



MINUTE RECORD
Regular Council Meeting City of Haven

REGULAR MEETING

MONDAY, MARCH 20, 2023

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: Christopher Scott, Kylie Rush, Mark Robinson, Ciara Powers.

Absent: Austin Borden.

Others: City Clerk Leslie Atherton, Public Works Director Chad Swartz, City Attorney Jennifer Hill, Police Chief Stephen Schaffer, Kyran Crist, Dean Chesnut, Ann Chesnut, Colton Chesnut, Christina Henson, Jeff Crist, Dallas Crist.

Revisions to Agenda

None.

Public Comment

Dean Chesnut, owner of 139 S. Kansas Avenue, advised the recent article in The Clarion states the electrical, plumbing, and building at the pool are done, which made him wonder why Swartz is on the agenda to present a quote to replumb the bathhouse. Secondly, he noticed the Council has been “giving the Chief grief” for not addressing codes and suggested that perhaps the Building Inspector should be the one to do that.

Minutes

Robinson moved to approve the minutes of the March 6, 2023, meeting. Powers seconded, and the motion passed.

Accounts Payable

Robinson moved and Scott seconded to approve accounts payable, totaling \$150,711.02. Motion passed unanimously.

Members were provided financial reports for the month of February 2023, 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.

Christina Henson, Loyd Group: Consider 2022 Financial Statement and Communication Letter

Members were provided with the 28-page 2022 audited Financial Statement of the City as well as the 7-page 2022 Communication Letter from Loyd Group. The 2022 Communication Letter listed the same significant deficiencies as the 2021 Communication Letter. The first was Segregation of Duties due to the limited number of staff (two employees) in the City Office. The second was Lack of Controls over Cash at Swimming Pool. Since the year the recommendation for additional controls was made, the swimming pool has not been open for a revised approach to be taken. Henson provided a brief overview of the City's 2022 Financial Statement; Atherton provided information on the health of funds through cash carry-over numbers. Ultimately, Scott moved and Rush seconded to approve the 2022 financial statement as presented. Motion passed with four “yes” votes.

Consider Field Prep Worker Position Description

Members were provided with a Field Prep Worker Position Description as reviewed by City Clerk Leslie Atherton, City Attorney Jennifer Hill, and approved by the Recreation Board on March 8, 2023. Scott moved and Powers seconded to approve the position description. Motion passed with four “yes” votes.



Recreation Board Appointment

Rush moved and Robinson seconded to appoint Sarah Wright to the Recreation Board for a term expiring December 31, 2023. Motion passed four to zero.

Approve Inventory Lists for City Office, Council Room, Public Works, and Police Department

Members were provided with the inventory lists for the above-listed areas and asked to approve them as presented. Robinson moved to approve the inventory lists. Powers seconded, and the motion passed unanimously.

Public Works

Updates

Swartz provided the following updates:

- Members were provided with a handout showing two potential locations for the placement of the Electric Vehicle charger. Members did not express preference for one location over the other.
- Clean Rite completed Quarter 1 street sweeping.
- Electric meter swap-out contractor will be here April 3 – 7.
- Haven High School is doing Make A Difference Day on April 5. Swartz provided them with a handful of projects.
- Swartz said the framework and the electrical of the pool itself are complete; however, the bathhouse needs replumbed because the copper piping inside has split.

Consider Ordinance Adopting Fire Hydrant Meter Policy

Members were provided with a proposed ordinance regarding the purchase of water from fire hydrants as well as a copy of the Portable Fire Hydrant Meter Application and Policy. Scott moved and Robinson seconded to adopt Ordinance 716. Motion passed unanimously.

Consider Purchase of Three (3) Fire Hydrant Meters (\$5,057.01)

Swartz asked the Council to authorize the purchase of three Zenner FHZ Fire Hydrant Meters, totaling \$5,057.01, for use with the program and policy to be implemented with Ordinance 716. After brief discussion, Rush moved and Robinson seconded to authorize the presented expenditure, not to exceed \$5,057.01. Motion carried. The expenditure will come from the Fire Hydrant line item of the Water Fund.

Consider Three-Year Contract with Central Power for Maintenance of Five Generators

Members were provided with a copy of the three-year Preventative Maintenance Agreement from Central Power Systems & Services to cover the standby generators at the two lift stations, City Hall, EMS Building, and the portable generator in use at the Water Treatment Plant. This would cost roughly \$400 yearly per generator, totaling \$2,000 annually. The cost will be split between Water, Sewer, Electric, and General Fund based on location of the generators.

After brief discussion, Scott moved, and Powers seconded to approve entering into the agreement as presented. Motion passed with four “yes” votes.

Consider Quote to Replumb Pool Bathhouse

Members were provided with a quote from Buck Plumbing & A/C, Inc., totaling \$5,950 for the pool house water pipes. Swartz offered to obtain additional bids if the Council so desired. Scott moved to award the work to Buck Plumbing. Motion died for lack of second. Swartz will obtain additional bids for the Council's consideration at their next meeting.

Scott inquired as to the status of letters to those with junk vehicles. Swartz said he did not know but thought Chief Schaffer could speak to that.



Chief of Police

Updates

Chief Schaffer advised:

- Last week the State of Kansas was notified by FBI / KBI that all radios, including mobile (vehicle) radios, would need to be upgraded to the new AES encryption system by January 1, 2024. The Council recently approved an expenditure to update the handheld radios, but Chief Schaffer had not yet planned on updating the vehicle radios. Unfortunately, now, it appears that will need to happen this year. Schaffer will attend a meeting of all Reno County law enforcement agencies on March 28th to ascertain cost and purchase information. He expects it will cost \$4,500 per vehicle.
- Dash cameras from AXXON should be sent out soon.
- Block party is scheduled for May 20.
- In regard to the letters on junk vehicles, Chief Schaffer said that task belongs to City Attorney, Andrew Foulston.

Discuss Council Liaisons to Boards

Members were provided with a one-page handout showing current Council liaison assignments as follows:

Haven Community EMS Board	Rush, Borden, Wright
Tree Board	Wright
Recreation Board	Scott
Library Board	Robinson
Park Board	Rush
Planning Commission	Vacant

By way of consensus, members agreed to leave liaison assignments the same and to assign Powers to the Planning Commission as liaison.

Executive Session

At 7:45 PM, Robinson moved, and Scott seconded that the Council recess into executive session pursuant to the non-elected personnel exception in order to review evaluations of Chief of Police, Public Works Director, and City Clerk with those individuals and City Attorney, Jennifer Hill, present, the open meeting to resume at 8:15 PM in Council Chambers. Motion passed with four "yes" votes.

At 8:15 PM, regular session resumed with no action taken. Then Scott moved and Powers seconded to recess into executive session pursuant to the same exception for the same discussion purpose with the same individuals present, the open meeting to resume at 8:25 PM in Council Chambers. Motion passed with four "yes" votes.

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

Council Concerns

None.

Agenda Planning Items listed for April 3, 2023, were read aloud.

Mayor Wright asked members to include him on any emailed inquiries to Department Heads so that he can be sure they are fulfilled.

Adjournment

At 8:25 PM, adjournment was unanimously approved after motion from Robinson and second from Scott.



/s/
Adam Wright, Mayor

Attest:

/s/
Leslie Atherton, City Clerk