer Park still lacks a groundskeeper. A Help Wanted ad continues to run. The Council suggested that any contractor applying for the position should carry at least \$100,000 in liability insurance.
- Payment Application No. 5 from Walters Morgan for \$212,310 was presented. Etchison moved to approve payment pending approval from USDA Rural Development. Wright seconded, and the motion carried.
- Blake requested authorization to purchase 100 folding chairs, 2 chair racks, and 6 folding tables for the Community building as well as 20 folding chairs for the City Council room. This would cost \$3,735.71, which is well under the \$4700 budgeted. The Park board has given their okay for the expenditure so long as the Community Building chairs are gray. Banman moved and Etchison seconded to approve the expenditure. All members voted in favor of the same. The old chairs and chair racks will be sold by sealed bid.

Choose Recipients for City of Haven Scholarships (2)

Of the four applicants for the (2) \$500 City of Haven scholarships, only two individuals actually reside in the City. Thus, Scott moved to award the scholarships to Hannah Carter and Kayla England. Loop seconded, and all members voted in favor of the same.

Auction of Equipment at 401 E. 1st

City Administrator, Allen Blake, shared with the City Council a letter City Attorney, Larry Bolton, penned to Allegiance Communications regarding their equipment that remains at 401 E. 1st, as a result of a lease, which has been terminated. Utilizing the City Attorney's guidance, City Administrator, Allen Blake, and City Clerk, Leslie Warden, will send a second demand letter to Allegiance. If there's no response, the City will then sell the equipment through an advertised auction.



Discuss Recreation Board Position

As the liaison to the Recreation Board, Mayor Alferts presented a request to add a paid Treasurer / Secretary (\$150 per month) to the Recreation Board to lighten the Recreation Director's paperwork load and to help improve organization. Recreation Director, Merritt Wright, spoke in favor of the addition as did City Clerk, Leslie Warden. Ultimately, Banman moved and Wright seconded to approve the paid position. The motion carried, though Scott voted "nay."

Sid Arpin, BG Consultants: KDOT Safe Routes to School Program

Arpin provided information about the Kansas Department of Transportation's Safe Routes To School (SRTS) Program. The most recent grant applications just came out, but the deadline to apply is July 18, 2014. Arpin explained that there are two phases to the program. One must first apply for a grant to fund an engineering study. Then once the study is complete, one would apply for phase 2 to fund actual improvements. All members seemed in agreement that the City should pursue grant funds. It was agreed that City Administrator, Allen Blake, will carry the ball on this.

Accounts Payable

Scott moved to pay bills, totaling \$145,607.71. Loop seconded, and the motion carried.

Members were provided with a summary of receipts and disbursements for the month of March 2014 and a comparison of to-date expenditures versus the year's budgeted expenditures for the month of March 2014.

Minutes

Banman moved and Etchison seconded to approve minutes from the April 7, 2014, meeting. Motion carried.

Council Concerns

None.

Adjournment

At 8:55 PM, Etchison moved and Loop seconded for adjournment. The motion passed unanimously.

/s/
Mike H. Alferts, Mayor
Attest:

/s/
Leslie Warden, City Clerk