



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

**Meeting: SPECIAL**

**Date: June 26, 2017**

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

**Council Members: Sandra Williams, Les Banman, Shauna Schoepf-Pearce, Steve Carmichael.**

**Absent: None.**

**Others: Leslie Atherton, Rob Pell, Matt Hayden, Lindsey Young, Stephanie Carlson, Ann Chesnut, Brent Chesnut, Larry LaPierre, Shannin Rettig, Delon Martens, Jan Nolde, Carla Smith, Destanee Brigman-Reed, Abbey Pemberton, and other Hutchinson High School students with Reno County Communities that Care.**

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.

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

**Minutes**

Carmichael moved and Schoepf-Pearce seconded to approve the minutes of the June 5, 2017, meeting. Motion carried.

**Accounts Payable**

Banman moved and Carmichael seconded to approve accounts payable, totaling \$161,874.58. Motion carried unanimously.

Members were provided with financial reports for the month of May 2017, 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.

**Jan Nolde, Swindoll, Janzen, Hawk & Loyd, LLC: 2018 Budget Proposal**

Members were provided with a copy of the 2018 budget proposal with no mill levy increase. Nolde explained the intricacies of applying the property tax lid legislation to the budget proposal, noting that without going to a citizen vote, the Council could potentially raise the levy by as much as 6.55 mills, which equates to 1.76 mills for CPI, 3.13 mills for Police, and 1.66 mills for Ambulance. Members were provided with information on the effects of a three and five mill levy increase.

After brief discussion, Carmichael moved to increase the mill levy by 1.76 mills for CPI to be put toward cash carryover. Williams seconded, and the motion passed unanimously. With that change, Schoepf-Pearce moved and Carmichael seconded to accept the draft budget proposal and hold the public hearing on the budget on August 7<sup>th</sup> at 7:00 PM. Motion passed four to zero.

**Delon Martens, Park Board: Approve Sign Design and Expenditure**

Martens presented a quote from Haven Sign with two options for a sign to go at Haven Buhler & 5th Street. Williams moved to approve an expenditure of \$2320 on an 8' X 12' reflective Haven sign. Banman seconded, and the motion passed.

Approved 07-17-2017



**Stephanie Carlson, Tree Board Chairperson: Approve Expenditure for Tree Removal**

Carlson presented a bid of \$1,400 from BeckerCare for the removal of two trees in town. Schoepf-Pearce moved and Banman seconded to approve the expenditure. Motion passed unanimously.

**Shannin Rettig, Economic Development Director: Update**

Rettig provided the governing body with a verbal and written update on economic development progress as it relates to the EDC's goals. She also fielded questions from Council members.

**Safe Routes to School: Approve Items to Proceed with Application for Phase II**

Members were provided with a copy of the application submittal to be sent to KDOT for phase II funding consideration. Atherton advised the Council that once the application is filed, if the City is awarded Phase II funding, it would be best not to scale the project back because it may jeopardize the City being awarded grants in the future. She noted that there is cash and budget authority available to proceed with the project if the City is a funds recipient and asked for the Council to adopt a resolution showing support of the application. Schoepf-Pearce moved and Williams seconded to adopt Resolution 326. Motion passed unanimously.

**Destanee Brigman-Reed and Abbey Pemberton, Hutchinson High School: Discuss Tobacco-Free Initiative for Parks** *(Sponsored by Schoepf-Pearce)*

Destanee Brigman-Reed, Abbey Pemberton, and a few other Hutchinson High School students involved with Reno County Communities That Care asked the governing body to consider an ordinance making parks tobacco-free after presenting a compelling presentation on the dangers of second-hand smoke. Williams moved and Schoepf-Pearce seconded to pursue making the parks tobacco-free. All members voted in favor of the same.

Atherton will look over the sample ordinances, prepare one for the City, and obtain City Attorney approval to present at the next Council meeting.

**Consider Haven Fall Festival Sponsorship**

Atherton asked the Council if they wished to continue with their standard donation to the Haven Fall Festival of \$2,000 as they have historically done. Carmichael moved and Williams seconded to donate \$2,000 to the Festival. Motion passed unanimously.

**Approve Appointment of Aimee Kauffman to Library Board**

Schoepf-Pearce Moved and Banman seconded to approve the appointment of Aimee Kauffman to the Library Board. Motion passed four to zero.

**Rob Pell, Public Works Director:**

**Consider Purchase of Street Lights: \$1200**

Pell requested authorization to purchase four (4) street lights. Instead, Schoepf-Pearce moved to allow Pell to purchase up to \$2100 worth of street lights to maintain adequate inventory. Banman seconded, and the motion passed unanimously.

**Consider Purchase of Transformers: \$2465 plus tax**

Pell requested authorization to purchase four (4) transformers at a cost of \$2,465 plus tax. Carmichael moved and Williams seconded to approve the same. Motion passed unanimously.

**Accept Resignation of Rec Board Treasurer / Secretary, Bri Collins, and Approve Advertisement for Replacement**

Schoepf-Pearce moved to accept the resignation of Bri Collins and advertisement for replacement. Carmichael seconded, and the motion passed unanimously.



### **Executive Session**

Banman moved that the council recess into executive session pursuant to the non-elected personnel exception in order to review applications for meter reader, the open meeting to resume at 8:11 PM. Schoepf-Pearce seconded, and the motion passed unanimously.

At 8:11 PM, regular session resumed with no action taken during executive session.

### **Hire Meter Reader**

Schoepf-Pearce moved to hire Abbi Arndt as meter reader at \$.32 per meter. Banman seconded, and all members voted in favor of the same.

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

In the Chief's absence, Officer Hayden provided the following updates:

- Roof is done, and the awning frame is built for 102 S. Kansas Avenue.
- Officer Hayden will be headed to DARE program on July 17th.

### **Public Works Director Updates:**

Pell provided the following updates:

- A meeting was had with engineer Harlan Foraker to discuss problems with the sewer lagoons. No immediate solution was found; further testing and investigation is necessary.
- Alling has been working to organize workload and routine tasks that are performed monthly, weekly, quarterly, etc.
- The recent paving of Sedgwick Place was not done satisfactorily. APAC has been contacted about this. Pell said he thought they would need to take the top layer off and redo it completely, but the redo may have to wait until the next paving go-round. The matter is in negotiations.
- Pell said his crew has been working hard to knock out work orders and keep up with workload. He expressed his pride in their work.
- Alling and True will take the Water Certification test in August.
- An engineer from Kansas Power Pool will come out in late July to give some training on metering to the Haven and Mount Hope Public Works crews at no cost.

### **Council Concerns**

Schoepf-Pearce requested revisiting Carmichael's idea of holding an Employee Appreciation event and suggested reserving the pool for the event as well. Members will come to the next meeting with suggested dates.

### **Agenda Planning -- Items for July 3, 2017**

Banman moved and Schoepf-Pearce seconded to forego having a meeting on July 3<sup>rd</sup> but to have the Clerk handle accounts payable as if there is a meeting on July 3<sup>rd</sup>. Two sets of Accounts Payable listing will be presented for approval at the July 17<sup>th</sup> meeting.

### **Adjournment**

At 8:25 PM, Carmichael moved and Banman seconded for adjournment. The motion passed unanimously.

/s/  
Adam Wright, Mayor

Attest:

/s/  
Leslie Atherton, City Clerk