



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

**Meeting: REGULAR**

**Date: December 3, 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 (between 8:05 and 8:45 PM).**

**Absent: None.**

**Others: Leslie Atherton, Derek Stoll, Rob Pell, Lindsey Young, Kylie Rush, Thomas Sipp, Stephen Schaffer, Rick Gates, Ron Hirst, Dave Lowy, Jitana Graf.**

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.

Mayor Wright suggested adding to the agenda "Accept Letter of Resignation" after Police Updates. Paramore moved to approve the change. Kauffman seconded, and the motion passed unanimously.

No one signed up for public comment.

**Minutes**

Paramore moved to approve the minutes of the November 5, 2018, meeting. Johnson seconded, and the motion passed.

**Accounts Payable**

Kauffman moved to approve accounts payable, from November 6, 2018, through November 19, 2018, totaling \$200,246.59. Paramore seconded, and the motion passed with four "yes" votes.

Johnson moved to approve accounts payable, from November 20, 2018, through December 3, 2018, totaling \$63,490.40. Kauffman seconded, and the motion passed four to zero.

Members were provided with financial reports for the month of November 2018, 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.

**Kylie Rush, Park Board Chairperson: Consider Bill from Bornholdt for Purchase of Trees**

Rush appeared in front of the Council to request payment of a bill from Bornholdt for two (2) Autumn blaze red maples, two (2) crimson spire oaks, and one (1) root stimulator for \$1,009.95. (Authorization was needed because the bill is over \$1,000.) The trees have already been received and planted. Paramore moved and Kauffman seconded to authorize payment to Bornholdt, not to exceed \$1,009.95. Motion passed unanimously.

**Rick Gates, EDC Chairperson, and Jitana Graf, Economic Development Director: Updates from EDC**

Graf and Gates provided the following updates:

- Gates addressed questions that governing body members recently posed to the Economic Development Committee. The Committee is still pursuing a housing development, and one of the steps to make that happen is having a select piece of property appraised. But in order to get it appraised properly, estimates for infrastructure expansion are needed. Those are forthcoming, but it is taking some time to get those. Jim Strawn is the primary developer that the Committee has worked with.

Approved 12-17-2018



- Gates explained how industries are brought into an area -- through word of mouth, through connections with EDC organizations, through RFIs (requests for information).
- Gates advised that members can help the economic development committee by being positive and excited about the things that are going on here -- the Gathering Place, mural project, etc., and being aware of the programs that the City / EDC has to offer to new / existing businesses. He then went over those programs.
- Graf delivered updates about recent happenings of the EDC, including the offering of the Ice House Entrepreneurship program and the photo booth provided at Haven Fall Festival. She also emphasized the importance of relationship-building through EDC organizations.
- The Housing Assessment Tool is complete and ready to be submitted. The plan is to pursue the Moderate Income Housing Grant in the Spring.

**Consider Mobile Home Park Operator's License for D&K Properties of Kansas (2018 - 2019)**

Paramore moved and Johnson seconded to issue to D&K Properties of Kansas a mobile home park operator's license for 2018 and 2019. Motion passed unanimously.

**Derek Stoll, Public Works Director:**

*Consider Purchase of Wire and Poles for Tennis Courts*

Stoll requested authorization to purchase wire and poles to finish up the tennis court upgrades. This would cost approximately \$3,632.01. Paramore moved, and Kauffman seconded to approve the purchase, not to exceed \$3,632.01. Motion passed with five "yes" votes.

*Consider Purchase of Frequency and Repeater*

Stoll emphasized the helpfulness of radios in keeping the public works crew working efficiently. To continue use of two-way radios and improve communication, Stoll advised it would be necessary to purchase a frequency (\$800) and repeater. A new repeater with three-year warranty can be purchased for \$1,450. Paramore moved, and Johnson seconded to approve the purchases, not to exceed \$2,250.00. Motion passed four to zero.

*Consider Purchase of Salt Spreader*

Stoll requested authorization to purchase a new commercial salt spreader for the City as the City's current one is a residential version and has a hard time keeping up. Estimates for the purchase were provided. The best price was \$2,997.49. Kauffman moved, and Paramore seconded to approve the purchase of the new spreader from Amazon. Motion passed unanimously.

*Consider Bid for Street Repairs*

Stoll requested authorization for concrete work to repair two dips at 4<sup>th</sup> and Hutchinson. The total cost for this work to be done by APAC-Kansas, Inc. is \$6,267.60. Kauffman moved and Paramore seconded to approve the work as presented, not to exceed \$6,267.60. Motion passed with four "yes" votes.

**Executive Session**

Kauffman moved and seconded that the Council recess into executive session pursuant to the non-elected personnel exception in order to review applications and interview applicants, Thomas Sipp and Steven Schaffer, for the Chief of Police position with Chief Pell and City Clerk, Leslie Atherton, present, the open meeting to resume at 8:05 PM. Motion passed unanimously.

At 8:05 PM, regular session resumed with no action taken during executive session. Then Paramore moved and Kauffman 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 8:45 PM. Kauffman seconded, and the motion passed unanimously.



At 8:45 PM, regular session resumed with no action taken during executive session. Then Dale 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 9:15 PM. Motion passed unanimously.

At 9:15 PM, regular session resumed with no action taken during executive session. Then Dale 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 9:17 PM. Motion passed unanimously.

At 9:17 PM, regular session resumed with no action taken during executive session. Then Paramore moved to offer the Chief of Police position to Tom Sipp, conditional on him passing a pre-employment drug screen, and allowing him twelve months to relocate to the City of Haven. Johnson seconded, and the motion passed four to zero. Dale abstained because he was not present for the applicant's interview.

#### **Public Works Updates:**

Stoll provided the following updates:

- December 14th will be Blake Alling's last day. He verbally delivered his resignation.
- Stoll would like to get Steven Phillips into the KMU Lineman Apprenticeship program in the near future.
- Leaf pick-up is in the works.
- Upgrading the bathrooms at the Community Building has begun.

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

Chief Pell provided the following updates:

- DARE essays were available at the table for the Council read.
- Pell's last working day will be the 21<sup>st</sup> of December.
- Mayor Wright approved the Police Department entering into a lease agreement for a copier / printer / scanner at the Police Department, for roughly \$100 monthly.

#### **Accept Resignations**

Cyndi Alling's letter of resignation was provided to the governing body. She indicated her last day available will be December 14th. Kauffman moved to accept both Blake and Cyndi Alling's resignations. Paramore seconded, and the motion passed unanimously. By way of consensus, the Council approved allowing City Clerk, Leslie Atherton, to hire a replacement for the treasurer position in between meetings so that C. Alling can train him or her appropriately prior to leaving.

#### **Council Concerns**

Dale said he is glad the mural artist decided to allow an extension for additional feedback /ideas.

Paramore said she was approached about how messy the streets were after the last storm, but she did hear Stoll say the leaves cannot be picked up while they're wet.

Brief discussion ensued about the wind farms that are looking to install turbines just outside the City's zoning area.

#### **Agenda Planning**

Items for December 17<sup>th</sup> were read aloud.

#### **Adjournment**

At 9:44 PM, Kauffman moved and Paramore seconded for adjournment. The motion passed unanimously.



/s/  
Adam Wright, Mayor

Attest:

/s/  
Leslie Atherton, City Clerk