



MINUTE RECORD
Regular Council Meeting City of Haven

Meeting: REGULAR

Date: January 3, 2022

THE CITY COUNCIL MEETING IN REGULAR SESSION HELD AT 120 S. KANSAS AVENUE WAS CALLED TO ORDER AT 7:00 PM BY MAYOR ADAM WRIGHT. THE FOLLOWING PEOPLE WERE PRESENT:

Council Members: Sandra Williams, Ron Dale (at 7:03 PM), Tricia Paramore, Mark Robinson, Kylie Rush.

Absent: None.

Others: Leslie Atherton, Stephen Schaffer, Christopher Scott, Derek Stoll, Andrew Foulston, Mindy Kepfield, Stephanie Pace, David Dowd.

No revisions were made to the agenda, and no one signed up to speak during public comment time.

Minutes

Paramore moved to approve the minutes of the December 6, 2021, meeting. Robinson seconded, and the motion passed unanimously.

Accounts Payable

Robinson moved and Paramore seconded to approve accounts payable for December 7, 2021, through December 20, 2021, totaling \$157,702.20. Motion carried. Next, Williams moved, and Paramore seconded to approve accounts payable for December 21, 2021, through January 3, 2022, totaling \$37,439.49. Motion passed.

Members were provided with financial reports for the month of November 2021, including a summary of receipts and disbursements, comparison of budgeted to actual expenditures, and reconciliation of Jayhawk Utility receipts to money deposited into utility accounts.

Consider Planning Commission's Recommendation to Change Zoning of 207 S. Sedgwick Ave and the Parcel Immediately East of 207 S. Sedgwick Ave from Single-Family Dwelling District to Commercial District

Members were provided with a copy of the minutes of the Planning Commission's December 14, 2021, meeting, as well as a copy of David Dowd's application for rezoning. Dowd addressed the Council and described his intentions for the property. After discussion, Williams moved to approve the zoning change through adoption of Ordinance No. 701. Robinson seconded, and the motion passed unanimously.

Approve License Renewals

Paramore moved, and Robinson seconded to approve the license renewals for 2022 listed below. Motion passed unanimously.

Mobile Home Park Operators:

Elliott Courts

D&K Properties

A&W Investments

Cereal Malt Beverage:

Kwik Shop, Inc.

Consider Resolution for GAAP Waiver for 2021 Financial Reporting

Robinson moved and Williams seconded to adopt Resolution 389, waiving GAAP for 2021 financial reporting. Motion passed unanimously.

Stephanie Pace, Recreation Director:

Consider Quote for RecDesk and Authorize.Net

Approved 01.18.2022



Members were provided with the draft minutes of the Recreation Board's December meeting, wherein the Board recommended approval of the use of RecDesk and Authorize.Net. Pace requested authorization to enter into an agreement with RecDesk for use of their activity / facility management system to assist with organizing, operating, and expanding Haven Recreation. The annual subscription would be \$3,500 and unlikely to increase until Year 4 or 5. Pace and Atherton both noted the system has functions that could be used for other City operations as well, including the pool, community building, and for online form-filling. In order to take customer's credit card payments through RecDesk, Pace also requested authorization to set up an Authorize.Net Payment Gateway and merchant account. This would cost \$25 per month, plus a per transaction fee of \$0.30 and 2.9%. Atherton noted RecDesk would tack those fees onto the cost of the activity registration so Rec would not have to give up revenue to cover the fees.

After brief discussion, Williams moved and Paramore seconded to authorize both requests from Pace. Motion passed unanimously.

Consider Purchase of Baseball / Softball Gear

Pace noted she had previously obtained approval from the Recreation Board to purchase \$650 or less on catcher's gear, \$300 or less on new bats, and \$75 or less on shin guard straps / hand grips for bats. Because the expenditure has the potential to be over \$1,000, she requested the Council's approval of the same. Dale motioned and Paramore seconded to approve the presented request, not to exceed a total of \$1,025. Motion passed with five "yes" votes.

Consider Bill from Kansas Municipal Insurance Trust for Workers Compensation Insurance

Members were provided with KMIT's Workers Compensation Quote for 2022, totaling \$7,643. Atherton noted that because the City's Experience Mod decreased, the bill, too, has greatly decreased compared to the previous year, showing savings of \$7,772. Paramore moved and Robinson seconded to approve payment of the presented bill. Motion passed unanimously.

Public Works:

Consider Proposal for Quarterly Street Sweeping

Members were provided with a proposal of \$3,750 from CleanRite for quarterly street sweeping as well as information as to the cost of the same services should the City rent a street sweeper from Key Equipment. After brief discussion, Williams moved and Paramore seconded to award the work to CleanRite at \$3,750 each quarter for 2022 and to look at prices of street sweepers for possible future purchase. City Attorney Andrew Foulston asked if the quarterly price was good only for 2022 and if the contract says anything about scheduling rights. All members voted in favor of the same but asked for Stoll to return with a more specific contract.

Updates

Stoll delivered the following updates:

- Crack-sealing has begun. The rented machine worked smoothly for the project.
- Water plant generator and south lift station generator still are in need of repair, but Stoll has yet to hear specifics on what's necessary to get them back up and running. Stoll continues to pursue information and quotes.
- Quotes for replacement door on south lift station and quotes for street overlay will be presented at the next Council meeting.

Chief of Police:

Consider Agreement with 360 Document Solutions to Update Police Copier / Printer

Members were provided with a copy of a proposal Equipment Service & Supply Agreement to upgrade the Police Department's Copier / Printer. This would provide with a newer machine at the same price the City is currently



paying monthly -- \$98.95. Paramore moved and Dale seconded to approve entering into the provided agreement. Motion passed five to zero.

Updates

Schaffer provided the following department updates:

- Phillips has his first day at the Police Academy today. Schaffer noted he is in the 291st Basic due to graduate April 8, 2022.
- New tires will go on the Chevrolet truck this week.
- New computers are here, but Schaffer is awaiting software quotes from Reno County folks.

Executive Session

Williams moved and Rush seconded that the Council recess into executive session pursuant to the attorney-client privilege exception in order to discuss the pool matter with City Attorney, Andrew Foulston, City Clerk Leslie Atherton, and Public Works Director, Derek Stoll, present the open meeting to resume in Council Chambers at 8:20 PM. Motion passed unanimously.

At 8:20 PM, regular session resumed with no action taken during executive session.

Williams moved that the Council recess into executive session pursuant to the same exception for the same discussion purpose with the same individuals present, the open meeting to resume in Council Chambers at 8:25 PM. Robinson seconded, and the motion passed unanimously.

At 8:25 PM, regular session resumed with no action taken during executive session.

Council Concerns

Dale noted that he first sought to be a Council member to learn how a City runs, and through his time on the Council, he has done that. He thanked everyone for that opportunity and their contributions to the same.

Agenda Planning

Items listed for the January 18th Council meeting were read aloud.

Adjournment

Adjournment was unanimously approved after motion from Dale and second from Paramore.

/s/
Adam Wright, Mayor

Attest:
/s/
Leslie Atherton, City Clerk