



MINUTE RECORD
Regular Council Meeting City of Haven

Meeting: REGULAR

Date: September 19, 2022

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

Absent: None.

Others: Leslie Atherton, Derek Stoll, Stephen Schaffer, Andrew Foulston, Steve Carmichael, Ann Chesnut, Steven Phillips, Lee Logsdon, Josephine Gonzalez.

No one signed up for public comment.

Scott requested the addition of an executive session to discuss job satisfaction with Public Works Director Derek Stoll. Scott moved and Williams seconded to approve the addition. Motion passed unanimously.

Minutes

Borden moved to approve the minutes of the September 6, 2022, meeting. Scott seconded, and the motion passed unanimously.

Accounts Payable

Rush moved and Borden seconded to approve accounts payable, totaling \$222,688.18. Motion passed with five "yes" votes.

Members were provided financial reports for the month of August 2022, 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.

City Clerk: Leslie Atherton: Consider Restoring Outstanding Checks to Fund of Origination

Atherton provided members with a handout, showing the following information:

OUTSTANDING CHECKS TO BE CANCELLED

Check No.	Fund	Amount	Date
70367	Clerk	2.50	10/26/2020
71477	General: PD	6.45	07/13/2021
*71642	Recreation	25.00	08/20/2021
	TOTAL	33.95	

*Will issue household credit to RecDesk system.

Williams moved and Borden seconded to approve the cancellation of Checks 70367 and 71477 and to issue a household credit through RecDesk system for Check 71642. Motion passed unanimously.

Approved 10.03.2022



Executive Session

Scott moved that the Council recess into executive session pursuant to the non-elected personnel exception in order to discuss job satisfaction with the Public Works Director Derek Stoll, City Clerk Leslie Atherton, and City Attorney Andrew Foulston, present, the open meeting to resume at 7:25 PM. Robinson seconded. Motion passed.

At 7:25 PM, Williams moved, and Scott seconded to recess into executive session again pursuant to the same exception with the same individuals present, the open meeting to resume in Council Chambers at 7:30 PM.

At 7:30 PM, regular session resumed with no action taken during executive session.

Derek Stoll, Public Works:

Consider Option for Tractor Trade-In / Purchase

Members were provided with a one-page handout entitled "Tractors." Based on the provided information, Stoll asked the Council to consider trading in the City's John Deere 5085E, rotary, scraper, and blade to purchase either a John Deere 4052R, 7' land plane, 6' rotary cutter, and 7' landscape rake for \$16,169.75 from Prairieland Partners or a Kubota MX5400, 7' land plane, 6' rotary cutter, and 7' landscape rake for \$7,044.00 from Schmidt & Sons. Stoll noted there is only \$7,400 available to go towards the purchase -- \$4,000 from General Fund and \$3,400 from the Sewer Fund. He recommended going with the option from Schmidt & Sons. Williams moved to trade in 5085E, and rotary, scraper and blade implements and to spend no more than \$7,400 with Schmidt & Sons for the Kubota MX5400 and listed implements. Borden seconded, and the motion carried.

Consider Job Description for Assistant Public Works Director

Stoll asked members to consider:

1. Measures to restructure the Public Works Department, including promoting Maintenance Technician, Steve Carmichael, to Assistant Public Works Director, and increasing his hourly pay rate from \$15.90 to \$20. Information distributed to members detailed the financial effect of this proposed change. Members were also provided with a proposed job description for the Assistant Public Works Director position.
2. Changing the cell phone reimbursement provided to full-time employees to \$40 across the board. (Currently, Department Heads receive \$40 monthly, and all other full-time employees receive \$30 monthly.)

Rush suggested a wage study to review the wages of others, particularly those that have more longevity. Williams agreed that it is time to implement a pay-bump for City employees but wanted to go ahead and take care of the one in front of the Council tonight.

Robinson moved to increase the pay rate of Carmichael to \$20 per hour and to adopt the presented job description. Borden seconded, and the motion passed five to zero. City Attorney Foulston asked for clarity as to if the motion referred specifically to promoting Carmichael to the Assistant Public Works Director position. Council responded affirmatively.

Rush asked Atherton to look into a wage study for her department for the next Council meeting.

Updates:

- Scott asked about a recent situation involving an extension cord being ran from one electric customer's home to another, where services had been disconnected for non-payment. While Stoll advised that that particular matter had been handled, it was decided that Foulston will draft for the Council's consideration an ordinance with clearer language making the act criminal.



Chief of Police Updates:

Consider Ordinance to Adopt 2022 Standard Traffic Ordinance and 2022 Uniform Public Offense Code

Members were provided at the table with a proposed ordinance as authored by City Attorney Andrew Foulston to adopt by reference the 2022 Standard Traffic Ordinance and 2022 Uniform Public Offense Code. Borden moved to adopt Ordinance 705 (STO) and 706 (UPOC). Scott seconded, and all members voted in favor of the same.

Updates

Chief Schaffer provided the following updates:

- MDTs are all now in Haven, updated, and functioning. Schaffer hopes to show the MDT capabilities to the Council at the next meeting.
- Williams asked if the property with the tethered refrigerator in the yard had been addressed and the item removed. Schaffer said he had not had time to go by there and look but noted that all the vehicles are now registered, and the resident is scheduled for Court on October 6th.

Discuss Mayoral Approval of Emergency Expenditures

At the last meeting, the governing body voted to add to Page 7 of the Policy & Procedures Manual a line requiring the Mayor to notify the Council of the use of emergency expenditure authorizations. Mayor Wright provided his verbal justification for the emergency expenditure authorization. Scott asked if there was a threshold the Council should consider requiring the approval of the Council President as well in emergency situations. Wright noted the matter ultimately came down to trust. Williams said she just thinks it is good if Mayor Wright communicates those approvals to the Council. Mayor Wright agreed.

Council Concerns:

None.

Executive Session

At 7:58 PM, 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 Andrew Foulston present, the open meeting to resume at 8:10 PM in Council Chambers. Rush seconded, and the motion passed unanimously.

At 8:10 PM, regular session resumed with no action taken during executive session.

Agenda Planning: Items listed for the October 3rd Council meeting were read aloud.

Adjournment

At 8:12 PM, adjournment was unanimously approved after motion from Robinson and second from Borden.

/s/
Adam Wright, Mayor

Attest:

/s/
Leslie Atherton, City Clerk