



MINUTE RECORD
Regular Council Meeting City of Haven

REGULAR MEETING

MONDAY, APRIL 17, 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, Austin Borden.

Absent: None.

Others: City Clerk Leslie Atherton, Public Works Director Chad Swartz, City Attorney Andrew Foulston, Police Officer Matt Hayden, Missy Wohlford, Dean Chesnut, Kyran Crist.

Revisions to Agenda

Foulston requested a ten-minute executive session to provide the Council with an update on the pool matter. Robinson moved to add the item. Scott seconded, and the motion passed unanimously.

Public Comment

None.

Minutes

Robinson moved to approve the minutes of the March 20, 2023, meeting. Powers seconded, and the motion passed.

Accounts Payable

Borden moved and Robinson seconded to approve accounts payable for March 21, 2023, through April 3, 2023, totaling \$132,414.98. Motion passed unanimously.

Noting that the last checks on the Accounts Payable listing for April 4, 2023, through April 17, 2023, were related to utility billing, Atherton mentioned that due to the mass electric meter change-out, the issuance of utility bills was a few days behind its normal schedule. Due to that, she asked the Council's permission to waive the late fees for a month on these bills. By way of consensus, members agreed to the same. Next, Rush moved, and Powers seconded to approve accounts payable for April 4, 2023, through April 17, 2023, totaling \$152,717.46. Motion passed unanimously.

Members were provided financial reports for the month of March 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.

Arbor Day Proclamation

Mayor Wright signed a proclamation declaring April 28, 2023, as Arbor Day in the City of Haven. Members unanimously supported the proclamation with motion from Borden and second from Scott.

City Clerk, Leslie Atherton: Consider Expenditure for Email Hosting Conversion

Atherton provided the Council with a quote for email migration and hosting through Microsoft 365 from Reach, totaling \$2500 (for labor to move existing data to new tenant) plus monthly fees of \$80.40 or less. Right now, the City's email is hosted through Rackspace with James Pinto, previously of OurNerd, now of Reach, as the administrator, for \$37.50 monthly. Additionally, the City has purchased seven(7) licenses of Microsoft 365 at around \$98 yearly, equating to \$57.16 monthly. This means currently the City is spending \$94.66 monthly for email hosting and access to Microsoft 365. Moving to the option being offered by Reach would cost less monthly and provide additional benefits, such as better security through Multi Factor Authentication, more reliable mail delivery, better spam filtering, calendar sharing, OneDrive



storage, inclusion of Microsoft Teams, and calendar sharing. It would also allow all twelve (12) users with a havencityhall.org email address to have access to at least Microsoft 365 Business Basic, including Office Online. Atherton this would hopefully solve some issues employees have had with large amounts of spam as well. Rush moved and Borden seconded to approve the quote presented from Reach. Motion passed unanimously.

Choose (2) City of Haven Scholarship Recipients

Members were provided with the requirements for recipients of the City of Haven scholarship as well as a summary listing of applicants, as well as their applications. After tallying and discussion, by consensus, members agreed to award the scholarships to Zoey Scott and Makenna Collins.

Public Works

Updates

Swartz provided the following updates:

- All electric meters, except for about twenty, have been changed out to AMI meters.
- A place for the second gateway still needs to be established. Swartz is still researching, obtaining quotes, and deliberating.
- Park Board is ready for Holden Schneider to return as the Park Caretaker. Robinson moved to approve his hiring. Powers seconded, and the motion passed unanimously.
- Stainless steel contractor should be done at the pool tomorrow. Then the concrete contractor will get to work grouting; they are thinking it will be two to three weeks to completion on that part. Once the concrete is done, it must cure for 28 days before paint can be applied. That means water cannot go into the pool for at least another two months.

Resolution

Swartz passed both his Water Operator and Wastewater Operator tests, and King passed his Water Operator test. Historically, this has resulted in a \$.25 / hour increase for each designation. Members were provided with a proposed resolution to implement a \$.25 / hour increase for King and an increase equivalent to \$.50 / hour for Swartz. Rush moved and Scott seconded to adopt Resolution 403. All members voted in favor of the same.

Consider Taking Sealed Bids for Trailer

Swartz requested Council's permission to advertise the trencher trailer for sealed bids. By way of consensus, members agreed to this approach.

Consider Purchase of Pool Chemicals

Swartz provided the Council with information on what the cost of chemicals for the pool would likely be for this season and estimated around \$5,000 per month. Though the new pool was built to utilize chlorine tablets, Swartz said using a liquid chlorination system would be more cost-effective, and the system would be best fed by totes. The cost of chlorinating the pool is much greater than it has been in the past. Atherton advised that the greatest yearly expenditure she saw for chlorine tablets for the pool historically was a little over \$3,000 for the season. Swartz told the Council that with the new system, a new baseline for expenditures will be created to have a better idea going forward what to expect, but this year will be expensive and perhaps full of unknowns. Scott moved and Borden seconded to approve the purchase of chlorine for the 2023 Summer not to exceed \$15,000. Motion passed unanimously.

Consider Quotes to Replumb Pool Bathhouse

Members were provided with three quotes to replumb the pool bathhouse:

Buck Plumbing	\$5,950.00
PlumbRite Plumbing	\$8,212.00
Eck Services	\$9,489.34



Robinson moved and Rush seconded to award the work to the low bidder, Buck Plumbing, not to exceed \$5,950. Motion passed unanimously.

Consider Bids for Water Treatment Plant Computer and Software Updates

Members were provided with two bids to replace the Water Treatment Plant computer and update the software:

TEC Systems Group	\$15,481.00
R.E. Pedrotti	\$15,086.00

Swartz recommended going with TEC Systems Group as they are based out of Wichita rather than Dallas, TX, which would make problem-solving much more feasible in the event of issues or outages. Payment for this would come out of the Water Fund. Borden moved and Powers seconded to award the work to TEC Systems Group, not to exceed \$15,481. Motion passed five to zero.

Consider Bids for Public Works Truck Purchase

Swartz provided members with a summary of the six bids received for replacement of the 2018 Silverado Public Works truck, three for ¾ ton and three for 1-ton. Shep Chevrolet was the low bidder on ¾ ton and 1-ton truck. Swartz recommended going with 2023 Chevy 2500 from Shep Chevrolet at \$13,708. However, the new truck will require an adapter to attach to it the snowplow from the 2018 Silverado. Swartz estimated it would cost \$3,000 - \$5,000. Rush moved to approve the purchase from Shep Chevrolet, not to exceed \$13,708. Borden seconded, and the motion passed with five “yes” votes.

Consider Five-Year Contract with Mayer Specialty Services, LLC for Proactive Sewer Jetting

Members were provided with a 2023-2027 contract for 10,000 linear feet of sewer lines to be jetted yearly, totaling \$43,000. Swartz described the benefits of the contractual route versus simply calling Mayer out each year, including a lower cost. Borden moved and Powers seconded to authorize entering into the contract as presented. Motion passed unanimously.

Chief of Police

Updates

No one from the Police Department was present when this agenda came up. Mayor Wright delivered updates in their absence; he noted tornado sirens would be tested Friday at noon.

Discuss 2024 Budget to Establish Directive

Atherton advised she had already sent out to advisory boards enough information for them to begin to formulate their 2024 budget proposals for Council presentation. Based on the cost of nearly everything going up, at the time she provided the information, she told the Boards she suspected the Council would ask them to keep their 2024 budget request at the same level or lower than their 2023 request, barring special circumstances. Atherton wanted to make sure that was indeed the case. Mayor Wright advised the boards could present their budget proposals with a wish-list. By way of consensus, members approved this approach.

Executive Session

At 7:44 PM, Robinson moved, and Borden seconded that the Council recess into executive session pursuant to the non-elected personnel exception in order to review applications for pool positions with Public Works Director, City Clerk, and City Attorney, present, the open meeting to resume at 7:55 PM in Council Chambers. Motion passed with five “yes” votes.

At 7:55 PM, regular session resumed with no action taken. Next, Borden moved, and Powers seconded that the Council 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 8:00 PM in Council Chambers. Motion passed five to zero.



At 8:00 PM, regular session resumed with no action taken during executive session.

Pool Personnel

Next, Borden moved to offer the Pool Manager position to Braiden Allen at a daily rate of \$71.45, allow him to hire lifeguards, reimburse pool personnel for one swimsuit at \$50 or less, reimburse pool staff for half of their certification costs, and make the pay for all lifeguards \$9 hourly. Powers seconded, and the motion passed unanimously.

Executive Session

At 8:01 PM, Robinson moved, and Scott seconded that the Council recess into executive session pursuant to the attorney-client privilege exception in order to hear an update on the pool matter with Public Works Director, City Attorney, and City Clerk, present, the open meeting to resume in Council Chambers at 8:15 PM.

At 8:15 PM, regular session resumed with no action taken during executive session.

Council Concerns

Powers asked if time could be added to future agendas for Board liaisons to provide reports about what's going on with each respective board. Mayor Wright said that could be added after or during Council concerns monthly.

Scott inquired as to the status of junk letters. Foulston said he thought his secretary had completed those and mailed them out.

Officer Hayden

At Officer Hayden's request, Borden moved, and Powers seconded to authorize the Police Department to spend all donations to the Block Party on the Block Party, even if the expenditure exceeds \$1,500. Motion passed five to zero.

Agenda Planning Items listed for May 1, 2023, were read aloud.

Adjournment

At 8:18 PM, adjournment was unanimously approved after motion from Robinson and second from Borden.

/s/
Adam Wright, Mayor

Attest:

/s/
Leslie Atherton, City Clerk