

**CITY OF HAYS COMMISSION MEETING  
THURSDAY, MARCH 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 February 28, 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. **WORKERS' COMPENSATION INSURANCE:** Consider accepting the bid from Berkshire-Hathaway for workers' compensation insurance coverage for the City of Hays. (PAGE 7)
6. **FORT HAYS MUNICIPAL GOLF COURSE TOURNAMENT FEE INCREASE REQUEST:** Consider increasing the fees for golf tournaments at the Fort Hays Municipal Golf Course. (PAGE 15)
7. **ADDITION OF JUNIOR GOLF GREENS FEES AT THE FORT HAYS MUNICIPAL GOLF COURSE:** Consider adding Junior Golf greens fees for those seventeen and under at the same price as Twilight Golf fees at the Fort Hays Municipal Golf Course. (PAGE 21)
8. **VEHICLE ABATEMENT AT 700 VINE STREET:** Consider approving Resolution No. 2013-008 for the abatement of the vehicle located on the property at 700 Vine Street ten days after the approval date. (PAGE 27)
9. **VINE STREET RECONSTRUCTION (13<sup>TH</sup> TO 22<sup>ND</sup>) – AWARD OF BID:** Consider authorizing the City Manager to enter a contract with Pavers, Inc. for the reconstruction of Vine Street from 13<sup>th</sup> to 22<sup>nd</sup> Street. (PAGE 37)
10. **VINE STREET RECONSTRUCTION (13<sup>TH</sup> TO 22<sup>ND</sup>) – MATERIAL TESTING AND INSPECTION:** Consider authorizing the City Manager to enter an Agreement with Driggs Design Group for inspection and testing services related to the reconstruction of Vine Street from 13<sup>th</sup> to 22<sup>nd</sup> Street. (PAGE 43)

11. [NEWLY SEEDED LAWN PERMIT](#): Consider approving revisions to the Newly Seeded Lawn Permit. (PAGE 47)
12. [REPORT OF THE CITY MANAGER](#) (PAGE 51)
13. **COMMISSION INQUIRIES AND COMMENTS**
14. **EXECUTIVE SESSION (IF REQUIRED)**
15. **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 FEBRUARY 28, 2013

**1. CALL TO ORDER BY CHAIRMAN:** The Governing Body of the City of Hays, Kansas met in regular session on Thursday, February 28, 2013 at 6:30 p.m.

Roll Call: Present: Troy Hickman  
Kent Steward  
Ron Mellick  
Eber Phelps

Absent: Henry Schwaller IV

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

**2. MINUTES:** There were no additions or corrections to the minutes of the regular session held on February 14, 2013; the minutes stand approved as presented.

**3. FINANCIAL STATEMENT:** Finance Director Kim Rupp reported that month-to-date sales tax collections for the Sports Complex were \$256,950, which was an increase of \$7,977 when compared to last year. Total year-to-date collections are \$256,950 and inception-to-date collections total \$10,182,799. General Fund sales tax collections for January were \$630,469, up \$19,116 or 3.13% when compared to last year. The six month running average on sales tax collections has increase 3.47%.

The Finance/City Clerk's office invested \$5,500,000 of maturing or renewing certificates with a weighted average interest rate of .21%. The portfolio of certificates of deposit on January 31, 2013 totaled \$52,450,000 with a weighted average interest rate of .23%. The total balance of the Money Market account on January 31, 2013 was \$1,000,000 with a current yield of .20%. Total investments are up \$6,600,000 when compared to this time last year.

Ron Mellick moved, Kent Steward seconded, that the Financial Statement for the month of January 2013 be approved.

Vote: Ayes: Troy Hickman  
Kent Steward  
Ron Mellick  
Eber Phelps

**4. CITIZEN COMMENTS:** There were no comments.

**5. CONSENT AGENDA:** There were no items on the consent agenda.

### **NEW BUSINESS**

**6. HAYS CONVENTION & VISITORS BUREAU WEBSITE PRESENTATION:**

Convention and Visitors Bureau (CVB) Director Jana Jordan and Information Technologies Technician Jessi Jacobs presented the new Hays CVB web-site to the Commissioners.

Through a process begun approximately one year ago, staff from the CVB and Information Technologies (IT) went through a bidding and interviewing process to design and update a new visitors' information website. The firm of Civic Plus, an award winning firm that specializes in city and county government web design, was awarded the contract.

**7. AWARD OF BID FOR THE PAINTING OF TWO WATER AND ONE WASTEWATER CLARIFIER BASINS:**

In 2012, the West Secondary clarifier at the Water Treatment Plant was painted. This year, the East Secondary clarifier and small West Primary Basin need to be painted. Final #1 Wastewater clarifier is also in need of paint. The clarifiers are constructed of metal and concrete. The paint on the metal has degraded over time and will be painted with a specified industrial coating system.

Ron Mellick moved, Eber Phelps seconded, that the City Manager be authorized to enter into a contract with Lindner Painting Inc., Lincoln, NE, in the amount of \$121,740 for painting of two Water Treatment and one Wastewater

clarifier basins, funded out of the 2013 Capital Improvement Plan - Water/Wastewater Fund.

Vote: Ayes: Troy Hickman  
Kent Steward  
Ron Mellick  
Eber Phelps

**8. DK RANCH REQUEST FOR REZONING:** Ron Mellick moved, Kent Steward seconded, that Ordinance No. 3858, being an ordinance rezoning a tract of land situated on a part of the southwest quarter (SW/4) of Section Twenty-nine (29), Township Thirteen (13) South, Range Eighteen (18) West of the 6<sup>th</sup> p.m. in Ellis County, Kansas, more particularly described as all of Lots 1-22, Block 1, and Lots 1-8, Block 2, all in the dk ranch Addition to the city of Hays, Kansas, from “A-L” Agricultural District to “R-1” One-Family Dwelling District, be approved.

Vote: Ayes: Troy Hickman  
Kent Steward  
Ron Mellick  
Eber Phelps

**9. DK RANCH ADDITION PLAT:** The owner of the property known as the dk ranch Addition has submitted a replat of the property for consideration. The proposed plat contains 30 residential lots,

Eber Phelps moved, Ron Mellick seconded, that Resolution No. 2013-004, being a resolution accepting the final plat known as dk ranch Addition, be approved.

Vote: Ayes: Troy Hickman  
Kent Steward  
Ron Mellick  
Eber Phelps

**10. DK RANCH ADDITION ANNEXATION:** The owners of property known as the dk ranch Addition have submitted a petition for annexation into the city limits. The owners intend to develop the property into a single-family residential development containing 30 lots. Annexation will facilitate the development and

allow for connection of city utilities and extension of city services. The cost of extending city infrastructure through the development will be the responsibility of the owner.

Troy Hickman moved, Ron Mellick seconded, that Ordinance No. 3859, being an ordinance annexing land to the city of Hays, Kansas, be approved.

Vote: Ayes: Troy Hickman  
Kent Steward  
Ron Mellick  
Eber Phelps

**11. VEHICLE ABATEMENT – 3406 SUMMER LANE:** The abandoned vehicle located at 3406 Summer Lane has expired tags deeming it inoperable. All proper notification has been given to the owner of the property; however no action has been taken by the owner of the property or the vehicle.

Kent Steward moved, Ron Mellick seconded, that Resolution No. 2013-005, being a resolution authorizing the City of Hays or its designated agent to abate nuisance located on the property at 3406 Summer Lane, be approved.

Vote: Ayes: Troy Hickman  
Kent Steward  
Ron Mellick  
Eber Phelps

**12. VEHICLE ABATEMENT – 509 EAST 5<sup>TH</sup>:** This item was resolved prior to the meeting; therefore no action was necessary.

**13. VEHICLE ABATEMENT – 1102 EAST 17<sup>TH</sup>:** The abandoned vehicle located at 1102 East 17<sup>th</sup> has expired tags deeming it inoperable. All proper notification has been given to the owner of the property; however no action has been taken by the owner of the property or the owner of the vehicle.

Eber Phelps moved, Kent Steward seconded, that Resolution No. 2013-007, being a resolution authorizing the City of Hays or its designated agent to abate nuisance located on the property at 1102 East 17th, be approved.

Vote: Ayes: Troy Hickman  
Kent Steward  
Ron Mellick  
Eber Phelps

**14. SOLID WASTE POLYCARTR PURCHASE:** Eber Phelps moved, Kent Steward seconded, that the purchase of 350 ninety-five (95) gallon polycarts from America-Kart, for solid waste collection activities, at a cost of \$20,250, be approved, funded from the Solid Waste Reserves Fund.

Vote: Ayes: Troy Hickman  
Kent Steward  
Ron Mellick  
Eber Phelps

**14.1. ADD-ON:** City Attorney John Bird stated that in 2010, the Commissioners approved Ordinance No. 3811 that allowed property belonging to A-1 Scaffold that is used in A-1's business of manufacturing to be tax exempt. There was an error in Ordinance No. 3811; therefore the ordinance needs to be re-passed. A Nunc Pro Tunc Ordinance has been prepared to correct the error.

Eber Phelps moved, Ron Mellick seconded, that Nunc Pro Tunc Ordinance No. 3811, being an ordinance exempting certain property in the city of Hays from ad valorem taxation for economic development purposes, be approved.

Vote: Ayes: Troy Hickman  
Kent Steward  
Ron Mellick  
Eber Phelps

**15. PROGRESS REPORT:** There was no progress report.

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

**17. COMMISSION INQUIRIES AND COMMENTS:** Commissioner Phelps requested staff provide a report on the recycling program at a future work session.

**18. EXECUTIVE SESSION:** Ron Mellick moved, Troy Hickman seconded, that the Governing Body recess to executive session at 7:30 p.m. for 45 minutes to discuss personnel issues and possible property acquisition. The executive session included the Commissioners, the City Manager, the Assistant City Manager, the Public Works Director, the Assistant Public Works Director, and the City Attorney. K. S. A. 75-4319 authorizes the use of executive session to discuss the topics stated in the motion.

Vote: Ayes: Troy Hickman  
Kent Steward  
Ron Mellick  
Eber Phelps

Chairperson Hickman called the meeting back to order at 8:15 p.m.

Ron Mellick moved, Kent Steward seconded, that the City Manager be given a 3% merit increase in pay retroactive to January 1, 2013, pending approval of an addendum to the City Manger's employment contract.

Vote: Ayes: Troy Hickman  
Kent Steward  
Ron Mellick  
Eber Phelps

The meeting adjourned at 8:16 p.m.

Submitted by: \_\_\_\_\_

Doris Wing – City Clerk

# CITY OF HAYS

## AGENDA ITEM COVER SHEET

COMMISSION AGENDA ITEM NO. 5

MEETING DATE: 3-14-13

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**TOPIC:**

Workers' Compensation Insurance

**ACTION REQUESTED:**

Accept the bid of \$193,101 from Berkshire-Hathaway for worker's compensation insurance coverage and authorize the City Manager to obtain the necessary paperwork.

**NARRATIVE:**

City staff, through our risk management broker, Insurance Planning, solicited bids for workers' compensation coverage from 13 companies. Only one bid was received. That bid was for \$193,101 by our current Worker's Compensation insurance carrier, Berkshire-Hathaway.

**PERSON/STAFF MEMBER(S) MAKING PRESENTATION:**

Toby Dougherty, City Manager  
Erin Giebler, Human Resources Coordinator

**ADMINISTRATION RECOMMENDATION:**

Accept the bid from Berkshire-Hathaway for worker's compensation coverage in the amount of \$193,101.

**COMMITTEE RECOMMENDATION(S):**

N/A

**ATTACHMENTS:**

Staff Memo  
Bid Tally  
Premium calculations sheets from Berkshire Hathaway

# Commission Work Session Agenda

## Memo

**From:** Erin Giebler, Human Resources Coordinator

**Work Session:** March 7, 2013

**Subject:** Workers' Compensation Insurance

**Person(s)** Erin Giebler, Human Resources Coordinator

**Responsible:** Toby Dougherty, City Manager

### Summary

City Staff solicited bids for workers' compensation insurance coverage. The one and only bid received was from the City's current worker's compensation insurance provider, Berkshire-Hathaway, for an annual premium of \$193,101.

Staff recommends Commission approve a contract with Berkshire-Hathaway for Workers' Compensation Insurance.

### Background

In January 2012 the City Commission dropped membership with the League of Kansas Municipalities which resulted in the City losing our Worker's Compensation Insurance provided by KMIT (Kansas Municipal Insurance Trust). In April 2012, after a bid process, the Commissioners approved Berkshire-Hathaway to provide the City's Workers' Compensation Insurance. The City's current Workers' Compensation's Insurance Policy Term ends March 31, 2013.

### Discussion

City staff, through our risk management broker, Insurance Planning, solicited bids for workers' compensation coverage from 13 companies. Only one bid was received. That bid was for \$193,101 by our current Worker's Compensation insurance carrier, Berkshire-Hathaway.

This is a \$21,606 increase from last year's premium. This increase is due to three factors:

1. Payroll Increase;
2. The Kansas base rates for many of the classifications on our policy increased;
3. Berkshire reduced the "scheduled credit" on the City's policy by 2%.

The premium amount is subject to change depending on the Experience Modification Factor which has not been released by the National Council on Compensation Insurance yet. This premium provided reflects last year's experience modification factor of 0.71. The Experience Modification Factor is figured by looking at the City's past workers' compensation utilization.

Finding multiple companies that will bid for the City is difficult due to most companies not being in the market for municipalities or will only write workers' compensation plans with other supporting business.

Staff believes the amount bid is fair given the various factor increases out of our control.

### **Legal Consideration**

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

### **Financial Consideration**

The 2013 budget included \$182,298 for Workers' Compensation Insurance. This bid from Berkshire-Hathaway is \$8,803 over. The reason for the higher than expected premium rate is due to the Kansas base rates for many of the classifications on our policy increasing and the 2% reduction of the City's "scheduled credit" provided by Berkshire-Hathaway. Much of this increase is out of the control of city.

### **Options**

Option 1 – Accept the proposal from Berkshire-Hathaway.

Option 2 – Provide Alternate direction to staff.

### **Recommendation**

Staff recommends that the Commission accepts the bid of Berkshire-Hathaway in the amount of \$193,101 for worker's compensation insurance.

### **Action Requested**

Accept the bid from Berkshire-Hathaway for worker's compensation coverage in the amount of \$193,101.

### **Supporting Documentation**

Bid Tally

Premium calculations sheets from Berkshire Hathaway

**MARKETING RESULTS**

Named Insured: City of Hays

COMPANY	RESULTS TO SUBMISSIONS
APEX – Companion Commercial	Not a Work Comp Market
Travelers	Cannot write by itself without existing business on line
Amtrust	Not a Market for Municipalities
Hartford	No Firefighters or Police
Liberty Mutual	Not a Market for Municipalities
First Comp	Not a Market for Municipalities
Midlands Management Corp.	Does not write Primary Coverage – Only Excess
Market	Requires \$100,000 Retention
Chartis (IPAA)	No Firefighters or Police
Amerisafe	Not a Market for Municipalities
Insential (Broker)	Not a Market for Municipalities
Trident	Cannot write by itself without existing business on line
Berkshiro-Hathaway	Quote Attached

**Important Notice**

This presentation is designed to give you an overview of your insurance program, and should not be construed as a legal interpretation of your insurance policies. Please refer to your specific insurance contract for details on coverages, conditions, and exclusions. Should a discrepancy occur between this document and the policy, the policy will be the coverage afforded by the company.



**Workers Compensation Premium Calculation**  
**Berkshire Hathaway Homestate Insurance Company**

	<u>Factor</u>	<u>Estimated Premium</u>
Total		\$ 364,511
Waiver of Subrogation		250
Increased Limits	.80	2,916
Deductible		
Experience Modification*	.71	-106,626
Schedule Modification	.20	-52,210
Loss Constant		
Assigned Risk Surcharge		
ARAP		
Premium Discount	.088	-18,378
Expense Constant		160
Terrorism	.0155	1,239
DTEC	.0155	1,239
<b>Total Estimated Premium</b>		<b>\$ 193,101</b>
Expiring Premium from 12/13 Policy Term		\$ 171,495

Note: \* Experience Modification subject to current re-rating

**WORKERS' COMPENSATION RATING BASIS**  
**Berkshire Hathaway Homestate Insurance Company**

Loc	Code	Classification	Est. Payroll	Rates	Premium
0001	5506	Street or Road Construction Paving or Repaving & Drivers	646,037	6.86	44,318
0001	7380	Drivers Chauffeurs & their Helpers NOC Commercial	11,526	5.28	809
0001	7403	Aviation All Other Employees & Drivers	82,361	3.63	2,990
0001	7520	Waterworks Operation & Drivers & Salespersons	469,727	5.19	24,379
0001	7580	Sewage Disposal Plant Operation & Drivers	343,707	3.08	10,517
0001	7710	Firefighters & Drivers	998,745	9.83	95,987
0001	7720	Police Officers & Drivers	1,569,391	3.68	57,754
0001	8810	Clerical	1,854,884	.28	4,823
0001	9060	Club Country Golf	159,558	1.58	2,521
0001	9102	Park NOC Employees & Drivers	510,443	3.80	18,376
0001	9220	Cemetery Operations & Drivers	41,073	5.82	2,390
0001	9403	Garbage Ashes or Refuse collection & Drivers	225,979	10.92	24,677
0001	9410	Municipal township NOC	823,135	8.77	72,189
0001	8742	Salesperson	196,869	.48	945
0001	7711	Firefighters & Drivers - Volunteer	3,000	9.63	289
0001	8831	Animal Control	57,082	3.06	1,747
0001		Waiver - Union Pacific Railroad	Included		Included

**WORKERS' COMPENSATION RATING BASIS**  
Berkshire Hathaway Homestate Insurance Company

Loc	Code	Classification	Est. Payroll 13/14	Payroll 12/13	Current Rates	Expiring Rates
0001	5506	Street or Road Construction Paving or Repaving & Drivers	646,037	684,666	6.86	7.13
0001	7380	Drivers Chauffeurs & their Helpers NOC Commercial	11,526	4,500	5.28	5.05
0001	7403	Aviation All Other Employees & Drivers	82,361	82,488	3.63	3.77
0001	7520	Waterworks Operation & Drivers & Salespersons	469,727	422,246	5.19	5.25
0001	7580	Sewage Disposal Plant Operation & Drivers	343,707	359,502	3.06	3.17
0001	7710	Firefighters & Drivers	996,745	981,957	9.63	8.18
0001	7720	Police Officers & Drivers	1,569,391	1,400,675	3.68	3.80
0001	8810	Clerical	1,854,884	1,721,410	.26	.26
0001	9060	Club Country Golf	159,558	156,675	1.58	1.49
0001	9102	Park NOC Employees & Drivers	610,443	628,911	3.60	3.70
0001	9220	Cemetery Operations & Drivers	41,073	39,365	5.82	5.42
0001	9403	Garbage Ashes or Refuse collection & Drivers	225,979	269,164	10.92	10.13
0001	9410	Municipal township NOC	823,135	614,166	8.77	7.22
0001	8742	Salesperson	196,869	193,032	.48	.51
0001	7711	Firefighters & Drivers - Volunteer	3,000	3,000	9.63	8.18
0001	8831	Animal Control	57,082	63,523	3.06	2.97
		<b>Total Payroll</b>	<b>7,991,517</b>	<b>7,694,280</b>		

**WORKERS' COMPENSATION POLICY –  
Berkshire-Hathaway Homestate Insurance Company**

Named Insured: City of Hays  
Policy Term: 04/01/2013 to 04/01/2014

<u>Limits</u>	<u>Coverage Description</u>
As Required	Workers' Compensation
\$ 500,000	Employer's Liability – Each Accident
\$ 500,000	Employer's Liability – Disease-Policy Limit
\$ 500,000	Employer's Liability – Disease-Each Employee
None	Deductible Per Loss (If Applicable)

**Elections**

Partners, Officers, and Relatives	Included or Excluded:

**Additional Conditions and Endorsements**

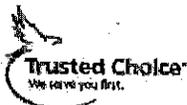
Premium may be subject to audit during and at expiration of policy.

*Consult your policy for a complete list of conditions and endorsements.*

**DEFINITIONS OF COVERAGE**

**Employer's Liability**

This coverage will pay all sums which you are legally obligated to pay because of bodily injury by accident or disease sustained by any employee arising out of their employment. This coverage is distinct from any Workers Compensation policy claim.



# CITY OF HAYS

## AGENDA ITEM COVER SHEET

COMMISSION AGENDA ITEM NO. 6

MEETING DATE: 3-14-13

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**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 as recommended by the Golf Course Advisory Board and City Staff. The new fee for tournaments at the Fort Hays Municipal Golf Course would be as follows:

- 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

**NARRATIVE:**

The Golf Course Advisory Board voted to increase the fees for all golf tournaments due to the increased amount of time and effort required of marshals during the various tournaments. Many times during tournaments there is unnecessary damage caused to the course that could be avoided by having marshals present to enforce the rules. The increased fee will ensure that there is a course marshal present at all golf tournaments.

**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 all 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  
**Work Session:** March 7, 2013  
**Subject:** Golf Tournament Fee Increase  
**Person(s) Responsible:** Jeff Boyle, Director of Parks  
Toby Dougherty, City Manager

### Summary

The Fort Hays Municipal Golf Course Advisory Board voted to recommend a fee increase for all Fort Hays Municipal Golf Course (FHMGC) tournaments. The Golf Course Advisory Board had numerous discussions over the last year in regards to the need for course marshals during all golf tournaments. Marshals need to be present throughout the tournament to ensure all the rules are followed. The board voted to increase the fees of an eighteen (18) hole tournament by \$100.00 and a nine (9) hole tournament by \$50.00. If approved, the fee for an eighteen (18) hole tournament would be \$500.00 for weekdays and \$600.00 for weekends. The nine (9) hole tournament fee would be \$250.00 for weekdays and \$300.00 for weekends. By increasing the tournament fees, the Pro-Shop Manager can utilize additional Marshals to cover all tournaments and the additional revenue generated would be used to offset the City's marshal compensation requirements. 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. City Staff supports the Golf Course Advisory Boards recommendation due to the additional time and effort that marshals will be required to complete during a tournament.

### Background

Over the years, there have been numerous tournaments at the Fort Hays Municipal Golf Course. Most of these tournaments would have benefited from having a Golf Course Marshal on duty to act as reminder of the need to follow course rules and to simply ensure smooth and efficient play. There have been numerous concerns brought up over the years regarding non-member and in some case member play during the tournaments. Many of the fundraiser tournaments held at the course often have golfers who do not play on a regular basis or golfers who are not familiar with the course and its rules thus increasing the need for course marshals.

## **Discussion**

After much discussion the Golf Course Advisory Board voted to increase the fees for all golf tournaments due to the increased amount of time and effort required of marshals during the various tournaments. Many times during tournaments there is unnecessary damaged caused to the course that could be avoided by having marshals present to enforce the rules. The increased fee will ensure that there is a course marshal present at all golf tournaments. Currently each Marshal receives (1) one free cart shed rental, (1) one annual single membership and (1) one locker as compensation from the City for services. The proposed fee increase will be used to offset the additional marshalling needs. The board voted 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:

- 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 financial impact of the fee increase would be minimal to the City of Hays and would simply be used to offset the additional marshalling costs related to tournament play.

## **Options**

This agenda item will be presented at the March 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. City Staff supports the Golf Course Advisory Boards recommendation due to the additional time and effort that marshals will be required to complete during a 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 as recommended by the Golf Course Advisory Board and City Staff. The new fee for tournaments at the Fort Hays Municipal Golf Course would be as follows:

- 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

### **Supporting Documentation**

- Copy of the tracked 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. 7

MEETING DATE: 3-14-13

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**TOPIC:**

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

**ACTION REQUESTED:**

Approval to add Junior Golf Greens Fees, at the same price as Twilight Golf Fees, for those (17) seventeen and under at the Fort Hays Municipal Golf Course. For the 2013 golf season the Twilight Greens Fee is \$14.00.

**NARRATIVE:**

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. Numerous other courses throughout the state that are comparable to ours offer a discounted rate for Junior golfers.

**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

**FORM #002**

# Commission Work Session Agenda

## Memo

**From:** Jeff Boyle, Director of Parks  
**Work Session:** March 7, 2013  
**Subject:** Junior Golf Fees  
**Person(s) Responsible:** Jeff Boyle, Director of Parks  
Toby Dougherty, City Manager

### 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 scheduled annual fee increases which would make the Twilight/Junior Golf fees \$14.00 for 2013. This price will increase to \$16.00 in 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. City Staff recommends approval to add a Junior Golf Greens fee at the rate of the current Twilight greens fees (\$14.00) 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 current Twilight Greens Fee. For the 2013 golf season the Twilight Greens Fee is \$14.00.

### **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.

### **Options**

This agenda item will be presented at the March 7, 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 current rate of the Twilight greens fee at the Fort Hays Municipal Golf Course.

**Option 2:** Direct City Staff to leave all Greens Fees at the current rates and not add a Junior Golf Greens Fee.

### **Recommendation**

City Staff recommends approval to add a Junior Golf Greens fee at the rate of the current Twilight greens fees (\$14.00) at the Fort Hays Municipal Golf Course.

### **Action Requested**

Approval to add Junior Golf Greens fees, at the same price as Twilight Golf Fees, for those (17) seventeen and under 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.

<b>DEFINED</b>	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; \$14.00 per 18 holes



# CITY OF HAYS

## AGENDA ITEM COVER SHEET

COMMISSION AGENDA ITEM NO. 8

MEETING DATE: 3-14-13

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**TOPIC:**

Vehicle Abatement at 700 Vine St.

**ACTION REQUESTED:**

Approve Resolution No. 2013-008 to abate the vehicle located on the property at 700 Vine St. ten days after the approval date.

**NARRATIVE:**

The abandoned vehicle located at 700 Vine St. meets the City of Hays definition for an inoperable vehicle. 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 or the vehicle. If the vehicle is removed by the City, any and all costs of abatement will be charged to the owner of the property. Staff recommends approving a resolution allowing the vehicle located at 700 Vine St. to be abated by the city.

**PERSON/STAFF MEMBER(S) MAKING PRESENTATION:**

Toby Dougherty, City Manager  
I.D. Creech, Director of Public Works

**ADMINISTRATION RECOMMENDATION:**

Staff recommends approving this resolution allowing the vehicle located at 700 Vine St. to be removed from the property.

**COMMITTEE RECOMMENDATION(S):**

N/A

**ATTACHMENTS:**

Staff Memo  
Resolution No. 2013-008  
Letters to Property Owner  
Pictures

# Commission Work Session Agenda

## Memo

**From:** Jesse Rohr, PIE Superintendent

**Work Session:** March 7, 2013

**Subject:** Vehicle Abatement at 700 Vine St.

**Person(s) Responsible:** Toby Dougherty, City Manager  
I.D. Creech, Director of Public Works

### Summary

The abandoned vehicle located at 700 Vine St. meets the City of Hays definition for an inoperable vehicle. 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 or the vehicle. If the vehicle is removed by the city, any and all costs of abatement will be charged to the owner of the property. Staff recommends approving a resolution allowing the vehicle located at 700 Vine St. to be abated by the city.

### Background

The vehicle located at 700 Vine St. has been in its current location for several weeks. The property belongs to R & E Enterprises (Trisha St. Peter). The owner indicated someone would be purchasing the van and removing it from the site, however no action was ever taken.

### Discussion

Planning, Inspection, and Enforcement is requesting a resolution to abate the inoperable vehicle located at 700 Vine St. be placed on the agenda for formal action at the March 7, 2013 City Commission meeting. The property located at 700 Vine St. is in violation of City Ordinance Chapter 26 Article II. The vehicle has does not have a current and legal tag making it inoperable by City Ordinance. Letters have been sent per City of Hays Ordinance requirements. No progress has been made on this vehicle. Staff is now moving forward for abatement of the vehicle since the owner has not followed through accordingly.

### Legal Consideration

The City is required to follow procedures established by the ordinance cited in the Discussion. Assuming those procedures were followed, the City is allowed to remove and dispose of the vehicle.

## **Financial Consideration**

Any costs associated with the city removing this vehicle will be billed to the property owner. If not paid, an assessment will be placed on the tax rolls.

## **Options**

Options include the following:

- Approve the resolution allowing for the vehicle to be removed
- Do not approve the resolution

## **Recommendation**

Staff recommends approving this resolution allowing the vehicle located at 700 Vine St. to be removed from the property.

## **Action Requested**

Approve the resolution to abate the vehicle located on the property at 700 Vine St. ten days after the approval date.

## **Supporting Documentation**

Letters to Property Owner  
Pictures  
Resolution

**RESOLUTION NO. 2013-008**

**A RESOLUTION AUTHORIZING THE CITY OF HAYS OR ITS DESIGNATED AGENT TO ABATE NUISANCE LOCATED ON THE PROPERTY AT 700 Vine St., HAYS, KANSAS.**

**WHEREAS**, the City of Hays did enact Ordinance Chapter 26, Article 2, declaring certain matters as inoperable vehicles a violation of City Ordinance and providing for the removal or abatement of inoperable vehicles and further providing for the assessment of costs and penalties; and

**WHEREAS**, on December 17, 2012, January 17, 2013, and February 4, 2013, inspections of the property were conducted by the City of Hays, and said inspections determined the inoperable vehicle on the property at 700 Vine St. was in violation of City Ordinance Chapter 26, Article 2; and

**WHEREAS**, on December 17, 2012, a letter was sent to the owner of the property at 700 Vine St., requesting that the owner abate the nuisance by removal of the inoperable vehicle within 30 days; and

**WHEREAS**, on January 17, 2013, a certified letter to the owner of the property at 700 Vine St. was prepared giving said owner ten days, upon receipt, in which to abate the nuisance; and

**WHEREAS**, on January 19, 2013, the certified letter to the owner of the property at 700 Vine St. was signed for by the owner of 700 Vine St.; and

**WHEREAS**, an inspection of the property done on February 4, 2013, revealed the inoperable vehicle was not abated from the property; and

**WHEREAS**, the Governing Body of the City of Hays desires that the inoperable vehicle on the property at 700 Vine St. be abated by the City or its authorized agent.

**NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF HAYS, KANSAS, AS FOLLOWS:**

Section 1. That the existence of the inoperable vehicle located at 700 Vine St. is hereby found to be in violation of Ordinance Chapter 26, Article 2.

Section 2. That the owner of the property located at 700 Vine St. was given proper notice to abate the nuisance condition located at 700 Vine St. and has failed to abate the said nuisance.

Section 3. That the City of Hays or its designated agent is hereby authorized to abate the condition causing the violation at

the end of ten days from the date of passage of this Resolution.

Section 4. That the cost incurred by the City shall be charged against the lot located at 700 Vine St. as provided in Ordinance Chapter 26, Article 2.

PASSED by the City Commission on the 14<sup>th</sup> day of March, 2013.

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Troy Hickman, Mayor

ATTEST:

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Doris Wing, City Clerk



Case Information	
<b>Date</b>	12/17/2012
<b>Case Number</b>	20121348
<b>Telephone</b>	
<b>Owner Name</b>	R & E Enterprises Inc
<b>Owner Address</b>	1308 NW 75th ST Kansas City MO
<b>Violation Address</b>	700 VINE ST
<b>Violation</b>	Inoperable Vehicles on Private Property
<b>Status</b>	Certified Sent
<b>Violation Due Date</b>	1/17/2013
<b>Certified Received Date</b>	1/28/2013
<b>Certified Due Date</b>	2/8/2013
<b>Date Case Closed</b>	
<b>Complainant Name</b>	
<b>Complainant Telephone/Address</b>	
<b>Ordinance Number</b>	Sec. 26-40 (Inoperable Vehicles)
<b>Assigned To</b>	Scott Zimmerman

Property Information	Owner Information
Parcel#: 026-182-03-0-20-04-004.00-0 R & E Enterprises Inc 700 VINE ST	R & E Enterprises Inc 1308 NW 75th ST Kansas Ci Kansas City, MO 64118

Case History		
Date	Type	Description
12/17/2012	Letter	1st Letter
12/17/2012	Note	Van needs to be tagged. Thank You
1/10/2013	Document	
1/17/2013	Document	

		
1/17/2013	Letter	Certified Form
1/28/2013	Note	Trisha called and said she had a person buying the van in the next three days and would let us know when this was done.

I.D. CREECH, DIRECTOR  
JOHN BRAUN, ASST. DIRECTOR  
1002 VINE ST., HAYS, KS 67601

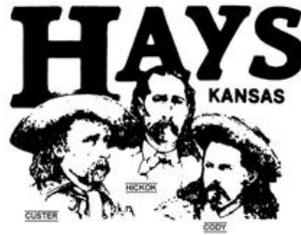
TEL 785-628-7350  
FAX 785-628-7352

AIRPORT DIVISION  
BOB JOHNSON, MANAGER  
3950 E 8TH ST., HAYS, KS 67601

TEL 785-628-7370  
FAX 785-628-7373

PLANNING, INSPECTION, & ENFORCEMENT  
JESSE ROHR, SUPT.  
1002 VINE ST., HAYS, KS 67601

TEL 785-628-7310  
FAX 785-628-7352



ALVIN PEREZ, SUPT.  
1002 VINE ST., HAYS, KS 67601

NICK WILLIS, SUPT.  
1002 VINE ST., HAYS, KS 67601

MARVIN HONAS, SUPT.  
1780 W. 55TH ST., HAYS, KS  
67601

SERVICE DIVISION  
TEL 785-628-7353  
FAX 785-628-7352

STORMWATER DIVISION  
TEL 785-628-7350  
FAX 785-628-7352

SOLID WASTE DIVISION  
TEL 785-628-7357  
FAX 785-628-7352

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PUBLIC WORKS DEPARTMENT  
[www.haysusa.com](http://www.haysusa.com)

December 17, 2012

R & E Enterprises Inc  
1308 NW 75th ST  
Kansas City, MO 64118

RE: 700 VINE ST  
Hays, KS 67601

Dear R & E Enterprises Inc :

It has come to our attention that a city code violation(s) exist at **700 VINE ST**, Hays, Kansas (photo(s) are attached). The violation consists of **Inoperable Vehicles on Private Property**. Ellis County records indicate that you are the owner of the property. The item(s) listed are in violation of City Ordinance, **Sec. 26-40 (Inoperable Vehicles)**.

We request that you please correct the problem within the next 30 days. We sincerely appreciate your cooperation. Inspectors will revisit the site after **1/17/2013**, and it is our hope that corrective action will have been taken. If not, we will need to take further steps to resolve this issue.

If you have questions, please contact me at the Public Works Department Planning, Inspection, and Enforcement Division at (785)628-7310. Thanks for working with us to keep Hays a safe, attractive and wholesome place to live.

Sincerely,

Scott Zimmerman  
Building Inspector/Code Enforcement Officer

Enclosed: Pictures

Cc: File  
Resident (if applicable)

**I.D. CREECH, DIRECTOR**  
**JOHN BRAUN, ASST. DIRECTOR**  
1002 VINE ST., HAYS, KS 67601

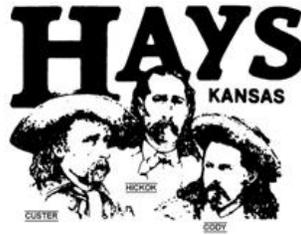
TEL 785-628-7350  
FAX 785-628-7352

**AIRPORT DIVISION**  
BOB JOHNSON, MANAGER  
3950 E 8TH ST., HAYS, KS 67601

TEL 785-628-7370  
FAX 785-628-7373

**PLANNING, INSPECTION, & ENFORCEMENT**  
JESSE ROHR, SUPT.  
1002 VINE ST., HAYS, KS 67601

TEL 785-628-7310  
FFAX 785-628-7352



ALVIN PEREZ, SUPT.br /> 1002  
VINE ST., HAYS, KS 67601

**SERVICE DIVISION**  
TEL 785-628-7353  
FAX 785-628-7352

NICK WILLIS, SUPT.  
1002 VINE ST., HAYS, KS 67601

**STORMWATER DIVISION**  
TEL 785-628-7350  
FAX785-628-7352

MARVIN HONAS, SUPT.  
1780 W. 55TH ST., HAYS, KS  
67601

**SOLID WASTE DIVISION**  
TEL 785-628-7357  
FAX 785-628-7352

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**PUBLIC WORKS DEPARTMENT**  
[www.haysusa.com](http://www.haysusa.com)

January 17, 2013

R & E Enterprises Inc  
1308 NW 75th ST Kansas City MO  
Kansas City, MO 64118

RE: 700 VINE ST  
Hays, KS 67601

**VIA CERTIFIED MAIL:**

Dear R & E Enterprises Inc :

The violation located at 700 VINE ST , Hays, Kansas still exists (photos attached). We wrote a letter to you on 12/17/2012 requesting that you abate the situation.

You have ten (10) days from the date of receipt of this letter to abate the violation. Failure to abate the violation within ten (10) days will result in the City or its authorized agent to file an abatement process for Inoperable Vehicles on Private Property your property. The costs will be assessed to the owner or agent in charge of the property. Opportunity will be given to the owner to pay the assessment, and if not paid, it will be added to the property tax as a special assessment. Please note that you have ten (10) days from the receipt of this notice to file a written appeal, requesting a hearing before the governing body.

We ask again that you please resolve this situation immediately. If you have questions or need further explanation, feel free to contact me at (785) 628-7310.

Sincerely,

Scott Zimmerman  
Building Inspector/Code Enforcer

Enclosed: Pictures

Cc: City Prosecutor  
File

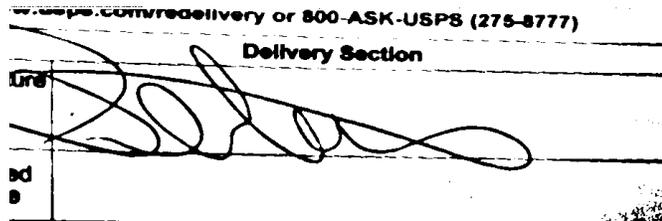


Date: 02/22/2013

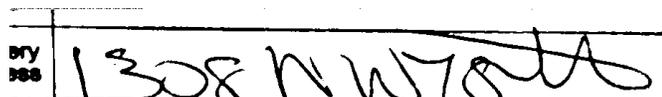
JESSE ROHR:

The following is in response to your 02/22/2013 request for delivery information on your Signature Confirmation(TM) item number 3408 2133 3931 9037 5020. The delivery record shows that this item was delivered on 01/19/2013 at 09:20 AM in KANSAS CITY, MO 64118 to A PETERS. The scanned image of the recipient information is provided below.

Signature of Recipient:



Address of Recipient:



Thank you for selecting the Postal Service for your mailing needs. If you require additional assistance, please contact your local Post Office or postal representative.

Sincerely,

United States Postal Service

# CITY OF HAYS

## AGENDA ITEM COVER SHEET

COMMISSION AGENDA ITEM NO. 9

MEETING DATE: 3-14-13

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**TOPIC:**

Vine Street Reconstruction (13<sup>th</sup> to 22<sup>nd</sup>) Award of Bids

**ACTION REQUESTED:**

Authorize the City Manager to enter a contract with Pavers, Inc. in the amount of \$1,049,536.29 for the reconstruction of Vine Street from 13<sup>th</sup> to 22<sup>nd</sup> Street to be funded from the appropriation set aside for such purpose in the Capital Projects fund.

**NARRATIVE:**

Vine Street from 13<sup>th</sup> to 27<sup>th</sup> Street is scheduled for reconstruction this summer. The City has received KDOT Connecting Link funding to assist in financing the cost of construction. Bids were received and Paver's Inc. of Salina was the low bidder at \$1,049,536.29. Construction would begin in April and last through July 2013. The City Commission is being asked to consider awarding the bid to Pavers, Inc.

**PERSON/STAFF MEMBER(S) MAKING PRESENTATION:**

Toby Dougherty, City Manager  
I.D. Creech, Director of Public Works

**ADMINISTRATION RECOMMENDATION:**

Staff recommends authorizing the City Manager to enter a contract with Pavers, Inc. in the amount of \$1,049,536.29 for the reconstruction of Vine Street from 13<sup>th</sup> to 22<sup>nd</sup> Street to be funded from the appropriation set aside for such purpose in the Capital Projects fund.

**COMMITTEE RECOMMENDATION(S):**

N/A

**ATTACHMENTS:**

Staff Memo  
Tabulation of Bids

# Commission Work Session Agenda

## Memo

**From:** John Braun, Assistant Director of Public Works

**Work Session:** March 7, 2013

**Subject:** Vine Street Reconstruction (13<sup>th</sup> to 22<sup>nd</sup>) Award of Bids

**Person(s) Responsible:** I.D. Creech, Director of Public Works  
Toby Dougherty, City Manager

### Summary

Vine Street from 13<sup>th</sup> to 27<sup>th</sup> Street is scheduled for reconstruction this summer. The City has received KDOT Connecting Link funding to assist in financing the cost of construction. Bids were received and Paver's Inc. of Salina was the low bidder at \$1,049,536.29. Construction would begin in April and last through July 2013. The City Commission is being asked to consider awarding the bid to Pavers, Inc.

### Background

In 2004, Vine Street from 13th to 27th Street was milled and overlaid with 2 inches of asphalt. At that time, both the engineers and contractors involved in the project agreed that the overlay was only a temporary repair job, and that the next project would need to be a full pavement replacement. Since then, the mill and overlay has begun to fail due to the deterioration of the concrete base below it.

Staff applied for and received KDOT connecting link (KLINK) and Vine from 22nd to 27th Street was reconstructed in 2011. The KLINK grant for 13<sup>th</sup> to 22<sup>nd</sup> Street covers 50% of construction costs up to a maximum KDOT share of \$400,000.

### Discussion

On February 20, 2013, bids were received from three (3) contractors for the reconstruction of Vine Street pavement from 13<sup>th</sup> to 22<sup>nd</sup> Street. The low bid was submitted by Pavers, Inc. of Salina, Kansas in the amount of \$1,049,536.29. The three bids ranged in price from the low bid to a high of \$1,238,595.65. The engineer's estimate was \$1,264,460.10. A tabulation of bids is attached to this memo.

The project basically only involves milling off the 2" asphalt overlay and delivering the millings to the City Shop for use in maintaining the City Street and alley network,

removing the old concrete road base, stabilizing the subgrade, placing new 9” concrete pavement, and repainting the pavement markings.

Pavers, Inc. has indicated that they would like to start work as soon as the threat of winter weather is over – probably mid April. Work is to be completed within 60 working days – probably mid to late July. A public information meeting would be scheduled prior to construction to inform property owners and tenants along the project of the scope and schedule.

### **Legal Consideration**

Pending approval of the form of contract, there are no known legal obstacles to proceeding as recommended by staff.

### **Financial Consideration**

This project has been identified in the CIP for the last several years. The 2013 budget included \$1.8 million in 2013 for its construction with \$1.4 million of that funded through a transfer from City Commission Financial Policy Projects and \$400,000 funded by the State as a KLINK grant.

The low bid of \$1,049,536.29 is below the engineer’s estimate of \$1,264,460.10 and falls well within the budget for this project. A separate agenda item details costs associated with construction engineering, testing and inspection services.

The summary of costs for this project is detailed below:

Design	\$26,900
Construction	\$1,049,536
<u>Inspection and Testing*</u>	<u>\$31,194.00</u>
Total	\$1,107,630.00
<u>KDOT Share</u>	<u>\$400,000</u>
Local Share (Capital Projects)	\$707,630

\*Note that construction engineering services are being awarded separately. City inspectors can perform some limited daily construction observation and inspection; however, KDOT requires some specific testing that we do not have the capability to perform in-house. A separate agenda item details this issue.

### **Options**

Options include the following:

1. Consider authorizing the City Manager to enter a contract with Pavers, Inc. in the amount of \$1,049,536.29 for the reconstruction of Vine Street from 13<sup>th</sup> to 22<sup>nd</sup> Street.
2. Decide not to proceed with the reconstruction project.
3. Provide alternate direction to City Staff.

### **Recommendation**

Staff recommends authorizing the City Manager to enter a contract with Pavers, Inc. in the amount of \$1,049,536.29 for the reconstruction of Vine Street from 13<sup>th</sup> to 22<sup>nd</sup> Street.

### **Action Requested**

Authorize the City Manager to enter a contract with Pavers, Inc. in the amount of \$1,049,536.29 for the reconstruction of Vine Street from 13<sup>th</sup> to 22<sup>nd</sup> Street.

### **Supporting Documentation**

Bid Results

**PROJECT NO. 183-26 U-0026-01**

**Vine Street**

**US-183 Highway**

**13th St. to 22nd St.**

**Hays, Kansas**

**Tabulation of Bids**

**February 20, 2013**



**Cook, Flatt & Strobel**  
ENGINEERS, P.A.

Engineer's Estimate

APAC, Kansas

Paver's, Inc

Smoky Hill

Item No.	Item	Quantity	Unit	Unit Price	Amount						
1	Common Excavation	1,348	C.Y.	\$14.00	\$18,872.00	\$12.00	\$16,176.00	\$10.72	\$14,450.56	\$31.00	\$41,788.00
2	Rock Excavation	4,718	C.Y.	\$15.00	\$70,770.00	\$15.40	\$72,657.20	\$11.19	\$52,794.42	\$16.50	\$77,847.00
3	Water (Treated Subgrade)(Set Price)	10	M.Gal	\$35.00	\$350.00	\$35.00	\$350.00	\$35.00	\$350.00	\$35.00	\$350.00
4	Aggregate Base (AB-3)(6")	16,174	S.Y.	\$9.00	\$145,566.00	\$6.20	\$100,278.80	\$6.82	\$110,306.68	\$11.85	\$191,661.90
5	Concrete Pavement (9" Uniform) (AE) (NRDJ)	16,174	S.Y.	\$45.00	\$727,830.00	\$51.00	\$824,874.00	\$35.63	\$576,279.62	\$37.00	\$598,438.00
6	Concrete Core (Set Price)	10	Each	\$120.00	\$1,200.00	\$120.00	\$1,200.00	\$120.00	\$1,200.00	\$120.00	\$1,200.00
7	Concrete Pavement Smoothness (Set Price)	1	L.S.	\$56,400.00	\$56,400.00	\$56,400.00	\$56,400.00	\$56,400.00	\$56,400.00	\$56,400.00	\$56,400.00
8	Milling	1,183	Tons	\$35.00	\$41,405.00	\$10.55	\$12,480.65	\$12.61	\$14,917.63	\$11.10	\$13,131.30
9	Transporting Salvageable Material	1,183	Tons	\$5.00	\$5,915.00	\$2.50	\$2,957.50	\$3.80	\$4,495.40	\$3.30	\$3,903.90
10	Maint. & Rest. of Haul Roads	1	L.S.	\$5,700.00	\$5,700.00	\$1.00	\$1.00	\$1,797.44	\$1,797.44	\$600.00	\$600.00
11	Field Office & Laboratory (Type A)	0	Each	\$8,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
12	Cleaning Existing Structures	1	L.S.	\$3,000.00	\$3,000.00	\$500.00	\$500.00	\$2,307.95	\$2,307.95	\$1,725.00	\$1,725.00
13	Mobilization	1	L.S.	\$45,000.00	\$45,000.00	\$36,370.00	\$36,370.00	\$82,318.70	\$82,318.70	\$71,883.00	\$71,883.00
14	Adjustment of Manhole	7	Each	\$750.00	\$5,250.00	\$760.00	\$5,320.00	\$518.01	\$3,626.07	\$225.00	\$1,575.00
15	Adjustment of Valve Box (Water)	2	Each	\$450.00	\$900.00	\$380.00	\$760.00	\$288.96	\$577.92	\$175.00	\$350.00
16	Contractor Construction Staking	1	L.S.	\$10,500.00	\$10,500.00	\$8,000.00	\$8,000.00	\$9,586.33	\$9,586.33	\$8,500.00	\$8,500.00
17	Pavement Marking(Multi-Component)(White)(6")	1,740	L.F.	\$3.10	\$5,394.00	\$0.75	\$1,305.00	\$0.90	\$1,566.00	\$0.78	\$1,357.20
18	Pavement Marking(Multi-Component)(Yellow)(4")	5,033	L.F.	\$2.10	\$10,569.30	\$0.50	\$2,516.50	\$0.60	\$3,019.80	\$0.50	\$2,516.50
19	Pavement Marking(Intersection Grade)(White)(24")	597	L.F.	\$20.00	\$11,940.00	\$20.00	\$11,940.00	\$23.97	\$14,310.09	\$21.25	\$12,686.25
20	Pavement Marking Symbol(Intersection Grade) (White)(Left Arrows)	18	Each	\$400.00	\$7,200.00	\$200.00	\$3,600.00	\$239.66	\$4,313.88	\$213.00	\$3,834.00
21	Work Zone Signs (0 to 9.25 Sq. Ft.)	5,950	EADA	\$0.40	\$2,380.00	\$0.10	\$595.00	\$0.12	\$714.00	\$0.10	\$595.00
22	Work Zone Signs (9.25 to 16.25 Sq. Ft.)	4,300	EADA	\$0.50	\$2,150.00	\$0.20	\$860.00	\$0.24	\$1,032.00	\$0.20	\$860.00
23	Work Zone Barricades (Type III - 4 to 12 Lin. Ft.)	5,500	EADA	\$0.60	\$3,300.00	\$0.50	\$2,750.00	\$0.60	\$3,300.00	\$0.52	\$2,860.00
24	Arrow Display	200	EADA	\$15.00	\$3,000.00	\$10.00	\$2,000.00	\$11.98	\$2,396.00	\$10.60	\$2,120.00
25	Channelizer (Portable)	32,000	EADA	\$0.15	\$4,800.00	\$0.10	\$3,200.00	\$0.12	\$3,840.00	\$0.10	\$3,200.00
26	Work Zone Warning Light (Type "A" Low Intensity)	13,000	EADA	\$0.40	\$5,200.00	\$0.50	\$6,500.00	\$0.60	\$7,800.00	\$0.51	\$6,630.00
27	Pavement Marking (Temporary) 4" Solid (Type I Tape)	190	Sta./Line	\$110.00	\$20,900.00	\$94.00	\$17,860.00	\$112.64	\$21,401.60	\$99.88	\$18,977.20
28	4" Solid (Type II Tape)	30	Sta./Line	\$60.00	\$1,800.00	\$55.00	\$1,650.00	\$65.91	\$1,977.30	\$58.44	\$1,753.20
29	4" Dotted Extension (Type I Tape)	12	Sta./Line	\$65.00	\$780.00	\$23.50	\$282.00	\$28.16	\$337.92	\$24.97	\$299.64
30	Broken (Line Masking Tape)	7	Sta./Line	\$200.00	\$1,400.00	\$40.00	\$280.00	\$47.93	\$335.51	\$42.50	\$297.50
31	Solid (Line Masking Tape)	16	Sta./Line	\$250.00	\$4,000.00	\$120.00	\$1,920.00	\$143.80	\$2,300.80	\$127.52	\$2,040.32
32	Flagger (Set Price)	24	Hour	\$25.00	\$600.00	\$25.00	\$600.00	\$25.00	\$600.00	\$25.00	\$600.00
33	Pavement Marking Removal	6,800	L.F.	\$0.45	\$3,060.00	\$0.40	\$2,720.00	\$0.48	\$3,264.00	\$0.42	\$2,856.00
34	Traffic Control (Initial Set Up)	1	L.S.	\$20,000.00	\$20,000.00	\$25,000.00	\$25,000.00	\$29,957.29	\$29,957.29	\$26,250.00	\$26,250.00
	<b>Total Participating items</b>				\$1,247,131.30		\$1,223,903.65		\$1,033,874.91		\$1,159,085.91
	<b>Non-Participating Items</b>										

PROJECT NO. 183-26 U-0026-01

Vine Street

US-183 Highway

13th St. to 22nd St.

Hays, Kansas

Tabulation of Bids

February 20, 2013



Cook, Flatt & Strobel  
ENGINEERS, P.A.

Engineer's Estimate

APAC, Kansas

Paver's, Inc

Smoky Hill

Item No.	Item	Quantity	Unit	Unit Price	Amount						
35	Curb and Gutter (Combined)(AE)	100	L.F.	\$32.00	\$3,200.00	\$35.00	\$3,500.00	\$22.47	\$2,247.00	\$39.10	\$3,910.00
36	Pavement Marking(Multi-Component)(White)(6")	272	L.F.	\$3.10	\$843.20	\$0.75	\$204.00	\$0.90	\$244.80	\$0.78	\$212.16
37	Pavement Marking(Multi-Component)(Yellow)(4")	936	L.F.	\$2.10	\$1,965.60	\$0.50	\$468.00	\$0.60	\$561.60	\$0.52	\$486.72
38	Pavement Marking(Intersection Grade)(White)(24")	466	L.F.	\$20.00	\$9,320.00	\$20.00	\$9,320.00	\$23.97	\$11,170.02	\$21.25	\$9,902.50
39	Pavement Marking Symbol(Intersection Grade) (White)(Left Arrows)	3	Each	\$400.00	\$1,200.00	\$200.00	\$600.00	\$239.66	\$718.98	\$212.54	\$637.62
40	Pavement Marking Symbol(Intersection Grade) (White)(Right/Thru Arrows)	2	Each	\$400.00	\$800.00	\$300.00	\$600.00	\$359.49	\$718.98	\$318.82	\$637.64
	Total Non-Participating items				\$17,328.80		\$14,692.00		\$15,661.38		\$15,786.64
	<b>Total Construction Cost</b>				\$1,264,460.10		\$1,238,595.65		\$1,049,536.29		\$1,174,872.55

# CITY OF HAYS

## AGENDA ITEM COVER SHEET

COMMISSION AGENDA ITEM NO. 10

MEETING DATE: 3-14-13

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**TOPIC:**

Vine Street Reconstruction – Inspection and Testing

**ACTION REQUESTED:**

Authorize the City Manager to enter an Agreement with Driggs Design Group in the amount of \$31,194.00 for inspection and testing services related to the reconstruction of Vine Street from 13<sup>th</sup> to 22<sup>nd</sup> Street to be funded from the appropriation set aside for such purpose in the Capital Projects fund.

**NARRATIVE:**

The KDOT KLINK grant being used to fund the reconstruction of Vine Street from 13<sup>th</sup> to 22<sup>nd</sup> Streets requires a project of this type to follow the KDOT specifications for inspection and materials testing. City inspectors will be performing limited daily construction observation and inspection; however, KDOT requires some specific testing that we do not have the capability to perform in-house. Staff solicited proposals to provide said services and received responses from five (5) firms, with the lowest cost proposal coming from Driggs Design Group of Hays and Manhattan at an estimated cost of \$31,194.00.

**PERSON/STAFF MEMBER(S) MAKING PRESENTATION:**

Toby Dougherty, City Manager  
I.D. Creech, Director of Public Works

**ADMINISTRATION RECOMMENDATION:**

Staff recommends authorizing the City Manager to enter and agreement with Driggs Design Group for inspection and testing services related to the reconstruction of Vine Street from 13<sup>th</sup> to 22<sup>nd</sup> Street to be funded from the appropriation set aside for such purpose in the Capital Projects fund.

**COMMITTEE RECOMMENDATION(S):**

N/A

**ATTACHMENTS:**

Staff Memo  
Tabulation of Proposals

# Commission Work Session Agenda

## Memo

**From:** John Braun, Assistant Director of Public Works

**Work Session:** March 7, 2013

**Subject:** Vine Street Reconstruction (13<sup>th</sup> to 22<sup>nd</sup>) Material Testing and Inspection

**Person(s)** I.D. Creech, Director of Public Works

**Responsible:** Toby Dougherty, City Manager

### Summary

The KDOT KLINK grant being used to fund the reconstruction of Vine Street from 13<sup>th</sup> to 22<sup>nd</sup> Streets requires a project of this type to follow the KDOT specifications for inspection and materials testing. City inspectors will be performing limited daily construction observation and inspection; however, KDOT requires some specific testing that we do not have the capability to perform in-house. Staff solicited proposals to provide said services and received responses from five (5) firms, with the lowest cost proposal coming from Driggs Design Group of Hays and Manhattan at an estimated cost of \$31,194.00.

### Background

In 2011, when Vine Street was reconstructed from 22<sup>nd</sup> to 27<sup>th</sup> Street, which is very similar the project planned for this summer. City Inspectors took the lead on inspection and daily observation and was augmented by contract services from Penco Engineering of Plainville, KS. A related agenda items requests authorization from the City Commission to award a bid for construction to Pavers Inc. of Salina.

### Discussion

On February 27, 2013, proposals were received from five (5) engineering firms for inspection and materials testing required during the reconstruction of Vine Street from 13<sup>th</sup> Street to 22<sup>nd</sup> Street. The lowest cost proposal was submitted by Driggs Design Group at an estimated cost of \$31,194. The scope of services includes:

- Lump Sum Material Testing Services in the amount of \$15,594
- On-call construction observation/inspection to augment City Inspectors at the schedule of rates listed in the proposal and to be included in the contract document. Estimated cost \$15,600.

Driggs Design Group is from Manhattan, KS, and just opened an office in Hays. They will be utilizing a local firm (Professional Technical Services) for materials testing and some inspection services. A summary of the proposals received is in Exhibit A.

### **Legal Consideration**

Pending approval of the form of contract, there are no known legal obstacles to proceeding as recommended by staff.

### **Financial Consideration**

This project has been identified in the CIP for the last several years. The 2013 budget included \$1.8 million in 2013 for its construction with \$1.4 million of that funded through a transfer from City Commission Financial Policy Projects and \$400,000 funded by the State as a KLINK grant.

The lowest cost proposal for inspection and testing was from Driggs Design Group in the amount of \$31,194. A separate agenda item details costs associated with construction.

The summary of costs for this project is detailed below:

Design	\$26,900
Construction	\$1,049,536
<u>Inspection and Testing*</u>	<u>\$31,194.00</u>
Total	\$1,107,630.00
<u>KDOT Share</u>	<u>\$400,000</u>
Local Share (Capital Projects)	\$707,630

### **Options**

Options include the following:

1. Consider accepting the proposal from Driggs Design Group in the amount of \$31,194 for the inspection and testing requirements portion of the reconstruction of Vine Street from 13<sup>th</sup> to 22<sup>nd</sup> Street.
2. Provide alternate direction to City Staff.

### **Recommendation**

Staff recommends authorizing the City Manager to enter an agreement with Driggs Design Group for inspection and testing services related to the reconstruction of Vine Street from 13<sup>th</sup> to 22<sup>nd</sup> Street.

### **Action Requested**

Consider authorizing the City Manager to enter an agreement with Driggs Design Group for inspection and testing services in an amount not to exceed \$31,194.00.

### **Supporting Documentation**

Tabulation of Proposals

City of Hays Project 2012-05  
 Vine Street Reconstruction - Inspection and Testing  
 Summary of Proposals  
 DATE: February 27, 2013

Firm	Testing	Testing & Insp	
<b>Driggs Design Group, Hays</b>	<b>\$ 15,594.00</b>	<b>\$ 31,194.00</b>	<b>#</b>
Penco, Plainville	\$ 24,480.00	\$ 41,480.00	
Professional Technical Services, Hays - Per Test	\$ 16,971.00	no bid	
Lump Sum	\$ 24,840.00	no bid	
Benesch, Manhattan	\$ 33,680.00	\$ 56,890.00	
Kirkham Michael w/ City augmentation	\$ 28,000.00	\$ 73,000.00	
w/o City augmentation	\$ 35,000.00	\$ 84,000.00	

**# based on 300 manhours inspection at hourly fee schedule = \$15,600**

# CITY OF HAYS

## AGENDA ITEM COVER SHEET

COMMISSION AGENDA ITEM NO. 11

MEETING DATE: 3-14-13

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**TOPIC:**

Newly Seeded Lawn Permit

**ACTION REQUESTED:**

Consider approving revisions to the Newly Seeded Lawn Permit

**NARRATIVE:**

Staff has updated the newly seeded lawn permit to adequately reflect our geographical climate and water demands. The permit traditionally allows outdoor watering from noon to 7:00 p.m. between June 1 and September 30. In the past these permits could be obtained at no charge for the installation of any type of grass. Staff is recommending no charge for warm season grass from June 1 to August 1. This is the proper time to plant warm season grass. For cool season grass, a permit would be available from August 25 through Sept 30, the only time this type of grass should be planted during summer months. A cool season grass permit would cost \$100. Signs will be made available for those who obtain permits. Parks Director Jeff Boyle will provide updates at press briefings of optimal times for planting. Education will play a key component in the implementation of this recommendation.

**PERSON/STAFF MEMBER(S) MAKING PRESENTATION:**

Toby Dougherty, City Manager

**ADMINISTRATION RECOMMENDATION:**

City staff recommends the Commission approve the revised Newly Seeded Lawn Permit.

**COMMITTEE RECOMMENDATION(S):**

N/A

**ATTACHMENTS:**

Staff Memo  
Revised Newly Seeded Lawn Permit

# Commission Work Session Agenda

## Memo

**From:** Toby Dougherty, City Manager

**Work Session:** March 7, 2013

**Subject:** Newly Seeded Lawn Permit

**Person(s)  
Responsible:** Toby Dougherty, City Manager

### Summary

The City's Newly Seeded Lawn Permit is in need of updating to make the program more reflective of the geographical climate and the City's water demands.

### Background

The City of Hays prohibits outdoor watering, from the hours of noon to 7 p.m., between June 1<sup>st</sup> and September 30<sup>th</sup> of each year. Residents wishing to seed or sod a lawn during this period are able to obtain a permit from the City of Hays, at no charge, which allows them to water outdoors during the prohibited period while establishing the lawn.

### Discussion

City staff has reviewed the Newly Seeded Lawn Permit program and has determined the permit needs to be updated. The current permit allows for significant waste of water and encourages residents to plant and sod cool season grasses during periods when they should not be planted or sodded.

City staff suggests the attached changes to the Newly Seeded Lawn Permit. For cool season grass plantings, the permit would be available only from August 25<sup>th</sup> through September 30<sup>th</sup>. Residents should not seed cool season grasses in June, July or the better part of August as the water requirements to establish these types of grasses during those months are significantly higher than seeding and sodding in the spring or the fall.

The permit is available between June 1<sup>st</sup> and August 1<sup>st</sup> for warm season grass plantings. Warm season grasses require higher ground temperature and, therefore, must be planted in the heat of the summer.

All permits will be valid for a ten-day period only. When seeding or sodding lawns in the correct manner, the lawn should be established within ten days and not require watering during the prohibited times.

All permits will be issued on a weather-proof sign that is to be placed in the yard where the seeding or sodding is taking place. The sign will have the expiration date written clearly upon it, therefore notifying City staff as to the term of the permit.

City staff is suggesting a fee of \$100 for new cool season lawn permits and no fee for warm season lawn permits. City staff will utilize the \$100 collected in fees for cool season lawn permits to purchase Buffalo grass seed to give to residents who are willing to convert from cool season grasses.

If approved by the Commission, City staff will send hard copies of the permit language to all lawn and landscaping businesses in and around the city of Hays notifying them of the regulatory changes.

### **Legal Consideration**

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

### **Financial Consideration**

City staff is suggesting a \$100 fee for cool season grass permits. The monies collected via these fees will be used to subsidize the warm season grass conversion program.

### **Options**

Option 1: Approve the revised Newly Seeded Lawn Permit.

Option 2: Deny the revised Newly Seeded Lawn Permit.

Option 3: Provide staff with further direction.

Option 4: Do nothing.

### **Recommendation**

City staff recommends approval of the revised Newly Seeded Lawn Permit.

### **Action Requested**

City staff requests the Commission approve the revised Newly Seeded Lawn Permit.

### **Supporting Documentation**

Revised Newly Seeded Lawn Permit

## **Newly Seeded Lawn Permit, City of Hays, KS.**

In accordance with the state and local law, outdoor watering is prohibited from June 1 – September 30 between the hours of 12:00 pm and 7:00 pm. The City of Hays enforces these laws within the city limits. The following exceptions will be made via a permitting process through the City.

### **For cool season grass plantings.**

A permit may be obtained for a period of 10 days for newly seeded lawns. Summer is not the proper time to seed cool season grass therefore the city will not issue watering permits until fall. Permits for fall seeding will be available from August 25<sup>th</sup> until September 30<sup>th</sup>.

Permits may be obtained for a period of 10 days for sodded lawns. Fall is the ideal time for sodding cool season yards. Spring sodding can be accomplished but should be completed prior to May 20<sup>th</sup> therefore not requiring a permit.

### **For warm season Buffalo grass plantings:**

Permit may be obtained for 10 days for seeded lawns. Permit requires pre-soaking seed methods. City Staff will meet with and explain the process as needed or required.

Permit may be obtained for 10 days for sodded, plugged or sprigged lawns.

Permit may be obtained between June 1<sup>st</sup> and August 1<sup>st</sup>.

### **For Bermuda grass plantings:**

Permit may be obtained for 10 days for seeded, sodded, sprigged or plugged lawns between June 1<sup>st</sup> and August 1<sup>st</sup>.

### **Rules for all plantings:**

Plantings at new construction must have two cubic yards of compost added and incorporated into existing soil via mechanical means per 1000 square feet of landscape installation or permit is subject to be revoked.

### **Posting requirements:**

Permitted party is required to post a permit in the front of their property for the duration of watering outside of regulated hours. This sign posting will be given by the finance office with the issuance of the permit.

### **Fees:**

\$100 fee for new cool season lawn permits. No fee for warm season lawn permits.

## COMMISSION INFORMATIONAL MEMORANDUM

TO: City Commission  
FROM: Toby Dougherty, CPM  
City Manager  
DATE: March 14, 2013

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Attached are the following items:

1. The minutes of the January 7, 2013 meeting of the **Airport Advisory Committee**.
2. The minutes of the January 28, 2013 meeting of the **Hays Housing Authority Board**.
3. The minutes of the February 4, 2013 meeting of the **Fort Hays Municipal Golf Course Advisory Board**.
4. The minutes of the February 14, 2013 meeting of the **Hays Sister Cities Advisory Board**.
5. The minutes of the February 12, 2013 meeting of the **Hays Public Library Board**.
6. The **Great Lakes On-Time Report** for February 2013.

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

aw



Airport Advisory Committee Meeting Minutes  
January 7, 2013

Members Present;

Dan Stecklein

Don Benjamin

Lyle Noordhoek

Bob Johnson

Chris Springer

Mike Konz

Gary Wentling

I.D. Creech

1.) Call to Order.

2.) Approval of December 3, 2012 Meeting Minutes.

3.) Discuss Hangar Vehicle Parking.

Some private hangar owners have created parking areas adjacent to their buildings. Chris Springer presented pictures illustrating the phenomena.

Bob Johnson explained that hangar owner leases with the City do not mention parking improvements next to their hangars. Parking improvements made on the airport that are not documented or part of the airport plan and can create some hazards. Vehicles parked too close to taxiways between hangars are in the path of low wing airplanes. Parked vehicles can be in the way of airport construction, grass mowing operations and emergency services when they are parked in area that have not been designated for parking.

The committee discussed the various rogue parking areas and what could be done to accommodate the City and hangar owners. Some of the parking areas were of no harm to airport operations, others could be considered hazardous. It depended on where the parking was taking place. From the hangar owners point of view, some parking next to a hangar can be very convenient for their operations. For example, a flight of several people arriving in several cars would be too many cars to fit in a hangar. Parking next to the hangar would be most helpful. Advisory Committee Members saw parking next to a hangar could be beneficial if there were a process to allow and control it.

Members were asked to submit suggestions that could be solutions to the parking issue. Suggestions should be forwarded to Bob Johnson. Bob will moderate submitted suggestions and provide feedback for the group so we can further discuss at the next meeting.

4.) Discuss Boarding Report.

Bob Johnson reported that we may have made the 10k boardings for 2012. The numbers will have to be verified before we will know for sure, but Bob said with all the information we have now it looks like we did go over 10k.

#### 5.) Discuss 2012 Yearly Review

The airport has a goal of having at least four events a year to help keep the public aware of the benefits the airport brings to the community, to keep airport users and City officials working together and continue to earn the support of the community. All events in 2012 were a success. The events included the fly-in, tenant barbecue, Santa Clause event and the helicopter rides.

#### 6.) Add-ons

Bob Johnson - The airport has to be closed at times for a short period when snow needs to be removed from the runway. The FAA is always notified through the Notices to Airmen system but sometimes the Air Traffic Control system does not get the information quick enough to notify incoming traffic. Sometimes the result is pilots get upset. This was discussed and pilots on the committee know that it is not unusual to close a runway for snow removal. Committee pilots commented that it has always been the pilot's job to research Notices to Airmen. A call to an uncontrolled airport using the published unicom or common traffic advisory frequency is a diligent practice to know the condition of the airport and report intentions. Closing the runway to remove snow is just a part of winter aviation.

Lyle Noordhoek - Reported that the snow removal job done by the city was excellent.

Next meeting, February 4, 6:30 pm.

Respectfully submitted,

Gary Wentling

**HAYS HOUSING AUTHORITY**  
**January 28, 2013 Minutes**

The Board of Commissioners of the Public Housing Authority of the City of Hays met in the Community Room for the monthly meeting Monday, January 28, 2013.

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

HHA Staff Present: Kathy Nelson, Executive Director

**MINUTES**

- Al Klaus moved to approve the minutes of the December 20, 2012 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**

- December 2012 Section 8 financial reports from the fee accountant were not available. Commissioners reviewed information provided by the Executive Director. Gloria Funk moved to accept the reports as presented, Al Klaus seconded the motion. All Commissioners voted "Aye" – motion carried. Housing assistance payments were made on behalf of 68 families for the month of January. Two families will end participation January 31, 2013 and one new family has submitted a Request for Tenancy Approval. One other voucher is outstanding.

**BILLS AND COMMUNICATIONS**

- December 2012 Public Housing financial reports from the fee accountant were not available. Commissioners reviewed information provided by the Executive Director. Gloria Funk moved to accept the reports as presented, Al Klaus seconded the motion. All Commissioners voted "Aye" – motion carried.

**OLD BUSINESS**

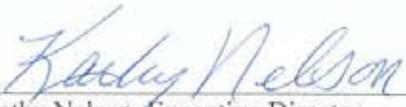
- **Capital Fund Program** – Commissioners were provided with spreadsheets for the 2010 and 2011 Capital Fund Grants.

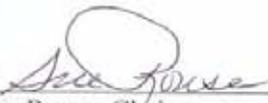
**HAYS HOUSING AUTHORITY**  
**January 28, 2013 Minutes**

**NEW BUSINESS**

- There is still 1 open position on the board. Sue Rouse reported that she had spoken with a possible candidate that is planning to submit an application for the position.
- W-2s for employees and 1099s for Section 8 landlords have been prepared and distributed. The end of the year GAAP paperwork has been prepared and submitted to the fee accountant for preparation of year-end reports.
- Kathy Nelson reported that she would be attending an area NAHRO Executive Director's meeting in Colby January 29, 2013. Lona has been absent due to a family situation so the office will be closed while Kathy attends the meeting. She will return late in the afternoon to take care of any messages.
- **2012 4<sup>th</sup> Quarter Form 941 and 2012 4<sup>th</sup> Quarter Kansas Unemployment Tax Return** – Commissioners were provided with a copy of the 2012 4<sup>th</sup> Quarter Form 941 - Employers Quarterly Federal Tax Return and the 2012 4<sup>th</sup> Quarter Kansas Unemployment Tax return prepared by the Executive Director. Gloria Funk moved to approve the 2012 4<sup>th</sup> Quarter Form 941 and the 2012 4<sup>th</sup> Quarter Kansas Unemployment Tax returns as prepared, Daron Jamison seconded the motion. All Commissioners voted "Aye" – motion carried.
- Commissioners discussed the budget process and the amount of reimbursement that is paid for the Executive Director's health insurance. To be more consistent Gloria Funk moved to figure the reimbursement at 72% of the monthly premium retroactive to January 1, 2013, Daron Jamison seconded the motion. All Commissioners voted "Aye" – motion carried.

Next meeting will be held Monday, February 25, 2013.

  
Kathy Nelson, Executive Director

  
Sue Rouse, Chairperson



**Fort Hays Municipal Golf Course  
Advisory Board Meeting  
February 4, 2013**

**In Attendance:**

Bill Bieker, President (absent)	Jeff Boyle, Director, Parks Department
Jim Krob, Vice President	Travis Haines, Parks Superintendent (absent)
Karen Schueler, Secretary	Mike Cure, Golf Course Superintendent (absent)
Doug Huston	
Ron Speier	
Ron Augustine, Men's Association	Bob Wilhelm, Historical Society
Janet Schmidt, Ladies Association	Rich Guffey, ProShop Manager, Tournament Chair

The meeting was called to order at 5:30 pm by Vice President Jim Krob.

**1. Approval of the minutes from January 7, 2013 meeting:** Approved as written.

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

*Bill Bieker 07/01/15 (4<sup>th</sup> term)*

*Ron Speier, 07/01/13 (1<sup>st</sup> term)*

*Karen Schueler 07/01/15 (5<sup>th</sup> term)*

*Doug Huston 7/01/14 (4<sup>th</sup> term, non consecutive)*

*Jim Krob 07/01/14 (1<sup>st</sup> term)*

**3. Historical Fort Hays:** Bob Wilhelm reported that this will be his last meeting because he is retiring at the end of the month. He said it has been an educational experience coming to the board meetings. In the early years, he and the group came to realize that they needed each other, and it became a good partnership. He is most pleased with the historical signs that were put up on the golf course, providing information about the history of Old Fort Hays. He said that visitors to the museum often return to play the course. The Board thanked Bob for his work and support through the years.

**4. Old Business:**

*Junior Golf Fee Recommendation:* (Rich Guffey)

Based on the discussion in last month's meeting, Rich proposed a Junior green fee which would be the same as a twilight green fee, for junior golfers 17 years of age and younger, during the week. The same rate will apply for weekends and holidays, but they should be accompanied by an adult. Exceptions can be made at the discretion of the pro-shop management.

Doug Huston added that the PGA is putting on emphasis on encouraging junior golfers, because on average, membership is dropping at many courses due to the aging of golfers, and the younger generations need to be encouraged to be active in the sport.

**5. New Business:**

*Cart path trail fee fund balance and cart path needs:*

Golf Course Improvement Balance as of 01/16/13:

Cart Path Trail Fees = \$ 26,584.54

Donation Money = \$ 1,525.85

Includes \$ 1,224 (from Men's Association towards a new practice putting green), \$ 226.41 for trees (from various donors), and \$75.44 carry over from previous tournament funds.

Jeff reported that Mike has marked and measured some of the cart paths in need of replacement, mostly on the back nine though there are a few bad places on the front nine. They would like to make the paths a little wider

that what they are now, and put curbs by the tees. There was some discussion regarding the use of a machine to lay down the paths. Jeff is waiting for further cost estimates.

Jeff stated that the new putting green will need to be a fall project. Doug said that the Men's Association have funds from 2012 that may end up designated to the new green. There was some general discussion regarding possible future needs of the "driving range".

**6. Pro-Shop report:** Rich Guffey provided the following:

	Rounds Played	Year-to-Date Rounds Played	Green Fees	Total Green Fees for Year
January 2013	456			
January 2012	23			

The cart shed waiting list has 26 names.

Senior Golf will begin on Tuesday, March 19 at 9:00 am, weather permitting.

**7. Tournament report:** Rich provided a proposed tournament schedule for 2013. There was some discussion about eliminating the one in April and the one in August due to lack of interest over the past couple years. For the purpose of clarification, the Board asked him to note on the schedule the day of the week for the tournament, since there are a couple on Thursdays and several on Fridays. He will make those revisions, and present it for a final vote for approval at the March meeting. In regards to the request for a State 2-A tournament in 2014, discussed over the past two meetings, Jeff is still waiting from more information from those requesting.

**8. Course report:** The monthly course report indicated that the greens, tees, fringes and fairways are dormant. The crew has been watering greens with the water truck. A sand trap has been added on the right side of #1 green, to help alleviate the wet area there. Golfers are reminded to be courteous to the crew who are working on the course. When the weather is nice, they need to get projects done including watering with the truck, and spraying.

**9. Parks Department update:** Jeff Boyle: there was some further discussion regarding repairing the cart paths. A few more trees have been donated and they will be moving those in, primarily cedars. Volunteer Dan McMillan put up a nice scorecard box by the #1 tee box. Jeff provided the Board members with a copy of the Agreement with the pro-shop manager, to be added to our notebooks.

**10. Women's Association report:** Janet Schmidt: will schedule a planning meeting soon, and set a date in April to start.

**11. Men's Association report:** Ron Augustine reported they will start on April 10<sup>th</sup>, weather permitting.

**Add-ons:** none

Adjourned: 7:40 pm.

*Submitted by Karen Schueler, Secretary*

*February 12, 2013*

Hays Sister Cities Advisory Board Agenda  
Thursday February 14, 2013  
Commerce Bank – Noon

Call to Order –Meeting was called to order at 6:10 pm at the Center for Life Experiences meeting room by Ann Leiker.

**Members Present:** Ann Leiker, Armando Orozco, Mehran Shahidi, Greg Sund, Max Maximov and Carol Solko-Olliff

**Members Absent:** Tom Thomas, Ed Stehno and Jenny Jiang

**Minutes:** Carol S. presented minutes from the January 10, 2013 meeting. It was moved by Armando O. and seconded by Max M. to approve the minutes. Minutes were approved.

**Treasurer's Report:** No report was available.

Additions to the Agenda – No additions were made

### **Old Business**

**FHSU International Student Report** – Carol S. gave a brief report about the success and attendance at the Chinese New Year and Celebration of Diversity. The students did a great job and it was well attended. She also reported there are approximately 30 new students, over half, 17 are Korean students. Four visiting faculty will also be coming to campus during the spring semester.

**Hispanic Celebration:** Armando O. and Ann L. reported they had met with Fr. Fred and presented him a check to assist with activities that would support our Hays Hispanic Youth. Fr. Fred indicated the funds would be used to enhance the after school programs for the youth and would enable them to purchase necessary educational supplies. The Sister Cities Committee would like to find additional ways that we can support and get more involved with the Hispanic community. It was discussed that we meet and possibly work together on a cultural festival or celebration. Armando O. suggested a holiday such as celebrating the Virgin Mary, Our Lady of Guadalupe as most Hispanic celebrate and hold her in high regard. These types of events will be explored further by the committee.

**Update Goals and Objectives with new calendar of events:** Ann L. opened the discussion with asking the group to start thinking about our upcoming meeting with the City Commission and what the presentation should entail. Given that our Sister City group has been taking a broader outreach related to cultural diversity and support within the Hays community and not just our Sister Cities abroad, we should discuss possibly revising what our mission is and perhaps the committee name. Some suggestions were Connecting Communities through Cultures or Connecting Cultures through Community which both would capture the mission of Sister Cities, but also broaden the outreach to other diverse groups and cultures within the Hays community.

## **New Business**

**Application from Chinese Student Association:** Two student representatives from the Chinese Student Association, Cassie and Liping met with the committee to talk about the recent Celebration of Diversity and Chinese New Year Celebration. The CSA had requested some financial support from Sister Cities and the students were asked to come and talk more about the activity, what their budget for the event was and how any contribution that was allocated might be used. The girls discussed the Chinese New Year and Celebration of Diversity activities along with the dumpling dinner that was held. They talked about their budget where their funds came from and expenses related to the events with the committee. Several members asked questions and also gave suggestions on how to plan and budget for events in the future. After the presentation the girls left and the committee had a short discussion on what, if any support, Sister Cities might provide for the group. Since several of the committee members had to leave the meeting early due to prior commitments, the allocation of any funds was tabled.

Next Meeting Date – The next meeting will be March 7<sup>th</sup> at 6:00 pm at the Center for Life Experiences.

Meeting was adjourned at 7:30 pm.

Respectfully submitted by: Carol Solko-Olliff

Minutes from the Hays Public Library Board Meeting  
Tuesday, February 12, 2013

The meeting was called to order at 4:00 by Chairman Avry St. Peter. Others present were Marcia Dinkel, David Dunn, Judy Flax, Eric Norris, Jenifer Riat and Kerri Sunley.

**Guests:** Patty Rohr, Emma Detrixhe, Brandon Hines.

**Public Comment:** There was no public comment.

**Bills:** It was moved and seconded (J. Flax/D. Dunn) to approve the January bills for payment. Motion passed 6-0.

**Minutes:** It was moved and seconded (J. Riat/K. Sunley) to approve the minutes from the January 22, 2013 meeting. Motion passed 6-0.

**Director's Report:**

- TLC – migration is in progress. There is weekly contact with them.
- Strategic planning meeting is going to held sometime this spring.
- Spring cleaning is underway.
- The annual audit will be on February 19-20.
- Stats – the door count stats are not accurate (short by approximately 4500) due to technical issue.
- Brandon is gearing up for the Summer Reading Program. The kickoff party is going to be on May 23.
- Emma is preparing marketing strategies for the TLC kickoff.

**Old Business:** There was no old business to discuss.

**New Business:**

**Scheduling in Personnel Policy:** Eric suggested that the verbage be stricken from the policy manual. It was moved and seconded (D. Dunn/A. Crowley) to strike the verbage from the personnel manual regarding scheduling. Motion passed 6-0. This is the first vote; the matter will be revisited in 30 days with a final vote to follow.

**Board Open Discussion:**

- The Peanuts reception was enjoyed by all.

With no further business to discuss, the meeting adjourned at 4:28 p.m.

Kerri Sunley  
Secretary  
Hays Public Library Board



Great Lakes Airlines On-Time Report

Feb-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	Under 15 Min On-Time	15-44 Min Late	45-74 Min Late	75 -104 Min Late	105 Min Late or more	Canceled
Mon-Fri																																		
630	x			x	x	x	x	x			x	x	x	x	x			x	x	x	C	C			x	x	x	x						
645	x			x	x	x	x	x			x	x	x	x	x			x	x	x	C	C			x	x	x	x						
1016	L			x	x	x	x	x			x	L	x	x	x			x	x	C	C	L			L	x	x	x						
1026	L			x	x	x	x	x			L	L	x	L	x			x	x	C	C	L			L	x	x	x						
1311	C			L	x	x	x	x			L	x	x	L	L			x	L	C	C	L			x	L	L	L						
1321	C			L	x	x	x	L			L	x	x	L	L			x	L	C	C	C			x	L	x	L						
1425	C			L	x	x	x	C			x	x	x	L	L			x	L	x	C	C			C	L	L	L						
1435	C			x	x	x	x	C			L	x	x	L	L			x	x	L	C	L			C	L	L	L						
1626	x			L	x	x	x	x			x	L	x	x	L			x	x	C	C	C			x	L	x	L						
1636	L			L	L	x	x	x			x	L	x	x	L			x	x	C	C	C			x	L	x	L						
2156	x			x	x	C	x	x			x	x	x	x	L			x	x	C	C	C			x	L	x	x						
2206	x			x	x	C	x	x			x	x	x	x	L			x	x	C	C	C			x	L	x	x						
Saturday																																		
715		x							x																				75%					25%
725		x							x																				75%					25%
1250		x						C																				50%					50%	
1300		x						C																				50%					50%	
1406		x						C																				50%					50%	
1416		x						C																				50%					50%	
1931		x						C																				75%					25%	
1941		x						C																				75%					25%	
Sunday																																		
845			x						x																			75%					25%	
855			x						x																			75%					25%	
1250			x						x																			75%					25%	
1300			x						x																			75%					25%	
1626			x						x																			75%					25%	
1636			x						x																			75%					25%	
2156			x						x																			75%		25%				
2206			x						x																			75%		25%				

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

<b>Average</b>	<b>62%</b>	<b>13%</b>	<b>6%</b>	<b>0%</b>	<b>2%</b>	<b>18%</b>
<b>Total Flights - 304</b>	<b>188</b>	<b>39</b>	<b>18</b>	<b>0</b>	<b>5</b>	<b>54</b>
<b>Percentage of flights delayed or canceled</b>	<b>38%</b>					

On time means <= 15 minutes