



MINUTE RECORD
Regular Council Meeting City of Haven

Meeting: REGULAR

Date: December 15, 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, Don Etchison, Shauna Schoepf-Pearce, and Les Banman.

Absent: None.

Others: Allen Blake, Adam Strunk, Leslie Atherton, Rob Pell, Andrea Williams, Steve Taylor, Delon Martens, Jessica Hoskinson.

The meeting was opened with the flag salute and followed with the moment to honor those who have served in the military. Leo Krehbiel, Veteran and longtime employee of Shep Chevrolet, who died as a result of a car crash on Friday, was given specific recognition for his military service.

Wright requested the addition of "Approve Job Description of Maintenance Helper" to the executive session.

PART 1: REGULAR BUSINESS

Minutes

Minutes of the December 1, 2014, meeting were unanimously approved after motion from Wright and second from Banman. Motion carried.

Accounts Payable

Banman moved to approve accounts payable to Shep Chevrolet, totaling \$115.92. Etchison seconded, and the motion carried. Then Banman moved to approve all other accounts payable, totaling \$135,989.74. Wright seconded, and the motion passed unanimously.

Park Board: Authorize Expenditures for Community Building / Pioneer Park

Delon Martens, Chairperson of the Park Board, requested authorization to purchase items to repair eight picnic tables. Estimates from Lowe's and Yoder Hardware were presented. Lowe's held the low estimate for roughly \$600, including delivery.

He also requested authorization to purchase lumber to repair the split rail fence at Pioneer Park, noting the expenditure should not exceed \$705.90.

Total of the requested expenditures is a little over \$1300. Wright moved to approve the expenditures as recommended. Banman seconded, and all members voted in favor of the same.

Jessica Hoskinson, Economic Development Director: Authorize Marketing Expense

Hoskinson requested authorization to purchase two signs on a 3-year contract for roughly \$3,240. The sign locations are on the West side of Yoder Road just off of K-96 and two miles east of Mt. Hope along K-96. Wright moved to authorize the expenditure. Schoepf-Pearce seconded, and the motion carried with five "yes" votes.

Approve Board Appointments



The following board appointments were unanimously approved after motion from and second from:

Ambulance Board (Two-year terms)

Don Bogner
Doug Murphy
Roger Meier
Katie Coopriider

Tree Board (Three-year terms)

Stephanie Carlson
Tom Oxley
Paul Regier

Park Board (Two-year terms)

Delon Martens
Desirae Pina
Kylie Rush
Shannon Atherton (one year to complete unexpired term)

Planning Commission (Three-year terms)

Mike Metz

Recreation Board (Two-year terms)

Kevin Boese.

Banman moved to approve the appointment of all listed appointees. Etchison seconded, and the motion passed five to zero.

Approve Mobile Home Park Operators' Licenses for 2015

Etchison moved to approve the issuance of 2015 Mobile Home Park Operators' licenses to Steve and Jerri Taylor to operate Elliott Courts, John C. Haines to operate Haven Mobile Home Court, and to Gavin and Dinelle Hunsberger to operate Reynolds Trailer Park. Stringer seconded, and the motion carried with five "yes" votes.

Approve Issuance of Cereal Malt Beverage License to Kwik Shop, Inc.

Schoepf-Pearce made motion to approve the issuance of a Cereal Malt Beverage license to Kwik Shop, Inc. good for the calendar year of 2015. Motion was seconded by Stringer and all members voted in favor of the same.

Approve Occupancy Permit for: Willie Burger, LLC and All Sports Liquor, LLC

Schoepf-Pearce moved and Stringer seconded to approve the issuance of 2015 Occupancy Permits to Willie Burger, LLC and All Sports Liquor, LLC. Motion carried five to zero.

Accept Resignation of Wendy Kowitz from Janitor Position, effective January 1, 2015

Kowitz's resignation was unanimously approved after motion from Banman and second from Etchison.

Executive Session

Wright moved that the governing body recess into executive session pursuant to the non-elected personnel exception in order to review employee performance evaluations, with Allen Blake present, the open meeting to resume at 7:50 PM. Banman seconded, and all members voted in favor of the same. All members voted in favor of the same.

At 7:50 PM, regular session resumed with no action taken during executive session.



Then Wright moved to recess for another 10 minutes pursuant to the same exception for the same purpose. Banman seconded, and the motion carried unanimously.

Regular session resumed with no action taken during executive session.

Discuss Wages

Mayor Scott asked the Council to consider implementing a COLA increase for employees -- either 2% or 3% for either just full-time employees or all employees. Stringer asked if the increase would go across the board. Federal COLA is 1.7% for 2015; the local school board implemented a 3.1% increase recently. Scott encouraged implementing a COLA raise for part-time employees as well. Schoepf-Pearce voiced her support of a 2% COLA increase. Banman concurred and moved to implement a 2% COLA increase for all full-time and part-time employees. Schoepf-Pearce seconded. The motion passed four to zero. Wright abstained.

Mayor Scott also suggested an increase in Officer Salmans's salary due to his successful completion of the police academy. He suggested an increase of roughly \$1500-2000 annually. Wright recommended an increase of \$1800. Banman seconded, and the motion passed five to zero.

Cell phone allowances were discussed. Currently, department heads receive \$40 / month. Other full-time employees receive \$20 / month. Wright suggested moving Williams, Atherton, and Blake to \$20 / month, moving all others (Public Works employees, police officers, Chief Pell) to \$40. Banman moved to move all employees' cell phone allowances to \$30 monthly, leaving department heads at \$40 monthly. Wright seconded, and the motion passed unanimously.

Mayor Scott mentioned that department heads would be reviewing how the City compensates employees with hopes to work up a pay scale / wage matrix that includes all three components -- COLA, merit increase, and longevity.

Consider Reimbursement Agreement for Lineman Apprenticeship Training

Wright moved to enter into the agreement as outlined. Etchison seconded, and the motion carried.

City Administrator / Public Works Director Updates

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

- Blake went over the trash transition schedule.
- Trees in the waterway near the burn site need to be cut down. Blake suggested the Council consider contracting the job out since Public Works has several other priorities at the moment. Wright suggested looking at renting the equipment to do the job.

Chief of Police Updates

Chief Pell presented the following updates:

- Because several people reported that some sirens were not working, Public Works will be testing them to verify they're functioning properly. Further tornado siren improvements will be discussed in the future
- Click It or Ticket grant funds / equipment have arrived, total allowance of \$3400.

Council Concerns

Wright requested the City do something to the ball diamond road to keep its condition from worsening.

Etchison inquired about the status of the Southland storm shelter. Pell provided a quick update on the project.

BREAK

A five minute break was taken.



PART 2: PLANNING

Executive Session:

Etchison 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 as well as the employee performance evaluations of Atherton, Blake, and Pell, all related to administrative structuring, the open meeting to resume at 9:30 PM. Wright seconded, and the motion passed unanimously.

Regular session resumed at 9:30 PM with no action taken during executive session. Then Wright moved and Etchison seconded to recess into executive session pursuant to the non-elected personnel exception for the same discussion purpose for fifteen minutes. Motion passed five to zero.

At 9:45 PM, regular session resumed with no action taken during executive session.

Agenda Planning – Items for January 5

To the January 5 agenda, Mayor Scott added the following item: Structure Planning.

Adjournment

At 9:50 PM, Etchison moved and Wright seconded for adjournment. The motion passed unanimously.

/s/

Paula J. Scott, Mayor

Attest:

/s/

Leslie Atherton, City Clerk