

**CITY OF HIGHLAND, KANSAS**  
**REGULAR COUNCIL MEETING**  
**CITY HALL**  
**April 12, 2023**  
**5:00 P.M.**

**COUNCIL MEMBERS PRESENT:** Terry Gibson, Marty Allen, Tana Snyder, Dan Collins and Keith Edmonds arrived at 5:25 p.m.

**COUNCIL MEMBERS ABSENT:** None

**CITY EMPLOYEES PRESENT:** City Attorney Andrew Parker, City Clerk Joann Karn, Asst. City Clerk Debra Keebler, Water and Sewer Superintendent Trevor Saunders, Maintenance Worker Wyatt Denton and Police Chief Dustin Winters

**GUESTS PRESENT:** Brian Kingsley, BG Consultants and Bruce Gaskell

**PRESIDING:** Mayor Charles Batchelder

Mayor Batchelder opened the regular city council meeting at 5:00 p.m.

March 8, 2023 minutes read: *Terry Gibson presented the results of the Bid Opening for the Street Phase 2 on behalf of BG Consultants. One bid was received by Bettis Asphalt & Construction of Topeka, Kansas and was in excess of over \$300,000.00 of projected costs. After discussion, it was suggested that the council allow BG Consultants to contact a couple of more contractors to see if they would be interested in bidding. Other suggestions would be to look at modifying the original plans to not cover all the streets originally planned. A timeline of when the project needed to be completed was discussed with Attorney Parker stating that there was a two year window from start to finish which would put it somewhere in the vicinity of February 2024. The committee will look into this for next month's meeting.*

March 8, 2023 minutes amended: Terry Gibson moved and Tana Snyder seconded a motion to amend the March 8, 2023 to read as follows: *Terry Gibson presented the results of the Bid Opening for the Street Phase 2 on behalf of BG Consultants. One bid was received by Bettis Asphalt & Construction of Topeka, Kansas and was in excess of over \$300,000.00 of projected costs. Discussion was had by the council to reject the bid and rebid the Street Phase 2 project and allow BG Consultants to contact a couple more contractors to see if they would be interested in bidding; . Other suggestions would be to look at modifying the original plans to not cover all the streets originally planned. A timeline of when the project needed to be completed was discussed with Attorney Parker stating that there was a two-year window from start to finish which would put it somewhere in the vicinity of February 2024. The committee will look into this for next month's meeting. Motion carried 4-0*

Terry Gibson moved and Tana Snyder seconded a motion to approve the regular city council meeting minutes of March 8, 2023 as amended. Motion carried 4-0

Tana Snyder moved and Terry Gibson seconded a motion to approve the special minutes for March 14, 2023, March 22, 2023 and April 4, 2023. Motion carried 4-0

Tana Snyder moved and Terry Gibson seconded a motion to approve the bills as presented. Motion carried 4-0

Brian Kingsley, BG Consultants, provided information on the Street Phase 2 project and would recommend advertising a redefined Base Bid, modified Bid Alternate 1 & 2 and Add Alternates 1-7. The Street project completion date goal is this year, but due to circumstances, projected completion would not be later than July 31, 2024. Following discussion, Tana Snyder moved and Terry Gibson seconded a motion to approve the recommended changes as presented and rebid the Street Phase 2 project. Motion carried 4-0

Bruce Gaskell commented on the windows being broken out of the former grade school building, presented the parking lot lights that he would purchase to be placed on Evergy's power poles north of the school and requested the power be restored. Following discussion, Terry Gibson moved and Tana Snyder seconded a motion to look into the possibility of extra lighting for that area and before a decision is reached, more information is needed. Motion carried 4-0

## **COMMUNICATIONS AND REPORTS:**

**Mayor Batchelder** – None

**Attorney Parker** – Addressed topics of: Kansas/Coronado culvert, Code enforcements, Opioids and Sidewalks.

Councilmember Snyder asked if the Personnel Policy has been updated to reflect the suggested/recommended changes.

**Clerk Karn** – Presented information on two (2) upcoming workshops for the clerks. Terry Gibson moved and Tana Snyder seconded a motion to pay the \$50 registration fee for an online Advance Municipal Finance workshop, Friday, May 5, 2023 for the clerks. Motion carried 5-0 Tana Snyder moved and Keith Edmonds seconded a motion to pay the registration fee of \$75 ea. for Asst. Clerk Keebler to attend the in-person 2023 Budget Workshop in Topeka on May 16, 2023 and Clerk Karn to attend the online workshop webinar, May 22, 2023. Motion carried 5-0 Clerk Karn reminded the council of upcoming Arbor Day on April 28, 2023; summer youth rec has five teams each of softball and baseball; and election filing deadline is June 1, 2023 at noon. Clerk Karn presented an insulated lunch/snack bag to be used as “Welcome Bags” for new residents in our town, partnering with Highland Pride, and asked if the council wished to donate towards the purchase. Total cost quote from 4imprint is \$432.29 for 100 bags, including setup fee and freight. Terry Gibson moved and Marty Allen seconded a motion to pay one-half, \$216.15, of the 4imprint quote of 100 insulated lunch/snack bags. Motion carried 5-0

**Police Chief** – Chief Dustin Winters gave thanks for the opportunity to serve. In reviewing inventory, several items need to be updated and/or purchased – new hard drive for the computer from Heartland Business - \$109.99; department does not have any ammo – recommends purchase from Sunset Law Enforcement for \$231.98; department has 3 shot guns – recommends trading one shot gun for a less lethal shot gun - \$75; AR laser - \$90-\$199 total; Kansas Association Chiefs of Police membership - \$75/yr; and A/C in the PD Durango is not working and repairs would be less than \$100. Terry Gibson moved and Keith Edmonds seconded a motion allowing Chief Winters to purchase the requested items in his report. Motion carried 5-0 Police Chief desire is to maintain two vehicles; apply for grants which are awarded every quarter; continue with the STEP program; conduct the seat belt program at DW Schools and provide a monthly work schedule to the law enforcement committee one week prior to the beginning of a new month.

**Water/Sewer Superintendent Saunders** – Reported on the stormwater drainage issue near Illinois St./Nebraska St. and the need to install drainage pipe. Tana Snyder moved and Keith Edmonds seconded a motion to purchase 18” pipe with 2 T’s costing \$1,500. Motion carried 5-0 W/S Supt. Saunders indicated the backhoe currently has 500 hours and needs the fluids changed which the cemetery will cover one-half the charge. Regarding the city clean-up day, the city will haul off limbs before April 29<sup>th</sup> if they are placed at the curb and further discussion resulted in possibly conducting a clean-up day twice a year.

## **COMMITTEE UPDATES:**

**Finance Committee** – Marty Allen & Keith Edmonds – Nothing at this time.

**Law Enforcement Committee** – Tana Snyder & Marty Allen – Welcomed Chief Winters to Highland.

**Parks and Rec. Committee** — Terry Gibson & Tana Snyder – Toss games for the city park has been ordered. No applications for the summer rec. director position have been received. Marty Allen moved and Terry Gibson seconded a motion to pay the summer rec. director \$1,000. Motion carried 5-0

**Street and Alley/Bldg & Grounds Committee** – Dan Collins & Terry Gibson – Nothing at this time.

**Water and Sewer Committee** – Terry Gibson & Dan Collins – Nothing at this time.

**Planning & Zoning** – Keith Edmonds & Marty Allen – Nothing at this time.

**Personnel Committee** – Tana Snyder & Dan Collins – Nothing at this time.

## **OLD BUSINESS:**

Water Treatment Plant Project – The project is progressing nearly on schedule. The contractor’s facilities were broken into over the weekend.

Street Project – Discussed earlier in the meeting.

Unsafe Structures Update – City is waiting on bids to be returned.

North Kansas St/Coronado Rd Culvert – Update provided earlier in meeting.

Doniphan Darlings Purchase Request – USD #111 has approved the demolition of the former grade school building. A contract is to be drawn up for Doniphan Darlings purchase.

Change of Traffic Control Signs – Without the traffic map left for Chief Winters, the consensus was to construct a new map and review all the stop and yield sign placement. Traffic control sign placement on the new map will be discussed at the May meeting.

**NEW BUSINESS:**

Tana Snyder moved and Keith Edmonds seconded a motion to approve the site plan review application as submitted by Charles Simmons, property located at 206 N. Carolina St. Motion carried 5-0

Terry Gibson moved and Tana Snyder seconded a motion to approve USD #111 request to change zoning from R-1 to R-2 at 600 E. Spring St., Lots D & L, to allow a parking lot and possible future bus barn on the property. Motion carried 5-0

Attorney Parker presented Ordinance No. 587, Terry Gibson moved and Tana Snyder seconded a motion to adopt Ordinance No. 587 which amends and changes the official zoning map of the city, specifically changing the zoning classification of Lots D and L, including the road right of way located between said lots, all in the plat of the Mission Hills Subdivision, from R-1, low density residential, to R-2, medium density residential, conditional use for a parking lot and bus barn for USD 111. By roll call vote: Gibson – yes, Allen – yes, Snyder – yes, Collins – yes, and Edmonds - yes Motion carried 5-0.

Terry Gibson moved and Keith Edmonds seconded a motion to reimburse Dennis and Tana Snyder for 50% (\$1,475) of the total cost (\$2,950) to remove the tree located in the alley next to their property and waive the limit condition of \$1,000 until all other eligible reimbursement have been fulfilled, per resolution. Motion carried 4-0 Snyder abstained

Tana Snyder moved and Keith Edmonds seconded a motion to approve the FY2022 audit as prepared by Gordon CPA and presented by Clerk Karn. Motion carried 5-0

Tana Snyder moved and Keith Edmonds seconded a motion to approve the chief of police position as enforcing officer which currently is Police Chief Dustin Winters. Motion carried 5-0

Terry Gibson moved and Tana Snyder seconded a motion dedicating April 29<sup>th</sup> as Spring Cleanup Day, with a city paid roll-off dumpster being available April 28<sup>th</sup> and 29<sup>th</sup> for residents of the city. Motion carried 5-0

Arbor Day will be celebrated on April 28<sup>th</sup> with involvement from DWest FFA and the Tree Committee. Included in the discussion was the tree is to be planted in Minier Park, SW corner near the picnic shelter, \$250 for 1 autumn blaze maple tree, city to pick up the tree and install a water meter for a water hydrant to water the tree. Terry Gibson moved and Marty Allen seconded a motion for one autumn blaze maple tree be purchased (\$250 total) and planted near the SW corner of the picnic shelter in Minier Park; city crew to haul the tree to Highland from St. Joe, MO and install a water meter and hydrant to water the tree and use at the shelter. Motion carried 5-0

Chief Winters commented the police vest (\$600) was provided by County Attorney Baskins.

Tana Snyder moved and Keith Edmonds seconded a motion to adjourn at 6:38 p.m. Motion carried 5-0

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Mayor

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City Clerk