



MINUTE RECORD
Regular Council Meeting City of Haven

Meeting: REGULAR

Date: November 7, 2016

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

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

Absent: None.

Others: Rob Pell, Leslie Atherton, Cole Rush, Andrea Williams, Shannin Rettig, Kevin Evenson, Jessica Hoskinson, Doug Murphy, Lindsey Young.

The meeting was opened with the flag salute and followed with a moment 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

Carmichael moved and Banman seconded to approve the minutes of the meeting of October 17, 2016. Motion passed with four "yes" votes. Wright abstained due to his absence at the last meeting.

Accounts Payable

Banman moved and Carmichael seconded to approve payment to Shep Chevrolet of \$11.50. Motion carried though Schoepf-Pearce abstained due to her relationship to the vendor. Then Banman moved and Carmichael seconded to approve the other accounts payable, totaling \$82,856.45. Motion carried five to zero.

Kevin Evenson, EDC Chairperson: Consider EDC's Recommendation to Contract with Shannin Rettig for Economic Development Director Position

Evenson addressed the Council and explained the process the Committee went through to come upon its recommendation to award the Director contract to Shannin Rettig. After brief discussion, Wright moved and Williams seconded to contract with Shannin Rettig for the Economic Development Director Position. This contract includes the remainder of 2016, in a ramp up / down fashion to include Hoskinson's departure, as well as all of 2017. All members voted in favor of the same.

Ambulance Board: Consider Contracting Billing Out to Medicaid

Ambulance Board member, Shannin Rettig, presented the Ambulance Board's recommendation to contract ambulance billing out to Medicaid out of Oklahoma. This would give the service more education options, streamline billing, and relieve the City Clerk of the duty. Rettig advised the term of the contract is three years, and the cost is 10% of the actual monies received. Williams moved and Schoepf-Pearce seconded to authorize the Ambulance Board to sign the contract with Medicaid. All members voted in favor of the same.

Consider Issuance of Holiday Bonuses to Employees

Members were provided with a handout showing the cost of issuing holiday bonuses, in the form of Haven Bucks, to City employees as has been done in the past. This is a budgeted expense and would cost the City an estimated \$4000 plus the necessary employee benefits. Schoepf-Pearce moved and Carmichael seconded to issue the holiday bonuses as listed. All members voted in favor of the same.

Approved 11-21-2016.



Adopt Wage Ordinance for Salaries of Chief and Clerk

Members were provided a proposed ordinance implementing the wage increases agreed upon at the last Council meeting. Banman moved to adopt Ordinance 662. Schoepf-Pearce seconded and the motion passed four to zero. Wright abstained because he was absent from the last meeting where the topic was discussed.

Approve Envirogen's Application for Payment No. 4 -- FINAL: \$9,464.87

Members were provided with a copy of Envirogen's Application for Payment No. 4 (Final) for \$9,464.87. The Water Project engineer, Willis Wilson, had signed off on the approval. Schoepf-Pearce moved and Wright seconded to approve the final payment pending USDA Rural Development approval. Motion carried unanimously.

Review Swim Pool Report and Status of Swimming Pool (Discussion Only)

Members were provided with a copy of the financial report for the 2016 swim year. Pell reported on the status of the pool facilities and provided estimates for some options for improvement. For around \$14,000, the chain link fence could be replaced with a black wrought iron type fence, and this would considerably better the appearance of the area. For another \$14,500, all pool bathroom fixtures could be replaced. Pell also suggested changing the flat roof of the pool / bath house to a metal peaked roof to match the pavilion the Park Board is looking at putting in. No decisions were made as these figures were provided begin the discussion about the pool's future. Mayor Scott suggested the pool be considered as a project for the 2017 Strategic Direction.

Rob Pell, Public Works Director:

Consider Expenditure for Additional Week of Tree Trimming (\$125 per hour not to exceed 40 hours)

Pell provided members with before and after photographs of the last week of tree trimming done recently. Pell asked Richardson Tree Service to trim the trees back 10-15 feet from the lines, and the amount of work that got done in one week Pell described as "exciting." Because he was pleased with the work and there are additional areas that badly need tree trimming, he requested authorization for up to one more week of work from Richardson Tree Service. This would be done on a day-to-day basis at \$1,000 per day. Pell wasn't sure the City would need all five days but requested approval for up to \$5,000. Payment for this would come from the Electrical Upgrades line item. Carmichael moved and Banman seconded to approve the additional work not to exceed \$5,000. Motion carried five to zero.

Consider Expenditure to Fence Lift Stations as Part of Sewer Project

The Sewer Project thus far remains under budget by about \$8,500. With the remaining money, Pell requested authorization to have fencing installed around each of the lift stations to secure the new equipment. He provided two estimates for this work. The low bid came in at \$4,050 from Wells Fencing, Inc. Carmichael moved and Wright seconded to award the work to Wells Fencing, Inc. Motion passed five to zero.

Appoint Greg Thompson to the Recreation Board for a Term Expiring 12/31/2018

Banman moved and Schoepf-Pearce seconded to appoint Greg Thompson to the Recreation Board for a term expiring 12/31/2018. All members voted in favor of the same.

Approve Application for Payment No. 5 from Nunns Construction: \$73,259.10

Members were provided with a copy of the payment application from Nunns Construction. Atherton advised that Architect Jim Putnam did sign off on it and reported he was on the job site on October 28, 2016. Carmichael moved and Williams seconded to approve the application. Motion carried with five "yes" votes.

Consider Adoption of the Police Policies & Procedures Manual (First 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. He offered two copies in 3" binders to the Council for checking out if they cared to read through it before the next Council meeting but noted that most of it is boilerplate language.



Accept Resignation of Current Janitor, Effective 11/13/2016 and Hire Replacement Janitor

Atherton advised she received verbal two weeks' notice from the janitor on October 31, 2016. However, since that time, this morning, the janitor advised she just couldn't do it anymore and resigned effective immediately, necessitating the need to hire a new janitor. Prior to posting the opening on Facebook, Atherton said she did not realize that the janitor for the park bathrooms, Blake Alling, was interested in performing the cleaning at the Community Building or she would have started with that route. His was the first application received, and giving the job to him would be the easiest transition. She and Pell both recommended allowing Blake Alling to take on the Community Building cleaning duties. Banman moved and Schoepf-Pearce seconded to approve that recommendation. Motion carried though Williams abstained because her husband applied for the position.

Chief of Police Updates

Chief Rush provided the following updates:

- Officer Eulenstein has been deployed.
- Officer Hayden qualifies tomorrow and if that goes okay and he passes his final, he should be good to go.
- Halloween occurred without incident.

Public Works Director Updates:

Pell delivered the following updates:

- He has been in talks with the street sweeping contractor about scheduling.
- There was a small outage today so that some open secondary could be repaired.
- Pell gave kudos to the City Office staff for handling phone calls and questions last week during the (sometimes extended) outages for tree trimming and again expressed his satisfaction with the tree trimming work recently done.

Review Listening Session Results and Discuss 2017 Strategic Direction

Members were provided with the compilation of Listening Session results. Mayor Scott asked the Council members for feedback on the sessions. Lack of attendance was briefly discussed.

Mayor Scott provided some additional comments encouraging Council members to continue to listen to the citizens wants and needs and to "lead from ahead" rather than behind. The goal is to have the 2017 Strategic Direction completed by the second meeting in December.

Council Concerns

Wright suggested the Public Works crew check the gutters for leaves.

Agenda Planning -- Items for November 21

Items posted for November 21st were read aloud.

Adjournment

At 8:06 PM, Banman moved and Carmichael seconded for adjournment. The motion passed unanimously.

/s/
Paula J. Scott, Mayor

Attest:

/s/
Leslie Atherton, City Clerk