



MINUTE RECORD
Regular Council Meeting City of Haven

Meeting: REGULAR

Date: February 3, 2020

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: Sandra Williams, Tricia Paramore, Ron Dale, Matt Johnson, Mark Robinson.

Absent: None.

Others: Derek Stoll, Leslie Atherton, Stephen Schaffer, Larry Bolton, Steve Ellingboe, Jitana Graf, Lisa Dodson, Greg Wood.

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

Mayor Wright suggested the addition of "Consider Expenditure to Pinnacle Automation for Fire Alarm Service at Ambulance Building" and removal of SleepHaven electrical upgrade item. Johnson moved and Williams seconded to approve the addition. Motion passed unanimously.

No one signed up to speak during public comment time.

Minutes

Paramore moved and Johnson seconded to approve the minutes of the January 13, 2020, meeting. Motion carried.

Accounts Payable

Atherton pointed out that approving the payables as presented would include approval of payment to McDonald Tinker in the amount of \$4,580 for attorney services, and that the expenditure does fall in line with the estimate previously given. Paramore moved to approve accounts payable for January 7 through February 3, 2020, totaling \$195,935.42. Dale seconded, and the motion passed with five "yes" votes.

Members were provided with financial reports for the year ended December 31, 2019, as well as the month of December 2019, 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.

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Steve Ellingboe, Nisly Brothers, Inc.: Discuss Renewal of Contract for Trash & Recycling Services

Members were provided with a copy of correspondence from Nisly Brothers, Inc. dated January 21, 2020, as well as two options for contract renewal – ten-year and seven-year. Ellingboe commented on what a great fit Nisly Brothers, Inc. has been for Haven's trash and recycling services. Atherton agreed and spoke highly of Nisly's desire to please customers. She also provided background information on the current rates. Mayor Wright advised the Council that another vendor is working up a quote, and since the current contract with Nisly does not expire until the end of the year, the Council may wish to see the other bid before deciding to renew with Nisly Brothers.



Lisa Dodson, Research and Evaluation Manager at WSU's Public Policy and Management Center: Consider EDC's Recommendation for Expenditure on Housing Needs Assessment to Pursue Rural Housing Incentive District (\$5,612.00)

Members were previously provided with the draft minutes of the most recent Economic Development Committee meeting, wherein the approval of an expenditure not to exceed \$5,612 for the completion of a Housing Needs Assessment by Wichita State University's Public Policy and Management Center was recommended. Economic Development Director, Jitana Graf, introduced the agenda item and then Dodson to the Council. Dodson fielded questions and advised they would be taking a three-pronged approach – pulling census data, community interviews, and online survey. All of those pieces would be used to formulate the Housing Needs Assessment, which is required in the pursuit of establishment of a Rural Housing Incentive District.

Ultimately, Dale moved, and Paramore seconded to approve the requested expenditure, not to exceed \$5,612. Motion passed unanimously.

Executive Session

Paramore moved and Johnson seconded that the Council recess into executive session pursuant to the attorney-client privilege exception in order to discuss the pool project with City Attorney, Larry Bolton, Public Works Director, Derek Stoll, and City Clerk, Leslie Atherton, present, the open meeting to resume at 7:45 PM. Motion passed unanimously.

At 7:45 PM, regular session resumed with no action taken during executive session. Then Johnson moved to allow Kirkham Michael to proceed with pool repairs. Williams seconded, and the motion passed unanimously.

Leslie Atherton, City Clerk:

Consider Resolution Implementing Wage Increase of \$.25 / hour for S. Phillips for December 16 – 31, 2019

Paramore moved to adopt Resolutions 363. Johnson seconded, and the motion passed.

Consider Resolution Waiving GAAP for 2019 Financial Reporting

Dale moved and Paramore seconded to adopt Resolution 364. Motion passed five to zero.

Approve Restoration of Outstanding Checks to Fund of Origination

Members were provided with a list of four checks that have been outstanding for at least eighteen (18) months. She requested that those checks be restored to their fund of origination. Paramore moved and Johnson seconded to approve the same. Motion passed unanimously.

Consider Approval of 2020 Agreement for Economic Development Director

Members were presented with the proposed 2020 agreement for Economic Development Director services through Jitana Graf. Atherton noted the only suggested change from the Economic Development Committee was to increase her annual pay from \$15,000 to \$15,500, and the proposed contract reflects the same. Due to previous title and structure confusion, Paramore suggested the EDC review the same for next year. Ultimately, Dale moved, and Robinson seconded to approve the contract as presented. Motion passed with five "yes" votes.

Consider Proposed Changes to Employee Handbook

Members were provided with a handout containing two proposed changes to the Employee Policy Manual regarding firearms and commercial driver's license requirements. Mayor Wright questioned the paragraph about driving requirements. Stoll and Atherton will take another look and re-present at the next meeting.

Appoint Tricia Paramore to Replace Sandra Williams as City Representative on EMS Board

Williams moved and Dale seconded to appoint Tricia Paramore to replace Sandra Williams as a City Representative on the Ambulance Board. Motion passed five to zero.



Consider Expenditure to Pinnacle Automation for Fire Alarm Service at Ambulance Building

Dale moved and Paramore seconded to approve a bill from Pinnacle Fire & Automation for \$2,085 for work done on the fire alarm system at the ambulance building. Mayor Wright advised he was told it was approved by the ambulance board at a meeting where the City was not represented; either way, the work has been done and the bill needs paid. Motion passed, but Williams voted in opposition, questioning how the bill could be approved at a meeting with no quorum present.

Public Works Director, Derek Stoll:

Updates

Stoll delivered the following updates:

- Snow removal went well.
- Water leaks are popping up. Stoll thought it may be due to the recent earthquake(s).

Chief of Police, Stephen Schaffer:

Consider Bids for Police Vehicle Purchase

Members were provided with the bids received on purchase of a 2020 police vehicle. The only bidder was Andy Saville with Superior Emergency Response Vehicles, LLC (SERV). SERV submitted two bids - one on Ford F150 at \$39,625 and one on Durango \$39,585. However, Schaffer advised the Durango does not meet specifications because it does not have vinyl rear seats. Forty thousand dollars was budgeted for the expenditure. Schaffer's recommendation was to approve the Ford F150 at \$39,625 though he noted the purchase of a tonneau cover (\$300 - 1,000) for the vehicle would be necessary. Paramore moved and Johnson seconded to approve the purchase of the 2020 F150 as presented, not to exceed \$39,625. Motion passed unanimously.

Consider Expenditure for Bulletproof Vests

Schaffer presented a quote from Gall's to purchase (3) bulletproof vests at \$1,086.83 each or \$3,260.49 total. Only three thousand dollars is budgeted for this purchase, though Schaffer and Atherton both thought there was room in the police budget to handle the overage. Members suggested using the diversion fund for the overage. Paramore moved and Robinson seconded to approve the purchase. Motion passed unanimously.

Council Concerns

Dale praised Public Works for the excellent job removing snow during the most recent winter weather event.

Agenda Planning

Items for February 17th were read aloud.

Adjournment

At 8:21 PM, Johnson moved, and Paramore seconded for adjournment. The motion passed unanimously.

/s/

Adam Wright, Mayor

Attest:

/s/

Leslie Atherton, City Clerk