



MINUTE RECORD
Regular Council Meeting City of Haven

Meeting: REGULAR

Date: September 19, 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, Delon Martens, Jim Nunns, Lindsey Young, Chase Rein, Kylie Rush, Delon Martens, Dean Chesnut.

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. Mayor Scott suggested specific recognition be given Ernest Meier who served in the Air Corps during World War II and will be going on the Honor Flight this Wednesday. A letter of appreciation was available for Council members' signatures.

Mayor Scott requested three additions to the agenda:

Under Park Board, consider privacy fence bids for Engweiler Park and accept resignation of Christie Nienstedt, and under EDC Issues, approve EDC succession plan and replacement for Economic Development Director. Schoepf Pearce moved to approve the changes. Banman seconded, and the motion passed unanimously.

No one signed up to deliver public comment.

Minutes

Schoepf-Pearce moved and Williams seconded to approve the minutes of the meeting of September 6, 2016. Motion passed with five "yes" votes.

Accounts Payable

Atherton pointed out a difference in the approved amount versus actual amount on a payable for poles to Ark Valley Association. Ultimately, Banman moved to approve accounts payable, totaling \$179,863.48. Schoepf-Pearce seconded, and the motion carried five to zero.

Members were provided with financial reports for the month August, 2016, including a year-to-date comparison of actual to budgeted expenditures, summary of cash receipts and disbursements, and a report reconciling the money deposited into the utility funds to the payments posted to Jayhawk Utility Suite.

Progress Report on Ems Building

Jim Nunns of Nunns Construction addressed the Council and provided an update on construction progress. Nunns admitted the project got off to a slow start, but it does seem to be running smoothly now. The roof is on, and the "trades" are in the building now working. By next Friday or the following Monday, the sheetrock installers will be on site. Cabinets, flooring, etc. are on order. There will be blue wainscoting all the way around the exterior of the building -- "at no additional cost," as clarified by Mayor Scott.

Atherton provided members with information on the sales tax receipts received to date, remaining funds available for the project, and expenditures made so far, noting the project is on track financially.

Approved 10-3-2016.



Park Board: Consider Bids for Fence at Pioneer Park

Chairperson of the Park Board, Delon Martens, and Park Board member, Kylie Rush, requested authorization for expenditure to replace the split rail fence at Pioneer Park with a vinyl fence. Two bids were provided, and they were as follows: Yoder Fence at \$13,154 and Wells Fencing, Inc. at \$10,929.86. Payment for this would come from the Paul Moore Estate funds. Banman moved and Schoepf-Pearce seconded to approve the expenditure, not to exceed \$10,929.86. All members voted in favor of the same.

Consider Bids for Privacy Fence at Engweiler Park

Bids for a privacy fence at Engweiler Park extending from Haven Buhler Road to Salina Street were provided as follows: Wells Fencing, Inc. \$14,778.82 and Yoder Fence \$9,500.00. Pell advised that erection of the fence will not interfere with burying the electrical there. Governing body members inquired about the fencing material and whether the bids were comparable material-wise. Martens and Rush weren't certain. They will seek clarification and provide updated bids for the next meeting.

Accept Resignation of Christie Nienstedt from Park Board

Wright moved and Schoepf-Pearce seconded to accept the resignation of Christie Nienstedt from the Park Board. Motion carried five to zero.

Leslie Atherton, City Clerk:

Adopt Proposed Ordinance Annexing Portion of Industrial Drive and Main Street and renaming that portion of Industrial Drive to Haven Steel Place

Members were provided with a copy of a proposed ordinance to annex a portion of Industrial Drive and Main Street and rename a portion of Industrial Drive to Haven Steel Place. Carmichael moved to adopt ordinance 661. Schoepf-Pearce seconded, and the motion passed unanimously.

Consider Expenditure for Surety Bond from Aq360 as Required by USDA Rural Development

The City has a loan with USDA Rural Development, and to keep the loan intact, USDA RD requires the City to keep in place a surety bond for the Mayor, Treasurer, and City Clerk for the life of the loan. This bond is good for three years at a time and costs roughly \$3750 to renew. Wright moved and Schoepf-Pearce seconded to approve payment for the surety bond. Motion passed unanimously.

Consider Revised Leave Policy

Members were provided with a revised leave policy, which would change vacation time, sick time, personal time to paid time off. This would eliminate the need for judgment calls on whether an employee should use sick or vacation time. In revising the policy, the goal was to keep as much the same as possible, except to change the time off to one distinction. Members reviewed the policy; Atherton fielded questions. This item will be placed on the October 3rd agenda for decision.

Rob Pell, Public Works Director:

Consider Electrical Work Policy

Governing body members were provided with a proposed policy regarding electrical work. The basic goal behind the policy is safety. The policy re-iterates to employees that safety comes first and encourages them to ask for help in situations they are uncomfortable with, particularly when working with padmount transformers and high voltage. Schoepf-Pearce moved and Banman seconded to adopt the policy as written for inclusion in the Safety Manual and in the job descriptions of Public Works employees. All members voted in favor of the same.

Consider Selling Transformer

With Council approval, on April 29, 2016, the City purchased a 75KVA 3 phase padmount transformer from Solomon Corporation for \$5642 as part of the EMS Building Project. Since that time the electrical plan has changed, and this transformer will not be usable there. (The City has on-hand the transformer needed for the



revised plans.) To return the transformer to Solomon would cause a 30% restocking fee assessment, meaning the return would yield \$1500 less than what the City paid for it. Solomon Corporation suggested the City look to sell it to another entity and advised they would offer some kind of warranty though that would be negotiable between the buyer and Solomon. Pell requested authorization to try to sell the transformer so as to lessen the City's loss. Banman moved and Williams seconded to allow the same. All members voted "yes." Proceeds from the sale will be returned to the EMS Building Project funds.

Consider Contractors' Bids for Sign Removal

Since the last update from Atherton, two property owners have demonstrated compliance with the sign repair / removal, leaving three properties in a state of non-compliance. Pell provided two bids for the signs on those properties to be removed. They were as follows:

Ben Nolan Construction \$4329.49

Dan Miller \$2100.00

Carmichael moved and Williams seconded to award the work to Dan Miller, not to exceed \$2100. Motion carried five to zero.

Discuss Strategic Listening Tour

Mayor Scott addressed the Council and advised she would like for the City to host a Strategic Direction Listening Tour to obtain citizen input in establishing the 2017 Strategic Direction. She suggested six listening sessions each to last no more than one hour and hosted by a different Council member. The following settings were established:

DATE	TIME	PLACE	FACILITATOR
Tuesday, October 11	11:00 AM	Senior Center	Shauna Schoepf-Pearce
Wednesday, October 12	3:00 PM	Willie Burger	Sandra Williams
Thursday, October 13	7:00 PM	Haven Baptist Church	Steve Carmichael
Monday, October 17	3:00 PM	Papa's Pizza	Paula Scott
Tuesday, October 18	7:00 PM	United Methodist Church	Les Banman
Friday, October 21	11:00 AM	Precision Chiropractic	Adam Wright

Blake Alling agreed to coordinate the logistics for the tour. He will finalize the plans with the various locations and help us promote the sessions. Mayor Scott voiced thanks to Blake for his willingness to help!

EDC Issues

Mayor Scott advised the Council that EDC Director, Jessica Hoskinson, does not intend to renew her contract for the director position in 2017. A memo to the Council from the EDC Chairperson, Kevin Evenson, was provided to members, wherein he asked the Council for approval to recruit a replacement for Hoskinson. Schoepf-Pearce moved and Williams seconded to approve the succession plan and replacement for Director Jessica Hoskinson.

Chief of Police Updates

Chief Rush provided the following updates:

- Two motor vehicle accidents occurred this weekend and were worked by Haven Police Department.
- A storage unit was broken into on Saturday.
- Officer Hayden has successfully passed three out of three tests at the Police Academy.
- Chief Rush will attend District Court tomorrow morning.



Public Works Director Updates:

Pell delivered the following updates:

- Purple Wave is sending a representative out to list the City's street sweeper for sale.
- There have been numerous water outages so that leaks could be repaired while the City had the Hydrovac rented.
- Pool was finally emptied today. There's still some work to be done to winterize it.
- Attention will soon turn to Fall Festival preparations.

Council Concerns

Carmichael inquired about turning 1st Street and Kansas Avenue into a four-way stop. This item was added to the October 3rd agenda for consideration.

Schoepf-Pearce inquired about the policy on key deposit refunds for the Community Building. Pell and Atherton provided information regarding the same.

Agenda Planning -- Items for October 3

Items posted for October 3rd were read aloud.

Adjournment

At 8:05 PM, Carmichael moved and Banman seconded for adjournment. The motion passed unanimously.

/s/

Paula J. Scott, Mayor

Attest:

/s/

Leslie Atherton, City Clerk