

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

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

COUNCIL MEMBERS ABSENT: Dan Collins and Keith Edmonds

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: Robert Ellerman, Bryan Rhodd, Kristen Yurth, David Diveley and C.B. Lackey

PRESIDING: Mayor Charles Batchelder

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

Tana Snyder moved and Terry Gibson seconded a motion to approve the regular city council meeting minutes of October 11, 2023 and the special city council meeting minutes of October 12, 2023. Motion carried 3-0

Tana Snyder moved and Terry Gibson seconded a motion to approve the bills as presented. Motion carried 3-0

PRESENTATIONS

Robert Ellerman, Highland Pride President, announced the annual Snowflake Festival would be Friday, November 24th, and asked for the closing of the 300 block of West Main Street, 4:30 to 7:30 p.m. Terry Gibson moved and Tana Snyder seconded a motion to close the 300 block of West Main Street from 4:30 to 7:30 p.m. for this year's Snowflake Festival. Motion carried 3-0

Kristen Yurth explained the remodeling being done to her business building and asking for a step to be located at the front entrance which would be on the sidewalk. Attorney Parker provided background information and indicated the council could either approve or disapprove the step request. Terry Gibson moved and Tana Snyder seconded a motion to approve the proposed step to be located on the sidewalk in front of Kristen Yurth's place of business at 308 W Main Street. Motion carried 3-0

COMMUNICATIONS AND REPORTS:

Mayor Batchelder – Commented on a close election and welcomed Robert Ellerman and Marty Allen's return.

Attorney Parker – Later in the meeting; the Highland Community Housing gift of land paperwork will be ready for the December meeting and the Street Vacation hearing will be held at the December regular meeting.

Clerk Karn – Later in the meeting; requesting a meeting with the water/sewer committee and then the finance committee before the December meeting.

Police Chief – Announced the city took delivery of the 2020 Dodge Durango patrol vehicle and looking at possible decals for the vehicle. Chief Winters indicated he had two fire extinguishers in need of service.

City Superintendent Saunders – Asking to purchase twelve (12) yield signs at \$38.60 ea., totaling \$463.20. Tana Snyder moved and Terry Gibson seconded a motion authorizing the purchase of twelve (12) yield signs at \$38.60 each, totaling \$463.20. Motion carried 3-0 Supt. Saunders asked to purchase twenty (20) water meter radio head at \$168.50 ea., totaling \$3,370. Terry Gibson moved and Tana Snyder seconded a motion to purchase twenty (20) water meter radio head at \$168.50 each, totaling \$3,370. Motion carried 3-0 Supt. Saunders advised twenty (20) ton of salt will be delivered to the water treatment plant and the generator is scheduled to arrive November 21st. The street project is scheduled to begin tomorrow. Supt. Saunders is requesting purchase twenty (20) ton of cold patch at a cost of approximately \$2,700. Terry Gibson moved and Tana Snyder seconded a motion to purchase twenty (20) ton of cold patch for approximately \$2,700. Motion carried 3-0 Following explanation of the "Notice to Proceed" form, Terry Gibson moved and Tana Snyder seconded a motion authorizing the mayor to sign the "Notice to Proceed" for the street project. Motion carried 3-0

COMMITTEE UPDATES:

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

Law Enforcement Committee – Tana Snyder & Marty Allen – Nothing at this time. Asked when would the purchased software be up and running PD reports - Chief is working on it.

Parks and Rec. Committee — Terry Gibson & Tana Snyder – Tana Snyder represented the city at Doniphan West Elementary Halloween Parade on October 31st and the 6th grade sent thank-you notes. Discussion was had on applying for the Wolfe grant.

Street and Alley/Bldg & Grounds Committee – Dan Collins & Terry Gibson – The street project will begin this week.

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:

Clerk Karn explained the upcoming closing on the finances of the water treatment plant project.

Attorney Parker provided an update on the unsafe structure as he will contact Bob Rhae again; city is working with Urban on the Dorrell property. City workers Saunders and Denton are to turn in hours worked on the Dorrell property. Compliance Officer Winters will address the issues at the McVicker property.

Terry Gibson moved and Marty Allen seconded a motion authorizing Attorney Parker draft and send a letter to the Doniphan County Commissioners stating the inability of the city to contribute financially at this time towards the repair/replacement of the culvert at North Kansas St/Coronado. Motion carried 3-0 Council President Gibson and Attorney Parker will attend the commissioner’s meeting.

Attorney Parker continues to work on the Special Purpose Vehicle ordinance and will present a draft at the December meeting.

Councilperson Allen is waiting on another bid for dirt work at the Sports Complex (former Matthias/Saddle Club area).

Attorney Parker indicated four property owners have verbally agreed to annexation with the ordinance ready for the December meeting, effective January 1, 2024. C.B. Lackey, Corn Knife Fuels, commented on the annexation in general. Terry Gibson moved and Tana Snyder seconded a motion for the maintenance staff to utilize the fuel charge cards from Corn Knife Fuels with the cost being 4 cents off the posted price. Motion carried 3-0 Attorney Parker reviewed the properties outside of the city limits which are receiving water and/or sewer services from the city. Discussion followed. Attorney Parker suggest annexation begin with all city properties. Consensus of council is to begin the annexation. Attorney Parker has updated the Degginger Parak Memorandum of Understanding and will forward to council.

NEW BUSINESS:

Bruce Gaskell, Doniphan Darlings, inquired on the placing of a construction container at Doniphan Darlings for storage when removing the building. Attorney Parker reviewed the zoning on cargo/storage containers which are not allowed in the city but determined a construction container would be allowed in this circumstance. Further discussion was had which included concern on the length of time for demolition, bonding, possible liabilities to the city, etc. Attorney Parker will further review these issues.

GOVERNING BODY COMMENTS:

Tana Snyder wished to thank Chief Winters and others for helping with Trunk or Treat for the kids.

Terry Gibson moved and Tana Snyder seconded a motion to adjourn at 5:56 p.m. Motion carried 3-0

Mayor

City Clerk