

**City of The Highlands**  
**REGULAR COUNCIL MEETING**  
**Monday, 6:00 p.m., May 9, 2022**  
**Crazy Horse Sports Club, 922 W. Crazy Horse Dr., Hutchinson, KS 67502**  
**This meeting is being recorded.**

**I. Meeting Called to Order**

- A. Welcome by Mayor Carol Moore
- B. Pledge of Allegiance
- C. Roll Call by the City Clerk:
  - Council Members Present: Butch Neel, Jeff Jackson, and Mark Kerschen.
  - Absent Council Members: Kenny Nuss and Brian McElgunn
  - City Clerk: Cindy Dale
  - AZC: Mo Penny
  - FEMA: Loren Frees
  - Guests: Brad Easter, Zane Jackson, Peggy Williford, Dave Thomas, Michael Ables, Larry Kleeman, Steve Leatherman, Richard Woolley, Chris Brown

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

- **Butch Neel motioned to approve Agenda as presented, seconded by Mark Kerschen. Motion passed.**

**III. Invited Guests**

- A. Michael Ables, Executive Directors of Reno County Historical Society. Michael is also a member of the task force for the Reno County 150<sup>th</sup> Anniversary. He wants to get out to communities and let them know about the upcoming celebration. The 150<sup>th</sup> Anniversary was last year but due to pandemic it was postponed until this year. The celebration is scheduled for Thursday, August 18, 2022, on Main Street of Hutchinson. It will be a one-mile celebration and he would like to know if the City of The Highlands would like to participate.
- B. Larry Kleeman with Ransom Financial, Issuance of Bonds for the street overlay for the City's roads.
  - 1. Underwriters take bids and the winning bid will turn around and sell bonds to other individuals or banks around the state. First there can be an at large bond issue for all the streets to be overlaid where the city is responsible for that debt.
  - 2. Another option would be special assessment on individuals for specific roads in an area. A special assessment is typically taken by petition in an area and will be attached to those individual taxes.
  - 3. The city would issue a Chartered Ordinance. Street debit limit cannot be more than 30% of your valuation.
  - 4. In years past the approximate cost of the loop (Snokomo all around city) was approximately \$450,000. With costs today that cost would be more.
  - 5. Timing of bond issue, 60 days for Chartered Ordinance, take the bids for bonds would take 2 or 3 weeks, approved the winning bidder will issue bonds to the city.

**IV. Public Comments (State your name and address. Please limit remarks to less than five minutes.)**

- A. Dave Thomas informed the council that Ron Sellers would be our district representative for Reno County Commission, and Ron is not running again. Filing deadline to run for Reno County Commission is June 1<sup>st</sup>. To date only Chris Corey has filed. Dave also spoke to the city administrator and said that Reno County would like for the city to take over maintaining the water tower. This will not happen without the approval of the city and the city does not have staff for maintenance for the water tower
- B. Steve Leatherman asked about Fireworks Ordinance. This will be taken up later in the agenda.
- C. Rick Woolley wanted to thank council and he is working on cleaning up his lot.

➤ **Approval of Minutes of April 11, 2022, Regular Meeting, Jeff Jackson motioned to approve minutes, Butch Neel seconded. Motion approved.**

**V. Reports**

A. Mayor:

- 1. Mayor Moore had a conversation with the League of Kansas Municipalities and Donna Patton, Reno County Clerk, about assigning fines to tax rolls. Donna said that she cannot do that, and she needs a state statute. I contacted the League; I spoke to Nicole she was extremely helpful, and she had a conversation with John Goodyear. They suggested I contact our attorney. Carol asked if one of the council members would go with her to meet with Stan Juhnke. Butch, Mark and Jeff volunteered to go to meeting.
- 2. Mayor Moore brought up that the Highlands is 50 years old. Discuss later.

B. Treasurer – given by Jeff Jackson

General Fund beginning balance	\$91,220.17
Balance Capital Improvement Fund	80,793.12
Equipment Fund	25,604.73
Parks and Recreation Fund	5,303.39
American Rescue Fund	<u>23,959.64</u>
Total Unencumbered Cash	\$226,881.65

➤ **Mark Kerschen made a motion to accept the treasurer's report as presented seconded by Butch Neel. Motion passed.**

C. AZC Report

- 1. Mo Penny presented three building permits for approval.
  - Mark Kerschen: Pour concrete pad, walkout basement door, add pergola \$50

➤ **Jeff Jackson made a motion to approved Mark Kerschen's building permit and \$50 fee, seconded by Butch Neel, motion passed.**

- Dean Harcrow: Add pergola \$50

➤ **Jeff made a motion to approve Dean Harcrow pergola permit and \$50 fee, seconded by Mark Kerschen, motion passed.**

- Chris Brown paid his \$250 file for not cleaning his lot in a timely manner. Mo took Carol, Butch and Mark by Mr. Brown's lot and it was satisfactory after fine was paid.

- Chris Brown submitted a permit to build a primary and secondary structure. The foundation would be poured for both at the same time.
- **Butch Neel motioned that the council go into executive session, seconded by Mark Kerschen, motion passed.**

**At 6:58 p.m. the Regular Meeting came back into session:**

**Ordinance 2020-18 Article IV (Page 11) Secondary and Accessory Structures**

Secondary structures, accessory structures, or out-buildings of any type, for the purpose of storage, or other utility purposes, must be built or placed on a lot only after a dwelling structure has been completed on the same lot or parcel and only after being granted a permit for construction of such secondary structure by the Governing Body and only under the following provisions:

Secondary Structures of any type are prohibited as a solitary structure on a lot. Where two lots are adjacent and contiguous with one having an existing dwelling structure and both lots are owned by the same person(s), the two lots may be joined and consolidated as one lot. Such lot consolidation must be requested of and approved by the Governing Body, surveyed as a single lot and the re-plat filed with the appropriate offices of Reno County. Multiple and contiguous lots (more than two lots) having been joined into a single platted lot by the same process and duly recorded with the appropriate offices of Reno County, shall be considered as one lot for the purpose of this ordinance provided a completed dwelling is in place on the consolidated lot prior to the construction or placement of any secondary structure.

- **Butch Neel made a motion to accept the building permit for primary structure and fee of \$500, Mark Kerschen seconded, Chris Brown withdrew his permit.**
2. Progress of Road Work
    - PBM will start repairing road in Phase II starting on May 16<sup>th</sup> (budget for paving roads in 2022 is \$80,000).
  3. Review of engineer’s assessment of roads, engineer from Reno County Public Works and someone Gregg Simms recommended both agreed that we should continue the work the city has started.
  4. Violations/fines: Ed Beckett and Chris Brown have both paid their fines.

**VI. New Business**

**A. Parks and Recreation Committee discussion:**

1. Brad Easter and the committee recommended the north entry be used as a park and include the island at the entry. There is a generator that the county owns, and you take a line and go east from that generator to Monroe St to the end of our property. They recommend that there are no structures in that area.
2. Brad will talk to AT&T or their representative about the fence that is a little bit unsightly and see if it can be made smaller. The committee would like to have parking on both sides.
3. Brad talked to the City of Hutchinson about the playground equipment that they are removing because they cannot take care of them, but they cannot sell them or give them away, due to liability issues.
4. Build a structure with a roof and open side, like the Eastwood Church building on Plum.
5. Add a walking trail.
6. There are a few nice trees, and they are unsure where everything is going to be, need to identify which trees should stay.

- **Jeff Jackson made a motion that 4.7 acres at the entryway that the city owns be designated as a park and Parks and Recreation revenues for the city, seconded by Mark Kerschen, motion passed.**
  
- B. City meeting – Fire Education meeting scheduled for June 10, 2022, at 6:30 PM
  1. Chief Beer of Reno County Fire Department and Steve Adams, Kansas Wildlife both plan to attend. It was suggested we invite Chief White and Captain Weems. Mayor recommends we invite Reno County Commission, State Representative and Senators, Township reps.
  2. Mark Kerschen will plan for hot dogs, chips and soft drinks and plan for two hundred people.
  3. Butch Neel will put a sign up at the entry, city clerk will post on website and an email will be sent out the residences.
  4. Marketing tools, Mo has pads and pens from an earlier meeting. Mayor will explore cost.
  5. Birthday cake for the City of Highlands 50<sup>th</sup> birthday.
  
- C. City Calendar:
  1. City clean up:
    - City of The Highlands will contact Stutzman’s Refuge to put out a roll off in the parking lot of fire station. No trees, brush, vegetation, tires, appliances will not be allowed in dumpster.
    - Clean up day will be June 4<sup>th</sup>.
    - A sign will be at front entry, city clerk will email and it will be posted on website.
    - Butch Neel will call Stutzman for roll off.
  2. Review status of the flag task force, table until Kenny Nuss is present.
  
- D. 2022 Goal #3: Drainage concerns:
  1. Need to see how many of the culverts around the city are plugged. We need to find a company that does this kind of work. This is money that can be used from American Rescue money. Butch is going to call Don Britten with Reno County
- E. Participation in Reno County 150<sup>th</sup> celebration on August 18th, they are having a mile celebration on Main Street from Cow Creek to Hutchinson Public Library. Cities can have a block or a half of a block. Table until all council members are present.

## **VII. Unfinished Business**

- A. Follow up on flying a red fire ban warning flag in the entrance, this is a liability that the city does not want to take on.
- B. Review of Ordinance 2020- 18 Article IV (page 11), already reviewed.
- C. Review Ordinance 2020-21 Section 1.1, standard parking in the rights-of-way, amend to allow trailers and roll offs, to allow this if it marked with flashing lights or cones and possibly 10-day notice. Contractor will have the responsibility to mark the trailer or roll off.
- D. Revision 2020-13 (AZC responsibilities) – table until next meeting.
- E. Finalize Ordinance 2022-25 (Burn Ordinance)
  - **Jeff Jackson motioned to approve Ordinance 2022-25 Burn Ordinance, seconded by Mark Kerschen, motion passed.**
  
- F. Finalize Ordinance 2022-26 (Fireworks)
  - **Butch Neel motioned to approve Ordinance 2022-26 Fireworks, seconded by Mark Kerschen, motion passed.**

- G. Progress report on lot cleanup for phase I and II and fines (2022 Goal #5)
  - 1. Send Twiggs a letter on clean up Phase I
  - 2. Send Wall \$2,000 fine, Ratslaff \$500 fine, and McCormick? \$500 fine, these are the cumulative fine totals as they are a result of two monthly fines.
  - 3. Phase II lot clean up letter will be written
- H. Status of ROW – Table till next meeting

**VIII. As may arise**

**IX. Date of next City Council Meeting**

Next meeting is scheduled for Monday, May 23, 2022 @ 6:00 p.m. at Crazy Horse Clubhouse.

**X. 2022 Goals**

- A. Long range plans for roads
- B. Identify what needs to be done with roads this year
- C. Identify drainage concerns
- D. Establish Parks and Recreation committee
- E. Continue vacant lot clean-up

**XI. Motion to adjourn**

- **Butch Neel motioned to adjourn, seconded by Mark Kerschen. Motion pass. Adjourned at 8:15 p.m.**