



**MINUTE RECORD**  
**Regular Council Meeting City of Haven**

**Meeting: REGULAR**

**Date: November 21, 2016**

**THE CITY COUNCIL MEETING IN REGULAR SESSION WAS CALLED TO ORDER AT 7:00 PM. THE FOLLOWING PEOPLE WERE PRESENT:**

**Council Members: Sandra Williams, Steve Carmichael, Les Banman, Shauna Schoepf-Pearce.**

**Absent: Paula Scott, Adam Wright.**

**Others: Rob Pell, Leslie Atherton, Cole Rush, Brylie Warden, Stacy Hornbeck, Cris Naegele.**

The meeting was opened with the flag salute.

Due to the absence of Mayor Scott and Council President, Adam Wright, the appointment of a Chairperson became necessary. Carmichael moved to have Banman chair the meeting. Schoepf-Pearce seconded. Motion carried.

Next, a moment of silence was observed to honor those who have served in the military, First Responders, and other Public Service to our Country and Community.

No additions to the agenda were requested, and no one signed up to deliver public comment.

**Minutes**

Williams moved and Schoepf-Pearce seconded to approve the minutes of the meeting of November 7, 2016. Motion passed with four "yes" votes.

**Accounts Payable**

Schoepf-Pearce moved to approve accounts payable, totaling \$236,100.10. Carmichael seconded, and the motion carried five to zero.

Members were provided with financial reports for the month October, 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.

**Cris Naegele, UtilityHelpNet, Inc.: Report on Assessment of Electrical System and Arc Hazard Study**

Members were provided with a one-page executive summary of findings resulting from Naegele's engineering analysis. This included a safety evaluation, operational evaluation, and recommendations. He also produced a map of the City's electrical system.

The safety evaluation showed only one area identified as a significant hazard -- 2400V system between the Westar substation and the first set of City fuses on each of the five circuits.

Because of the operational evaluation, a discussion was held with the Westar engineering department, and they agreed to relocate one of their reclosers to mutually benefit the City and Westar customers. Also, a fusing schedule will be produced for use by City staff on which size and type of fuses to use throughout the system.

Approved 12-5-2016.



Under recommendations, Naegele wrote that City personnel should be equipped with minimum 8 cal/cm<sup>2</sup> clothing for use any time work is required around energized equipment. Also, the City electrical budget should include funding for accelerated annual pole replacements to maintain system reliability as well as voltage conversion to improve overall system efficiency.

**Leslie Atherton, City Clerk:**

**Consider Incremental Utility Rate Increases for 2017**

Atherton presented recommendations for incremental utility rate increases to be implemented in 2017. She recommended a 5% increase in water rates to account for the \$11,500 the USDA requires the City to put away each year for Repair and Replacement. She recommended raising electrical rates enough to cover what KPP plans to do with their electrical rates, which equates to an increase of about 3%. Banman suggested looking at increasing the rates more to account for tackling some of Naegele's recommendations. Pell and Atherton will explore this. Atherton did not recommend an increase to trash or sewer rates.

**Restore Outstanding Checks to Fund of Origination**

Atherton requested authorization to restore four checks older than one year to their funds of origination. Schoepf-Pearce moved and Carmichael seconded to authorize the same. Motion carried.

**Consider Ordinance to Adopt Comprehensive Plan**

At the October 17<sup>th</sup> Council meeting, the City Council voted to adopt an Ordinance formally adopting the Comprehensive Plan. However, that was premature because the Planning Commission had not yet adopted a Resolution formally recommending the adoption of the Plan to the Council. The October 17<sup>th</sup> ordinance was never published. Carmichael moved and Williams seconded to adopt Ordinance 663. Motion passed unanimously.

**Rob Pell, Public Works Director:**

**Consider Purchase of Personal Protective Equipment**

Pell requested authorization to purchase \$4,157.22 in personal protective equipment, including fitted gloves, sleeves. Carmichael moved to approve the purchase. Williams seconded, and the motion passed four to zero.

**Chief Rush: Consider Adoption of the Police Policies & Procedures Manual (Second Reading)**

Chief Rush addressed the Council and advised he had spent a great deal of time updating the Police Manual to make it more comprehensive of the necessary department procedures. At the last meeting, he offered two copies in 3" binders to the Council for checking out if they cared to read it before the next Council meeting but noted that most of it is boilerplate language. Having received no questions, concerns, or suggested revisions from the Council, he requested adoption of the manual. Carmichael moved to adopt the Police Policies and procedures manual as presented. Schoepf-Pearce seconded, and all members voted in favor of the same.

**Chief of Police Updates**

Chief Rush provided the following updates:

- Officer Hayden is back this week and will work Monday through Friday. His graduation will occur December 9th at 1:30 PM.

**Public Works Director Updates:**

Pell delivered the following updates:

- Pell discussed the quality of Naegele's recommendations.
- He mentioned that if the City intends to do pole replacements in-house, a request for a digger truck replacement will be coming down the pike quickly as the current one leaks about \$300 of hydraulic fluid every fourth time it is used.
- The pole replacement scheduled for November 28th has been pushed out another week.
- The Christmas snowflakes will be hung in a week or so.



- Public Works will be looking to purchase a bucket truck replacement at the beginning of 2017.

**Council Concerns**

None.

**Agenda Planning -- Items for December 5**

Items posted for December 5<sup>th</sup> were read aloud.

**Adjournment**

At 8:15 PM, Schoepf-Pearce moved and Carmichael seconded for adjournment. The motion passed unanimously.

/s/

Paula J. Scott, Mayor

Attest:

/s/

Leslie Atherton, City Clerk