



**City of Haven**  
**Haven City Council Meeting**  
**MINUTES**  
**November 17, 2025, at 7:00 p.m.**  
**Haven City Hall, Council Chambers**



**REGULAR MEETING**

**Monday, November 17, 2025**

**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:** Adam Wright, Nicole Sander, Sherri Schneider, Chad Swartz, Ciara Powers, and

**Absent:** Christopher Scott

**Others:** City Clerk Josephine Harper, Public Works Director Steve Carmichael, Interim Chief of Police Matt Hayden, City Attorney Jennifer Hill, Robert Arnold, Shauna Schoepf-Pearce, Corey Brock, Adrienne Thetford, Zoe Wright, Charissa Graves

**Public Comment**

None

**Minutes**

Powers moved to approve the minutes of the October 20, 2025, meeting. Swartz seconded. Motion passed.

**Accounts Payable**

Schneider moved and Swartz seconded to approve accounts payable November 4, 2025, to November 17, 2025, totaling \$250,660.28. Swartz moved and Powers second October 21, 2025, to November 3, 2025, totaling \$150,254.43 and. Motion passed unanimously.

**Agenda**

**A.** The following board appointments were reviewed by the council:

Park Board - Les Banman to be reappointed until 12.31.2027

Rec Board - Shauna Schoepf to be reappointed until 12.31.2027

Zoning Board – Tim Shadoin and Terry Fehrenbach to be appointed until 12.31.2028

Economic Development – James Copeland, Craig Idacavage, and Clark Wedel to be appointed until 12.31.2028

Swartz moved to accept the board appointments as indicated on the agenda. Sander seconds motion. Motion carried unanimously.

**B.** Resolution 447 – Wage Increase for both Public Work Technicians were discussed. King and Meyer both passed their water test which would allow for a \$0.25 an hour increase. Schneider motion to approve the wage increase for both King and Meyer.

Swartz seconded the motion. The motion carried.

- C. Ordinance 733 was reviewed and discussed by council pertaining to having food trucks pay \$50 per occurrence going forward. Powers motioned to approve Ordinance 733 with language change of "per occurrence" instead of "per day". Sander seconded the motion. Motion carried. Resolution 448 was moved by Sander. Schneider seconded the motion. Motion passed unanimously.
- D. Discussion with the Recreation Board regarding the handout of page 29 of policy and procedure and the job descriptions. Jennifer Hill went over the Org Chart that is in the policy. Hill discussed the board has to have a board of five. Currently there is only 4 because of a resignation and this is a concern for Hill. The present board member indicated there may be a person interested in joining the board soon. Hill discussed the boards task and jobs that are outline in the policy of the recreation board. Hill suggested the council would make the change the secretary reports to the director, director reports to council. The Schoepf and Thetford did not agree with that direction of reporting. Hill suggests the board reviews and makes changes to the job descriptions as they feel best fits the positions. Mayor Wright suggests coming back in January with the changes the board suggests.

Swartz motioned for executive with the Mayor, City Attorney, Recreation Director, Recreation Secretary/Treasurer, and Recreation Chairperson and Vice-chairperson and regular meeting to resume at 7:47 p.m. Powers seconds. Motion carried.

No action taken. To be revisited January 5.

- E. Hill went over the pole agreement with Brightspeed that is being proposed. The application should be clarified to say per attachment. Motion to approve the Pole Attachment Agreement by Swartz. Schneider seconds. Motion carried.
- F. **CITY CLERK, JOSEPHINE HARPER**
  - a. Haven Bucks for City of Haven Employees Christmas Bonus was presented by Harper. Motion to approve the Haven Bucks was given by Powers. Sander seconded the motion. Motion carried.
  - b. Dollar General's application was provided for the 2026 CMB approval. Schneider moved to approve Dollar General's CMB. Swartz seconds the motion. Motion carried.
  - c. There were two mobile home park operator license applications provided. Schneider is concerned about one of the parks, and most of the council had the same concerns. D&K's application will be tabled until next meeting. Schneider motion to approve the application from Elliot Courts. Powers seconds, and motion carried.
  - d. Harper let the council know she finished her 3<sup>rd</sup> year of in person class for her CMC and that she also attended the Kansas Financial Officers Association conference and learned a lot. Harper let the council know the office will be closed half a day on December 3 due to both her and Andrea having something they



need to take time off for. She also let the council know she will tentatively be off from December 9 – 23 for medical reasons.

**G. PUBLIC WORKS DIRECTOR, STEVE CARMICHAEL**

- a. Schwab Eaton agreement that was presented previously was given again. This agreement needs to be completed to be able to have the bypass done on the inside of the water tower done. Swartz motion to approve the agreement. Scheider seconds. Motion passed unanimously.
- b. Carmichael informed the council there has been multiple water leaks but they are all getting fixed. He also let them know tree trimming for the electrical lines is almost done, but they should be completed by the end of the week.

**H. POLICE DEPARTMENT, MATT HAYDEN**

- a. Interim Chief of Police, Matt Hayden, informed the council the part timer has been out training. She will be allowed to be on her own as soon as they feel comfortable. There was a motion to extend the interim chief of police position until February 2. Powers seconds. Motion carried.

**I. EXECUTIVE SESSION**

Schneider moved that the Council recess into executive session with the City Attorney, City Clerk, and Public Works director present for non-elected personnel. The open meeting to resume at 8:11 PM in Council Chambers. Seconded by Swartz. Motion carried

Regular session resumed with no action taken.

**Council Concerns**

Not at this time.

Executive session on December 1 requested by Swartz.

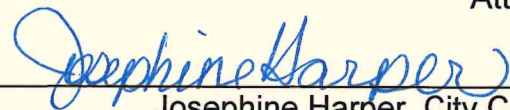
**Adjournment**

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



Adam Wright, Mayor

Attest:



Josephine Harper, City Clerk