



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

Meeting: REGULAR

Date: February 2, 2015

**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:** Adam Wright at 7:25 PM, Don Etchison, Shauna Schoepf-Pearce, and Les Banman.

**Absent:** Jeff Stringer.

**Others:** Allen Blake, Adam Strunk, Leslie Atherton, Matt Fritz, Steve Carmichael, Tony Troyer, Merritt Wright, Cole Rush.

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

There were no additions to the agenda.

Merritt Wright signed up to speak about the ball diamonds. He noted the City has had the ball diamonds for over 20 years and performed significant work there. According to Merritt, rumors are circulating that Babe Ruth wants to take over the two softball diamonds and turn it into one baseball diamond. Merritt worries that would result in fewer activities offered for younger ball players. Ultimately, he would hate to see the work the City has done go by the wayside.

**PART 1: REGULAR BUSINESS**

**Minutes**

With a suggested revision from Banman, minutes of the January 19, 2015, meeting were unanimously approved after motion from Banman and second from Etchison. Motion carried.

**Accounts Payable**

Banman moved to approve Accounts Payable, totaling \$65,040.11. Schoepf-Pearce seconded. All members voted "yes."

**Termination**

At 7:10 PM, it was noted that Gingerich was not in attendance for a scheduled termination hearing, which was on the agenda for 7:05 PM. Therefore, Banman moved that the employment of Chris Gingerich be terminated, effective immediately. Schoepf-Pearce seconded, and the motion passed three to zero.

**Consider Hiring Full-time EMT**

The governing body was introduced to Matt Fritz, a longtime part-time employee of Haven EMS. EMS Director, Tony Troyer, recommended hiring Fritz for the recently vacated full-time EMT position. Scott mentioned that 1.3.0 of the Employee Handbook requires full-time City employees to maintain residency within the City. However, the policy does allow the Council to give qualified candidates a waiver of said requirement. Etchison moved to hire Matt Fritz with a residency waiver at a wage of \$10.50 per hour, plus the usual benefits. Schoepf-Pearce seconded, and the motion carried unanimously.



### **Revisit Property Maintenance Code**

The International Property Maintenance Code is a companion to the building codes the City adopted in 2009, the International Building codes -- mechanical, fuel gas, fire, building, electrical, etc. It fills a gap between construction and condemnation. Photos of properties that could benefit from maintenance were provided. Banman said he agreed the City needs something in place. However, his concern was how to utilize the code without the City being accused of selectively enforcing it. Schoepf-Pearce requested more time to review the code before making a decision.

### **Discuss Building Inspector Position**

Currently, Allen Blake serves as the City's Building Inspector. With his departure on the horizon, the City must decide how to pursue filling the position. Requirements of the position were discussed. Scott said she thought there was merit to having someone independent of the City performing building inspections. Banman suggested advertising for the position. Schoepf-Pearce said she liked the idea of having someone local perform inspections. Mayor Scott asked the governing body members to give it some more thought for discussion at the next meeting.

### **Consider Estimates for Tornado Siren Upgrade**

Detective Rush presented two bids for completion of a tornado siren upgrade. A firm bid from Henry & Kim Pierce was provided, totaling \$6,385. The other less firm bid came from Nex-Tech at \$6,563. Detective Rush noted the differences between the two bids. Etchison moved to award the work to Henry & Kim Pierce at bid price of \$6,385. Wright seconded, and the motion passed with four "yes" votes. This project will be paid for with the \$10,000 budgeted in the General Fund to pave the lot behind City Hall.

### **Approve Inventory Lists**

Schoepf-Pearce moved to approve the inventory lists dated February 2015. Banman seconded, and the motion carried unanimously.

### **Adopt Hazard Mitigation Plan**

Blake explained the hazard mitigation plan and its purpose. Etchison moved to pass Resolution 290, adopting the hazard mitigation plan. Schoepf-Pearce seconded, and the motion carried four to zero.

### **Discuss Ball Diamond Issues**

Mayor Scott met last week with Superintendent Rick White to discuss what the school may have in mind for the City ball diamonds. White assured her that no decision has been made regarding the project or proposed bond issue. Mayor Scott expressed her hope that eventually a dialogue could be had between the school board and the City Council.

To facilitate Council discussion, Mayor Scott provided a list of issues and opportunities related to the City ball diamonds. She then asked what members had heard in the community. Banman noted that at a recent Park Board meeting this project was brought up. However, their question was more about whether or not the tennis courts would remain intact.

Mayor Scott asked the Council members to begin thinking about who, of the City players, would be affected by a decision regarding this project and how to best get input from those groups to formulate a City position on the topic.

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

City Administrator, Allen Blake, provided the following updates:

- Contractor has been working on cleaning the waterway over the last few weekends.
- Blake provided the January work order spreadsheet to the governing body.
- He also provided a list of the tasks he has performed in the way of transition work.



- Wright asked if the street sweeper had been returned. It has not.

### **Chief of Police Updates**

Detective Rush provided the following updates:

- No major activities coming up.
- Chief Pell is on vacation.
- Questions were fielded about recent cases.

### **Council Concerns**

Banman complimented the City's electrical crew for the work done at the Fowlers' home today.

Wright noticed the ditches along Haven Buhler Road are filling with debris.

## **PART 2: PLANNING**

### **Structure Update**

Mayor Scott went over the Structure Plan To-do List:

- Finalize position descriptions.
- Andrea duties and adjustment.
- Give Cole direction on officer replacement -- when and salary range.
- Discuss consideration of part-time manager late 2015 or 2016.
- Salary computation update.
- Allen task transition list April - June.

Starting April 1, Allen will report to Rob, who will then be the new Public Works Director. The 2000 truck that Allen currently drives will be turned over to Rob. His primary assignment will be Public Works training and tasks. He will work with Leslie on administrative tasks and training. He will be available to help cover shifts in Police Department. Rob shall accompany Allen to any Public Works type meetings that Allen attends, and likewise, Leslie shall accompany Allen to any administrative-type meetings. Wright moved to approve the presented task list. Etchison seconded, and the motion carried with four "yes" votes.

Next, the Council discussed hiring a part-time City Administrator -- either in late 2015 or 2016. Mayor Scott presented specific options to that end. Option 1 would be to hire a full-time police officer on April 1 and then to hire a part-time City Administrator July 1. This would involve utilizing partial funding from the Police budget. Option 2 would be to hire a full-time police officer on July 1 and then to hire a part-time City Administrator in Quarter 3 or 4. This option would not pull any funds from the police budget. Option 3 would be to hire a full-time police officer on April 1 but then not to hire a part-time City Administrator until 2016.

Mayor Scott mentioned that the ball diamond situation is already a good example of the need to decide who coordinates what within the City. Wright felt the open position in the police department should be filled as soon as possible. Banman agreed. Wright said he couldn't see the need for hiring a part-time City Administrator at this point, that he could maybe see doing so in late 2015 or early 2016.

Wright moved to allow Detective Rush to begin advertising for a full-time police officer. Schoepf-Pearce seconded, and the motion passed with four "yes" votes and zero "no."

### **2016 Budget Planning**

Council members were provided with historical data regarding the City's assessed valuation and mill levy. Mayor Scott asked the Council to consider the financial information they've been provided at this meeting and in the past to give the advisory boards and department heads guidance as to how to formulate their 2016 budget proposals.



She gave them three options -- A) Growth, B) Maintain (zero increase in mill levy), and C) Austerity. For discussion facilitation, she went over pros and cons of each option.

Banman leaned toward Option B. Schoepf-Pearce agreed, especially with a possible sales tax implementation and school bond issue on the horizon. By consensus, the Council agreed the boards should be advised to plan on a "no growth" budget.

**Agenda Planning – Items for February 16**

No additions were made.

**Adjournment**

At 8:50 PM, Banman moved and Etchison seconded for adjournment. The motion passed unanimously.

/s/

Paula J. Scott, Mayor

Attest:

/s/

Leslie Atherton, City Clerk