

**City of The Highlands**  
**REGULAR COUNCIL MEETING**  
**Thursday, 6:00 p.m., April 22, 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, Greig Sims, and Butch Neel.
  - Not present: Brian McElgunn
  - City Clerk: Cindy Dale
  - Council Appointees: Mo Penny (AZC); Loren Frees (FEMA)
  - Guests: Peggy Williford and Randy Miller

**II. Approval of Agenda**

- Motion to Accept Agenda made by Jeff Jackson seconded by Greig Sims. Motion passed

**III. Public Comment(s): Deferred until later in the agenda**

**IV. Approval of Minutes of April 8, 2021 Meeting**

- Motion made by Jennalee Boggs to approve the April 8, 2021 council minutes, seconded by Butch Neel. Motion passed.
- Motion made by Jeff Jackson and seconded by Butch Neel the April 17, 2021 Workshop Council Meeting be approved. Motion passed

**V. Reports**

A. Mayor

1. Notice for bid to mow right of ways is being run in the Hutchinson News.
2. The violation of the 5<sup>th</sup> wheel camper with someone living in it has been resolved.

B. Treasurer

1. Attached is the treasurer's report to be included with the minutes

C. AZC

1. Update of signage.
  - Butch Neel and Mo Penny will be picking the locations for signs and put them up as weather as allows.

2. Road Repair Projects

- Road repairs will be the continuation of Phase 3 with approximately \$27,000 still in budget for Phase 3. Next phase of road maintenance will be put out for bids after the completion of Phase 3.

3. Building Permits

- Warranty Deed to consolidate lots is required. Warranty Deed form to be taken to title company and Register of Deeds. Mo has a suggested form to use for filing deed.
- Barta secondary building permit approved and signed. The fee has been paid.

- Jeff Jackson motioned that the Permit Application which is numbered and signed by three council members and City Clerk along with stamp will be used as the building permit and submitted to Reno County, motion seconded by Jennalee Boggs. Motion passed.

- Mark Clark's building permit needs to be resubmitted. During former clerk's illness the paperwork has been misplaced. The permit was paid in full.
- Per Ordinance 2020-18, Article 4, Section 1A, Secondary Structures of any type are prohibited as a solitary structure on a lot. Matt Graber requested to building a secondary structure before he builds his house and the council said "no" per ordinance.

**D. FEMA No report**

**VI. Unfinished Business**

**A. City lot clean-up and fire mitigation efforts**

1. Progress of the citizen advisory committee

- Jeff Jackson got 5 maps for committee members to mark as they drive around and evaluate the lots. There have been 65 lots identified Miller Home Builders have 20 and Terri Wall has 9. Owners need to clean up lots or sell them.
- Jeff Jackson talked to Mr. Mullhagen about running water onto his property to the west and he would be glad to have to water run to his property.

2. Lot Clean-Up letter (Notice Letter)

- Lot owners with more than one lot in violation will receive one registered letter with an attachment with a list of all lots not in compliance.
- The 180 days will begin on the date the register letter is received.
- Jennalee Boggs will have notice letter ready to be sent out by the next council meeting.

3. Contractor list for tree removal. Jeff Jackson will check and get a list of contractors that may be interested.

4. City Boundary mowing

- Mow boundary to south in early spring.
- City Clerk will see that city boundary mowing is on the calendar

5. Entrance, city, and Monroe Street clean up prior to June 6

- Encourage neighbors to clean up Monroe and city ditches.

- Jennalee Boggs suggested May 8<sup>th</sup> as a neighborhood clean up day. Clear trash and ditches in homeowner's block.
- City Clerk will send out an email that May 8<sup>th</sup> will be a neighborhood cleanup day. Pick up trash that will fit in an individual's own dumpster.
- June 5<sup>th</sup> will be a cleanup day of Monroe Street

B. Entrance landscape/Use of Parks and Recreation funds

1. Guest Peggy Williford showed the sample of the different stone colors, approximately \$1,800 for stone.
2. The Front Entrance committee will start a campaign to raise money for plantings for front end.

➤ Jeff Jackson made a motion to empower our prior committee to continue with negotiation with Bornholt as designed to be made by that committee, seconded by Butch Neel. Motion passed.

- The City will be custodian of the money for the front entrance project.
- Greig Sims brought a vinyl map of the Highlands and possibly have small maps to be picked up. Map is 4' x 4' and sign is 4' x 8'. Will be put on aluminum and laminated.
- Greig Sims donated the sign.
- Thanks to Vicki Nuss and Suzanne Sims

C. For the record – which ones received – Code books and city books

- 2019 Uniform Public Offense Code for Kansas Cities
- 2019 Standard Traffic Ordinance
- 2015 International Property Maintenance Code
- Code of Procedures for Kansas Cities, Fourth Edition

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

1. What will be our office hours and how to deal with providing records?
2. Requests must be responded to within 3 business days.
3. Appointments need to be made 48 hours in advance
4. Request for records and code books must be requested by email and must be identified by the sender
5. No DVD, no jump drive, costs for printing in resolution OK.
6. No research or administration fee
7. Legal review at cost.

**VII. New Business**

A. Election

- Jeff Jackson checked with Reno County Clerk and they did not know who is up for re-election. Jeff got the form so they would know who is up for re-election.
- City Clerk will send an email blast to remind people of the upcoming election.

B. Enforcement

1. Violation ticket books. Butch Neel will ask City of Nickerson what they charge for fines.

**VIII. As may arise**

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

A. Mrs. Dan Mount to paint secondary building.

**X. Motion to adjourn**

➤ Motion made by Butch Neel and seconded by Greig Simms. Motion passed. Adjourned at 8:24 p.m.