

CITY OF HAVILAND
Council Meeting Minutes
Tuesday December 9, 2025
Community Room-6:00

I: Call Meeting to Order

The Haviland City Council met in regular session in the Community Room at 6:00pm. Mayor Brad Lingafelter called the meeting to order. Council members present were Dylan Palmer, Bryce Kendall, Kay Unruh, Laura Gwin & Shelly Barber. Also present were Michelle Adams-City Clerk, Chay Howard-Attorney, Leann Banzet-Code Enforcement, Wes Adams- Public Works/Operator, Rance Lothman- Haviland Firefighter & Dwayne Bryan council member elect for 2026.

II: Approval of October 14, 2025, Amended Meeting Minutes

Approval of November 11, 2025 Meeting Minutes

Kay made a motion to approve October 14, 2025 Amended Meeting Minutes and Shelly seconded the motion. Motion carried 5-0.

Kay made a motion to approve November 11, 2025 Meeting Minutes and Shelly seconded the motion. Motion carried 5-0.

III: Presentation and Approval of Bills

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

IV: Financials

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

V: Public

1. No Public

VI: Department/Employee Reports

1. Code Enforcement Report-Leann provided her report. Leann is continuing to work on dogs at large, a dangerous dog & cat issues.

2. Public Works / Operator Report-Wes gave his report & provided a summary of Important matters to discuss. Wes discussed motor oil location he's been finding in the sewer system near a vacant property. Bryce made a motion for Wes to dig down and cap the sewer line if possible or hire someone if needed & Laura seconded the motion. Motion carried 5-0. Wes or Brad will contact the property owner. Wes also discussed the damaged culvert by the sewer ponds that's impeding the flow of storm water that needs addressed with the property owner. KDHE is requiring the city to participate in PFAS testing in the water system. The wastewater treatment plant generator should hopefully be replaced the second week of December.

3. Chief Stevens-Fire- No report

VII: New Business

1. End of Year Incentives & Raises

Executive Session: Shelly made a motion to go into executive session with the mayor, council & city attorney at 7:03pm for 20 minutes to discuss 2025 city employee incentives and 2026 city employee wages pursuant to the exemption for personal matters effecting non-elected personnel and Kay seconded the motion. Motion carried 5-0. Executive session ended at 7:23pm. No action taken. Regular session resumed. Bryce made a motion to go back into executive session with the mayor, council and city attorney at 7:24pm for 15 minutes to discuss 2025 city employee incentives and 2026 city employee wages pursuant to the exemption for personal matters effecting non-elected personnel and Dylan seconded the motion. Motion carried 5-0. Executive session ended at 7:39pm. No action taken. Regular session resumed. Dylan made a motion to approve the following 2025 incentives & 2026 wages.

The 2025 incentives are as follows: Michelle Adams-City Clerk 2% of annual income, Wes Adams-Public Works, Water & Wastewater Operator 2% of annual income, Susan Humbert-Treasurer \$100, Sean Barber-Public Works Assistant \$100, Justin Teel-Public Works Assistant \$100, Leann Banzet-Code Enforcement/Animal Control Officer \$100, Janessa Howell-Administrative Assistant 2% of annual income, Roby Orick-Janitor \$100. 2026 wages are as follows: Michelle will receive a 2.5% raise from \$20.50/hr. to \$21.00/hr., plus an increase from 60 hrs. to 90 hrs. PTO, Wes Adams will receive a 2.5% raise from 67,000/year salary to \$68,675 per year salary, Sean Barber will get a raise from \$20.00/hr. to 20.25/hr., Justin Teel will get a raise from \$18.50/hr. to \$18.75/hr., Leann Banzet will get a raise from 18.00/hr. to \$18.25/hr., Janessa Howell will get a raise \$16.50/hr. to 16.75/hr. All other wages will remain the same. Bryce seconded the motion. Shelly abstained from voting. Motion carried 4-0. Leann declined her incentive & raise. Dylan made a motion to accept Leann declining her incentive & raise and Shelly seconded the motion. Motion carried 5-0.

2. Gas Station/Convenience Store-Brad informed the council that he has spoken to Dak's Market/Gas Station, a company from Texas who are interested in small rural towns that might be possibly interested in building somewhere off Hwy 54.

3. Land Bank-Shelly made a motion to approve transferring \$500 from the city general Fund to the Land Bank to open a bank account at The Bank of Haviland for the Land Bank and Laura seconded the motion. Motion carried 5-0.

VIII: Old Business

1. Job Descriptions-Update-No update

2. Jones Property Update-Chay reported that it's almost ready to close.

Dylan made a motion to approve Mayor Brad Lingafelter to execute all the closing documents with First American Title Co. and Bryce seconded the motion. Motion carried 5-0.

3. Park Planning Group-The park planning group met with Justin Long from Cunningham Recreation to present their ideas so Justin can create some possible designs for a small, medium or large project and the estimated costs for each design.

4. Sewer Project Update-Wes updated the council on some invoice reimbursements he submitted & approved to KDHE for the Small Town Grant for the wastewater project.


Wes also met with the project managers during a site visit & they provided him with some preliminary plans.

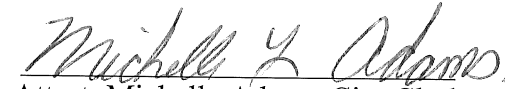
Chay also advised the council that he would be contacting Milford Appraisal Service to conduct a review appraisal of the possible land to be purchased for the wastewater project.

5. Corner Building-No update

IX: Governing Body Thoughts: Brad thanked everyone for their hard work & a good year

X: Adjournment: Laura made a motion at 7:59 pm to adjourn the meeting and Bryce
Seconded the motion. Motion carried 5-0


Brad Lingafelter-Mayor


Attest: Michelle Adams-City Clerk

