

SOUTH HAVEN CITY COUNCIL MEETING MINUTES

September 6, 2016

The South Haven City Council met in regular session on Tuesday, September 6, 2016 (due to the first Monday of the month being a legal holiday) at City Hall. Present were Mayor Don Minor and council members Steve Nicholson, Katrina Hallman, Diana Locke, and Kim Byers. Linda Elliott was absent. Also present were City Maintenance Thomas Bacon and City Clerk Amy Brown. The meeting was called to order at 6:30pm and Mayor Minor opened with prayer.

The minutes of the August meeting were reviewed by council. Steve Nicholson motioned to accept the minutes as written and Diana Locke seconded. The council vote passed unanimously. Kim Byers questioned multiple items in the minutes. Kim Byers inquired if a weed notice had been sent to the owner of the trailer park before it had been mowed. One had been sent, but had been sent back unclaimed and the subsequent procedure was explained. Mayor Minor explained he had authorized the mowing. Kim Byers asked about Diana Locke's inquiry of the occasional odor of chlorine in the water in the previous month's minutes. Diana Locke commented on her question and Thomas Bacon further explained the chlorination process and the effects of the chlorine residual in the water lines. Kim Byers questioned the council authorization of the purchase of the small four-camera DVR system for the storage building and why the cost was not noted in the minutes. Mayor Minor stated the unit had not been purchased as of yet. Kim Byers questioned why the budget meeting hearing date was not stated in the minutes. It was explained that at the time of the August meeting that the budget hearing meeting date had not yet been set due to when it could be published. It was further explained that the budget hearing meeting notice was published and held according to state law. Kim Byers requested that each subsequent council meeting date be noted in that month's minutes.

The list of disbursements for August was then reviewed. Steve Nicholson motioned to pay the bills in the amounts of \$11,057.76 for regular disbursements and \$144.00 for fire department donation fund disbursements. Katrina Hallman seconded and the council vote passed unanimously. Kim Byers questioned how long a purchase of chlorine gas lasted. Thomas Bacon replied usually well over a year.

Thomas Bacon reported on more problems with the mower (the same wheel hydrostat that was previously replaced). Kim Byers commented that the Wichita Public Library had all service manuals available. Discussion was held regarding previous commentary about warranty work. Thomas stated he thought it was probably just a calibration issue and discussion was held concerning where to have the work done. Council consented to spend \$500 to fix the mower and update if more money was needed.

The need to burn the brush pile was discussed and the corresponding need for appropriate wind direction. Also discussed was the tree trimming being done by Wheatland Electric and their use of the burn pile for wood chips.

In matters of old business: Mayor Minor inquired of Kim Byers if she had any ordinances for review and she responded she did not. Mayor Minor reported the trailer park

had been mowed before fair. Lengthy discussion was held regarding the circumstances. Condemnation procedures were discussed due to the amount of time lapsed and the leniency given.

Mayor Minor reported being approached by a citizen noting the need for tree trimming and gravel for the alley bordered by Fredrick/Main and Clyde/Hunter streets. Discussion was held regarding trimming work needing done in alleys.

Kim Byers inquired about the possibility of organizing some sort of community service project for clean-up efforts. Discussion was held concerning trying to do this before and the lack of willing volunteers.

Discussion was held regarding the ordered 'Engine Braking Prohibited' signs and placement. It was reported authorization had been verbally approved to place them on the north and south city limit sign posts, but the required paperwork had not yet been received.

Diana Locke asked if the lock cylinders had been changed out yet. They had not.

Mayor Minor reported the DVR system council on sale that had authorized for purchase last month was out of stock. Kim Byers requested who and how often the DVR footage was reviewed. Thomas stated he reviewed the footage when there was a problem.

Katrina Hallman inquired about the sign for the bulk water dispenser. Thomas reported the person he had originally lined out to make the sign was no longer interested in doing so. Discussion was held. It was decided to contact the county.

Kim Byers inquired about the expected budget of the road fund for next year and future purchases. Discussion was held about the culvert needed at Cheyenne/Clyde. Thomas stated the current one was beyond repair; it needed replaced and extended. Kim requested prices on pipe. Council will move forward in culvert replacement in the next fiscal year.

Kim Byers inquired about purchasing new office equipment to expand capabilities with regard to billing and debt collection. Discussion was held regarding the limitations of the current system. Katrina Hallman inquired if there was a debt collection ordinance; there is not, but there is a policy. Discussion was held concerning implementing an average billing policy. Lengthy discussion was held concerning accepting debit/credit cards for payment and the effects of accepting online bill-pay with regard to bank statement reconciliation. Kim Byers requested a list of all bad debts from previous customers for the past two years for possible inclusion in the state of Kansas debt set-off program.

There being no further business, Diana Locke motioned for the meeting to adjourn and Steve Nicholson seconded. The council vote passed unanimously and the meeting adjourned at 7:35pm.

Donald R. Minor, Mayor

Amy Brown, City Clerk