



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

**Meeting: REGULAR**

**Date: DECEMBER 21, 2020**

**THE CITY COUNCIL MEETING IN REGULAR SESSION HELD VIA ZOOM WAS CALLED TO ORDER AT 7:00 PM BY MAYOR ADAM WRIGHT. THE FOLLOWING PEOPLE WERE PRESENT:**

**Council Members: Mark Robinson, Ron Dale, Tricia Paramore, Sandra Williams.**

**Absent: None.**

**Others: Derek Stoll, Leslie Atherton, Andrew Foulston, Emily Branson, Jennifer Hill, Matt Hayden.**

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

**Minutes**

Williams moved and Dale seconded to approve the minutes of the December 7, 2020, meeting. Motion passed.

**Accounts Payable**

Williams moved and Robinson seconded to approve accounts payable, totaling \$129,191.24. Motion carried.

**Consider Bill from Kansas Municipal Insurance Trust for 2021 Worker's Compensation Insurance**

Members were provided with a copy of the KMIT bill for 2021 Worker's Compensation Insurance, totaling \$15,415, approximately \$17,025 less than what was paid in 2020. Dale moved and Robinson seconded to approve payment of the bill as presented. Motion carried.

**Consider Bill from Chubb Environmental for 3-Year Pollution Liability Insurance**

Members were provided with a copy of the Chubb Environmental bill for \$18,667.66 for a 3-year pollution liability insurance policy as it relates to the lines running from the water treatment facility to the evaporation pond. It was noted that carrying this policy is a condition of the USDA loan for the water project. Atherton advised that \$20,000 is budgeted for the expenditure. Dale moved and Williams seconded to approve payment of the bill. Motion passed unanimously.

**License Renewals**

Dale moved and Robinson seconded to approve renewal of the Mobile Home Park Operator's License to A&W and D&K for 2021, though stipulation was made for D&K to improve the condition of their main private drive from Haven Buhler to Salina Avenue by March 31, 2020. Motion passed.

Williams moved and Dale seconded to approve renewal of Kwik Shop's cereal malt beverage license for 2021. Motion passed unanimously.

**Approve Board Appointments:**

The following board appointments were unanimously approved after motion from Robinson and second from Dale.

**Planning Commission:**

Tony Lane, term expiring 12/31/2023

Pat Cupps, term expiring 12/31/2023

**Park Board:**

Delon Martens, term expiring 12/31/2022

Megan Schaffer, term expiring 12/31/2022

**Recreation Board:**

Jared Hett, term expiring 12/31/2022

Brandae Tate, term expiring 12/31/2022

**Tree Board**

Stephanie Carlson, term expiring 12/31/2023

Marvin Mills, term expiring 12/31/2023



Board of Zoning Appeals:

Pat Cupps, term expiring 12/31/2023

Paul Regier, term expiring 12/31/2023

**Confirm Mayoral Appointment of Kylie Rush to Fill Council Vacancy, starting January 1, 2021**

Mayor Wright appointed Kylie Rush to fill the Council vacancy, starting January 1, 2021, for a term expiring in 2024, and asked for the Council's confirmation of the same. Williams said she thought Rush was a great choice. Williams moved to confirm. Robinson seconded, and the motion passed with four "yes" votes.

**Consider Wage Increase Plan for 2021**

Members were provided with a proposed Wage Increase Plan for 2021, providing for a 1.3% COLA for all part- and full-time employees, up to 1% increase for longevity for all employees who have worked for the City for five full years or more, and up to 2.7% increase based on employee's superior job performance, documented and justified through ongoing, written performance evaluations done by his or her supervisor for employees who have been working full-time for the City for at least twelve months. Williams moved and Dale seconded to approve the plan with Tier 1 at 2.0%, Tier 2 at 1.0% and Tier 3 up to 1.0%. (Employee evaluations will be presented at a future meeting.) Motion carried.

**Chief of Police**

*Consider Ordinance Implementing Probation Fee*

Members were provided with a copy of a proposed ordinance implementing a probation fee. Foulston provided a brief background on the need for the ordinance, and then Dale moved to adopt Ordinance 692. Robinson seconded, and all members voted in favor of the same.

*Consider Expenditure for Evidence Management Software*

Members were provided with a great deal of information about PMI Evidence Tracker, an evidence management system. In Chief Schaffer's absence, Officer Hayden presented the purpose of the system and its benefits to the Council. He requested authorization to spend \$3,724 to purchase the system. Atherton advised the money for the system is in the 2020 budget. Paramore moved and Robinson seconded to approve the expenditure, not to exceed \$3,724. Motion passed unanimously.

**Derek Stoll, Public Works Director**

*Updates*

- The tower inspection video was sent out to all governing body members.
- Tree trimming went well, but there are still some limbs that need to be retrieved and hauled away.
- Police Department has had water heater issues as well as a sewer issue. Parts are coming for the water heater, and the sewer issue will be further investigated tomorrow.

**Executive Session**

Dale moved and Williams seconded that the Council recess into executive session pursuant to the attorney-client privilege exception in order to discuss the EMS restructure matter with City Clerk Leslie Atherton and City Attorneys Andrew Foulston and Jennifer Hill present, the open meeting to resume at 7: 35 PM. Motion carried.

At some point during the executive session, Paramore lost connection with the meeting.

At 7: 38 PM, regular session resumed with no action taken during executive session. Then Williams moved to approve signing of the Interlocal Agreement between City and Townships. Dale seconded, and the motion passed with three "yes" votes.

**Council Concerns**

None.



**Agenda Planning**

Items for the January 4, 2021, meeting were listed aloud.

**Adjournment**

At 7:40 PM, the meeting was adjourned after motion from Dale and second from Robinson.

/s/

Adam Wright, Mayor

Attest:

/s/

Leslie Atherton, City Clerk