



**MINUTE RECORD**  
**Regular Council Meeting City of Haven**

**Meeting: REGULAR**

**Date: May 7, 2018**

**THE CITY COUNCIL MEETING IN REGULAR SESSION WAS CALLED TO ORDER AT 7:00 PM BY MAYOR, ADAM WRIGHT. THE FOLLOWING PEOPLE WERE PRESENT:**

**Council Members: Ron Dale, Tricia Paramore, Philip Kauffman, Matt Johnson (following swearing-in).**

**Absent: Sandra Williams.**

**Others: Leslie Atherton, Rob Pell, Cole Rush, Joey Young, Rosalie Harper, Jan Nolde, Jerri Taylor, Kylie Rush.**

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.

Paramore moved, and Kauffman seconded to table the Downtown Beautification item due to Williams' absence. Motion carried. Otherwise, no revisions were made to the agenda and no one signed up to speak during public comment time.

**Minutes**

Paramore moved, and Kauffman seconded to approve the minutes of the April 16, 2018, meeting and the minutes of the April 30, 2018, meeting. Motion passed unanimously.

**Accounts Payable**

Kauffman moved to approve accounts payable for totaling \$158,872.14. Dale seconded, and the motion passed unanimously.

**Jan Nolde, Swindoll, Janzen, Hawk & Loyd, LLC: 2017 Financial Statement and Audit Report**

Nolde presented the governing body with the 2017 financial statement and audit report, which had been emailed to them a few weeks prior. First, Nolde ran through the communication letter with the Council; it listed the only significant deficiency found as "segregation of duties," dealing with the amount of limited staff in the City Office. Next, she guided members through the financial statement and offered to field any questions. Paramore moved to request delaying approval of the information presented so she could have time to review. Dale advised he read through every bit of it and saw no issues but was glad to second to allow Paramore more time to review. Atherton noted there are other agencies waiting to receive the City's approved financial statement and putting off approval may slow budget as well as these numbers are the starting point for budgeting. Paramore rescinded her motion. Kauffman moved, and Dale seconded to approve the financial statement and audit report as presented. Motion passed two to one with Paramore opposing.

**Rosalie Harper, Library Board Chairperson:**

*2019 Budget Proposal*

Harper presented the Library Board's 2019 budget proposal, requesting \$50,143 from the City for 2019. This is an increase of \$757 over 2018's request. Questions from the governing body were fielded. Mayor Wright suggested keeping the funding level for the Library at the same level as 2018, though no decision was made.

*Approve Resignation of Trasi Popp and Appoint Megan Hett to Finish Popp's Term*

Paramore moved and Dale seconded to approve the resignation of Trasi Popp and to appoint Megan Hett to finish out Popp's term. Motion passed with three "yes" votes.



#### **Tony Troyer, EMS Director: 2019 Budget Proposal for EMS**

Mayor Wright advised no 2019 budget proposal has been received from Troyer and if that continues to be the case, he suggested the 2018 ambulance budget proposal be copied over to 2019. Atherton advised Troyer is still working on it.

#### **Chief Rush: 2019 Budget Proposal**

Chief Rush presented his police budget request for 2019 of \$282,860, which is \$840 less than the 2018 budget proposal. He also presented his 2019 court budget request, totaling \$25,000, equivalent to the 2018 budget request.

#### **Approve Inventory Lists**

Members were provided with inventory lists for City Office, City Council Chambers, Police Department, and Public Works. Paramore still had some confusion as to the construction of the spreadsheet. After clarification from Rush and Atherton, Kauffman moved, and Dale seconded to approve the lists as presented. Motion passed unanimously.

#### **Consider Payment of SRTS Bill from Benesch: \$3,769.95**

Members were provided with a copy of the bill from Benesch as well as a summary of services covered by the bill. Brief discussion occurred as to the status of the project and what next steps would be. Paramore moved and Kauffman seconded to approve payment of the presented bill. Motion passed three to zero.

#### **Mayoral Appointments**

Mayor Wright advised he would like to appoint Matt Johnson to the vacant Council position and requested the Council's confirmation of the same. Kauffman moved and Dale seconded to confirm the appointment, and all members voted in favor of the same. City Clerk, Leslie Atherton, then swore in Matt Johnson, and he took his place at the table.

Next, Paramore moved and Kauffman seconded to approve the following annual appointments:

Chief of Police – Cole Rush  
City Attorney – Larry Bolton  
Municipal Court Judge – Stanley Juhnke  
City Clerk – Leslie Atherton  
Treasurer – Cyndi Alling.  
Motion passed unanimously.

#### **Rob Pell, Public Works Director:**

##### *Consider Bids to Replace Library Roof*

Pell presented the Council with two bids to replace the Library Roof, an expense budgeted in 2018 for \$8,000. They were as follows: Wray & Sons Roofing Co., Inc. for \$6,572 and Webcon Inc. for \$12,000. Paramore moved and Kauffman seconded to award the work to Wray & Sons Roofing. Motion passed unanimously.

##### *Consider Trading In John Deere Tractor / Consider Purchase of Versa-Handler / Telehandler*

Pell presented the Council with two bids to replace / trade-in the John Deere Tractor purchased in 2016. There's \$6,800 budgeted for this expenditure. Schmidt & Sons provided two bids, both of which involve trading in the Agco and John Deere 5075E. The first bid was on a Kubota M5-091HDC12, which would require a trade difference of \$8,000. The second bid was on a Massey Ferguson 4708, which would require a trade difference of \$4,800. Second vendor, Prairieland Partners, provided a bid on a 2017 John Deere 5085E with 2018 520M Loader, which would require a trade difference of \$2,819.96. Paramore appreciated the transparency of the pricing in Prairieland's bid.



Pell also presented two bids to the City Council to replace the Agco tractor. Seventy thousand dollars is budgeted for this expenditure currently. The first bid from KC Bobcat for a New 2018 Genie 5519 Telehandler came in at \$67,268.00 plus \$3,199.60 for a heavy-duty snow blade, for a total of \$70,467.60. The second bid from White Star Machinery & Supply came in at \$58,700 for a Bobcat V519 plus \$3,199.60 for a heavy-duty snow blade, for a total of \$61,899.60. Kauffman moved, and Dale seconded to purchase the equipment as quoted from White Star Machinery & Supply. Motion passed unanimously.

After brief discussion, Kauffman moved, and Dale seconded to purchase the equipment as quoted from John Deere for a total of \$2,819.96 and the equipment as quoted from White Star Machinery & Supply, not to exceed \$61,899.60. Motion passed unanimously.

#### *Consider Position Description for Electrical Distribution Superintendent*

Pell presented the Council with a proposed job description for Electrical Distribution Superintendent. Kauffman moved and Dale seconded to approve the job description. All members voted in favor of the same.

#### *Consider Bid for Snow Blade Installation*

Pell presented the Council with an estimate of \$1,754 from CSTK, Inc. for snow blade installation on one of the 2018 Silverados. This price includes removal of the blade from the 2013 truck, which has already occurred. Paramore moved and Kauffman seconded to approve the work. Motion passed with four "yes" votes.

#### **Consider Bids for Engineering on Low Water Crossing**

Atherton presented two bids for engineering on the low water crossing to obtain a permit from the Division of Water Resources. They fell as follows:

Certified Engineering Design, P.A.	\$ 5,400
MKEC	\$11,600.

Kauffman moved to award the work to the low bidder. Paramore seconded, and the motion passed unanimously.

#### **Receive Statement from Park Board**

Members were provided with a written statement from the Park Board that read as follows:

*"When the Haven Park Board was present at the April 16, 2018, Council meeting, we shared with you plans to renovate the existing tennis courts. As reported in The Clarion, a comment was made regarding the involvement of USD 312 in the project. That comment created a response from a school board member of being unaware of any involvement in the tennis courts project. In a follow-up conversation with the superintendent it is realized that what was shared was not their position regarding the tennis courts. So, as the Haven Park Board, we would like to report that as one of the primary users of the tennis courts, USD 312 would indeed be interested in further conversation as to the future of tennis courts in Haven, and we intend to move forward with those conversations as we feel improving the tennis courts would benefit not only the residents of the city of Haven but also the students of USD 312. We regret what has happened and look forward to moving on with this project."*

#### **Discuss Downtown Beautification (Street Trees) (Williams)**

This item was tabled due to Williams' absence.

#### **Chief of Police Updates**

Chief Rush presented the following updates to the Council:

- Last week a few of the storage units were broken into at Ideatek Storage. Because there's surveillance there, the act was caught on camera. Photos have been and will continue to be shared with the public.
- Moving of belongings to the new location has begun.
- Chief Rush hopes to return by the end of May.



### **Public Works Updates**

Director Pell presented the following updates to the Council:

- Pool preparation has started. Though it seemed to be going well, a large leak did spring up and will have to be repaired.
- Sprinklers systems at Pioneer Park and the berm have been turned on.
- Gordon Schneider has started mowing for the City.
- Carmichael is working out well.
- APAC is in town fixing a "fail" in town on North Kansas Avenue.
- Paramore complimented the speed of the paving of Kansas Avenue but also questioned the extended length of the parking stalls by the Methodist Church. Mayor Wright said APAC could fog them to correct them. Pell said he would discuss with APAC while they're in town.

### **Council Concerns**

Dale asked when Stadium Drive would be paved again. Pell advised it is on the schedule for next year but the water line replacement schedule needs to be reviewed as well.

Abbi Arndt will soon be on maternity leave, and the Council previously approved allowing her husband, Ian, to perform those duties. However, his schedule won't allow that. Instead, she suggested allowing the former meter reader, Erin Peterson, to handle the duties in her absence. Paramore moved to approve the same, pending Peterson's availability. Dale seconded, and the motion passed unanimously.

### **Agenda Planning**

Items posted for May 21<sup>st</sup> were read aloud.

### **Adjournment**

At 9:07 PM, Kauffman moved and Paramore seconded for adjournment. The motion passed unanimously.

/s/  
Adam Wright, Mayor

Attest:

/s/  
Leslie Atherton, City Clerk