



**City of Haven**  
**Haven City Council Meeting**  
**MINUTES**  
**December 16, 2024, at 7:00 p.m.**  
**Haven City Hall, Council Chambers**



**REGULAR MEETING**

**MONDAY, December 16, 2024**

**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, Sherri Schnieder, Nicole Sander, Ciara Powers, and Chad Swartz.

**Absent:** Christopher Scott

**Others:** City Clerk Josephine Harper, Public Works Director Steve Carmichael, City Attorney Scott Ufford, Robert Arnold, Shauna Schoepf-Pearce, Leslie Atherton, Mike Shook, James Ging, and Kyran Crist

**Public Comment**

None.

**Minutes**

Swartz moved to approve the minutes of the December 2, 2024, meeting. Powers seconded, and the motion passed.

**Accounts Payable**

Sander moved and Schneider seconded to approve accounts payable from December 3, 2024, through December 16, 2024, totaling \$378,023.44. Motion passed unanimously

**Agenda**

1. KPP Rate Study – Mike Shook, James Ging, and Leslie Atherton from KPP

Mike Shook presented a power point presentation to the council. He went over a typical rate design, energy cost allocators, Rate Design Considerations, Haven Residential Rate Class, Haven Commercial Rate Class, Haven Commercial Demand Rate, Haven Industrial Demand Rate Class. Swartz asked how the council could come up with a correct rate. Shook went over different scenarios on what could be reasonable rates but will give the city a spreadsheet to plug in some numbers to come up with a reasonable rate to at least break even with industrial customers. Shook recommends relooking at rates every two years. No action was taken.

2. Recreation Director Updates – Robert Arnold, Recreation Director
  - a. Volleyball season went well.
  - b. Basketball season is happening right now. He has created a 3 on 3 for the younger kids. There is high schoolers coaching the boys 3<sup>rd</sup> and 4<sup>th</sup> grade team.
  - c. New softball catcher equipment will be purchased as well as bats.
  - d. Bingo has been happening every quarter.
  - e. There will be a Valentine's Dance in February that is being planned.
  - f. A high schooler coached the flag football teams.

3. Recreation Board EOY Funds – Shauna Schoepf-Pearce

Rec is asking to have \$9000.00 encumbered from 2024 to 2025, of that \$1200 for summer equipment. The remaining funds will be used for renovations of the Recreation office at 118 S. Kansas. Mayor Wright informed the recreation department they need quotes in order to move forward to use the money as encumbrance for 2025. Schoepf-Pearce said she would get with Public Works Director, Steve Carmichael, and get the quotes.

4. Agreement with Kirkham Michael for Industrial Ave and Scotts

Mayor Wright went over the contract with Kirkham Michael for the project. The cost of going with them is \$50,000. Council directs City Clerk to look into the budget to see where this fee could come from.

**CITY CLERK, JOSEPHINE HARPER:**

1. Occupancy Permit - All Sports Liquor

Harper presented the bi-annual occupancy permit application to the council for approval. Schneider motions to approve the renewal of All Sports Liquor Occupancy Permit. Swartz seconded the motion and motion carried.

2. Mobile Home Park License - A&W Investments, LLC and D&K Properties

Harper presented the annual mobile home park licenses applications to the council for approval. Sander motions to approve the renewal of A&W Investments, LLC and D&K Properties mobile home park license. Schneider seconded the motion and motion carried.

3. Reappoint Kylie Rush to Park Board – sander powers

The term for Kyle Rush on the Park Board ends on December 31, 2024 and she would like to continue to serve on the Park Board. Sander motions to approve Kyle Rush to the Park Board for another term. Powers seconded the motion and the motion carried.

4. Approve Amended Employee Handbook

Harper presented the amendments to the Employee Handbook that added December 24<sup>th</sup> as a paid holiday for full time employees and changed the pay schedule for the city to bi-weekly. Swartz motioned to accept the changes, Sander seconds. Motion carried.

5. Resolution 436 – Pay Increase for Maintenance Technician #1

Harper presented Resolution 436, giving Maintenance Technician #1 a \$0.25 an hour pay increase after completing his water certification test, per his employment agreement. Swartz motioned to pass Resolution 436, Schneider seconded. Motion carried.

6. Resolution 437 – COLA pay increase for 2025

Council reviewed and discussed the COLA increase for all listed positions. After discussion council decided the Resolution needs edited to only include the following:

Assistant City Clerk, Public Works Director, Maintenance Technician #1 and #2, Meter Reader, Police officer #10 and #2, Part-time Police Officer, Janitor, Burn Site Attendant, City Treasurer, and Building Inspector. The edited resolution will be presented at the next council meeting.

7. Ordinance 728 - Chief of Police and City Clerk COLA increase

Schneider motioned to approve Ordinance 728; Powers seconded. Motion carried.



8. Lloyd Group Engagement Letter

The agreement with the Lloyd Group to do the annual audit was presented. Swartz motions to approve the agreement; Sander seconded. Motion carried.

**Public Works**

1. Pad Mount Transformer Quotes for Wildcat Landing –

Carmichael presented 2 quotes. Motion by sander to accept the quote by Midwest Electrical. Seconded by powers. Motion passed.

**Police Updates**

1. Blue Christmas is in full swing.
2. The evidence room is being organized.

**Executive Session**

Schneider moves the Council to recess into executive session pursuant to the attorney-client privilege exception in order for discussion of non-elected personnel with the City Attorney and Chief of Police present. The open meeting to resume at 8:35 PM in Council Chambers. Seconded by Powers; motioned carried.

At 8:35 Schneider moves to extend the executive session by 5 minutes and Powers seconded. Motion carried.


At 8:40 the regular session resumed with no action taken.

**Council Concerns**

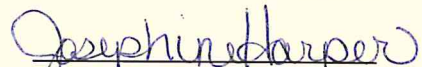
Powers wants to know when the digital water meters will be installed.  
No other council concerns.

**Adjournment**

At 8:42 PM, adjournment was unanimously approved after motion from Powers and second from Sander.

  
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Adam Wright, Mayor

Attest:

  
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Josephine Harper, City Clerk