

City of The Highlands
REGULAR COUNCIL MEETING
Thursday, 6:00 p.m., March 11, 2021
Zoom Meeting

I. Meeting Called to Order

- Welcome by Mayor Carol Moore
- Roll Call of Council Members by the City Clerk:
 - Council Members Present: Jennalee Boggs, Jeff Jackson, Brian McElgunn, Greig Sims, and Butch Neal.
 - City Clerk: Cindy Dale
 - Council Appointees: Loren Frees (FEMA). Not present Mo Penny (AZC)

II. Approval of Agenda

- Motion to Accept Agenda made by Butch Neal seconded by Greig Sims. Motion passed.

III. Public Comments

- No public members present

IV. Approval of Minutes of February 11, 2021 Meeting

- Motion was made by Butch Neal, seconded by Jeff Jackson. Motion passed.

Approval of Minutes of February 25, 2021 Meeting

- Motion was made by Jeff Jackson, seconded by Butch Neal. Motion passed.

V. Reports

A. Mayor

1. Landscaping around entrance sign

- The balance of the donated entry sign fund \$604.15 (check #1052) was refunded to Vickie Nuss of the Entrance Committee. Peggy Williford has in the past provided the flowers in front of the entrance sign. She is recommending more permanent plantings that add color for more than just a few months out of the year. Peggy would like to contact a professional landscaping company to draw up a plan and provide estimates. The Mayor suggested that they get prices from landscaping companies within the balance of the \$604.15 and thanked the committee for efforts to make our entrance inviting and communicating with the City Council. The donated money for the beautification of the front entry was not a part of The Highlands city budget or operating expenses.
- Greig Sims thought the north end of the entry lot looks very plain and could use some dressing up. Jeff Jackson said the City owns 2.2 acres. Jeff has started cleaning up The City's portion of this area. Ark Valley owns the easement. The water district also needs to clean up their portion of that area.

B. Treasurer

1. Insurance quotes

• Equipment Floater policy	\$322.00
Equipment Floater policy discount	<u>- 25.00</u>
Total amount due	\$307.00

The City will purchase a Bond covering the City Clerk for \$100.

- Motion made by Jeff Jackson, seconded by Jennalee Boggs to pay the \$322.00 increase for the council members and the \$100.00 bond for the City Clerk. Motion passed.

2. Monthly summary report of balances ending February 28, 2021

• First National	
Balance 2/1/21	\$56,832.49
Income	63,144.47
Expenses 2/1/21 thru 2/28/21	<u>5,104.51</u>
Balance 2/28/21	\$114,872.45
• Heartland Credit Union Balance 2/1/21	\$30,628.84
Interest income	<u>25.00</u>
Balance 2/28/21	\$30,653.84
• First National Bank CD	\$15,579.45
• Heartland Credit Union	\$25.00
• Reimburse to Jeff Jackson for website and Zoom service	
Zoom Service	\$162.79
Wix.com website \$12/mo. x 4 mo. (Nov, Dec 2020, Jan, Feb 2021)	<u>48.00</u>
Total Reimbursement of Jeff Jackson	\$210.79

- Motion made by Jennalee Boggs, seconded by Greg Sims, that Jeff Jackson be reimbursed \$210.79

C. AZC

1. Permit application – example of “other”

- Following will not need a building permit nor pay for a building permit fee.

Landscaping
Sprinklers
Driveways
Sidewalk
Fencing

- It was recommended by Jennalee Boggs that building permits be valid for one year. Greig Sims recommended if a longer period is needed, the applicant could request an extension to their permit.
- Motion was made by Jeff Jackson, seconded by Greig Sims that the above listed items will not require a building permit and the building permit would be valid for one year. Motion passed.
2. Review protocol for handling permits
- AZC (not AZRC) is the Architectural and Zoning Coordinator.
 - Remove item #5 from protocols that references the appeals process.
 - Add “or designee” immediately following AZC
3. A citation book needs to be printed with 1 original and 2 carbon copies.
4. Road work for Phase 3 needs to be completed, horizontal cracks on Snokomo will be the first work to be completed. Refine the work that is included in Phase 3 with a timeline of when this work will be completed. Phase 3 work will be completed by Powered by Me.
5. Budget for street repairs in 2021 is \$77,350
6. All future work future paving road of roads should be put out for public bidding by paving contractors.

D. FEMA

- Carol Moore received a certified letter from Homeland Security that the City of The Highlands’ application to be included in the new flood plain designation has been accepted. This makes the availability of discounted flood insurance for residences of The Highlands. This information will be posted on website.

VI. Unfinished Business

A. Finalize lot maintenance ordinance – Ordinance 2021-23

- Jeff Jackson stated that most of the comments were positive.
- Motion was made by Jeff Jackson and seconded by Brian McElgunn that Ordinance 2021-23 is approved. Motion passed.

B. Clean up wood on golf course

- Mr. Mollhagen is still in Brazil and should be back in a few weeks. Jeff Jackson will talk to him about this.

C. Develop letter to lot owners (discuss mailing strategy)

- Letter states: The City Council of The City of the Highlands hereby notifies you that _____ (said property) is in violation of City Ordinance 2021-23. A copy of the Ordinance is enclosed and can also be found on the city’s website. The Ordinance references the Landowner’s responsibility to keep their property including Right of Ways free of dead trees, blighted trees, brush, weeds, and tall grass.

As of the date of this letter, you, the property owner, will have 180 days to get your property in compliance with City Ordinance 2021-23. Failure to do so can result in the City of The Highlands hiring the necessary clean-up, and the cost will be assessed to the property owner.

- Motion made by Jennalee Boggs, seconded by Brian McElgunn to send letter to homeowners that are in violation of Ordinance 2021-23. Motion passed.

D. Develop citizen advisory committee

- An Advisory Committee needs to be formed to identify the lots that are in violation of Ordinance 2021-23. A notice will be posted on website to solicit volunteers to serve on this Advisory Committee.
- Motion made by Jennalee Boggs, seconded by Butch Neal that a volunteer Advisory Committee be formed to review lots. This will be emailed and posted on website. Motion passed

VII. New Business (tabled until next meeting)

- A. Records custodian/City Clerk – consistence of terminology
- B. Enforcement official
- C. Violation ticket books
- D. Code books
- E. Entrance maintenance
- F. City email maintenance

VIII. As may arise (tabled until next meeting)

IX. Progress on 2021 Goals: Road repairs, vacant lot clean-up, signage

X. Motion to adjourn

- Motion made by Jennalee Boggs and seconded by Greig Sims. Motion passed. Adjourned at 8:25 p.m.