

**CITY OF HIGHLAND, KANSAS
REGULAR COUNCIL MEETING
CITY HALL
December 13, 2023
5:00 P.M.**

Prior to the beginning of the meeting, the Oath of Office was given to the newly elected,
Mayor Charles Batchelder; Council members Marty Allen and Robert Ellerman.

COUNCIL MEMBERS PRESENT: Terry Gibson, Marty Allen, Keith Edmonds, Robert Ellerman, and Tana Snyder

COUNCIL MEMBERS ABSENT: None

CITY EMPLOYEES PRESENT: City Attorney Andrew Parker, City Clerk Joann Karn, Deputy Clerk Debbie Keebler, City Superintendent Trevor Saunders, Maintenance Worker Wyatt Denton and Police Chief Dustin Winters

GUESTS PRESENT: Bill Noll and Bryan Ptomey

PRESIDING: Mayor Charles Batchelder

Mayor Batchelder opened the meeting with the first of two public hearings. The purpose of the first hearing was for the CDBG citizen participation requirement of evaluating the performance of Grant No. 21-PF-022, which was for a Water Treatment Plant Improvement Project. The public had no comments. Marty Allen moved and Keith Edmond seconded a motion authorizing the mayor to sign the Grantee's Release Form, Certificate of Completion, Notice of Completion/Final Inspection and Final Wage Compliance Report Format and Request for Payment No. 10-Final. Motion carried 5-0

The second public hearing regarded a filed petition for vacation on described property: the east half of South Elm St. running along the west side of Block 113 in the City of Highland, KS. Following council discussion, Terry Gibson moved and Marty Allen seconded a motion to continue until the next regular meeting, January 10, 2024. Motion carried 5-0

Following the public hearings, Mayor Batchelder opened the regular city council meeting at 5:13 p.m.

Tana Snyder moved and Keith Edmonds seconded a motion to approve the regular city council meeting minutes of November 8, 2023. Motion carried 5-0

Tana Snyder moved and Keith Edmonds seconded a motion to approve the bills as presented. Motion carried 5-0

PUBLIC COMMENTS:

Bill Noll, Highland Community Housing President, wished to thank the city for accepting the donation of land and hopefully the city will be able to put the land to good use.

Brian Ptomey thanked the city for paving the street next to his residence. Leaves have been an issue in the city's gutters and ditches. By living in the city, everyone should take pride in the upkeep of their property and suggest the council look at all properties in the city. Also noted vehicles are speeding on North Kirkwood Street.

COMMUNICATIONS AND REPORTS:

Mayor Batchelder – Re-organization

Tana Snyder moved and Keith Edmonds seconded a motion to retain Terry Gibson as Council President. Motion carried 4-0-1 Gibson abstained

Tana Snyder moved and Keith Edmonds seconded a motion to retain the current committees and members except Robert Ellerman replace Dan Collins on the committees. Motion carried 5-0

Tana Snyder moved and Keith Edmonds seconded a motion to name The Kansas Chief as the official city newspaper. Motion carried 5-0

Tana Snyder moved and Keith Edmonds seconded a motion for the Bank of Highland, a Branch of Bendena State Bank be named official city depository, with authorized signers of Mayor Batchelder, Treasurer Tyler, Clerks Karn and Keebler, and Council President Gibson. Motion carried 5-0

Tana Snyder moved and Keith Edmonds seconded a motion to retain the Board of Zoning Appeals members: Larry O'Bryan, Mike Parker, Roger Gormley, Randy Snyder and Bryan Rhodd. Motion carried 5-0

Attorney Parker – Later in the meeting; the Police Policy will be updated and a draft ready for the January 2024 meeting.

Clerk Karn – Later in the meeting; announced the upcoming audit by Sean Gordon CPA on January 4th; public hearing on December 29th at 9:00 a.m. at the Courthouse on the Doniphan County Neighborhood Revitalization Plan; LKM hosting a webinar on January 9, 2024, 11:30-1:30 p.m., for interested council members and asking for council to authorize the mayor to approve year-end expenditures for closing out the books for budget purposes. Keith Edmonds moved and Tana Snyder seconded a motion authorizing the mayor or council president to approve year-end expenditures for closing the 2023 books for budget purposes. Motion carried 5-0

Police Chief – Advised the 2020 Dodge Durango patrol vehicle would be totaled by the city's insurance but the city has the option to fix it or accept it as totaled. Insurance would pay \$23,563.75 minus deductible of \$500 and salvage value. Robert Ellerman moved and Tana Snyder seconded a motion to not fix the 2020 Dodge Durango and accept the insurance payment. Motion carried 5-0 Chief Winters explained the USDA grant which would allow the purchase of a new vehicle with a 25% match and be awarded in a few months that he'd like to apply for. Terry Gibson moved and Tana Snyder seconded a motion allowing Chief Winters to apply for the USDA grant. Motion carried 5-0 Following explanation of the items received from the Kansas Association of Police, Terry Gibson moved and Tana Snyder seconded a motion to pay \$75 membership dues. Motion carried 5-0 Council members requested more public appearances by police personnel, ie games; monitor residents yards; and check the unregistered vehicles esp. parked on city street/ROW. Tana Snyder moved and Keith Edmonds seconded a motion granting permission to City Attorney Parker to review and/or sign the necessary paperwork regarding the 2020 Dodge Durango title. Motion carried 5-0

City Superintendent Saunders – Asking to repair the skid steer at Bruna Implement and purchase a new blade for approx. \$450, bid totaling \$1,182.07. Terry Gibson moved and Keith Edmonds seconded a motion authorizing Bruna Implement to the repair the skid steer and purchase a new blade for \$450, totaling \$1,182.07. Motion carried 5-0 Supt. Saunders explained the GPS mapping software which would use KRWA's map and have an accuracy of 6" with survey like capabilities. Supt. Saunders preventative maintenance schedule can be included in this software with information and reminders. Through the city, the Highland Cemetery will purchase software for \$4,866.40 and the city to purchase the locator for \$4,686.80. Following discussion, the request is postponed until January. Supt. Saunders indicated the internet speed at the water treatment plant is not adequate for the recently added cameras. The consensus is to check with AT&T on an upgrade and check the availability of StarLink at that location. Tana Snyder moved and Terry Gibson seconded a motion to check with AT&T first and if nothing faster is available, contact StarLink. Motion carried 5-0 Supt. Saunders asked for both, Denton and Saunders, to attend the KRWA Convention, March 26-28, 2024, with rooms costing \$169/rm/night. Terry Gibson moved and Tana Snyder seconded a motion allowing both employees, Denton and Saunders, to attend the KRWA Convention March 26-28, 2024, and the city pay registration fee and lodging at \$169/night for three nights. Motion carried 5-0 Councilperson Allen asked about the fire hydrant testing schedule.

COMMITTEE UPDATES:

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

Law Enforcement Committee – Tana Snyder & Marty Allen – Councilperson Snyder and Chief Winters are continuing to work on a police report for publication. Discussion was had on the content of the report or if a report is needed.

Parks and Rec. Committee — Terry Gibson & Tana Snyder – Tana Snyder announced the Dusty Face group will be in town this Saturday on Main Street at 8:30 p.m. and the city and Pride wished to thank Trevor Saunders and Wyatt Denton for assistance with the Snowflake Festival (esp. banners).

Street and Alley/Bldg & Grounds Committee – Robert Ellerman & Terry Gibson – Nothing at this time.

Water and Sewer Committee – Terry Gibson & Robert Ellerman – Nothing at this time.

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

Personnel Committee – Tana Snyder & Robert Ellerman – Nothing at this time.

OLD BUSINESS:

Clerk Karn announced the 4th quarter water nitrate test results were 7.1 mg/L with the city treating approximately 25% of the raw water. The state has placed the permit "on hold" for the water treatment plant until the waterline/underground tank conflict is resolved with the rural water district.

Mayor Batchelder commented on the current street project and asked about the cost of center lines on Main Street. Supt. Saunders will inquire regarding the possibility of adding to the project and an estimated cost. Saunders will bring a cost estimate to the January meeting.

Attorney Parker provided an update on the unsafe structures as Bob Rhae has begun and the city is working with Urban Construction on the Dorrell property. Neither party provided a competition date.

Council President Gibson and Attorney Parker attended the commissioner's meeting and presented a letter stating the inability of the city to contribute financially at this time towards the repair/replacement of the culvert at North Kansas St/Coronado.

Attorney Parker presented and reviewed the draft copy of the Special Purpose Vehicle Ordinance. Discussion was had.

Councilperson Allen announced through the Doniphan County Community Fund, \$13,750 was raised and would like to see dirt work begin at the Sports Complex (former Matthias/Saddle Club area) for a football field, soccer field, and youth practice baseball/softball field. Discussion was had and agreed to postpone for one month.

Attorney Parker indicated the city owned ten (10) properties outside of the city limits. Following discussion, Terry Gibson moved and Marty Allen seconded a motion for Attorney Parker to begin annexation on all of the city properties. Motion carried 5-0 Attorney Parker reviewed other possible properties that could be annexed but explained the pros and cons regarding annexing them.

NEW BUSINESS:

Terry Gibson moved and Tana Snyder seconded a motion authorizing the mayor to sign the contractor's application of payment (Herzog) and the CDBG draw down request 3 and 4 on the Street Project. Motion carried 5-0

Tana Snyder moved and Robert Ellerman seconded a motion to purchase two (2) office computers from Heartland Business for \$649.99 each. Motion carried 5-0

Chief Winters presented a \$7,500 bid offer from Reed Motors on the 2014 Dodge Durango. Following discussion, the consensus of council was to wait until the city received another vehicle.

Tana Snyder moved and Keith Edmonds seconded a motion to approve cereal malt beverage licenses for Casey's General Store and Kirkwood & Co. for calendar year 2024. Motion carried 5-0

Council members Allen, Gibson and Clerk Karn reviewed the current water/sewer rates, last increase was January 20, 2022, and shortfall of projected water revenues. The committee's recommendation is to raise the in-city limits water rate \$5, \$48 to \$53; out-of-city-limits from \$68 to \$85 and water in excess of the 1st 1,000 gallons from \$6.50 to \$8.50 per thousand. Marty Allen moved and Robert Ellerman seconded a motion to approve the recommendation to raise the in-city limits water rate \$5, \$48 to \$53; out-of-city-limits from \$68 to \$85 and water in excess of the 1st 1,000 gallons from \$6.50 to \$8.50 per thousand with no change in the sewer rates. Motion carried 4-1 (Edmonds) (Adopt ordinance January 10, 2024)

Marty Allen moved and Terry Gibson seconded a motion to continue the city's current insurance with Blue Cross and Blue Shield of Kansas and Advance Insurance with renewal effective February 1, 2024. Motion carried 5-0

ORDINANCE

Tana Snyder moved and Robert Ellerman seconded a motion to adopt ordinance #595, an ordinance accepting title of ownership of Lots 8, 9, 10, 11 and 12, Block 125. By roll call vote: Gibson – yes, Allen – yes, Edmonds – yes, Snyder – yes, and Ellerman – yes. Motion carried 5-0

Tana Snyder moved and Robert Ellerman seconded a motion to adopt ordinance #596, an ordinance annexing certain described land into the city effective January 1, 2024. By roll call vote: Gibson – yes, Allen – yes, Edmonds – yes, Snyder – yes, and Ellerman – yes. Motion carried 5-0

EXECUTIVE SESSION:

Marty Allen moved and Keith Edmonds seconded a motion to recess into executive session at 7:10 p.m. for 15 minutes to review individual employee(s) pursuant to the non-elected personnel for the protection of the privacy rights of the protected employee(s) and the open meeting will resume in the city council chamber at 7:25 p.m. Motion carried 5-0 Mayor asked City Attorney to remain.

Marty Allen moved and Tana Snyder seconded a motion to retain the current employees in their current position and give a three percent (3%) pay raise beginning with pay period ending January 12, 2024, to employees except Attorney Parker. Motion carried 5-0 (Adopt ordinance January 10, 2024)

Tana Snyder moved and Keith Edmonds seconded a motion to adjourn at 7:26 p.m. Motion carried 5-0

Mayor

City Clerk