

**CITY OF HIGHLAND, KANSAS
REGULAR COUNCIL MEETING
CITY HALL
November 12, 2025
5:00 P.M.**

COUNCIL MEMBERS PRESENT: Terry Gibson, Robert Ellerman, Tana Snyder, Keith Edmonds (over the phone), and Roger Rush

CITY EMPLOYEES PRESENT: Attorney Andy Parker, Deputy Clerk Annabelle Diebolt, Water/Sewer Superintendent Trevor Saunders, Maintenance Dalton Krier, and Police Chief Dustin Winters

GUESTS PRESENT: Janet Tyler, Chris Waggoner, Dan Glynn, Mary Lou Glynn, Ken Stewart, Diane Stewart, Chris Brown, Sarah Davis, Charles Preiss, April Heim, and Jill Denton

PRESIDING: Mayor Charles Batchelder

Mayor Batchelder called the meeting to order at 5:00pm. Tana Snyder made a motion to approve the agenda for the regular November meeting and the motion was seconded by Robert Ellerman. The motion carried 5-0. Snyder made a motion to approve the consent agenda which included the approval of the October 8, 2025 regular meeting minutes, the approval of bills, and the approval of the claims list for October 9-November 12, 2025. The motion to approve the consent agenda was seconded by Robert Ellerman. The motion carried 5-0.

PRESENTATIONS:

No presentations were given. Chris Brown and Randy Parsons asked to reschedule their presentations to the December regular meeting, December 10, 2025.

PUBLIC FORUM:

Nothing was brought forward for discussion.

CONSIDER/APPROVAL

USDA Watershed Program- April Heim had no further presentations on the program. However, Attorney Parker had taken time to look into the program and advised the council to research/consider the possibilities of the program. Both Heim and Parker were to continue looking into the USDA Watershed program to see what requirements would fall onto the city and what potential benefits were to be had. The program is to be revisited at the January 2026 council meeting.

Maintenance Vehicle- Following some discussion, Terry Gibson moved to amend the August 19th motion to purchase a new maintenance vehicle as a lease-purchase agreement to allow the city to purchase the truck outright after considering the remaining 2025 budget authority and bank account balance. The motion was seconded by Roger Rush and carried 5-0. Water/Sewer Superintendent Trevor Saunders provided the council with quotes for possible snow blades and accessories to make the new truck more functional for the department. Tana Snyder moved to approve the purchase of a snow blade and necessary accessories including but not limited to a roll-on bed liner, headache rack, floor mats, for a total not to exceed \$15,000. The motion was seconded by Robert Ellerman and carried 5-0.

Coronado Road Temporary Work Agreement- Tana Snyder made a motion to approve the temporary work agreement for Coronado Road and Robert Ellerman seconded. The motion carried 5-0. The consent form was signed by Mayor Batchelder on behalf of the city/council.

July 4, 2026 Fireworks: Date and Product- Tana Snyder made a motion to approve July 4, 2026 as the date of the City of Highland's 4th of July Celebration with a rain date of July 5, 2026. The motion was seconded by Robert Ellerman and carried 5-0. Terry Gibson moved to approve a budget of \$6,000 for the purchase of fireworks and insurance for the 2026 4th of July celebration. The motion was seconded by Tana Snyder and carried 5-0.

Food Truck/Mobile Food Vendor- Tana Snyder requested an amendment to the proposed Food Truck Ordinance to change the annual registration fee from \$250 per year to \$25 per calendar year. Tana Snyder made a motion to change the registration fee to \$25 per calendar year on proposed Ordinance #610. The motion was seconded by Terry Gibson and carried 5-0.

KRWA Convention: March 24-26, 2026- Water/Sewer Superintendent Trevor Saunders and Maintenance Dalton Krier requested council permission and funding in order to attend the 2026 KRWA Convention. Roger Rush moved to approve Saunders and Krier attending the KRWA convention along with the necessary funding for registration, room and board. The motion was seconded by Terry Gibson and carried 5-0.

Police Department Vehicles- Roger Rush moved to purchase a truck for the Highland Police Department from Superior Emergency Response Vehicles in Andover, Kansas as a lease purchase; the truck is a 2025 Ford F150 and is quoted at \$60,251.64. The motion was seconded by Tana Snyder and carried 3-2. Gibson, Snyder, and Rush-yes; Edmonds and Ellerman-no. Police Chief Winters also asked for council approval to fix the ball joints on the Police Department Durango at Triple L Tire for the estimated cost of \$1,245.54. Robert Ellerman motioned to fix the ball joints on the Police Department Durango at Triple L Tire for the estimated cost of \$1,245.54 and Roger Rush seconded. The motion passed 5-0.

Police Department HVAC Unit- Police Chief presented the council with bids for a new HVAC unit for the Police Department side of City Hall. Roger Rush moved to approve the quote from Maple City Heating and Air out of Hiawatha, Kansas totaling \$8,360 to replace the HVAC unit and Robert Ellerman seconded. The motion carried 5-0.

DISCUSSION/OPEN ISSUES

Community Building Roof Update- According to information council member Robert Ellerman has received from the contractor, work is set to begin on the roof of the Community Building during the first or second week of December 2025.

Unsafe Structures- Community members have seen actions being taken at the McVicker property and the council has decided to table further discussion on the property to see how the improvements progress. Attorney Parker, Chief Winters, and Code Enforcer Malcolm Grier have held meetings to discuss what code enforcement will look like for the city and are making progress towards a city-wide enforcement program.

Community Tree Canopy Project- Janet Tyler provided a report and stated about 23 new trees have been planted for the project's first replant. Another replant is scheduled to take place in Fall 2026 as well.

ORDINANCES

Roger Rush made a motion to adopt Ordinance #609 to establish the date and time of the regular meeting of the governing body of the City of Highland. Tana Snyder seconded the motion. Roll call vote: Gibson-yes, Ellerman-yes, Rush-yes, Snyder-yes, and Edmonds-yes. The Ordinance passed 5-0. The Ordinance will take effect at the regular council meeting in December.

Tana Snyder made a motion to adopt Ordinance #610 to establish regulations for food truck/mobile food vendor operations within the City of Highland, Kansas. Terry Gibson seconded the motion. Roll call vote: Gibson-yes, Ellerman-yes, Rush-yes, Snyder-yes, and Edmonds-yes. The Ordinance passed 5-0.

Terry Gibson made a motion to adopt Charter Ordinance #9 exempting the city of Highland, Kansas, from a portion of K.S.A. 15-209, relating to the qualifications of certain appointed personnel. Robert Ellerman seconded the motion. Roll call vote: Gibson-yes, Ellerman-yes, Rush-yes, Snyder-yes, and Edmonds-yes. The Charter Ordinance passed 5-0. The Charter Ordinance will be published in the local newspaper for two consecutive weeks and then enter a waiting period of 61 days after the last publication before taking effect.

REPORTS

- Chief Police Winters reviewed his handouts. Winters asked the council, city attorney, and public to come up with ideas/guidelines for allowing some kind of enforcement concerning electric bicycles.
- City Attorney Parker asked the council to consider signing the titles to the 2005 International and 1971 Ford firetrucks over to Rural Fire District 2. Rural Fire District 2 has been in possession of the vehicles since 2008 when they were gifted to the fire district from the city. Robert Ellerman made a motion to sign the titles for the 2005 International firetruck and the 1971 Ford firetruck over to Rural Fire District 2 and the motion was seconded by Terry Gibson. The motion carried 5-0.
- Water/Sewer Supt. Saunders reported looking into solar powered lighting for the city parks. April Heim suggested he investigate potential funding for the lights under an Every grant. Saunders also provided the council with bids from Hullman Ford, Diamond Fab, and Triple L Tire to get the power steering pump replaced on the maintenance F450 truck. Robert Ellerman made a motion to approve the bid from Triple L Tire to replace the power steering pump on the F450 for the quoted price of \$528.18. Tana Snyder seconded the motion and the motion carried 5-0.

Terry Gibson moved and Robert Ellerman seconded a motion to adjourn at 7:10 p.m.. Motion carried 5-0.

Mayor

Deputy City Clerk