



MINUTE RECORD
Regular Council Meeting City of Haven

Meeting: REGULAR

Date: November 3, 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, Adam Strunk, Leslie Atherton, Rob Pell, Jessica Hoskinson, John Mitchell, Don Huston, Chris Gingerich, Andrea Williams, Steve Carmichael.

The meeting was opened with the flag salute. Mayor Scott announced a breakfast for Veterans that will take place next Tuesday at the high school in honor of Veterans' Day. She followed with the moment to honor military service men and women.

No additions were made to the agenda.

Public Comment

Don Huston of 110 N. Emporia Avenue addressed the Council regarding tree limbs in lines. Last year he asked that a work order be made to trim the tree limbs behind his daughter's house. After a drive around town he came to the conclusion that there are more tree limbs in the power lines than have been in fifty years. He emphasized that the electric distribution system is the lifeblood of the City.

He suggested driving by numerous, specific locations, a list he would later share with the Clerk for distribution to the governing body. In conclusion, he commented that if the City has an ice storm, three-fourths of the City will lose power, they'll be out for at least a week, and it will cost a quarter of a million to get it fixed.

Mayor Scott thanked him for his comments.

Minutes

Minutes of the October 20, 2014, meeting were unanimously approved after motion from Stringer and second from Etchison. Motion carried.

Accounts Payable

Banman moved to pay bills, totaling \$52,415.63. Stringer seconded, and the motion carried four to zero.

John Mitchell: Complaints About Sidewalks (Sponsored by Council Member, Adam Wright)

Mitchell asked to continue his question about whether or not the City should have the ability / right to drive on the sidewalks on his property. Last week Public Works drove on his lot with the skid steer, which left ruts and marks. Mitchell said the workers drive on sidewalks and property merely for convenience reasons, and if the City continues to do that, he should not be held responsible for repairs to the sidewalks. He asked specifically for the City's position on the matter.

The skid steers were used to remove picnic tables, which were on the vacant lot from the Fall Festival. When asked, Mitchell said he did not give permission for them to go there. Etchison asked if he preferred they not be

Approved 11-17-2014.



placed there, and Mitchell said he didn't care that they were there. He just wanted them removed and the area returned to the condition it was found in.

Council member Stringer advised the City has an easement there so Public Works employees are going to drive there. Wright said he didn't think the Public Works crew should drive on Mitchell's sidewalk. Blake advised he wasn't going to promise that but commented that the City didn't need to put picnic tables there. Stringer advised he did not think the City should place picnic tables on Mitchell's property anymore. Mayor Scott asked that that be recorded in the minutes so that nothing is placed on Mitchell's property for future events.

Mitchell said he is going to leave it open that any damages found after City vehicles have traveled on his sidewalk are the responsibility of the City.

Consider R.E. Pedrotti Company, Inc.'s Pay App. No. 4: \$900.00

Etchison moved to approve payment of said Pay App, pending approval by USDA Rural Development. Banman seconded, and the motion passed four to zero.

Accept Resignation of Council Member Daniel Loop

Mayor Scott read aloud Loop's letter of resignation. Then Wright moved and Etchison seconded to accept the resignation. All members voted in favor of the same. A letter of appreciation was available for the signatures of the governing body members.

Accept Bid for Dollar General's Electric Extension

Dollar General is now under construction. They are providing the contractor to do the water main extension and that contractor has been approved by KDHE.

However, the City will be responsible for the extension of electric. Bids for a pad mounted transformer came in as follows: Kenny's Electrical Company at \$87,103 and Kilian Power, LLC at \$45,800. Kilian Power, LLC also bid \$38,250 for a pole mounted transformer. Etchison moved to accept the low bid of \$38,250 from Kilian. Stringer seconded, and the motion carried four to zero.

Jessica Hoskinson, Economic Development Director: Approve Payment of Travel Expenses

Hoskinson began by clarifying that the upcoming Heartland Economic Course she would like to take is actually set for Missouri, not Iowa, as she had originally indicated. This decreases the proposed travel expenses by \$500. Hoskinson now estimates her travel expense would run around \$680. She suggested taking the funds from the hospitality line item under the Economic Development Committee's 2015 budget. Banman moved to approve the travel expense; Wright seconded. Motion carried.

Discuss Holiday Issues -- Work Schedule and Bonus

Consensus of the department heads was to have December 25th and 26th off rather than Christmas Eve. Wright moved to approve December 26th as a holiday. Banman seconded and all members voted in favor of the same.

Banman moved to issue \$300 Christmas bonuses to full-time employees and \$50 Christmas bonuses to part-time employees, including part-time police officers, to be issued on December 1st. Etchison seconded, and all members voted in favor of the same.

Consider Interconnection Policy

This policy is similar to that in place at City of Winfield. It applies to parallel installation and operation of customer-owned renewable energy electric generating facilities. Basically, if the customer generates more than they use, the City pays them the wholesale price for the additional power generated and they pay the City the minimum. If they use more than they generate, they're billed only for that amount.



Wright moved and Stringer seconded to adopt Ordinance 637, adopting by reference Interconnection Standards. All members voted in favor of the same.

Consider Replacing Damaged Guard Rail at 5th and Hutchinson

Public Works Director, Allen Blake, presented photos of a damaged guard rail at 5th and Hutchinson. Stringer moved to authorize repairs totaling \$973. Etchison seconded and the motion carried.

Update on Sidewalk Project

Starting this week, Blake will mark the sidewalk panels that are still in need of repairs with red spray paint. This will indicate to the sidewalk repair bidders the scope of the project.

In reference to the discussion at the previous meeting about the sidewalk at 101 S. Kansas Avenue, Blake advised that Mr. Schlickau contacted him to say he has been unable to obtain bids for the foundation repairs and the City should go ahead with sidewalk repairs.

The goal is to present bids for final sidewalk repairs at the first meeting in December.

Executive Session

Etchison moved that the governing body recess into executive session pursuant to the non-elected personnel exception in order to discuss job performance of the City janitor with City Administrator, Allen Blake, present, the open meeting to resume at 8:00PM. Wright seconded, and the motion carried to.

At 8:00 PM, regular session resumed with no action taken during executive session.

City Administrator / Public Works Director Project Updates: Ball Diamond road, Paving Project

Allen Blake presented the following:

- The City has been awarded a \$15,000 Stage 1 grant from Safe Routes To Schools.
- Ball diamond paving project: Loehr obtained a bid from Packebush for \$4,900 to improve the road. This item is not in the City's 2014 budget.
- Tree trimming was discussed, and the need for tree trimming was acknowledged.
- Street sweeper: Company sent out a technician to look at it, and the company is saying the repair is a much bigger project than originally thought. Blake will look into what the new estimate for repairs is.

Chief of Police Updates

Chief Pell reported the following:

- Officer Salmans will graduate next Friday, November 14th at 11:30.
- Halloween was incident-free.

Council Concerns

Stringer asked to have the list of tree trimming needs sent to him. The City Clerk advised she would send the list to all governing body members.

Break

At 8:10 PM, Council recessed for a five minute break.

Executive Session

At 8:15 PM, Wright moved that the Council recess into executive session pursuant to the non-elected personnel exception in order to discuss job performance / job satisfaction with EMT, Chris Gingerich, the open meeting to resume at 8:30PM. Etchison seconded, and the motion passed unanimously.

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At 8:30 PM, regular session resumed with no action taken during executive session.

Criteria / Options

Mayor Scott provided a handout entitled "Draft Matrix Elements." She began going through the document by noting that the options listed are high-level options, meaning details of each are not known / set in stone.

The criteria listed and defined were:

1. Cost neutral or expense savings. (Cost)
2. Clear lines of authority / accountability / task. (Clear lines)
3. Ability to execute. (Execution)
4. Maximizes use of staff and talent. (Staff)
5. Community benefit. (Community)

Five options were listed as a starting point, and they were as follows:

1. Replace City Administrator / Public Works Director position as is.
2. Hire CA to administer and supervise all City departments; designate one existing PW staff as lead worker.
3. Hire CA for administrative functions and supervise City Clerk / office operations; promote a current PW staff to working supervisor; hire replacement PW position.
4. Do not replace CA position. Reassign administrative functions to City Clerk and Chief of Police with equitable administrative tasks. Recruit a PW supervisor position (open to both internal and external candidates).
5. Do not replace CA position. Number 4, except promote a current PW staff to Supervisor; hire replacement PW position.

Mayor Scott also suggested the following additional considerations:

- Unintended consequences of each option, if any.
- If consultants for administration and PW could be found and used.
- How much formal training would be needed for existing staff in any option.
- What time and money the Council would be willing to provide for the same.
- Biggest need for the City at this time.

She also reminded the Council that the criteria and options are still open for tweaking and editing, that this information was provided as a starting point.

Agenda Planning – Items for November 17

Mayor Scott noted that due to the upcoming KOMA / KORA training and EMS Building issue, the November 17th agenda is full.

Adjournment

At 9:00PM, Stringer moved and Etchison seconded for adjournment. The motion passed unanimously.

/s/
Paula J. Scott, Mayor

Attest:

/s/
Leslie Atherton, City Clerk