

**CITY OF HAVILAND**  
**Council Meeting Minutes**  
**Wednesday May 14, 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 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. Bryce Kendall was absent. Public present were Aaron Koehn & Karina-Adams Brown CPA's, Sharon Howard & Sandi Fruit-Heritage Foundation, Mike McBeth-Haviland Broadband & Brian Whitney

**II: Approval of April 9, 2025 Meeting Minutes**

**Approval of April 21, 2025 Special Meeting Minutes**

Kay made a motion to approve the April 9, 2025 special meeting minutes and the April 21, 2025 special meeting minutes, Laura seconded the motion. Motion carried 4-0.

**III: Presentation and Approval of Bills**

Shelly made a motion to approve the bills as presented & Dylan seconded the motion. Motion carried 4-0.

**IV: Financials**

Shelly made a motion to approve the Financials as presented & Dylan seconded the motion. Motion carried 4-0

**V: Public**

- 1. Sandi Fruit & Sharon Howard-Heritage Foundation-** Sandi Fruit & Sharon Howard provided the city with Kerri Falletti's contact information from the Office of Rural Prosperity. Kerri has helped the Heritage Foundation find grants for renovation projects & could possibly be helpful with future projects for the city.
- 2. Brian Whitney-**Brian Whitney discussed his concerns with his water service line that freezes during the winter. Brian would like the city to see if there is a solution to help with this issue.

3. **Mike M-IT Haviland Broadband**-Mike McBeth with Haviland Broadband IT was asked if Haviland Broadband had a service to administer & monitor the city email accounts & website. Mike discussed what Haviland Broadband can provide & will look into possible options & cost.

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

1. **Code Enforcement**-Leann provided her report. Leann provided information for NACA ACO I on-line training course that she would like to take to improve her knowledge about animal welfare. Dylan made a motion to allow Leann to sign up for the NACA course for \$500 & Laura seconded the motion. Motion carried 4-0.
2. **Public Works Operator Report**-Wes provided his report. Wes provided the city with three estimates ranging from \$650-\$775 to replace the waste pump in the water plant that has been leaking & is corroded. Wes is unsure which company will have it in stock to get it to us the quickest. Dylan made a motion to authorize Wes to purchase a new pump for up to \$750 & Kay seconded the motion. Motion carried 4-0.
3. **Chief Stevens-Fire**- No Report

#### **VII: New Business**

1. **Aaron Koehn-Adams Brown CPA-2024 Audit**-Aaron provided the audit report from his audit of the 2024 city records. Aaron will start preparing the 2026 Budget & suggested a Budget Workshop after June 15<sup>th</sup> to help with the budget. RNR Intent needs to be to the County Clerk by July 20<sup>th</sup> with a Budget Hearing by August 20<sup>th</sup>-Sept 20<sup>th</sup>.
2. **Ransom Financial**-Brad discussed a service that Ransom Financial provides to put all the city codes on-line & a link that can be provided to residents & a link on the city website.  
Brad will reach out to Ransom Financial for an estimate for them to set up & maintain the city information.
3. **KSN Summer Road Trip**-KSN news channel is coming to Haviland at 9:00 June 20<sup>th</sup>. KSN is looking for 2 businesses to sponsor the event and a location in Haviland to set up the news truck for the live news report.

Shelly made a motion for the city to be one of the \$1,000 sponsors for the event & Kay seconded the motion. Motion carried 4-0. The city also discussed the location of the event. KSN needs room for their vehicles & weather truck. The city would like to use the park area in front of Phillips Hall which would be a great backdrop & help promote the college. Brad will check with Barclay College.

4. **Appointment of City Officers**-Brad made his yearly appointment of the city officers as follows: Fire Chief-Logan Stevens, Municipal Court Judge-Richard McVey, City Attorney-Chay Howard, City Clerk-Michelle Adams, City Treasurer-Susan Humbert, Code Enforcement/Animal Control Officer-Leann Banzet. Dylan made a motion to accept the appointment of officers & Shelly seconded the motion. Motion carried 4-0.
5. **City Hall Office Needs**-Shelly made a motion to purchase a new Lenovo Idea Pad Slim 3 Laptop for City Hall from Amazon for \$579 & Dylan seconded the motion. Motion carried 4-0. Shelly made a motion to approve a new desk for City Hall up to \$1,000 & Dylan seconded the motion. Motion carried 4-0. Dylan made a motion to purchase new phones from an estimate provided by Haviland Broadband for \$300 onboarding fee and \$104 recurring monthly & Laura seconded the motion. Shelly abstained from the vote. Motion carried 4-0.
6. **Lawn Mowing Fees**-Kay made a motion to charge \$300 each time the city must mow non-compliant nuisance properties plus a \$25 administrative fee & Shelly seconded the motion. Motion carried 4-0.

**VIII: Executive Session**-Dylan made a motion to go into executive session with Mayor, City Council, City Attorney, City Clerk & Public Works Director for personnel matters for city employees pursuant to the exemption for personnel matters effecting non-elected personnel at 10:02pm for 5 minutes & Laura seconded the motion. Motion carried 4-0. Executive session ended at 10:07pm. No action taken. Regular session resumed.

**IX: Old Business**

1. **Hiring a Part-Time Public Works Employee/Wage Review**-Dylan made a motion to pay Brent Reeser \$17. /hr. for PT public works assistant position & Laura seconded the motion. Motion carried 4-0.
2. **Hiring a Janitorial Employee**-Dylan made a motion to hire Ruby Orick for the open Janitorial position at \$14. /hr. & Laura seconded the motion. Motion carried 4-0.
3. **SRF Loan Procedures**-a public meeting and hearing is scheduled for Wednesday May 21, 2025. The Meeting at 7:00pm & Hearing at 7:15.
4. **Job Description Update:** Job Descriptions are still being reviewed. Tabled until the next meeting.
5. **Main St Property Update:** Jackie at Banco is waiting to hear from EMC Insurance to see if they will cover the building.
6. **Selling of the Grader-** A public notice with the intent to sell the grader with Purple Wave will need to be published.
7. **Minium Housing Standards-** Chay will draft a proposed Ordinance to review at the June Meeting.
8. **Backflow/Cross Connection Update**-Shelly made a motion to approve a Backflow/Cross Connection letter to be mailed out to residents with in-ground sprinklers & businesses, with the inspection date by July 1<sup>st</sup> & Dylan seconded the motion. Motion carried 4-0.

**X: Adjournment:** Kay made a motion 10:48 pm to adjourn the meeting and Dylan seconded the motion. Motion carried 4-0.



Mayor Brad Lingafelter



Attest: Michelle Adams-City Clerk

