

CITY OF THE HIGHLANDS
REGULAR COUNCIL MEETING
Monday, June 10, 2024, 6:00 p.m.
Crazy Horse Sports Club, 922 W. Crazy Horse Dr., 67502

This meeting is being recorded.

Minutes

I. Meeting called to order - 6:00 p.m.

A. Welcome by Mayor Moore

B. Pledge of Allegiance

C. Roll call of the Council by City Clerk, Bonnie Swenson

Present: Christie Gardner, Jeff Jackson, Mark Kerschen, Kenny Nuss

Absent: Lyle Foss

AZC: Mo Penny

Guests: Butch Neel, Richard Woolley, Molly Dean, Lacey Stone, Deputy Erik Lutz

II. Approval of the agenda as presented

- Jeff Jackson made motion to approve agenda; Kenny Nuss seconded; motion carried unanimously.

III. Public Comment(s) None

IV. Approval of Draft Minutes: May 13, 2024 regular meeting

- Mark Kerschen made motion to approve minutes; Kenny Nuss seconded; motion carried unanimously.

V. Reports

A. Mayor

1. Reviewed status of Volunteer Flag Task Force (from May calendar). Mayor Moore wanted to affirm the participation of residents that serve in this function – Randy Miller, Craig Walle, Jeremy Ehart, Larry Young, Kenny Nuss, Alex McLeod. Kenny wanted to formally thank them for their service. The members rotate every two months and have a new flag from the American Legion.

2. Charter Ordinance No. 10 – is official and posted on the website.

3. Letter received from Hutchinson Community Foundation – they will be sending out a survey to the residents between June and August, seeking information on what makes citizens love their community, discuss needs, and grant possibilities

in December through February. They will repeat this four-part process in 2025 and 2026. Webinar on June 21 to learn more.

B. Treasurer

1. Monthly financial report for May – Jeff Jackson gave review due to Lyle Foss' absence.

Deposits/Receipts total	\$ 4,350.23
Disbursements total	(10,918.98)

Will need to record \$5,080.00 to TW Rolloffs and \$5,000.00 to Judith Hovious Trust as reductions to the ARPA funds, due to their eligibility as meeting those requirements for safety and drainage projects.

a. Presented check to City Clerk for \$153.20 for 2023 metal recycling clean-up to be deposited.

2. Approval of invoices

a. City attorney, Mark Tremaine - \$300.00

b. Judith Hovious Trust – purchase of lot for drainage and northwest exit - \$5,000.00 (paid, approved last month)

c. Jeff Jackson – reimbursement for Hovious deed filing fee - \$38.00 – and Microsoft renewal for City Clerk's laptop - \$107.49 = \$147.49

d. IOF Entertainment – inflatable for June 30 community event - \$100.00 (paid, approved last month)

e. US Post Office – 12-month PO box renewal - \$120.00

f. Nationwide Insurance – Mayor's bond renewal - \$100.00

g. Ark Valley Electric – 95.48 (automatic withdrawal 5-31-24)

h. Nisly Brothers – clean-up day dumpster - \$288.00

i. Reno Co. Utilities - \$102.39

j. Sign Source – banner for June 30 community event - \$100.00

k. First National Bank (Harland Clarke) – duplicate check reorder - \$38.28 (automatic withdrawal 6-7-24)

l. D's Duds – council member t-shirts for June 30 community event - \$98.40

➤ Christie Gardner made motion to approve invoices as presented; Mark Kerschen seconded; motion carried unanimously.

▪ Crazy Horse Sports Club has received communication from the state that we are supposed to be receiving the alcohol tax.

▪ Need to post notice of the August 2024 budget meeting; budget numbers are out from the county and will be discussed at the July 8 meeting.

C. AZC

1. Permits –

Mo Penny presented following permits:

- a. primary structure for Nathan and Nikole DeWitt - \$500.00.
- b. patio screen enclosure for Mark Kerschen - \$50.00.

2. Road repairs – Powered by ME is to be out the first of next week, beginning with Paganica Pass that was not finished last year. Mo will stay on him.

3. Revised building permit form for discussion/approval –

- Kenny Nuss made motion to approve the final revised version of the building permit application; Mark Kerschen seconded; motion carried unanimously.

- City Clerk will replace the current one on the website with the revised version.

4. Mowing bids – continued discussion –

- Mayor Moore did not send a letter to Daily Enterprise that submitted a bid last month for \$800.00 per mowing, advising them that the council did not accept his bid.

Discussed mowing of the ROW's and Butch Neel's bid of \$150.00 to cover fuel expense and equipment rental – time is volunteer. The City's insurance policy covers the mower and any volunteers for liability, not contractors, who fill this position. The ROW's are the lot owner's responsibility to maintain, but the City mows the ROW's for the safety of the community, the number of vacant lots in the area, and due to street maintenance. The City has a Resolution 2019-0021 that requires us to keep track of volunteers and the City Clerk needs to maintain a list of the volunteers and what they are doing.

- Need to draw up a contract for volunteer mowing.
- Kenny Nuss made a motion that Butch Neel will get the volunteer contract to mow the Highlands in 2024, his fee being for the reimbursement of fuel; Jeff Jackson seconded; Kenny, Jeff and Mark voted to approve; Christie was opposed.

VI. New Business

A. Report on Open House and community social –

Molly Dean, Lacey Stone and Christie Gardner are taking the lead on this event, June 30, 2024, 4:00 to 7:00 p.m. at the fire station parking lot.

Discussed the events, cornhole tournament, "touch a truck", CPR training in one of the bays, inflatable, and variety of food trucks. A banner has been

ordered and will be set up at the entrance, as well as the mass emails that have been and are being sent to residents; will develop a flyer to share with the residents that are not included in the mass email communications. There will be a variety of prizes awarded. Deputy Erik Lutz will check with his department to see if anyone can have their patrol car available during the event. The volunteer group hopes that many residents and their families will attend this event.

B. Status of drainage projects

1. Hovious lot update – the lot in the corner has been purchased and deed recorded. There are trees that will need to be removed.
2. Northwest exit equipment rental and diesel fuel - Jeff will rent a track loader from White Star that will help in clearing the trees on the Hovious lot to build a new road, with the help of Mark Clark; they will mow the park while they have the equipment. The cost will be approximately \$1,700.00. Will be able to start building the grade for rock and three culverts for drainage.
 - Mark Kerschen made motion to allow Jeff to rent equipment; Kenny Nuss seconded; motion carried unanimously.
3. Boundary location by Alpha Land Surveys – Jeff Jackson and Kenny Nuss have made a list of properties that need to be marked. Hendricks Street will exist going north; easements on Paganica Pass that need to determine who trees belong to with property markings – must have some kind of evidence of property lines.

C. 2025 Budget Preparation

1. ARPA Plan – will need to discuss next month along with Revenue Neutral Rate (RNR). Will have spreadsheet to discuss to make final budget preparations.

D. Review ordinance regarding duplexes –

Mo Penny had an inquiry from an individual wanting to build duplexes in The Highlands. He sent him a copy of the current Ordinance 2020-18 stating that they cannot be built unless the owner occupies one side of the duplex as they would be considered a commercial venture. Mayor Moore reviewed the wording of the current ordinance and asked council members to read on their own before next month's meeting.

- Consider amending Ordinance 2020-18 to allow for the building of duplexes that satisfy the dwelling requirements.

- E. Weeds on unimproved lots – fire safety issue
There are ordinances that cover this.
- F. Golf cart traffic by underage drivers –
According to the Standard Traffic Ordinance for Kansas Cities, golf carts are allowed on streets, but the operator must be a licensed driver. Deputy Lutz has an email from the Highway Patrol that he will share with Mayor Moore. Need to educate adults about the legal issues that can be brought about.
 - Mayor Moore and Christie will develop a message and City Clerk will send it via mass email.
- G. Safety issue – exit and entrance at the Crazy Horse Golf Course
The club has been contacted about the lack of entrance and exit direction signs. They are purchasing these. The council would like to see two Stop signs posted, as well, and will order these and donate them to the club house.
- H. Communication with residents – no reply option availability?
Christie brought this matter to the attention of council - may be able to reach more residents that do not supply the Volunteer Welcome Group with their email address. This would be in the form of a text message that the person can opt in to receive further notices or not.
 - City Clerk will check with CCMFOA to see about possibility of setting up blast texts that residents can opt in to receive.
- I. Renters in apartments and condo, should they be included in directory/emails?
Discussed how to do this – need to have their consent. When the directory is updated, they are asked if they want to be included. Christie will prepare a flyer and Mo will deliver to these residents for the community event.
- J. Concern was expressed regarding a noisy, speeding Mustang in the City.
Deputy Lutz will notify the other officers to drive through and monitor.

VII. Unfinished Business

- A. Hold Harmless document requested by ProValue Insurance – the city attorney sent another document for individuals aged 18 and over (HCC runners).
 - Mayor Moore has not met with the Athletic Director's yet to obtain signatures.

- B. Continued discussion on draft Ordinance 2024-31 – Mayor Moore recommended that any further discussion be tabled until August when John Hendricks can attend. He had sent her some information from Bella Vista for council members to review.
- C. Report on clean-up day, May 18, 2024 – Kenny Nuss had a list of people that assisted with heading up specific street clean-up.
 - City Clerk will send out an appreciation mass email mentioning those people.
- D. Report of volunteer ROW and drainage projects group
They are to meet tomorrow morning – Brad Easter, Tom Dobson, and Dave Thomas. Kenny will provide them with new maps of the City. Need to contact Crazy Horse Communications to move their pedestals from the ROW. Fire hydrants will be located using the fire department's GPS, then contact will be made with the person responsible for clean-up.
- E. Review response on letters sent to property owners with issue.
 - 1. Richard Woolley vacant lot – Jeff Jackson noted that letters were sent out in 2021 to Mr. Woolley asking him to clean up his lot when the city-wide mailings were done at that time. The City never received any payment of the fine assessed to him. Discussed that boundaries needed to be determined so that we know what vegetation needs to be removed by whom. Mr. Woolley was advised that no more landscaping can be done without a permit. Alpha Land Surveys will do the surveying.
 - 2. Have not received any response from the Twigg's regarding the fine letter sent to them. City needs to hire someone to do the clean-up and pass the cost on to the property owner.
 - Jeff suggested that we contact the City attorney to be sure the City is okay to go on these properties.

VIII. As may arise – N/A

IX. A. and B. Date for next City Council meeting –

- Mark Kerschen made motion to cancel June 24, 2024 meeting and move to the next meeting on July 8, 2024. Christie Gardner seconded; motion carried unanimously.

C. Agenda items for next meeting

1. Review ordinance for duplexes
2. Community event review
3. Boundary surveying
4. Short term rental – Ordinance 2024-31
5. 2025 review for August 12, 2024 budget meeting

- Will need to begin addressing 2025 budget. Put budget meeting notice on City's website for August 12, 2024, 5:30 p.m.

X. Motion to adjourn – 8:01 p.m.

- Mark Kerschen made motion; Christie Gardner seconded; motion carried unanimously.

2024 Goals

1. Prepare a northwest exit
2. Initiate Monroe Street drainage in collaboration with township
3. Re-establish drainage to pond from Wovoka and Wildwood
4. Continue with ROW/drainage and lot maintenance work
5. Continue with road repairs

2023 Goals continued from 2022 Goals

1. Develop long-term plans for roads (obtain estimate from civil engineer)(completed)
2. Identify what needs to be done with roads this year (short term)(completed)
3. Identify drainage concerns
4. Establish Parks & Recreation committee (completed)
5. Continue with vacant lot clean-up

2021 goals: Road repairs, vacant lot clean-up, signage (completed), future drainage concerns.