

City of The Highlands
REGULAR COUNCIL MEETING
Thursday, 6:00 p.m., January 14, 2021
Zoom Meeting

Call meeting to order: <ul style="list-style-type: none"> • Welcome • Roll Call: Present: Jennalee Boggs, Jeff Jackson, Brian McElgunn, Greig Sims, Butch Neal, Carol Moore, Loren Frees, Cindy Dale, Loren Frees • Absent: Mo Penney • Guest: Dustin Sawyer 		
Agenda	Discussion	Action/Responsible person
II. Approval of Agenda		Motion to accept made by Jenna lee Boggs and seconded by Butch Neal. Motion passed.
III. Public Comments A. Speed limit signs B. Culvert at end of Paganica Pass	15 mph posted on Paganica Plaza Dr. is not a legal speed limit. Speed limit is 30 mph throughout city. Dustin Sawyer requested the City pay for a culvert on Paganica Place driveways.	Look into making some areas 20 mph Jeff Jackson motioned for the City to pay for the culvert and seconded by Butch Neal. Motion passed.
IV. Approval of Minutes a. December 10, 2020		Motion to accept minutes by Greig Sims and seconded by Butch Neal. Motion passed.
V. Reports A. Mayor B. Treasurer 1. Finance status	Swearing in new City of The Highlands Clerk Carol received a call about setting up Covid-19 vaccination clinic at The Highlands from a resident. Cash balance at First national: \$53,306.94 Cash balance at Heartland: \$30,000 And CD \$15,000 Deposits: \$23,127.87 State tax receipts	Cindy Dale was sworn in as City Clerk. No vaccines are available

<p>2. Invoices received/paid</p> <p>3. Office equipment/supplies for city clerk</p> <p>C. AZRC</p> <p>1. Final payment to PBM</p> <p>2. Status of “the tree”</p> <p>D. FEMA</p>	<p style="text-align: center;">Alcohol tax receipts</p> <p>Insurance increased \$129 for entrance sign, flagpole and LED lights.</p> <p>Jeff Jackson donated a laptop and printer.</p> <p>George Saling has not responded about taking down tree.</p> <p>Loren Frees will be certified as the FEMA official for The City of the Highlands.</p>	<p>Insurance including sign, flagpole and LED light is \$338 per year.</p> <p>Account numbers will be given to city clerk for purchase of miscellaneous supplies.</p> <p>Final payment was made to PBM.</p> <p>Carol Moore will call Mr. Saling one more time and if she gets no response a letter will be drafted and sent.</p> <p>Loren Frees must take one more test to be certified. He will email his certifications to City Clerk</p>
<p>VI. Unfinished Business</p> <p>A. Approval of Resolution No. 2021-0064</p> <p>B. Approval of Ordinance adopting Standard Traffic Ordinance 2020-21</p>	<p>Changing official newspaper for the city to The Hutchinson News</p>	<p>Jeff Jackson made a motion to change official newspaper to the Hutchinson News and seconded by Greig Sims. Motion passed.</p> <p>Jeff Jackson made a motion to adopt Standard Traffic Ordinance and seconded by Jennalee Boggs. Motion passed.</p>

<p>C. Approval of Ordinance adopting Uniform Public Offence Code 2020-22</p> <p>D. Approval of Charter Ordinance No. 7</p> <p>E. Develop 2021 Calendar</p> <p>F. Lot maintenance</p> <ol style="list-style-type: none"> 1. Ordinance 2020-xx (International Property Maintenance Code) 2. Review of draft lot maintenance letter 	<p>This repeals Charter Ordinance No. 2.</p> <p>Jennalee Boggs made a tentative schedule for 2021.</p> <p>Property owner is responsible for cleaning up trees and brush in right-of-way.</p>	<p>Jeff Jackson made a motion to adopt Uniform Public Offense Code Ordinance and seconded by Jennalee Boggs. Motion passed.</p> <p>Greig Simms made a motion to adopt Charter Ordinance No. 7</p> <p>City Clerk will be responsible for keeping council updated on items coming up throughout the year.</p> <p>City will notify property owners to clean up their lots if they go unattended The City of Highlands will contract work done and bill lot owner through their property tax.</p> <p>Draft letter to be sent to lot owners of lot maintenance to be reviewed at next meeting.</p>
<p>VII. New Business</p> <p>A. Review of CPA Contract</p>	<p>Write another Resolution for an open-ended contract with CPA firm Swindoll, Janzen, Hawk & Loyd, LLC</p>	<p>Bring to next meeting for approval.</p>

<p>B. Review of continuation with current city attorney</p> <p>C. Appointing individuals to the AZC position and 3-year BZA position</p> <p>D. Developing a Code Enforcement position</p> <p>E. Next meeting will be January 28, 2021</p>	<p>Mo Penny will continue in AZC position.</p> <p>Discussion of no parking signs.</p>	<p>Retain Stan Junke as city attorney</p> <p>The BZA position for 3 years will be filled by Mitch Cramer.</p> <p>Jeff will draft parking and maintenance regulations for next meeting.</p> <p>All meetings will be conducted via Zoom for the near future.</p>
<p>VIII. As may arise</p>	<p>Council President will continue to be Jennalee Boggs and Brian McElgunn will continue to be Treasurer.</p> <p>Mitch Cramer will attend the council's January 28, 2021 to discuss insurance limits.</p> <p>Goals for 2021. Council should be thinking about this as agenda for next meeting.</p>	<p>Motion made by Jeff Jackson that these officers will be retained and seconded by Butch Neel. Officers accepted</p>
<p>IX. Motion to adjourn</p>	<p>Motion made by Greig Sims and seconded by Jeff Jackson Adjourned at 7:53 p.m.</p>	