

CITY OF HIGHLAND, KANSAS
REGULAR COUNCIL MEETING
CITY HALL
June 14, 2023
5:00 P.M.

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

COUNCIL MEMBERS ABSENT: Keith Edmonds and Dan Collins

CITY EMPLOYEES PRESENT: City Attorney Andrew Parker, City Clerk Joann Karn, Asst. City Clerk Debra Keebler, Maintenance Worker Wyatt Denton and Police Chief Dustin Winters

GUESTS PRESENT: Brian Kingsley, BG Consultants and CB Lackey

PRESIDING: Council President Terry Gibson. Mayor Charles Batchelder arrived at 5:18 p.m.

Council President Gibson opened the regular city council meeting at 5:00 p.m.

Tana Snyder moved and Marty Allen seconded a motion to approve the regular city council meeting minutes of May 10, 2023 and June 7, 2023 special meeting minutes. Motion carried 3-0

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

Brian Kingsley, BG Consultant, explained the Phase 1 Street Project Closeout and reviewed Change Order #2 which decreased the contract price by \$7,277. Following discussion, Tana Snyder moved and Marty Allen seconded a motion to approve Change Order #2 and authorize the mayor to sign. Motion carried 3-0 Mr. Kingsley further explained the certificate of substantial completion, release of final estimate by surety, contractor's affidavit, contractor's application for payment and notice of acceptability of work. Tana Snyder moved and Marty Allen seconded a motion to approve the final contractor's pay request, Application No. 2, and CDBG pay request and authorize the mayor to sign. Motion carried 3-0

Discussion was had on Phase 2 Rebid of the Street Project which included bid tabulations, overall project layout, pavement marking layout and award recommendation letter. Following May 19, 2023, bid opening, BG Consultants believes Herzog Contracting to be qualified to perform the work. With assistance of Brian Kingsley, BG Consultants, the council further reviewed the Base Bid, the Bid Alternates and the Add Alternates. Following further discussion, Tana Snyder moved and Marty Allen seconded a motion to award the Base Bid, Bid Alternate 1, and Add Alternate 1 to Herzog Contracting Corp. for a construction total of \$936,631.14, and authorize construction. Motion carried 3-0

COMMUNICATIONS AND REPORTS:

Mayor Batchelder – Nothing at this time

Attorney Parker – Items later on the agenda; working on the Police Policy.

Clerk Karn – Announced a reminder for the Doniphan County Chamber of Commerce Business Appreciation Breakfast, Thursday, June 22 at 7:30 a.m. in the HCC Walters Wellness Center. Preliminary figures for the 2024 budget indicate a need to exceed the revenue neutral rate. A finance committee meeting will be held and a recommendation will be provided at the next meeting.

Police Chief – Chief Dustin Winters reviewed his handout of various items. Chief Winters announced he has received two applications for Reserve Officers and Attorney Parker is checking ordinances and policies. Chief working with the school district on a First Responder Day, 9-11; thanked HCC staff for letterhead, fax cover sheet and business card set-up; new pistols ordered; hold off ordering ammo; dog issues; and phone system. Discussion was had on the traffic control signs in the city. Following discussion, Marty Allen moved and Tana Snyder seconded a motion to adopt the sign suggestions provided by the Street/Alley Committee that are indicated on the new traffic map of the city. Motion carried 3-0 Further discussion was had on the "No Parking" signs at the community ball park. Tana Snyder moved and Marty Allen seconded a motion to move the No Parking sign to the west (end of dugout) and record the change on the traffic map. Motion carried 3-0 Chief Winters explained the need to install cameras on city property and proposed Heartland Business install the cameras on hand at \$105.00 per hour labor not exceed \$850. Marty Allen moved and Tana seconded a motion to hire Heartland Business, \$105/hr. labor up to \$850 total, with camera placement determined by Chief Winters, and utilize city workers to assist with camera mounting. Motion carried 3-0 Chief Winters and Attorney Parker will review current ordinances regarding side by sides, UTV's and golf carts in city limits. Creating a School Zone is tabled until July. Tana Snyder

moved and Marty Allen seconded a motion for Chief Winters to attend the following three trainings: 1) NRA Handgun/Shotgun Instructor – Hiawatha – Aug 7-11 – Spot donated by Hiawatha PD & Ammo paid for by Do. Co. Attorney; 2) NRA Patrol Rifle Instructor – Hiawatha – Aug 14-18-Spot donated by Hiawatha PD & Ammo paid for by Do. Co. Attorney and 3) MOICIC – Branson MO – Aug 22-24 - \$195.00, Hotel \$114 per night plus \$45 parking, food, total cost of class is \$582 plus food and fuel. Motion carried 3-0 Chief Winters inquired about scheduling to work on holidays and the consensus of the council was not to schedule work days on holidays.

Maintenance Worker Denton – Reported Well #4 will be shut down and running Well #5 through the new plant; salt will be arriving next week; explained 15 signs and post will need to be ordered for the new city traffic control signs – price from Horner - \$100 each and National Sign - \$70 each plus \$260 shipping; 6” ditch liner material plus Johansen hauling - \$800; and approx. 20 ton of cold patch with Johansen hauling – up to \$2,500. Terry Gibson moved and Marty Allen seconded a motion to purchase 15 signs and post from National Sign – total \$1,310; Johansen hauling 6” ditch liner material – total \$800; Johansen hauling approx. 20 ton of cold patch – total up to \$2,500. Motion carried 3-0

COMMITTEE UPDATES:

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

Law Enforcement Committee – Tana Snyder & Marty Allen – Working on updating the police procedures

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

Street and Alley/Bldg & Grounds Committee – Dan Collins & Terry Gibson – Nothing at this time.

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:

Water Treatment Plant Project – Clerk Karn provided information on Amendment No. 1 to the Loan Agreement which modifies the amount of the loan to reflect an increase which is needed to cover additional WTP project costs. Attorney Parker drafted an ordinance authorizing the execution of an amendment to the loan agreement between the city and the State of Kansas (KDHE). Tana Snyder moved and Terry Gibson seconded a motion authorizing the mayor to sign the First Amendment to the Loan Agreement. Motion carried 3-0

Tana Snyder moved and Terry Gibson seconded a motion to adopt Ordinance No. 589 which authorizes the execution of an amendment to the Loan Agreement between the city and the State of Kansas, acting by and through the Kansas Department of Health and Environment for the purpose of obtaining a loan from the Kansas Public Water Supply Loan Fund for the purpose of financing a public water supply project; establishing a dedicated source of revenue for repayment of such loan; authorizing and approving certain documents in connection therewith; and authorizing certain other actions in connection with the loan agreement. By roll call vote: Gibson – yes, Allen – yes and Snyder – yes Motion carried 3-0

Tana Snyder moved and Terry Gibson seconded a motion to approve contractor’s (BRB Contractors, Inc.) application for payment #12 and authorize the mayor to sign. Motion carried 3-0

NEW BUSINESS:

Terry Gibson moved and Tana Snyder seconded a motion to approve a water leak adjustment, dated May 23, 2023, for resident Tonya Kirkendall a rate of two-dollar (\$2.00) per thousand (1,000) gallons of water. Motion carried 3-0

Following discussion, Terry Gibson moved and Marty Allen seconded a motion stating city does not object to the removal of two (2) light poles near Main/Kansas (church fellowship hall), if Evergy approves the removal. Motion carried 3-0

Marty Allen moved and Tana Snyder seconded a motion to donate \$100 to the D-West FFA Chapter Sponsor Drive. Motion carried 3-0

GOVERNING BODY COMMENTS:

Drawings had not been received on the Dollar General store yet. Search continues for grants on the former Saddle Club grounds.

Terry Gibson moved and Tana Snyder seconded a motion to adjourn at 7:07 p.m. Motion carried 3-0

Mayor

City Clerk