

**CITY OF HIGHLAND, KANSAS  
REGULAR COUNCIL MEETING  
CITY HALL  
February 8, 2023  
5:00 P.M.**

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

**COUNCIL MEMBERS ABSENT:** Dan Collins

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

**GUESTS PRESENT:** Bruce Gaskell

**PRESIDING:** Mayor Charles Batchelder

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

Tana Snyder moved and Keith Edmonds seconded a motion to approve the regular city council meeting minutes of January 11, 2023. Motion carried 4-0

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

**COMMUNICATIONS AND REPORTS:**

**Mayor Batchelder** – Concerns with residents blowing leaves/grass clippings/debris onto the streets as that is a city code violation.

**Attorney Parker** – Will follow-up with the fire district attorney if the lease agreement was approved.

**Clerk Karn** – With no member attending the KRWA convention, no voting delegate was appointed. The Greater Manhattan Community Foundation ending balance is \$13,803.85. The 2022 financial report was published as presented in January. The 2022 audit is being finalized and possibly ready for the March meeting. The city received \$2,285.14 in the ongoing Opioid settlements – total to date is \$2,527.45. Attorney Parker provided an overview of the settlements. As Clerk Karn will be out of the office for an extended period, Terry Gibson moved and Keith Edmonds seconded a motion to approve Asst. Clerk Keebler's 30 hours to a 40-hour work week in the clerk's absence. Motion carried 4-0

**Water/Sewer Superintendent Saunders** – Chorine tester needs repairs – new cost is \$628 from USA Blue Book. Terry Gibson moved and Keith Edmonds seconded a motion to purchase the requested chorine tester from USA Blue Book, costing \$628. Motion carried 4-0 W/S Supt. Saunders will be purchasing small stop sign sticker, costing less than \$500.

**COMMITTEE UPDATES:**

**Finance Committee** – Marty Allen & Keith Edmonds – Councilperson Allen announced the application of the Tree City needs a little more work. Tana Snyder moved and Keith Edmonds seconded a motion for Wyatt Denton to replace Trevor Saunders on the Tree City board, due to residency. Motion carried. 4-0 Terry Gibson moved and Tana Snyder seconded a motion for the mayor to sign a proclamation, drafted by Attorney Parker, to celebrate Arbor Day on April 28, 2023. Motion carried 4-0

**Law Enforcement Committee** – Tana Snyder & Marty Allen – Received an application and scheduled an interview.

**Parks and Rec. Committee** — Terry Gibson & Tana Snyder – With lack of response from the candidate, Tana Snyder moved and Keith Edmonds seconded a motion to advertise for a youth summer recreation director. Motion carried 4-0

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

**Water and Sewer Committee** – Terry Gibson & Dan Collins – A stick was lodged in the sewer line causing a blockage near the lift station.

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

**Personnel Committee** – Tana Snyder & Dan Collins – Councilperson Allen asking for policy and police procedure review. Attorney Parker, Council members Tana Snyder and Marty Allen will meet to review.

**OLD BUSINESS:**

Water Treatment Plant Project – Tana Snyder moved and Terry Gibson seconded a motion authorizing the mayor to sign the letter drafted by GAS, mail to Ks. Dept. of Commerce, requesting a 6-month time extension for our CDBG Water Treatment Plant improvements project No. 21-PF-022. Motion carried 4-0

Street Project – Currently, the city is at a stand-still. The second phase of the project will be going out for bid and available at the March meeting.

Unsafe Structures Update – City is waiting on bid return.

North Kansas St/Coronado Rd Culvert – Someone was surveying area and waiting on a response from the county.

Doniphan Darlings Purchase Request – Bruce Gaskell as agreed to tear down the old part of the building at no charge to anyone. Ben Gilmore of Doniphan Darlings, requesting a meeting of both attorneys, USD #111 Supt. and a city representative met to work out the details. Doniphan Darlings wishing to purchase only the land where the former Highland Grade School sits, sidewalk to sidewalk. Terry Gibson nominated Council persons Allen and Snyder to attend the meeting; Council person Gibson amended his nomination to have Council person Snyder attend. Unanimous consent.

**NEW BUSINESS:**

Tana Snyder moved and Terry Gibson seconded a motion to adopt the Emergency Water Supply Plan as presented. Motion carried 4-0

Terry Gibson moved and Tana Snyder seconded a motion to accept the 2023 mowing quote from Dove Creek Premier, LLC, prepay option 2, in the amount of \$9,785 which does not include Degginger Park. Motion carried 4-0

Terry Gibson moved and Keith Edmonds seconded a motion to transfer \$32,068.40 (Prin. \$16,464.00, Int. \$15,604.40) from the Water Fund to Debt Service Fund for the GO Bond payment plus an additional principal payment of \$16,875.00, total payment \$48,943.40. Motion carried 4-0

Tana Snyder moved and Keith Edmonds seconded a motion to approve contractor’s (BRB Contractors, Inc.) application for payment #8, \$110,153.70. Motion carried 4-0

Tana Snyder moved and Keith Edmonds seconded a motion to approve KDHE payment request #9 and CDBG payment request #7. Motion carried 4-0

Attorney Parker researched the possibility of using the police truck for other city use and determined it was permissible.

**EXECUTIVE SESSION:**

Tana Snyder moved and Keith Edmonds seconded a motion to recess into executive session at 5:50 p.m. for 10 minutes for consultation with an attorney on legal matters that would be deemed privileged in attorney-client relationship and the open meeting will resume in the city council chamber at 6:00 p.m. Motion carried 4-0 Mayor asked the City Attorney to remain.

Tana Snyder moved and Keith Edmonds seconded a motion to adjourn at 6:00 p.m. Motion carried 4-0

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Mayor

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City Clerk