



MINUTE RECORD
Regular Council Meeting City of Haven

Meeting: REGULAR

Date: September 6, 2016

THE CITY COUNCIL MEETING IN REGULAR SESSION WAS CALLED TO ORDER AT 7:00 PM BY PAULA SCOTT, MAYOR. THE FOLLOWING PEOPLE WERE PRESENT:

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

Absent: None.

Others: Rob Pell, Leslie Atherton, Cole Rush, Fred Solis, Doug Murphy, Shannin Rettig, Tony Troyer.

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. Schoepf-Pearce suggested specific recognition be given to Steve Taylor, Greg Thompson, the late Earl Ward, and James Woody for their service in the military.

There were no additions to the agenda and no one signed up to deliver public comment.

Minutes

Carmichael moved and Banman seconded to approve the minutes of the meeting of August 15, 2016. Motion passed with five "yes" votes.

Accounts Payable

Williams moved to approve payment to Shep Chevrolet, totaling \$222.26. Carmichael seconded, and the motion passed. Schoepf-Pearce abstained due to her relationship to the vendor.

Banman moved to approve all other accounts payable, totaling \$140,876.01. Wright seconded, and the motion carried five to zero.

Discuss New Salary Requirement under FLSA (Discussion Item Only)

Members were provided with pay rate / salary information for Chief Rush and Clerk Atherton to evaluate whether to pay them an hourly rate for work or the minimum salary required by FLSA starting December 1, 2016. For each of them, an annual salary of \$49,855 has been budgeted for 2017. This item will be revisited as the deadline draws nearer.

Consider Code Enforcement on Abandoned Signs

The effort thus far to enforce the City's sign code was discussed. Six properties remain out compliance, and the Council was asked for direction at this point. After discussion, Carmichael moved to proceed with code enforcement on abandoned signs, excluding 511 W. Main for which there's an active permit on file. Banman seconded, and the motion passed five to zero.

Consider Appointment of Don Ford and Nanette Unruh to Planning Commission, Terms Expiring 12/31/18

Wright moved and Schoepf-Pearce seconded to appoint Don Ford and Nanette Unruh to Planning Commission with terms expiring December 31, 2018. Motion passed unanimously.

Consider Proposed Ordinance to Annex 13404 S. Willison Road

Approved 9-19-2016.



Clerk Atherton advised a Consent to Annex is on file for the above-referenced property. Banman moved and Wright seconded to adopt Ordinance 659, annexing 13404 S. Willison Road into the City limits. Motion passed with five "yes" votes.

Ambulance Board:

Approve Expenditure to Pay Tuition for Two Individuals for EMT Education (\$3000)

Ambulance Board City rep, Shannin Rettig, addressed the City Council and requested authorization to spend up to \$3,000 paying tuition for Reva Shepard and Polly True to obtain EMT certification through Hutchinson Community College. Rettig reported this is a budgeted item. Those enrolled must complete the course with a passing grade, pass Board certification, and then once they've become an EMT, they must work 3 shifts a week for 2 years. Carmichael moved and Wright seconded to approve the expenditure. Motion passed unanimously.

Authorize Expenditure for Licensing and Yearly Fee for ImageTrend Report Writing Software (\$2100)

Purchasing ImageTrend Report Writing Software and paying the yearly licensing fee will be necessary for the service to contract out billing in the future. It is a comprehensive cloud-based data management system and is also the new statewide industry standard. Rettig requested the Council's approval to purchase the software and pay the yearly licensing fee, a total not to exceed \$2100. Rettig reported this is not a budgeted item, and Atherton advised that while EMS Director Troyer couldn't point to a specific line item in the Ambulance Board budget the funds would come from, he was confident their budget could handle it. Williams moved and Schoepf-Pearce seconded to approve the expenditure, not to exceed \$2100. Motion carried.

Consider Revised Ambulance Board By-laws

Members were provided with the by-laws as updated by the Ambulance Board including a suggested revision from City Clerk, Leslie Atherton. Doug Murphy, Chairperson of the Ambulance Board, addressed the Council regarding this item and noted the time, effort, and angst (at times) that had gone into the revision. Members requested additional clarification of Section 7. Murphy will take the suggested revisions back to the Ambulance Board, and he or Rettig will return with an updated copy, hopefully ready for approval at the October 3rd meeting.

Rob Pell, Public Works Director:

Consider Expenditure for Stock Items for Water Department

Pell requested authorization to spend \$3100 on stock items for water parts from HD Waterworks. Schoepf-Pearce moved and Banman seconded to approve the request. All members voted in favor of the same.

Consider Taking Sealed Bids on Street Sweeper

Pell has checked with numerous sources, and nobody is interested in the street sweeper. In light of that, rather than the equipment rotting away in the City's lot, he suggested the City consider taking sealed bids on it. Schoepf-Pearce suggested seeing what it would bring as scrap; Wright suggested listing it on Purple Wave. After brief discussion, it was decided that Pell will list it on Purple Wave with a reserve of \$1500. If no success on that, then the item will be listed for sealed bid. If no success there, the City will scrap it out. Wright moved and Banman seconded to approve this strategy. All members voted in favor of the same.

Consider Tony Troyer's Application for Cereal Malt Beverage License

Members were advised of Mr. Troyer's application for an on-premise Cereal Malt Beverage License. City Clerk Atherton advised that the application fee of \$100 has been remitted and all those listed on the license application passed a background check through KBI record search. She advised she saw no reason said license could be denied to Mr. Troyer. That being said, Schoepf-Pearce moved and Carmichael seconded to approve the on-premise Cereal Malt Beverage License to Tony Troyer. Motion passed with four "yes" votes. Williams abstained due to her relationship to Willie Burger.



Adopt Ordinance and Resolution Implementing Longevity Raises

In line with the City's adopted Wage Increase Plan, a resolution and ordinance implementing longevity raises for Chief of Police, EMS Director, and Paramedic #1 were up for consideration. Wright moved to adopt Resolution 316 and Ordinance 660 as presented. Carmichael seconded and the motion passed unanimously.

Adopt Revised Safety Manual

A revised version of the safety manual was presented for the Council's approval. The manual was updated with current name and position information as well as the addition of a sentence advising that in no circumstances should contaminated clothing or equipment go home with an employee. These changes were prompted after an inspection from the Department of Labor. Schoepf-Pearce moved and Carmichael seconded to approve the revised manual. Motion carried five to zero.

Chief of Police Updates

Chief Rush provided the following updates:

- Hayden is at the academy.
- Police-work continues to be steady.
- Court last week was busier than anticipated.
- Some lockers and sorting baskets were received from Haven Middle School.
- School starting has made traffic a little heavier and busier.
- Carmichael asked for part-time / reserve officers to be listed on a schedule if they will be working. Chief Rush will attempt to do that but said it is difficult to forecast a month ahead at a time.

Public Works Director Updates:

Pell delivered the following updates:

- Pool is being emptied this week. Some repairs need to be made, and it still needs to be winterized.
- There have been quite a few water leaks -- Kansas Avenue, Stadium Drive. The two open holes on Kansas Avenue are related to this. The crew had to wait for them to dry out before it could be packed down and the barricades removed.
- The leak on Stadium Drive is ongoing and is affected by some other nearby utilities as well as a tree. Public Works plans to have a contractor come in and hydrovac to clear the water and ground out so the problem can be more easily dealt with without damaging the gas line or tree. However, the hydrovac contractor will not be able to be here until sometime next week.
- Hot patch material will be used to patch some of the holes from the water leak repairs.
- Many crosswalks and curbs were painted before school started.
- Mowing is still an ongoing task.
- Street sweeping contractor may come as early as October.
- Sewer backed up at Southland and Emporia. Mayer Specialty Services came in and cleared tree roots from the line. They also found a manhole that had been buried for years.

Council Concerns

None voiced.

City Policy Discussion

Mayor Scott delivered some general observations from working with Department Heads in the last few months. She noted that the City is a high-dollar business, and the Council is responsible for managing a large budget as well as all the citizens' demands. The City Council serves as the Board of Directors for that business, responsible to establish the overall direction and policies. Department Heads are responsible for managing the jobs that the governing body has given them to do. Mayor Scott pointed out that we do not have a City Administrator, and because of that, the Mayor is responsible for the day-to-day operation. With no City Administrator, the Department Heads, including the EMS Director, must work well together, and by and large do. However, with no



specified City Administrator, there is the potential for gap in service and overlap in service. They must work cohesively under City policy in a structured way to ensure that employees are treated equally and policies are equally enforced among all departments. Mayor Scott urged the governing body to empower Department Heads to be able to set the priorities for the work that needs to be done, to be able to say to a citizen that while his or her issue is important, it is not a City emergency, not the top priority, to support Department Heads by utilizing the chain of command, expecting and allowing Department Heads to follow City policy. As a specific example, she noted that when line staff choose to go to individual Council members or the Mayor to ask for something, the decision of the Department Heads must be supported. Otherwise, the Department Heads is undermined, and chaos results. Avoidance of micromanagement should also be a goal of the City Council. Mayor Scott ended by reiterating to the Council that ultimately, without a City Administrator, they must empower and support Department Heads.

Agenda Planning -- Items for September 6 through end of 2016

Mayor Scott listed 10 loose end items on the white board that will need to be scheduled between now and the end of 2016.

Adjournment

At 8:40 PM, Banman moved and Schoepf-Pearce seconded for adjournment. The motion passed unanimously.

/s/

Paula J. Scott, Mayor

Attest:

/s/

Leslie Atherton, City Clerk