



MINUTE RECORD
Regular Council Meeting City of Haven

Meeting: REGULAR

Date: DECEMBER 6, 2021

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: Sandra Williams, Kylie Rush, Ron Dale, Tricia Paramore.

Absent: Mark Robinson.

Others: Leslie Atherton, Stephen Schaffer, Steven Phillips, Derek Stoll (at 7:29 PM), Andrew Foulston, Aaron Strain, Jitana Graf, Delon Martens, Christopher Scott, Stephanie Pace.

No revisions were made to the agenda, and no one signed up to speak during public comment time.

Minutes

Williams moved to approve the minutes with the suggested addition of wording to reference the fact that Mayor Wright did not sign Ordinances 698 and 699. Atherton noted that both ordinances themselves have that fact indicated at the signature lines. Dale asked if the minutes usually reflect whether or not the Mayor signed the ordinance. Williams felt citizens should know Mayor Wright refused to sign the ordinances and why. Mayor Wright said he disagreed with the ordinances as a citizen and as the owner of a lawncare business. He noted that it is already causing issues with the way it is being called in and addressed. Williams called it a beautification ordinance and noted the improved language in it compared to the version that had been in place for years. She also felt it was a step in the right direction, citing the many complaints she has received from folks about the current administration allowing the city's appearance to deteriorate. Atherton noted that this particularly discussion would be in the minutes. Then Dale moved and Paramore seconded to approve the minutes of the November 1, 2021, meeting as written. Motion passed three to one with Williams casting the opposing vote.

Accounts Payable

Paramore moved and Rush seconded to approve accounts payable for November 2 – 15, 2021, totaling \$150,413.01. Motion carried. Next, Paramore moved, and Dale seconded to approve accounts payable for November 16, 2021, through December 6, 2021, totaling \$44,220.91. Motion passed.

Jitana Graf, Economic Development Coordinator: Consider National Modular Manufacturing's Application for Business Enhancement Grant (\$10,000)

Members were provided with a copy of National Modular Manufacturing's Application for \$10,000 Business Enhancement Matching Grant as well as the draft minutes of the November 9, 2021, Economic Development Committee meeting, wherein the Committee recommended approval of the request. Graf provided the Council with background information about the company as well as details regarding what the grant funds would be used for. Paramore moved and Rush seconded to approve the issuance of up to \$10,000 in reimbursement / matching funds to National Modular Manufacturing, LLC, for fencing materials with receipts provided subject to all the conditions of the Business Enhancement Grant program. All members voted in favor of the same.

Approve Board Appointments

Recreation Director Stephanie Pace told the Council about the interview process the Recreation Board conducted to recommend appointments. Following that, Paramore moved, and Dale seconded to approve the Board appointments listed below. Motion passed unanimously.

Recreation Board

Jonell Bell, Term Expiring 12/31/2023
Ciara Powers, Term Expiring 12/31/2023

Park Board, Terms Expiring 12/31/2023

Kacey Ford
Les Banman



Penny Poitras, Term Expiring 12/31/2022
Jake Schroeder, Term Expiring 12/31/2022
Ariel Fleming, Term Expiring 12/31/2023
Shauna Pearce, Term Expiring 12/31/2023
Shelli Rettig, Term Expiring 12/31/2023
Nicholas Retzer, Term Expiring 12/31/2023 (Non-Voting Member)
Adrienne Thetford, Term Expiring 12/31/2022 (Non-Voting Member)

**Planning Commission, Terms Expiring
12/31/2024**

Nanette Unruh
Karen Daskoski
Don Ford

Delon Martens, Park Board Chairperson: Consider Expenditure for Lights for Pickle Ball Court

Martens requested authorization to spend \$4,298.27 to Stanion for materials to put up lights for the pickle ball court in Engweiler Park. He advised Public Works would provide the labor. Rush moved and Williams seconded to authorize the expenditure as presented. All members voted in favor of the same.

Martens provided updates on other Park Board projects, including installation of the next phase of playground equipment, plantings at Engweiler Park, plantings at Pioneer Park. The Park Board is looking into purchasing two of the cornhole games to make accessible to the public.

Consider Renewal of Dollar General's CMB License for 2022

Dale moved and Paramore seconded to approve Dollar General's Cereal Malt Beverage License for 2022. Motion carried.

Discuss Holiday Schedule and Employee Bonuses

Members were provided with a one-page handout regarding the holiday schedule and holiday bonuses. Mayor Wright noted a suggestion from the City Clerk to also award \$50 Haven Bucks to Shelli Rettig for her assistance during Recreation Director transition period and Les Banman for the laying of the Veterans' Trail bricks at Pioneer Park. Williams moved to accept the Holiday Bonus handout as presented but to increase the part-time employees' bonuses to \$100 (including Rettig and Banman), totaling \$3,700. Dale seconded and the motion passed unanimously.

In regard to the holiday schedule, it was noted that, by policy, the City would be closed on December 24, 2021. Members were provided with options for December 23rd – closed, close at noon, close at 3:00 PM, normal operating hours. Mayor Wright suggested closing at noon. Williams voiced her support for closing on December 23rd. Dale moved to go with option 1 – closing on December 23rd. Williams seconded, and the motion passed unanimously.

Consider Entering Into Option to Purchase Agreement with Myron Miller

Members were provided with a copy of the \$100 Option to Purchase Agreement, signed by Myron Miller, regarding real estate owned by Myron Miller. Paramore moved and Dale seconded to authorize Mayor Wright to sign the agreement on the City's behalf. Motion carried.

City Clerk: Authorize Expenditure to Upgrade City Accounting Software

Members were provided with a one-page summary covering Atherton's request to upgrade the City's Quickbooks accounting software. Atherton explained that Intuit is no longer carrying the "stand-alone" Quickbooks Premier so the City will have to pursue the annual subscription option of Quickbooks Premier including an annual payroll subscription as well. She requested authorization to pursue the initial upgrade, not to exceed \$1,426.24, including installation, and noted ongoing annual fees associated with Quickbooks Premier and Quickbooks Payroll. Paramore moved and Williams seconded to approve the request. Motion passed with four "yes" votes.



Public Works:

Consider Revised Quote for (Onsite) PMA (\$24,740.53) and Updates

At the November 1, 2021, Council meeting, the governing body gave authorization for the City to enter into a five-year Parts Management Agreement with Rockwell Automation for \$20,248.95 annually. Following that approval, however, a Stanion representative notified Stoll that that price and agreement was for offsite storage of parts. Offsite storage would not be helpful to the City. The price for onsite storage is \$24,740.53 annually. Members were provided with a copy of the agreement. City Attorney, Andrew Foulston, noted he reviewed the agreement and drew the governing body's attention to Sections 1.2.9 through 1.2.11, outlining the City's liability should they wish to terminate the agreement during the five-year term. After extensive discussion, Dale moved and Paramore seconded to enter into the onsite agreement as provided, not to exceed \$24,740.53 annually. Motion carried.

Stoll delivered the following updates:

- There have been leaks / issues at the South Lift Station. Hickman will have to be called out to troubleshoot.
- Stoll is getting prices to recoat the floor at the water treatment facility and to replace the door to the lift station which has rusted significantly.

Chief of Police:

Consider Agreement with Veterinarian's Office

Members were provided with a copy of the four-page Animal Shelter Services Agreement to enter into with Prairie Vista Veterinary Hospital in South Hutchinson. Schaffer noted that the City Attorney and veterinarian's office have reviewed the document and approved of the same. Dale moved and Paramore seconded to authorize Mayor Wright to sign the provided agreement on the City's behalf. Motion passed unanimously.

Williams asked if he has had any 911 calls related to Ordinances 698 and 699 and if so, what the department's protocol for handling it is. Schaffer noted the ordinances allow for a resident to move leaves to a location for further pickup / clean-up. Specifically, once the police department is made aware of a complaint or notices a violation, they notify the individual of the violation, and he or she then has fourteen (14) days to abate the issue.

Williams asked if bi-monthly the Council could receive the Police Department's daily logs similar to their receipt of Public Works' work orders. Schaffer noted the officers do not keep daily logs; dispatch keeps track of actions / movement through CAD. Rush asked what happened to the daily logs because it was a topic of discussion a few years ago. Schaffer said dispatch keeps track of it so there is no reason to re-perform the paperwork.

Williams asked why the Police Department waits for a complaint before enforcing ordinances, such as the ordinances regarding parking the wrong way on the street and unhitched trailers parked on the street. Schaffer said they do not, but he does not believe in citing every violation he sees, that education goes a long way. Williams noted the issue was not about issuing citations but rather about whether there is adequate patrol going on. Williams said folks do not feel like there is enough patrolling happening. Schaffer noted that Officer Hayden does a great deal of patrolling. He, himself, does less because he has other inside duties, and is also currently training Officer Phillips. He assured Williams that whenever he sees a vehicle parked the wrong way on the street, he stops to have a conversation with the driver.

Updates

Schaffer provided the following department updates:

- Two vehicles were stolen from a local business. One was recovered.



Consider Ordinance and Resolution Implementing 2022 Cost of Living Adjustment to Wages

Members were provided with a copy of the draft ordinance and resolution to implement the cost-of-living adjustment to wages as outlined and approved in the 2022 Wage Increase Plan. Williams moved to adopt Ordinance 700 and Resolution 388 as presented. Rush seconded, and the motion passed.

Council Concerns

None.

Agenda Planning

Items listed for the December 20th Council meeting were read aloud.

Adjournment

At 8:01 PM, adjournment was unanimously approved after motion from Dale and second from Paramore.

/s/

Adam Wright, Mayor

Attest:

/s/

Leslie Atherton, City Clerk