

CITY OF THE HIGHLANDS
REGULAR COUNCIL MEETING
Monday, December 11, 2023, 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: Jeff Jackson, Mark Kerschen, Butch Neel, Kenny Nuss, Brian McElgunn

AZC: Mo Penny

Guests: Steve Swartz, Michael Swartz, Dave Thomas, Lyle Foss, Rick Woolley, Patty Hilyard, Christine Gardner

II. Approval of the agenda as presented

- Butch Neel made motion to accept agenda; Brian McElgunn seconded; motion carried unanimously.

III. Public Comment(s) None

IV. Approval of Draft Minutes: November 13, 2023 regular meeting

- Kenny Nuss made motion to accept minutes; Jeff Jackson seconded; motion carried unanimously.

V. Reports

A. Mayor

1. Mayor Moore expressed her appreciation for the volunteers that worked on the decorations for the front entrance, and recent snow removal.

2. LKM webinar for members on Tuesday, January 9, 2024, 11:30 a.m. to 1:30 p.m. – encouraged new council members to participate, and others for the review - there is no cost. She will send out the email with the registration information so each one can register on their own.

B. Treasurer

1. Monthly financial report – Mark Kerschen reviewed the recent movement of funds to CD's, street repair totals for the year, checks written, etc.

General Fund Beginning Balance 11-1-2023	\$24,599.02
Deposits/Receipts total	4,344.42
Disbursements total	(5,001.98)
General Fund ending balance 11-30-2023	23,941.46
Capital Improvement Fund	175,793.12
Equipment Reserve Fund	25,604.73
Parks and Recreation Fund	7,952.23
American Rescue Fund	<u>41,419.28</u>
Total 11-30-2023	\$274,710.82

2. Approval of invoices –

Butch Neel – reimbursement for 5 sign posts - \$104.40

Jeff Jackson – reimbursement for watering bags for new trees - \$50.51

Vickie Nuss – reimbursement for front entrance wreaths - \$259.01

Reno Co. Utilities - \$33.24

Wichita State University – 2024 CCMFOA (City Clerk) dues - \$50.00

Invoices subject to determining amounts before end of year –

TW Rolloffs, Powered by ME, and owner of lot to be purchased by City.

- Jeff Jackson made motion to approve payment of invoices as presented, and pending invoices; Butch Neel seconded; motion carried unanimously.

3. Resolution 2023-0080 –

Discussed the purpose of the resolution for movement of funds within the First National Bank accounts previously authorized by the council.

- Jeff Jackson made motion to approve Resolution 2023-0080 as written; Brian McElgunn seconded; motion carried unanimously.

C. AZC

1. Update on road work

Powered by ME will be tarring the next week to 10 days, then will be done for the year. Asked City Clerk to send out a mass email to inform residents.

2. Permit for secondary structure

Mo Penny presented permit for Steve Swartz' secondary structure to be built in proximity to the original 625 sq. ft. primary residential structure approved by Reno County in 2015 and grandfathered in.

- Jeff Jackson made motion to approve the permit as measured by Mo; Butch Neel seconded; motion carried unanimously.

3. Kansas Rural Communications – discussed issues of KRC not communicating with homeowners on location of their pedestals on boundary lines, in driveway ROW, easements, that could cause problems with grading for drainage.

- Mayor Moore will review the original ordinance that is in place and send a letter to KRC asking that the homeowner be consulted on where they are being placed.

4. Sale of lots and northwest road

There is a possibility of three new homes in the City in the next two years. There are lots coming up for sale due to owners being incapacitated to take care of. They are too small to build on and have little value to the owners. One has a missing fire plug on it, and it was recommended that the City look into purchasing it so that it could be cleaned up for drainage and future maintenance. Another lot could provide an exit on 108th Street.

- Brian McElgunn made a motion that the City make an offer of \$2,000.00 to purchase middle island lot in Paganica Northwest #2; Kenny Nuss seconded; motion carried unanimously.

D. Parks and Recreation Volunteer Committee

Brad Easter reported that more rock in the front entrance will be needed once the irrigation lines are run in the spring. Will put in more plantings at that time. Trees along Monroe are being removed and can begin moving dirt around. There is a concrete pillar base in the entrance island that can be used in the future for seasonal displays. Asked to use some of the old rock to repair a golf cart trail in the Plaza area. Will be considering water wells in the future to help maintain the new park and front entrance.

E. The Highlands Volunteer Welcome Committee

No report.

VI. New Business

A. Contract with city attorney

Mayor Moore discussed Resolution 2023-0081 and the engagement letter received from Mark Tremaine to serve as our City attorney due to Stan Juhnke's retirement.

- Kenny Nuss made a motion to approve Resolution 2023-0081 to retain the services of Mr. Tremaine as the new City attorney; Jeff Jackson seconded; motion carried unanimously.

B. Website discussion

City Clerk presented two quotes from website developers. It was discussed that a change in providers and subsequent price increase is not in the budget

now, and that we continue to use Wix for another year working on improvements and functionality during that time. The people involved would be the City Clerk and a backup person to assist.

- Will determine a date for a workshop for the council to decide what they would like to see and feel is necessary for the website.

C. Snow removal at fire station

Mayor Moore had a conversation with Chief Wiens regarding maintaining the driveway of the fire station after significant snowstorms. Had discussion about designating people to do work within the City that needs to be done – mowing, ROW maintenance, snow removal. Currently depend on volunteers. The city is not responsible for cleaning residents' driveways, etc. – only the city streets and fire station.

- Mo will check with PBM to see what he would charge for snow removal within the city.

D. Proposed Ordinance 202_ - __ discussion

Mayor Moore asked council to think about what should happen next and prepare to further discuss an ordinance for a position to take care of the responsibilities mentioned in C.

E. Short term rental committee – volunteers are John Hendricks, Stacy McDowell, Steve Wyckoff, Shannon Anderson, Zac Twig.

Discussed the various directions and recommendations this committee should address.

- Mayor Moore will ask the volunteer committee to convene in January and provide a list of questions for them to look at.

VII. Unfinished Business

A. Status of ROW letters (Ordinance 2021-23)

Kenny Nuss reported that he has a list of 22 properties that will need to be addressed and will ask Jeff and Brad to go with him to view any progress that has, or has not, been made. Will send letters out after the first of the year.

1. Lot clean up – some work still being done.
2. Assessment of fines
3. Country Club Drive lot owners –

There is work for the City to do in this area. Will send a personal letter to all property owners in Paganica Peaks #1 to advise them that they will be invoiced for the work when it is done.

B. Lot boundaries

Will be working on identifying lot boundaries where needed.

C. Conversation with Sheriff's office

Due to concerns regarding speeding, students running, walking dogs, Kenny called Erik Lutz of the Sheriff's office to discuss what could be done to

- enforce compliance. Erik has been driving through the City on his night shift and sent emails to his fellow officers requesting they make their presence known throughout the City during peak times and see if that brings about improvements. Mayor Moore stated that she has asked the Athletic Directors of HCC and Buhler to set out signs at the entrance when they have runners in the area, run single file and to be cautious around curves and hills.
- D. Culvert clean out
 - E. Conversation with township – need to get in touch with Pat Henke.

VIII. As may arise

City Clerk recognized and thanked Butch Neel and Brian McElgunn for their service to the City during their terms on the council.

IX. Date for next City Council meeting

- A. December 25, 2023 – Christmas Day
 - Jeff Jackson made motion to cancel December 25, 2023 meeting and next meeting to be January 8, 2024; Butch Neel seconded; motion carried unanimously.
- B. January 8, 2024
- C. Agenda items for next meeting
 1. Swearing in newly elected council members and mayor
 2. Reorganization of council
 3. Appointments for approval
 4. ARPA funds
 5. Identifying goals for 2024
 6. Website update – possible workshop
 7. Follow up on snow removal for City
 8. Short Term Rental committee
 9. KRC correspondence

X. 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 (2021-22 goals: Road repairs, vacant lot clean-up, signage [completed], future drainage concerns.)

XI. **Motion to adjourn** - 7:49 p.m.

- Butch Neel made motion; Brian McElgunn seconded; motion carried unanimously.