



MINUTE RECORD
Regular Council Meeting City of Haven

Meeting: REGULAR

Date: September 20, 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: Amy Hirst

ABSENT: Jeff Stringer.

Others: Leslie Warden, Allen Blake, Allen Andresen, Amy Houston, Vernelle Voth, Ann Chesnut, Leon Dick, Tony Howlett, Jonathan Hargrave, Bill Thomas.

Mitchell requested an addition to the agenda to discuss a building permit issue brought up in a letter by Larry O'Toole. Littlestar felt it best addressed under council concerns.

Executive Sessions

Scott moved that the Council recess into a ten-minute executive session pursuant to the non-elected personnel exception to discuss compliance with employee policy with Jonathan Hargrave. Mitchell seconded, and the motion passed four to zero.

At 7:13 PM, regular session resumed with no action taken during executive session. Next, Scott moved that the Council recess into another ten-minute executive session pursuant to the same exception to discuss the same subject with Tony Howlett. Ford seconded, and the motion passed unanimously.

At 7:23 PM, regular session resumed with no action taken during executive session.

Maintenance Project Updates

Maintenance supervisor, Allen Andresen, provided the following updates:

- The quote from Kenny's Electric to run an electrical extension to MKC's planned storage addition came in at \$21,450, which MKC would be obligated to pay back to the City. Ford moved for approval of the quote to extend electric service to MKC's new seed storage, not to exceed \$21,450, and to be paid back to the City within twelve months. Scott seconded, and the motion passed four to zero.
- The trash truck is in need of four new tires. Goodyear tires could be purchased from Kansasland for \$340 / piece. Cooper Tire offered a generic tire at \$280 / piece or a grade higher at \$310 / piece. Andresen recommended the Council approve the quote from Kansasland. Scott moved for the purchase of four new tires for the trash truck not to exceed \$1,360. Hirst seconded, and the motion carried.
- A new water service line had to be installed under S. Topeka Avenue due to a leak. Topeka Avenue is one of the City's most recently paved streets. Therefore, Andresen inquired if the Council would like to have the hole hot-patched. This would cost



approximately \$900 - \$1000 through Southwest Associates. Mitchell suggested cold-patching the spot for the time being and allowing the accumulation of other spots in need of hot-patching before calling Southwest Associates out. The Council agreed. Mitchell also suggested that maintenance keep a running list of patches in need of hot-patching so none get forgotten.

- B&B Hydraulics repaired the digger truck for \$780. The mechanic did run it in the parking lot and saw no physical signs of the hydraulics leaking. Tony changed the oil on it, but it has not been used yet. Mayor Littlestar asked Allen Andresen to attempt to move the large transformer with the digger truck to see if it acts appropriately. He advised not to put anyone at risk and asked Andresen if he was comfortable with that. Andresen responded affirmatively.
- Mitchell mentioned that the maintenance crew should not drive past a dead animal in the street without picking it up to properly dispose of it.
- Mitchell also noted that the drag for the ball diamonds is sitting unsecured at the ball diamonds. Littlestar asked the City Clerk to advise Merritt Wright to secure the drag, even if it means chaining it to the fence.
- Andresen announced that he will be retiring April 4, 2011. The Council thanked him for the advance notice.

City Administrator Project Updates

City Administrator, Allen Blake, presented the following updates:

- Harland Foraker of Certified Engineering Design submitted his proposal for a drainage study, which came in at around \$8000. The Council was fearful the scope of the study was not broad enough. Blake advised he would ask Foraker to widen the scope of the study, if the scope did not already include what the Council wanted. He would also see if Foraker could attend the next meeting to answer the governing body's questions.
- Blake has a meeting next Wednesday with engineer Willis Wilson to discuss the next steps for the water project. Mitchell asked if the Council would be involved in the decision-making process, particularly concerning the appearance of the water tower and treatment facility. Blake said that once those steps are closer, he would have the engineer come in and provide examples.
- In regards to Hindman Trailer Park, Blake provided the Council with the letter he sent to Brian Morgan. The letter stated that by October 15 Morgan must provide a plan for repairs and advise when he can meet with the Council to discuss the matter.

Property Maintenance

The Council was provided with the 2009 version of the International Property Maintenance Code. Blake advised that currently the City has no codes on the condition in which a building should be maintained. As a matter of fact, right now no codes exist for buildings between new construction and condemnation. Mitchell had issues with some of the particulars of the code, specifically that requiring a ventilation fan and separate drinking facilities. Hirst asked Warden to see what other nearby small cities are using for property maintenance codes.

Clerk's Certification Institute

Scott moved for Warden to again attend the Clerk's Certification Institute from October 25 – 29. Hirst seconded, and the motion passed unanimously.



Minutes

Mitchell advised he did not agree with meeting minutes noting that the installation of garage door openers does not require a building permit. Blake noted that the minutes are not to reflect what is correct or incorrect; it is to reflect what was presented at the meeting. Therefore, if the statement in question was made during the Council meeting, it is okay for it to appear in the minutes. Mitchell requested that the comment about a “gnat’s posterior” made by the Mayor be added to the minutes. The Clerk asked where he would like the comment added, and he advised under City Administrator Project Updates. Warden pushed for further specification so that the correction would only have to be made once. She also asked how Mitchell would like it worded. He advised that the direct quotation from The Clarion could be used and it could be added after the last sentence under City Administrator Project Updates. There was question as to whether or not Mitchell was making said motion. He advised he was. Hirst advised she would have to see it before she could vote on it. The Clerk attempted to find the quotation in the appropriate edition of The Clarion, but could not find it in office. Eventually Scott moved to approve the minutes as written, and Ford seconded. The motion passed three to one with Mitchell holding the opposing vote.

Accounts Payable

Scott moved for the approval of the payables, totaling \$118,755.06. Ford seconded, and the motion passed four to zero.

Council Concerns

Hirst expressed how fond of the Haven community she is but advised she is tired of the nitpicking and griping. Though she and her husband have had discussions about moving to Hutchinson because it is closer to their business, they always come back to the fact that they love Haven because Haven is safe and has many wonderful people. She encouraged people to look around at the positive and to work together to make the community even better.

Three people have recommended to Hirst that the City publish the official minutes in The Clarion rather than relying on a reporter to accurately convey the contents of the meeting. Scott advised she too had received one recommendation. Blake asked Warden to check into the cost.

Mayor Littlestar acknowledged a “thank you” from Haven Grade School PTO for the work the City did on the curbing and sidewalk at the grade school. He also acknowledged a certificate from the Census Bureau for the City’s participation in the 2010 Census.

Scott advised that she received a letter from a concerned citizen since the last meeting, and she greatly appreciated that that citizen attached his or her name and address to the concern. Scott noted that the City has received many anonymous letters containing personal attacks on Council members or City staff and generally inaccurate information overall. Therefore, she will no longer be reading any anonymous letters that come in. However, she wanted citizens to know that if they do include their name and address with their concern, she will respond.

Ford would like to see a lot with a fence and gate for the maintenance department to properly store transformers. Blake advised he would obtain an estimate.



Mitchell recently spoke to Jeremiah Hobbs about redoing the City's Haven signs. Hobbs said he is waiting on ideas from us. Mitchell also took issue with the placement of the KNS Cattle sign on the east side of Haven Buhler Road. Blake advised they did obtain a special use permit for the sign and where it sits now is on county property.

Blake addressed the Larry O'Toole / building permit situation. He advised that O'Toole contacted Glenna at the City Office to see if a building permit was necessary for installation of a fence. Glenna told him no but provided him with the building inspector's phone number so that he could contact her to ensure proper placement of the fence. However, it appears now that O'Toole did not contact the building inspector prior to the contractor starting work. Because of this issue regarding fences and concrete flat work, the City has created a new form. Now anyone who wishes to install a fence or have concrete flat work done must obtain a Placement Verification Form and have the building inspector sign off on the location. In regards to O'Toole specifically, the City took the most liberal approach and allowed the 6' fence out to the front of the Congregational Church.

At 8:50 PM, Mayor Littlestar asked Mitchell if he secured a building permit before starting work on his building earlier in the week. Mitchell advised he contacted the City Office to inquire whether or not he would need a building permit for the work. Glenna did not know so he filled out a building permit application at the City Office. Glenna advised she would contact the building inspector to advise she was in receipt of the application, and the building inspector would then get with him. Mitchell had yet to hear back from anyone.

Adjournment

At 8:57 PM, Ford moved and Hirst seconded for adjournment. The motion passed unanimously.

S/S
Cody R. Littlestar, Mayor

Attest:

S/S
Leslie Warden, City Clerk