

**CITY OF THE HIGHLANDS**  
REGULAR COUNCIL MEETING  
Monday, April 8, 2024, 6:00 p.m.  
Crazy Horse Sports Club, 922 W. Crazy Horse Dr., 67502

This meeting is being recorded.

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**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: Mitch Cramer (ProValue Insurance agent), Dave Thomas, Bob Updegraff, Butch Neel

**II. Approval of the agenda as presented**

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

**III. Public Comment(s)** Bob Updegraff thanked the council for helping him with the paperwork to get his siding project completed. He is very pleased with how it turned out. He also mentioned the debris on Jim Strawn's property that he is hoping he will not burn. The council has sent a letter to Mr. Strawn giving him 30 days to complete this clean-up.

**IV. Approval of Draft Minutes:** March 11, 2024 regular meeting

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

**V. Reports**

A. Mayor

1. Update on ARPA – Mayor Moore listened to a report on completing the ARPA report. It is due by the end of April, and we need to account for any money spent. Funds will need to be spent by 2026.

Mentioned the shred event coming up on April 12, 2024 at First National Bank – participants are eligible for a drawing.

B. Treasurer –

1. Monthly financial report - Jeff Jackson gave March report due to Lyle Foss' absence:

Deposits/Receipts total	8,669.95
Disbursements total	(1,995.51)

2. Approval of invoices –

- a. League of Kansas Municipalities – 4 Governing Body Handbooks - \$174.35
- b. Nationwide – Lyle Foss' treasurer's bond - \$100.00
- c. Reno Co. Utilities - \$30.76
- d. Bonnie Swenson – reimbursement for certified mail fee and two jump drives for Quicken - \$38.82

- Jeff Jackson made motion to approve payment of invoices as presented; Kenny Nuss seconded; motion carried unanimously.

Kenny wanted the council to be aware that the flags at the entrance may need to be replaced soon due to deterioration. He will check into ordering new ones.

C. AZC

1. Permits –

- a. Jim Humiston is building a fence around the waterfall in the back of his property.
- b. Rodd Taylor asked to build a retaining wall – this will be a no fee permit.
- c. Loren Frees wants to put up a net to protect his home from stray golf balls. This will be a no fee permit.
- d. Bob Updegraff – Mo presented his completed permit for siding on his home.

2. Revised building permit form for discussion – will not be able to ever determine all the categories for fee or non-fee permits.

- Jeff has the original document and will make some suggested changes to it.

Will consider making a section on the website for FAQ's or give examples or instances of situations that could arise. Mayor Moore asked if a revised permit would make it easier for our residents and for the council. May need to describe what is the "Other" on the permit form. Want to be proactive in future situations that could arise.

Led to discussion on various items that are coming to the forefront due to more activity in the spring.

- Mayor Moore will devise a spring update pamphlet for the Welcome Volunteer group to include in their new resident bags, and include in a mass email to current residents, such as leash law, speeding, upcoming street repair, landscaping projects in ROW, etc.

Powered by ME should be able to begin more street repairs soon.

Need to make determination of who will be mowing the ROW's this season.

- City Clerk and Mayor Moore will place an ad in Hutch Post, an online newspaper, taking bids for someone to mow the ROW's in the city, send a mass email to residents, and post on the website.

## **VI. New Business**

- Request from District 3 fire chief – Christie Gardner presented a flyer asking for volunteers for the fire department. Council was ok with sending this out.
- City Clerk will send out a mass email using the flyer Christie shared with the council.
- Insurance coverage for the city – Mitch Cramer, ProValue Insurance agent, reviewed the city's insurance premiums and limits of liability with EMC. May want to consider decreasing value of the City's mower in the future – is currently set at \$15,000.00. Stated that volunteers are covered, but encouraged the council to be aware of situations when someone is doing volunteer work by asking them to contact someone on the council about when and what they are doing. Once a volunteer becomes a contractor, there is no coverage. This led to a discussion about the liability of runners in the city for their cross-country training. Mitch suggested that we obtain a Hold Harmless agreement for these situations. Parking along Monroe Street becomes an issue when parents are picking up their youth.
- Mayor Moore will contact city attorney for a blank Hold Harmless agreement to provide to the Athletic Directors of the various schools that use the Highlands for their cross country training.
- City Clerk can develop a log sheet to keep track of the volunteer residents doing work for the city. Butch Neel and Mo Penny will continue mowing the entrance and park area even when someone is hired to do the ROW mowing.

- Grant options – Christie Gardner reported on her contact with Jan Steen, a grant writer. He gave her a couple of recommendations and she will share his email with Jeff and Mayor Moore that includes a list of grant writers. Jeff stated that the engineer Kristen Zimmerman referred to us is no longer available due to retirement. He will check on the name of an engineer out of Concordia he was given.

ROW volunteers – gave names of Brad Easter and Tom Dobson to Kenny so that he can contact them. Dave Thomas also volunteered to assist.

- Kenny will follow up with these people to bring them up-to-speed.

## **VII.** Unfinished Business

- A. Status of drainage projects – Jeff reported that the Hovious lot owner is in no big hurry, so we have time to continue work on the northwest fire exit. He finally was able to contact Pat Henke with the township, and he will be going over to Monroe to determine what can be done. Jeff will reach out to him again to confirm that something will be done soon.
- B. Logo status – still waiting for the final copies and invoice.
- C. Short Term rental discussion – council was very pleased with the report that this volunteer group presented at last month’s meeting. Ranson Financial has an online newsletter they provide that includes a lot of useful information regarding Airbnb’s, VRBO’s, etc.
  - Mayor Moore will put together a draft ordinance and bring it to the May meeting.
  - Jeff will check into subscribing all council members to the Ranson Financial online newsletter.

## **VIII.** As may arise

City Clerk advised that the Microsoft 365 program needs to be renewed ASAP.

- Will follow up with Jeff Jackson to do this.
- Mayor Moore will write letters to Rick Woolley, Scott Anderson and the Twigg’s regarding their individual situations that were discussed at last month’s meeting. Any complaints council members receive need to be sent in writing to the city at the city’s email address.
- Mayor Moore will check with Vickie Nuss regarding a spring social for the residents. May offer a CPR class in conjunction with the fire department open house.

City Clerk asked about a city-wide clean up day for 2024. It was decided to set this for May 18, 2024.

- City Clerk will reserve the dumpster from Nisly's and send out information to residents. Jeff had one for metal on his lot by the entrance.

**IX.** Date for next City Council meeting

A. April 22, 2024

B. May 13, 2024

- Jeff Jackson made motion to cancel the April 22<sup>nd</sup> meeting and move ahead to the May 13 meeting; Mark Kerschen seconded; motion carried unanimously.

C. Agenda items for next meeting –

1. Hold Harmless agreement for cross country teams
2. Draft ordinance for short term rentals
3. Brochure for welcome bags and mass email
4. Spring social and CPR class in conjunction with the fire station's open house
5. Logo status and receipt of business cards
6. Volunteers for fire department
7. City wide clean-up day, May 18th

**X.** **Motion to adjourn** - 7:38 p.m.

- Jeff Jackson 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.

