



MINUTE RECORD
Regular Council Meeting City of Haven

REGULAR MEETING

MONDAY, JULY 17, 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, Mark Robinson, Ciara Powers, Austin Borden.

Absent: Kylie Rush.

Others: City Clerk Leslie Atherton, Public Works Director Chad Swartz, City Attorney Jennifer Hill, Chief Stephen Schaffer, Kyran Crist, Scot Loyd.

Revisions to Agenda

None.

Public Comment

None.

Minutes

Borden moved to approve the minutes of the June 19, 2023, meeting. Powers seconded, and the motion passed.

Accounts Payable

Borden moved and Powers seconded to approve accounts payable from June 20, 2023, through July 3, 2023, totaling \$95,937.64. Motion passed unanimously.

Borden moved and Scott seconded to approve accounts payable from July 4 – 17, 2023, totaling \$257,299.47. Motion passed unanimously.

Members were provided financial reports for the month of June 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.

Scot Loyd, Loyd Group: Discuss 2024 Budget Proposal and Set Public Hearing

Atherton provided the Council with information about the formulation of the 2024 budget, including assessed valuation and the incorporation of the Capital Improvement Plan. She also discussed the health of cash reserves with the Council. Loyd provided information to the Council about the Revenue Neutral Rate and how that pertains to City of Haven. He also discussed with the Council the health of the City's cash on-hand.

Robinson moved, and Borden seconded to set hearing to exceed revenue neutral rate and the hearing on the presented 2024 budget proposal for August 21, 2023, at 7:00 PM. All members voted in favor of the same.

Public Works

Updates

Director Swartz provided the following updates:

- The grand opening event for the pool went well.
- The pool has used less chlorine than expected so far this season.
- Due to the poor leveling of the concrete on the south side of the Community Building, water pools on the patio there. Swartz asked the Summer Mowing help to keep clippings blown away



from the area, and also, to blow off any water, if it is there, after he mows. Public Works also adjusted the direction of the sprinkler spray to hopefully reduce the pooling. Swartz will obtain quotes to redo the concrete on the patio at the Community Building to better level it out for patron safety and allow the Park Board to evaluate whether to take that on.

- The driveway of Donetta Boese needs to be repaired after a portion of concrete was removed for a water repair. Mayor Wright has asked Public Works to take that on. Borden said if it were his driveway, he would not want it repaired by the City's Public Works crew; he would want it professionally done. Scott agreed and noted Winter Concrete will be in town in the near future to do concrete work just outside the pool area. Mayor Wright disagreed with Scott and Borden, noting that Public Works has the tools to do the work. Powers asked if anyone has contacted the homeowner to determine his or her preference. Borden moved for Public Works to obtain professional quotes for Donetta Boese's driveway. Scott seconded. Motion passed three to one with Powers casting the opposing vote.
- Swartz advised there are many areas in need of patching due to water repairs. Discussion about how to manage those patches took place but no decision was made in regard to how to proceed.

Consider Updated Parts Management Agreement (PMA) with Rensenhouse

Swartz explained that Rockwell Automation, who manages PMAs, is no longer distributing through Stanion Electric, whom the City's contract is through. The distributor is now Rensenhouse and will necessitate the signing of a new contract, though the terms and pricing will be the same. The new contract was provided to members for their consideration. Powers moved and Borden seconded to enter into the updated agreement with Rensenhouse for Parts Management Agreement through Rockwell Automation. Motion passed unanimously.

Consider Expenditure for Topographic Surveys

Members were provided with a June 28, 2023, email from Harlan Foraker of Certified Engineering Design, P.A., requesting a topographic survey for the waterline crossover at water tower (\$2,000) and a topographic survey for the 5th Street and Stadium easement (\$4,000) to analyze the intersection drainage. Scott moved and Borden seconded to approve the expense, not to exceed \$6,000 in full. Motion passed with four "yes" votes. Atherton will confirm that USD 312 will split the cost of the 5th Street / Stadium survey before giving Foraker the go-ahead.

Consider Bid from Ark Valley Electric Cooperative to Repair Metering Issues

Members were provided with bids to repair two metering issues, one at Haven Steel and one at 216 N. Topeka Ave, which were identified during the AMI transition process when CTs were checked by a contractor.

Swartz noted the quote for \$26,535.42 for Haven Steel does more than just correct the metering issue at that location. It includes installing new pole, transformers, meter can, CTs, and new quadruplex from new bank to existing mast, and converts the system from 480 delta to 480 wye.

The bid for 216 N. Topeka Ave also does more than just correct a metering issue. Swartz noted the electrical infrastructure servicing 216 N. Topeka Avenue is in poor shape on the whole. The platform has some rotten boards, the pole is falling down, and the meter is inside the fence rather than in the easement, which would be more appropriate. However, before proceeding with a repair for the area, Swartz will have a conversation with the property owner to determine what his needs are since he has not registered any electrical usage since 2017.

Borden moved to approve the work listed for the Haven Steel location, not to exceed \$26,535.42. Powers seconded, and all members voted in favor of the same.



Consider Ordinance Updating Building, Plumbing, Mechanical, Fire, Etc. Codes

Members were provided with a twelve-page draft ordinance incorporating newer versions of various building codes and amendments thereto. Scott moved to adopt Ordinance 718 as presented. Powers seconded, and the motion passed unanimously.

Other

Scott said he witnessed someone pull a truck and trailer into the burn site (while it was closed) by going through the ditch and around the backside. They backed up and emptied a truck full of brush. Scott took a photo of this occurring and sent it to Officer Hayden. Scott asked Swartz if Public Works should consider sealing off the back entrance somehow. Swartz suggested putting a drop chain there for the time being but will look into some options that do not cost a lot of money.

In terms of the party breaking into the burn site, Swartz said he knows who the individual is, but he has not addressed him because he was not sure that was his duty. Chief Schaffer was asked if the Police Department had addressed the individual. Initially, he said no because this was the first time he had heard of it. A few minutes later, after corresponding with Officer Hayden via text message, Chief Schaffer advised that Officer Hayden spoke to the individual, and he advised he was dropping branches he had picked up from the parks.

Police Department

Updates

Chief Schaffer provided the following updates:

- Independence Holiday went well.
- Two motor vehicle accidents were worked yesterday.

Progress Report on Junk Vehicles

Chief Schaffer reported there are eleven junk vehicle issues that need to be declared nuisances by the governing body. Proposed resolutions were provided for nine of them, as follows:

Resolution 410 for 202 N. Kansas Ave
Resolution 411 for 209 N. Kansas Ave
Resolution 412 for 210 S. Topeka Ave
Resolution 413 for 211 W. Main Street
Resolution 414 for 214 N. Hutchinson Ave
Resolution 415 for 222 N. Hutchinson Ave
Resolution 416 for 306 N. Hutchinson Ave
Resolution 417 for 308 E. Main Street
Resolution 418 for 408 W. Main.

Borden moved and Robinson seconded for adoption of Resolutions 410 – 418. Motion passed unanimously.

Attorney Hill noted that resolutions for the remaining two, 210 W. 5th and 308 N. Hutchinson Avenue, will be brought to the August 7th Council meeting. She also advised that Foulston and Chief Schaffer are working to double-confirm that those listed as resolved are indeed resolved.

Discuss Meter Change-Out(s) for 608 E. 5th

The deadline for the residents and customers at 608 E. 5th to move out or accept the changing out of their meters to auto-read meters has passed. City Attorney Jennifer Hill requested the City of Haven allow her the opportunity to simply advise the resident's attorney that his client has not met the deadline and that the City intends to proceed with changing out the meter on said date. Swartz said he would like to know when the City *can* proceed so he can go to the address to change the electric and water meters with Haven Police Department in tow. Hill said she will communicate developments with Swartz.



Executive Session

At 8:11 PM, Robinson moved, and Borden 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 Jennifer Hill, and City Clerk, present, the open meeting to resume in Council Chambers at 8:25 PM. Motion carried.

At 8:25 PM, the regular session resumed with no action taken during executive session.

Council Concerns

None.

Agenda Planning Items listed for August 7, 2023, were read aloud.

Adjournment

At 8:27 PM, adjournment was unanimously approved after motion from Robinson and second from Borden.

/s/
Adam Wright, Mayor

Attest:

/s/
Leslie Atherton, City Clerk