

**CITY OF HAVILAND**  
**Council Meeting Minutes**  
**Wednesday February 12, 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 Theron McKinney-County Fire Chief & Donnie Mackley.

**II: Approval of January 8, 2025 Meeting Minutes**

**Approval of February 4, 2025 Special Town Hall Meeting Minutes**

Bryce made a motion to approve the January 8, 2025 meeting minutes & Dylan seconded the motion. Motion carried 5-0.

**III: Presentation and Approval of Bills**

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

**IV: Financials**

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

**V: Public**

1. Theron McKinney, the County Fire Chief, made a request to the council to apply for a grant through Plains Pipe Line for the City of Haviland. Theron would like the grant money to go towards Extrication Tools that both the county & city departments can share. Kay made a motion to approve Theron to apply for the grant from Plains Pipe Line & Shelly seconded the motion. Motion carried 5-0.

2. Donnie Mackley ask permission to volunteer to help clean the streets & yards of residence that might need help, especially following a storm.

## **VI: Department/Employee Reports**

- 1. Code Enforcement-**Leann reported an incident with a possible animal cruelty case that is getting handled by the Sheriff's Office. Leann also proposed hand delivering or personally mailing a letter & a copy of the animal ordinance to residents with pets that aren't licensed.
- 2. Public Works Operator Report-** Wes provided his monthly written report. Wes also asked the council if they would consider allowing him to replace old meters to the electronic meters at a rate of 10%/yr. (2 meters/month instead of just replacing broken meters only. Bryce made a motion to approve replacing old meters to electronic meters 10%/yr. & Laura seconded the motion. Motion carried 5-0. Wes also asked if he could buy the needed supplies for testing the Cross Connection/Backflow Devices. Wes re-addressed the need to test Cross Connections & Back-Flow devices annually. Chay will compose an updated Ordinance & further the discussion at the March meeting.
- 3. Chief Rose-Fire Department-** Nothing to report

## **VII: New Business**

- 1. Standard Traffic Ordinance (STO) #409 51<sup>st</sup> Edition Update-**Shelly made a motion to approve the updated STO Ordinance #409 & Kay seconded the motion. Motion carried 5-0.
- 2. Uniform Public Offense Code Ordinance (UOP) #410 40<sup>th</sup> Edition Update-**Bryce made a motion to approve the updated UPO Ordinance #410 & Laura seconded the motion. Motion carried 5-0.
- 3. Annual Review & Sign Updated Water Conservation Plan & Emergency Water Plan-** Kay made a motion to approve the updated Water Conservation Plan & the Emergency Water Plan. Laura seconded the motion. Motion carried 5-0

## **VIII: Old Business**

- 1. Hiring a Part-Time Public Works Employee-**No new applicants.
- 2. Hiring a Janitorial Employee-**No applicants
- 3. Main St Real Property-**No update
- 4. Moderate Income Housing Update-**Waiting to hear back on the grant, possibly by mid-March.

5. **Barclay College Nursing School Building Project Update-** Estimate is too high for the money budgeted for the project, so Barclay is going to go another route.
6. **Town Hall Meeting Update-**The council felt the meeting went well with some good feedback from the community. Kay made a motion to schedule a special meeting on February 25<sup>th</sup> at 7:00 to continue the Town Hall discussion. Dylan seconded the motion. Motion carried 5-0.
7. **Land Bank-**Shelly made a motion to approve Resolution #134, a Resolution of the City of Haviland, Kansas authorizing the transfer of specific properties owned by the City of Haviland, Kansas, to the Land Bank. Dylan seconded the motion. Motion carried 5-0.

**VIII: Executive Session:** Shelly made a motion to go into executive session at 8:23 for 5 minutes with Wes & Michelle for personnel matters for city employees pursuant to the exemption for personnel matters effecting non- elected personnel and Dylan seconded the motion.

Motion carried 5-0.

Executive session ended at 8:28. No action taken. Regular session resumed. Bryce made a motion to go back into executive session at 8:28 for 10 minutes with Wes & Michelle for personnel matters for city employees pursuant to the exemption for personnel matters effecting non-elected personnel and Dylan seconded the motion. Motion carried 5-0.

Executive session ended at 8:38. No action taken. Regular session resumed. Kay made a motion to go back into executive at 8:39 for 10 minutes with the Mayor, Council & Attorney only for personnel matters for city employees pursuant to the exemption for personnel matters effecting non-elected personnel and Bryce seconded the motion. Motion carried 5-0. Executive session ended at 8:49. No action taken. Regular session resumed. Dylan made a motion to go back into executive at 8:50 for 10 minutes with the Mayor, Council & Attorney only for personnel matters for city employees pursuant to the exemption for personnel matters effecting non-elected personnel and Shelly seconded the motion. Motion carried 5-0.

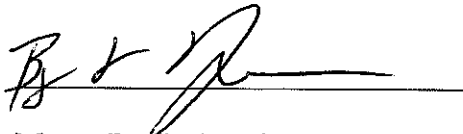
Executive session ended at 9:00. No action taken. Regular session resumed. Dylan made a motion to go back into executive at 9:01 for 15 minutes with the Mayor, Council & Attorney only for personnel matters for city employees pursuant to the exemption for personnel matters effecting non-elected personnel and Kay seconded the motion. Motion carried 5-0.

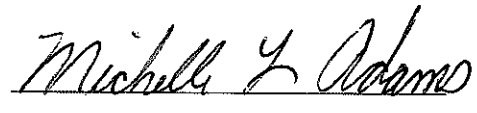
Executive session ended at 9:16. No action taken.

Regular session resumed.

Dylan made a motion to start the process of looking for a part-time Secretary to assist Michelle & Shelly seconded the motion. Motion carried 5-0.

**X: Adjournment:** Kay made a motion 10:52 pm to adjourn the meeting and Shelly seconded the motion. Motion carried 5-0.

  
Mayor Brad Lingafelter

  
Attest: Michelle Adams-City Clerk

