

## 1 | Hope City Council Meeting March 5<sup>th</sup>, 2018

Mayor Ryff called the March 5<sup>th</sup>, 2018 regular council meeting to order at 7:00pm and Mayor Ryff led the council in the pledge of alliance. Mayor Larry Ryff asked for roll call, it showed the following present: Jared Morgan, Carol Lauxman, David Wendt and David VanHook. Gordon Hunnicutt came in at 7:20pm.

Previous Meeting Minutes: Mayor Ryff said after reviewing the council meeting minutes he had found a couple of things that he would like to see corrected. Jared Morgan motioned to approve the suggested amendments to the previous minutes. Carol Lauxman second the motion and the motion passed 4-0. Jared Morgan then motioned to approve the amended minutes as they are written. Carol Lauxman seconded the motion. The motion carried 4-0.

Appropriation Ordinance: The Council reviewed the Appropriation Ordinance. Carol Lauxman moved to approve the Appropriation Ordinance#1080 and David Wendt seconded the motion and the motion passed 4-0.

Financial Statement: Heather Stackley was unable to attend the meeting. Mayor Ryff said if there were any questions we would try and answer them. Carol Lauxman noticed that on April 2<sup>nd</sup>, 2018 that the General Fund CD would mature. She asked if the Council should take any action. Mayor Ryff said that it would be fine to wait until the April meeting. Jared Morgan moved to approve February's financial statement, Carol Lauxman seconded the motion and the motion carried 4-0.

Sheriff's Report: Mayor Ryff said next, he would have officer Longbine give the Hope police report. Officer Longbine explained that there were a total of 11 calls and 60.25 hours put in for the month of February in the City of Hope. He said there were traffic stops, business checks, suspicious activities and it seemed like a typical month, nothing out of the ordinary. He then asked if there were any questions. The Council had no questions, they thanked him and Officer Longbine left.

Visitors: Nichole McDaniel

New Business: Mayor Ryff said first we would start off with Nichole McDaniel with NCRPC he said she was here to explain all about water paperwork. Nichole said, that was a good thing, because that meant the City was awarded the CDBG grant. Nichole explained that in the conditions letter there are four conditions that the City must meet. She said that most of them are minor things. Nichole said one was a budget change, she said originally, they said that the invoices the city had been paying from BG Consultants could be added

in for consideration for match money. But they decided not to accept them. Nichole said that it was ok though because we had already paid for it and with the size of our project it will be paid for by Rural Development at the end of the project. She said it really didn't change anything but the budget numbers. So that condition had been taken care of. Nichole said that the second condition is to provide a signed copy of the USDA Rural Development Letter of Conditions. Nichole said she knows that Chelsey with RD has the signed copy and that she would contact Chelsey to have her email a signed copy and then that would be taken care of. The third thing was the Determination of Level of Review, she said she was told that it had not been submitted correctly. So, Nichole called Linda with the Kansas Department of Commerce and talked to her. Linda said as long as the project did not have a 20% capacity increase then the way it had been filled out was correct. Nichole said what the Determination of Level of Review is to figure out what kind of environmental review she would be doing for the project. She said that she would be doing an environmental review and not a full-blown assessment. Nichole said after talking to Thaniel with BG Consultant, that Thaniel had sent an email explaining that the in total, the increase will be below twenty percent. Nichole said that basically with those calculations that it means there will not need to be an assessment. She said when she talked to Linda that she had explained to her that when she was working with the USDA Rural Development that she had already done an environmental review. Linda advised that she would be able to use the letters that she had sent out to all the agencies for the environmental reviews for Rural Development. Nichole said what that means is that we should be ahead of schedule because we will not have to wait for their replies, and we will be able to utilize the nice weather instead of having to wait until the weather turns bad. Nichole said that last condition in the letter is the City must secure a water purchase agreement contract with the City of Herington. Nichole said she knows that the City has been working on getting an agreement for a long time. However, she wanted the City to keep in mind that all of these conditions and all the other paperwork must be turned in by April 17<sup>th</sup>, 2018. Failure to meet all the condition requirements could mean that the state would take away the grant. Nichole said that February 21<sup>st</sup> her and I had attended the grantee workshop in Salina. She said the state explains how the process works to receive the grant monies and the procedures that are required. She said at the end of the meeting each city received a packet from the state with two contracts in it. She said that both copies of the contracts will need to be signed. Nichole explained that there are some financial forms that she wanted to go over. She said one is a form for the bank, they signed it and put in their information, then I would attach a void check to it. The other one is the bank account

information and what type of account it is. She asked if we had decided to use a separate account or just use an existing account. Mayor Ryff explained that a separate account had already been set-up that we had been paying the BG invoice out of it. Nichole said that was great, because when the state comes to monitor the bookwork they really just want to see the financials for the project and not all the other financial information. Nichole said the other piece to that is an authorized signature form. She said there are four people listed. Normally the Mayor and Clerk are on the form and that the other two should be people who are readily available. Nichole said that every time that there is a pay request you have to have two signatures on the request. She said when filling the form out it is very important to sign your name the way you normally would sign your name. Because if you sign it different than you did on the authorized signature form it could be rejected by the state. Nichole said Thaniel will ask for all invoices to be sent to him a week before the end of the month and then he will forward them onto Nichole. She said that way Thaniel has time to review it and she would have time to process it and then send it back to us to pay it. Nichole explained she usually makes only one pay request a month and she will be submitting everything to me by email. She said that we will keep the original signed paperwork and just scan the document to be emailed. The deposits are done by direct deposit once Commerce approves the request it is in the account within seven days. Nichole said she will receive an email saying when to expect the deposit and when she does she will forward it onto me. Once the money is in the account we must have checks written within 3 working days of receiving the deposit. So, the contractors will send a bill to the City and then I will send them on to Thaniel. He will review the invoices to make sure that they are correct and if there are any questions he will talk to the onsite inspector. Once Thaniel approves them he then sends them on to Nichole. Mayor Ryff said that he would like to see a motion and a second to move forward signing the paperwork that Nichole had explained. Jared Morgan moved to authorize Larry to sign the appropriate CDBG paperwork that is required. Carol Lauxman seconded the motion. The motion carried 5-0. Nichole then asked if there were any other questions. Gordon Hunnicutt said he would like to know when we are all supposed to get together to go over the final plans for the project. Nichole explained that she thought it would probably be sometime in April. Gordon Hunnicutt asked when we get the final plans and it gets bids out can the contractor voice their opinions if they think it should be done differently. Nichole said Thaniel will have the final plans for what will be done. She said they will go out in a bid packet, he will advertise and contact contractors that have done similar projects to see if they are interested. If they are they will buy the bid documents and if they want to bid, they can and if

they don't, they don't have to. They make that decision once they see them. Whatever is submitted in the bid packet is what we will go with. Nichole said if something comes up unexpectedly then they will make adjustments. She said as long as they are not over fifty thousand dollars the state does not have to approve them. Mayor Ryff asked if the bids are not exactly what BG said they should be, do they go into an arbitrary scenario or what happens. She said when Thaniel makes the bid documents there is a part where there are line items and alternates. So, if the bid comes in over what we have budgeted for it can be adjusted by taking out line items as long as it is done for everyone that has bid so we can get back to the amount that was budgeted. Nichole asked if there were any more question. Mayor Ryff asked if Nichole could stay for a little while to go over what had been discussed at the community meeting at the annex. Mayor Ryff said that he knows that there are two different programs one was a Demo Only program and the other one is a Rehab/Demo program he asked what the deadlines dates are for both of those programs. Nichole said the Rehab/Demo program application is due August 1<sup>st</sup> and the Demo Only is due November 1<sup>st</sup>. Mayor Ryff asked what Nichole's timeline would look like. Nichole said she would need to know no later then May. She explained that for the Water Grant Program we were required to attend the KIAC meeting and for the Rehab/Demo program you are required to attend a HIAC meeting. She said another thing that the city and community would have to do is a housing assessment tool and it is call a HAT. Nichole said that they will assist in any way they can, but it must be done by the city. She said that those are both required to apply for the grant. She said the Demo Only does not have any of those requirement, except for the survey which has already been done. Jared Morgan mentioned that Nichole had said that there needed to be some clean-up prior if the city wanted to do the Rehab/Demo program. Nichole said that the state will do a site visit for the Rehab/Demo program and they are pretty picky. She said the state doesn't do a site visit on the Demo Only because they understand that is what the city is working on. Nichole explained that when the state is putting up money to rehab a home to extend the life of the house for an additional 30 years they want the community to be ready, so to be ready we need to clean-up. Nichole said that you can use other grant money for match money too, she said the Dickinson County Community Grant Foundation would be an option. She said you do not have to have match money for the Rehab/Demo program but the Demo Only you do Nichole asked if there were any other questions. There were none, Mayor Ryff and the Council thanked her for coming to the meeting and she left.

Mayor Ryff said he was going back to item D. under New Business the Historical Association. He said in the binder there is a letter written to the Council from the Board of the Hope Historical Society requesting a twelve-hundred-dollar contribution. Nancy Cowan said that she knew that there had been some extra expenses and ever little bit helps. She said anything would be greatly appreciated. Jared Morgan made a motion to continue to contribute twelve-hundred-dollars a year to the museum. Gordon Hunnicutt seconded the motion and the motion carried 5-0. The Council thanked Nancy and she left. Mayor Ryff said next is two building permits. One is from Jim Pilcher he is doing a little demo, remodel and addition on his house. The second one is from the USD #481 for a new bus barn, Mayor Ryff said looking at the map it looks like the new building will be moved back from the alley a little bit. Jared Morgan moved to approve USD #481 and Jim Pilcher's building permit, Carol Lauxman seconded the motion and it passed 5-0. Mayor Ryff said that he would like for me to notify them that their permits had been approved. Mayor Ryff said Mr. Joe Hirsch was supposed to be at the meeting tonight for his annexation request, he said since he did not show up it was a done deal until he does. The Council agreed.

Old Business: Mayor Ryff said moving on last month the Council had talked about doing a town clean-up. David VanHook said that he thought a town clean-up would be a good. Carol Lauxman said she thought that Lyons Club was planning to talk with the City to help assist with a town clean-up. She said they had discussed it at their last meeting. A lengthy conversation took place between the Mayor and Council. Jared Morgan suggested that the Developmental Group, Lyons Club and the city should get together to make a plan before we make a final decision. Carol Lauxman said she thought we should have a meeting with everyone interested in helping so everyone would be involved in the plan. Jared Morgan said if the Council wanted to schedule something tonight maybe schedule an everything that can go to the burn-pit day. He said the City could take the lead on that and if the other groups wanted to help they could. David Wendt mentioned that maybe do something when the County Land-fil was offering a free dump week. Mayor Ryff said he had spoken to Randy Barton a while back and Randy was not planning a free week deal this spring, however he did not rule out doing one this fall. Another lengthy conversation took place between the Council and Mayor. Jared Morgan made a motion to pick up tree limbs the 7<sup>th</sup>, 14<sup>th</sup>, and the 21<sup>st</sup> of May, Gordon Hunnicutt seconded the motion and the motion carried 5-0.

Standing and Special Committee Reports: Gordon Hunnicutt said that he called All Season in Salina about the mower and they didn't have them out yet. He said they told him they were in cold storage and they would be getting them out in 4-5 days. He said he just wanted to give an update on the where they were at on purchasing a new mower. Mayor Ryff said to keep on working at it and once they decide on a mower to get an invoice, so we can get a check wrote. Mayor Ryff said he had been kind of lax on appointing a replacement Health Officer since Jerome resigned. He said hadn't spoke to the guy that he would like to appoint to that committee, but he wanted to tell the Council that he was going to ask John Moniz. Mayor Ryff said that if John will accept the position that he would like for David VanHook, John Moniz and himself to get together before the next meeting. He said that was all the committee stuff unless someone else had something.

Mayors Discussion: Mayor Ryff said he really didn't have anything to discuss tonight.

Maintenance Report: Billy said it started out kind of rough because he had another water leak and the backhoe was down being repaired. He said that he called Herington Heating and Air to come dig the leak up. He said he had been checking the heaters in the bathrooms and they seemed to be working good with no issues. He cut a tree down in the back of the park that was dead that needed to be taken down, cut it up and got it out of there. Billy said that there was another water leak towards the end of the month at 2<sup>nd</sup> Street and Main. He said David Wendt had come and helped with that leak. He said he called Tim with Doctor Dozer about the cylinder for the out rigger, he said that it was still going down about every 5-6 days. He told Billy he would come and adjust the valve as soon as he could to see if that would fix it. Billy said he had talked to Gordon Hunnicutt about getting an Impact Drill, he said David Wendt seen when he helped with the leak what he is talking about. Billy said that right now he is using a wrench and doing it by hand he said the little impact that they have won't do it. Gordon Hunnicutt asked if he had gotten some prices. Billy said when we looked it up on Amazon the price was \$429.99 that comes with 2-batteries and a charger. David VanHook asked what brand name it was. Billy said it was a Milwaukee brand. David VanHook said that he thought he could beat that price through his work if they wanted him to get it. Mayor Ryff said for David VanHook to get some prices and they could make a decision next month. Gordon Hunnicutt said he thought they should just get it. Gordon Hunnicutt then made a motion to have David VanHook purchase an impact for the City for \$429 or less. Jared Morgan seconded the motion and the motion

passed 5-0. David Wendt explained that he had gotten prices for an oxygen bottle if they were interested in having a torch again. He said you could get a five-year lease for \$200 or \$50 for a year at a time, or you could buy one for \$319.73 for a lifetime purchase and then you buy the contents. He said that was for the 125-pound bottle. It was suggested that it could be brought up at the next meeting.

Clerks Report: Made a copy of the employment contract that was approved by the Council and signed by Larry for Mr. Brian Bina and put it in the mail. Got the paperwork from Diamond Vista Wind Project signed and notarized at the bank. Made copies for our files and sent them off in the mail. Called and spoke with Mr. Hirsch about making a formal request by petition at the next council meeting. Filled out the CMB License Certificate and got all the signatures that was needed to complete. I emailed Nichole about getting the list from her that they came up with the day they evaluated the city. I received the list and started reviewing to make a list to show the Mayor and Council. I had some questions and ended up calling Nichole. She ended up just sending copies of the maps they used that day. I went onto the county website to be able to locate the marks they had made on the maps and finally came up with a list. Patriot Audit Services is associated with Berkley's Workers Comp Insurance contacted me to let me know that they were planning to be in the area February 12<sup>th</sup>. They come to audit specific paperwork every year. I gathered all the requested paperwork and ran the reports they would need to have it ready when they arrived. Called Sequoyah to ask them to run the update for the sewer average report. I attended the Grantee Workshop in Salina. The workshop is required to receive the contracts and the instructions on how to begin the grant administration process. I talked with Billy about meter reads entered them, made re-read sheet and entered them and then talked with Larry about the Grantee workshop. Someone at the meeting shared and I got sick that night 😞

Mayor Ryff said that concludes everything that was on the agenda unless someone else has something. Jared Morgan said he wanted everyone to know that he was turning in his resignation and tonight was his last Council meeting and he handed Mayor Ryff his letter. Mayor Ryff read the letter to the Council and afterwards told Jared that he would be missed. He said he would like a motion from the Council to graciously accept the resignation. Gordon Hunnicutt motioned to accept Jared Morgan's resignation and David Wendt seconded the motion and the motion passed 4-0. Mayor Ryff said as far as filling the Council seat if any of the Council had ideas or suggestions he would consider them and to let him know. Mayor Ryff said what he thought was

important now is to come up with a new Council President. He said his concern is if something were to happen to him and not only that, but we need a fourth signature too for check writing. A long conversation took place among the Council and Mayor. Gordon Hunnicutt said he would like to have the position. David Wendt said ok, I nominate Gordon Hunnicutt and David VanHook seconded the motion and the motion carried 3-0.

Gordon Hunnicutt moved to adjourn, and David Wendt seconded the motion and the motion passed 4-0.

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

Attest:

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