



MINUTE RECORD
Regular Council Meeting City of Haven

Meeting: REGULAR

Date: October 20, 2014

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

Council Members: Don Etchison, Jeff Stringer, Adam Wright, and Les Banman.

Absent: None.

Others: Allen Blake, Leslie Atherton, Joey Young, Rob Pell, Jessica Hoskinson, Carl Myers, John Mitchell, Gayl Stucky, Al Stucky, Don Huston, Ann Chesnut, Andrea Williams, Cole Rush.

The meeting was opened with the flag salute. Mayor Scott followed with the moment to honor military service men and women.

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

Minutes

Minutes of the October 6, 2014, meeting were unanimously approved after motion from Wright and second from Etchison. Motion carried four to zero.

Accounts Payable

Banman moved to pay bills, totaling \$594,447.86. Stringer seconded, and the motion passed unanimously.

Council Photo

Tabled.

At this time, Mayor Scott announced Loop would not be in attendance and advised her that he intends to resign.

Tony Troyer, EMS Director: EMS Fundraiser

Troyer was unable to attend. Mayor Scott shared with the governing body that Journey at Yoder church has announced that they will donate a portion of their annual Turkey Dinner proceeds to the Haven EMS Building Project. The dinner will take place on November 1st from 11:00 am to 6:30 pm.

Consider Sidewalk Project Extensions / Exceptions

Al Stucky, 310 N. Kansas

Gayl Stucky, Al's son, addressed the governing body. Stucky said the issue is that the sidewalk heading north does not connect to a neighbor's sidewalk and therefore does not go anywhere. Council member Stringer advised that Stucky is happy to pay for the sidewalk up to the driveway but is not interested in re-installing a sidewalk that doesn't lead anywhere. Further discussion led to the conclusion that the sidewalk actually does connect on the north and south sides. In light of this, consensus of the Council was that the need to perform said repairs remains intact.

Approved 11-03-2014.



James Schlickau, 101 S. Kansas

Staff provided photographs of the sidewalk abutting the building at 101 S. Kansas Avenue. The sidewalk has settled due to a foundation issue with the building. Schlickau contends the foundation should be repaired prior to the sidewalk being repaired or else repairing the sidewalk is wasteful. Wright suggested giving him two weeks to submit paperwork that he has engaged a contractor to perform the needed foundation repairs. Council members agreed this would be an acceptable approach.

Don Huston, 110 N. Emporia

Huston advised a year or two ago he skim-coated his then-cracked sidewalk to keep it safe. However, underneath that skim-coat, those panels are as deficient as those marked in need of repairs by the City. Ultimately, Huston suggested running the sidewalk up to the lip of the curb on the north side of his property. The governing body agreed this was a good solution.

John Mitchell

Mitchell wanted to go on record that he does not want City vehicles driving on the sidewalk in front of his store on Kansas Avenue since the City is going to hold him responsible for repairs. Mitchell also questioned the use of the word "engage" in the Notice of Intent and said it may send the message to a property owner that it is too late to begin the process of obtaining bids or embarking on repairs.

Consider Incremental Utility Rate Increases (Resolution 285)

Incremental utility rate increases were proposed for the water and sewer utilities. This item was tabled to wait for information on the electrical utility rates.

Jessica Hoskinson, Economic Development Director Memorandum of Understanding with Dollar General

Wright moved to approve the revised MOU with Dollar General / GBT Realty as presented by Hoskinson. Etchison seconded, and all members voted in favor of the same.

Website Proposal

Hoskinson presented two reasons upgrading the website is important. First of all, upgrading would increase the visual appeal and user friendliness of the website. Secondly, the current administrator of the website is City Administrator, Allen Blake, who is planning to leave the City in July of 2015. Because website maintenance will fall to someone else, ease of use will become increasingly important.

Bids were presented from iGov, CivicPlus, and The Clarion; iGov was the lowest bid. Hoskinson showed the Council an example of iGov's work in comparison to the City's current website.

In 2014, the City has \$4,000 budgeted under the EDC's marketing budget within the General Fund. Wright moved and Etchison seconded to proceed with website proposal from iGov. All four members voted in favor of the same.

Cost Benefit Analysis

Hoskinson presented a handout detailing the history of the creation / use of the Cost Benefit Analysis tool. She also provided a table revealing the results of incentives offered to Shep Chevrolet and Haven Steel Products. Next, she outlined current vs. restricted use of the CBA as well as examples of each. Finally, she asked the Council for guidance as to how the EDC should proceed with utilization of the CBA tool. Specifically, should the EDC follow the current model or move to a more restricted use? Wright commented that some feel that the cost benefit analysis is skewed towards new businesses, but existing businesses seeking to expand are also candidates for incentives. Mayor Scott pointed out that two of the three businesses that have been awarded incentives were existing businesses.

Approved 11-03-2014.



Emphasis was given to the fact that the Cost Benefit Analysis is merely an analysis and not a guarantee of an incentive. Ultimately, incentives are always subject to Council approval.

Etchison moved for the EDC to continue to use the CBA as they have been. Stringer seconded, and the motion passed with four "yes" votes.

Travel Expenses

Black Hills Energy has awarded a scholarship to Jessica Hoskinson to attend a regional economic development training in Cedar Falls, IA April 19-23. She requested the City pay her travel expense. Scott suggested she return to the November 3rd meeting with a plan of how the EDC's 2015 budget will cover those.

Consider Vogts-Parga Change Order on Sidewalks

City Administrator, Allen Blake, presented Vogts-Parga's change order on the sidewalk project, totaling \$581. The work has already been done. Blake noted that these are items that should have been noticed by the contractor at the time of bidding but were done to make the ADA ramps compliant. Banman moved to approve payment of the change order. Etchison seconded, and the motion passed three to one. Wright voted "nay."

Consider Willie Burger LLC's Application for Occupancy Permit

Wright moved and Banman seconded to issue an Occupancy Permit to Willie Burger LLC, following the Clerk's certification of the business's completed application, proof of liquor license, and receipt of payment.

City Administrator / Public Works Director Project Updates: Water Project, Paving Project

Allen Blake presented the following:

- Water treatment plant is up and running.
- Dollar General will submit a request for extension of City services as soon as they close on the property they're purchasing from the Showalter Estate.
- Letters are going out to all of the City's trash customers to make them aware of the transition to Nisly Brothers, Inc.

Chief of Police Updates

Chief Pell reported the following:

- Officer Salmans will graduate November 14.
- Chief Pell is heading up the committee to establish an Emergency Preparedness Plan for the City.
- The Halloween parade will occur on Thursday, October 30, since school is out on October 31.

Council Concerns

A repairman is scheduled to be here tomorrow to work on the street sweeper. Banman expressed his desire to see bids to grade and mill the ball diamond road.

Break

At 8:47PM, Council recessed for a break.

Executive Session

At 8:55 PM, Wright moved and Etchison seconded that the Council recess into executive session pursuant to the non-elected personnel exception in order to discuss job performance / job satisfaction individually with Utility Clerk, Andrea Williams, and Police Officer, Cole Rush, the open meeting to resume at 9:25 PM. Motion carried.

At 9:25 PM, regular session resumed with no action taken during executive session.



Moving Forward

Summary of Information Gathering

Mayor Scott provided a summary of the information she gathered for restructuring.

Overall Observations:

- Police stays as its own department, no combination of other duties.
- Haven seems to be generally understaffed, especially with Public Works and clerical support.
- Most Public Works departments have a good 'on call' system for evening / weekends, with some level of training, even if just at diagnostic level.
- Finding a City Administrator may likely require additional salary than presently budgeted.
- One business suggestion was to partner with another City for part-time City Administrator.
- One business suggested separation of CA and PW.

Observations of Cities with a City Administrator:

- The City Administrator is responsible for all functions of the City and is primary contact between mayor / council and City.
- The City still generally needs a Public Works Supervisor, and that department needs the most time and attention.
- City Clerk has fewer responsibilities with fewer office clerical staff.
- The City Administrator is generally more active in priority planning and initiating projects.
- Those Cities have made management a priority (vs. supervision) and pay salary to support the expertise.
- No Cities with a City Manager would change their current structure unless it was fiscally necessary.

Observations of Cities with NO City Administrator:

- The City Clerk has much greater responsibilities, including more administrative duties.
- This is compensated for by hiring more clerical staff.
- Those Cities still have a working PW supervisor.
- They rely on close teamwork between the City Clerk and Public Works Supervisor.
- They use their Mayors in an active role with HR duties, administrative functions such as liaison work.
- One City stated they would rather have a City Administrator if the funding was allowed.
- It takes a close department head team to work together.
- The key to success is a strong, active Mayor and supportive Council.
- Cross training is essential.
- Generally, they have more fiscal flexibility in managing staff and salaries.

The goal is to discuss options and establish criteria for evaluating those options at the November 3rd meeting.

Agenda Planning – Items for November 3

Posted items were reviewed. None added at this time.

Adjournment

At 9:45 PM, Etchison moved and Banman seconded for adjournment. The motion passed unanimously.

/s/

Paula J. Scott, Mayor

Attest:

/s/

Leslie Atherton, City Clerk