



MINUTE RECORD
Special Council Meeting City of Haven

Meeting: SPECIAL – held remotely via Zoom

Date: March 29, 2020

THE CITY COUNCIL MEETING IN SPECIAL SESSION WAS CALLED TO ORDER AT 4:00 PM BY MAYOR ADAM WRIGHT. THE FOLLOWING PEOPLE WERE PRESENT:

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

Absent: None.

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

The meeting was opened with the reading of the special meeting notice by City Clerk, Leslie Atherton, noting the object and purpose of the meeting was to discuss City Operations during the Stay at Home Orders issued by Governor Kelly and Reno County.

Members were provided with the attached information via email showing Department Heads' recommendations and Mayor Wright's recommendations for altered City operations for the duration of the Stay at Home Order, which is set to end when the Order is rescinded or on April 19, whichever is earlier.

After more than twenty minutes of discussion, which centered mostly around the burn site, by way of consensus, the Council members agreed to implementation of the Department Heads' recommendations, including the closing of the burn site, estimation of meter readings, and unless necessary for essential functions, all employees working from home as much as possible. This was implemented to afford all employees as much compliance with the Stay at Home Order as possible so as to eliminate or slow the spread of Coronavirus through our community at this time.

At 4:26 PM, Paramore moved, and Johnson seconded for adjournment. Motion passed with five "yes" votes.

/s/

Adam Wright, Mayor

Attest:

/s/

Leslie Atherton, City Clerk

Leslie Atherton, CMC

From: Leslie Atherton, CMC <cityclerk@havencityhall.org>
Sent: Sunday, March 29, 2020 10:22 AM
To: 'Adam Wright (Adam.Wright@ks.gov)'; Mark Robinson; Matt Johnson; Ron Dale; 'Sandra Williams'; Tricia Paramore (trparamore89@gmail.com)
Cc: Derek Stoll; 's.schaffer'
Subject: Possible Changes to Operations
Attachments: COVID SAHO .pdf

All:

A few notes about today's Zoom meeting:

1. Recommendations for altering operations from Department Heads and Mayor are attached. Please review. Whatever we decide to do would go through April 19th as that's the current end date of the Governor's order.
2. Remember that since today's meeting is a special meeting we can only discuss the topic listed on the special meeting notice.
3. I will open the Zoom meeting at 3:30 PM in case anyone will need that additional time to come aboard. That way we can hopefully start right at 4:00 PM.

Thanks!

Leslie Atherton, CMC

City Clerk
City of Haven
120 S. Kansas Ave
Haven, KS 67543
T: 620.465.3618
F: 620.465.3617
cityclerk@havencityhall.org

From: Leslie Atherton, CMC <cityclerk@havencityhall.org>
Sent: Saturday, March 28, 2020 9:06 PM
To: Derek Stoll <electric@havencityhall.org>; Adam Wright (Adam.Wright@ks.gov) <Adam.Wright@ks.gov>; 's.schaffer' <s.schaffer@havencityhall.org>
Subject: Possible Changes to Operations

Please review the attached for accuracy. I will send out to Council members tomorrow morning around 10:00 AM.

Leslie Atherton, CMC

City Clerk
City of Haven
120 S. Kansas Ave
Haven, KS 67543
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cityclerk@havencityhall.org

Foundation Taken from Original Plan from 03/27/2020 Email:

Department Heads' Additional Suggestions In Blue

Mayor's Suggested Changes in Green

Reno County has issued an official Stay at Home Order, effective at 12:01 AM on Monday, March 30, 2020 through April 14, 2020; it is attached. As a result of this Order and discussion with Mayor Wright and Public Works Director, Derek Stoll, we intend to alter City operations as follows:

Public Works

One Public Works employee will come in each day to perform necessary daily duties, such as checking the wells and lift stations and performing any work orders written for the day. Otherwise, Public Works employees will remain home but be on-call and available / ready to work on short notice during regular business hours. During the stay-at-home order, all read-ins or read-outs will require at least a business day's notice so that a work order can be made.

Public Works employees will be paid as if they are at work and clocked in. We would not require them to use PTO as this situation is out of their control and they are remaining on-call for any emergent needs. However, if they have a doctor's appointment or are taking the day off where they cannot be on-call, then they would have to utilize PTO.

The Burn Site and Community Building will remain closed. All rentals through April 13 have been canceled so there won't be any cleaning work for the janitor / burn site attendant (Vince) to do. However, after discussing with Derek, we do have some outside work at the Community Building / Centennial Shelter (leaves) to offer him, and he will still clean the City Office. As a matter of fact, we told him if he wants to deep clean the bathroom there or wipe walls or clean the leaves out from behind the office or whatever, he can, if he wishes to earn some more hours.

~~The meter reader will read water and electric meters between April 1 and 7 as usual. This is done with little to no contact with customers. If she isn't comfortable with that, obviously, we won't force her to do it. Instead, we would have the utility software estimate all readings.~~ **The meter reader will not be expected to go from place to place to obtain meter readings; instead, we will use our utility software to estimate meter readings for March usage. However, she will be paid as if she did indeed read meters as estimating may require some additional work double-checking meters in coming months.**

Police

From Schaffer's 03/27/2020 Email to Council:

No change to our current strategy. Non-emergency calls will be handled by phone unless extenuating circumstances exist. Police personnel only at the station, no walk-ins. Emergencies and crimes in progress have the same response as normal. Our officers are really trying to limit any physical contact when possible. As you all know, we are a very small department and if one of us goes down, it will have a massive impact. RNSO is aware and is obviously helping us out when the need arises.

EMS

I assume they will be under normal operations; I have not been informed otherwise.

Office Staff

Andrea and I will forward the office phones to our cell phones and work remotely from home to answer customer inquiries during this time. We will have to come to the office intermittently to retrieve payments that have been put through the overnight slot, get mail, take deposits to the bank, and there's really not a way to do payroll from home. So, we will both be in the office on Tuesday, March 31, 2020, to see that payroll gets out. The plan for now is to get the paychecks to department supervisors, and they will get them to employees.

In the event that someone needs to check out the Visa card or something similar, we will ensure that one of us is able to make that happen.

Building permit applications and payments will be handled electronically or over the phone. Those needing inspections will be directed to schedule directly with Charles Arndt.

Pay for office staff would be the same as listed above for Public Works.

City Council packets will still be distributed normally, and as the meeting date gets closer and I've heard feedback from more of you, I'll let you know how we intend to meet. I don't look for the meeting to be canceled though so please plan on attending somehow, even if by phone. We will be diligent to keep the meeting as short as possible while still taking care of City business.

Public Works and City Office employees will be paid as if they are at work and clocked in. We would not require them to use PTO as this situation is out of their control and they are remaining on-call for any emergent needs. However, if they have a doctor's appointment or are taking the day off where they cannot be on-call, then they would have to utilize PTO.

We hope this information is helpful to you as we navigate the next few weeks. As City employees, we to do the same. At the same time, we don't intend to leave them without the basic level of City service.

Mayor's Suggested Changes:

Keep City Office closed but everything else operates as it normally would, meaning no employees work from home, Public Works employees report for duty as they normally would, burn site remains open, meter reader reads meters, community building is available for rental.