

MINUTE RECORD
Regular Council Meeting City of Haven

Meeting: **REGULAR**

Date: **December 21, 2009**

THE CITY COUNCIL MEETING IN REGULAR SESSION WAS CALLED TO ORDER AT 7:00 PM BY CODY R. LITTLESTAR, MAYOR WITH THE FOLLOWING COUNCIL MEMBERS PRESENT:

Council Member: **Don Ford**

Council Member: **Jeff Stringer**

Council Member: **Amy Hirst**

ABSENT: Council members, **John Mitchell and Paula Scott.**

Others: **Sonia Yutzy, Leslie Warden, Allen Blake, Donnie Myers, Jessica Hoskinson, Betsy Trambley, Harland Priddle, Leann Schultess, Kate VanCantfort, Charles Arndt.**

When additions to the agenda were inquired about, Charles Arndt approached and informed the Council about a jarring pothole on Kansas Avenue just off of Harland Priddle Industrial Drive. He said he thought the City should have it repaired so people are smoothly welcomed into town.

Presentation of Check for Wellness Center from Hutchinson Community Foundation

Just shortly after 7:00 PM, Kate Van Cantfort from the Hutchinson Community Foundation arrived to present a \$4,800.00 check for equipment to the Wellness Center committee. Van Cantfort said that the committee was one of forty-four applicants who applied for a total of \$130,000.00. She noted the excellence of Jessica Hoskinson, committee president, and Harland Priddle and said our City should be proud of their resourcefulness and leadership. Betsy Trambley, a country representative for the Hutchinson Community Foundation, spoke, too. She commented on the friendliness of our community and said it is so rewarding to see small communities striving to help themselves because smaller, rural communities truly do need each other. Trambley then presented the check to Hoskinson while photos were taken. Following the photographs, Priddle gave a brief update about the Wellness Center, noting the committee has accumulated over \$4,500.00 of volunteer hours.

Permit / License Approvals

At 7:10 PM, the Council reviewed three applications for three separate licenses. It was noted that the proper fees had been remitted for said licenses.

Don Ford moved to approve a mobile home park operator's license for Elliott Courts for 2010. Jeff Stringer seconded, and the motion passed three to zero.

Stringer moved for approval of an occupancy permit for All Sports Liquor, LLC, followed by a second by Ford. The motion passed unanimously.

Amy Hirst moved to approve a cereal malt beverage license for Kwik Shop, Inc. Stringer seconded, and the motion passed unanimously.

2010 Appointments

City Clerk, Leslie Warden, said she had contacted Virginia Brawner regarding her upcoming appointment expiration, and Ms. Brawner agreed to serve another 3-year term. Don Ford moved for the re-appointment of Virginia Brawner to the Tree Board for a 3-year term. Jeff Stringer seconded, and the motion passed three to zero.

Opening of Sealed Bid for Pipe

At 7:15 PM, Mayor Littlestar opened the only bid received for 400 feet of 4" pipe. Jim Daugherty bid \$300.00 on the same. Stringer moved for approval of the sale; Hirst seconded. The motion carried three to zero.

Approval of Contract for Preliminary Engineering Report

City administrator, Allen Blake, addressed the Council regarding the need for approval of the approximately 30-page written agreement between the City and Aquatech Engineering to complete the preliminary engineering report. Our insurance agent and City attorney, Larry Bolton, have reviewed and approved the document. The contract does contain the language for the completion of the engineering report not to exceed \$10,000.00. Don Ford moved for approval of the written agreement between owner and engineer for professional services. Stringer seconded, and the motion passed unanimously.

Blake noted that, as the Council requested, he had compiled a list of recurring tasks by month. The page was included in the Council member's packet for future reference.

Our USDA application will require us to provide our boundaries in the form of legal description, Blake noted. We do not have a current and correct legal description of the City's boundaries and need to have that done. Blake said he would find out how much it will cost and bring it to the Council.

The Library Board recently complained to Blake that their bathroom has not been properly cleaned. However, Blake said the complaint is really about the grungy appearance of the bathroom floor, which desperately needs stripped. The Council was in agreement that we should have a company come out and strip the floor. We should also have other City building's floors tended to while the company is here, if necessary.

A handout on SEMS Software Suite was provided. Blake said this software would help us to comply with water and wastewater management regulations. He admitted that he's not sure if we need it right now. However, it would be nice to begin getting a system like this set up. The software requires a monthly subscription at the cost of \$79.95 per month. There is no contract; it is merely a month-to-month commitment. Amy Hirst said she thought it would be a good protection for the City. Hirst moved for the purchase of SEMS Software Suite and the monthly subscription. She also commented that she would like to know how it is working after a few months. Ford seconded her motion, and it passed unanimously.

At 7:34 PM, the Council decided to table the proposed pay increases for employees coming off probation until after the Executive Sessions scheduled for later in the night.

Utility Rate Proposals – Electric, Water, Sewer, Refuse

City administrator, Allen Blake, provided the Council with several handouts regarding rate increases. In these handouts, Blake proposed a 5% increase in all rates, which for the above average user equates to an estimated \$7 monthly increase. Ford noted that it had previously been said the rates would increase with the upcoming water project. Blake said we are still in pre-application mode and probably three years away from the actual project.

Hirst asked why we are considering a rate increase. Blake said it is necessary to keep up with expenses and the increase in expenses. Ford asked how things were looking in utilities, if the City is okay right now. Blake said he didn't think we were losing money, but Mayor Littlestar pointed out that we aren't sitting on a gold mine either. He felt that as long as we kept up with our rates on an annual or bi-annual schedule we would be in good shape. Ford pointed out that the timing is bad because there are many people without jobs struggling to make it. Blake said that's true, but it is easier to tell someone their rates are increasing by 25 cents, rather than \$5. The idea of reviewing rates annually or bi-annually is to avoid a huge jump in rates as was experienced a few years ago. At Ford's suggestion, the issue was tabled and will be re-addressed at the next Council meeting when all members are present.

Executive Session(s) Regarding Non-Elected Personnel

At 7:45 PM, Amy Hirst moved that the Council enter into a 45-minute executive session regarding non-elected personnel / policy violation. Stringer seconded, and the motion carried three to zero. The Council then moved into executive session.

At 8:30 PM, the Council resumed regular session with no action taken. Stringer then moved that the Council enter into a 30-minute executive session regarding non-elected personnel / policy violation. Hirst seconded, and the motion passed unanimously.

At 9:00 PM, the Council resumed regular session. No action was taken during the executive session. Don Ford moved that the Council enter into a 15-minute executive session regarding hiring / non-elected personnel. Stringer seconded, and the motion carried three to zero.

At 9:15 PM, Council resumed regular session with no action taken during the executive session.

Pay Increase(s)

At the previous meeting, the Council agreed to increase the City Clerk's hourly wage by \$.50 per hour due to the completion of her probationary period. City administrator Allen Blake presented an Ordinance to facilitate the same. Jeff Stringer moved for the passage of Ordinance 586 to increase the City Clerk's pay rate to \$14.50 effective retroactively to November 1, 2009. Amy Hirst seconded, and the motion passed unanimously.

Blake told the Council he was recently approached separately by both Bob Lickey and Dennis Pogue to request a raise. Currently, each earns \$7.00 per hour, which is under the Federal minimum wage. Don Ford moved to increase the hourly wage of Pogue and Lickey to \$8.00 per hour effective retroactively to December 1, 2009. He also moved to increase the hourly wage of Dewayne "Buck" Palmatier to \$9.50 per hour effective immediately. Stringer seconded the motion, and it passed unanimously.

Minutes:

Minutes from the November 16, 2009, council meeting were approved by a motion from Jeff Stringer and a second by Amy Hirst. Don Ford abstained from voting, and the motion carried.

Amy Hirst moved to approve the minutes from the December 7, 2009, council meeting with a correction to one inaccuracy. Stringer seconded, and the motion carried. Don Ford abstained from voting.

Accounts Payable:

Jeff Stringer moved for the approval of the accounts payable, totaling \$93,398.21; Hirst seconded. The motion passed unanimously. Council members were provided a comparison of expenditures compared to the 2009 budget for the month ended October 31, 2009, and November 30, 2009. Members were also provided financial statements dated October 31, 2009, and November 30, 2009, and a summary reconciling receipts between the Jayhawk and Quicken computer programs.

Adjournment:

At 9:42 PM, Stringer moved for adjournment. Hirst seconded, and the motion passed unanimously.

Cody R. Littlestar, Mayor

Leslie Warden, City Clerk