

**CITY OF HIGHLAND, KANSAS
REGULAR COUNCIL MEETING
CITY HALL
November 13, 2024
5:00 P.M.**

COUNCIL MEMBERS PRESENT: Terry Gibson, Marty Allen, Robert Ellerman, Tana Snyder and Keith Edmonds arrived at 5:15 p.m.

COUNCIL MEMBERS ABSENT: None

CITY EMPLOYEES PRESENT: City Attorney Andy Parker, City Clerk Joann Karn, City Water and Sewer Superintendent Trevor Saunders, Police Chief Dustin Winters, Deputy City Clerk Debbie Keebler and Maintenance Dustin Winder

GUESTS PRESENT: Landon Hay, HCC; Andrew Gutschenritter, HCC; Jill and Wyatt Denton; Eric and Pam Norris; and Robbin Garner

PRESIDING: Mayor Charles Batchelder

Tana Snyder moved and Robert Ellerman seconded a motion to approve the regular city council meeting minutes of September 11, 2024 and approve the bills as presented. Motion carried 4-0

PUBLIC COMMENTS

Pam Norris voiced a concern regarding the number of feral cats in the city. Attorney Parker does not believe the city's ordinances address feral cats but will contact other cities on how feral cats are dealt with.

COMMUNICATIONS AND REPORTS:

Mayor Batchelder – Nothing at this time

Attorney Parker – Will be meeting with Ben Gilmore and others on the possibility of converting the former Highland Elementary School into apartments.

City Clerk Karn – Explained receiving the gWorks annual software invoice for approximately \$7,000 increase and will be reviewing the city's options and wishing to meet with the finance committee. The software is an integrated module for the accounting, utility billing, court, etc.; advised a grant application of \$1,800 for two recycled material buddy benches for Degginger Park from the Wolf Charitable Trust will be submitted if acceptable to the council.

Robert Ellerman moved and Terry Gibson seconded a motion to submit the proposed grant application to the Wolf Charitable Trust for two buddy benches for Degginger Park. Motion carried 5-0 Clerk Karn explained the Community IRA Grant application for funds of \$82,000, submittal deadline of November 8th, which would assist with community tree canopy. The application was submitted following grant work of several individuals. Notification letters for the potential lead in the drinking water were mailed timely, using KDHE's tri-fold flyer and the next mandated deadline will be in 2027.

Police Chief –Reported 7 traffic stops last month with 4 citations issued, assisted with fire, EMS, county, etc. attended several trainings, working on grants for additional funding for radios, looking for a date for Ticket It or Treat at the high school, needing tires for the PD pickup – Triple L Tire quote-\$197.60 each-\$790.40 total and both vehicles due for oil changes. Discussion was had on tires. Marty Allen moved and Tana Snyder seconded for both vehicles have oil changed at Triple L. Motion carried 5-0 Terry Gibson moved and Tana Snyder seconded the purchase of four tires from Triple L as recommended by the chief, \$790.40 total. Motion carried 3-2 Chief Winters explained the Special Law Enforcement Trust Fund. Chief Winters wished to drain the fund (\$692.36) and use to purchase two gun lights, a less lethal shot gun, and misc. Discussion was had. Tana Snyder moved and Keith Edmonds seconded a motion to empty the Special Law Enforcement Trust Fund to purchase equipment. Motion carried 3-2 Wyatt Denton has been a reserve officer for a year with over 100 hours. Chief recommends sending Mr. Denton to the Part-time Academy which would certify him as an officer. STEP program would reimburse the city for his salary. Academy is three weeks with two of them at the state and one online. City would be responsible for wages and transportation, approximately \$1,824. Chief is asking for a yearly budget on supplies, training, etc. and will meet with the law enforcement committee prior to next meeting.

Water/Sewer Superintendent Saunders – HCC is needing dirt on the city ballfield for safe play. Attorney Parker met with representatives of the college and school district. Attorney Parker reviewed the current agreement and will

draft another agreement pertaining to the meeting discussions, submitting it to all parties for further discussion/agreement. Under current agreement, the college and the city share 50-50 in capital improvements. HCC is asking for approval of Option 2 which would remove the back lip around the infield dirt consisting of a) remove 7 feet of grass b) grade dirt back into the infield c) replace the grass with sod back to correct arc distance, laser grade existing infield to correct grade and apply 3 tons of calcined clay conditioner to the top surface of the infield. Total cost estimate is \$7,500. Discussion was had and the school district may contribute to the total cost. Robert Ellerman moved and Marty Allen seconded a motion to approve Option 2, as stated, for the estimated total cost of \$7,500. Motion carried 5-0 Following continued discussion, Water/Sewer Supt. Saunders is to provide a punch list to coordinate all the necessary repairs at the city park with the college and school district with price estimates brought back to council in December. W/S Supt. Saunders provided information on the city's old ductile iron water lines and the unknowns listed on the lead and copper inventory. Assisting with the unknowns, quotes were received for information on the possible hire to hydro excavate meter pits. Prices ranged from \$222.00/hr to \$300.00/hr. with no work being done until next spring which will be working towards the state's next mandated deadline. The city will also be researching the replacement of the ductile iron water lines. W/S Supt. Saunders is requesting 1 1/2" crushed rock for the alleys with Johansen, Inc. quoting \$25.75/ton, 16 ton, approximately \$412.00. Terry Gibson moved and Robert Ellerman seconded a motion to purchase 1 1/2" crushed rock from Johansen, Inc. for \$25.75/ton, approximately 16 ton for \$412.00. Motion carried 5-0 Trying to better secure the city shop, requesting three garage door openers. Menards are \$310 each and will receive a quote from Overhead Door. Asked Bob Rahe for a proposal on the lower storage building door, quoted \$3,925. The consensus was to bring back more information next month.

COMMITTEE UPDATES:

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

Law Enforcement Committee – Tana Snyder & Marty Allen – Nothing at this time

Parks and Rec. Committee — Terry Gibson & Tana Snyder – Nothing at this time

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 – Executive Session later on agenda.

OLD BUSINESS:

W/S Superintendent Trevor Saunders commented the chlorine monitor has been fixed and is still concerned about the metal rusting inside the building.

The Final Performance Hearing will be held prior to December 11, 2024, council meeting for closing the Street Project.

The Dorrell property is going up for sale on January 8, 2025. An update on the Simpson property will be in December. Council asked about several other properties in town that needs attention.

Attorney Parker explained the college would favor annexation on the east and north property. Attorney Parker will visit with college personnel and bring it back at a later date. Council asked of any inquiries on the city owned property. Attorney Parker will inquire how other cities homestead property and report back later.

The sale of the former Highland Stop and Shop was finalized this week, and the new owner has not indicated to Attorney Parker if a zoning change is needed. If zoning change is needed, Attorney Parker will begin the process.

NEW BUSINESS:

Marty Allen moved and Terry Gibson seconded a motion to close the 300 Block of West Main Street, Friday, November 29th, 4:30 – 7:30 p.m. for the Snowflake Festival. Motion carried 5-0

The Operational Technology Incident Response Planning Workshop in Lawrence will be rescheduled in February 2025.

Councilperson Ellerman commented on the security of information in the clerk's office. Following discussion, a couple ideas will be implemented.

EXECUTIVE SESSION:

Marty Allen moved and Robert Ellerman seconded a motion to recess into executive session at 6:30 p.m. for 10 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 6:40 p.m. Motion carried 5-0 Mayor asked City Attorney to remain. Mayor requested Water/Sewer Supt. at 6:37 p.m.

Marty Allen moved and Robert Ellerman seconded a motion to recess into executive session at 6:40 p.m. for 5 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 6:45 p.m. Motion carried 5-0 Mayor asked City Attorney and Water/Sewer Supt. to remain.

At 6:45 p.m. a two-minute break was taken.

Marty Allen moved and Robert Ellerman seconded a motion to recess into executive session at 6:47 p.m. for 13 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 7:00 p.m. Motion carried 5-0 Mayor asked City Attorney, Water/Sewer Supt. and Maintenance Worker to remain.

Marty Allen moved and Robert Ellerman seconded a motion to recess into executive session at 7:00 p.m. for 5 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 7:05 p.m. Motion carried 5-0 Mayor asked City Attorney, Water/Sewer Supt. and Maintenance Worker to remain. Maintenance Worker was dismissed at 7:03.

Robert Ellerman moved and Terry Gibson seconded a motion to adjourn at 7:05 p.m. Motion carried 5-0

Mayor

City Clerk