



MINUTE RECORD
Regular Council Meeting City of Haven

Meeting: REGULAR

Date: September 6, 2022

THE CITY COUNCIL MEETING IN REGULAR SESSION HELD AT 120 S. KANSAS AVENUE WAS CALLED TO ORDER AT 7:00 PM BY COUNCIL PRESIDENT, SANDRA WILLIAMS. THE FOLLOWING PEOPLE WERE PRESENT:

Council Members: Sandra Williams, Christopher Scott, Mark Robinson, Austin Borden, Kylie Rush.

Absent: Mayor Adam Wright.

Others: Leslie Atherton, Derek Stoll, Stephen Schaffer, Jennifer Hill, Stephanie Carlson, Martha Holmes, Kyran Crist, Susan Heath, Ciara Powers, Josephine Gonzalez, Acacia Harper, Cody Powers.

Atherton requested to add "Authorize Mayor to Sign Real Estate Sale and Purchase Contract between City of Haven and Myron Miller" to the agenda. Borden moved and Rush seconded to approve the revision. Motion carried.

Ryan Warden, resident at 11 Stadium, had signed up for public comment time but was not present when his name was called.

Susan Heath, resident at 215 N. Hutchinson Ave, signed up for public comment time and spoke about the accumulation of junk in her neighborhood, including refrigerators, camper, junk car, furniture, mowers, etc. and the police department's response to the same. She advised she would like to have the area cleaned up. Scott advised he intends to bring up the same issue during Council Concerns.

Minutes

Robinson moved to approve the minutes of the August 15, 2022, meeting with one suggested revision from Atherton. Borden seconded, and the motion passed unanimously.

Accounts Payable

Atherton pointed out Check 73097 for \$1,624.00 to Garber Surveying for the performance of surveys as approved by Mayor Wright on May 31, 2022. Williams asked if the check paying the expenditure had been mailed out yet; Atherton said no. Rush asked what the policy for Mayoral approval of expenditures is and if there was any further definition of what constitutes an "emergency." Atherton pointed the Council to page 7 of the Financial Policies & Procedures Manual, which indicates, "In the event of an emergency, where a purchase must be made prior to a Council meeting, the Mayor may authorize expenditures prior to Council approval. However, he / she is responsible to use prudent discretion for expenditures." With that, Williams said she felt like Mayor Wright overstepped his bounds and should have had to bring the purchase approval to the Council just as Department Heads do. Borden felt the purchase was not an emergency. Atherton noted the Council would be considering revised Financial Policies & Procedures later in the evening so perhaps, with advice of City Attorney Jennifer Hill, they could improve the policy or further define "emergency." Hill suggested not tightening the definition of "emergency" in the manual but adding a line to require the Mayor to notify governing body members at of any emergency expenditure authorizations he has issued at the next regular Council meeting. Ultimately, Robinson moved, and Scott seconded to approve Accounts Payable, totaling \$72,560.49. Motion passed with five "yes" votes.

Public Hearing to Exceed Revenue Neutral Rate for 2023 Budget and Public Hearing on 2023 Budget

Williams opened the public hearing on the 2023 budget, including the governing body's intention to exceed the revenue neutral rate for 2023. No one spoke during the public comment time. Atherton provided information to the governing body about cash carryover amounts in the General, Water, Sewer, Disposal Refuse, and Electric

Approved 09.19.2022



Funds. Williams closed the public hearing. Next, Borden moved to adopt the 2023 budget as written and to adopt Resolution 393 to levy a property tax rate exceeding the revenue neutral rate. Rush seconded, and the motion passed with five “yes” votes. Atherton clarified members’ votes by roll call.

Stephanie Carlson, Tree Board Chairperson: Consider Bids for Tree Trimming

Members were provided with quotes from Richardson Tree Services for tree trimming and removal. Carlson requested bids from three companies but received a response only from Richardson Tree Service. Quote 1741 totaled \$8,500. Quote 1750 totaled \$2,250. Carlson asked the Council to approve the bids, totaling \$10,750. Rush moved and Scott seconded to approve Carlson’s request, not to exceed \$10,750. Motion passed unanimously.

City Clerk Leslie Atherton:

Consider Resolution in Support of Moderate-Income Housing Grant Application

Members were provided with a proposed resolution in support of the City’s Moderate-Income Housing grant application for Wildcat Landing. The resolution notes the applicant, City of Haven, dedicates \$259,354.63 in match funds toward the project. Robinson moved and Borden seconded to adopt Resolution 394 as presented. All members voted in favor of the same.

Consider Revised Financial Policies & Procedures Manual

Atherton noted that currently, any expenditure over \$1,000 requires Council approve to allow the purchase. The revisions to the manual would increase that amount to \$1,500 and would also increase the City’s credit card limit from \$3,000 to \$5,000.

Atherton pointed out a revision made to page 12 by City Attorney, Jennifer Hill, noting that the Mayor and City employees shall be issued City-owned email accounts, and that all business / correspondence shall be conducted with the use of those accounts. She noted this would require a change in operations at the Recreation Department as there are two City employees under that department using their personal email addresses to conduct business. She advised she would make them aware of the change and get email addresses set up for them, if the Council adopted the revised manual.

Other minor changes: Atherton and Assistant City Clerk, Andrea Williams, updated the Documentation of Systems and Programs pages, and City Attorney Jennifer Hill made some minor revisions to the Record Retention Policy.

Atherton noted she did receive approval of the revised manual from representatives of the Loyd Group.

Borden moved and Scott seconded to add a line to Page 7 of the Policies & Procedures manual, requiring the Mayor to notify the Council of the use of emergency expenditure authorizations, allowing City Attorney Hill to author the specific wording. Motion passed with five “yes” votes.

Borden moved and Rush seconded to adopt the Financial Policies & Procedures with revisions, including the suggested revision to Page 7. Motion passed unanimously.

Authorize Mayor to Sign Real Estate and Purchase Contract Between City and Myron Miller

Members were provided with a proposed contract signed by Myron Miller for the City to purchase roughly 1.0 acre of ground from Miller for \$11,750 for the drainage plan for Wildcat Landing. Atherton noted the City would cover all closing costs. Rush moved and Robinson seconded to authorize Mayor Wright to sign the presented contract. Motion passed with five “yes” votes.



Derek Stoll, Public Works Director:

Consider Invoice 9475 from WaterWise Enterprises for \$1,127.00

Members were provided with a copy of Invoice 9475 for \$1,127 from WaterWise Enterprises for the purchase of chlorine for the water treatment plant. Though this is a standard purchase, the price of the product has increased enough to make the purchase over \$1,000. Stoll asked for approval of the purchase and payment. Robinson moved and Borden seconded to approve payment of the presented invoice. Motion passed unanimously.

Updates

Stoll delivered the following updates:

- Few sewer issues; water bubbling up in the street; minor electrical issues.
- Mowing restarted today but should be ending.
- One interview for employment has been conducted. All other applicants have found other employment. Stoll is taking it day-by-day at this point particularly since the season of slower activity is approaching.
- Tower cleaning company should be here toward beginning of October.
- Asplundh started tree trimming last Monday.
- Street repaving company will be here toward beginning of October.
- At the next meeting, Stoll will present options for tractor purchase / trade and would like to discuss the job description for Assistant Public Works Director.
- Carmichael has obtained his CDL permit but still needs to take another written exam and the driving test.
- Scott mentioned the dip at 2nd and Sedgwick is in poor shape. Stoll said he will get it filled.

Chief of Police Updates:

- Computers are coming along. Otherwise, no updates.
- Rush had questions about the City's stolen tractor. She asked Chief Schaffer to explain the process he followed to attempt to recover it. He advised it was entered into NCIC, entered into John Deere's database, and BOLO issued. Scott asked where it was discovered. Stoll advised it was found in Rice County four miles north of Chase. Scott asked if there were any suspects. Schaffer said no. Rush said she would like to have seen more initiative from the Haven Police Department to solve the crime. Schaffer noted the businesses he contacted to obtain additional footage from the night of the incident and the results of those contacts.

Discuss Allowing Golf Carts on City Streets Between Sunset and Sunrise

At the last meeting, at Mayor Wright's suggestion, this item was tabled to give citizens in favor of a change a chance to voice that. Williams voiced her support to change the current ordinance to allow golf carts properly equipped with lights and turn signals to operate at any hour without registration and moved to do so. Williams, Borden, and Scott acknowledged receiving emails with citizen input. Scott said most of the input he received was to keep the status quo, no change to the ordinance. He said he personally is not sold on allowing golf carts at night.

Schaffer advised the only registration fee he was ever looking for was a fee to cover the cost of decals, but he thinks if it was something to be allowed, whether there is a fee or not, there should be a registration process to ensure it is safe to be on the road. Williams asked why change it from the way it is in terms of registration. Schaffer noted he was not Chief when the initial change to the law to allow the special vehicles was adopted or he would have pushed for it at the time.

Borden seconded Williams' motion. Borden and Williams voted in favor of the same. Further discussion occurred. Robinson, Scott, and Rush voted in opposition.

Scott moved to allow golf carts at extended hours on holidays, those holidays to be discussed and determined at a later date. Rush seconded. Rush, Scott, Williams, and Borden voted in favor of the same. Robinson voted in opposition.



Council Concerns:

Robinson asked about the schedule for emptying of the trash cans downtown.

Scott commented about the accumulation of junk around town and that it appears there is a lack of those items being addressed. Schaffer advised he would be back out tomorrow with the properties on Hutchinson Ave and would be using his ticket-book if the junk complaints had not been remedied.

Williams received a complaint about feral cats on Hutchinson Avenue. Schaffer went through the options – do nothing, trap-neuter-release, trap-and-euthanize. He advised he is not in favor of trap-and-euthanize. Schaffer said if someone would advise him who is feeding the cats en masse, he would be glad to have a friendly conversation with him or her. Williams asked if he would remind people, through his Facebook page, of the City's ordinance on pets.

Williams noted when Haven Steel asked the City to restructure the electrical rates, they advised they would help to get the grocery store back up and running. She wondered whatever happened to that. Others present remembered Haven Steel offering a donation of \$100,000 to the City of Haven if the rates were restructured. Williams thought maybe Mayor Wright could provide an update on the same at the next meeting.

Executive Session

Robinson moved that the Council recess into executive session pursuant to the attorney-client privilege exception in order to discuss the pool project with City Clerk Leslie Atherton, Public Works Director Derek Stoll, and City Attorney Jennifer Hill present, the open meeting to resume at 8:33 PM in Council Chambers. Scott seconded, and the motion passed unanimously.

At 8:33 PM, regular session resumed with no action taken during executive session. Borden move to request bid to re-do the zero-degree entry area at the pool and to make no counteroffers or accept any proposed settlement amounts at this time. Scott seconded, and the motion passed unanimously.

Agenda Planning: Items listed for the September 19th Council meeting were read aloud.

Adjournment

At 8:34 PM, adjournment was unanimously approved after motion from Robinson and second from Borden.

/s/
Adam Wright, Mayor

Attest:

/s/
Leslie Atherton, City Clerk