



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

**Meeting: REGULAR**

**Date: November 21, 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: Christopher Scott, Kylie Rush, Sandra Williams.**

**Absent: Mark Robinson, Austin Borden.**

**Others: Leslie Atherton, Stephen Schaffer, Chad Swartz, Andrew Foulston, Joey McLiney, Josephine Gonzalez, Kyran Crist, Shannin Rettig, Michael Arndt, Steven Phillips.**

No one signed up for public comment. The additions of a five-minute executive session to discuss the pool matter and an executive session to discuss the police department were unanimously approved after a motion by Williams and second by Scott.

**Minutes**

Williams moved to approve the minutes of the November 7, 2022, meeting. Scott seconded, and the motion passed.

**Accounts Payable**

Rush moved and Williams seconded to approve accounts payable, totaling \$200,366.42, including a payable to Asplundh for \$30,142.25. Atherton pointed out this is \$142.25 more than the Council approved for tree trimming at their June 20, 2022, meeting. Motion passed with three "yes" votes.

Members were provided financial reports for the month of October 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.

**Consider Planning Commission's Recommendation to Approve National Modular Manufacturing's Application to Erect 3,200-Square-Foot Warehouse at 8905 Industrial**

Members were provided with a copy of National Modular Manufacturing's building permit application and plans as well as draft minutes of the Planning Commission's November 8, 2022, meeting, wherein they recommended approval of the application. After brief discussion, Williams moved, and Rush seconded to approve NMM's application to erect a 3,200-square-foot warehouse at 8905 Industrial as noted on the plans. All three members voted in favor of the same.

**Josephine Gonzalez, Recreation Board Treasurer:**

*Consider Allowing Transfer from Recreation Fund to Capital Improvement Fund (\$9,000.00)*

*Consider Expenditure from Capital Improvement Fund to Purchase Volleyball System*

Increased activity in Haven Recreation has resulted in the collection of more than expected revenue. To facilitate needed improvements in the Recreation department and establish a fund that can be fed in future years for additional improvements, Gonzalez requested the Council allow for \$9,000 of that additional revenue to be transferred to the Capital Improvement Fund. Atherton noted this would be a one-time act, and starting with the 2024 budget, Recreation could then plan to move a set amount each year to the Capital Improvement Fund Recreation line item to build up a fund for future large expenses. After brief discussion, Williams moved, and Scott seconded to allow the transfer. Motion passed three to zero.

Approved 12.05.2022



Next, Gonzalez, on behalf of the Recreation Board, asked the Council to authorize an expenditure for the purchase of a new volleyball net system to be stored at the Haven Grade School gymnasium. The current volleyball system is bulky, heavy, and frankly, dangerous to put up and take down. Recreation Board Chairperson, Shauna Schoepf-Pearce, will ask Haven Grade PTO to cost-share on the purchase. The expenditure for the new system should be around \$5,300 but could be quite a bit less if the cost-share occurred. Scott moved and Rush seconded to approve an expenditure for a new volleyball net system, not to exceed \$5,300. Motion passed three to zero.

#### **Joey McLiney, McLiney & Company: Consider Options to Fund Pool Repair**

Members were provided with a six-page handout from McLiney showing how the issuance of bonds to fund pool repairs would affect the payment schedule. McLiney estimated that covering payment of the pool repairs with a bond issue would increase the City's yearly bond payment from around \$50,000 to around \$117,000. Atherton recommended not putting any cash toward the repairs as McLiney noted there is little difference made in the yearly payment amount by doing so. Atherton noted she is working to maximize interest earnings for the City on idle funds and may soon ask the Council to move funds from CDs into Insured Cash Sweeps.

Members were provided with a proposed resolution to authorize the project and issuance of bonds to fund the same. After brief discussion, Williams moved to adopt Resolution 397. Rush seconded, and the motion passed with three "yes" votes.

#### **Public Works**

##### *Consider Expenditure for Purchase of Tower from Ark Valley Electric (\$1,500.00)*

Swartz asked the Council to authorize an expenditure of \$1,500 to purchase a tower from Ark Valley Electric Cooperative. The tower would be used to house the second gateway for AMI. Swartz is still awaiting quotes for disassembly, transport, and re-assembly. Rush moved and Scott seconded to approve the purchase not to exceed \$1,500.00. Motion passed unanimously.

##### *Consider Expenditure for GIS Mapping*

Members were provided with Quote 29695 from Subsurface Solutions for GIS Mapping system, including Geode GPS Kit and Subsurface Maps, totaling \$4,924.00. Swartz explained the numerous benefits to the City that GIS mapping would bring and requested authorization to approve the quote presented as well as a yearly fee of \$504. After brief discussion, Williams moved, and Scott seconded to approve the expenditure as presented. Motion passed unanimously.

##### *Consider Hiring Candidate for Maintenance Technician Position*

Swartz asked the Council to approve hiring applicant, Jason King, as Maintenance Technician at \$18 per hour, contingent on passing a pre-employment drug test with no relocation requirement. After brief discussion, Williams moved, and Rush seconded to approve Swartz's request. Motion passed three to zero.

#### **Updates**

Public Works Director, Chad Swartz, provided the following updates:

- Water tower exterior cleaning is complete.
- City of Andale is using our skid steer.
- In regard to rundown properties, Swartz reviewed the City's Minimum Housing Code and has some suggested changes to run past the City Attorney. Swartz noted simply though that the City could not embark on the process to address a dilapidated property and not follow it all the way through. After discussion with the Council, it was decided that Swartz would work with Foulston to review the Code to see if it could be simplified and then return to the Council with additional information. Scott asked if property owners with junk, brush, trash, etc. were being addressed. Foulston informed the Council as to the process on declaring nuisances.



- Swartz visited with Matt Fritz at EMS about reported building issues and then asked Fritz to email to him the issues EMS wishes to have addressed. Swartz shared said email with the governing body. Williams asked if the issues had been brought to former Public Works Directors. Wright said they have, and EMS was told the same thing each time, that their list of issues is more of a wish-list than a needs list. Swartz told the Council to let him know if they wanted him to look into the items any further.

#### **Chief of Police:**

##### *Updates*

Chief Schaffer provided the following updates:

- Shotguns were obtained through the Federal program at a cost-savings.

#### **City Clerk, Leslie Atherton:**

##### *Adopt Resolution and Ordinance Implementing Pay Adjustments*

Members were provided with a proposed resolution and ordinance implementing pay adjustments recently decided upon by the governing body. Rush moved to adopt Resolution 398 and Ordinance 711. Williams seconded, and all members voted in favor of the same.

#### **Executive Session**

Williams moved that the Council recess into executive session pursuant to the attorney-client privilege exception in order to discuss the pool matter with City Attorney Andrew Foulston, City Clerk, and Public Works Director, present, the open meeting to resume at 8:05 PM in Council Chambers. Scott seconded, and the motion passed unanimously.

At 8:05 PM, regular session resumed with no action taken during executive session.

Next, Williams moved to authorize the City Attorney to extend a counteroffer of \$300,000 to pool designers. Scott seconded, and the motion passed unanimously.

#### **Executive Session**

Rush moved that the Council recess into executive session pursuant to the non-elected personnel exception to discuss the performance of the police department with City Attorney Andrew Foulston present, the open meeting to resume at 8:17 PM in Council Chambers. Scott seconded, and the motion passed unanimously.

At 8:17 PM, regular session resumed with no action taken during executive session. Next, Scott moved, and Williams seconded that the Council recess into executive session pursuant to the same exception for the same purpose with the same individuals present, the open meeting to resume at 8:27 PM in Council Chambers. Motion passed with three "yes" votes.

At 8:27 PM, regular session resumed with no action taken during executive session.

#### **Council Concerns:**

Williams inquired about the painting of parking stall lines. Swartz said that work would start shortly and would be taken on by a local Boy Scout.

Williams also inquired about how the City handles delinquent utility bills in landlord / tenant situations. Atherton explained that when a tenant vacates a premise and leaves behind a utility bill, the bill remains the responsibility of the tenant. It does not get passed on to the landlord.

**Agenda Planning:** Items listed for the December 5<sup>th</sup> Council meeting were read aloud.



**Adjournment**

At 8:32 PM, adjournment was unanimously approved after motion from Williams and second from Scott.

/s/

Adam Wright, Mayor

Attest:

/s/

Leslie Atherton, City Clerk