

## 1 | Hope City Council Meeting February 3rd, 2020

Mayor Ryff called the February 3rd, 2020 regular council meeting to order at 7:00pm and led the council in the pledge of allegiance. Mayor Ryff welcomed Ginger Stewart the new council person.

The Mayor asked me to do roll call, it showed the following present: Gordon Hunnicutt, David Wendt, Fred French and Ginger Stewart. Robin Moniz was absent.

Previous Meeting Minutes: Mayor Ryff said the first item is the minutes from the previous meeting. Gordon Hunnicutt made a motion to dispense with the reading of minutes and approve the way they were written; David Wendt seconded the motion and the motion passed 4-0.

Appropriation Ordinance: Mayor Ryff said next is appropriation ordinance #1103. Gordon Hunnicutt made a motion to approve appropriation ordinance #1103, Ginger Stewart seconded the motion. The motion carried 4-0.

Financial Statement: Mayor Ryff said he would turn things over to Heather Stackley for the Treasurers report. Mayor Ryff said that he noticed a receipt under the General fund for sixty thousand and that would be the first payment from the county for the 2020 year. He said also included is the special water fund, he said it had become dormant right now because of the weather. The Mayor explained that the water tower project will be let in the next month. Gordon Hunnicutt made a motion to approve the financial statement for January 2020. Fred French seconded the motion and the motion passed 4-0.

Police Report: Deputy Longbine said that it looked like they had put in 83.50 hours, he explained that on the report where it says N/A that it is just a business check or a check at the school. He said there were a couple of civil matters and a 911 hang-up and that there had been a total of 32 calls. He asked if there were any questions. Gordon Hunnicutt asked if there was anything that was happening that we should be concerned about. Deputy Longbine said it was just regular activity, he asked if we had anything to take back to the sheriff. Ginger Stewart said that a customer at the Endzone had told her that someone had been stealing fuel from their vehicles. Deputy Longbine told her to have them contact the sheriff's department directly, that way if the sheriff has any questions, they can ask the person and it is first-hand information.

New Business: Mayor Ryff said next is Nichole McDaniel with North Central Regional Planning Commission. Nichole said basically we need a time extension is what it amounts to, so that we can do the work for the water tower and make the improvements. She said the contract is up at the end of February and we need more time. Mayor Ryff asked what kind of time would we be looking at. She said it would be 3 months. Gordon Hunnicutt asked what had caused the delay. Nichole explained that nothing in particular, the weather, timing, painting that needs to be done on the water tower it is hard to do in the wintertime. Mayor Ryff said on that, he had spoken to Wesley with BG and wanted the Council to know that there should be an article in the newspaper to put the water tower project out for bid this week. He said

generally in 30 days of that there would be a bid letting for the work needing to be done on the tower. Nichole said that it would be in the newspaper this week because it has to be open for 30 days prior to the bid letting. She said there might have to be a special meeting to award the bid. Mayor Ryff said there needed to be a motion for a time extension for the project. Gordon Hunnicutt made a motion to submit a time extension of three months to the commerce department. Fred French seconded the motion and the motion carried 4-0. Mayor Ryff said while Nichole is here, he wanted to talk about the substantial completion paperwork that we received from Wesley with BG. He said basically what the paperwork is for is so that the warranty will start on the waterlines and meters that have been installed and that are in use. He said they will still be coming back to smooth out yards and to do the seeding that will need to be done as well as put gravel around where the ground has settled. Nichole explained that it is one project, but it has two different contractors, because the water tower upgrades that need to be done need to be done by a specialty contractor, it can't be done by just a general contractor. So, the paperwork is only for the work that has been done by J & K Contracting LC. Gordon Hunnicutt made a motion to approve the certificate of substantial completion, Fred French seconded the motion. The motion passed 4-0. Mayor Ryff asked if Nichole had anything else. Nichole said that the project should be completed by May 28<sup>th</sup> and Linda with the commerce department would be down to do a walk through and a final monitoring and do the close out. She said she would have to hold a public hearing for the final closing for public comment. She said she would advertise the public hearing and after the hearing that would close out the project. A conversation between Nichole, the Mayor and Council took place. The mayor and council thanked Nichole and she left. Mayor Ryff said moving on like we discussed last month in the town of Hope we do have some houses to be honest with you they need to be condemned abated and gotten rid of, he said that it feels like the public sentiment is that it needs to be sooner than later. The Mayor said actually getting rid of it is the easy part, it's getting the legal right to get on the property and so you can knock it down and get rid of it. He said that Mr. Holland had stopped in the office back in November and he has a municipal service to help small towns with those kind of problems. Mayor Ryff said he would let James Holland with Holland Municipal Services tell us what he can do. James said he wanted to give the Council some background information about his self. He said he graduated from Kansas State University with a masters in regional and community planning, he said he worked for local governments both as a staff person and a consultant, in several different states but mostly in Kansas. He said he had worked in Salina as planning and zoning Director but most recently as the community development director in Abilene for 8 years and was involved with comprehensive planning and zoning ordinances, economic development, codes and code enforcement, abatement of dilapidated structures, he said he did quite a bit of that work there. He said he thought that would be a service that a small town could use, because you don't necessarily want to use the city attorney, plus your staff already has a plate full of things to do and take care of. He said the Mayor asked him to talk about dilapidated structures and what the process is for that. He said the first thing is to have an official building official you would need to assign someone

to be the official building official for the City of Hope. That gives them the authority to go into and inspect the structure, write a report on the condition of the structure and make a recommendation to the Council whether it is dilapidated or not or if it is uninhabitable or if it needs to be removed. So, that inspection happens, you notify the property owner by certified mail and give them the opportunity to be there during the inspection and also post on the door that the property subject to inspection on this date and time. At that point if the owner is not willing to let you in or a key is not available or that type of thing, you do have a right at that point to enter the premises, he said he would suggest that you do not do that alone but have somebody from the sheriff's department with you and make sure the place is clear and safe to go into. You would go in and document, and take photos, and do a write-up. When you come out make sure you secure the building, so if you have to break a lock to get in, you have to padlock it back up, so it is a secure structure at that point. Then the building official provides the report to the Council, the Council can decide if it is something they want to pursue, at that point you can set a hearing date, you would invite the property owner and anyone who has any property right interest in that property to be at a public hearing to talk about any condition and if they have plans to fix it. At that point you would pass a resolution saying the owner has 60 days, whatever is a reasonable amount of time to knock it down or start repairs to bring it into an inhabitable condition. Mr. Holland explained that is the basics to get to the point to get it condemned and take the structure down. He said the cost is anywhere from five thousand to seven thousand dollars. A lengthy conversation among the Council, Mayor Ryff and Mr. Holland commenced. Mayor Ryff asked Mr. Holland how he charged for his services. Mr. Holland explained that it would depend on how many houses and how many trips he would need to make and those types of things. He said usually it is about twenty dollars per letter to draft those things, going out and actually taking photos and documenting all of that would be a hundred to a hundred and fifty dollars for those things. He said it would probably be around five hundred a house. Another conversation took place between the Council, Mayor and Mr. Holland. The Mayor said he wanted to thank Mr. Holland for coming down and asked if the Council had any more questions. Mr. Holland left. Next item of business is the Hope Museum. Nancy Cowan said that they came tonight to ask if they could have a \$1200.00 donation that goes toward the utilities for the museum. She explained before you is a letter requesting the donation for this year. Nancy said that they had changed some things up, and have had some speakers come in this year. Gordon Hunnicutt made a motion for the City of Hope to make a donation to the City of Hope Historical Society for the year 2020. David Wendt seconded the motion and the motion carried 4-0. They thanked the city Council for the donation and left. Next item of business is a Cereal Malt Beverage license that was applied for by the American Legion. Gordon Hunnicutt made a motion to approve the Cereal Malt Beverage License for the American Legion. Fred French seconded the motion. The motion passed 4-0.

Old Business: Mayor Ryff said next is a building permit for Eli Fleming that we had discussed last month and had some questions about. The Council asked Eli the questions they had about the permit and Eli answered them.

David Wendt then made a motion to approve the building permit. Fred French seconded the motion and the motion carried 4-0. The Council thanked him for coming to answer their questions and he left.

Mayor Discussion: Mayor Ryff said that it was time to nominate a Council President for 2020 and after that, he wanted to get the committees appointments taken care of. Fred French made a motion to nominate David Wendt for Council President. Ginger Stewart seconded the motion and the motion passed 3-0. Mayor Ryff said basically we have committees, he said there is a financial committee that has to do a budget each year, there is a Cemetery committee and for a long time we have discussed the fact that they haven't done very much, we need to raise the rates, we do need to look at the up keep. Another one is equipment and streets; it is very possible we need to buy a small mower or maybe farm out the mowing at the cemetery. On the streets we are down to the next 60 days, we need to decide whether we need to chip and seal this year, or do we need to fix potholes and culverts and chip and seal next year. Mayor Ryff said he was going to go ahead and pass the committee sheet around, he said basically he is looking for the Council to volunteer for the different committees. He said he recommended they volunteer for a least two committees. In the meantime, he would have Billy do his maintenance report.

Maintenance Report: Billy said there had been a lot of small winter projects that he had been working on. He said he went out and painted some poles while he can get out there in the pasture for the sewer line so they can see it. He said Larry and himself went out and checked on the broken sewer barrel and lid that needs to be repaired, so it doesn't get damaged more. Digging out some of the culverts, we had a few complaints about culverts here and there, we are still digging them as the dirt settles. He put some rock in some holes and in some alleys, talked to Jeremy about it, we are going ahead and filling them, and they will come back later and make it right with us. Billy said he had picked up a lot of limbs from the ice. He said he had made some new signs for out at the lagoon, he said they are bright white with orange letters and they really stand out now. He said they have the city permit number on them now too. Billy went to the Wastewater lagoon operation and maintenance class on the 15<sup>th</sup>, he said that is kind of where he learned a little bit more about the EPA and KDHE rules and what there doing, that is why he painted the signs and a little more up keep we are going to try and do this year, so we don't have issues later. He called Ben Smith and ordered 3" rock. He did a couple of locates. Billy said really filling in holes that need filling. And making a list of things we need to do this spring.

Clerks Report: Scanned in signed copies of the payment request and emailed them to Wesley with BG. Sorted through a pile of old magazines and put them into boxes. I loaded them up and then took them down to the recycle trailer at the school parking lot. Sent James Holland with Holland Municipal Services an email about attending the February Council meeting. Registered Billy and myself to attend the meetings discussed at the Council meeting. I sent an email to Shannon with J & K Contracting about the payment request. I explained that I had got all the signatures needed and the check was ready.

Shannon said that he would send Buddy down to pick it up. Buddy showed up and I gave him the check. Wesley emailed me requesting some information for a resident complaining about a water leak, I sent the information that he requested. Submitted the quarterly paperwork and payments for the last quarter of 2019. I completed all the W-2's, 1099's, W-3 and 1096 forms and mailed out the taxes for 2019. Started to organize the file cabinet, moved last year's files to boxes and put them in the back room so I have room to continue to file folders in the filing cabinet. Called Preston with Core & Main and he walked me through the steps to load the handheld for Billy to do meter reads, Billy did the readings and I uploaded the info into the software, reviewed the reports, made re-read list and processed water-bill statements. I got out paperwork from last year's water use report and started filling out water use report for 2019. Went to the Kansas Department of Agriculture website, logged in and submitted the information to complete the report.

Mayor Ryff said basically it is pretty much the end of the meeting, he said maybe it should be Council time if anyone has a comment, question or answer. He said as far as the committee appointments go whatever is wrote in he'll keep, and then he will write in some to fill in the blanks. He said there will be a new sheet ready before the next meeting. Fred French asked if we were going to get serious about the cemetery. David Wendt said that he had spoke with a couple of guys that do masonry work and thought maybe we should have them come and give us a bid on what it would cost to put up some stones at the entrance. A conversation among the Council and Mayor took place. Fred French asked when the cemetery committee was going to meet. The committee decided to have a meeting on the 17<sup>th</sup> of February at 7pm.

Fred French made a motion to adjourn. David Wendt seconded, and the motion passed 4-0.

\_\_\_\_\_ Larry Ryff, Mayor

Attest

\_\_\_\_\_ Joni Rikard, Clerk