

**CITY OF HIGHLAND, KANSAS
REGULAR COUNCIL MEETING
CITY HALL
December 11, 2024
5:00 P.M.**

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

COUNCIL MEMBERS ABSENT: Keith Edmonds

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

PRESIDING: Mayor Charles Batchelder

Mayor Batchelder opened the meeting with a public hearing. The purpose of the hearing was to evaluate the performance of Grant No. 22-PF-007, which was for a Street Improvements Project. The public had no comments. Tana Snyder moved and Terry Gibson seconded a motion authorizing the mayor to sign the Grantee's Release Form, Certificate of Completion, Notice of Completion/Final Inspection and Final Wage Compliance Report Format, Close-out Report and Request for Payment No. 6-Final. Motion carried 4-0

Terry Gibson moved and Tana Snyder seconded a motion to approve the regular city council meeting minutes of November 13, 2024. Motion carried 4-0

Following discussion, Terry Gibson moved and Marty Allen seconded a motion to approve the bills as presented. Motion carried 4-0

COMMUNICATIONS AND REPORTS:

Mayor Batchelder – Re-organization

Robert Ellerman moved and Marty Allen seconded a motion to retain Terry Gibson as Council President. Motion carried 3-0-1 Gibson abstained Robert Ellerman moved and Tana Snyder seconded a motion to retain the current committees. Motion carried 4-0 Marty Allen moved and Tana Snyder seconded a motion to name The Kansas Chief as the official city newspaper. Motion carried 4-0 Marty Allen moved and Tana Snyder seconded a motion for the Bank of Highland, a Branch of Bendena State Bank be named official city depository, with authorized signers of Mayor Batchelder, Treasurer Tyler, Clerks Karn and Keebler, and Council President Gibson. Motion carried 4-0 Tana Snyder moved and Terry Gibson seconded a motion to retain the Board of Zoning Appeals members: Larry O'Bryan, Mike Parker, Roger Gormley, Randy Snyder and Bryan Rhodd. Motion carried 4-0 Terry Gibson moved and Tana Snyder seconded a motion to retain the Tree Board: Janet Tyler, Marty Allen and Wyatt Denton. Motion carried 4-0

Attorney Parker – Provided one example of an animal ordinance and will be checking with other cities, then drafting an ordinance for review on feral cat/animals. Attorney Parker advised the city could homestead property by ordinance. Attorney Parker is assisting with possible new business in the city.

City Clerk Karn – Announced the Community IRA Grant application for funds of \$82,000 was approved for funding although work cannot begin until later. Marty Allen moved and Terry Gibson seconded a motion to remain with gWorks software, sign the Ordering Document which will begin the onboarding process to the cloud. Motion carried 4-0 Clerk Karn provided a reminder that Gordon CPA will perform the audit of calendar year 2024 on January 3, 2025 and asked the council to authorize the mayor or council president to approve year-end expenditures for closing the 2024 books for budget purposes. Marty Allen moved and Tana Snyder seconded a motion authorizing the mayor or council president to approve year-end expenditures for closing the 2024 books for budget purposes. Motion carried 4-0 Clerk Karn review the current fund balances, expenditures are within the published budget and the importance of sales tax revenue.

Police Chief –Reported 19 traffic stops last month with 9 citations issued, assisted with EMS, vehicle unlocks, assisting county sheriff department on several call and will be assisting the county more as they are short staffed. Ticket It or Treat at the high school was completed with the assistance of the HCC Baseball Team and with extra donated candy, council suggested do a spring Ticket It or Treat. Reserve Officer Denton anticipates being hire with the

county sheriff's office; \$75 membership to Kansas Association of Chief of Police will be requested next month; radio station 88.1 will host a Snow Cones with Cops in April in the church's parking lot. Chief Winters requested changing the 2025 internal uniform budget to \$500 per year per person to match other police departments funding, which would include reserve officers. Discussion followed and the 2025 internal budget will be modified to reflect \$1,000 for uniforms. The chief advised he has accrued 44 hours of comp. time. With the situation in the county's sheriff dept., the Chief is not seeing an opportunity to take time off, therefore asking for the comp. time be cashed out. Discussion followed.

Water/Sewer Superintendent Saunders – Reviewed the options for the three garage doors in the city shop. After presenting quotes, Robert Ellerman moved and Tana Snyder seconded a motion to use Menards closures and purchase three garage doors from Menards for the city shop with the city maintenance installing. Motion carried 4-0 Marty Allen moved and Robert Ellerman seconded a motion authorizing W/S Supt. Saunders to purchase a water meter head for \$405.00 and as the battery dies in more meters, continue to purchase as needed. Motion carried 4-0 Police Chief Winters requested W/S Supt. Saunders check the police departments furnace and called the repairman who indicated the furnace on the police side needs to be replaced along with the air conditioning unit. W/S Supt. Saunders will seek bids on replacing two furnaces (both sides at city hall) and the police air conditioning unit. W/S Supt. Saunders is searching for a new maintenance truck which could also be used to push snow and trade or sell the current truck. For budgeting purposes, the truck would be around \$49,000 without a plow and \$59,000 with a snowplow.

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 – Inquired about court news being submitted to the paper with Court Clerk responding it has not been submitted and the council again asked for the police report to be available to the council members.

OLD BUSINESS:

W/S Superintendent Trevor Saunders commented the engineers will be inspecting the water treatment plant tomorrow prior to closing.

The Street Project is being closed.

Chief Winters continues to work with the parties involved on the Simpson unsafe property.

Attorney Parker continues to work with the college on annexation and has a meeting scheduled with the President.

Attorney Parker is anticipating beginning the zoning change process prior to the January 2025 meeting for the new business located in the former Highland Stop & Shop.

Attorney Parker reported email communications are continuing between HCC, USD 111 and the city regarding the Highland Community Ball Park Upgrades and Agreement with a meeting scheduled after the first of the year.

NEW BUSINESS:

The Operational Technology Incident Response Planning Workshop has been rescheduled for February 2025 in which W/S Supt. Saunders and Clerk Karn would like to attend. Bring back the request for the January meeting.

Attorney Parker registered the land agreement for the area at the water treatment plant with the county to alleviate any future misunderstanding and reviewed the agreement with the council.

Tana Snyder moved and Terry Gibson seconded a motion to approve cereal malt beverage licenses for Casey's General Store and Kirkwood & Co. for calendar year 2025. Motion carried 4-0

Councilperson Gibson commented the Highland Cemetery purchased approximately one-half of the GPS software/equipment with the city and asked that W/S Supt. Saunders not be required to use comp. time when working

on plotting the cemetery. Terry Gibson moved and Tana Snyder seconded a motion allowing W/S Supt. Saunders to use city time when working on the GPS software and the coordinates at the cemetery. Motion carried 4-0

Marty Allen moved and Tana Snyder seconded a motion to continue the city's current insurance with Blue Cross and Blue Shield of Kansas and Advance Insurance with renewal effective February 1, 2025. Motion carried 4-0

EXECUTIVE SESSION:

Robert Ellerman moved and Tana Snyder seconded a motion to recess into executive session at 6:28 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 6:38 p.m. Motion carried 4-0 Mayor asked City Attorney to remain.

Robert Ellerman moved and Tana Snyder seconded a motion to recess into executive session at 6:38 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 6:43 p.m. Motion carried 4-0 Mayor asked City Attorney to remain.

Robert Ellerman moved and Tana Snyder seconded a motion to increase the wage of Joann Karn, Dustin Winters and Trevor Saunders by 2.5%. Motion carried 4-0 (Wage change is first full pay period in the following month, per personnel policy)

Terry Gibson moved and Tana Snyder seconded a motion to adjourn at 6:45 p.m. Motion carried 4-0

Mayor

City Clerk