



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

**Meeting: REGULAR**

**Date: May 21, 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, at 8:00 PM**

**Council member: Paula Scott**

**Council Member: Amy Hirst**

**Council Member: John Mitchell**

**Council Member: Jeff Stringer**

**ABSENT: None.**

**Others: Leslie Warden, Allen Blake, Allen Andresen, Chad Thomas, Aaron Meek, Glenna Norris, and Sonia Yutzy.**

**Additions to Agenda**

The Mayor requested an executive session to discuss employee retention. Scott moved to add the item to the agenda. Stringer seconded, and the motion passed four to zero.

No public comment was made.

**Executive Session**

Scott moved that the Council recess into executive session pursuant to the non-elected personnel exception in order to discuss job satisfaction and job performance individually with Chad Thomas, Aaron Meek, Glenna Norris, Leslie Warden, and Allen Blake, allowing the open meeting to resume at 8:15 PM.

At 8:15 PM, regular session resumed with no action taken during executive session.

**Special Use Permit Application: Ryan Warden – 109 S. Kansas Avenue**

The Planning Commission previously recommended approval of Warden's special use permit. Warden handed out brochures for his business and explained that he would like to house hunters on the second floor of 109 S. Kansas Avenue. He advised this could greatly benefit other businesses in Haven since once here, the hunters will be stuck here, forced to find entertainment and food. Warden estimated that he did approximately \$4,000 of business last year between Bull's Eye Grill and Carriage Crossing, and should someone put a restaurant in Haven, he'd be glad to spend that money here.

Gun safety was discussed. Warden advised that his customers are usually serious hunters and are mindful of safety and gun handling. Many of Warden's hunters come from out-of-state, where the gun laws are more stringent, causing them to be more safety conscious than local hunters.



Parking was also mentioned and discussed. Because those hunters coming in are many times from larger cities, Warden figures most of them will want to park in the back where there's a security light. However, he has heard from a few local business owners that they would not mind if the parking in front was utilized to make Kansas Avenue appear busier.

Mitchell pointed out that a special use permit is not transferable should the property be sold.

Paula Scott moved for the approval of the special use permit. Hirst seconded, and the motion passed unanimously.

### **Maintenance Project Updates**

At 8:35 PM, maintenance supervisor, Allen Andresen, provided the following updates:

- Wells #3 and #7 recently underwent state testing for nitrates. Results indicated nitrate levels below the state's regulated limit.
- The swimming pool is ready to go and the thermal blanket is in use. However, there is a leak in the heater that still needs repaired.
- Andresen is about 25% done with hydrant flushing. He plans to give some more attention to two of the hydrants that were a little stiff.
- Regarding the low water crossing project, Andresen spoke to Vic Steffen, Jr. about large equipment and believes the project could be completed for \$4,500.
- Per the request of the Capital Improvement Committee, he is working on a bid for bathrooms at the ball park.
- At the last meeting, replacement of residential clock meters was discussed. Those replacement meters will cost about \$12.50 a piece. Andresen would like to replace about \$250 per month, and the Council was agreeable to that.
- When Andresen went to order tractor tires from Cooper for the approved amount of \$753 / piece, he was informed he had been misquoted. The 10-play radial Firestone Supertrack tires mounted will actually cost \$1,140 a piece. After extensive discussion, Ford moved for the purchase of two Firestone Supertrack tires for the tractor not to exceed \$2500. Stringer seconded, and the motion passed unanimously.
- Andresen will not be at the next Council meeting.
- Mayor Littlestar noted that the City did not receive any bids for the old street sweeper. Andresen did receive a call from an interested party. The Council authorized Mayor Littlestar and City Administrator, Allen Blake, to take care of selling the sweeper.
- Mitchell commented on the weeds growing through the cracks at the tennis courts and suggested the cracks be filled.
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### **City Administrator Project Updates**

City Administrator, Allen Blake, will not be at the Council meeting on July 16, 2010.

#### *Water Project:*

Blake noted several documents relating to the water project were included in the council members' packets. Blake advised he had no intention of having the Council look over and approve each document. Instead, he asked the Council to authorize him and the Mayor to certify / execute the documents.



Stringer asked at what point the City would be locked into the loan and project. Blake advised that the City is not currently locked in, and basically, up until the point that the grant check is cashed in, we are not locked in. The City could be offered grant money and refuse it.

Stringer said that when the project first came about it totaled only 4 million dollars, and now the project cost has increased to six million. He wanted to know what portion of that the City would have to pay and how the grant funding is determined. Blake explained that the grant kicks in when our water rates reach the state's average water rate, which right now is about \$41 per month for the average water user. Currently, our rates for the average water user is \$21 per month. Blake advised that the maximum the City will pay is four million dollars; anything over that amount would be paid for with grant money.

Stringer noted that his City bill at this time last year was about \$70. This year it is \$138. Blake pointed out that the City certainly has not doubled the rates. Scott pointed out that the idea of taking on the expenditure of a big improvement to the water system is scary; however, with the grant funding available, it really is a once-in-a-lifetime opportunity.

Other various concerns were discussed, including placement of the water tower and installation of residential wells. Eventually, Stringer moved to authorize Mayor Littlestar and City Administrator Allen Blake to execute documents for the water project application. Scott seconded, and the motion passed 5 – 0.

- The sewer project is complete. We will certify the same to the engineer next week.
- Currently, dog tags are due in January. However, dog tag registration late fees are so miniscule that they have done little to encourage citizens to register their dogs at all, let alone in a timely manner. Currently, a tag for an unaltered dog is \$7, and a tag for an unsexed dog is \$3. The late fee is \$.25 per month. Blake proposed that the Council consider increasing the late fee to \$5 per month. The Council agreed with an increase of at least that much and indicated that an increased late fee of \$10 per month might even be advisable. Blake will draft an amended ordinance for their approval at the next meeting.

#### **Proposed Job Description for Maintenance Helper**

Blake handed out a proposed job description for maintenance helper. No discussion took place, other than the Council's request for a job description for the refuse hauler.

#### **Using Existing Staff to Read Meters**

It was noted that maintenance helper, Daniel Stanford, has turned in his two weeks' notice because he has obtained a lineman job in Belleville. This will leave the maintenance crew shortstaffed again. The Council agreed to advertise the open position in The Clarion, The Hutch News, and possible Rural Messenger.

Stringer advised he had done some thinking about the proposed change for meter-reading, and he saw several issues with adding another task to the maintenance crew's list, specifically with training. Hirst agreed. Ford said he thought a change like this would be best implemented when the current meter reader quits rather than taking a job away from someone. Scott advised that she didn't think the change would be ideal at this point since the maintenance crew is no longer fully staffed.



The Council agreed to table the issue.

At this time, the discussion drifted. Mitchell inquired about Mattison's overtime for the first pay period in May. Warden provided explanation.

Mitchell also inquired about the progress of the gas card investigation. He asked that the Council again consider offering a \$1,000 reward for information leading to an arrest in the matter. The Council thought it would be best to first see where the investigation was at, to see if a reward offer would help or hinder. Scott also suggested that we look into Crime Stoppers.

Scott advised she did hear from one citizen regarding Mitchell's comments on the Wellness Center at the last meeting. That citizen suggested that the Council take a look at the property on the northwest corner of 2<sup>nd</sup> and Kansas if they are reviewing the appearances of downtown buildings. She asked Blake if he had checked to see if there were any issues there. He advised that there indeed are several code violations there and that he does intend to eventually address those. However, that being said, the City's Zoning Code contains little about appearance.

Hirst voiced thanks to those who put in a great deal of hours and effort to bring the Wellness Center into fruition. She advised that she too received numerous calls from citizens upset about Mitchell's comments.

#### **Executive Sessions**

Paula Scott moved that the Council recess into a fifteen-minute executive session pursuant to the non-elected personnel exception to discuss possible changes to the utility clerk's schedule. Stringer seconded, and the motion carried. At 9:55 PM, regular session resumed with no action taken during executive session.

Stringer moved for the Council to go into a ten-minute executive session pursuant to the non-elected personnel exception to discuss employee retention. Scott seconded, and the motion passed unanimously. After the passage of ten minutes, regular session resumed with no action taken during executive session.

Pursuant to the non-elected personnel exception, the Council recessed into another ten-minute executive session to discuss the recent meeting between Mayor Littlestar, Council President Don Ford, City Administrator Allen Blake, and Maintenance Supervisor Allen Andresen. This was unanimously approved by motion from Ford and second from Stringer. At 10:20 PM, regular session resumed with no action taken during executive session.

#### **Minutes**

With a suggested correction from Mayor Littlestar, minutes from the May 7, 2010, meeting were unanimously approved by a motion from Scott and a second by Ford.

#### **Accounts Payable**

Scott moved for the approval of the payables totaling \$139,021.59. Stringer seconded, and the motion passed five to zero.



### **Council Concerns**

City Clerk, Leslie Warden, advised that a few citizens have suggested that the City invite a Veterinarian to come to the City on one Saturday in January for the purpose of providing rabies vaccinations. This might possibly encourage more dog tag registrations as well. The Council thought this was a good idea, and Warden advised she would begin making some calls.

Again, the discussion turned to Council member John Mitchell's comments at the previous Council meeting. Sonia Yutzy mentioned it in her column in The Clarion, but according to Mitchell, she did not include that he said, if they agreed to repaint it, he would provide the paint and perform the labor himself.

Mayor Littlestar noted that he too received feedback from those upset with the comments about the Wellness Center. He advised Mitchell to remember that he is a Council member and a member of PRIDE and those negative comments may reflect back on him as well as the organizations of which he is part.

### **Adjournment**

At 10:30 PM, Stringer moved and Scott seconded for adjournment. The motion passed five to zero.

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Cody R. Littlestar, Mayor

Attest:

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Leslie Warden, City Clerk