



MINUTE RECORD
Regular Council Meeting City of Haven

Meeting: REGULAR

Date: February 6, 2017

THE CITY COUNCIL MEETING IN REGULAR SESSION WAS CALLED TO ORDER AT 7:00 PM BY MAYOR PAULA SCOTT. THE FOLLOWING PEOPLE WERE PRESENT:

Council Members: Sandra Williams, Steve Carmichael, Les Banman, Shauna Schoepf-Pearce, Adam Wright.

Absent: None.

Others: Rob Pell, Leslie Atherton, Cole Rush, Shannin Rettig, Charles Arndt, Lindsey Young.

The meeting was opened with the flag salute and followed with a moment to honor those who have served in the military, First Responders, and other Public Service to our Country and Community.

Mayor Scott requested the addition of "Accept Resignation of Treasurer and Advertise for Replacement" to agenda. Banman moved and Schoepf-Pearce seconded to approve the addition. Motion carried.

No one signed up to deliver public comment.

Minutes

Wright moved and Carmichael seconded to approve the minutes of the meeting of January 17, 2017, with two suggested revisions. Motion passed five to zero.

Accounts Payable

Wright moved and Banman seconded to approve accounts payable to Shep Chevrolet of \$5.63 from the Accounts Payable listing of January 4 through January 18, 2017. Motion carried, though Schoepf-Pearce abstained due to her relationship to the vendor. Next, Wright moved and Carmichael seconded to approve other accounts payable from the same A/P listing for a total of \$146,269.91. Motion carried five to zero.

Next, Banman moved and Williams seconded to approve the Accounts Payable listing of January 19 through February 6, 2017, totaling \$167,785.31. Motion passed unanimously.

Members were provided with a financial report for the year ended December 2016.

Shannin Rettig, Economic Development Director: Update from Economic Development Committee

Rettig informed the Council about the upcoming Haven Innovation Celebration scheduled to take place at Haven High School on February 23, 2017. She also provided the Council with the EDC's strategic direction input for 2017.

Rob Pell, Public Works Director:

Consider Quote to Repave Streets

Pell presented a quote from APAC-Kansas, Inc. to repave Southland Drive, First Street, Sedgwick Avenue, and W. 2nd Avenue, for an estimated total of \$116,799.90. Between the Highway Fund and the Capital Improvement Fund, there's \$200,000 budgeted for paving. Schoepf-Pearce inquired about having them fill in some of the larger pot holes in town, such as the one by Kwik Shop just off Industrial. Pell advised that could be pursued later or done by Public Works with hot patch material. Wright moved and Carmichael seconded to approve the requested expenditure for paving. Motion passed unanimously.

Approved 02-20-2017



Consider Quote for Replacement of Southland Drive Water Main

Pell presented a quote for the Southland Drive Water Main Project that totaled \$27,135.21. There's approximately \$25,000 budgeted for this under Capital Improvement Fund. Pell and Atherton suggested the overage of \$2,135.21 come from what remains under the Paving line item. Schoepf-Pearce moved and Banman seconded to approve expenditures for the Southland Drive Water Line Replacement, not to exceed \$27,135.21. Motion passed unanimously.

Leslie Atherton, City Clerk:

Consider Allowing Janitor to Clean City Office

Atherton expressed the renewed need for a janitor to clean the City Office rather than the cleaning duties falling to office staff. She advised it is just no longer getting done satisfactorily. She requested the Council's permission to allow the current Community Building janitor to clean the City Office area and be paid from the Park Board fund. Banman moved and Schoepf-Pearce seconded to allow the same. Motion passed five to zero.

Consider Park Board's Revised Bylaws

Last week Atherton attended a Park Board meeting to go over a variety of topics, including KOMA / KORA, City financial policy, and pursuit of more uniform bylaws amongst the City's advisory boards. She presented a few factual changes to the Park Board's bylaws. The Park Board, that evening, voted to recommend those changes in the bylaws to the City Council. Members were provided a copy with the proposed revisions. Scott suggested the addition of "or upon request" to number 5 on the final page of the bylaws. Wright moved and Schoepf-Pearce seconded to approve the revised Park Board bylaws. Motion passed unanimously.

Approve Appointments

Wright moved and Carmichael seconded to approve the appointment of Jonathan Newman to the Property Maintenance Code Board of Appeals for a term expiring 12/31/2018. Motion carried.

Approve Appointments to Capital Improvement Committee

Members were provided with a list of recommended appointees to the Capital Improvement Committee:

- Leslie Atherton, City Clerk
- Cole Rush, Chief of Police
- Rob Pell, Public Works Director
- Chad Swartz, Electrical Distribution Superintendent
- Matt Fritz, Ambulance Service
- Adam Wright, City Council President
- Kylie Rush, Park Board
- Jacob Oehlert.

Banman moved and Carmichael seconded to approve the appointments. Motion passed unanimously, though Williams abstained due to her relationship Oehlert and Wright abstained because he is one of the appointees.

Approve Final Pay Application from Nunns Construction: \$25,901.75

Members were provided with the final pay application from Nunns Construction for the EMS Building Project, totaling \$25,901.75. Project architect, Jim Putnam, approved the same. Pell felt approval was warranted. Schoepf-Pearce moved and Carmichael seconded to approve the final pay application presented. Motion carried.

Approve Final Payment to Putnam Architecture: \$3,150.00



Members were provided with a copy of the final pay application from Jim Putnam of Putnam Architecture for his work on the EMS Building Project as well. Williams moved and Wright seconded to pay Putnam accordingly. Motion carried.

Consider Allowing Haven Food Bank to Move to 102 S. Kansas Avenue

Mayor Scott received a request from a citizen to move the Haven Food Bank storage to an area at 102 S. Kansas Avenue, where the Police Department will soon be relocating. Many of the Food Bank volunteers are older, and the current storage place requires climbing stairs, which has become too much. Carmichael moved and Banman seconded to approve the request. Motion passed five to zero.

Chief Rush: Present Building Inspector's Report on 102 S. Kansas Avenue

Building Inspector, Charles Arndt, addressed the Council and provided his written report on the current condition of 102 S. Kansas Avenue. Though no major structural or health issues were found, he provided a report with fourteen sub points, noting the following: ceiling tiles in disrepair, code issues with gas water heater, holes in need of patching, excessively dirty exhaust fan and furnace vents, inadequate lighting for office use, question about bathroom and ADA standards, attic in need of access door, no apparent signs of mold.

Accept Resignation of City Treasurer

A letter of resignation from Linda Foos was provided to the City Council, indicating she wishes to resign on March 31, 2017. Schoepf-Pearce moved and Wright seconded to accept the resignation. Motion carried. Next, Carmichael moved to allow for the advertisement of a replacement. Williams seconded, and the motion passed unanimously.

Chief of Police Updates

Chief Rush provided the following updates:

- Renovation of the exterior of 102 S. Kansas started today.
- Police Department has been busy with some confidential matters.

Public Works Director Updates:

Pell delivered the following updates:

- He just returned from vacation.
- Fencing at the old small ball diamond is down. There are still four poles and lights to take down, which will get done once the City's new digger truck arrives.
- Due to illness and vacation, Public Works was lightly staffed last week.
- The street sweeper attachment rented to clean the streets has broken from Public Works' use of it. The repair cost is around \$2123. It is now repaired with the bill on the way. However, Pell does not plan to rent it again. Pell explained how the equipment was damaged. Schoepf-Pearce moved and Banman seconded to pay for the repairs. Motion carried.
- Pell advised he will be out for shoulder surgery soon, hopefully February 17 (work-related), though he doesn't plan to be out for more than two weeks.
- Pell will apply to take the Class II Water Operator test in March.

Finalize 2017 Strategic Direction

Members were provided with a draft of the 2017 Strategic Direction including the EDC's input. Wright moved to approve. Carmichael seconded. Motion carried unanimously.



Executive Session

Wright moved and Banman seconded to recess into executive session pursuant to the non-elected personnel exception to discuss the job performance of EMS Director Tony Troyer, the open meeting to resume at 8:20 PM. Motion carried.

At 8:20 PM, regular session resumed with no action taken during executive session. Then Williams moved that the Council recess into executive session once again pursuant to the same exception to discuss the job performance of EMS Director Tony Troyer, the open meeting to resume at 8:30 PM. Carmichael seconded, and the motion passed five to zero.

At 8:30 PM, regular session resumed with no action taken during executive session.

Council Concerns

Wright advised that the new baseball diamond will not meet the Rec Board's needs for their baseball program because of the base path. He said it could be easily changed but the school seems reluctant to accommodate. Carmichael said at the last Recreation meeting he attended, his understanding was that the baseball club was pursuing the school for changes. He also said that he thought the Recreation Board understood the first few years with the new baseball diamond won't be perfect, but ultimately, it will work out.

Williams was happy to see the clearing of the old (small) baseball diamond.

Carmichael is going to talk with Coach Butterfield to see if he can come speak to the Council about the college baseball that will be played in Haven this summer.

Agenda Planning -- Items for February 20

Items posted for February 20, 2017, were read aloud.

Adjournment

At 8:37 PM, Carmichael moved and Banman seconded for adjournment. The motion passed unanimously.

/s/

Paula J. Scott, Mayor

Attest:

/s/

Leslie Atherton, City Clerk