



MINUTE RECORD
Regular Council Meeting City of Haven

Meeting: REGULAR

Date: December 3, 2010

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

Council Member: Don Ford

Council member: Paula Scott

Council Member: John Mitchell

Council Member: Amy Hirst

Council Member: Jeff Stringer

ABSENT: None.

Others: Leslie Warden, Allen Blake, Amy Houston, Allen Andresen, Don Hindman, Joyce Hindman.

No additions to the agenda were requested, and no one was signed up to deliver public comment.

Board Re-appointments

Park Board:

Don Ford moved for the re-appointment of Glenna Norris to the Park Board for a two-year term. Scott seconded, and the motion passed unanimously. Sonia Yutzy was unanimously re-appointed to the Park Board for a two-year term with a motion from Ford and a second by Scott.

Tree Board:

Stringer moved and Hirst seconded for the re-appointment of Stephanie Carlson to the Tree Board for a one-year term. The motion passed with five "yes" votes. Stringer also moved for the re-appointment of Paul Regier to the Tree Board for a two-year term. Ford seconded, and the motion passed unanimously. John Paulk was unanimously re-appointed to the Tree Board for a two-year term with a motion from Stringer and a second by Ford. Stringer moved and Hirst seconded for the re-appointment of Tom Oxley to the Tree Board for a three-year term. The motion passed unanimously.

Ambulance Board:

Scott moved and Ford seconded for the re-appointment of Don Bogner to the Ambulance Board for a three-year term. All voted in favor of the same. Doug Murphy was unanimously re-appointed to the Ambulance Board for a one-year term with a motion from Scott and a second by Stringer. Mike Tonn was also unanimously re-appointed to the Ambulance Board for a two-year term with a motion from Scott and a second from Ford. Scott moved and Stringer seconded for the re-appointment of Steve Beasley to the Ambulance Board for a three-year term. The motion passed unanimously.

Board of Zoning Appeals:

Hirst moved for the appointment of Thomas Blankenship to the Board of Zoning Appeals for a two-year term. Stringer seconded, and the motion passed five to zero.



Licenses

Scott moved for the approval of Kwik Shop's 2011 Cereal Malt Beverage License. Stringer seconded, and the motion passed unanimously.

Stringer moved for the approval of All Sports Liquor's 2011 Occupancy Permit, followed by a second from Hirst. The motion passed unanimously.

Maintenance Project Updates

Maintenance supervisor, Allen Andresen, provided the Council with the following updates:

- The Haven Steel Products electrical project is on hold while the City waits on them to make some decisions.
- Mid-Kansas Cooperative's new electrical will be online next week once easement paperwork is completed.
- Kwik Shop has decided to hold off on upgrading their service at this time.
- A water main break at 4th and Topeka was recently repaired. However, the City currently has no cold-mix asphalt on hand to repair the street. Stringer moved for the purchase of approximately 15 tons of cold-mix asphalt, not to exceed \$2,000. Ford seconded, and the motion passed unanimously.
- The bucket on the tractor is not functioning properly. Andresen has scheduled it for an appointment at Schmidt & Sons on Wednesday.
- The dump truck still needs to be looked at as well, but no appointment is set yet.

City Administrator Project Updates

City Administrator, Allen Blake, addressed the following with the Council:

- Proposed Resolution 236 regarding the prohibition of concealed carry in city-owned buildings was presented for Council consideration. Scott moved and Ford seconded for passage of the same. All voted in favor.
- A written utility easement was presented to the Council regarding the new electrical at Mid-Kansas Cooperative. All agreed the easement was necessary in order for the City to be able to maintain the electrical there. Stringer moved for the acceptance of the Mid-Kansas Cooperative easement, both in wording and by map. Hirst seconded, and the motion passed five to zero.
- In regard to the water project, the engineer is working on an easement map, which the attorney will then have to certify.

Mobile Home Park Operator's Licenses

Scott moved and Mitchell seconded for the approval of a Mobile Home Park Operator's License for Elliott Courts. No opposing votes were cast.

Ford moved and Scott seconded for the approval of a Mobile Home Park Operator's License for Reynolds Trailer Park. The motion passed five to zero.

Extensive discussion and review of past documents regarding Hindman Trailer Court took place. Eventually, Stringer moved to hold owner, Brian Morgan, to a deadline of January 31, 2011, to perform all City-requested repairs to the City's standards, particularly since the owner was first notified on September 16, 2010, of the need to make repairs. Scott seconded, and all voted in favor of the same.



Park Board – Haven Community Building Rental Fee

Currently, the Community Building is available to rent for \$30 per day plus a \$20 key deposit. However, the fees have not been raised since 1996. The Park Board recommends that the key deposit stay at \$20 and the rental fee increase to \$50. Ford moved and Stringer seconded for approval of the same. The motion passed five to zero.

Executive Session

At 7:50 PM, Scott moved that the Council recess into executive session, with Blake present, pursuant to the non-elected personnel exception to review applications for an open position, the open meeting to resume at 8:00 PM. Hirst seconded, and all voted in favor of the same.

At 8:00 PM, regular session resumed with no action taken during executive session. Then Scott moved that the City immediately extend an employment offer to Joshua Smith for maintenance helper at an hourly wage of \$12 / hour. Mitchell seconded, and the motion passed unanimously.

Then Scott moved that the Council again recess into executive session, with Blake present, pursuant to the non-elected personnel exception to discuss the status of an employee’s worker’s compensation claim, the open meeting to resume at 8:13 PM. Stringer seconded, and the motion passed unanimously.

At 8:13 PM, normal session resumed with no action taken during executive session.

Council Packet Procedure

Ford expressed that he felt that requesters of the “council packet” should be provided with one, and if an item is not an open record or there is a question as to its disposition, then it should not go in the packet.

Hirst was fine with that but for the public wanted to clarify the procedure for obtaining a packet. All requests should be made in writing.

Stringer felt the City should continue with its current practices until a decision is handed down from the District Attorney in regard to the complaint filed by Amy Houston, particularly since we have paid the attorney to provide us guidance on the matter.

Mitchell moved that the City change their policy so that upon request, an individual may obtain a council packet, as complete as possible, exclusive of the legal exemptions. Ford seconded, and the motion passed four to one. Stringer held the opposing vote.

Sealed Bids on Trencher Hoe

The Mayor opened the bids the City received for the trencher hoe. They were as follows:

Dan Becker	\$3,000
Bill Sutton	\$1,275
Bob Jones	\$1,137
Tony Howlett	\$ 900
Don Huston	\$ 788



Scott moved for the approval of the high bid from Dan Becker for \$3,000. Ford seconded, and the motion passed five to zero.

Accounts Payable

Scott moved for the approval of the payables, totaling \$55,413.86. Stringer seconded, and the motion passed unanimously.

Members were provided a financial summary dated November 30, 2010, and a report comparing expenditures to the 2010 Budget. They were also provided a report comparing receipts between the Jayhawk utility system and Quickbooks.

Council Concerns

Warden advised that on Tuesday afternoon she will be at Cheney seeing Haven's prospective utility billing software in the works. She also plans to visit Derby at some point since they recently underwent transition from old software to Tyler Technologies software.

Ford advised that he is now aware that the City's legal publication is called The Clarion rather than The Mt. Hope Clarion as he has so often said in the past. Several individuals had asked him to note the correction.

Hirst received several phone calls in support of the placement of lights at the basketball court at Engweiler Park. The Council agreed that Spring would be the best time to look at making that happen. Warden will calendar the topic / project for March 2011.

Mitchell noted the large amount of money in the City's checking account and suggested putting some of it into another CD. Warden advised it would be possible to work with less cash in checking but wanted to know exactly what to do. Scott suggested she talk to the auditors and the bank to determine the best course of action. The Council agreed.

A letter from Haven Insurance Agency to Mitchell answering an inquiry from Mitchell was carbon copied to City Administrator Allen Blake. A copy was provided to the Council. The letter addressed employees performing City business in their personal vehicles. Though brief discussion took place, there seemed to be no loose ends to tie up.

Adjournment

At 8:40 PM, Stringer moved and Scott seconded for adjournment. The motion passed unanimously.

s/s
Cody R. Littlestar, Mayor

Attest:

s/s
Leslie Warden, City Clerk