

**CITY OF HAVILAND**  
**Council Special Meeting Minutes**  
**Wednesday September 29, 2021**  
**Community Room – 7:00 p.m.**

**I: Call Meeting to Order**

**II: Discuss and take any action required regarding non-elected employees**

**III. Adjournment**

**Call Meeting to Order**

The Haviland City Council met in special session in the Community Room. Mayor Aaron Stokes called the meeting to order at 7:03. Council members present were: Bryce Kendall, Kay Unruh, Steve Larsh, Sharon Howard. Also present was Michelle Adams-City Clerk & Chay Howard-Attorney.


**Discussed**

1) Council discussed a possible Job description for hiring a new General Maintenance employee to assist & train with Dan. New hire would also study & learn the water & waste water plant to hopefully become certified in the future. A discussion regarding benefits & retirement was also brought to the table. Chay suggested he draw up a document with a job description for the position & duties of the job.

2) Discussed PTO for the City Clerk. Paid days off would include sick leave, holiday & vacation days with a total of 15 days a year for the Clerk to use as she wants. Council decided to discuss further at the next meeting.

**Adjournment**

*At 8:35, Bryce motioned to adjourn the meeting. Kay seconded. Motion carried 4-0.*

  
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Aaron Stokes, Mayor

  
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Michelle Adams, City Clerk