

CITY OF HAVILAND
Council Meeting Minutes
Wednesday December 8, 2021
Community Room--7:00 p.m.

I: Call Meeting To Order

The Haviland City Council met in regular session in the Community Room. Mayor Aaron Stokes called the meeting to order at 7:08 p.m. Council members present were: Steve Larsh, Kay Unruh, & Bryce Kendall. Sharon Howard was absent. Also present were Michelle Adams-City Clerk & Chay Howard-Attorney. Public in attendance were Laura Gwin & Brad Lingafelter.

II: Approval of November 10, 2021 Meeting Minutes

Kay motioned to approve and Bryce seconded the motion. Motion carried 3-0.

Approval of November 15, 2021 Special Meeting Minutes-

Special Meeting Minutes approved. Kay motioned to approve and Bryce seconded the motion. Motion carried 3-0.

III: Presentation and Approval of Bills

Bryce motioned to approve the bills as presented. Steve seconded the motion. Motion carried 3-0

IV: Financials

Michelle provided copies of the bank statement.

V: Public

1. Laura Gwin & Brad Lingafelter newly elected Council Members joined the meeting.

VI: New Business:

1. **Treasurer Duties**-The council discussed having Treasurer Rochelle (Shelley) Barber assist Michelle with reconciling.

- 2.

VII: Old Business

- 1. Christmas Decorations**-Kay reported that parts of the decorations are on back-order.
- 2. Backflow/Cross Connections Compliance**-Michelle reported that she is still waiting on compliance from businesses & home owners with sprinklers. A reminder email will go out after the 1st part of January deadline.
- 3. Code Enforcement**-Aaron had nothing to report
- 4. Maintenance Report**- Dan Woods gave a report. (See report) Dan asked the council if the city would consider covering the extra cost of water to the home owners to have them run water during a hard freeze for maintenance purposes. This will hopefully protect the city lines from freezing & also keep the home own from being without water. Dan will notify the home owners when to run the water and let Michelle know for billing purposes. Kay made a motion and Steve seconded the motion in the event that residents are asked to run water for the maintenance of water distribution system, such additional water charges shall be the responsibility of the city. Motion carried 3-0.

- 5. Lagoon Project**-Mr. Thorpe sent back the signed letter we sent him. Thorpe wants us to find a location that doesn't interrupt the farmer farming the land. Next step is to find a location, have it surveyed & move on from there.

- 6. Maintenance Worker Position**-Chay provided the council with an advised job description and print copy for the newspaper. Kay made a motion to approve the documents and Bryce seconded the motion. Motion carried 3-0.

VIII: Executive Session: To discuss personnel matters of non-elected personnel.

Bryce made a motion to go into executive session at 8:07 for 15 minutes to discuss non-elected personnel. Steve seconded the motion. Session ended at 8:22. No action taken.

Kay made a motion to go back into executive session at 8:22 for 15 minutes to discuss non-elected personnel. Bryce seconded the motion. Session ended at 8:37. No action taken.

VIII: End of Year- Council resumed regular session at 8:37. Bryce motioned to give the following Christmas bonuses: Carol Fast-\$50.00 and Rochelle (Shelley) Barber-\$25.00. Dan Woods and Michelle Adams will receive 2% of their annual wages. Steve seconded the motion. Motion carried 3-0. Bryce also motioned to give Dan Woods and Michelle Adams a \$1.00/hr. raise from \$18.00/hr.-\$19.00/hr. to start January 2022. All other wages for current employees will remain the same. Steve seconded the motion. Motion carried 3-0. Bryce made a motion to also give Michelle Adams 60 hrs./year time off paid to use towards sick, vacation or holiday time off as she chooses. Kay seconded the motion, Motion carried 3-0. Kay made a motion to keep the mileage reimbursement at the current Federal rate. Steve seconded the motion. Motion carried 3-0.

X: Adjournment: Kay made a motion to adjourn and Steve seconded the motion. Motion carried 3-0. Meeting ended at 8:48.

A handwritten signature in cursive script, appearing to read 'A. Stokes', written over a horizontal line.

Aaron Stokes-Mayor

A handwritten signature in cursive script, appearing to read 'Michelle L. Adams', written over a horizontal line.

Michelle Adams-City Clerk