



MINUTE RECORD
Regular Council Meeting City of Haven

Meeting: REGULAR

Date: May 21, 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, Sandra Williams.

Absent: None.

Others: Leslie Atherton, Cole Rush, Lindsey Young, Stephanie Carlson, Kylie Rush, Sherri Schneider, Rick Gates, Jitana Graf, Les Banman, Carrie Baker, Jessica Schmidt, Carrie Baker.

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 to add "Approve Payment of Bill from Benesch" to the agenda after "Approve Accounts Payable." Dale seconded, and the motion passed unanimously. No one signed up to speak during public comment time.

Minutes

Kauffman moved, and Johnson seconded to approve the minutes of the May 7, 2018, meeting. Motion passed. Williams abstained due to her absence from the previous meeting.

Accounts Payable

Kauffman moved to approve accounts payable, totaling \$163,363.48. Paramore seconded, and the motion passed unanimously.

Next, Kauffman moved and Dale seconded to approve payment to Benesch for \$721.65. Motion passed unanimously. Atherton advised that Field Check did occur and once Benesch representative, Brent Chesnut, provides answers to Mayor Wright's questions, she hopes to have him appear before the Council to go over changes in both the construction and financial plan. Paramore requested a timeline from Benesch showing both past and future work.

Members were provided with financial reports for the month of April 2018, 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.

Stephanie Carlson, Tree Board Chairperson: 2019 Budget Proposal

Carlson presented the Tree Board's 2019 budget proposal, totaling \$14,000, which is \$500 less than the Tree Board's 2018 budget. Top priority is maintenance, removals, and trimming, especially street trees. Second priority is repurposing the truck being handed down to them by Public Works.

Kylie Rush, Park Board Chairperson:

2019 Budget Proposal

Rush presented the Park Board's 2019 budget proposal, totaling \$76,500. This is \$5,900 less than the Park Board's 2018 budget of \$82,400. Top priority is improvements to Engweiler Park, specifically paving the roadway between the pool and 5th Street or installing a parking lot by the berm.

Baker advised the Park Board is still pursuing resurfacing of the tennis courts to occur this year.

Approved 06-04-2018



Sherri Schneider, Rec Board Chairperson:

2019 Budget Proposal

Schneider presented the Rec Board's 2019 budget proposal, totaling \$36,238, which represents an increase of \$453 over 2018 budget. However, as Schneider pointed out, the 2019 proposal includes an expenditure of \$500 for (2) scholarships to basketball players, and those scholarships are supported entirely by funds from the Dave Chamberlain Memorial. In this case, the increased expenditures would not cause a need to increase taxes. Without that expenditure, the 2019 budget request would be less than the 2018 budget.

Consider Hiring Field Maintenance Help

At the last Rec Board meeting, Rec Board members interviewed candidates for the field maintenance position. Ultimately, the Board recommended hiring Colby Coopridier to fill the position at a rate of \$7.25 per hour. Paramore moved and Kauffman seconded to approve the recommendation. Motion passed unanimously.

Consider Request to Use Tennis Courts

Schneider requested permission for the Rec Board to use the tennis courts to hold the annual summer dance on June 2nd from 9:00 PM to 11:00 PM, which historically has been a street dance. By way of consensus, the governing body approved the requested use. Dale moved and Williams seconded; motion passed.

Rick Gates, EDC Chairperson:

2019 Budget Proposal

Gates presented the EDC's 2019 budget request, totaling \$82,310, which is over \$1,000 less than what was budgeted in 2018.

Consider EDC's Recommendation to Host Ice House Entrepreneurship Program

Gates requested approval of the EDC's recommendation to host the Ice House Entrepreneurship Program. This would be held at Haven High School, starting September 6, 2018, for eight weeks each Thursday from 5:30 to 8:30 PM. The cost will be \$100 for Reno County residents, \$150 for non-residents, with option for \$50 reimbursement if attendee attends seven out of eight sessions. The class will be limited to twenty five attendants. The likely worst-case out-of-pocket expense will be \$2,500, though there will be a much larger amount of expenses (\$10,500) that must go through the EDC budget and get reimbursed by a grant from Kansas Network as well as E-Community.

After brief discussion, Johnson moved and Kauffman seconded to approve EDC's recommendation to host the program and to approve the associated expenditures. Motion passed unanimously.

Authorize Contribution of \$2,500 from EDC Budget to Mural Project

Members were provided with minutes of the last EDC meeting showing the request for funds to go toward the mural project. Paramore moved and Kauffman seconded to authorize the contribution of \$2,500 from the EDC Budget to the mural project.

Jessica Schmidt, Chamber President:

Consider Request to Contribute \$2,500 from Downtown Beautification to Mural Project

In line with the previous request, because the goals of downtown beautification and the community-based mural project align, Schmidt requested the City contribute \$2,500 to the mural project from funds budgeted for downtown beautification. Loewenstein hopes to start with the design committee in late June. Total budget is \$14,500 but requires 50/50 cash match. Paramore made a motion to approve the request. Kauffman seconded, and the motion passed with five "yes" votes.

Members were provided with a draft copy of the Lead Artist Agreement for consideration. Atherton advised that City Attorney, Larry Bolton, had reviewed it. He commented that it seemed unusual to pay the lead artist 1/3 of the price before knowing what is going on the building and suggested he submit the design first, and then if it is



acceptable, the contract can be signed. Atherton then explained the community-based mural process to him. He responded that the contract seems fine as long as the Council knows what they are going to get before they pay any money and suggested a Council member serve on the design committee. In light of the shared information, members understood the situation and the process, and Williams moved to approve signing the contract with Paramore's suggested revisions. Kauffman seconded, and the motion passed five to zero.

Discuss Downtown Beautification (Street Trees) Williams

Williams provided a rough drawing of a proposal to install trees, drip irrigation, and electrical (in case the City wished to light the trees) in the downtown area. Mayor Wright questioned the extent of the right-of-way on Kansas Avenue. Paramore wanted to know what other communities are doing (trees vs. flowers) and why. Mayor Wright voiced that the project was "putting the cart before the horse." He suggested that some other infrastructure issues should be repaired if sidewalk is being pulled up to install trees. No action was taken.

Consider 2019 Capital Improvement Plan

Members were provided with a copy of the 2019 Capital Improvement Plan as recommended for approval by the Capital Improvement Committee. Atherton noted that the prioritization of the plan would be used to help if expenditures needed to be restrained, though every effort will be made to squeeze the needs into the 2019 budget.

Leslie Atherton, City Clerk:

Consider Moving Funds to Maximize City's Interest Earnings

As a result of the City's participation in Insured Cash Sweeps, Atherton began looking into the structure of the City's financial assets and discovered there are simple ways the City could capture more interest earnings. She provided members with a handout showing the city's current account layout as well as options to consider to earn more interest. They were as follows:

- A. Move money market (\$1,648.17) into Insured Cash Sweep where it would earn \$.75 monthly rather than \$.03.
- B. Convert six month CD to twelve month CD when it matures in July where it would then earn at least 1.51% interest. This would be something like \$1,400 rather than \$85 earned.
- C. Option B plus roll money market funds into the same 12-month CD. This would maximize interest earnings for idle funds.

Atherton did note what penalties would be assessed if the City needed to cash-in those CDs early.

After brief discussion, Kauffman moved to pursue Option C. Paramore seconded, and the motion passed unanimously.

Discuss Pool Project

Atherton provided members with a handout detailing potential financial information as well as timeline information for the pool project. She noted that if the Council wished to pursue putting the project to a bond question, the City would need to get the bond question wording and notice of bond election to the County Clerk by early August. This would place the question on the November 6, 2018, ballot. If the bond issue passed, Don Paddock recommends planning for construction to occur immediately following the 2019 pool season. Members voiced no issues with this schedule.

Atherton showed that with current estimated interest rates from bond counsel the project on a thirty-year bond issue would require a yearly payment of \$67,000 – 70,200. On a twenty-year bond issue, the annual payment would be \$86,400 – 90,000. Dale suggested attempting to pay for part of the project upfront to lessen the size of the bond issue. Members agreed with that approach and requested Atherton look to see if the budget could



handle fronting one-third to one-half of the cost of the project. She will also get updated bond payment numbers based on that approach and clarify with bond counsel exactly what must be stated in the bond question.

Waive Residency Requirement for Employee, Derek Stoll

According to 1.3.0 in the Employee Policy Manual, "all employees are expected to maintain residency within the city during their period of employment unless granted a waiver by the governing body." Atherton advised because the Council expressed their wish to hire Derek Stoll as Electrical Distribution Superintendent, she is certain they wish to waive the residency requirement for him but would like to get the same on record. Kauffman moved and Johnson seconded to waive the residency requirement for Stoll. Motion passed unanimously.

Chief of Police Updates

Chief Rush updated the Council on the condition of his left shoulder as well as the status of getting everything moved over to 102 S. Kansas.

Public Works Updates

Pell was on vacation. Mayor Wright advised that Mayer Specialty Services, a sewer service company, will be coming to town May 25th to look at some trouble areas on Emporia and Hutchinson street. This work may cost more than \$1,000 but will be less than what is budgeted for said work in the Sewer Fund. Kauffman moved to approve the work, not to exceed \$1500. Paramore seconded, and the motion passed five to zero.

Council Concerns

None.

Agenda Planning

Items posted for June 4th were read aloud. Mayor Wright suggested having an Employee Appreciation Event mid-July where Public Works could show off their recently purchased equipment and a tour of the water treatment facility could be had. He asked members to forward their availability to the City Clerk.

Adjournment

At 9:10 PM, Kauffman moved and Paramore seconded for adjournment. The motion passed unanimously.

/s/
Adam Wright, Mayor

Attest:

/s/
Leslie Atherton, City Clerk