

**CITY OF SOUTH HAVEN, KANSAS**  
**COUNCIL MEETING**  
**December 7th, 2020 6:30 pm**

The South Haven City Council met in regular session on Monday December 7th, 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:** Seth Brown

**Others Present:** City Clerk-Casey Mraz, Fire Chief-Garratt Locke, Jeremy Goeckel, Diane Hyde, and David Kuchar.

**Opening Prayer:** Steve Nicholson opened with prayer.

**Approval of Regular Meeting Minutes Dated 11-2-2020:**

MOTION: by Emily Harding, second Steve Nicholson to approve the minutes from 11-2-2020.

MOTION: Passed unanimously.

**Approval of Special Meeting Minutes Dated 11-17-2020:**

MOTION: by Emily Harding, second Katrina Hallman to approve the minutes from 11-17-2020.

MOTION: Passed unanimously.

**Approval of Special Meeting Minutes Dated 11-24-2020:**

MOTION: by Katrina Hallman, second Steve Nicholson to approve the minutes from 11-24-2020.

MOTION: Passed unanimously.

**Approval of Expenses/Disbursements:**

MOTION: by Emily Harding, second Steve Nicholson to approve the November expenses in the amount of \$22,009.82.

MOTION: Passed unanimously.

**Appointment Vacant Council Seat:**

Mayor Byers introduced the two candidates present at the meeting who were interested in being considered for appointment of the vacant council seat. Mayor Byers stated Reese Blaylock had also contacted the City office today requesting consideration. Mayor Byers addressed the candidates and asked them to tell the Council a little bit about their credentials, background, and interest in the Council seat

David Kuchar and Jeremy Goeckel both addressed the Council. Mayor Byers thanked both candidates for their interest and for coming to the meeting. Mayor Byers recommended Jeremy Goeckel to the Council for consideration for appointment of the vacant seat. Mayor Byers stated she felt Mr. Goeckel would serve the community and its infrastructure needs well with his experiences as a professional engineer, past service on the School Board, and being a South Haven resident. No Motion. Mayor Byers then took a vote from Council.

Ayes: None

Nays: Steve Nicholson, Katrina Hallman, and Emily Harding.

Mayor Byers reiterated that the two qualifications to be considered for an appointment are living in the city limits and being a registered voter.

**PATRON INPUT:**

Diane Hyde commented on how well the burn pile looked as well as the new Christmas lights on the poles. Diane suggested that the council consider accounting software for the city and recommended the city at least purchase QuickBooks. Diane reported a situation with a dog-at-large in town and asked who to contact if there was an emergency with a dog. Jeremy Goeckel asked the Council why they did not decide to vote him into office. Steve Nicholson's personal opinion was that he would rather go with David Kuchar because he is from South Haven. Katrina Hallman's response was she was not aware that Jeremy was interested as he did not reach out to her personally like David did. Emily Harding's response was that she felt like David was a better fit for the position as well as his experience. Jeremy Goeckel also asked the council if they had discussed the choice for seat before the meeting and Steve Nicholson's response was no that is illegal.

**REPORT CITY OFFICERS:**

**City Maintenance:** Thomas was absent. Mayor Byers reported Thomas had reported the water well pump motor was installed and up and running. Steve Nicholson reported Thomas requested 2 loads of gravel be approved.

**Fire Chief:** Chief Locke reported the EDispatch radio in the office volume is working now. Garratt reported to the council that the Fire Department was awarded a \$60,550.00 Spark Grant for SCBA's. Garratt thanked Casey Mraz for her help in filling out some forms and helping get it finalized. He reported the new equipment bought with the Grant money should be here in February. Discussion was held on communication process to the council, Mayor, and Clerk when grants are being filed initially for communication purposes. Garratt also requested Thank You letters be sent out to Moreland's for helping with the brush pile. Discussion was held regarding the Fire Chief's spending cap.

**City Clerk:** No new items to report this month.

**OLD BUSINESS**

**Water Loss Report:** Mayor Kim Byers reported the water loss report will be revisited next month due to the meter reader equipment down.

**Accounting Software/Operations:** Mayor Byers asked council one more time if they would approve the CenterPoint Municipal Accounting software presented. **No Motion.** Mayor Byers asked Council if they would approve purchase of QuickBooks Enterprise for basic accounting functions.

**Motion:** Steve Nicholson to approve the purchase of QuickBooks software. **Second:** No second.  
**MOTION:** No motion carried, and Casey was asked to remove Accounting Software from future agendas.

**Accounts Receivable Bad Debt Expense Balance-Plan of Action:**

Mayor Byers reported customer letters and extended payment plan forms for accounts 90-days past due were sent out Dec 6<sup>th</sup>, 2020. Mayor Byers explained customers would be required to pay their 90 day past due balance to enter an extended payment plan and must pay their past due payment amount with their current bill on time to avoid shut of services. Mayor Byers relayed to the council that the utility accounts identified for potential fraud had been handed over to the Attorney General's office for further investigation.

**Ditch & Drain Project:** Mayor Byers revisited the Ditch and Drainpipe Replacement Project proposed plan to improve the City's drainage issues and improve water run off the roads. Request for bids was published. No bids have been received so far. Mayor Byers requested that with the recent expenditures, the City will need to proceed at slower rate throughout the project and possible do only a block per month as the budget allows starting at Wallace/Fredrick. Drainpipe replacement and ditch work for Wallace & Fredrick will have a 40-foot drainpipe replaced and ditch excavation.

**MOTION:** by Steve Nicholson, second Katrina Hallman to approve the start of the ditch project at the location of Wallace and Frederick.

**MOTION:** Passed unanimously.

**NEW BUSINESS**

**Gravel Purchase:**

**MOTION:** by Steve Nicholson, second Katrina Hallman to purchase two loads of gravel.

**MOTION:** Passed unanimously

Nays: Steve Nicholson, Katrina Hallman, and Emily Harding.

Mayor Byers reiterated that the two qualifications to be considered for an appointment are living in the city limits and being a registered voter.

**Building Permit:** Mayor Byers communicated to the Council that a building permit application was received from Seth Brown to build new storage units on Kickapoo and Hunter.

**MOTION:** by Katrina Hallman, second Emily Harding to approve request for building permit

**MOTION:** Passed unanimously.

**City Water Plan Review:**

Mayor Byers presented the updated City Emergency Water Drought Plan for review required by the state. Council wanted more time to review It before approval. Clerk explained to the council that the plan was the same as previous years with revised water calculations. Tabled until next meeting.

### Other Business

**Complaints:** Mayor Byers reported complaints were received regarding salvage yard type blight in town. Discussion was held regarding Ordinances and steps for enforcement that address blight and salvage yard conditions within the city limits. Mayor Byers reported reports on dog at-large around town.

**Authorized Accounts:** Steve Nicholson presented new signature cards from the Bank of Commerce for the City's checking account and the SH Fire Dept Fund account and requested that the authorized signatories be Garratt Locke, Steve Nicholson, Casey Mraz, and Don Minor only. Steve requested that the forms be resigned due to Mayor Byers providing a second signature on a Fire Department check requested by Chief Locke and that she is unauthorized to do so. Mayor Byers stated she provided a second signature on the check only because the Clerk was out of the office in efforts to avoid delay of the Fire Depts transaction and she thought she was authorized signator.

MOTION Steve Nicholson to approve the new account signatories for the City's Checking be Casey Mraz, Clerk, Kim Byers, Mayor, and Steve Nicholson Council Vice President and signators for the SH Fire Dept account be Garratt Locke, Steve Nicholson, Casey Mraz, and Don Minor.

MOTION: Passed unanimously.

**Receipt for Desk:** Katrina Hallman asked if the office desk donation had been put in writing. Mayor Byers responded she was still considering donating it. Katrina stated if that is the case the old desk will be brought back into the City office until the new one is donated in writing. Mayor Byers explained that the old desk barely opens and was filled with mouse droppings. Mayor Byers said how petty this matter was and Steve Nicholson's response is he does not think they have been petty and accused Mayor Byers of being petty by changing minutes to fit her desire. Mayor Byers requested Mr. Nicholson show her specifically where she has done that and Steve stated he could not show anything at the time. Mayor Byers stated if the Council wants to force her hand regarding the desk that she would donate the desk to Casey Mraz. Mayor Kim Byers refused to go into Executive Session.

**Motion** Katrina Hallman, second Emily Harding to enter Executive Session regarding nonelected personnel at 7:53 pm.

**MOTION:** Passed unanimously.

Motion to resume open session at 7:57 pm.

Motion Katrina Hallman, second Steve Nicholson to approve year-end bonuses in the amounts of \$500 for Thomas Bacon, \$250 for Garratt Locke, and \$100 to Casey Mraz with payroll taxes withheld.

MOTION: Passed unanimously.

Mayor Byers asked the Council what basis they are using to determine amounts for year-end bonuses. Mayor Byers stated in the past each position was offered the same amount each year. Steve said it

was due to the time each employee has been working here. Mayor Byers stated bonuses in previous years the clerk position got \$500 each year.

**ANNOUNCEMENTS, MEETINGS AND NEXT AGENDA ITEMS:**

- Monday January 4th, 2020- Council Meeting @ 6:30 pm

**ADJOURNMENT**

MOTION by Emily Harding, second Katrina Hallman to adjourn the City Council meeting at 8:00 p.m.

MOTION approved unanimously.

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Kim Byers, Mayor

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Casey Mraz, City Clerk

Councilmembers

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