



**MINUTE RECORD**  
**Regular Council Meeting City of Haven**

Meeting: REGULAR

Date: December 1, 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:** Jeff Stringer, Adam Wright, and Les Banman.

**Absent:** Don Etchison.

**Others:** Allen Blake, Adam Strunk, Leslie Atherton, Andrea Williams, Rob Pell, John Loehr, Delon Martens, Mark Chesney, Shauna Schoepf-Pearce.

The meeting was opened with the flag salute and followed with the moment to honor those who have served in the military.

Mayor Scott asked to add approval of the Strategic Direction document to the agenda.

**PART 1: REGULAR BUSINESS**

**Minutes**

Minutes of the November 17, 2014, meeting were unanimously approved after motion from Stringer and second from Banman. Motion carried.

**Accounts Payable**

Banman moved to pay bills, totaling \$51,805.22. Wright seconded, and the motion carried.

Members were provided with a comparison of money deposited into the utility funds compared to payments posted to the Jayhawk Utility Suite for the month of November. They were also provided with a Summary of Cash Receipts, Cash Disbursements, and Unencumbered Cash for the Month Ended, November 30, 2014, and a comparison of year-to-date expenditures through November 30, 2014, to budgeted expenditures.

**Park Board: Authorize Expenditure for Plaque Honoring Paul Moore**

Delon Martens, Chairperson of the Park Board, requested authorization of an expenditure of \$745 to purchase a plaque honoring Paul Moore. Members were provided with a prototype of the proposed plaque as well as a copy of the estimate. The plaque will be affixed to the large boulder that was recently moved in to Pioneer Park. Wright moved to approve the expenditure. Banman seconded, and all three members voted "yes."

**Consider Purchase of Traffic Signs**

John Loehr, Superintendent of Streets, presented to the Council two bids for City traffic signs. The bid for \$10,609 from Econosigns did not include everything needed. However, the quote from Lowen for \$8,476.95 included everything needed and was much lower. Loehr also requested authorization to purchase a bundle of one hundred 14' green U-posts at a total of \$3,550 from Lowen. Stringer moved to approve a purchase of \$12,026.95 from Lowen Signs for signs and u-posts. Banman seconded, and all members voted in favor of the same.

Approved 12-15-2014.



#### **Approve / Sign 2014 Single Audit Contract with Swindoll, Janzen, Hawk & Loyd, LLC**

City Clerk, Leslie Atherton, presented the contract for \$7,500 from Swindoll, Janzen, Hawk & Loyd, LLC for a single audit of the 2014 expenditures related to the Water Project. She noted that the single audit is a requirement because of the type of funding used for the Water Project. Banman moved and Wright seconded to approve the contract. All members voted in favor of the same, and the contract was signed by all governing body members present.

#### **Consider Estimate for Street Sweeper Repair**

Sellers Equipment originally estimated \$1,800 to repair the street sweeper. After looking at it further, the estimate was increased to \$3037.60, including time in job, parts, and trucking to and from the shop. Council weighed repairing the street sweeper to contracting the street sweeping out. Sweeping the streets once costs roughly \$2,500 - \$3,000. Banman and Stringer expressed their distaste with continuing to pour money into the street sweeper but Banman thought maybe the City should repair it one more time. Wright moved to approve the expenditure for repairs. Stringer seconded, and the motion passed unanimously.

#### **Appointment to Fill Council Vacancy**

Mayor Scott appointed Shauna Schoepf-Pearce to fill the council vacancy with a term expiring in 2017 and asked for the confirmation of the Council. Schoepf-Pearce introduced herself and expressed her motives for serving on the governing body. Banman moved and Wright seconded to confirm the appointment. Motion carried three to zero.

Banman moved to add the Strategic Direction document to the agenda. Wright seconded, and the motion passed with three "yes" votes.

#### **Approve Strategic Direction of City**

The strategic direction document dated November 20, 2014, was provided to the governing body. Wright moved to approve the Strategic Direction document. Banman seconded, and the motion passed unanimously.

#### **City Administrator / Public Works Director Updates**

City Administrator / Public Works Director, Allen Blake, presented the following updates to the Council:

- Public Works spent 71 man hours trimming trees.
- KDHE inspected the Water Project and gave their approval.
- Dollar General is pouring a concrete floor and has started on plumbing. Their projection is to have the store up in 60 days.
- Mayor Scott and Blake met with Phillip Fishburn of KMAP to discuss an Operator's Manual for the Water System.
- Requirements for the sales tax ordinance were passed along to the City Attorney.

#### **Chief of Police Updates**

Chief Pell presented the following updates:

- Officer Salmans has begun working alone periodically.
- Work continues on the Emergency Readiness Plan with hopes to have it ready by February and presentable by March.

#### **Council Concerns**

Stringer asked for a progress report on tree trimming.

#### **BREAK**

No break was taken as none felt it necessary.



## PART 2: PLANNING

### **Discuss Administrative Structuring Related to the Cost Criteria**

Mayor Scott went over the general timeline for making decisions regarding administrative structuring. The Cost criterion was discussed openly for each of the five options. Mayor Scott rated the "Replace As Is" option at a 2 for cost. (In the case of this criterion, a rating of 1 means it will cost the most and rating of 5 meaning it will cost the least.)

Mayor Scott rated Option 2, hiring a City Administrator to oversee everything, at 1 because two salaries would be necessary to execute this option.

Option 3, modified administrator option, was also rated at 1 because it would involve 1 salary, 1 upgrade, and 1 replacement.

Option 4, having no City Administrator and dividing the CA duties between the City Clerk and Chief of Police and hiring a Public Works Supervisor was rated at a 4 by Mayor Scott. She said she thought this option would be cost neutral because it would require two upgrades and one additional salary.

Option 5, a slight variation of Option 4, was rated at 5 because it provided the most cost savings.

### **Executive Session:**

Wright moved that the governing body recess into executive session pursuant to the non-elected personnel exception in order to discuss the job performance of the following employees: Allen Blake, Andrea Williams, Brian Salmans, Chad Swartz, Chris Scott, Cole Rush, John Loehr, Leslie Atherton, and Rob Pell, related to administrative structuring, the open meeting to resume at 8:25 PM. Banman seconded, and the motion carried.

Regular session resumed at 8:25 PM with no action taken during executive session.

### **Agenda Planning – Items for December 15**

Nothing was added.

### **Adjournment**

At 8:27 PM, Wright moved and Banman seconded for adjournment. The motion passed unanimously.

/s/

Paula J. Scott, Mayor

Attest:

/s/

Leslie Atherton, City Clerk