

City of Hays
City Commission
Work Session Notes
October 16, 2014 – 6:30 p.m.

Present: Henry Schwaller IV, Eber Phelps, Shaun Musil, Ron Mellick, Kent Steward, John Bird, Toby Dougherty

October 2, 2014 Work Session Notes

There were no corrections or additions to the minutes of the work session held on October 2, 2014; the minutes stand approved as presented.

Rehabilitation of Manholes – Award of Bid

Bernie Kitten, Director of Utilities explained the need for manhole rehabilitation, stating manholes are a critical part of the wastewater collection system. They are required by law and allow for access to sewer pipes for maintenance and repair. Hundreds of manholes in Hays need rehabilitation due to various reasons of acidic environments, erosion, age, and stormwater infiltration. This project will significantly lengthen the lifespan of these manholes through the application of 100% calcium aluminate cement material.

Utility Solutions, LLC from Basehor Kansas provided the low bid and is experienced in manhole rehabilitation.

At the October 23, 2014 Commission meeting, Commissioners will be requested to award a contract for \$30,000 to Utility Solutions, LLC, for the rehabilitation of deteriorated sewer manholes.

Vehicle Abatement at 418 West 11th Street

The abandoned vehicle located on the rear property at 418 West 11th Street has expired tags and missing parts therefore deeming it inoperable. Up to this point, all proper notification has been given to the owner of the property. To date, no action has been taken by the owner of the property. If the vehicle is

removed by the city, all costs of abatement will be charged to the owner of the property.

At the October 23, 2014 Commission meeting the Commissioners will be requested to approve a resolution to abate the abandoned vehicle located at 418 West 11th Street.

Creation of Commission Capital Reserve

The City of Hays Comprehensive Financial Management Policy provides that the City shall achieve and maintain a minimum Unreserved Fund Balance of 10% of the General Fund's annual operating expenditures. This practice continues to be accomplished each year with any excess total available funds going back into the budget shown as an expenditure called City Commission Financial Policy Projects (CCFPP). This CCFPP served as a vehicle each year with which the Commission could dedicate excess revenues to prioritized endeavors they felt necessary. While this process has proven effective over the years it has led to some confusion as to the balance available in CCFPP. True available funds are not realized until the close of the year. It is therefore difficult to advise the Commission of available funds for prioritized projects. The CCFPP also over-inflates the City's general fund budget.

Staff recommends the creation of a Commission Capital Reserve for a more efficient accounting of available funds.

Commissioners will be requested to create a Commission Capital Reserve at the October 23, 2014 Commission meeting.

Other Items for Discussion

Chairperson Schwaller commented that next week he will be graduating from Leadership Kansas and will not attend the Commission meeting on October 23, 2014 at which the public hearing will be held for the proposed sales tax increase at The Mall.

The Commissioners agreed that all five Commissioners should be present to vote on the proposed Community Improvement District.

The work session was adjourned at 7:09 p.m.

Submitted by: _____

Brenda Kitchen – City Clerk