

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

**Meeting: REGULAR**

**Date: January 18, 2010**

**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**

**Council Member: John Mitchell**

**Council member: Paula Scott**

**ABSENT: None.**

**Others: Sonia Yutzy, Leslie Warden, Allen Blake, Allen Andresen, Ann Chesnut, Dean Chesnut, and Lloyd Schmidt.**

City Clerk, Leslie Warden, requested that a Recreation Board Appointment be added to the agenda. Lloyd Schmidt's Allen's Field Addition project was also added to the agenda.

Mayor Littlestar opened the floor for public comment but none was given.

**Park Board Update**

Sonia Yutzy has assumed the position of chairperson of the Park Board, due to the recent resignations of Mary Andresen and Kristy Chamberlain. Yutzy advised that three members remain on the board and are actively pursuing new members. The Park Board plans to meet in February though no meeting is currently scheduled. The Park Board intends to consider the following improvements to the Pioneer Trail / Wilderness Park project:

- Using a new type of gravel rather than cement for the trail
- Hiring a professional landscaper
- Reviewing the originally proposed path from Veterans' Park to Engweiler Park.

City Administrator, Allen Blake, advised that the City just received a \$71,000.00 check from the Paul Moore Estate, which is to be used for this Park Board project.

**Approval of Mobile Home Park Operator's License for Hindman Trailer Park**

Council member, Paula Scott, asked if we had experienced any problems with this trailer park. Blake advised there had been some problems but he felt they were best addressed as they came about. Council member, John Mitchell, noted that a "lot of junk" was piling up again in the park along Industrial Drive. Ordinances 366 and 368, which govern mobile home parks, were not immediately provided to the Council. Council member, Jeff Stringer, moved and Mitchell seconded that the Council table the issue until they have had the opportunity to review the applicable ordinances. The motion passed 5 – 0.

**GAAP Waiver – Resolution 231**

At 7:17 PM, Scott moved for the approval of Resolution 231 as written. Stringer seconded, and the motion passed unanimously.

**Documentation Memo for Compliance with Interpretation 101-3**

Scott also moved and Stringer seconded for the approval of the documentation memo and the appointment of City Clerk, Leslie Warden, as the designated nonattest 101-3 individual. The motion passed unanimously.

### **Maintenance Update**

#### *Recycling Trailer*

At 7:20 PM, maintenance supervisor, Allen Andresen, addressed the Council regarding recent maintenance issues. He noted, as mentioned at the last meeting, the City is now being charged \$30 per ton by Stutzman Refuse Disposal for the recyclable materials we haul in. Citizen, Ann Chesnut, questioned the use of the recycling trailer by county residents. She stated relentlessly that "it's not fair" that the County residents are utilizing a service provided by the City. Council member, Amy Hirst, pointed out that this is the first opportunity the Council has had to discuss the issue with the weigh ticket data in front of them. Originally, the citizens of Haven wanted the recycling service provided, Stringer noted; however, if the service is going to be a problem, it can be discontinued.

Based on the weigh data provided, Mitchell calculated that the City would spend about \$1600 per year on emptying the trailer. That equates to about \$1 per citizen. Stringer said that Stutzman Refuse Disposal would likely increase the rate. Hirst asked if there was a way to lock in our current rate. Blake said the price Stutzman's charges us depends primarily on scrap prices. Scott said she thought it was really too soon to make any kind of decision, that we should continue to keep track of the emptying and re-evaluate at a later date.

#### *Street Sweeping*

Andresen asked if the Council would consider bringing in an outside street sweeper since ours still isn't fixed. Stringer and Mayor Littlestar advised that that would quickly get expensive since the leaves are piling up, and we are usually charged \$100 per dump. Littlestar said he would really like to see functioning to pick up the bulk of the debris in the streets; we could call in an outside street sweeper to do the finer cleaning. When asked, Andresen advised he could not get the sweeper fixed before the next Council meeting. Hirst asked how long before the repairs were complete, and Andresen advised he did not know. The Council agreed that the street sweeper should be fixed.

#### *Burn Pit*

Andresen asked for the Council's approval to purchase rock for the bottom of the burn pit. Council member, Don Ford, asked if he was going to be able to get the water to run off of the site. Andresen said he was going to try but rock would be best because adding dirt tends to create more mud. Mitchell suggested adding a perforated pipe to help with water drainage. Blake said the primary thing that would help the water drainage would be slope.

#### *Implementation of Work Order Forms*

Andresen advised that he and his crew had begun use of the work order forms created by Blake. He said he has some at the shop that he needs to turn in. The Council took time to review the completed work order forms. A variety of questions were fielded. A few council members were concerned about some of the fields being left blank. City Clerk, Leslie Warden, advised that the system has been in place less than a week; Blake furthered her point noting it is a work in progress. Stringer said patience would be necessary.

#### *Street Paving*

With regards to projected street improvements, Andresen suggested Frontage Road and Fifth Street be milled and resurfaced. All remembered \$200,000 being budgeted for 2010's street improvements, and it was consensus that the area around the grade school needs resurfaced. Blake suggested we obtain bids for milling and sealing to see what the price difference is. The Council advised Andresen to go ahead and obtain bids for the work, as most bids are good for 90 days.

As Andresen concluded, Mayor Littlestar mentioned a broken window at the concession stand and the recreation board's need for jig dirt for the ball diamonds. Andresen advised he did close the opening left by the broken window and that he would contact Willis Scobee and the Coop to obtain jig dirt.

## **City Administrator Project Updates**

### *Planning Commission:*

The Council was provided with the Planning Commission's proposed zoning code changes regarding Accessory Uses and Home Occupations. Blake advised the Planning Commission would address a few more issues and then make one amendment to the City's Zoning Code. Stringer thought everything looked good. Scott, the Council's representative to the Planning Commission, commented she thought the group had done well with composing the changes considering their current struggle with numbers, membership, and attendance. Mitchell informed the Council that Sandra Wright, building inspector, did not attend the last Planning Commission meeting. Warden advised she would be sending out meeting reminders in the future.

Ray Seibert's presentation to the Planning Commission was also discussed. Blake said Seibert still didn't know what he wanted to do with the structure on North Topeka. Mitchell remembered the Blake had previously mentioned the possibility of condemning the building and asked if that was still possible. Blake said he thought the structure could easily be condemned because it has no air conditioning, no heating, and no plumbing. However, the City does not desire for the building to be condemned and will give Seibert a chance to make something of it.

### *Treasurer*

City treasurer, Gladys Dodds, is struggling with application of the new accounting software and has requested the auditor's help. Blake said he thought this could be done for \$500 or less. Scott said she thought we should do it if Gladys is asking for help. No disagreement was voiced.

### *Building Permit Record Requests*

The City has had a few record requests pertaining to building permits. Most permits, especially those for the current year, are in the possession of the building inspector. However, we now have the completed permits and copies of those in progress in the City Office.

### *Sewer Lagoon*

The contractors that worked on the lagoon would like final payment. Before they get it, Blake advised he would like to have the existing concrete valve structures removed. The contractor said they would do that when they did the low water crossing. However, the City does not even have plans for the low water crossing yet. There has also been some concern about the grass. We will try to obtain a letter from the contractor saying they will come and re-seed if necessary.

### *Boundary Survey*

A legal description of the City's boundaries is necessary for the water project. Blake recently spoke with Homer Gilson who said he could provide the same for \$900 or less in about two days' time. Stringer moved for the hiring of Homer Gilson for the previously mentioned purpose, not to exceed \$900. Ford seconded, and the motion carried.

### *Recreation Board Appointment*

City Clerk, Leslie Warden, advised that Merritt Wright passed along to her that Ian Arndt wishes to serve on the Recreation Board, and the Board does recommend his appointment. Paula Scott moved for the appointment of Ian Arndt to the Recreation Board for a three-year term; Stringer seconded. The motion passed unanimously.

## **Amendments to the Employee Policy Manual**

Blake made amendments to the manual that the Council suggested at their last meeting. Lengthy discussion ensued regarding the manual. A change to the sexual harassment policy was made. Scott commented that the proposed handbook was definitely an improvement from the current handbook. Mitchell asked if the policies applied to the police department. Blake answered affirmatively but noted that each department has its own policies, not to overrule the employee handbook. Paula Scott moved for the approval of the Employee Policy Manual, to be effective immediately, with the revisions to the sexual harassment policy. Hirst seconded, and the motion carried five to zero.

#### *Maintenance Supervisor Job Description*

Stringer liked the Maintenance Supervisor Job Description the Council was provided. All agreed it accurately reflected their expectations of the maintenance supervisor. Citizen Ann Chesnut interrupted with an inquiry about the security of one riding in the bucket of the bucket truck while it is mobile. Blake advised he could look into it, but if one is tethered properly, he will only fall about three feet. Scott brought council back on track with a motion for approval of the job description. Stringer seconded, and the motion passed unanimously.

#### *Maintenance Department Employee Job Description*

At 8:35 PM, a short discussion about a repair to John Mitchell's water service took place. Thereafter, Scott moved and Ford seconded for the approval of the job description for maintenance department employees. The motion passed with five "yes" votes.

#### **Committee to Update Capital Improvement Plan**

This item is on the Council's list of January tasks. Blake advised the Council that they do not have to appoint a committee right now, but they do need to begin thinking about it. Last time the committee consisted of the Mayor, City Administrator, one Council member, and a few citizens.

#### **Lloyd Schmidt – Allen's Field Addition**

Blake's preceded Schmidt's presentation by informing the Council that approval of the final plat of Allen's Field Addition was not held to the City's own Subdivision Regulations. This was most likely because the approval fell during a time in which no City Administrator was in place. Blake also mentioned the City's current financial situation.

Schmidt reminded the Council of the "old Yager property" which he and two individuals purchased and improved, which he contends benefited the City. Schmidt has approached the City about putting water and sewer service in to Allen's Field addition, and the City said they needed bids but did not obtain them. Therefore, Schmidt himself obtained bids, which the Council had in front of him. Schmidt instructed the Mayor and Council to throw the bids away as he intends to auction off the property. He then walked away from the podium, and a short silence fell over the room. Scott asked if he was serious. Since 2003 he has messed with the property, Schmidt replied, and now he is done. Basically, Schmidt expressed that he felt the City and the City Administrator had given him the run around. City Administrator, Allen Blake, pointed out that the fact that because it was not passed correctly it is not surprising that the progress has not expedited as it normally would have.

#### **Executive Session Regarding Non-Elected Personnel**

At 8:45 PM, Hirst moved and Stringer seconded that the Council hold a 30-minute executive session to discuss non-elected personnel. The motion carried.

At 9:15 PM, regular session resumed with no action taken.

#### **Minutes:**

Minutes from the January 4, 2010, council meeting were approved by a motion from Stringer and a second by Scott. The motion passed five to zero.

#### **Accounts Payable:**

Scott moved for the approval of the accounts payable, excluding Mitchell Hardware, totaling \$109,890.27; Stringer seconded. The motion passed unanimously. Scott moved for approval of payment to Mitchell Hardware, totaling \$609.68 and was seconded by Ford. This motion passed unanimously, too. Members were provided a financial statement dated December 31, 2009, and a comparison of fund balances to the 2009 budget.

#### **Council Concerns**

Mitchell expressed his desire to learn of the 8<sup>th</sup> Street Assessment disbursement schedule. Blake and Warden had recently looked into it and saw that the Ordinance assessing the specials was passed in March of 2008. Warden advised she would obtain more specifics and report them to the Mayor and Council. Taking bids on health insurance was also briefly discussed.

**Adjournment:**

Stringer moved for adjournment. Hirst seconded, and the motion passed unanimously.

S/S  
Cody R. Littlestar, Mayor

S/S  
Leslie Warden, City Clerk