

**CITY OF SOUTH HAVEN, KANSAS**  
**COUNCIL MEETING**  
**May 4th, 2020 6:30 pm**

The South Haven City Council met in regular session on Monday May 4th, 2020 at City Hall 231 S Main at 6:30 pm. COVID meeting restrictions and spacing were complied with.

Presiding was Mayor Kim Byers, who called the meeting to order.

**Council Members Present:** Seth Brown, Emily Harding, Linda Elliott, Katrina Hallman, Steve Nicholson

Absent: None

**Others Present:** Thomas Bacon, City Maintenance, Garratt Lock, Fire Chief, James Byers, Jeremy Goeckel, Deena Byers, Brock Byers, Casey Mraz, Ann Minor, & Kalli Nicholson.

**Opening Prayer:** Mayor Byers invited Pastor Byers to open with prayer.

MAYORS REPORT: Mayor Byers reported with recent staff turnover some of the information required for the statements were not accessible. The April SH Fire Dept Fund Statement and City's financial statement will be presented at the June meeting in its final form.

**Approval of Regular Meeting Minutes Dated 4-6-2020: ZOOM meeting**

MOTION by Steve Nicholson, second Seth Brown to approve the April 6, 2020 minutes as written. Motion passed unanimously.

**Approval of Regular Meeting Minutes Dated 4-13-2020: Special Meeting**

MOTION by Linda Elliott, second Emily Harding to approve the April 13, 2020 minutes as written. MOTION passed unanimously.

**Approval of Regular Meeting Minutes Dated 4-23-2020: Special Meeting**

MOTION by Emily Harding, second Linda Elliott to approve the April 23, 2020 minutes as written. MOTION passed unanimously.

**Approval of Expenses/Disbursements:** A preliminary finance statement for the month of April was presented to the Council listing all disbursements, deposits, financial transactions, and fund balances. Mayor Byers discussed that a completed version of the Finance statements would be provided at the June meeting

MOTION TO RECESS by Katrina Hallman, second Seth Brown into Executive Session at 6:44 pm to discuss non-elected personnel for 5 minutes. (K.S.A.

MOTION passed unanimously.

Return to Open Session at 6:49 pm (K.S.A. 75-4319(c)).

MOTION by Katrina Hallman, second Steve Nicholson to approve the non-elected personnel salary amount to be prorated for the month of April days worked as discussed.

MOTION passed unanimously.

Council discussion was held regarding the Kansas Mayor's Association & Kansas City Attorney's annual membership dues and purchase of 5 additional Governing Body Handbooks.

MOTION by Steve Nicholson, second Linda Elliott to pay the April disbursements as presented.

MOTION passed unanimously.

**PATRON INPUT:** No public input.

**REPORT CITY OFFICERS:**

**City Maintenance:** Thomas Bacon discussed with the Governing Body the following issues:

1. Water Leak-north side of town. Contractor has performed the work to fix water line issue. Rear tire on the city mower is needed and has been ordered this month. Right wheel drive was replaced 3 years ago. The left wheel drive has now lost its prime from sitting. This part needs replaced. Discussion was held if the mower part needed replaced now versus later. Discussion continued and council agreed to revisit issue next month.
2. Grass Seed for recent demolition lots. Bermuda is taking over well on the old hotel site lot.
3. Gravel- Thomas has received inquiries about additional gravel. Discussion was held as to how many loads are needed now. Council discussed the road budget balance and general fund balance.

**Fire Chief**

1. Fire Chief Locke reported the ISO Audit has been postponed due to COVID-19 and he will keep Governing Body updated as to when it is rescheduled.

**City Clerk:** None.

**OLD BUSINESS**

1. **Burn pile:** Fire Chief Locke reported several tires are being dumped at the city's burn pile site. Discussion occurred regarding burn pile ordinance, regulation, and enforcement. Thomas Bacon discussed previous video surveillance for compliance, discussion occurred. Council suggested signage and a public notice informing city of items not allowed to be included with the next statement.
2. **Demolition Project Donation Funds:** Mayor Byers reported the donation monies received between Jan and March were deposited. Councilmember Hallman discussed the Moreland's would be donating their time & services and that no invoice would be received. Discussion was held on what expenses could be turned in for a match of grant funds.

Project Donations Received

Project Demolition Costs

Patron Donations received to date: \$2200.00 Waste Connections Invoice: \$10,730.76  
Kanokla Grant matched funds: \$2200.00 Waste Connections Invoice: \$1,178.10

TOTAL DONATED/GRANT FUNDS: \$4400.00 TOTAL Demolition Costs: \$11,914.00

Total Cost \$11,914.00-Total Donations/Grant funds: \$4400=remaining City Cost: \$7514.1

Councilmen Nicholson announced he & his wife Kalli would like to pledge an additional \$300.00 personally for donation.

Council discussion occurred that Nicholson's additional donation and additional grant match would lower city's cost of project to \$6,914.00. Discussion that donations can continue to be accepted for up to one year after the grant application date of December 2019. Councilmember Nicholson expressed hopes that if an additional \$2500.00 would be donated by patrons before the close of grant this would lower the city's cost to less than \$2,000. Councilmember Nicholson stated most of the donations were received from people in the county who wanted to see the building cleaned up. Councilmember Nicholson noted this was the first cost the city has put towards demolition project in a long time.

**3. Utility Billing Policy**-Council discussed further changes to the policy regarding customer and city responsibility for leaks and reconnection fees. All councilmembers were in agreeance with changes as discussed. Mayor Byers restated the changes/edits aloud to councilmembers. Mayor Byers asked if council wanted to motion to approve the policy with accepted changes/edits. Councilmember Brown voiced he would like to see the final copy of policy before approving.

**NEW BUSINESS**

**1. Gravel Purchase:**

MOTION by Steve Nicholson, second Emily Harding to approve the purchase of four loads of gravel to be placed at designated streets discussed.

MOTION passed unanimously.

**2. Applications for Consideration for Appointment City Clerk position**

Mayor Byers introduced the candidates individually and summarized their qualifications, job history, and feedback from each candidate listed references to the Governing Body. Copies of applications were provided to each Councilmember. Mayor Byers opened the floor for the Councilmembers to ask each candidate questions. Each candidate was provided time to also ask questions to the councilmembers.

MOTION by Steve Nicholson, second Linda Elliott to recess at 7:32 pm to Executive Session for Non-Elected personnel for 5 minutes.

MOTION passed unanimously.

***Return to Open Session 7:37 pm. No binding action taken.***

Mayor Byers presented for consideration to the council, recommendation for appointment of Casey Mraz to the City Clerk Position, a part time position with a salary of \$1000.00 per month and recommendation for consideration to assign Deena Byers, as Deputy Clerk, a nonpaid position initially. The Deputy Clerk will conduct monthly reconciliation services for all Financial Accounts, Mayor Byers discussed the benefit of having a Deputy Clerk provide direct oversight of accounts and segregation of duties.

MOTION by Steve Nicholson, second Linda Elliott to approve the mayor's recommendations for appointment of Casey Mraz, City Clerk and assign Deena Byers, Deputy Clerk.

MOTION passed unanimously

### **OTHER BUSINESS**

General Bonds Refinance Opportunities

Mayor Byers discussed with Council refinancing & saving opportunities for the current General Bond held by the City. Council discussion was held. Mayor Byers will request the financial company to attend the next meeting.

Council discussion was held regarding Utility Meter reading software. Mayor Byers responded the software manufacturer had been contacted and the issue resolved.

Council discussion was held that the city's previous cell phone and account was closed in April and a new phone and plan would be required for the incoming clerk.

Councilmember Nicholson asked that all Council members have the Log-in and password for the city's email account. Mayor Byers expressed concern with numerous users having access to city's email which holds personnel & customer payment information. Discussion was held regarding the risk of sending and receiving emails erroneously through the city's email account with multiple users. Mayor Byers suggested to the Council that the Clerk continue to manage the city's email account and having the clerk forward any council related emails to the Councilmembers as necessary.

Council discussed weed notices and mowing lots.

Fire Chief Locke inquired about the notification of spending limits. Discussion was held on COVID-19s financial impact that other cities are seeing and importance of careful spending & communication of spending during this time.

Councilmember Harding asked that we address the Animal Ordinance violation next meeting for any updates. Discussion occurred that District Court dates are postponed until further notice due to COVID.

**ORDINANCES & RESOLUTIONS-None**

**ANNOUNCEMENTS & MEETINGS:**

Commodities will be picked up May 6<sup>th</sup> and distributed Monday May 11<sup>th</sup> to the patrons. USDA has extra supplies they will be distributing this month.

City Wide Clean-Up: Mayor Byers shared Waste Connections had contacted the city and that the dumpsters that are normally provided in April will be postponed until May or June due to the COVID-19 restrictions. Public Notice will be posted once a date is confirmed.

Next Meeting schedule Monday June 1<sup>st</sup> at 6:30 pm.

**ADJOURNMENT**

MOTION by Seth Brown, second Emily Harding to adjourn meeting.

Motion Passed unanimously.

---

Kim Byers, Mayor

---

Steve Nicholson, Council President

---

---

---

---