

CITY OF HAVILAND
Council Meeting Minutes
Wednesday April 9, 2025
Community Room –7:00 pm

I: Call Meeting to Order

The Haviland City Council met in regular session in the Community Room. Mayor Brad Lingafelter called the meeting to order at 7:00 p.m. Council members present were: Bryce Kendall, Dylan Palmer, Laura Gwin, Shelly Barber and Kay Unruh. Also present were Michelle Adams – City Clerk, Chay Howard-Attorney, Leann Banzet – Code Enforcement, Wes Adams – Public Works/Operator & Robin Rose-Fire Chief. Public present were Theron McKinney-County Fire Chief, Logan Stevens & Rance Lothman-Haviland Firefighters.

II: Approval of March 4, 2025 Special Meeting Minutes

Approval of March 12, 2025 Meeting Minutes

Bryce made a motion to approve the March 4, 2025 special meeting minutes and the March 12, 2025 meeting minutes. Laura seconded the motion. Motion carried 5-0.

III: Presentation and Approval of Bills

Bryce made a motion to approve the bills as presented & Laura seconded the motion. Motion carried 5-0.

IV: Financials

Bryce made a motion to approve the Financials as presented & Laura seconded the motion. Motion carried 5-0

V: Public

1. Theron McKinney- Informed the council that Haviland Fire Dept. was awarded one of the grants from Plains Pipeline to help pay for an extrication tool. Theron also suggested reviewing & potentially updating the Mutual Aide Agreement with Kiowa County.
2. Nicolas Allen-McLeod Group-Nicolas shared information about is certified grant writing services that could help the city find grants as well as writing the grants. He provided a Memorandum of Understanding describing his services & the cost. Kay made a motion to accept the Memorandum to hire The McLeod Group for \$1750/month for his grant writing service & Dylan accepted the motion. Motion carried 5-0.

VI: Department/Employee Reports

1. Code Enforcement-Leann discussed her recent inspection at the shelter & a few corrections that need addressed. Leann requested to go into executive session with the Council & Mayor.

A. Executive Session: Shelly made a motion to go into executive session with the mayor, council city attorney & Leann Banzet, , for personnel matters for city employees pursuant to the exemption for personnel matters effecting non-elected personnel at 8:07 for 10 minutes & Dylan seconded the motion. Motion carried. Executive session ended at 8:17. No action taken. Regular session resumed. Dylan made a motion to go back into executive session with the mayor, council & city attorney for personnel matters for city employees pursuant to the exemption for personnel matters effecting non-elected personnel at 8:18 for 10 minutes & Laura seconded the motion. Motion carried. Executive session ended at 8:28. No action taken. Regular session resumed. Shelly made a motion to go back into executive session with the mayor council & city attorney for personnel matters for city employees pursuant to the exemption for personnel matters effecting non-elected personnel at 8:31 for 10 minutes & Dylan seconded the motion. Motion carried. Executive session ended at 8:41. No action taken. Regular session resumed. Dylan made a motion to go back into executive session with the mayor, council & city attorney for personnel matters for city employees pursuant to the exemption for personnel matters effecting non-elected personnel at 8:41 for 10 minutes & Shelly seconded the motion. Motion carried. Executive session ended at 8:51. No action taken. Regular session resumed.

2. Public Works Operator Report- Wes provided his monthly written report. Wes discussed a few issues he had, one of which was the bulk water breaking again. Wes was able to diagnose the problem, order a part & repair it. Bulk water was up & running again on the 4th day.

3. Chief Rose-Fire Department- Chief Rose provided a document informing the mayor & council that he will be resigning as the Fire Chief for the City of Haviland effective May 1st. Chief is recommending his current Assistant Chief Logan Stevens to take over for him as the new Fire Chief. Mayor Brad Lingafelter officially appointed Logan Stevens as the new Fire Chief for the City of Haviland, effective May 1, 2025. The appointment was passed by individual vote by each council member 5-0.

VII: New Business

- 1. Mark Bachamp, Olsson Engineering-Sewer Project Update**-Mark discussed recent meetings with KDHE & three options that are being given to the city for the Sewer Project: A 3rd cell & wetlands pond, a 3rd cell & irrigation, & a non-discharge 3rd cell. KDHE has a \$2.1 million grant set aside for the city project. If the city chooses to go with the non-discharge system there will 60% loan forgiveness on a 20yr loan. Paperwork for the loan has to be turned in by June 30th.
- 2. SRF Loan**-A requirement for the SRF loan is a public meeting & hearing for the sewer project needs to be published 30 days in advance. Shelly made a motion to publish in the Tri-County Tribune with the Public Meeting & Hearing for May 21st with the meeting starting at 7:00 and the hearing at 7:15, with the city's intent to pursue the non-discharge 3rd cell option, Bryce seconded the motion. Motion carried 5-0.
- 3. Hach Service Agreement Renewal-Water Plant Analyzers**-Shelly made a motion to approve the yearly Hach Service Agreement for \$3,954 to service the water plant analyzers & Laura seconded the motion. Motion carried 5-0.
- 4. Hiring of Pool Attendants**-Shelly made a motion to publish an ad to hire One Supervisor at \$15/hr. and two Lifeguards for \$13/hr. with a tentative opening date of June 2nd & Dylan seconded the motion. Motion carried 5-0
- 5. Discuss Selling of the Grader**-Bryce made a motion to start the process of selling the Grader through Purple Wave & Shelly seconded the motion. Motion carried 5-0.
- 6. Trash Service**-Recently residents have asked to cancel their trash service which is part of the required city utility. The council decided that trash service will remain a required utility as long as water & sewer are getting billed.

VIII: Old Business

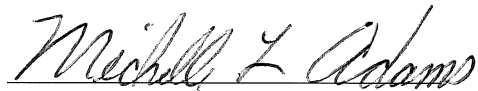
Executive Session: Shelly made a motion to go into executive session to consider job applicants pursuant to the exemption for personnel matters effecting non-elected personnel with the mayor, council, city clerk & city attorney at 9:25 for 5 minutes & Bryce seconded the motion.

1. **Hiring a Part-Time Public Works Employee**-Brad presented an application to the council from Brent Reeser to help with odd jobs on an as needed basis. Dylan made a motion to hire Brent Reeser & Shelly seconded the motion. Motion carried 5-0.
2. **Hiring a Janitorial Employee**-No applicants
3. **Hiring a Part-Time Administrative Assistant**- Shelly made a motion to hire Janessa Howell for the part time Administrative Assistant position for 20hr/week at \$16.50/hr. & Dylan seconded the motion. Motion carried 5-0.
4. **Main St Property/Insurance-Update**- The insurance co will not insure the Main St building until work is done to update the electrical service & the front window is repaired.
5. **Backflow/Cross Connections Update**-Chay will get with Wes to develop a clearer & easier to understand version of the current Ordinance.
6. **Minimum Housing Standards**-Chay provided examples from other cities for the mayor & council to review for further discussion.

IX: Adjournment: Bryce made a motion 9:48 pm to adjourn the meeting and Laura seconded the motion. Motion carried 5-0.



Mayor Brad Lingafelter



Attest: Michelle Adams-City Clerk

