



MINUTE RECORD
Regular Council Meeting City of Haven

Meeting: REGULAR

Date: April 1, 2011

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: Paula Scott

Council Member: Jeff Stringer

Council Member: John Mitchell

Council Member: Amy Hirst

Council Member: Don Ford

ABSENT: None.

Others: Leslie Warden, Allen Blake, Robert Pell, John Andresen, Allen Andresen, Mary Andresen, Lexi Andresen, Jan Nolde, and Fred Solis.

Addition to Agenda

City Administrator, Allen Blake, requested the addition of an executive session pursuant to the non-elected personnel exception in order to discuss a job performance concern. Stringer moved and Scott seconded for the addition. Motion carried.

Jan Nolde of Swindoll, Janzen, Hawk & Loyd, LLC: 2010 Audit

Each governing body member was provided with a copy of the Communication Letter and Financial Statements for the Year Ended December 31, 2010. Nolde went over the Communication Letter in detail and briefly touched on the financial statements, noting there were no cash basis violations. After answering questions, Nolde requested the Council, at some point, approve the financial statements by motion. At that time, Scott moved to approve the Financial Statements of the City of Haven for the Year Ended December 31, 2010. Ford seconded, and the motion passed unanimously.

Project Updates

Public Works Director / City Administrator, Allen Blake, addressed the following with the Council:

- The road grader has been paid for and picked up.
- Howlett attended the Kansas Rural Water meetings this week to obtain his Water Operator Certification. Blake advised he fully expected Howlett to pass the test but we won't have the results for a few weeks.
- The clean-up and re-organization of the shop continues.
- Harlan Foraker of Certified Engineering did provide estimates for the work the City requested, but the proposal he sent was incomplete. It did not include the engineering, letting bids, or a bid on having our ditches cleaned out.
- Blake is still working on easements for the Water Project.
- The numerous locates being done around town for the Water Project and IdeaTek's fiber optic project were discussed.



- Mitchell mentioned the Haven Signs that have continued to remain in a state of disrepair. After brief discussion, the Council agreed that the shrubs around the signs should be removed. Once the shrubs are removed, the Council intends to take a field trip to view the signs to decide the best way to revamp them.

Celebration of Allen Andresen's Service to the City

Andresen's last day of employment with the City will be April 5, 2011. Therefore, the Mayor presented Andresen with a plaque thanking him for his 29 years of service to the City of Haven. Cake was shared to celebrate.

Resolution Authorizing Bonds for Water Project

Blake presented a resolution authorizing bonds for the water project. Scott moved that the City adopt Resolution 245, followed by a second from Stringer. The motion passed five to zero.

Inventory

A police department inventory list was unanimously approved with a motion by Stringer and a second by Ford. Inventory of the City Administrator's office was unanimously approved by motion from Stringer and a second by Hirst.

Rob Pell, Chief of Police Appointee

Pell provided information about a federal bulletproof vest program and requested the Council allow the City's Police Department to participate. Stringer moved to allow Pell to purchase up to three bulletproof vests at approximately \$X per piece, providing the City is reimbursed for approximately 50% of the purchase price. Hirst seconded, and the motion passed unanimously.

At 8:12 PM, Scott moved that the Council recess into a fifteen minute executive session pursuant to the security exception to discuss police department staffing, with Pell and Blake present. Stringer seconded, and the motion passed unanimously.

At 8:27 PM, regular session resumed with no action taken during executive session.

Then Stringer moved to allow Chief Pell to purchase equipment to accommodate two part-time employees, not to exceed \$500 per employee. Ford seconded, and the motion passed unanimously.

Stringer then moved to hire two part-time patrol officers at \$12.00 per hour. Ford seconded, and the motion passed with five "yes" votes. Brief discussion took place regarding the wage of the City's only reserve officer currently on staff. Stringer then amended his motion to hire two part-time patrol officers at \$12.50 per hour, rather than \$12.00 per hour. Hirst seconded, and the motion passed unanimously. Next, Scott moved and Hirst seconded to advertise the positions. Motion carried.

The Council discussed the need for the new Chief to drive a police vehicle to and from work each day, particularly if they intend for him to respond to emergency calls from his home in Hutchinson until he establishes residency in Haven. Hirst, Mitchell, Ford, Littlestar and Stringer each separately voiced their support of the same.



Review Job Descriptions

Chief of Police:

A copy of the current job description was provided to the Council as well as the draft of an amended job description composed by Scott. Discussion of the duties outlined briefly took place with Chief Pell present. Scott moved to approve the drafted job description for Chief of Police with the discussed changes, including the addition of four discussed changes. Stringer seconded, and all voted in favor of the same.

City Clerk:

The current job description for City Clerk was provided to the governing body. Scott recommended the Clerk be supervised by the Mayor and Council as a governing body rather than simply by the City Administrator. Warden advised she was fine with being supervised by either the governing body or the City Administrator. However, all cities that she contacted who had both a City Administrator and City Clerk had their City Administrator serving as the City Clerk's supervisor. Scott moved to approve the supervisory change in the City Clerk job description. Stringer seconded, and the motion carried.

City Administrator:

The Council was provided with a copy of Resolution No. 139, outlining the duties of the City Administrator. The Council discussed making several changes to the job description and requested the Clerk type up those changes for them to revisit at the next Council meeting.

Executive Session

Scott moved for the Council to recess into a five-minute executive session pursuant to the non-elected personnel exception in order to review applications for pool manager. Stringer seconded, and the motion passed five to zero.

At 9:17 PM, regular session resumed with no action taken during executive session. Then Scott moved to hire Mark Robinson as the pool manager and to allow him to hire lifeguards. Ford seconded, and the motion passed unanimously.

The Council then discussed wages for the pool personnel. Last year the pool manager and assistant manager made \$55 and \$43.57 per day, respectively. Scott moved to increase the salary of the pool manager to \$57 per day and the assistant manager to \$45 per day. Stringer seconded, and the motion passed unanimously. Ford asked the Council if they intended to purchase swimsuits for the guards again this year, and the Council agreed it was a good idea.

Arbor Day Proclamation

Ford moved to pass the Arbor Day Proclamation, declaring April 29, 2011, as Arbor Day in the City of Haven. Hirst seconded, and the motion passed with five "yes" votes.

Executive Session

Scott moved and Stringer seconded for the Council recess into a ten-minute executive session pursuant to the non-elected personnel exception in order to discuss a personnel issue with the City Administrator. All voted in favor of the same.

At 9:37 PM, the Council resumed regular session with no action taken during executive session.



Minutes

Minutes from the March 18, 2011, meeting were unanimously approved by motion from Ford and second from Scott.

Accounts Payable

Scott moved for the approval of the payables, totaling \$65,295.39. Ford seconded, and the motion passed unanimously.

Members were provided a report comparing receipts between the Jayhawk utility system and Quickbooks for the month of March 2011.

Council Concerns

City Clerk, Leslie Warden, indicated a few citizens had inquired about a City-wide Clean-Up day as was done last year. She advised it took place last year from June 7 – 10 and asked if the Council wishes to do the same this year. The Council agreed to have another City-wide Clean Up this year from June 6 – 9. The City will advertise.

Burn site hours will change to summer hours starting next weekend.

The Mayor acknowledged a “thank you” card from the Haven High School girls’ softball team.

Adjournment

At 9:48 PM, Stringer moved and Ford seconded for adjournment. The motion passed unanimously.

/s/
Cody R. Littlestar, Mayor

Attest:

/s/
Leslie Warden, City Clerk