



MINUTE RECORD
Regular Council Meeting City of Haven

Meeting: REGULAR

Date: November 5, 2018

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

Council Members: Sandra Williams, Tricia Paramore, Philip Kauffman, Matt Johnson, Ron Dale.

Absent: None.

Others: Leslie Atherton, Derek Stoll, Rob Pell, Lindsey Young, Scot Loyd, Jan Nolde, Don Paddock, Jessica Hoskinson, Kylee Baldetti, Lindsay Patry, Stephanie Carlson, Les Banman, Delon Martens, Kylie Rush.

The meeting was opened with the flag salute and followed with a moment of silence to honor those in the military, first responders, and other public service to our country and community.

No revisions were made to the agenda and no one signed up for public comment.

Minutes

Paramore moved to approve the minutes of the October 15th meeting. Dale seconded, and the motion passed.

Accounts Payable

Paramore moved to approve all accounts payable, totaling \$116,710.79. Johnson seconded, and the motion passed with five “yes” votes.

Scot Loyd, Swindoll, Janzen, Hawk & Loyd, LLC: Consider Audit / Budget Contract

Members were provided with a copy of the proposed contract for audits (2018-2020) and budgets (2020-2021), showing the following rates:

Years	Audits	Budgets
2018	10,000	---
2019	10,500	---
2020	11,000	3000 maximum
2021	---	3000 maximum

Loyd addressed the Council and gave an overview of the contract as well as the history of the firm's relationship with the City of Haven. Ultimately, Dale moved, and Williams seconded to enter into the presented contract with SJHL, LLC. Motion passed unanimously.

Don Paddock, Paddock Pools:

Consider Pool Design to Put Out for Construction Bids

Paddock went over the current pool design for the council to consider putting out for construction bids. He advised he had the following schedule in mind:

Start advertising: November 20, 2018

Mandatory Pre-bid (D. Paddock would attend this): December 7, 2018, at 1:00 PM

Bid Opening: December 12, 2018, at 2:00 PM - Bids to be read aloud and taken under advisement.

Award if there is an acceptable bid: December 17, 2018, Council meeting.

Mayor Wright asked if it would be a working day(s) completion date or a calendar completion date. Paddock advised it would be a calendar completion date.



Paddock went through the plans with the governing body, nearly page-by-page. Some information that came out of that is as follows:

- All lighting will be LED.
- Water will have 5 hour 45 minutes turnover rate.
- The filters have a rate of 424 gpm.
- Switch for exterior lights will be located in the mechanical room.
- The City will need to bring the utilities within 5' of the pool project area.
- Once it's done, Paddock will spend a half day or so at the pool giving lessons on chemicals and operation.
- Memorial Day is the aim for completion date.

After lengthy discussion, Paramore moved to put the project out for bids in line with the presented schedule. Johnson seconded, and the motion passed unanimously.

Consider Payment of Bill for Design (50%): \$48,169.00

Members were provided with a copy of a bill from Paddock Pools for 50% of the pool design fee, totaling \$48,169.00. Johnson moved and Kauffman seconded to approve payment of the bill. Motion passed with five "yes" votes.

Jessica Schmidt and Kylee Baldetti, Mural Design Team:

Authorize Mayor Wright to Sign Wall License Agreement with Kim Kincaid-Warner

Members were provided with a copy of the Wall License Agreement with Kim Kincaid-Warner to place the proposed mural on the north wall of the Kincaid building at 214 S. Kansas Avenue. Hoskinson and Baldetti requested the City enter into the agreement with Warner. Kauffman moved, and Williams seconded to authorize Mayor Wright to sign the agreement on behalf of the City.

Dale and Paramore both advised they were approached by people who thought things that represented Haven were missing from the mural. They asked if the artist would consider offering one more input-submission time period so that those individuals (and any others) would have an opportunity to participate. Baldetti said she did not think Loewenstein would be open to creating a whole, new design. As for accepting input for additional pieces to be included in the current design, that would be a question that only Loewenstein could answer. She will pose the question.

Approve Mural Design

Tabled.

Lindsay Patry, Recreation Director: Rec Board Updates

Patry provided the following updates from Recreation:

- League Director has retired. Skyler Hill has taken over the position.
- Brandae Tate is offering dance classes through Haven Recreation; it seems to be going well.
- The League changed baseball and softball rules to make us more competitive with other leagues. Basically, kid-pitch will start earlier.
- Nine teams are set up to play basketball.
- Adult volleyball will start in February and March.
- Haven Recreation still intends to offer the Dave Chamberlain Memorial Scholarship. To keep the scholarship fund going, they plan to sell t-shirts.

Stephanie Carlson, Tree Board Chairperson: Tree Board Updates

Carlson provided the following updates:



- The dump truck has been working well for the Tree Board. The tank is on it and some modifications have been made to it, though more are desired. A new, used seat is needed.
- Watering is done for the year.
- Carlson requested authorization to have nine trees removed and 161 trimmed up. She did put out the work to be bid on, and only one bid was returned. It was from BeckerCare for \$11,200. Paramore moved to approve the expenditure, not to exceed \$12,200, so that ten trees may be removed and 161 trimmed up. Williams seconded, and motion passed unanimously.

Kylie Rush, Park Board Chairperson:

Park Board Updates

Rush delivered updates from the Park Board:

- Trees were added to the berm area.
- A citizen approached the Park Board asking them to consider putting in a dog park. The Board was open to the discussion and will take it under advisement for future plans.

Consider Quotes for Gazebo

Rush presented two quotes for a gazebo to be placed in Engweiler Park. The first was from Keim's Gazebos for a 12 X 16 classic style gazebo with benches, seven sides, and asphalt shingles, totaling \$4750.00. The second bid was from Sturdi-Built for a similar product, totaling \$7,449.00. Johnson moved and Kauffman seconded to award the work to Keim's Gazebos, not to exceed \$4,750. Motion passed unanimously.

Wright advised if they'll mark the area they intend to put the gazebo, he will, with Stoll's help, level the area with his equipment.

Derek Stoll, Public Works Director:

Consider Purchase of Salt for Water Treatment Plant

Stoll requested authorization to purchase a load of salt for the water treatment plant to get through the year and beyond. This expenditure is estimated at \$5,000 - \$5,600 and is a budgeted item. Paramore moved and Kauffman seconded to approve the purchase of a load of salt, not to exceed \$5,600. Motion passed with five "yes" votes.

Consider Purchase of Additional Triplex Service Wire

Stoll also requested authorization to purchase additional wire to replace open secondary for a total of \$1,998.92 plus tax. This too is a budgeted item under the electric fund. Williams moved and Kauffman seconded to approve the purchase as presented. Motion passed unanimously.

Consider Holiday Bonuses and Holiday Schedule for Thanksgiving and Christmas

Atherton provided members with a handout outlining proposed holiday bonuses to award to full- and part-time employees as well as a proposed schedule for upcoming holidays. In line with previous years, she recommended awarding each full-time employee a \$300 bonus in Haven Bucks (to be prorated for those that haven't put in a full year of service) and each part-time employee a \$50 bonus in Haven Bucks, to be issued prior to Thanksgiving. Four thousand dollars is budgeted for this endeavor; this proposal would cost less than that. Paramore moved to approve the approach for holiday bonuses, not to exceed \$4,000. Dale seconded, and the motion passed unanimously.

For holiday schedule, Mayor Wright advised that employees, by policy, are given Thanksgiving and the Friday after Thanksgiving as holidays as well as Christmas. Since Christmas falls on a Tuesday, he suggested the Council consider giving employees Monday, December 24th, as a holiday as well. The Council approved this by way of consensus.

Consider Payment of Bill from Benesch related to SRTS: \$1,774.20



Members were provided with a copy of the invoice from Benesch, totaling \$1,774.20, as well as an explanation of services covered by the bill. Kauffman moved and Williams seconded to approve payment to Benesch. Motion passed unanimously.

Public Works Updates:

Stoll provided the following updates:

- Public Works began vacuuming leaves today. The new equipment is working very well.
- The crew is working to complete putting the electrical underground at Engweiler Park and hopes to have it finished before the end of the year.

Chief of Police Updates:

Chief Pell provided the following updates:

- The Department is looking into printer / scanner options.
- DARE is going well. Graduation is set for December 19th.
- Pell has been working the school speed zones.
- Lowy is still getting stuff together to put on a fraud seminar at Haven Senior Center.
- Halloween was incident-free.
- Kauffman praised Officer Hayden for his presence at Haven Grade School and said the kids love him.

Council Concerns

None.

Mayor Wright advised he received a request from Leonard Schaff, on behalf of Haven Senior Center, for financial assistance with the recent roofing of the Haven Senior Center at 106 S. Kansas. After lengthy discussion, Paramore moved to offer \$1,000 to Haven Senior Center to help fulfill the request based on the City's use of the facility as a shelter in the event of an emergency. Dale seconded, and the motion passed unanimously.

Agenda Planning

Items for November 19th were read aloud. However, after debate, it was decided to forego having the November 19th meeting and move all that business to December 3rd.

Adjournment

At 8:55 PM, Kauffman moved and Paramore seconded for adjournment. The motion passed unanimously.

/s/
Adam Wright, Mayor

Attest:

/s/
Leslie Atherton, City Clerk