

City of The Highlands
REGULAR COUNCIL MEETING
Thursday, 6:00 p.m., April 8, 2021
Nickerson City Hall, 15 N. Nickerson St., Nickerson, KS 67502

Social Distancing and hand sanitizing are required, masks are strongly encouraged.

I. Meeting Called to Order

- Welcome by Mayor Carol Moore
- Pledge of Allegiance
- Roll Call of Council Members by the City Clerk:
 - Council Members Present: Jennalee Boggs, Jeff Jackson, Brian McElgunn, Greig Sims, and Butch Neel.
 - City Clerk: Cindy Dale
 - Council Appointees: Not present Mo Penny (AZC); Not present Loren Frees (FEMA)
 - Guests: Matt Alstatt, Dustin McMannis, Bob Updegraff, Peggy Williford, Kim Swafford, Dee Swafford, and Dave Swafford.

II. Approval of Agenda

- Motion to Accept Agenda made by Butch Neel seconded by Greig Simms. Motion passed

III. Public Comment(s):

- Matt Alstatt and Dustin McMannis provided a power point presentation regarding the plans that Crazy Communications has to provide additional services to The Highlands. They are locally operated out of the Crazy Horse Club House and have provided internet service to The Highlands for five years. They will be installing fiber optics throughout the city. Work to begin in June and will be in three phases. Installation should take about eight months. A service called Triple Play, internet/television/telephone, can be installed if there is enough interest.
- Bob Updegraff is representing Lifestyle Improvement with the Hutchinson Recreation Commission. Bob asked if the front entrance of The Highlands can be used as a Sag Stop (rest stop) for the Sand Plum Bicycle Ride on June 6, 2021. The ride will start at the Fairgrounds and use the Entrance as rest stop and turn around. At the sag stop HRC will provide snacks, drinks, and restroom facilities. The portable toilet will be placed the day before and removed the day after the ride. They will not be riding into the City of The Highlands. Liability insurance will be provided by the HRC. City will provide cones to divide the street to help with traffic
- Jeff Jackson made a motion to allow the use of the entrance into The Highlands for the Sand Plum Bicycle Ride on June 6, 2021, seconded by Butch Neel. Motion passed.
- Peggy Williford with the Front Entrance Committee was present to discuss some permanent landscaping at the Front Entrance. Bornholdt Plantland gave an estimate of \$7,725.00 which the committee paid \$250 of their remaining funds for an estimate. Labor could be provided by volunteers to save money for labor and dirt work, volunteers will still maintain the plants.

They would like a decision by May 1, 2021 before it is too late for spring planting. Brian will check with the State of Kansas if Park funds can be used for this.

IV. Approval of Minutes of March 25, 2021 Meeting

- Motion made by Jeff Jackson to approved the March 25 council minutes, seconded by Jennalee Boggs. Motion passed.

V. Reports

A. Mayor

- No report

B. Treasurer

1. Treasurer report

- Shows all banking transactions including 1st National CD that pays interest twice per year; Heartland Money Market pays interest monthly and Heartland Share \$25.
- Invoices for Hutchinson News the Mayor needs copy of invoice for publishing Ordinance 2020-21.
- Discussion of posting treasurer report on website monthly

- Motion made by Jeff Jackson to post treasurer report to website once per month, seconded by Butch Neel. Motion passed.

C. AZC

1. Two requests were made on the City of The Highlands email about a permit for reroofing. The council said that this work falls under general repairs and maintenance no permit or fee will be required.
2. Fencing will require a permit but no fee. Mo Penny will check to see if fence is within property and not impede site line.
3. Butch Neel presented new signs to put throughout the city. Dig Safe will have to come out to check where signs will be placed. Butch presented a statement to reimburse Mo for \$740.59 for the signs only, posts were not included in price. Price wood posts, 6 ft high to bottom of sign.

D. FEMA (none)

VI. Unfinished Business

A. Finalize citizen advisory committee

- The Advisory Committee will consist of Rodney Dankert, Brad Blank and Loren Frees. Jeff Jackson will get four maps and ask committee to drive around Highlands and rate which lots are the worst.

- Jennalee Boggs made a motion to allow Jeff Jackson to add another person to the Advisory Committee, seconded by Butch. Motion passed

B. City Books

- Following books will need to be ordered. Four copies of the code books will ~~need to~~ be ordered, one for the City Clerk and three extra copies ~~to~~ that may be checked out by The Highlands citizens for reference.
 1. (4) copies of 2019 Uniform Public Offense Code for Kansas Cities
 2. (4) copies of 2019 Standard Traffic Ordinance
 3. (4) copies of 2015 International Property Maintenance Code
 4. (2) copies of Handbook for Effective Meetings
 5. (2) copies of Governing Body Handbook: Reference for Elected Municipal Officials, 19th edition
 6. (2) Code of Procedures for Kansas Cities, Fourth Edition
 7. (1) The City Officials Manual for the Mayor's file. City Clerk has a copy.

VII. New Business

A. Draft of Resolution dealing with city office policy/procedures

- Mayor Moore wrote a draft by resolution of office policies and procedures. This resolution is for review by the council and will be discussed at next meeting.

B. Enforcement

1. Violation ticket books. Butch Neel presented a copy of Nickerson, Kansas ticket book to show as an example.
 - Mo Penny and Butch Neel have volunteered to temporarily be enforcement agents
 - Brian recommended that the council have a law enforcement person be hired.
- Jeff Jackson has made a motion to make Butch Neel and Mo Penny volunteer code enforcers until any other position is identified or defined, seconded by Brian McElgunn. Motion passed.
 - Identified what the tickets can be written, identify a dollar amount of ticket. First ticket should just be a warning. Write up some suggestions for next board meetings of recommends of writing tickets, dollar amount for fines.
2. Current violations
 - A fifth wheel trailer is parked in the driveway at 10218 Paganica Plaza Dr. There is someone living in the fifth wheel. Dustin Sawyer, President of Paganica Plaza HOA, has contacted the owner about the violation. There was discussion of what the City of The Highlands next steps should be. It was determined to wait at this time because there is an indication that the trailer will be moved within the next few days.

C. Entrance maintenance

1. Walking workshop

- Jeff Jackson talked to Garber Surveying about pin locations on entrance property owned by City.
- Part of the area where there is illegal parking belongs to the water district and see if they can walk entrance property with us on Saturday.
- If Garber Surveying is too busy, another surveyor will be contacted.
- Walk through Entrance and city owned property north along Monroe with City Council on Saturday, April 17, 2021 at 9:00 a.m.

D. Bids for mowing

- One contractor is working on a cost estimate for mowing right of ways
- The mowing ROW distance is approximately 11 miles
- Public notice for mowing bids 4 to 5 times per season, depending on the amount of rain we receive.

VIII. As may arise

1. Facebook page is a closed group. Jeff Jackson or Jane Easter are the only ones who can approve members. Facebook should be only for residences of the Highlands.
2. Next meeting will be in person on Thursday, April 22, 2021 at Nickerson City Building.

IX. 2021 Goals: Road repairs, vacant lot clean-up, signage, future drainage concerns

X. Motion to adjourn

- Motion made by Jeanalee Boggs and seconded by Greig Simms. Motion passed. Adjourned at 8:38 p.m.