



MINUTE RECORD
Regular Council Meeting City of Haven

Meeting: REGULAR

Date: May 4, 2020

THE CITY COUNCIL MEETING IN REGULAR SESSION HELD REMOTELY VIA ZOOM WAS CALLED TO ORDER AT 7:00 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, Steven Phillips, Greg Thompson, Andrea Williams, Chelsea Morris, Matt Stiles, Les Banman, Delon Martens, Milleson, Lindsey Young, Lindsay Patry.

No additions were made to the agenda, and no one signed up to speak during public comment time.

Minutes

Paramore moved and Robinson seconded to approve the minutes of the April 20, 2020, meeting. Motion carried.

Accounts Payable

Paramore moved and Dale seconded to approve accounts payable, totaling \$177,025.05. Motion passed unanimously.

Chelsea Morris, USDA Rural Development: Adopt Resolution Accepting \$5,900 Grant from USDA Rural Development to Assist with Police Vehicle Purchase

Paramore moved and Williams seconded to adopt Resolution 367, concerning acceptance and compliance with various requirements to obtain financial assistance from the USA, through USDA RD. Motion passed with five "yes" votes. The Council reviewed and accepted the Letter of Conditions dated May 4, 2020 and authorized Mayor Wright and City Clerk Leslie Atherton to sign all documents related to the funding application and Letter of Conditions.

Matt Stiles, Program Manager at Public Policy and Management Center, WSU: Presentation of Housing Needs Analysis

Members were provided with the 39-page City of Haven Housing Analysis as completed by the Public Policy and Management Center at Wichita State University for the EDC's pursuit of the establishment of a Rural Housing Incentive District. Stiles went through the report with the City Council. Dale asked for Stiles's take on why the housing development in Mt. Hope wasn't wildly successful. Stiles said he thought the school closing and lack of demand might have played a significant role. Dale also inquired about the effect of rentals on a community. Paramore thanked Stiles for the thorough analysis and said it helped her wrap her mind around the housing situation in Haven. At the next Council meeting, the Council will consider a resolution adopting the findings of the Analysis.

Approve Mayoral Appointments

The Council unanimously confirmed the Mayor's annual appointments of Larry Bolton as City Attorney, Stanley Juhnke as Judge, Leslie Atherton as City Clerk, Julie Caffrey as City Treasurer, and Stephen Schaffer as Chief of Police after motion from Williams and second from Robinson.

However, it was noted that the City is looking to change attorneys; Bolton is aware of this and agreed to be helpful during the transition to new counsel. Atherton will schedule for candidate, Jennifer Hill, to appear at the next meeting.

Approved 05.18.2020



Les Banman, Park Board:

Appoint Megan Schaffer to Park Board for a term expiring 12/31/2020

Consider Hiring of Greg Thompson as Park Caretaker

Banman requested the Council's approval to offer the Park Caretaker position to applicant, Greg Thompson, at \$10.25 per hour. He also requested the Council's appointment of Megan Schaffer to the Park Board for a term expiring December 31, 2020. Paramore moved and Johnson seconded to approve both requests. Motion passed with five "yes" votes.

Public Works Director, Derek Stoll:

Consider Burn Site Rules / Regulations

Members were provided with revised rules and regulations for the City's burn site. Paramore moved and Dale seconded to accept the revised rules, including changing the hours from 11:00 AM to 7:00 PM April 15 through October 1. Motion passed unanimously.

Approve Payment of Bill from Clarke Well for Pump Repairs

On March 18, 2020, Mayor Wright approved an expenditure of \$3,580.60 to rebuild (rather than replace) a pump at the water treatment plant. After learning that the pumps could be programmed to soft-stop, which could prevent damage from reoccurring, Stoll advised Clarke Well to proceed with reprogramming, resulting in additional charges. In all, the bill came in at \$4,201.96, which is \$621.36 greater than the original approval provided by the Mayor. Stoll asked the Council for approval of the expenditure. Johnson moved and Dale seconded to approve payment of the full bill. Motion passed five to zero.

Updates

Stoll delivered the following updates:

- A few water leaks on Kansas Avenue were repaired over the last week. There's another leak that will require attention this week, and then the crew will get concrete down to cover the open holes.
- Paramore noticed that many of the gutters around the City are full of inches of thick dirt, grime, leaves, etc. She asked if Public Works had a plan to deal with it. Stoll said some time and attention definitely needs devoted to that. He hopes to get to that in the next few weeks.
- Paramore inquired about the work orders listed for tree trimming. Stoll said he will visit those locations this week to see what needs to be done to get the limbs out of the lines and then he will formulate a plan from there.

Leslie Atherton, City Clerk:

Consider Bill from KMIT for Additional Workers Compensation Premium (\$4,133)

After the completion of each full year, KMIT performs an audit of City payroll to determine if workers compensation insurance rates were charged appropriately. Some years the audit results in returned premium, and some years the audit results in an additional bill. Unfortunately, the audit of 2019 wages resulted in an additional bill for \$4,133. Atherton advised she has looked deeper into the audit, questioning what's in each category, and has made notes to provide more accurate estimation for the next billing. At this point, she predicts an additional bill will arrive for the 2020 workers compensation rate once the year is over as well. She has included those adjustments in the 2021 budget proposal. Johnson moved and Dale seconded to approve payment of the bill as presented. Motion passed five to zero.

Discuss Pool Repair Project

Because the pool repair project processes require so much curing time, it would be nearly impossible to complete the repairs and have the pool open for a significant portion of the season. Therefore, Riggins, of Kirkham Michael, suggested to Mayor Wright that temporary fixes be applied to the issues so that the pool can operate for the summer season, noting that any sign of issues worsening should result in immediate shutdown. Permanent repairs



could then be applied after the pool is closed for the season. This approach would also give the contractor a larger window of time within which to operate as well.

Members weighed the pros and cons of applying temporary fixes, which would have to be performed by Public Works. Ultimately, no decision was made as members first want to know how applying temporary fixes might affect the pool's warranty. Atherton will check with the City Attorney as well as Kirkham Michael.

Consider Applications for Pool Positions

Members were provided with a listing of applicants for positions at the pool. Paramore suggested that Atherton perform reference checks on all applicants before the Council makes any hiring decisions. No opposition to this approach was voiced. Atherton will perform the reference checks and provide that information to the City Council.

Chief of Police:

Presentation of 2021 Budget Proposal

Schaffer presented his proposal for the 2021 police budget, totaling \$270,200, reflecting a decrease of \$36,560 in comparison to the 2020 budget. He also presented a proposal for the 2021 court budget, totaling \$45,682, reflecting an increase of \$8,782. However, this is due to an adjustment made to the budget to give the Department access to all diversion funds. Paramore thanked Chief Schaffer for his effort in meeting the Council's criteria to pare down his budget request.

Discuss Reopening of City Facilities

Members were provided with a draft of a Press Release, detailing altered city operations as a result of Governor Kelly's Phased-In Plan. Members agreed it was appropriate for release as written, though Paramore requested clarification about how the public should make the City aware of Public Works issues. Atherton advised the best method is to go through the City Office because that generally results in the creation of a work order, which helps with documentation. Johnson moved and Dale seconded to approve the release as written. Motion passed with five "yes" votes.

Mayor Wright advised that the Recreation Director, Lindsay Patry, would like to know the Council's feelings on how to handle summer ball. Paramore said she would be in favor of the safest approach, which would be to hold off on doing anything until June 15th. All other members agreed.

Council Concerns

Paramore asked where the dollars for the City's "beautification project" were coming from. Initially, no one knew what project she was referring to, but after clarification, it was determined she was referring to the City's plan to place aggregate material on the 25' alley between 212 N. Kansas Ave and 214 N. Kansas Ave. Paramore asked if this would be done to all City alleys. Mayor Wright advised that alleys would be addressed on a complaint basis. Paramore asked how citizens should make the City aware of such issues. Mayor Wright suggested the use of the complaint form. In regard to applying the same treatment to all alleys, Atherton advised that any alley dispute that eats up City resources for 2 - 3 years would likely be treated the same way as the subject alley, which was handled according to the City Attorney's advice. Atherton advised that as far as complaints go, the complaint form is geared more toward citizen complaints about personnel, not things like junk or overgrown weeds or blocked alleys. The best way for complaints about those kinds of things to be handled is probably for them to go through the City Office, either in person, via email, by phone, etc., so that the complaints can be properly routed for handling (i.e. junk complaints to the Police Department). Mayor Wright told Paramore he was having difficulty listening to her point of view on the subject when she accepted sod that was removed from the alley. Paramore said she had gift cards to give to the sod-givers. Williams commented that she is a Council member, but she is also a citizen, and as a citizen, she has a right to complain to the Police Department about criminal matters and vandalism that occur.



Paramore reaffirmed her statement from the last Council meeting by urging governing body members to act in such a way that inspires trust in City leadership. Mayor Wright encouraged governing body members and citizens alike to work together.

Agenda Planning

Atherton advised the Council of items listed for the next Council meeting.

Adjournment

At 8:14 PM, the meeting was adjourned after motion from Dale and second from Johnson.

/s/
Adam Wright, Mayor

Attest:

/s/
Leslie Atherton, City Clerk