

**CITY OF HIGHLAND, KANSAS  
SPECIAL COUNCIL MEETING  
CITY HALL  
DECEMBER 20, 2016  
5:00 P.M.**

**COUNCIL MEMBERS PRESENT:** Charles Batchelder, Dana Clary, Ben Gilmore, Matt Peterson, and Jerry Twombly.

**CITY EMPLOYEES PRESENT:** City Attorney Ted Collins, City Clerk Joann Karn, Deputy City Clerk Melanie Hollabaugh, City Police Chief Brandon Whetstine; Officer Tom Williams and City Maintenance Supervisor Aaron Leach

**GUESTS PRESENT:** John Alfrey and Mark Allen

**PRESIDING:** Mayor Scott Sisk

5:00 p.m. Mayor Scott Sisk called the special city council meeting to order.

Dana Clary moved and Jerry Twombly seconded a motion to recess into executive session at 5:01 p.m. for 30 minutes to discuss 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 5:31 p.m. Motion carried 5-0. Mayor asked the City Attorney and City Clerk to remain and both dismissed at 5:16 p.m.

Dana Clary moved and Jerry Twombly seconded a motion to recess into executive session at 5:31 p.m. for 30 minutes to discuss 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 6:01 p.m. Motion carried 5-0. Mayor asked for City Attorney at 5:45 p.m.; Deputy City Clerk 5:50 p.m. to 5:57 p.m.; City Clerk 5:57 p.m. to 6:01 p.m.

Dana Clary moved and Jerry Twombly seconded a motion to recess into executive session at 6:01 p.m. for 30 minutes for consultation with an attorney on matters that would be deemed privileged in attorney-client relationship and the open meeting will resume in the City Council Chamber at 6:31 p.m. Motion carried 5-0. Mayor asked the City Attorney and City Clerk to remain

Dana Clary moved and Jerry Twombly seconded a motion to recess into executive session at 6:31 p.m. for 15 minutes for consultation with an attorney on matters that would be deemed privileged in attorney-client relationship and the open meeting will resume in the City Council Chamber at 6:46 p.m. Motion carried 5-0. Mayor asked the City Attorney and City Clerk to remain

Matt Peterson moved and Jerry Twombly seconded a motion to approve Resolution No. 16-04; a resolution establishing and amending the uniform personnel policies, and job descriptions for the City Clerk and Deputy City Clerk, to be distributed and signed by the employees. Motion carried 5-0.

Matt Peterson moved and Charles Batchelder seconded a motion to renew the current health and life insurance policies, as is. Motion carried 5-0.

Ben Gilmore moved and Charles Batchelder seconded a motion to approve a five percent wage increase for the city attorney effective January 1, 2017. Motion carried 5-0.

Ben Gilmore moved and Dana Clary seconded a motion to approve a \$3,000 monthly salary for the city clerk effective January 1, 2017. Motion carried 5-0.

Matt Peterson moved and Ben Gilmore seconded a motion to approve Ordinance No. 535 with two amendments; 1b – change the \$15.00 to \$16.00 per hour and change the range of pay for monthly compensation of the city clerk from \$2,000.00 to \$3,000.00 to read \$2,000.00 to \$3,300.00. Motion carried yeas 5 –nays 0 Vote acknowledged council members Twombly, Batchelder, Gilmore, Peterson and Clary voted “yea”

Jerry Twombly moved and Charles Batchelder seconded a motion to adjourn at 6:52 p.m. Motion carried 5-0.

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Mayor

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City Clerk

**City of Highland  
220 West Main Street  
Highland, Kansas 66035**

Request for Special Council Meeting:


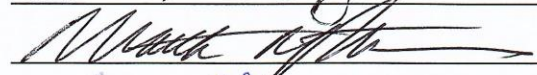
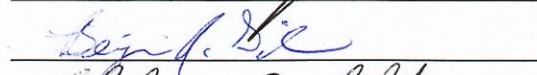
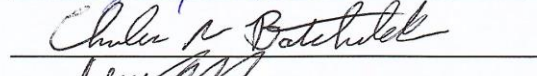

Date: December 20, 2016

To: Scott Sisk, 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:

- Executive Session – Personnel
- Personnel Policy Update/Job Descriptions
- Insurance – Health & Life
- Employees Positions
- Wage/Salary Payment Update
- Salary Ordinance
- Resolution – Boundary Description
- Brainstorm Capital Improvement Projects

Signed:

  
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Highland City Council