

CITY OF SOUTH HAVEN, KANSAS
COUNCIL MEETING
October 5th, 2020 6:30 pm

The South Haven City Council met in regular session on Monday, October 5th, 2020 at City Hall 231 S Main. Presiding was Mayor Kim Byers, who called the meeting to order at 6:30 p.m.

Council Members Present: Steve Nicholson, Katrina Hallman, and Emily Harding.

Council Members Absent: Linda Elliott and Seth Brown

Others Present: City Clerk-Casey Mraz, City Maintenance-Thomas Bacon, Fire Chief-Garratt Locke, Brock Byers, Deena Byers, and Diane Hyde.

Opening Prayer: Steve Nicholson opened with prayer.

Approval of Regular Meeting Minutes Dated 8-3-2020:

MOTION: by Steve Nicholson, second Emily Harding to approve the minutes from 8-3-2020.

MOTION: Passed unanimously.

Approval of Special Meeting Minutes Dated 8-12-2020:

MOTION: by Emily Harding second Steve Nicholson to approve the Special Meeting minutes dated 8-12-2020.

MOTION: Passed unanimously.

Approval of Special Meeting Minutes Dated 9-8-2020:

MOTION: by Katrina Hallman, second Steve Nicholson to approve the minutes dated 9-8-2020.

MOTION: Passed unanimously

Approval of Expenses/Disbursements:

MOTION: by Emily Harding, second Steve Nicholson to approve the September expenses in the amount of \$13,162.19.

MOTION: Passed unanimously.

PATRON INPUT:

Katrina Hallman presented the South Haven Fire Department Chief Garratt Locke with the donations from the Lane Hallman Memorial Fund to deposit and donate it to the South Haven Fire Fund.

Diane Hyde reported needing some gravel on Hunter and Main Street and discussed need for getting those repaired. Mrs. Hyde addressed the council with questions on the proposed Accounting Software and suggested lower cost solutions. Brock Byers addressed the Council at the end of the meeting and asked to speak. Brock Byers suggested that the topsoil from the proposed Drain & Ditch Improvement Project be considered for sale to the public by load on a first come first serve basis.

REPORT CITY OFFICERS:

City Maintenance: Thomas reported the City has had water leaks that have been scheduled for repair or have been repaired. Thomas reported the State Water Inspection went well and the City Clerk and Mayor received training from Thomas & the Inspector during the inspection process. Discussion was held regarding the city's water loss report. Thomas reviewed with Council the steps that have been taken and

are underway to investigate & verify the water loss reported. Mayor Byers discussed the Water Loss Reports would be presented and reviewed with the Council each month going forward.

Fire Chief: Chief Locke reported their ISO inspection went well. Locke also reported the Kanokla Grant was fulfilled and the check was deposited to the Fire Dept account. Locke reported the Fire Department's chainsaw needed repaired and requested that the city reimburse the Fire Dept. for the cost of the repairs in the amount of \$95.37.

MOTION: by Katrina Hallman, second Steve Nicholson to approve reimbursement in the amount of \$95.37 to the Fire Dept for chainsaw repair,

MOTION: Passed Unanimously

City Clerk: Casey Mraz reported that she participated in the State Water Inspection process and completed the State's Water Inspection Training material for City Clerks.

OLD BUSINESS

Water Loss Report: Mayor Kim Byers reviewed the Water Loss Report data from 2012 through 2020 with the Council. Mayor Byers relayed concerns with the percentage of water loss reflected on the report and the State's concern during inspection. Mayor Byers suggested continuing to look for all possible causes and Council was in agreeance unanimously. Thomas, Casey, and Mayor Byers will formulate a plan of action to investigate the water loss percentage

NEW BUSINESS

Gravel Purchase:

MOTION: by Steve Nicholson, second Katrina Hallman to purchase one load of crusher run gravel.

MOTION: Passed unanimously.

Accounting Software/Operations: Mayor Byers requested to revisit the discussion of purchasing Municipal Accounting software for the City. Council replied they would not approve purchase at this time. Mayor Byers requested that Council consider a less expensive option purchasing a monthly software subscription in the range of \$100-200 per month. Council moved to table it until next meeting date.

Accounts Receivable Bad Debt Expense Balance-Plan of Action:

Mayor Byers presented the Council a Plan of Action report regarding the City's Financial Issues from 2008-present. As of Oct 5, 2020, the City's Total Accounts Receivable Bad Debt Balance due is \$63,821.60.

\$58,258.37 of that balance are unpaid-delinquent Utility bills. Mayor Byers reviewed the breakdown of the \$58,258.37 including the balances greater than one-year delinquent, greater than 60 days, and greater than 30 days past due. Mayor Byers reviewed the Plan of Action and the proposed actions to right these wrongs. Discussion occurred regarding how much of that balance had been sent for collections with the state. Discussion occurred to send a past due letter to each Customer notifying them of the new Utility Billing Policy and payment options to avoid shut off. Council was in agreeance. Council inquired about the amount of past due balance is currently filed with the state collections. Currently \$ 15,397.00 is the amount to be collected through the State setoff program.

Discussion was held on sending off the any past due balance that the city has not received a payment on to collections moving forward

MOTION: Emily Harding second, Steve Nicholson to draft collections letter to each customer and to submit past due balances that are > 90 days with no payment to KS Set Off Collections Program.

MOTION: Passed unanimously

Ditch & Drain Project: Mayor Byers presented the Council a Ditch and Drainpipe Replacement Project proposal to improve the City's drainage issues improve water run off the roads. Project Proposal was reviewed by Council and discussion was held on costs, time, and resources needed to get the ditches around town dug out and drainpipes replaced. Thomas explained to the council that this will help water run from the roads which in turn will help for any future improvements considered for the City's roads. Discussion occurred regarding opening bids to the public and taking bids for excavation and dirt work.

MOTION: Katrina Hallman, second Emily Harding motioned to begin open bidding process for the Ditch and Drainpipe Improvement Project.

MOTION: Passed unanimously

Consideration of new Charter Ordinance: Charter Ordinance 323 was presented and read aloud by Mayor Byers. Charter Ordinance #323

A Charter Ordinance Exempting the City of South Haven Kansas from Section 15-209 of the Kansas Statutes Annotated and Providing Substitute Provisions related to Appointment of City Officer. Section 1 Pursuant to the provisions of Article 12, Section 5 of the constitution of the State of Kansas, The City of South Haven, Sumner County, Kansas exempts itself from and makes inapplicable to it the portion of K.S.A. 15-204 requiring that the city clerk be an officer appointed by the Mayor each year.

MOTION: Katrina Hallman, second: Emily Harding to approve Charter Ordinance 323.

YEAS: Katrina Hallman, Emily Harding, Steve Nicholson

NAYS: Kim Byers, Mayor

Charter Ordinance passed and approved by majority of Governing Body of the City of South Haven, Kansas this 5th day, October 2020.

ANNOUNCEMENTS, MEETINGS AND NEXT AGENDA ITEMS:

- Monday, November 2nd, 2020- Council Meeting @ 6:30 pm
- Steve Nicholson asked Mayor Byers if she would put her desk donation in writing and if not, they ask that the old desk be moved back in.

ADJOURNMENT

MOTION by Katrina Hallman, second Emily Harding to adjourn the City Council meeting at 8:58 p.m.

MOTION approved unanimously.

Kim Byers, Mayor

Casey Mraz, City Clerk

Councilmembers
