

**CITY OF HAYS COMMISSION MEETING
THURSDAY, NOVEMBER 14, 2013 – 6:30 P.M.
AGENDA**

1. Call to order by Chairperson.
2. **MINUTES:** Consider approval of the minutes from the regular meeting held on October 24, 2013. (PAGE 1)
3. **CITIZEN COMMENTS:** (non-agenda items).
4. **CONSENT AGENDA:** (Items to be approved by the Commission in one motion, unless objections are raised).

UNFINISHED BUSINESS

(No business to review)

NEW BUSINESS

5. **AMENDMENT TO CITY ORDINANCE REGARDING WATER TAP FEES:** Consider approving Ordinance No. 3875, an ordinance amending Sec. 65-219 of the City of Hays, Kansas, Municipal Code, regarding Tap-in fees, to increase fees to represent the actual costs to tap water mains and install water meters. (PAGE 9)
6. **AMENDMENT TO CITY ORDINANCE REGARDING WATER METER FEES:** Consider approving Ordinance No. 3876, an ordinance amending Section 65-187 of the City of Hays, Kansas, Municipal Code, regarding ownership of meters and maintenance. (PAGE 17)
7. **AMENDMENT TO CITY ORDINANCE REGARDING FEES FOR DOGS AND CATS IMPOUNDED BY THE HAYS POLICE DEPARTMENT:** Consider approving Ordinance No. 3877, an ordinance amending Section 5-88 (b) of the City of Hays, Kansas, Municipal Code, allowing the City of Hays to adjust fees to cover the boarding costs for animals impounded by the Hays Police Department. (PAGE 23)
8. **FORT HAYS MUNICIPAL GOLF COURSE TOURNAMENT FEE INCREASE:** Consider approving the increase of fees for golf tournaments at the Fort Hays Municipal Golf Course. (PAGE 29)
9. **FORT HAYS MUNICIPAL GOLF COURSE JUNIOR GOLF FEES:** Consider adding a Junior Golf Greens fee at the same rate as Twilight greens fees beginning March 1, 2014 at the Fort Hays Municipal Golf Course. (PAGE 35)
10. **REPORT OF THE CITY MANAGER** (PAGE 41)
11. **COMMISSION INQUIRIES AND COMMENTS**

12. **EXECUTIVE SESSION (IF REQUIRED)**

13. **ADJOURNMENT**

ANY PERSON WITH A DISABILITY NEEDING SPECIAL ACCOMMODATIONS TO ATTEND THIS MEETING SHOULD CONTACT THE CITY MANAGER'S OFFICE 48 HOURS PRIOR TO THE SCHEDULED MEETING TIME. EVERY ATTEMPT WILL BE MADE TO ACCOMMODATE ANY REQUESTS FOR ASSISTANCE.

MINUTES OF A MEETING
OF THE GOVERNING BODY OF
THE CITY OF HAYS, KANSAS
HELD ON OCTOBER 24, 2013

1. CALL TO ORDER BY CHAIRMAN: The Governing Body of the City of Hays, Kansas met in regular session on Thursday, October 24, 2013 at 6:30 p.m.

Roll Call: Present: Kent Steward
Eber Phelps
Shaun Musil
Ron Mellick

Absent: Henry Schwaller IV

Chairperson Steward declared that a quorum was present and called the meeting to order.

2. MINUTES: There were no corrections or additions to the minutes of the regular session held on October 10, 2013; the minutes stand approved as presented.

3. HAYS EMPLOYEE SERVICE RECOGNITION: Chairperson Steward presented service awards to the following City employees:

5-Year Awards

Kim Rupp	Eamonn Coveney	Eric Borger
Kyla Jurgensen	Kyle Pfannenstiel	Jeremy Rupp
Brian Meis	Toby Alexander	Bobbi Pfeifer
Jamie Salter	Mark Luck	

10-Year Awards

Amy Thompson	Janet Kuhn	Gary Brown
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15-Year Awards

Aaron Ditter	Chris Stegman	Jason Bonczynski
Andrea Windholz	Tim Greenwood	Jason Knipp

20-Year Awards

Karen Randa	Shawn Swift	Tim Huck
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Don Scheibler

25-Year Awards

Jana Jordan

Dan Younger

Jim Cooper

30-Year Awards

Ron Rice

Mike Kline

4. FINANCIAL STATEMENT: Finance Director Kim Rupp reported that month-to-date general fund sales tax collections were \$611,782 which brings us back up \$39,500 or 6.9% as compared to this time last year. The year-to-date general fund sales tax collections are up \$32,835 or .6%. The six month running average on general fund sales tax collections is slightly up at .87%.

The Finance/City Clerk's Office invested \$4,950,000 of maturing or renewing certificates with a weighted average interest rate of .17%. The portfolio of certificates of deposit on September 30, 2013 totaled \$53,000,000 with a weighted average interest rate of .24%. The total balance of the Money Market account on September 30, 2013 was \$1,000,000 with a current yield of .20%. Total investments are up \$5,250,000 when compared to this time last year.

Ron Mellick moved, Eber Phelps seconded, that the Financial Statement for the month of September 2013 be approved.

Vote: Ayes: Kent Steward

Eber Phelps

Shaun Musil

Ron Mellick

5. CITIZEN COMMENTS: There were no comments.

6. PRESENTATION OF SMART RURAL COMMUNITY AWARD: The City of Hays was nominated for and received a Smart Rural Community Award. Nex-Tech representatives Mike Pollock, Chief Operating Officer; Mendi Alexander, Economic Development/Networking Specialist; and Dustin Schlaefli, Marketing/Sales Manager presented the award to Mayor Steward on behalf of the City of Hays.

7. CONSENT AGENDA: Eber Phelps moved, Shaun Musil seconded, that the following business resolution and mayoral appointment be approved.

A. Business Resolution AR-01, Series 2013, expressing appreciation for establishing a new business to Jonathan Burk and Dora Lee Davis the owners of Dora Lee's Upscale Resale, which is located at 2013 Vine Street in Hays.

B. Hays Area Board of Zoning Appeals

Shane Pruitt – 3-year term to expire May 1, 2016

Vote: Ayes: Kent Steward

Eber Phelps

Shaun Musil

Ron Mellick

NEW BUSINESS

8. HAYS DOG PARK – PHASE 1 AND PHASE 2 FUNDING: The City of Hays sent out Request for Bids, with input from the Friends of the Hays Dog Park (FHDP), for the fencing and obtained quotes for the remaining amenities necessary to complete Phase 1 of the Hays Dog Park. The actual expected costs are \$23,859.13, or \$8,986.04 below the estimated amount for Phase 1 of the Hays Dog Park. The cost savings are due mainly to the competitive bid process and in-house labor. All construction oversight will be completed by City staff for this project.

Staff contacted the low fence bidder to request costs for the fence for Phase 2 to determine if cost savings would be realized if we went ahead and completed the fence portion of Phase 2 along with Phase 1. The cost for Phase 2 fencing only is \$22,951.00 if completed now along with Phase 1 fencing. Future fencing costs are expected to continue to rise. This would bring the total cost for Phase 1 and Phase 2 (fencing only) to \$46,810.13, and would allow use of the entire proposed dog park. Staff recommends approving both phases with the understanding that the remaining items in Phase 2 have minimal costs. If

approved, these items could be purchased once the FHDP obtain adequate funds.

Shaun Musil moved, Ron Mellick seconded, to approve construction bids for Phase 1 and Phase 2 of the Hays Dog Park with funds transferred from the Friends of the Hays Dog Park into the Special Park Budget for a total amount of \$46,810.13, and remaining items of Phase 2 to be purchased once FHDP raises adequate funds.

Vote: Ayes: Kent Steward
Eber Phelps
Shaun Musil
Ron Mellick

9. RESOLUTION TO REPEAL RESOLUTION NO. 2013-017 WHICH ESTABLISHED A BENEFIT DISTRICT FOR LOTS 1-24 WITHIN THE REPLAT OF LOT 2, BLOCK 9, GOLDEN BELT 8TH ADDITION:

In May of 2013, Laverne W. Schumacher petitioned the City for alley paving, storm sewer, water, and sanitary sewer improvements to an area containing 24 lots within the Replat of Lot 2, Block 9, Golden Belt 8th Addition. However, Mr. Schumacher has decided to pay for the improvements in full and will not be assessing the improvement costs to the individual lots. The developer is intending to finance the development in full with private funds with no costs being assessed to the property and no City expenditures.

Eber Phelps moved, Shaun Musil seconded, that Resolution No. 2013-022 repealing Resolution 2013-017 which allowed the creation of a benefit district for the construction of improvements to lots 1-24 within the Replat of Lot 2, Block 9 of the Golden Belt 8th Addition be approved.

Vote: Ayes: Kent Steward
Eber Phelps
Shaun Musil
Ron Mellick

10. GOLDEN BELT ESTATES 5TH ADDITION PHASE II RESOLUTION TO ESTABLISH BENEFIT DISTRICT (JAGGER COURT): Western Plains Service

Corp. has petitioned the City for street, storm sewer, water, and sanitary sewer improvements to an area containing 16 lots adjacent to West 45th St. within the Golden Belt Estates 5th Addition on the street known as Jagger Court. The engineer's estimate for total construction costs are \$473,093.40. This project is consistent with past residential developments within the City of Hays.

Ron Mellick moved, Shaun Musil seconded, that Resolution No. 2013-023 authorizing the creation of a special benefit district for infrastructure improvements in the estimated amount of \$473,093.40 for the development of 16 lots adjacent to Jagger Court within the Golden Belt Estates 5th Addition be approved.

Vote: Ayes: Kent Steward
Eber Phelps
Shaun Musil
Ron Mellick

11. SCHOOL ZONE ORDINANCE: USD 489 has requested the establishment of a school zone at the Westside School in the area of 12th and Walnut Streets. The City Attorney has prepared an Ordinance amending Section 62-109 of the Municipal Code to add school zones on 12th Street from Walnut to Ash Street and on Walnut Street from 12th to 13th Street.

Eber Phelps moved, Shaun Musil seconded, that Ordinance No. 3874 amending Section 62-109 of the Municipal Code be approved, and directed staff to install related signage.

Vote: Ayes: Kent Steward
Eber Phelps
Shaun Musil
Ron Mellick

12. WATER AND SEWER LINE IMPROVEMENTS: FORT STREET, 26TH STREET AND US-183 BYPASS – AWARD OF BID: Bids have been received for the replacement of City water main on Fort Street from 20th to 27th Street and on 26th Street from Fort to Ash, and the replacement of a section of 10" sanitary

sewer force main along the US-183 By-pass. The low bid is from APAC-Kansas, Inc. of Hays in the amount of \$614,795.84.

Shaun Musil moved, Ron Mellick seconded, to authorize the City Manager to enter a contract with APAC-Kansas, Inc. in the amount of \$614,795.84 for the waterline upgrades on Fort and 26th Street, and for replacement of sanitary sewer force main along the US-183 By-Pass, funded from the Water and Sewer Capital Reserve Fund.

Vote: Ayes: Kent Steward
Eber Phelps
Shaun Musil
Ron Mellick

13. PURCHASE OF ONE TON UTILITY TRUCK FOR THE UTILITIES

DEPARTMENT: The 2013 fleet replacement schedule authorized the purchase of a new one ton utility truck for use by the Utility Department during emergency repairs and maintenance activities related to the City's utility infrastructure throughout the year. Funding allotted for the replacement of the current unit was budgeted at \$41,500.00. Bob Moore Ford LLC., Oklahoma City, Oklahoma had the low bid for the truck in the amount of \$40,493.00.

Ron Mellick moved, Eber Phelps seconded, to authorize the City Manager to approve the bid from Bob Moore Ford, LLC for \$40,493.00 for the purchase of the one ton utility truck to be funded from the New Equipment Reserve Fund.

Commissioner Musil favored giving the bid to the local dealership, Lewis Ford Lincoln of Hays, whose bid was just \$400.00 higher. It was suggested to review the City policy for bids at a future work session.

Vote: Ayes: Kent Steward
Eber Phelps
Ron Mellick
No Shaun Musil

14. PROGRESS REPORT: Assistant City Manager Paul Briseno reported on various city related events, activities and projects.

15. REPORT OF THE CITY MANAGER: The City Manager had no additional items to report.

16. COMMISSION INQUIRIES AND COMMENTS: The Commissioners once again thanked the City employees that were recognized for their years of service.

Commissioner Steward mentioned that the City of Hays was recognized as the second best city in the State of Kansas for raising young children. Commissioner Steward also stated he has heard many comments from citizens concerned about the changes on 13th Street and asked for patience; he thinks the traffic flow will be better once it is completed.

The meeting was adjourned at 7:36 p.m.

Submitted by: _____

Brenda Kitchen – City Clerk

CITY OF HAYS

AGENDA ITEM COVER SHEET

COMMISSION AGENDA ITEM NO. 5

MEETING DATE: 11-14-13

TOPIC:

Amending City Ordinance Regarding Water Tap Fees

ACTION REQUESTED:

Approve Ordinance No. 3875, an ordinance amending Sec. 65-219, Tap-in fees, to increase fees to represent the actual costs to tap water mains and install water meters.

NARRATIVE:

This Ordinance will update fees charged for installing water meters. New costs were obtained from recently purchased parts or from material quotes. The revised ordinance will allow the customer to pay the actual cost of labor and parts.

New prices were obtained for the standard setting of a meter located within 10 feet from the water main. The costs were obtained from recently purchased parts or from material quotes from suppliers. Labor costs are calculated from average time needed to complete the job based on Hays salary schedule. An attached detailed cost break down is included and labeled Standard Meter and Tap Cost Schedule.

PERSON/STAFF MEMBER(S) MAKING PRESENTATION:

Toby Dougherty, City Manager
Bernie Kitten, Director of Utilities

ADMINISTRATION RECOMMENDATION:

Staff recommends amending Sec. 65-219, Tap-in fees to increase fees to represent the actual costs to tap water mains and install water meters.

COMMITTEE RECOMMENDATION(S):

N/A

ATTACHMENTS:

Amending City Ordinance Regarding Water Tap Fees Memo
Standard Meter and Tap Cost Schedule
Ordinance No. 3875

ORDINANCE NO. 3875

AN ORDINANCE AMENDING CHAPTER 65 OF THE CITY OF HAYS, KANSAS, MUNICIPAL CODE, BY MODIFYING ARTICLE IV, SECTION 65-219 REGARDING TAP-IN FEES.

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF HAYS, KANSAS:

Section 1. Chapter 65, Article IV, Section 65-219 of the City of Hays, Kansas Municipal Code is hereby amended as follows:

CHAPTER 65

UTILITIES

ARTICLE IV. WATER RATES AND CHARGES

Sec. 65-219. Tap-in fees.

For connecting property of the consumer with the municipal water system, the following costs are hereby established:

- (1) For installing a five-eighths-inch meter by tapping a main with a one-inch tap, and installing a one-inch service line not to exceed 10 feet, the cost shall be \$1,500.00;
- (2) For installing a three-fourths-inch meter by tapping a main with a one-inch tap, and installing a one-inch service line not to exceed 10 feet, the cost shall be \$1,520.00;
- (3) For installing a one-inch meter by tapping a main with a one-inch tap, and installing a one-inch service line not to exceed 10 feet, the cost shall be \$1,560.00;
- (4) For installing a 1½-inch meter by tapping a main with a two-inch tap, and installing a two-inch service line not to exceed 10 feet, the cost shall be \$3,980.00;
- (5) For installing a two-inch meter by tapping a main with a two-inch tap, and installing a two-inch service line not to exceed 10 feet, the cost shall be \$4,250.00.
- (6) For installing a meter by tapping a main with larger than a two-inch tap, the cost shall be the actual cost of material and labor.
- (7) The cost of service lines in excess of the included 10 feet shall be \$14.00 per additional foot of one-inch line and \$15.00 per foot of additional two-inch line.

Section 4. The ordinance shall take effect and be in force from and after its passage and publication in the Hays Daily News, the official city newspaper.

ORDINANCE NO. 3875
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PASSED by the Commission on November 14, 2013.

KENT L. STEWARD
Mayor

ATTEST:

BRENDA KITCHEN
City Clerk

(SEAL)

Commission Work Session Agenda

Memo

From: Bernie Kitten, Director of Utilities

Work Session: November 7, 2013

Subject: Amending City Ordinance Regarding Water Tap Fees

Person(s) Responsible: Toby Dougherty, City Manager
Bernie Kitten, Director of Utilities

Summary

This Ordinance will update fees charged for installing water meters. New costs were obtained from recently purchased parts or from material quotes. The revised ordinance will allow the customer to pay the actual cost of labor and parts. Cost break down is included in the attached Standard Meter and Tap Cost Schedule. Staff recommends approval.

Background

Earlier this year staff reviewed all utility fees to ensure pass through costs to tap water mains and install water meters were accurate. Current fees, adopted in the mid 90's are detailed in the table below. These fees do not reflect present costs of labor or materials. This service is generally assessed during new construction or lawn meter requests.

Discussion

New prices were obtained for the standard setting of a meter located within 10 feet from the water main. The costs were obtained from recently purchased parts or from material quotes from suppliers. Labor costs are calculated from average time needed to complete the job based on Hays salary schedule. An attached detailed cost break down is included and labeled Standard Meter and Tap Cost Schedule.

The actual column reflects current fees enacted in the mid 90's and the 2014 reflects staff recommendation. This information was presented in the 2014 budget process within the fee schedule.

	Actual	Budgeted	For Ordinance round
Fee Description	2013	2014	to nearest \$10 **
<u>Tap/Meter/ Tap Fees</u>			
5/8" Tap/Meter	\$ 440.00	\$ 1,502.81	\$ 1,500.00
3/4" Tap/Meter	\$ 460.00	\$ 1,524.81	\$ 1,520.00
1" Tap/Meter	\$ 540.00	\$ 1,555.59	\$ 1,560.00
1½" Tap/Meter	\$ 1,020.00	\$ 3,981.96	\$ 3,980.00
2" Tap/Meter	\$ 1,790.00	\$ 4,247.74	\$ 4,250.00

**The prices quoted are for Standard Installations with meter 10 ft from main.
 Added 1-inch service line bore and installed at \$14.00 per foot.
 Added 2-inch service line bore and installed at \$15.00 per foot.
 5/8, ¾, and 1 inch meters use 1 inch tap and lines.
 1 ½, 2 inch meters use 2 inch tap and lines.

The new ordinance prices include labor and parts for a standard installation, 10 feet from the main. The majority of services are within 10 feet. For jobs that require boring across the street beyond 10 feet, an additional charge per foot will be added. The current ordinance does not have a charge for extra length.

The revised ordinance will allow the customer to pay the actual cost of labor and parts.

Legal Consideration

There are no legal obstacles to proceeding as recommended by City Staff.

Financial Consideration

If approved, customers who request this service will cover the actual costs to tap water mains and install water meters. These fees will be tracked annually and a request will be made for Commission consideration if the increase is warranted.

Options

Option 1- Amend Sec 65-219 to allow the City of Hays to increase fees to cover the actual costs to tap water mains and install water meters.

Option 2 - Take no action and allow fees to remain at the current rate.

Recommendation

Staff recommends amending Sec. 65-219, Tap-in fees to increase fees to represent the actual costs to tap water mains and install water meters.

Action Requested

Approve Ordinance NO. _____, an ordinance amending Sec. 65-219, Tap-in fees to increase fees to represent the actual costs to tap water mains and install water meters.

Supporting Documentation

Standard Meter and Tap Cost Schedule
Proposed Amended Sec. 65-219 Tap-in fees.

Standard Tap and Meter, Hays, KS Nov. 2013

5/8" x 3/4 Meter Tap			Charges Round to \$10	
1"	Tapping Saddle	\$ 60.33		
1"	Corp Stop	\$ 59.66		
	Meter Pit	\$ 562.57		
1"	Poly Pipe-10 ft. x .44 ft. **	\$ 4.40		
1"	Insert stiffner 2 x 1.41	\$ 2.82		
	#12 Trace Wire- 10 ft. x .15	\$ 1.50		
	Ring & Lid	\$ 117.25		
	Meter Adapters 2 x 23.32	\$ 46.64		
	5/8 x 3/4 Meter	\$ 121.00		
	Backhoe 2 hrs. x \$70	\$ 140.00		
	Concrete & Asphalt replacement	\$ 250.00		
	Labor: 4 hrs x 17.08 x 2 persons	\$ 136.64		
	Total	\$ 1,502.81		\$1,500.00

3/4" Meter Tap			
1"	Tapping Sleeve	\$ 60.33	
1"	Corp Stop	\$ 59.66	
	Meter Pit	\$ 562.57	
1"	Poly Pipe-10 ft. x .44 ft.**	\$ 4.40	
1"	Insert stiffner 2 x 1.41	\$ 2.82	
	#12 Trace Wire- 10 ft. x .15	\$ 1.50	
	Ring & Lid	\$ 117.25	
	Meter Adapters 2 x 23.32	\$ 46.64	
3/4"	Meter	\$ 143.00	
	Backhoe 2 hrs. x \$70	\$ 140.00	
	Concrete & Asphalt replacement	\$ 250.00	
	Labor: 4 hrs x 17.08 x 2 persons	\$ 136.64	
	Total	\$ 1,524.81	

1" Meter Tap			
1"	Tapping Sleeve	\$ 60.33	
1"	Corp Stop	\$ 59.66	
	Meter Pit	\$ 562.57	
1"	Poly Pipe-10 ft. x .44 ft.**	\$ 4.40	
1"	Insert stiffner 2 x 1.41	\$ 2.82	
	#12 Trace Wire- 10 ft. x .15	\$ 1.50	
	Ring & Lid	\$ 117.25	
	Meter Adapters 2 x 23.32	\$ 46.64	
1"	Meter	\$ 173.78	
	Backhoe 2 hrs. x \$70	\$ 140.00	
	Concrete & Asphalt replacement	\$ 250.00	
	Labor: 4 hrs x 17.08 x 2 persons	\$ 136.64	
	Total	\$ 1,555.59	

1 1/2" Meter Tap			Charges	
			Round to \$10	
2"	Tapping Sleeve	\$ 92.86		
2"	Corp Stop	\$ 221.12		
1 1/2"	Meter Pit	\$ 1,874.31		
2"	Poly Pipe-10 ft. x 1.69 ft.**	\$ 16.90		
2"	Insert stiffner 2 x 1.94	\$ 3.88		
	#12 Trace Wire- 10 ft. x .15	\$ 1.50		
	Ring & Lid	\$ 564.77		
1 1/2"	Meter	\$ 679.98		
	Backhoe 2 hrs. x \$70	\$ 140.00		
	Concrete & Asphalt replacement	\$ 250.00		
	Labor: 4 hrs x 17.08 x 2 persons	\$ 136.64		
Total		\$ 3,981.96		\$3,980.00

2" Meter Tap				
2"	Tapping Sleeve	\$ 92.86		
2"	Corp Stop	\$ 221.12		
	Meter Pit	\$ 2,057.34		
2"	Poly Pipe-10 ft. x 1.69 ft.**	\$ 16.90		
2"	Insert stiffner 2 x 1.94	\$ 3.88		
	#12 Trace Wire- 10 ft. x .15	\$ 1.50		
	Ring & Lid	\$ 564.77		
2"	Meter	\$ 762.73		
	Backhoe 2 hrs. x \$70	\$ 140.00		
	Concrete & Asphalt replacement	\$ 250.00		
	Labor: 4 hrs x 17.08 x 2 persons	\$ 136.64		
Total		\$ 4,247.74		\$4,250.00

**The prices quoted are for Standard Intallations when meter is 10 ft from main.
 Added 1-inch service line bore and installed at \$14.00 per foot.
 Added 2-inch service line bore and installed at \$15.00 per foot.

CITY OF HAYS

AGENDA ITEM COVER SHEET

COMMISSION AGENDA ITEM NO. 6

MEETING DATE: 11-14-13

TOPIC:

Amending City Code Regarding Water Meter Fees

ACTION REQUESTED:

Approve Ordinance No. 3876, which amends city code Sec. 65-187 regarding ownership of meters and maintenance.

NARRATIVE:

Currently staff sells meters separately through the Planning Inspection Enforcement Department. Code allows the sale of meters at the city's costs in general terms. Staff requests approval of the revised ordinance to solidify the ability to charge water meters at cost.

PERSON/STAFF MEMBER(S) MAKING PRESENTATION:

Paul Briseno, Assistant City Manager
Bernie Kitten, Director of Utilities

ADMINISTRATION RECOMMENDATION:

Staff recommends approve of Ordinance No. 3876, which amends city code Sec. 65-187 regarding ownership of meters and maintenance.

COMMITTEE RECOMMENDATION(S):

N/A

ATTACHMENTS:

Staff Memo
Ordinance No. 3876

ORDINANCE NO. 3876

AN ORDINANCE AMENDING CHAPTER 65 OF THE CITY OF HAYS, KANSAS, MUNICIPAL CODE, BY MODIFYING ARTICLE III, DIVISION 5, SECTION 65-187 REGARDING OWNERSHIP OF METERS AND MAINTENANCE.

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF HAYS, KANSAS:

Section 1. Chapter 65, Article III, Division 5, Section 65-187 of the City of Hays, Kansas Municipal Code is hereby amended as follows:

CHAPTER 65

UTILITIES

ARTICLE III.

DIVISION 5. METERS

Sec. 65-187. Ownership of meters; maintenance.

Meters shall be provided by the city at the property owner's expense and shall remain the property of the city, and the utilities department, shall keep the meter in good repair unless damaged or injured for some cause other than natural wear and tear. If the meter is damaged by freezing, rough use, or any cause whatever other than by natural wear and tear, the customer shall be charged the amount of the repair and the amount shall be placed upon the water bill of such customer for the succeeding month and shall be collected with the bill and, if not paid within the time provided for the payment of bills, the water service may be disconnected by the city.

Section 4. The ordinance shall take effect and be in force from and after its passage and publication in the Hays Daily News, the official city newspaper.

PASSED by the Commission on November 14, 2013.

KENT L. STEWARD
Mayor

ORDINANCE NO. 3876

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ATTEST:

BRENDA KITCHEN
City Clerk

(SEAL)

Commission Work Session Agenda

Memo

From: Paul Briseno, Assistant City Manager

Work Session: November 14, 2013

Subject: Amending City Code Regarding Water Meter Fees

Person(s) Responsible: Paul Briseno, Assistant City Manager
Bernie Kitten, Director of Utilities

Summary

Currently staff sells meters separately through the Planning Inspection Enforcement Department. Code allows the sale of meters at the city's costs in general terms. Staff requests approval of the revised ordinance to solidify the ability to charge water meters at cost.

Background

Staff has sold separate meters to contractors at cost for many years based on 65-187 of the city code. Last year approximately twenty-two meters were sold separately. As an alternative to a tap and meter installation the contractor can request a meter and installation separately. Properties that require only the meter generally will have the service tapped and stubbed to the property as part of the development.

Discussion

The revised ordinance clarifies staff's ability to charge customers for meters separately. Below details the current and proposed charge based on vendors' quotes.

Meter Fees	Current	Proposed
5/8"Meter	\$ 103.67	\$ 121.00
3/4"Meter	\$ 130.76	\$ 143.00
1" Meter	\$ 163.73	\$ 173.78
1½"Meter	\$ 677.98	\$ 679.98
2" Meter	\$ 744.85	\$ 762.73

Legal Consideration

There are no legal obstacles to proceeding as recommended by City Staff.

Financial Consideration

If approved, customers who request a separate meter will continue to pay the actual costs.

Options

Option 1- Approve the ordinance as written to allow the sale of materials at the city's cost.

Option 2 – Give staff further guidance for a future work session.

Option 3 – Do nothing

Recommendation

Staff recommends approve of Ordinance No. 3876, which amends city code Sec. 65-187 regarding ownership of meters and maintenance.

Action Requested

Approve Ordinance No. 3876, which amends city code Sec. 65-187 regarding ownership of meters and maintenance.

Supporting Documentation

Proposed Amended Sec. 65-187.

CITY OF HAYS

AGENDA ITEM COVER SHEET

COMMISSION AGENDA ITEM NO. 7

MEETING DATE: 11-14-13

TOPIC:

Amending City Ordinance Regarding Fees for Dogs and Cats Impounded by the Police Dept.

ACTION REQUESTED:

Staff is requesting Ordinance No. 3877, an amendment to City ordinance Sec. 5-88 (b), be approved to allow the City of Hays to adjust fees to cover the boarding costs for animals impounded by the Hays Police Department.

NARRATIVE:

When a dog or cat is impounded by the Hays Police Department and stays overnight at the Humane Society of the High Plains shelter, the City of Hays is being charged a \$15.00 impound fee as well as the \$10 /night boarding fee for a total of \$25.00 a night per animal. As per City of Hays ordinance, the Hays Police Department can only charge the pet owner \$20 per animal for impounding. If the owner comes the next day to claim the dog or cat, the City of Hays is losing \$5.00 per animal. Staff is requesting an amendment to City ordinance Sec. 5-88 (b) be approved to allow the City of Hays to adjust fees to cover the boarding costs for animals impounded by the Hays Police Department. This will allow the fees to at least cover the actual cost to the City of Hays for the caring of the animals.

PERSON/STAFF MEMBER(S) MAKING PRESENTATION:

Toby Dougherty, City Manager
Don Scheibler, Chief of Police

ADMINISTRATION RECOMMENDATION:

Approve Ordinance No. 3876, an ordinance amending Sec.5-88 (b), to allow the City of Hays to adjust the fees to cover the boarding costs for animals impounded by the Hays Police Department.

COMMITTEE RECOMMENDATION(S):

NA

ATTACHMENTS:

Commission Agenda Memo
Ordinance No. 3877

ORDINANCE NO. 3877

AN ORDINANCE AMENDING CHAPTER 5 OF THE CITY OF HAYS, KANSAS, MUNICIPAL CODE, BY MODIFYING ARTICLE II, DIVISION 3, SECTION 5-88, SUBSECTION 5-88(b) REGARDING IMPOUNDING DOGS AND CATS AT LARGE; NOTICE, FEES, REDEMPTION, DISPOSITION.

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF HAYS, KANSAS:

Section 1. Chapter 5, Article II, Division 3, Section 5-88, Subsection 5-88(b) of the City of Hays, Kansas Municipal Code is hereby amended as follows:

CHAPTER 5

ANIMALS

ARTICLE II. DOGS AND CATS

DIVISION 3. CARE AND CONTROL

Sec. 5-88. Impounding dogs and cats at large; notice, fees redemption, disposition.

- (b) When taken into custody and impounded, the dog or cat shall be kept for 72 hours after the publication of a notice of such impounding, and if claimed by any person, shall be delivered to such claimant upon satisfactory proof that he is the owner or entitled to possession of such dog or cat and upon payment of the costs of impounding, feeding, and caring for such dog or cat, as set by the City from time to time.

Section 2. The ordinance shall take effect and be in force from and after its passage and publication in the Hays Daily News, the official city newspaper.

PASSED by the Commission on November 14, 2013.

KENT L. STEWARD
Mayor

ATTEST:

BRENDA KITCHEN
City Clerk

(SEAL)

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Commission Work Session Agenda

Memo

From: Don Scheibler, Chief of Police

Work Session: November 7, 2013

Subject: Amending City Ordinance Regarding Fees for Dogs and Cats Impounded by the Hays Police Department.

Person(s) Toby Dougherty, City Manager
Responsible: Don Scheibler, Chief of Police

Summary

When a dog or cat is impounded by the Hays Police Department and stays overnight at the Humane Society of the High Plains shelter, the City of Hays is being charged a \$15.00 impound fee as well as the \$10 /night boarding fee for a total of \$25.00 a night per animal. As per City of Hays ordinance, the Hays Police Department can only charge the pet owner \$20 per animal for impounding. If the owner comes the next day to claim the dog or cat, the City of Hays is losing \$5.00 per animal.

Staff is requesting an amendment to City ordinance Sec. 5-88 (b) be approved to allow the City of Hays to adjust fees to cover the boarding costs for animals impounded by the Hays Police Department. This will allow the fees to at least cover the actual cost to the City of Hays for the caring of the animals.

Background

Chapter Five of the Code of Ordinances covers those laws pertaining to animals in the City of Hays. There are two sections that allow fees to be collected from pet owners for animals that have been impounded by the City of Hays.

Sec. 5.2 covers all domestic animals, other than dogs and cats, which have been impounded by the City of Hays. Section 5.2 says that the City of Hays is entitled to receive from the animal owner the actually costs of feeding and keeping of the animal.

Sec. 5-88 covers dogs and cats which have been impounded by the City of Hays. Section 5-88 (b) says that the City of Hays is allowed to charge \$20.00 per day for costs of impounding, feeding, and caring for such dog or cat.

The City of Hays currently has an agreement with the Humane Society of the High Plains for their shelter to provide boarding and care for animals impounded by the Hays Police Department.

Discussion

When a dog or cat is impounded and stays overnight at the Humane Society shelter, the City of Hays is being charged a \$15 impound fee as well as the \$10 a night boarding fee for a total of \$25 a night per animal. As per City of Hays ordinance, the Hays Police Department can only charge the pet owner \$20 per animal for overnight impounding. If the owner comes the next day to claim the animal, the City of Hays is losing \$5 per animal.

The City Attorney has prepared an ordinance amending the current city ordinance governing fees for impounding dogs and cats. This amendment will allow the Hays Police Department to adjust fees and charge the pet owner the actual costs of impounding and caring for the animal.

In 2012, the City of Hays collected \$2,470.00 in fees from pet owners of dogs and cats that were impounded by the Hays Police Department. Had the City of Hays had an ordinance that required the pet owner to pay the actual cost for caring for the animal, the Hays Police Department would have collected an additional \$930.00.

Staff is requesting an amendment to city ordinance Sec. 5-88 (b) be approved to allow the City of Hays to adjust fees to cover the actual costs of caring for animals impounded by the Hays Police Department.

Legal Consideration

There are no legal obstacles to proceeding as recommended by City Staff.

Financial Consideration

Option 1 will to allow the City of Hays to increase fees to cover the actual boarding costs for dogs and cats impounded by the Hays Police Department and put the financial burden on the pet owner.

Option 2 will require the City of Hays to continue to pay a portion of the boarding costs for dog and cats impounded by the Hays Police Department. The amount the City of Hays will be required pay will vary annually. This amount will depend on the number of animals impounded, how many days they remain at the shelter, and if the owner claims the animals.

Options

Option 1 - Amend City ordinance Sec. 5-88 (b) to allow the City of Hays to adjust fees to cover the boarding costs for animals impounded by the Hays Police Department. This will allow the fees to cover the actual cost to the City of Hays for caring for the animal.

Option 2 - Take no action and allow the impound and boarding fees to remain at the current rate.

Recommendation

Staff recommends amending Sec.5-88 (b) to allow the City of Hays to increase fees to cover the actual boarding costs for dogs and cats impounded by the Hays Police Department.

Action Requested

Approve Ordinance NO. _____, an ordinance amending Sec.5-88 (b) to allow the City of Hays to adjust the fees to cover the boarding costs for animals impounded by the Hays Police Department.

Supporting Documentation

Ordinance Amending Sec. 5.88 (b) to allow the increase in fees to impound dogs and cats

CITY OF HAYS

AGENDA ITEM COVER SHEET

COMMISSION AGENDA ITEM NO. 8

MEETING DATE: 11-14-13

TOPIC:

Increase of Tournament Fees at the Fort Hays Municipal Golf Course

ACTION REQUESTED:

Approval to increase the fees for golf tournaments by \$100.00 for an 18-hole tournament and by \$50.00 for a 9-hole tournament at the Fort Hays Municipal Golf Course.

NARRATIVE:

In September 2012, the Golf Course Advisory Board recommended increasing the fees for an eighteen-hole (18) tournament by \$100.00 and a nine-hole (9) tournament by \$50.00. If approved, the fee for an eighteen-hole (18) tournament would be \$500.00 for weekdays and \$600.00 for weekends. The nine-hole (9) tournament fee would be \$250.00 for weekdays and \$300.00 for weekends. The requested fee increase is still well below other 18-hole courses that were contacted in Kansas.

PERSON/STAFF MEMBER(S) MAKING PRESENTATION:

Toby Dougherty, City Manager
Jeff Boyle, Director of Parks

ADMINISTRATION RECOMMENDATION:

As Director of Parks, I recommend approving the proposed increase in tournament fees at the Fort Hays Municipal Golf Course.

COMMITTEE RECOMMENDATION(S):

The Golf Course Advisory Board voted to increase tournament fees at the Fort Hays Municipal Golf Course.

ATTACHMENTS:

Memo from the Director of Parks
Copy of the tracked changes made to the Fort Hays Municipal Golf Course Policy Manual
Comparison of tournament fees from other courses

Commission Work Session Agenda

Memo

From: Jeff Boyle, Director of Parks

Meeting: November 7, 2013

Subject: Golf Tournament Fee Increase

Person(s) Responsible: Jeff Boyle, Director of Parks

Summary

The Fort Hays Municipal Golf Course Advisory Board voted to recommend an increase in fees for all Fort Hays Municipal Golf Course (FHMGC) tournaments. The Golf Course Advisory Board had numerous discussions over the last couple of years in regards to increasing tournament fees. In September 2012, the board voted to recommend a fee increase for an eighteen-hole (18) tournament by \$100.00 and a nine-hole (9) tournament by \$50.00. If approved, the fee for an eighteen-hole (18) tournament would be \$500.00 for weekdays and \$600.00 for weekends. The nine-hole (9) tournament fee would be \$250.00 for weekdays and \$300.00 for weekends. The recommended fee increase is still well below other 18-hole courses that were contacted in Kansas. The Golf Course Advisory Board and City Staff are requesting approval to increase the fees for golf tournaments by \$100.00 for an 18-hole tournament and by \$50.00 for a 9-hole tournament for 2014.

Background

The Fort Hays Municipal Golf Course typically has 20-25 tournaments per season. Approximately 50% of these tournaments are considered “course” tournaments that are organized and managed by the Pro-Shop Manager and the other 50% are fundraising/business tournaments and are also managed by the Pro-Shop Manager. All tournaments require payment to the city as outlined in the current tournament policy unless they are tournaments set up on tee times paying standard greens fee requirements.

Discussion

The Golf Course Advisory Board voted to recommend a fee increase for all golf tournaments due to the ever increasing costs for preparation/oversight by golf course maintenance personnel and course marshals. Additionally, the City of Hays appears to have fallen behind most other courses in tournament fee requirements. Attached you will find a listing of other courses contacted. It should however be noted that very few, if any,

courses are set up like Hays in that we have a contractor operating the Pro-Shop in lieu of city employees. This means that the City of Hays only receives tournament fees for tournaments and the Pro-Shop Manager receives cart rental and food sales fees that are part of the tournament. The Golf Course Advisory Board's recommendation is to increase the fees of an eighteen (18) hole tournament by \$100.00 and a nine (9) hole tournament by \$50.00. Approval to proceed would result in the following prices for a tournament at the Fort Hays Municipal Golf Course in 2014:

- 1) Weekday 9-hole tournament - \$250.00
- 2) Weekend 9-hole tournament- \$300.00
- 3) Weekday 18-hole tournament- \$500.00
- 4) Weekend 18-hole tournament- \$600.00

Legal Consideration

There are no known legal obstacles to proceeding as recommended by staff.

Financial Consideration

The proposed fee increase would generate approximately \$1,500-\$2,500 dollars in additional revenue for the City of Hays on an annual basis, depending on quantity and tournament type.

Options

This agenda item will be presented at the November 7, 2013 City Commission meeting for action. The City Commission has the following options:

Option 1: Direct City Staff to increase the fee charged for golf tournaments at the Fort Hays Municipal Golf Course by \$100.00 for an 18-hole tournament and \$50.00 for a 9-hole tournament.

Option 2: Direct City Staff to leave all tournament fees at the current rate.

Recommendation

City Staff recommends proceeding with a tournament fee increase of \$100.00 for an 18-hole tournament and \$50.00 for a 9-hole tournament.

Action Requested

Approval to increase the fees for golf tournaments by \$100.00 for an 18-hole tournament and by \$50.00 for a 9-hole tournament at the Fort Hays Municipal Golf Course.

Supporting Documentation

- Copy of proposed changes made to the Fort Hays Municipal Golf Course Policy Manual.
- Comparison of tournament fees from other courses.

Students shall be provided with and required to display a current student "bag tag" (half-tag), to be returned to the Pro-Shop Manager at the completion of the golf season.

Coaches of each team shall provide a list of names of designated team members and their supervisors to the Pro-Shop Manager.

TOURNAMENTS

Tournament format, fee payment, etc. shall be the responsibility of the Tournament Director. All tournaments for the year must be approved at the February Advisory Board meeting.

Fund raising tournaments must be held on weekdays only.

Weekend tournaments shall be limited to one per month, if possible, and be scheduled to finish by early afternoon to allow the course to be opened to other golfers.

A fee payment of \$500.00 for the use of the course is required on weekdays and \$600.00 on weekends for sixty participants or less. An additional \$5.00 will be required per additional participants, with a cap limit of \$200.00 over the basic course rental. Nine (9) hole tournaments are \$250.00 on weekdays and \$300.00 on weekends. An additional \$5.00 will be required per additional participants, with a cap limit of \$200.00 over the basic course rental, for all players in excess of 60 participants.

Golf Tournament Fees

- **Salina Municipal Golf Course, Salina;** \$32.50 per player (\$20.00 greens fee, \$12.50 cart fee), members don't pay.
- **Carey Park, Hutchinson;** \$20.00 (greens fee) per player, members pay a \$2.00 greens fee.
- **Mariah Hills, Dodge City;** \$45.00 per player (\$15.00 greens fee, \$15.00 cart fee, \$15.00 prize fee), everyone pays.
- **Buffalo Dunes, Garden City;** \$30.00 (\$15.00 greens fee, \$15.00 cart fee), everyone pays.

*If our average golf tournament has 75 participants with approximately 50% (37) of them being members, here is how the tournament fees coming in would compare for all the courses using our average number of participants.

- **Salina Municipal Golf Course** \$32.50 per player for non-members (38 players), \$1,235.00 paid for tournament fees.
- **Carey Park** \$20.00 per player for non-members (38) and \$2 per player for members (37), \$834.00 paid for tournament fees.
- **Mariah Hills** \$45.00 per player (75 players) \$2,250.00 paid for tournament fees \$1,125.00 for prizes.
- **Buffalo Dunes** \$30.00 per player (75 players) \$2,250.00 paid for tournament fees.
- **Fort Hays Municipal Golf Course** \$575.00 (\$500.00 fee + \$5.00 per person for all players in excess of 60 participants) for a weekday tournament and \$675.00 (\$600.00 fee + \$5.00 per person for all players in excess of 60 participants) for a weekend tournament.

CITY OF HAYS

AGENDA ITEM COVER SHEET

COMMISSION AGENDA ITEM NO. 9

MEETING DATE: 11-14-13

TOPIC:

Addition of Junior Golf Greens Fees at the Fort Hays Municipal Golf Course

ACTION REQUESTED:

Approval to add a Junior Golf Greens fee at the same rate as Twilight greens fees (\$16.00) beginning March 1, 2014 at the Fort Hays Municipal Golf Course.

NARRATIVE:

The Fort Hays Municipal Golf Course Advisory Board would like to offer a Junior Golf Greens for the same amount as Twilight Greens Fees (\$16.00), beginning March 1, 2014, for those ages seventeen (17) and under. These fees would be valid Monday-Friday all day. On weekends and holidays these fees would be valid after 2:00pm or at the discretion of the Pro-Shop Manager. Most other courses across the nation offer Junior Golf Fees.

PERSON/STAFF MEMBER(S) MAKING PRESENTATION:

Toby Dougherty, City Manager
Jeff Boyle, Director of Parks

ADMINISTRATION RECOMMENDATION:

As Director of Parks, I recommend approving the proposal to add Junior Golf Greens Fees at the Fort Hays Municipal Golf Course.

COMMITTEE RECOMMENDATION(S):

The Golf Course Advisory Board voted to add Junior Golf Greens Fees at the Fort Hays Municipal Golf Course.

ATTACHMENTS:

Memo from the Director of Parks
Copy of the tracked changes made to the Fort Hays Municipal Golf Course Policy Manual
List of Junior Golf Greens Fees from other courses around the state

Commission Work Session Agenda

Memo

From: Jeff Boyle, Director of Parks

Meeting: November 7, 2013

Subject: Junior Golf Fees

Person(s) Responsible: Jeff Boyle, Director of Parks

Summary

The Fort Hays Municipal Golf Course Advisory Board recommended adding a Junior Golf Greens Fee for those ages seventeen (17) and under. The Advisory Board decided the Junior Golf Greens fee should be the same as the Twilight greens fee. The City of Hays is currently in year three (3) of the four (4) year scheduled annual fee increases which would make the Twilight/Junior Golf fees \$16.00 for 2014. If approved the Junior Golf Fees would go into effect on March 1, 2014. These fees would be valid Monday-Friday all day. On weekends and holidays these fees would be valid after 2:00pm or at the discretion of the Pro-Shop Manager. The Advisory Board hopes that adding a reduced Junior Golf Greens Fee will encourage more kids to play golf and help guarantee interest of the younger generation for years to come. The national trends show that the age of the individuals playing golf seems to be on the rise and that not as many youth are participating. The Golf Course Advisory Board and City Staff recommend approval to add a Junior Golf Greens fee at the same rate as Twilight greens fees (\$16.00) beginning March 1, 2014 at the Fort Hays Municipal Golf Course.

Background

The Fort Hays Municipal Golf Course has never offered a fee to encourage younger individuals to play golf at the course. Adding a Junior Golf Fee will make the course more affordable for those seventeen (17) and under which should increase play on the course and perhaps add future membership/greens fees for the course.

Discussion

The Fort Hays Municipal Golf Course Advisory Board would like to offer a Junior Golf Greens fee for those ages seventeen (17) and under. These fees would be valid Monday-Friday all day. On weekends and holidays these fees would be valid after 2:00pm or at the discretion of the Pro-Shop Manager. Jim Krob, Golf Course Advisory Board

member, checked with numerous other courses around the state that are comparable to ours and reported his findings to the board in regards to what their fees were and the days of the week that the fees are valid. Based off of the information provided, the Golf Course Advisory Board decided the Junior Golf Greens Fee should be the same as the Twilight Greens Fees in 2014. For the 2014 golf season the Twilight Greens Fee is \$16.00.

Legal Consideration

There are no known legal obstacles to proceeding as recommended by staff.

Financial Consideration

The financial impacts of adding a Junior Golf Greens Fee is unknown at this time. If adding a Junior Golf Greens Fee option increases the number of rounds of golf played by those seventeen (17) and under, the financial impact will be positive. The only possible downside from City Staff's perspective might be the tendency for additional damage to the course if the course rules are not followed due to lack of experience from the younger players.

Options

This agenda item will be presented at the November 14, 2013 City Commission meeting for action. The City Commission has the following options:

Option 1: Direct City Staff to add a Junior Golf Greens Fee at the same rate of the Twilight greens fees (\$16.00) in 2014 at the Fort Hays Municipal Golf Course.

Option 2: Do nothing at this time.

Recommendation

City Staff recommends approval to add a Junior Golf Greens fee at the same rate as Twilight greens fees (\$16.00) beginning March 1, 2014 at the Fort Hays Municipal Golf Course.

Action Requested

Approval to add a Junior Golf Greens fee at the same rate as Twilight greens fees (\$16.00) beginning March 1, 2014 at the Fort Hays Municipal Golf Course.

Supporting Documentation

- Copy of the tracked changes made to the Fort Hays Municipal Golf Course Policy Manual.
- Informational sheet showing Junior Golf Fees from other golf courses.

GREENS FEES

FEES Fees will be assessed on all non-members for the privilege of playing 9 or 18 holes of golf.

When more than three consecutive tee times are made at one time, one-half of the green fees may be required in advance.

Any infraction of course rules can result in the loss of golfing privilege and forfeiture of fees.

Greens fees will be evaluated on an annual basis and approved by the governing body accordingly.

DEFINED	Weekdays	6:00 a.m. to twilight
	Weekends	6:00 a.m. to twilight
	Holidays	6:00 a.m. to twilight
	Twilight	Two hours before sunset

Junior Golf fee will be offered to golfers age 17 & under. These golfers will pay Twilight greens fees to play golf. This fee is valid Monday-Friday all day and on weekends and Holidays after 2:00pm or at the discretion of the pro-shop manager.

Holidays include: New Years Day, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas.

STUDENT FEES

Area High School/College **golf teams** shall pay an amount equal to the current family membership per team. Payment will entitle designated students, with supervision by coaches, the privilege of playing during the designated golf season (girls/Fall, boys/Spring) on weekdays during the hours specified by their coaches. Said players shall abide by the rules and regulations of FHMGC. These same students, unless they are members, shall pay regular fees on weekends and holidays.

Junior Golf Fees

- **Hesston Golf Park**, Hesston; 17 and under; \$5.00 per nine holes
- **Mariah Hills**; Dodge City; 17 and under; \$9.00 per 18 holes
- **Turkey Creek**; McPherson; No Junior Golf Fee; High School or college; \$18.00 per 18 holes
- **Emporia Golf Course**; Emporia; No age listed; \$9.50 per 18 holes
- **Prairie Hills**; El Dorado; Student fee; \$12.00 per 18 holes
- **Quail Ridge**; Winfield; 17 and under; \$9.00 for 18 holes
- **Stagg Hill**; Manhattan; 17 and under; \$7.00 for 9 holes, \$11.00 for 18 holes
- **Junction City Golf Course**; 14 and under; \$6.00 weekdays, \$8.00 weekends for 18 holes
- **Buffalo Dunes**; Garden City; \$7.00 Junior golf fees for 18 holes
- **Fort Hays Municipal Golf Course** (proposed); 17 and under; \$16.00 per 18 holes

COMMISSION INFORMATIONAL MEMORANDUM

TO: City Commission
FROM: Toby Dougherty, CPM
City Manager
DATE: November 6, 2013

Attached are the following items:

1. The minutes of the September 16, 2013 meeting of the **Hays Area Planning Commission.**
2. The minutes of the September 25, 2013 meeting of the **Hays Recreation Commission Board.**
3. The minutes of the September 30, 2013 meeting of the **Hays Housing Authority Board.**
4. The minutes of the October 7, 2013 meeting of the **Fort Hays Municipal Golf Course Advisory Board.**
5. The **Great Lakes On-Time Report** for October 2013.

If you have any questions regarding this information, please do not hesitate to contact me.

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**HAYS AREA PLANNING COMMISSION
CITY HALL IN COMMISSION CHAMBERS
SEPTEMBER 16, 2013
MINUTES
6:30 P.M.**

1. CALL TO ORDER: The Hays Area Planning Commission met in an earlier session Monday, September 16, 2013 at 6:30 p.m. in Commission Chambers at City Hall.

Roll Call:

Present: Larry Gould Matthew Wheeler Tom Denning Pam Rein Jim Fouts
 Jake Glover Travis Rickford Paul Phillips Lou Caplan

Vice-Chairman Lou Caplan declared that a quorum was present and called the meeting to order.

Lou Caplan turned the meeting over to Chairman Larry Gould when he arrived.

City Staff in attendance: I.D. Creech, Director of Public Works, Jesse Rohr, Superintendent of Planning, Inspection and Enforcement, and Administrative Secretary Linda K. Bixenman.

2. MINUTES: The minutes from the August 19, 2013 were approved by consensus with two corrections by Paul Phillips to change geological to “geographical” and add “United States” where it stated that places in the United States uses twice the land area than areas in England for the same number of people (all on page 3 under Presentation by the City Manager)

3. CITIZEN COMMENTS: - There were no comments.

4. CITY/COUNTY COMMISSION ACTION & PLANNING & DEVELOPMENT ISSUE

UPDATES: Jesse Rohr presented the information from the September 12, 2013 City Commission Meeting.

Golden Belt Estates 5th Addition – one cul-de-sac (Danby Lane): A resolution was approved to establish a benefit district and the engineering agreement was approved for the design stage for one of the cul-de-sacs located on the north side of 45th Street. The project will go out for bid this winter and the lots will be ready for housing projects in the spring.

OTHER: Doonan Truck Sales – Potential business at 55th and Highway 183: Pam Rein asked what Doonan Truck Sales was asking for the City to do for them. She

asked how this project would be different from a housing project in respect to establishing a benefit district.

I.D. Creech, Director of Public Works, explained that the business has not asked the City for anything at this time. The discussion is not about special assessment; it is who should pay to get the infrastructure to that location. They are inquiring about economic incentives to build there.

Some of the commissioners noted that, per the Hays Daily News article, the potential was for a truck stop travel center plaza area at the above site. I.D. Creech explained, that per the City Manager, the only thing on the table now is the potential truck sales business.

OTHER: Inquiry of 25 acres north of I-70 at Commerce Parkway: Larry Gould asked if the owners of the Doonan Truck Sales were told about the 25 acres put aside north of I-70 at Commerce Parkway (Exit 161) planned for a truck stop travel center as per the Comprehensive Plan. It would be an ideal location for a truck stop travel center. There would be easy access for the truck traffic and the availability to haul hazardous materials around the City.

I.D. Creech and Jesse Rohr answered that the owners of Doonan Truck Sales had been told about this property. They had looked at all the property up and down Commerce Parkway. It was pointed out to them that the infrastructure is already there. It was explained to them they would have the added cost to put in the infrastructure at their proposed location. This was a business decision they made.

OTHER: Luecke Development: Pam Rein asked about the outcome of the Luecke Development. Jesse Rohr explained that the Luecke Family was granted a special use permit for construction of storage units on the west northern edge of the property at 800 E 41st Street. The south 11 acres is undeveloped and unplatted.

6. CONSIDER REVISION TO PARKING REGULATIONS: Jesse Rohr pointed out that the current parking regulations were included in their agenda packet for reference. He explained that they are antiquated from when they were first adopted (40 years ago). The parking regulations are too strict when there are too many required parking stalls for many uses. This is a national issue.

He noted that the Stormwater Superintendent brought to the forefront how the stormwater runoff from excessive parking spaces contributes to the increased cost to the property owner for the utility fee as well as maintenance of striping and sealing. Everyone pays for parking use through the cost of goods and services. The highest and best use of the land is not maximized and detracts from aesthetics.

In regard to potential infill areas, the amount of parking needed is almost not doable and may keep a business out like along Vine Street or downtown.

To consider some changes that would be a better fit for the number of required parking spaces for the different uses; he created two verbiage statements to be considered by the Planning Commission to ultimately go before a public hearing. The statement was arrived from what is done through the adopted building code by using the number of occupants rather than what is stipulated in the zoning code to calculate the number of parking spaces per square footage of the structure. He read both of the similar statements and asked for input. The regulations would stay the same; although with this statement the superintendent could make the exception based on the statement.

He pointed out that this would be a short term solution until the rewrite of the parking regulations.

He checked with other cities what they are doing about this issue within their parking regulations. Overland Park regulations have a very similar exception statement that allows the Planning Commission and City Council to reduce the number of required parking spaces.

He used the following two examples to explain the need to make an exception to the current zoning regulations.

For example, a chiropractic office that was required to have 24 parking spaces per the current parking regulations, on a restricted site, would have needed only 11 spaces based on the occupancy at capacity. With the fewer parking spaces, there would be less cost, and the opportunity for a larger building and more landscaping.

The Hadley Center was converted from a hospital to a building with many tenants that no longer require the amount of parking as was needed for a full scale hospital. On the overhead visual, he presented the list of tenants and the number of parking stalls based on occupancy. They utilize 110 of the 350 off street parking spaces Monday through Friday.

He recommended the commission set a public hearing to be held next month to give business owners and the public at large an opportunity to discuss this further.

Paul Phillips suggested to insert the word "rather" in place of "although less".

Tom Denning asked how the number of occupants would be determined. He also asked what the implications would be when there is a change of use like changing from a warehouse to a restaurant that would require more parking.

Jesse Rohr answered that the reference would be to an occupancy chart in the 2006 International Building Code. With this exception statement, it would allow the building official to use the reference to determine the parking spaces. In answer to the other question of change of uses that requires more parking; the parking

regulations would have to be met, or if approved by the building official, would be required to provide parking based on occupancy.

It was the consensus of the Planning Commission to go with the second statement with the recommended change.

Matthew Wheeler asked if the calculations for parking requirements took into account the parking stalls on the street. He noted a commercial building that had been converted to an apartment house where the only parking available was street parking.

Jesse Rohr answered that the current regulations do not take into account the parking stalls on the street. There are no off-street parking requirements in the "C-3" Central Business Zoning District. This particular project required a special use permit from the Board of Zoning to convert the use from commercial to a residential apartment. The parking is all on the street.

Jake Glover asked how the accessible parking pertains in the proposed statement to be added to the parking regulations. Jesse Rohr explained the accessible parking requirements.

There was a motion by Lou Caplan with a second by Paul Phillips to set the public hearing for next month's meeting to consider adding the following statement to the parking regulations under Chapter 71, Section 71-759.

Jim Fouts reminded the commission to include in the motion they chose the second version with the recommended changes to the verbiage.

Lou Caplan restated the motion with a second by Paul Phillips to set the public hearing for next month's meeting to consider adding the following statement with the recommended changes to the second version that was chosen to be added to Chapter 71, Section 71-759.

Where approved by the Planning Inspection Enforcement Superintendent, the actual number of parking spaces provided may be based on the actual number of occupants for whom each occupied space, floor or building is designed, rather than the number of spaces determined by calculation.

VOTE: AYES: Larry Gould Matthew Wheeler Tom Denning Pam Rein Lou Caplan
Jake Glover Travis Rickford Paul Phillips Jim Fouts

6. CONSIDER PLANNING COMMISSION BY-LAWS: Jesse Rohr presented the final draft for the above that included the revisions by the Planning Commission.

There was another revision made that was pointed out by Lou Caplan and approved by consensus in regard to the section on "Amendments".

These bylaws may be amended by an affirmative vote of a majority of the full Planning Commission, provided such amendment has been submitted in writing to each member of the Commission at least three days prior to the meeting at which action is to be taken.

Larry Gould pointed out the section on “Ethical Principles”. It clarifies the ethical principals of the Planning Commission.

Larry Gould recommended adoption of the “Hays Area Planning Commission By-Laws” with the recommended changes.

There was a motion by Travis Rickford and a second by Jim Fouts to recommend to the governing body to approve the adoption of the “Hays Area Planning Commission By-Laws” with the recommended changes.

VOTE: AYES: Larry Gould Matthew Wheeler Tom Denning Pam Rein Lou Caplan
Jake Glover Travis Rickford Paul Phillips Jim Fouts

Jesse Rohr stated that he would present the final draft with the recommended changes for signature.

Other: Swearing-In of Planning Commission - Jesse Rohr explained to the Planning Commission that they will be sworn in as members before the City Clerk when everyone is able to attend.

The meeting was adjourned at 7:30 p.m.

Submitted by: Linda K. Bixenman, Administrative Secretary,
Planning, Inspection and Enforcement

**HAYS RECREATION COMMISSION
REGULAR MEETING
September 25, 2013**

Chair called the meeting to order at 12:01pm.

Roll Call

Chair	Jeff Briggs
Commissioner	Nancy Jeter
Commissioner	Clint Albers
Superintendent	Roger Bixenman

Vice-Chair	Lynn Maska-absent
Secretary	Mark Junk-absent

Approval of Agenda

Motion by Nancy Jeter to approve the agenda. Second by Clint Albers. Motion carried 3-0.

Approval of Minutes

Motion by Nancy Jeter to approve the minutes of the regular meeting for August 21, 2013. Second by Clint Albers. Motion carried 3-0.

Motion by Nancy Jeter to approve the minutes of the special meeting for September 9, 2013. Second by Clint Albers. Motion carried 3-0.

Audience Participation

Melissa Romme-ABB&B discussed with the board the financials year to date.

Written Communication

Thank you letters were shared with the board.

Finances

Financial Statement

Motion by Clint Albers to approve the financial statement for August 2013. Second by Nancy Jeter. Motion carried 3-0.

Staff Reports

Sports Director

Information was shared with the board concerning sports.

Program Director

Information concerning all programming was shared with the board.

Aquatics Director

Information was shared with the board concerning aquatics.

Wellness Director

Information was shared with the board concerning wellness.

Sports Complex Director

Information was shared with the board concerning the sports complex.

Superintendent

Information was shared with the board concerning several items.

Unfinished Business

No Unfinished Business

New Business

Approval of 26 passenger vehicle

Motion by Nancy Jeter to spend up to \$65,000 on a 26 passenger vehicle for utilization of program activities. Second by Clint Albers motioned carried 3-0.

Board Member Reports

None

Other Action

None

Executive Session

None

Adjournment

Motion by Clint Albers to adjourn the meeting. Second by Nancy Jeter. Motion carried 3-0.

Respectfully submitted,

Roger Bixenman CPRP
Superintendent

**Hays Housing Authority
September 30, 2013**

The Board of Commissioners of the Public Housing Authority of the City of Hays met in the Community Room for the monthly meeting Monday, September 30, 2013.

Commissioners Present: Sue Rouse, Chair
Gloria Funk, Vice-Chair
Daron Jamison

Commissioners Absent: Al Klaus

HHA Staff Present: Kathy Nelson, Executive Director

MINUTES

- Daron Jamison moved to approve the minutes of the August 26, 2013 meeting as presented, Gloria Funk seconded the motion. All commissioners voted “Aye” – motion carried.

AGENDA

There were no changes or additions to the agenda.

SECTION 8 FINANCIALS

August 2013 Section 8 financial reports prepared by the fee accountant were presented to the Commissioners. Gloria Funk moved to accept the reports as presented, Daron Jamison seconded the motion. All commissioners voted “Aye” – motion carried. Housing Assistance payments were made on behalf of 66 families for the month of September. One family has exercised the portability option and moved in during early September and three other families are planning to lease up October 1st.

BILLS AND COMMUNICATIONS

- August 2013 Public Housing financial reports prepared by the fee accountant were presented to the Commissioners. Gloria Funk moved to accept the reports as presented, Daron Jamison seconded the motion. All commissioners voted “Aye” – motion carried.

OLD BUSINESS

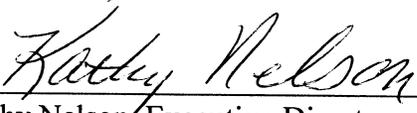
Hays Housing Authority
September 30, 2013

- **Capital Fund Program** – Commissioners were provided with spreadsheets for the open capital fund grants.

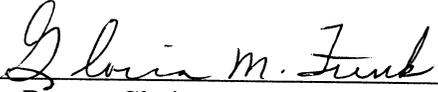
NEW BUSINESS

- Notice has been received that the Hays City Commission has appointed Cathy Van Doren to the Housing Authority board with a term set to expire 02/14/2016.
- Kathy reported that Hays Housing Authority had hosted an area Executive Director’s meeting September 19, 2013 which included Fair Housing training provided by HUD.
- **2014 Agency Plan** – Kathy reported that the HUD required agency plan was complete and the public hearing was held prior to the beginning of the meeting. No comments were received on the plan. Daron Jamison moved to adopt Resolution #2013-1 approving the agency plan for submission to HUD, Gloria Funk seconded the motion. All Commissioners voted “Aye” – motion carried.
- **Employee Evaluations** -- Kathy reported that she had completed employee evaluations and discussed them with the staff. At 4:17 p.m. Daron Jamison moved that Commissioners enter executive session for a period of not more than 10 minutes for the purpose of completing the Executive Director Evaluation, Gloria Funk seconded the motion. All Commissioners voted “Aye” – motion carried. Upon returning to the open meeting the Chairperson announced that she had compiled the individual commissioners’ evaluations and would review with the Executive Director at a later time.

Next meeting will be held Monday, October 28, 2013.



Kathy Nelson, Executive Director



Sue Rouse, Chair



Fort Hays Municipal Golf Course Advisory Board Meeting October 7, 2013

In Attendance:

Bill Bieker, President
 Jim Krob, Vice President
 Karen Schueler, Secretary
 Doug Huston
 Ron Speier

Jeff Boyle, Director, Parks Department
 Travis Haines, Parks Superintendent (absent)
 Mike Cure, Golf Course Superintendent

Ron Augustine, Men's Association
 Janet Schmidt, Ladies Association (absent)

Historical Fort Hays (open position)
 Rich Guffey, ProShop Manager, Tournament Chair (absent)

The meeting was called to order at 5:30 pm by President Bill Bieker

1. Approval of the minutes from September meeting: Approved as written.

2. Board membership: current status - appointed members (3 year terms)

Bill Bieker 07/01/15 (4th term)

Ron Speier, 07/01/16 (2nd term)

Karen Schueler 07/01/15 (5th term)

Doug Huston 7/01/14 (4th term, non consecutive)

Jim Krob 07/01/14 (1st term)

3. Old Business: none

4. New Business: none

5. Pro-Shop report: Rich Guffey was absent. Michael Cure provided the report:

	Rounds Played			Year-to-Date Rounds Played	Green Fees Current Month	Green Fees 2012	Total Green Fees for Year
	2013	2012	2011				
September	2221	2328	2854	2013 / 18,548 2012 / 20,563			\$100,560.00
August	3168	3665	3457		\$19,538.00	\$15,324.00	\$93,802.00
July	3330	3110	3515	2013/13,953 2012/14,570 2011/14,410	\$18,304.00		
June	3379	2980	3545		\$16,682.00	\$14,717.00	
May	3190	3203	3279		\$16,327.00	\$17,221.00	
April	1912	2564	2578		\$ 11,577.00	\$ 15,313.00	
March	897	2139	1313				
February	489	474	0				
January	456	23					

7. Tournament report: The final 4-person tournament of the years was held on October 6th with twenty-two teams. The sponsorship of all the season's regular tournaments has been an overall success. The Ellis County Challenge will be at The Fort next weekend, and the final Tuesday of Senior golf will be October 15th, followed by a dinner.

Jeff reported that the previously discussed tournament fee increase, and the implementation of a Junior Golf Fee are scheduled to go before the City Commission meetings on November 7th and 14th.

7. Course report: Michael Cure: reported that they have started digging out the bad areas on the greens, and that the soil underneath smelled really, really bad. They are going down 6-8 inches to get past the black layer. Then will fill with a sand/peat moss mix, and seed. They have been seeding and sodding any tees and fringes

that have bad areas. Tee boxes on #4 and #8 are looking good. Number 8 has been redone, taking out the old compacted dirt, replacing that with new dirt, and avoiding compacting. He plans to begin aerating the back nine fairways this week. The front nine had a bad attack of fungus on several fairways and low areas. That has been sprayed and is now doing better.

There was some discussion about the new "007" salt tolerant Bentgrass seed results on the greens, and an update on #8 and #13 tee boxes.

Mike reported that keeping players off the course until 8:00 am has really helped to give the crew time to get the work done.

Karen passed on a request from the lady golfers on the need to mow back further off some of the tee boxes on the back, such as #12, 15 and 17. It is very difficult for many of the senior golfers to hit through the thicker grass, into the fairway. Doug asked about yardage markers for the sprinkler heads on the back. Mike has those and will get those placed when the crew has time.

9. Parks Department update: Jeff reported that cart paths will at least be patched, due to some being in really bad condition.

Golf Course improvement Balance - 7/24/13

Cart Path Trail Fees: \$42,394.54

Donation Money: \$1,525.85 includes

- Putting Green (Men's Association): \$1,224.00
- Trees: \$ 226.41
- Carry over from previous tournament funds: \$75.44

10. Ladies' Association report: Janet Schmidt (absent): Karen said that the Ladies Association has some money in the treasury and would be willing to donate towards replacement of the carpet in the ladies bathroom, as well as new stools. Jeff said he and Rich had been talking about new carpeting for the pro-shop. There was general discussion on the need to remodel the clubhouse. There just is not room enough to accommodate activities, including meals, during tournaments.

11. Men's Association report: Ron Augustine reported that there were 37 players in the end-of-season Men's Association tournament.

Add-ons:

Doug: had read an article about golf courses around Houston, Texas, that have been using salt-resistant grass, which said that the grass lasted only seven years, and is now being replaced with something else.

Jeff: discussed a recent request for a memorial bench on #3, with a small plaque. There is a need to set limits on this sort of thing, not only on the golf course, but in other locations around town.

Adjourned: 6:45 pm.

Submitted by Karen Schueler, Secretary

October 16, 2013

Great Lakes Airlines On-Time Report

Oct-13	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	On-Time	15-44 Min Late	45-74 Min Late	75 -104 Min Late	105 Min Late or more	Canceled
Mon-Fri																																					
630	x	L	C	L			x	x	x	x	x			L	C	x	x	x			x	L	x	x	C			x	C	C	C	57%		9%	9%		26%
645	x	L	C	L			x	x	x	x	x			L	C	x	x	x			C	L	x	x	C			x	C	C	C	52%		9%	4%	4%	30%
1016	x	L	L	L			L	x	x	x	x			C	x	L	x	C			C	x	x	x	x			x	C	C	L	52%	22%	4%			22%
1026	x	L	L	L			L	x	x	x	x			C	L	L	x	C			x	x	L	x	x			x	C	C	L	48%	22%	13%			17%
1311	x	x	x	L			C	C	x	x	x			C	C	x	C	L			x	L	C	x	x			C	C	L	C	43%	4%	9%		4%	39%
1321	x	x	x	L			C	C	x	x	x			C	C	x	C	L			x	L	C	x	L			C	C	L	C	39%	4%	9%	4%	4%	39%
1425	x	x	x	L			C	C	x	x	x			C	C	x	C	L			x	C	C	x	x			C	C	L	C	43%	4%	9%			43%
1435	x	x	x	L			C	C	x	x	x			C	C	x	C	L			x	C	C	x	x			C	C	L	C	43%		13%			43%
1626	x	x	x	C			L	C	x	C	x			L	L	x	x	x			x	x	x	L	x			L	C	x	C	57%	9%	9%		4%	22%
1636	x	x	x	C			L	C	x	C	x			L	L	x	x	x			x	x	L	L	x			L	C	x	C	52%	13%	9%		4%	22%
2156	x	C	L	L			x	x	x	C	x			C	x	x	x	C			x	x	x	C	x			C	C	C	C	52%	4%	4%			39%
2206	x	C	L	L			x	x	x	C	x			C	x	x	x	C			x	x	x	C	x			C	C	C	C	52%	4%	4%			39%
Saturday																																					
715				x								x									C											50%	25%				25%
725				x								L									C											25%	25%	25%			25%
1250				C								C									x											25%					75%
1300				C								C									x											25%					75%
1406				C								x									x											50%	25%				25%
1416				C								x									x											50%		25%			25%
1931				L								x									x											75%	25%				
1941				L								x									x											75%	25%				
Sunday																																					
845					x								x								x											100%					
855					x								x								x											100%					
1250					x								x								x											75%					25%
1300					x								x								x											75%					25%
1626					x								x								x											75%	25%				
1636					x								x								x											75%	25%				
2156					x								L								x											75%	25%				
2206					x								L								x											75%	25%				

No time logged =na
 Late=L
 On Time=x
 Canceled=C

Average	52%	8%	7%	1%	1%	30%
Total Flights - 340	177	27	25	4	5	102
Percentage of flights delayed or canceled	48%					

On time means <= 15 minutes