

**CITY OF HIGHLAND, KANSAS
SPECIAL COUNCIL MEETING
CITY HALL
March 14, 2023
4:30 P.M.**

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

COUNCIL MEMBER ABSENT: Dan Collins and Keith Edmonds

CITY EMPLOYEES PRESENT: City Clerk Joann Karn and Attorney Andrew Parker arrived at 4:55 p.m.

GUESTS PRESENT: None

PRESIDING: Mayor Charles Batchelder

Mayor Batchelder opened the special meeting at 4:30 p.m.

Terry Gibson moved and Tana Snyder seconded a motion to close Main Street on March 15, 2023 at 6:00 p.m. for a parade beginning at the high school parking lot and ending at Kirkwood St. to honor the D-West Girls Basketball Team for being state champs of Class 1A, Division 1. Main Street closed for approx. 15 minutes. See Principal Lackey's email. Motion carried 3-0

Terry Gibson moved and Tana Snyder seconded a motion to approve the February 24, 2023 Sidewalk Reimbursement Application of Highland Improvement, LLC for the new sidewalk at Block 69, Lots 15-16 less W 1.25' and W 16" Lot 16 and Lots 17-18 in the amount of \$5,000 (CY2023 allotment). Motion carried 3-0

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

Following brief review of the insurance summary, Tana Snyder moved and Terry Gibson seconded a motion to approve the general insurance premium of \$28,880 from Glatfelter and the worker's comp premium of \$5,410 from Traveler's Insurance, both expire April 1, 2024. Summaries attached. Motion carried 3-0

Terry Gibson moved and Tana Snyder seconded a motion to approve contractor's (BRB Contractors, Inc.) application for payment #9 and two requests for payment – CDBG Request No. 8 and KDHE Request No. 10. Motion carried 3-0

Terry Gibson provided a brief update on the recent street project meeting.

Tana Snyder moved and Terry Gibson seconded a motion to adjourn at 5:00 p.m. Motion carried 3-0

Mayor

City Clerk

**SPECIAL MEETING
AGENDA
CITY OF HIGHLAND
220 W. Main Street
Highland, Kansas 66035
March 14, 2023
4:30 p.m.**

- I. Call to Order**

- II. Discussion/Action**
 - i. Close Main Street – 3-15-23 at 6:00 p.m. for Parade – HS to Kirkwood St.**
 - ii. Sidewalk Reimbursement Application**
 - iii. Late Bills**
 - iv. Insurance – Property, Auto, General Liability, Workers Comp, etc.**
 - v. Street Project**
 - vi. Contractor’s Application for Payment**
 - vii. Request for Payment**
 - 1. CDBG Request No. 8**
 - 2. KDHE Request No. 10**

- III. Adjournment**

City of Highland
220 West Main Street
Highland, Kansas 66035


Request for Special Council Meeting:


Date: March 14, 2023

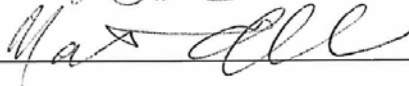
To: Charles Batchelder, Mayor of Highland, KS

We, the undersigned, council persons of the City of Highland, Kansas hereby respectfully request you to call a special meeting of the Council for the subject and purpose of: discussion and/or approval to close Main Street, sidewalk reimbursement application, late bills, insurance, street project, contractor's application for payment and requests for payment.

Signed:







Highland City Council

Joann Karn

From: andrew.parker@andrewparkerlaw.com
Sent: Tuesday, March 14, 2023 10:31 AM
To: Joann Karn; Debra Keebler
Cc: jurisdocus@carsoncomm.com
Subject: FW: Request for Parade on Main Street, 3/15/2023

Joann and Deb,

Please see below from Chris Lackey. We can discuss this at a special city council meeting.

Please contact the mayor/city council and schedule a time.

Andy

From: Lackey, Chris <clackey@usd111.org>
Sent: Monday, March 13, 2023 6:24 PM
To: Andrew.parker@andrewparkerlaw.com
Subject: Request for Parade on Main Street, 3/15/2023

Dear Mr. Parker,

This is a formal request to the Highland City Council to have a parade on Main Street of Highland on Wednesday, March 15, 2023, to recognize the Doniphan West High School Girls Basketball Team winning the Class 1A, Division I State Championship.

We are requesting permission to have the parade and be able to block off Main Street temporarily. We also would request for road cones be made available to block the roads as needed. These will be removed at the conclusion of the parade to minimize any disruption to traffic.

I have already coordinated with Mark Allen and Chad Clary from the Doniphan County Sheriff's Department for a deputy to lead the parade. I have also coordinated with Fire Chief Chris Waggoner to have a fire truck also escort the team. Each of them confirmed this with me earlier today.

The plan is to start at the high school parking lot at 6:00 PM for the Doniphan County Sheriff's Department and the Highland Fire Department to lead a variety of cars and trucks for each of the players, managers, and coaches. They will parade past the senior center, where music will be played and the players, managers, and coaches will be announced. After passing the senior center, they will park and then enter Kirkwood for the community to join the team for a "Watch Party." I anticipate that Main Street would need to be blocked off for at most 15 minutes.

If there is any additional information needed, please let me know,

Thank you for your consideration.

Chris Lackey

Doniphan West Jr./Sr. High School Principal

PREMIUM SUMMARY

CITY OF HIGHLAND (KS) C77539

	to 4-1-24	to 4-1-23
	<u>Premium</u>	
Property.....	\$10,963	9,546
Crime.....	Not Quoted	-
Inland Marine.....	\$421	421
Auto.....	\$4,933	3,942
General Liability.....	\$9,346	8,679
Law Enforcement Activity Liability.....	Included	-
Public Officials and Management Liability.....	\$3,217	3,391
Educators Legal Liability.....	Not Quoted	-
Cyber Liability and Privacy Crisis Management Expense.....	Included	-
Excess Liability.....	Not Quoted	-
Total Estimated Annual Premium	\$28,880	25,979

11.5% 2901 Inced

Travelers. w/c = \$5,410

~~\$~~ 34,290