



MINUTE RECORD
Regular Council Meeting City of Haven

REGULAR MEETING

MONDAY, AUGUST 7, 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, Kylie Rush.

Absent: None.

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

Revisions to Agenda

Additions of "Discuss Pay for Pool Assistant Manager," "Consider Engagement Letter from Aaxiom," and "Consider APAC Change Order #1" were requested. Robinson moved and Borden seconded to approve the additions. Motion passed with five "yes" votes.

Public Comment

None.

Minutes

Powers moved to approve the minutes of the July 17, 2023, meeting. Borden seconded, and the motion passed.

Accounts Payable

Borden moved and Scott seconded to approve accounts payable totaling \$275,961.87. Motion passed unanimously.

Public Hearing on Replacement of Police Department's 2016 Impala (Seeking USDA

Atherton presented and members were provided with bids to replace the 2016 Impala with a new police truck. The bid from Shep Chevrolet for a 2024 Chevrolet Silverado came in at \$46,606.37 allowing for \$5,500 as trade in allowance for the 2016 Impala. However, the bid did not include any upfitting or police equipment installation. The bid from Superior Emergency Response Vehicles (SERV) came in at \$53,401.46 including upfitting and equipment installation as well as a trade-in allowance of \$4,500. Chief Schaffer ultimately recommended awarding the purchase to SERV as their bid is all-inclusive, and they have historically produced a good product for Haven PD.

Because only \$45,000 is budgeted in 2023 for the vehicle purchase, the City is requesting assistance from USDA Rural Development. Members were provided with the Applicant's Feasibility Report, completed to pursue the vehicle from SERV. Conversations that Atherton and Schaffer had with the USDA RD representative indicated the assistance would probably be 15% of the total purchase, or \$8,011. This would leave \$45,390.46 for the City to cover, and while it is slightly in excess of the \$45,000 budgeted, Schaffer was confident the Police Department budget could handle the overage.

After discussion about the bids, Borden moved to award the purchase to SERV, not to exceed \$53,401.46. Powers seconded, and the motion passed unanimously. Next, Robinson moved to adopt Resolution 419, adopting and providing for standards for procurement, bidding, and contract awards. Borden seconded, and the motion passed unanimously. Next, Borden moved to authorize Mayor Wright to sign the application, certifications, and any other documents related to the City's pursuit or acceptance of USDA RD assistance for the purchase. Powers seconded, and the motion passed with five "yes" votes.



Police Department

Adopt Resolution(s) Declaring Nuisances / Progress Report on Junk Vehicles

Members were provided with a copy of resolutions for two junk vehicles issues that must be declared nuisances. They were as follows: Resolution 420 for 210 W. 5th Street and Resolution 421 for 308 N. Hutchinson Ave. Scott moved and Rush seconded for adoption of Resolutions 420 and 421. Motion passed unanimously.

Updates

Chief Schaffer provided the following updates:

- School will start soon, and the department will patrol the school zones.
- Overgrown yards were discussed.

Public Works

Updates

Director Swartz provided the following updates:

- AMI meters have been installed at 608 E. 5th.
- The plan has changed for the electrical at 216 N. Topeka after a conversation with the property owner about his electrical needs. The City will install single-phase service to the property and tear down the platform and the three-phase bank, which is no longer needed. Swartz advised this would cost the City \$0 to complete though eventually a contractor would have to be called out to "dead-end" the service.
- The storm that blew through early Sunday morning caused some damage, tearing down two primary lines between Sedgwick and Kansas and a few other secondary lines down around town. The Public Works crew worked from about 5:00 AM to 10:00 AM to get electricity restored to all customers.
- The new Public Works truck should arrive at the end of September.
- Shep Chevrolet is looking to put in a fast-charge EV charger as well as a solar array. Swartz and Atherton had a meeting with Rick Schoepf and Shauna Schoepf-Pearce to begin discussions about the projects, which are still in the works.

Consider Bids for Driveway Repair

Concerning 9 E. Salina Drive, Swartz contacted Winter Concrete for a bid. Kris with Winter concrete said he could repair the driveway for \$700 when he is in town doing concrete work around the pool. This is the direction Swartz intends to go with the work.

Consider Change Order #1 Request

Members were provided with a copy of Change Order #1 Request to perform patching work around the City. If the patching was done while APAC is in town doing the yearly paving, it would cost approximately \$7,594.40. Mayor Wright suggested waiting to approve the request because he would like to consider concreting the alley by the bank drive-thru instead. Mayor Wright also noted that Public Works is capable of handling the patchwork. Scott said he is not opposed to having APAC do the patching. Borden said he would rather use Public Works for patching and use funds for the prospect of improving the alley by the bank. Rush, Powers, and Robinson agreed. Swartz will obtain quotes for improving the alley for the next meeting.

Scott asked when the crosswalks around the schools would be repainted. Swartz noted volunteers painted many of those during Spring / Summer, but he will re-evaluate to see what remains unpainted.

Executive Session

At 7:34 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 7:45 PM. Motion carried.

At 7:45 PM, the regular session resumed with no action taken during executive session.

Consider Agreement with VSP Engineering and Engagement Letter from Aaxiom Consulting

From VSP Engineering, members were provided with a proposed Agreement for Provision of Limited Professional Services for Randy Van Winkle, PE, and an Engagement letter from Aaxiom Consulting with prices outlined for them to serve as expert witnesses and provide expert testimony in the pool matter. Attorney Hill requested the Council authorize Mayor Wright to sign both agreements. Rush moved and Borden seconded to authorize the Mayor to sign the presented agreements. Motion passed with five "yes" votes.

Discuss Pay for Pool Assistant Manager Services

Atherton advised that Pool Manager Braiden Allen, with the consent of herself and Swartz, elevated lifeguard, Maddison Panek, to Assistant Manager status for part of the week last week so that he could perform tasks for his full-time job at Haven Grade School. Allen suggested simply paying Panek an additional \$1 per hour for the hours she served in that role. Atherton thought that would be an acceptable approach but asked for the Council's approval of the same. Borden moved and Powers seconded to approve that approach. Motion passed unanimously.

Council Concerns

Borden mentioned a concern about the pool and, at 7:52 PM, moved for the Council to recess into executive session for five minutes pursuant to the non-elected personnel exception to discuss non-elected personnel. Scott seconded, and the motion passed unanimously.

At 7:57 PM, regular session resumed with no action taken during executive session.

Mayor Wright's usage of the burn site and usage of the burn site in general was discussed. Scott said he doesn't think the Mayor should be allowed to utilize the burn site outside of the posted hours because no one else is. Swartz noted that USD 312 has a key to the burn site. Borden felt that was acceptable but ultimately agreed with Scott that, outside of Public Works and USD 312, use of the burn site should not be allowed outside of the posted hours. Scott suggested the Council consider adopting a plan or policy for commercial users to utilize the site (but only during business hours). Mayor Wright felt that approach would be unfair to the citizens and business owners. Atherton noted the topic probably would not even be on the table if Mayor Wright had not utilized the site outside of business hours. Council member Powers agreed and asked Mayor Wright to simply limit his usage of the burn site to its posted hours.

Agenda Planning Items listed for August 21, 2023, were read aloud.

Adjournment

At 8:11 PM, adjournment was unanimously approved after motion from Borden and second from Powers.

/s/
Adam Wright, Mayor

Attest:

/s/
Leslie Atherton, City Clerk