



City of Haven
Haven City Council Meeting
MINUTES
July 7, 2025, at 7:00 p.m.
Haven City Hall, Council Chambers



REGULAR MEETING

Monday, July 7, 2025

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, Nicole Sander, Chad Swartz, Christopher Scott, Ciara Powers

Absent: Sherri Schneider

Others: City Clerk Josephine Harper, Public Works Director Steve Carmichael, Police Chief Stephen Schaffer, City Attorney Scott Ufford, Clark Wedel, Kasey Westfahl, Cheryl Saviano, Peggy Ford, Charles Arndt, Kyran Crist-Losew

Public Comment

None

Wright needs an agenda edit to add the approval of the Loyd Group invoice after Accounts Payables. Motion to edit agenda from Scott and second by Swartz. Approved unanimously.

Minutes

Swartz moved to approve the minutes of the June 2, 2025, meeting. Sander seconded. Motion passed.

Accounts Payable

Swartz moved and Scott seconded to approve accounts payable for June 3, 2025, to June 16, 2025, totaling \$62,301.53 and June 17, 2025, to July 7, 2025 totaling \$278,285.26. Motion passed unanimously.

Loyd Group \$4,400 motion to approve. Sander moved. Swartz second. motion passed unanimously.

Agenda

GENERAL

1. Library Budget Presentation – Kasey Westfahl presented the library budget and there will be an increase in their budget. Additional information from the library, the assistant librarian is leaving and a new assistant librarian will be starting.

2. Recreation Budget Presentation – Harper presented the budget for the Recreation Board. There were no questions from the council.
3. EDC Chairperson – Clark Wedel let the council know the EDC is very pleased with Jill Snyder's performance and wanted to the council to be aware. Update on Wildcat Landing – looking for a builder and there are a couple of builders interested. Wedel has talked to the school about maybe building a fence along the school property side.
4. Building Inspector – Landlord License – Building Inspector, Charles Arndt, let the council know about a rental property that was run down. A lot of towns have a landlord license, and Mr. Arndt feels this is something that the City should look into due to the large numbers of rentals that are in town. Council had discussion and further research needs done on the topic to have a draft Ordinance prepared and presented. Council directs the Building Inspector and City Attorney to work together on getting this done.

CITY CLERK

1. Budget RNR – Harper discussed the County's RNR that was given and informed the council that if the current RNR for 2025 wants to be adopted for the 2026 budget as well then, a Public Hearing will need to be held between August 20 to September. After brief discussion a motion from Powers to exceed the RNR to 64 was made and seconded by Scott. Motion passed unanimously.
2. Harper gave general updates regarding TimeClockPlus and Edmunds GovTech progress and implementation. Harper further informed the council of a cell phone tower that will be getting placed inside the ETJ of Haven and a Special Use Permit will need to be granted or the City may need to consider updating or creating an ordinance specifying the rules and regulations of cell phone towers.
3. Wright went back to the TimeClockPlus topic and informed the council that with Administrative City Staff the geo fence would be set to a certain footage from the City Hall, Public Works would have a fence set to the city limits, the Police Department would have a geo fence around the Police Station and to each police officer's house, and pool staff will be clocking in and out on the tablets at the pool.

PUBLIC WORKS DEPARTMENT

1. Marion Invoice – Carmichael presented the invoice from Marion for the pole replacement and connection due to an automobile hitting it. This is part of a insurance claim and the City should receive full reimbursement. Swartz moved to approve the invoice from the City of Marion. Sander seconded the motion. Motion carried.
2. Subsurface Leak Detection Quote – Carmichael informed the council that there is quite a bit of water leaking out of the city pipes, and also there is a lot of time

being spent just to find the water leak. A quote in the amount of \$6374.00 from Subsurface Solutions was presented to purchase equipment that will give a more precise location for a water leak. Sander moves to approve the quote, Swartz second. Motion carried unanimously.

3. Updates –

Carmichael talked about the storms and even with all the storms we did not have any major issues with the electrical system.

Public works helped Andale with a water leak last week and an employee from Andale came to help Haven with the water leak after that.

Kingman needed to use our bucket truck to work at one of their sub-stations, so Carmichael took it to Kingman to let them use it for the day.

All new flags were put up.

Scott asked Carmichael about weeds in the alley in an area and if Public Works has plans to do anything about it. Carmichael informed Scott that alleys are the citizens' responsibility.

Sander asked about a tree that is hanging in the street and if the City is responsible for taking care of it. Carmichael indicated the tree would fall on the property owner to take care of.

Swartz asked about the Haven sign on the north side of town on Haven Rd that is fallen. Carmichael let the council know that he is aware of the sign being down and will probably not be put back up. Wright did let the council know the EDC is working on signage for the city.

POLICE DEPARTMENT – Chief Schaffer

1. Updates –

Schaffer discussed the quote that was done by another company for cameras in the city.

The Forth of July had no issues. Scott asked if anyone was patrolling on that day because he had some calls from citizens regarding fireworks being set off in front of their driveway. Schaffer indicated there was a police officer on duty and patrolling.

Powers asked about the status of Code Enforcement position being advertised. Schaffer advised that he intended to have the job go out for posting today but he was away from the office.

Executive Session

Sander motions to move into executive session pursuant to the attorney-client privilege with the Governing Body, City Clerk, City Attorney, and all Department Heads present and for regular session to resume at 8:26 PM. Powers second. Motion carried.

No action was taken.

Executive Session

Swartz motions to move into executive session to discuss personnel matters of non-elected personnel with City Council, Mayor, and City Attorney present for regular session to resume at 8:40. Powers seconded motion. Motion carried.

No action was taken

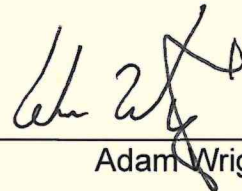
Council Concerns

Sander – Wants to look at adjusting position description and chain of commands. Wright advised this should be done after budget season is done.

Swartz – Would like to know where the Tree Board is on the list of trees that need to be trimmed. Harper informed the council that the Tree Board has made a list and is getting bids. Wright also informed the council the Tree Board applied for a grant and are waiting to hear back from it.

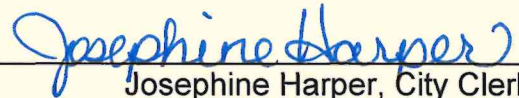
Adjournment

At 8:45 PM, adjournment was unanimously approved after motion from Powers and second from Sander.



Adam Wright, Mayor

Attest:



Josephine Harper, City Clerk

