



MINUTE RECORD
Regular Council Meeting City of Haven

Meeting: REGULAR

Date: June 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: Paula Scott

Council Member: John Mitchell

Council Member: Jeff Stringer

ABSENT: Council Member, Amy Hirst.

Others: Leslie Warden, Allen Blake, Allen Andresen, Sonia Yutzy, Ann Chesnut, Dean Chesnut, Trudy Littlestar, Erin Peterson, Margaret Ring, Stephanie Carlson, Shirley Robinson, Mary Jane Biltz, Charlie Wagner, and David Chamberlain.

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.

Charlie Wagner: PRIDE's Picnic in the Park

PRIDE would like to hold their annual Picnic in the Park at Engweiler Park again this year on August 7, 2010, from 5:00 PM – 7:00 PM. Wagner requested the Council allow them to use the Park and the pool for the event. He also asked if the City could allow all swimmers free admission to the pool for the entirety of the day. The Council was agreeable to all of Wagner's requests, contingent on the availability of lifeguards. Wagner said he had already spoken with the pool manager and would continue to communicate with him.

Tree Board: Proposed 2011 Budget

Stephanie Carlson addressed the Council regarding the Tree Board's requested budget for 2011, totaling \$13,000, equivalent to the amount requested for 2009 and 2010. Carlson said there were no big plans in the works, just to continue planting about fifteen trees per year and to see that trimming gets done. The proposed budget was well-received among the Council.

Library Board: Proposed 2011 Budget

Mary Jane Biltz presented to the Council the Library Board's requested budget for 2011, \$49,882, which is only \$50 greater than that appropriated in 2010. Biltz reminded the Council that the Library must increase their budget each year to continue to receive state aid. She noted some numbers had to be rearranged because the cost of the system that powers the check-out system has doubled in price. No concerns regarding the proposal were voiced.

Recreation Board: Proposed 2011 Budget



Chairperson David Chamberlain presented the Recreation Board's proposed 2011 Budget to the Council. He noted that although the board has no major plans lined up for 2011, they would like to increase the amount allowed for umpires and officials by a total of \$600. The proposed budget also included a \$300 raise (4.5%) to Merritt Wright, Recreation Director. Chamberlain said Wright has not had a pay increase for at least three seasons. Council member, Paula Scott, commented that rather than approving salary increases individually at separate times, she would like to see any salary increase, whether for the Recreation Director or City Clerk, implemented at the same time. Chamberlain noted defensively that the City would lose their Recreation program if they lost Merritt Wright.

Council member, John Mitchell, questioned how the Recreation Board receives registration fees and keeps an appropriate accounting of the same. City Clerk, Leslie Warden, advised that she did create a line item for Summer Recreation Program Income, and so far this year, the City has taken in a little over \$3,000 under that line item. The Council agreed that the Recreation Board should keep a carbon-copy receipt book for the taking of registration fees.

Also, Ford mentioned that previously field maintenance was part of the Recreation Director's duties or at least so he thought. For the ten years that Chamberlain has been involved, he could not remember that being the case; however, he said he did remember when field maintenance was the City's responsibility and it never got done.

At that point, Scott advised that she had no real problems with the Recreation Board's proposed budget other than the salary increase.

Park Board: Proposed 2011 Budget

Sonia Yutzy presented the Park Board's proposed 2011 Budget, \$13,000, an increase of \$1300 from last year. The Park Board also plans to use \$52,000.00 of the Paul Moore Estate funds to begin implementation of the Wilderness Park.

Yutzy mentioned that with the remainder of this year's funds the Park Board hopes to work on Engweiler Park by replacing benches, picnic tables, barbecues, and adding some more shades. She noted that a digger toy at Engweiler is still in need of repair. Mayor Littlestar said he would fix it.

Discussion ensued about the board's plans for the Wilderness Park. Yutzy said they plan to put in a walking path of 871 linear feet. The path will be made of cement, tinted an earthy color, and have imprints of leaves and nature items in it. It was clarified that the \$52,000.00 is not just for the cement pathway.

No concerns were voiced regarding the Park Board's proposed budget.

Maintenance Project Updates

At 7:55 PM, maintenance supervisor, Allen Andresen, provided the following updates:

- City-wide clean-up has concluded. As a result, the maintenance crew hauled away the following:
 1. Two loads of paint
 2. Four loads of lumber
 3. 200 gallons of oil



4. One load of tires
 5. Three dumpsters of furniture
 6. Two loads of iron.
- All but six residential electrical clock meters have been changed out. The remaining six are A-phase meters. They cannot be changed out until the meter can has been updated, which is the customer's responsibility.
 - With the permission of the Council, Andresen will begin replacing old Trident water meters. To upgrade, it will cost about \$32.50 a piece.
 - The City's electrical system is getting ready to take on a heavier load from Haven Steel. It will be about a 400 amp increase. The change can be done with existing meters.
 - After having to do some electrical line work at a home on south Reno, Andresen said the City would need to purchase some topsoil to fill in ruts left by the bucket truck. The Council agreed and suggested he purchase it from Mt. Hope Sand Company.
 - The street sweeper has been put to good use. Andresen will sweep the uptown as soon as a new broom arrives.
 - Andresen presented to the Council an estimate of \$10,260 from Eash for adding restrooms at the ball diamonds. The building would merely be a 24 X 18 X 9 shell. The estimate does not include stools or insulation. Andresen said he thought the most difficult part of the project would be getting the sewer in and imagined the total of the project would still be about \$30,000.
 - Blake mentioned that he look at the cracks at the tennis courts. He said they are not big enough to fix yet.

City Administrator Project Updates

City Administrator, Allen Blake, presented to the Council the following:

- One of the City's electric customers, Aryln Tonn, has asked the City to pay his \$500 insurance deductible to replace a refrigerator that quit after two electrical outages / low voltage incidents in late May. Blake took photos of the approximately 35-year-old refrigerator to show to the Council and noted that in the past our City attorney has said the City has no liability in such claims unless negligence is involved. The Council showed no interest in paying the deductible.
- Maintenance helper #2, Tony Howlett, successfully completed his 90-day probationary period, making him eligible for a raise. With proposed Resolution #235 on the table, Paula Scott moved for the approval of the same increasing Howlett's pay to \$12.50 per hour, retroactive to June 1. Don Ford seconded, and the motion passed four to zero.
- An Ordinance raising the late fee for dog registration to \$10 was also presented and had been discussed and agreed to at a previous meeting. Scott moved for the approval of Ordinance 590; Stringer seconded. The motion passed unanimously.
- Blake presented the Police Department's proposed 2011 budget asking for \$150,510. No concerns were voiced by the Council.
- The Prisoner Housing Contract, raising daily fees to \$40, was approved unanimously with a motion from Ford and a second by Scott.
- Needed repairs to the Haven Wellness Center were discussed. The HWC Committee plans to purchase an awning to go over the rear door of the facility. The City will pay for the awning, which should prevent water from leaking in through the rear door. Also, Blake presented an estimate from Hamilton Roofing to repair the leaky area between the Police Department and the Wellness Center. The \$1,950 estimate would allow the



- problem to be fixed with a 3-course glass cement and seal. However, the preferred fix would be to have someone remove the old mortar and re-mortar the bricks. Ford moved to approve expenditures up to \$2,000 to repair the area between the Police Department and Wellness Center. Stringer seconded, and the motion passed four to zero.
- The City has received the final bill from Certified Engineering for the sewer lagoon project, totaling \$21, 357. Blake said the City still lacks an O&M manual from the vendor but expects it shortly. Ford moved for the approval of the final payment to Certified Engineering, contingent on receipt of the manual. Stringer seconded, and the motion passed unanimously.

Water Project

In reference to a previous discussion, Blake mentioned that the City can adopt an ordinance requiring residents to be municipal water customers and probably should. The Council agreed and asked that he draft the same.

Repaying Bonds Early:

Tom Finger of USDA Rural Development mentioned to Blake that the City, if approved for funding of the water project, would need to pay off \$270,000 in outstanding bonds now rather than in 2016 when scheduled. Blake said he thought the City would be okay financially, particularly since no major street repairs are being done this year, and none are planned for next year since we will likely be digging holes here and there to replace water mains.

Council member John Mitchell reviewed the Preliminary Engineering Report and discovered what he considered to be “startling numbers.” He provided a handout to the Council of his findings, and his figures showed a shortfall of four million dollars, causing him to rescind his backing of the water project.

Blake advised that the City’s application is currently being reviewed at the State level by their number crunchers, and in about sixty days, they will send out a report with their findings. Stringer, Blake, and Mitchell all agreed the numbers should be looked at more closely.

At this time, the discussion shifted, and Mitchell made a motion to move Council meetings from Friday nights. Lack of a second caused the motion to die.

Budget Procedure / Need for Special Meeting

Warden provided the Council with a timeline of events that need to occur to have the budget passed, published, and heard appropriately. Based on it, the Council agreed that a Special Meeting would be necessary. The Council agreed to hold a Special Meeting for purposes of discussing the budget on Friday, July 23, 2010.

Security System at Pool

Blake presented an estimate for installation of a security system at the pool. No action was taken.

Pay Rates of Pool Manager and Assistant Manager

Since last year, Federal minimum wage has increased to \$7.25 per hour. Therefore, Paula Scott moved to increase the lifeguard’s base wage to \$7.25 per hour and to approve the City to purchase (1) \$30 swimsuit per lifeguard (must be same color / same suit, subject to the Pool Manager’s approval). Stringer seconded, and the motion passed four to zero. As for increasing



the pay of the pool manager and assistant manager, the Council had many questions about hours worked and schedules that the City Clerk could not answer. Warden advised that the lifeguards and managers do not clock in and out; at the end of the pay period, their hours are turned in on a 3X5 note card. Warden noted that this is how it was done last year when she took over the Clerk position, but she didn't think it was most appropriate. The Council agreed a time clock should be purchased for the pool so that pool employees can clock in and out.

Also, the Council requested that Mark Robinson, Pool Manager, and Jordan Lesperance, Assistant Manager, attend the next Council meeting to answer the questions that the Clerk could not, and with those answers, the Council will evaluate a salary increase for them.

Executive Session

At 9:30 PM, Paula Scott moved that the Council recess into a 10-minute executive session pursuant to the non-elected personnel exception to review applications with Blake present. Stringer seconded, and the motion passed unanimously.

Regular session resumed at 9:40 PM with no action taken during executive session.

Ford mentioned that a citizen recently commented to him that the City of Haven has one of the best trash services around and should never consider contracting it out.

Minutes

Minutes from the May 21, 2010, meeting were unanimously approved by a motion from Scott and a second by Stringer.

Accounts Payable

Scott moved for the approval of the payables, excluding those to Mitchell Hardware, totaling \$125,388.35. Ford seconded, and the motion passed four to zero. Ford moved for the approval of payables to Mitchell Hardware, totaling \$710.74. Stringer seconded, and the motion passed three to zero.

Members were provided a financial summary dated May 31, 2010, and a report comparing expenditures to the 2010 Budget. They were also provided a summary comparing receipts between the Jayhawk and Quickbooks computer programs.

Council Concerns

Scott mentioned a vacant house on S. Wichita Avenue, noting it is a danger and has perhaps increased pest problems. Condemnation of the property was briefly discussed.

A "thank you" from Cora Ogden was acknowledged.

Mayor Littlestar said someone had drawn his attention to favoritism at the City's burn site, though no names were provided. Without names, the Council could take no action.

Mitchell mentioned trailers sitting at Haven Auto appeared to be used for storage. Blake advised those trailers were grandfathered in.



Mitchell mentioned Jones' building on S. Sedgwick. Blake said Bob Jones had made some progress in cleaning up, but Mitchell was not happy with it.

Regarding the gas investigation, the Mitchell moved for the City to offer a \$1,000 reward for information leading to a conviction. Ford seconded, and the motion passed unanimously.

Adjournment

Stringer moved and Scott seconded for adjournment. The motion passed four to zero.

S/S
Cody R. Littlestar, Mayor

Attest:

S/S
Leslie Warden, City Clerk