



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

**REGULAR MEETING**

**MONDAY, JUNE 5, 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, Chief Stephen Schaffer, Kyran Crist, Dale Kauffman, Joey McLiney, Rick Gates.

**Revisions to Agenda**

Swartz requested the addition of "Consider Expenditure for Maintenance on Bobcat Equipment." Mayor Wright suggested he pursue the item during Public Works updates.

**Public Comment**

None.

**Minutes**

Powers moved to approve the minutes of the May 15, 2023, meeting. Robinson seconded, and the motion passed.

**Accounts Payable**

Borden moved and Scott seconded to approve accounts payable, totaling \$113,628.84. Motion passed unanimously.

Members were provided financial reports for the month of May 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.

**Dale Kauffman, Haven Community EMS Board Chairperson: 2024 Budget Proposal**

Members were provided with a copy of Haven Community EMS's 2024 budget proposal, totaling \$422,330. Pursuant to the Interlocal Agreement, Kauffman requested the City of Haven provide fifty percent of the 2024 budget request, equivalent to \$211,165, an increase of 7.66% over their 2023 budget proposal to City of Haven of \$196,145. Kauffman noted the Board is trying to prepare for the replacement of the service's ambulances, which have increased substantially in price over the last few years.

Kauffman provided members with a copy of the 2022 Financial report broken down by Quarter. The City of Haven's 2022 expected annual share was \$182,879. The actual annual share for City of Haven in 2022 was \$106,099.40, which was \$76,770.60 less than expected.

**Rick Gates, EDC Chairperson: Consider Final Plat for Wildcat Landing**

Members were provided with a proposed final plat for Wildcat Landing, dated February 9, 2023, from Garber Surveying Service, P.A. After a brief discussion, Robinson moved, and Rush seconded to approve the presented plat. Motion passed with five "yes" votes.

**Joey McLiney, Municipal Advisor with McLiney & Co.:**

*Consider Three (3) Resolutions Related to Bond Issue for Wildcat Landing*

Members were provided with a list of estimated costs for Phase A of Wildcat Landing, comprised of seven lots, as well as a list of funds available to go towards said expenses. The list of funds available includes a



bond issue for at least \$339,116.43. To this end, the Economic Development Committee requested the Council consider a twenty-year bond issue of \$400,000 to provide infrastructure for the development. Members were provided with an estimated debt service schedule, showing annual payments on the issue would range from \$28,162.50 to \$32,375.00. Atherton and Gates noted that the Economic Development Committee has agreed to cover half the annual payment from the EDC budget each year.

Joey McLiney, municipal advisor with McLiney & Co., presented three resolutions for the Council's consideration in relation to funding the infrastructure. Borden moved and Robinson seconded to adopt Resolution 405, authorizing street improvements in the City and providing for the payment of the costs thereof. Motion passed with five "yes" votes.

Next, Borden moved, and Rush seconded to adopt Resolution 406, declaring it necessary to improve, equip, construct, and extend the electric works of the City and authorizing the issuance of general obligation bonds of the City to pay for a portion of the costs thereof.

Then Borden moved and Powers seconded to adopt Resolution 407, authorizing the offering for sale of general obligation bonds, series 2023, of the City of Haven Kansas, citing project descriptions from Resolutions 405 and 406. All members voted in favor of the same.

McLiney will return on June 19, 2023, to present further information related to the bond issue for the Council's consideration.

**Leslie Atherton, City Clerk:**

*Authorize Mayor to Sign Security Agreement with First National Bank of Hutchinson*

Members were provided with a proposed Security Agreement from First National Bank of Hutchinson. Atherton noted that signing the updated security agreement will allow First National Bank to switch from pledging securities at the Federal Reserve in Kansas City to pledging securities at the Federal Home Loan Bank of Topeka. The agreement states First National must ensure the City's funds are insured, and the City is entitled to documentation of receipts from the pledging activities. Rush moved and Borden seconded to authorize Mayor Wright to sign the Security Agreement on behalf of City of Haven. Motion passed with five "yes" votes.

*Consider Renewal of Property & Liability Insurance with Midwest Public Risk*

Members were provided with a copy of Invoice PL20230512.39 from Midwest Public Risk for July 1, 2023 – July 1, 2024, totaling \$56,721. Atherton noted this represents an increase of 16.4% or \$7,983.24 over the previous year's invoice. She did not find the increase surprising due to the increased costs of nearly everything over the last year. She also noted that due to change in practice with insured values at MPR, they requested members take a closer look at values assigned to property. Swartz and Atherton did just that and increased the value of many items. The total insured value went up nearly 18% from the previous year. Atherton said while she enjoys the City's relationship with MPR and feels like they are good at what they do and have treated the City right on all claims, she has already reached out to the local insurance agency to put it in the works to look at obtaining other quotes for next year. Unfortunately, to exit the Midwest Public Risk pool, the City must provide at least 90 days' notice. For fiscal year 2023-2024, Atherton requested the Council approve the presented invoice for \$56,721. Robinson moved and Powers seconded to approve payment of the presented invoice. Motion passed unanimously.

*Discuss Certification of Pool Lifeguards and Manager*

Atherton noted that finding certification classes for prospective lifeguards has been a difficult headache this year, basically making it so that the City was searching for certification classes on behalf of the prospects. In light of the difficulty, she requested the Council consider paying / reimbursing for the full cost (rather than just half) of the certification classes for the lifeguards this year. She also noted she hoped to return in the future to request approval of expenditures to allow Pool Manager Braiden Allen to get certified as a trainer so that in the future the City could hold its own certification classes. Robinson



moved and Borden seconded to approve payment of certification courses for 2023 lifeguards. Motion carried.

## **Public Works**

### *Updates*

Swartz provided the following updates:

- Pool is painted. However, rainwater must be pumped out periodically to allow the curing process to finalize. The pool should be in proper condition to fill later this week for the performance of another leak test. Following that, water chemistry can be conquered to prepare the pool for swimmers.
- Buck Plumbing should be out in the next week or two to replumb the bathhouse. The same story is the case with Winter Concrete.
- Foley Equipment was supposed to have the water treatment generator up and going a month ago. It still isn't up. Swartz talked to them today and they said by the end of next week it should be back up and running.

### *Consider Bill from Border States Industries (\$1,552.78)*

Members were provided with a copy of Border States Industries Order #00836927 for items for (4) electric meter cans. Swartz requested Council approval of the purchase as it is over \$1,500. Rush moved and Robinson seconded to approve payment of the order, totaling \$1,552.78. Motion passed five to zero.

### *Consider Hiring Holden Schneider as Part-Time Summer Mower (\$11.71 hourly)*

Swartz asked the Council to approve hiring Holden Schneider as Public Works' part-time Summer mowing help at \$11.71 hourly. Robinson moved and Scott seconded to approve the hire as presented. Motion passed unanimously.

### *Consider Expenditure for Maintenance on Bobcat Equipment*

Members were provided with Quotes 05004118, 05004122, and 05004123, totaling \$5,411.16 for maintenance work to be done on the Versahandler, Excavator, and Skid-Steer. Swartz requested the Council's approval for the work presented in the quotes, not to exceed \$5,411.16. He noted that would not include the cost to have them look at the issues the Versahandler has been having. Borden moved and Scott seconded to approve Swartz's request. Motion passed unanimously.

Scott advised he received a concern from resident Jennifer Rau about the drainage in front of her home. He asked Swartz if he could go speak with her. Swartz advised that Assistant Public Works Director, Steve Carmichael, spoke to her recently, and it appears the curb and guttering in front of her property is doing its job. Swartz said he could reach out to her to discuss the same. Scott said that would make him feel better.

## **Police Department**

### *Consider Annual Renewal of Lexipol (Not to Exceed \$1,800)*

Members were provided with information about Lexipol services as well as an emailed cost estimate from MPR of "just over \$1,700" for renewal. Chief Schaffer requested approval of the annual renewal. Rush asked where the department's policy manual is. Chief Schaffer said that's a good question, noting it is not complete yet. Robinson moved and Powers seconded to renew the annual Lexipol subscription, not to exceed \$1,800. All members voted in favor of the same.

### *Consider Annual Jayhawk Court Software Contract*

Members were provided with a copy of Contract 38824 related to Jayhawk Court Software Hosting plus Eight (8) Support Hours, totaling \$2,100, effective August 31, 2023, through August 30, 2024. Robinson moved and Powers seconded to approve the renewal as presented. Motion passed unanimously.



#### *Updates*

Chief Schaffer provided the following updates:

- Officer Hayden was on vacation over the weekend. Chief Schaffer covered his shifts.
- Powers thanked Chief Schaffer for his quick response to an auto accident on Haven Buhler Road.

#### **Executive Session**

At 7:47 PM, Robinson moved, and Scott seconded that the Council recess into executive session pursuant to the attorney-client privilege exception in order to discuss the pool matter with Public Works Director, City Attorney, and City Clerk, present, the open meeting to resume in Council Chambers at 8:00 PM. Motion carried.

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

#### **Council Concerns**

Scott asked Foulston, Schaffer, or Atherton to help him understand what's going on with the junk letters. Foulston advised he spoke with Chief Schaffer today and asked him to check progress on those who were on the recipient list. Swartz pointed out the letters were actually to those with junk vehicles on their property. Borden asked what the next step would be. Foulston advised if there had not been progress made on those properties, the next step would be to issue citations for violations. Scott asked that the Council be kept up to date on progress made with the process. Rush asked if it would be possible to learn at the next meeting who had made progress and who was or had been issued citations. Chief Schaffer responded affirmatively.

**Agenda Planning** Items listed for June 19, 2023, were read aloud.

#### **Adjournment**

At 8:07 PM, adjournment was unanimously approved after motion from Robinson and second from Borden.

/s/  
Adam Wright, Mayor

Attest:

/s/  
Leslie Atherton, City Clerk