

CITY OF SOUTH HAVEN, KANSAS
COUNCIL MEETING
April 5, 2021 6:30 pm

The South Haven City Council met in regular session on Monday April 5, 2021 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, Seth Brown, and Katrina Hallman.

Council Members Absent: Emily Harding and Jeremy Goeckel

Others Present: Clerk-Casey Mraz, Fire Chief-Garratt Locke, Thomas Bacon, Eric & Casey Cullens, Deena Byers, Diane Hyde

Opening Prayer: Steve Nicholson opened with prayer.

Approval of Regular Meeting Minutes Dated 3-1-2021:

MOTION: by Steve Nicholson, second Seth Brown to approve the minutes from 03-01-2021.

MOTION: Passed unanimously.

Approval of Expenses/Disbursements:

MOTION: Seth Brown to pay the March expenses in the amount of \$14,765.74. No second.

Motion not carried.

Mayor Byers asked the Council if they intend to not pay any of the City's March expenses with no second. Katrina Hallman stated she will approve all other expenses except the monthly QuickBooks subscription purchase in the amount of \$57.50 because it was not approved.

Mayor Byers stated the outdated bookkeeping process takes 80% of the Clerks time and prevents progress and time allocation towards the Clerk's many other duties. Mayor Byers stated the people elected her to be Mayor to carry out the daily operations of the office and that a \$57.50 purchase to improve the office's time management she felt was within the scope of responsibilities that come with the elected position. Further discussion occurred regarding what version of QuickBooks was purchased and who had access to the QuickBooks which is the Clerk & the Mayor. Katrina Hallman asked that QuickBooks be discussed in new business.

MOTION: by Seth Brown, second Katrina Hallman to approve the March expenses in the amount of \$14,765.74 except for the QuickBooks subscription in the amount of \$57.50

MOTION: Passed unanimously.

PATRON INPUT: Mayor Byers explained to the patrons the proper process for patron input and the time limit for each patron. Diane Hyde reported to Council how upsetting & disappointed she is that they are continuing to deny the city any form of accounting software and that this has continued for over 12 months now. Diane Hyde stated that Kim inherited the bookkeeping problems and has addressed it only to receive grief after she has researched and gone back and forth to find software with affordable pricing and has only received awful feedback and the council has drug their feet rather than giving her specific concerns or reasons as to what software they would like to see. Mayor Byers

then told Mrs. Hyde she had reached the 5 min time limit on speaking and thanked her for bringing up her concerns.

Eric Cullens stated his monthly statement was missing the meter read data for his water bill and reported he has not received a breakdown or contract on their past due accounts. Mayor Byers reiterated the lengthy process of reviewing 103 months of account charges and that the office was also waiting on the State of Kansas to verify an account transaction so that the charges listed were accurate. Mayor Byers offered that the Cullens stay after the meeting to review the details together.

For the missing meter reading, Mayor Byers thanked the Cullens for bringing this to their attention and discussed that the office has experienced similar issues with the RVS software since updating to the new meter reading equipment. Mayor Byers and the Clerk will look into the issue and get back with Cullens. Katrina Hallman requested the item tabled and discussed in Old Business.

Deena Byers stated coming from a bank person she feels the same as Diane Hyde being an accountant on the City's need to purchase accounting software and agreed with everything Diane Hyde had discussed.

REPORT CITY OFFICERS:

City Clerk: None.

City Maintenance: Thomas reported that he had been contacted by a property owner who had their sewer lines scoped and that they had an issue on where the city water line had been bored through the property owner's sewer line. Thomas stated he contacted Blubaugh to come dig the site and repairs were made since it was on the City's side. Thomas stated the problem area had roots and reported that pictures were taken, and it was a City issue, and he felt the City should pay for the line repair to expect an invoice around \$700 to come in. All gravel was delivered. He also reported he had a community member ask about putting in a manhole for service to a private property. Thomas discussed the risks and maintenance needs/costs. Council discussion occurred.

Fire Chief: Chief Locke reported that the SCBA Bottle Holders were installed. The truck also has a valve froze and cracked. He reported he plans to apply for a Kanokla matching Grant and would like to look into getting some batteries, antennas, and microphones for the Dept.

OLD BUSINESS

QuickBooks: Katrina Hallman requested she report back to Diane Hyde on the software issue stating Kim removed the software from the Agenda after December and last month we had discussed purchasing software but stated it would need to be desktop version, but Kim purchased the online version without our permission. Kim replied she has presented software information and asked the council for over 12 months and that the QuickBooks online subscription was within the Mayor's spending limit.

Cullens Past Due Account: Cullens revisited the issues on their water bills and requested a breakdown and contract. Mayor and Clerk responded this can be provided after the meeting.

City Building Roof Estimate-Insurance

Update was given by City Clerk that the insurance company has been contacted and will schedule an adjuster to come out. Brief discussion occurred on the damage to the garage doors and if this would require a separate deductible. No motion.

NEW BUSINESS

QuickBooks:

MOTION: by Seth Brown, second Steve Nicholson to approve the purchase of QuickBooks desktop software with a spending cap of \$500. Katrina Hallman stated she wants to see a monthly log of who logs in and out of the QuickBooks.

MOTION: Passed unanimously.

Gravel Purchase:

MOTION: by Katrina Hallman, second Steve Nicholson to approve 2 new loads of gravel.

MOTION: Passed unanimously.

Fire Truck Engine Repair:

Discussion was held that a valve needed to be replaced and if the City.

MOTION: Katrina Hallman Second: Steve Nicholson to approve a valve repair on the fire truck.

Passed anonymously.

Discussion was held to approve purchasing batteries, antennas, and microphones for the Fire Department now or the City reimburse if it is not accepted on the Grant. Item tabled until next month.

Law Enforcement:

Mayor Byers reported she had contacted the Sherriff Office and requested a contract example for the City Council to review. Once received the City can review and discuss details of a possible contract.

Other Business

Updated Website: Mayor Byers reported she had been in contact with Kanokla and is working together to redesign the city's website. Mayor Byers discussed that she has emailed the Kanokla link to all council members and staff to preview the working draft of the new website. Mayor Byers asked the council to please look at it and give their feedback and suggestions.

ADJOURNMENT

MOTION by Seth Brown, second Katrina Hallman to adjourn the City Council meeting at 8:17 p.m.

MOTION passed unanimously.

ANNOUNCEMENTS, MEETINGS AND NEXT AGENDA ITEMS:

Next Meeting May 3rd, 2021- Council Meeting @ 6:30 pm

Councilmembers

Kim Byers, Mayor

Casey Mraz, City Clerk
