



**MINUTE RECORD**  
**Regular Council Meeting City of Haven**

**Meeting: REGULAR**

**Date: January 7, 2019**

**THE CITY COUNCIL MEETING IN REGULAR SESSION WAS CALLED TO ORDER AT 7:00 PM BY MAYOR, ADAM WRIGHT. THE FOLLOWING PEOPLE WERE PRESENT:**

**Council Members: Tricia Paramore, Matt Johnson, Sandra Williams.**

**Absent: Ron Dale, Philip Kauffman.**

**Others: Leslie Atherton, Derek Stoll, Stephen Schaffer, Lindsey Young.**

The meeting was opened with the flag salute and followed with a moment of silence to honor those in the military, first responders, and other public service to our country and community.

Paramore moved to remove the School Choice Proclamation from the agenda. Johnson seconded. Motion carried three to zero.

No one signed up to speak during public comment time.

**Minutes**

Paramore moved to approve the minutes of the December 17, 2018, meeting. Johnson seconded, and the motion passed, though Williams abstained due to her absence from the last meeting.

**Accounts Payable**

Paramore moved to approve accounts payable, totaling \$123,027.83. Williams seconded, and the motion passed three to zero.

**Consider Committee's Recommendation to Award Construction Inspection Contract on SRTS Project**

The Safe Routes to School Committee, consisting of City Clerk, Chief of Police, Public Works Director, and Mayor, presented their recommendation to award the construction inspection work on the SRTS project to Kirkham Michael, a firm out of Cheney, KS. This recommendation came about using an evaluation matrix provided by KDOT, which Atherton noted did not include consideration of cost. Williams moved and Johnson seconded to approve the recommendation of the committee. Motion passed unanimously.

**City Clerk, Leslie Atherton:**

**Restore Outstanding Checks to Fund of Origination**

Members were provided with a handout listing three checks that have been outstanding for almost two years. Atherton recommended the Council allow her to restore those items to their fund of origination. Paramore moved and Johnson seconded to authorize the same. Motion carried three to zero.

**Consider Proposed Resolution Adopting GAAP Waiver for 2018 Financial Statement Reporting**

Johnson moved to adopt Resolution 345, waiving GAAP requirements for 2018 financial statement reporting. Paramore seconded, and the motion passed with three "yes" votes.

**Adopt Resolution Implementing Treasurer's Pay Rate**

Williams moved to adopt Resolution 346, establishing a pay rate for Treasurer, Julie Caffrey. Paramore seconded, and the motion passed unanimously.

**Consider Wage Increase Plan for 2019**



Members were provided a handout entitled "2019 Wage Increase Plan," showing three tiers of raises available to employees. Atherton noted that a two percent increase in wages is usually carved out for Tier 1, but this year the cost of living adjustment, if the Council wishes to act as they historically have, will be 2.8%, leaving less room for the other tiers. However, Atherton noted an overall four percent increase in wages has been carved out in the 2019 budget, and not everyone is eligible for the other two tiers. Therefore, no budgetary issue should be created if they wish to enact all tiers and comply with the eligibility requirements. In line with Tier 3: Merit, Atherton asked if they would consider reviewing evaluation for those eligible employees at their next meeting.

*Authorize the City to Renew Insurance Contract with BlueCross BlueShield of Kansas*

Atherton advised that the City's health and dental insurance rates are going up by about 2.8% with the renewal. Because of last year's large increase, she advised she budgeted for up to a 15% increase in health and dental insurance costs. Paramore moved and Johnson seconded to renew with BCBS of Kansas. Motion passed unanimously.

**Derek Stoll, Public Works Director:**

*Accept Resignation of Custodian Gabrielle Rinehart, effective January 14, 2019*

Paramore moved and Williams seconded to accept the resignation aforementioned. Motion passed unanimously.

*Hire Individual to Replace Custodian*

Stoll noted that Vincent Biltz has done well as the City's burn site attendant and thought it would be fitting to offer the custodian position to him as well at the same rate of pay. Members agreed with this approach and approved the hiring of Biltz for the job. Williams moved and Johnson seconded to approve the hire. Motion carried.

**Chief Schaffer:**

*Authorize Purchase and Installation of Two Computers*

Schaffer provided the Council with a handout detailing his proposal to replace two computers and purchase two Jayhawk Court software user licenses for the Police Department, for a total expenditure of \$3,484. Members discussed the plan and ultimately, Paramore moved and Johnson seconded to approve the expenditure, not to exceed \$3,484. Motion passed with three "yes" votes.

**Public Works Updates:**

Stoll provided the following updates:

- Pool demolition began today, and a great deal of progress was made.
- Tennis court lights and street sweeping are on this week's schedule.

**Chief of Police Updates:**

Chief Schaffer provided the following updates:

- Schaffer started a facebook page for Haven Police Department. He plans to monthly put the city's crime stats on there. He asked members to spread the word.

**Council Concerns**

Williams heard some grumbings / complaints about the clutter gathering at the southwest corner of Kansas and 2nd. Atherton advised she would bring it to the Inspector's attention and ask him to have a conversation with the property owner to evaluate the timeline on moving items.

**Agenda Planning**

Items for January 22<sup>nd</sup> were read aloud.

**Adjournment**

At 7:45 PM, Paramore moved and Johnson seconded for adjournment. The motion passed unanimously.



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Adam Wright, Mayor

Attest:

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Leslie Atherton, City Clerk

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