

CITY OF THE HIGHLANDS
REGULAR COUNCIL MEETING
Monday, October 9, 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 Jennalee Boggs

Present: Jeff Jackson, Mark Kerschen, Brian McElgunn, Butch Neel, Kenny Nuss

AZC: Mo Penny

Guests: Vickie Nuss, Joyce Schultz, Joey Dean, Brad Easter, Randy Parks
(county commissioner)

II. Approval of the agenda, with addition of discussion of special meetings announcement method, under VI. New Business, E.

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

III. Public Comment(s) None

IV. Approval of draft Minutes: Regular meeting, September 11, 2023

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

Special meeting, September 29, 2023

- Jeff Jackson made motion to approve; Butch Neel seconded; motion carried unanimously.

V. Reports

A. Mayor

1. LKM dinner meeting in Hutchinson, October 25, 2023 – this is a legislative meeting at Stringer Fine Arts Center, \$20.00 per person. Mayor Moore will attend and invited other council members to attend, if interested.

2. Mayor Moore will also be attending the local emergency planning commission meeting on October 10.

B. Treasurer – Mark Kerschen reviewed the September financial report.

General Fund Beginning Balance 9-1-2023	\$ 32,940.08
Deposits/Receipts total	16,793.94
Disbursements total	(1,506.79)
General Fund ending balance 9-30-2023	48,227.23
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 9-30-2023	\$298,996.59

2. Approval of invoices –

- a. Quicken subscription renewal - \$65.03
- b. Reimbursement to Bonnie Swenson for mailing supplies - \$169.98
- c. Reno Co. Utilities - \$134.35
- d. Chris Brown, entrance work - \$85.00

- Jeff Jackson made a motion to approve payment of invoices; Brian McElgunn seconded; motion carried unanimously.

3. First National Bank accounts – discussed whether accounts should be moved to other institutions to earn more interest.

- Brian McElgunn made a motion to move \$200,000 from our First National Bank checking account to Kelly Altvater at Invision Investments Group to set up a Money Market account, and to move the remainder (approximately \$100,000) from the First National Bank checking account to Heartland Credit Union for a checking account to pay monthly bills from; Butch Neel seconded; motion carried unanimously.
 - Someone will need to make these transactions happen.

C. AZC

1. Update on road repairs – Mo Penny reported that no asphalt has been laid this week due to 30th and 17th Street repair; should be back next week.
2. Permits – Logan Gray and Bob Kenyon properties are in process, but no permits are ready to submit at this point.

D. Parks and Recreation Volunteer Committee – two invoices to Pools Plus were submitted by Brad Easter for irrigation equipment work for the entrance island.

- The City Clerk will provide The Highlands tax exempt certificate to Brad so invoices can be calculated accordingly.

Discussed the progress of the work done thus far. Three junipers were approved initially. Would like to change the plan to add two more junipers (\$550.00) and

one more bush (cost unknown). Labor for planting will be \$125.00 to \$150.00 per plant, cedar mulching about \$100.00; hope to have everything planted in a week to ten days.

- Jeff Jackson made a motion to approve additional plantings and related items; Brian McElgunn seconded; motion carried unanimously.

D. The Highlands Volunteer Welcome Committee – Vickie Nuss reviewed the t-shirt contest. There were four winners, plus an honorable mention. The final artwork has been sent to the artist to make it usable for t-shirt printing. Will do an online t-shirt order process when ready. They have decided to not hold a fall gathering this year but change to a spring gathering in 2024. In the future, would like to hold one in the spring and one in the fall each year. Vickie, also, showed the council updated artwork for the 3" x 5" refrigerator magnets.

- Brian McElgunn made a motion to approve moving forward with ordering 500 magnets; Jeff Jackson seconded; motion carried unanimously.

VI. New Business

A. Grant opportunities with Kristen Zimmerman – after discussion, consensus of council was we need to hire a grant writer, such as Professional Engineering Consultants in Wichita, for future street improvements and park development.

- Mayor Moore will find out when grant writer is available and set up possible meeting.

B. "Mass email" BCC option discussion – City Clerk has been working on way to send mass emails without everyone's email address being visible. The council agreed to pursue this method of communication from the City.

- Brian McElgunn made a motion for City mass emails to be sent with the BCC option; Jeff Jackson seconded; motion carried unanimously.

C. Candidates' questions and Airbnb ballot question – Brian suggested that candidates write a short bio introducing themselves, don't use any questions, photos optional. Can put the Airbnb question on the City website as it will appear on the ballot.

D. Report on "No Hunting" signs – Butch Neel obtained a quote from company in Salina for \$50.00 per sign, same size as the speed limit signs. Wooden posts would be extra. For five signs, would cost about \$258.60. Butch will place the order.

E. Discussed method of how we announce special meetings – Mark Kerschen wanted to make sure all council members are notified, either by phone call or text, as emails may not be seen on short notice. Prefer not to have these meetings in private residences. Can plan to have brief special meetings at regular meeting location at no charge.

VII. Unfinished Business

- A. Approval of Charter Ordinance No. 09 – changing official newspaper to website, except for budget information, has been on website for six weeks; received no comments.
- Jeff Jackson made motion to approve; Brian McElgunn seconded; motion carried unanimously.
- B. Status of ROW and lot clean up discussion, including remarks regarding Items C., D. and E. - Kenny Nuss stated he is not seeing a lot of action over what has already been done since the letters were sent out last month. The end of November cleanup deadline (Ordinance 2021-23) is approaching. He has received several calls from owners claiming the ROW is not their property. Possibly need to start putting some teeth into the ordinance and send out fine letters. Will plan to do a serious drive through in November before sending out letters and fines. The lot cleanup process, in general, has generated interest in moving properties around, either by selling or transferring ownership. We should close out this current process in November, start again in spring with a strong committee to follow-up on how things look at that time. We should consider sending registered letters again so we can confirm receipt by property owners. For lots where there may not be any markers, the property owner should have their property lines surveyed. The fire department needs to contact the property owner about the cleanup they are requiring around their fire hydrant. Also discussed the common ownership lots on Country Club Drive. If the City cleans up this property, other owners will expect the City to do more. That is why bills for cleanup will need to be addressed as they arise.
- Jeff Jackson made a motion to hire Kelly Richardson to clean up Country Club Drive (approximately 25 common owners) and send the common owners bills for it. Brian McElgunn seconded this motion; motion carried unanimously.
- F. Culvert clean out – there are some plugged culverts; not sure PBM can keep up with everything; fiber optics are involved now, as well. Could this be part of the grant writing?
- G. Conversation with Reno County Public Works Director, Don Brittain – hasn't happened yet; Jeff Jackson will stay on him or meet with his assistant.

VIII. As may arise –

- A. Loren Frees will continue as FEMA representative.

B. Thursday, October 12, 2023 is the Reno County tax auction. Jeff Jackson will attend and check on purchasing the area along Monroe between 101st and 103rd.

IX. Date for next City Council meeting –

A. October 23, 2023

- Kenny Nuss made a motion to cancel this meeting; Mark Kerschen seconded; motion carried unanimously.

B. November 13, 2023 – next meeting, 6:00 p.m.

C. Agenda items for next meeting –

1. Progress report on moving funds from First National Bank to other institutions.
2. Grant opportunities – meeting with Kristen Zimmerman.
3. Election results – new council members.
4. Discussion on mailing ROW fine notices and soliciting more people to assist Kenny Nuss.
5. Reno Co. Public Works – Don Brittain, or his assistant, conversation.

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** - 7:20 p.m.

- Jeff Jackson made motion to adjourn; Brian McElgunn seconded; motion carried unanimously.