CITY OF HAYS COMMISSION MEETING
THURSDAY, MAY 14, 2015 – 6:30 P.M.
AGENDA

1. Call to order by Chairperson.

2. **WATER QUALITY POSTER CONTEST:** Announce the winners of the water quality poster contest conducted in partnership by the City of Hays and Kansas State Research and Extension. (PAGE 1)

3. **NATIONAL PUBLIC WORKS WEEK PROCLAMATION** (PAGE 7)

4. **NATIONAL BIKE AND BICYCLE SAFETY MONTH PROCLAMATION** (PAGE 9)

5. **MINUTES:** Consider approval of the minutes from the regular meeting held on April 23, 2015. (PAGE 11)

6. **CITIZEN COMMENTS:** (non-agenda items).

7. **CONSENT AGENDA:** (Items to be approved by the Commission in one motion, unless objections are raised).
   A. City Commission Rules of Procedure: Resolution No. 2015-010 (PAGE 17)
   B. Mayoral Appointment Recommendations: Airport Advisory Committee, Hays Area Board of Zoning Appeals and Hays Public Library Board (PAGE 31)

UNFINISHED BUSINESS

(No business to review)

NEW BUSINESS

8. **CROSSWIND RUNWAY REHABILITATION – AWARD OF BID AND GRANT APPLICATION:** Contingent upon FAA awarding a grant for federal funding, consider accepting the bid from National Sealant and Concrete, LLC (Base Bid plus Alternates 1 & 2) to rehabilitate Runway 4-22 at the Hays Regional Airport, authorize City staff to submit a grant application to FAA for federal assistance in funding this project, and authorize the City Manager to take all actions necessary to carry out this project including the execution of the FAA grant when offered. (PAGE 45)

9. **CROSSWIND RUNWAY REHABILITATION – CONSTRUCTION ENGINEERING:** Consider approving the Work Authorization from Burns and McDonnell, and authorize the City Manager to execute Authorization No. 8 for the rehabilitation of the crosswind runway at the Hays Regional Airport, contingent upon FAA awarding a grant for federal funding. (PAGE 83)

10. **NEWLY SEEDED LAWN PERMITS:** Consider approving Ordinance No. 3899 containing the proposed changes to the Newly Seeded Lawn Permit process, and increasing the fees for a cool season grass permit. (PAGE 95)

11. **RESOLUTION AUTHORIZING FOR SALE GENERAL OBLIGATION BONDS, SERIES 2015A:** Consider approving Resolution No. 2015-011 authorizing the offering for sale of General Obligation Bonds, Series 2015A. (PAGE 103)

12. **REPORT OF THE CITY MANAGER**

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.

CITY OF HAYS
AGENDA ITEM COVER SHEET

COMMISSION AGENDA ITEM NO. 2 **MEETING DATE: 5-14-15**

TOPIC:

Water Quality Poster Contest

ACTION REQUESTED:

Announce winners.

NARRATIVE:

Under the requirements of the City's Municipal Separate Storm Sewer System (MS4) permit, the City is required to provide educational offerings to the community on the value of improving water quality. In partnership with Kansas State Research and Extension, a poster contest themed "What's In Your Water" was held for kids in grades Pre-K to College. The contest received 159 entries with 1st through 3rd decided by a panel of judges. Winners received awards in the form of Chamber Checks and a food party for their respective class.

PERSON/STAFF MEMBER(S) MAKING PRESENTATION:

Steven Walters, Stormwater Specialist
Stacie Minson, KSU

ADMINISTRATION RECOMMENDATION:

Announce winners.

COMMITTEE RECOMMENDATION(S):

N/A

ATTACHMENTS:

Staff Memo
Poster Contest Flyer
Contest Winners

Commission Work Session Agenda Memo

From: Steven Walters, Stormwater Technician

Meeting: May 14, 2015

Subject: Water Quality

Person(s) Responsible: Steven Walters, Stormwater Technician
Stacie Minson, KSU

Summary

Under the requirements of the City's Municipal Separate Storm Sewer System (MS4) permit, the City is required to provide educational offerings to the community on the value of improving water quality. In partnership with Kansas State Research and Extension, a poster contest themed "What's In Your Water" was held for kids in grades Pre-K to College. The contest received 159 entries with 1st through 3rd decided by a panel of judges. Winners received awards in the form of Chamber Checks and a food party for their respective class.

Background

Under the requirements of the City's Municipal Separate Storm Sewer System (MS4) permit, the City is required to provide educational offerings to the community on the value of improving water quality. In partnership with Kansas State Research and Extension, a poster contest was staged for school children and young adults in grades Pre-K to College.

Discussion

The theme of the 2015 Water Quality Poster Contest was "What's In Your Water?". Individuals were tasked with conveying this message by some form of visual arts on a 12"x18" piece of paper. Entries were judged on their Water Quality Message, Visual Effectiveness, Originality, and Universal Appeal. The contest received 159 entries with 1st through 3rd place receiving Chamber Checks and a food party for their respective class

Judges reviewed the poster entries for the Water Quality Poster contest with winners detailed in attachments. For the first year of the program, City Staff and KSU think the participation was excellent and plan to continue to the program in the coming years to educate children and young adults on the importance of water quality. A special thank you to Stacie Minson for putting the contest together in a short time frame working diligently to promote the project, and increasing the overall participation.

Legal Consideration

There are no legal considerations

Financial Consideration

The contest is part of a $9,000 agreement between the City of Hays and KSU Extension to provide water quality education to the citizens of Hays. Therefore, there is no financial consideration.

Recommendation

Announce the Winners.

Action Requested

Announce the winners.

Supporting Documentation

Poster Contest Flyer
Contest Winners

City of Hays & KSU Big Creek Middle Smoky Hill River Watersheds Water Quality Poster Contest

1. Poster contest is open to all City of Hays Students' grades Pre-Kindergarten through 12th & Fort Hays State University Students.

2. Prizes in the form of Hays Chamber Checks will be awarded to the 1st, 2nd, & 3rd place posters in each grade across the City of Hays. A water quality hands-on activity and pizza party will also be awarded to the 1st place winner's class in each grade prior to the end of school.

3. **The 2015 Theme is "What's in Your Water?"** The poster should focus on pollutants in our water that are not desirable and create the potential for water to be unsafe to drink. Those pollutants could include: sediment (soil); nitrogen; phosphorus; E.*coli* bacteria; household chemicals; vehicle fluids; etc. *This theme must be used as the title of the poster*. See the attached brochures which share more information on pollutants. If you are interested, a presentation can be given in your class to help students understand the concept.

4. Poster shall be suitable poster paper, 12 x 18 inches and arranged for **HORIZONTAL DISPLAY ONLY**. Poster shall not be mounted on other background material. Poster may be computer generated, in pencil, pastels, charcoal, pen and ink, paint, watercolor, crayon, cut paper, etc.

5. Student name, address, age, grade, teacher/professor and school will need to be written in pencil on the back of the poster in the lower left hand corner.

6. **Only one individual's name per poster will be accepted.** All winners will be announced by May 1, 2015.

7. Posters will need to be left in the School Office, with a FHSU Professor, or at Hays City Hall for pick-up **by THURSDAY, APRIL 16, 2015.**

8. Posters will be judged as follows:
   - Water Quality Message ----------50%
   - Visual Effectiveness----------30%
   - Originality ----------10%
   - Universal Appeal ----------10%

For questions or more information, please contact Stacie Minson, KSU Watershed Specialist at 785-769-3297 or sedgett@ksu.edu

2015 Water Quality Poster Contest Summary

Joint Effort with City of Hays and KSU Watersheds

2015 Water Quality Poster Contest
"What's In Your Water?" Theme

Grade	Number of Entries
Pre-K	2
1st	26
2nd	0
3rd	13
4th	61
5th	1
6th	4
7th	43
8th	0
9th	0
10th	0
11th	4
12th	3
FHSU	2
TOTAL	**159**

Presentation of Awards – Top three placings in each age division will occur at the Hays City Commission Meeting on Thursday, May 14th at 6:30p.m. Each winner will receive Hays Chamber Checks and ribbons presented by Hays City Commissioners. Posters will be used for photo opportunities and then displayed in City Hall. Winners are listed on the next page. Each 1st place winner also earned a pizza, blizzard, or donut party for their class which will take place prior to the school year ending.

A total of 159 posters were submitted this first year. We feel it was a success and look forward to greater participation in 2016.

2015 Water Quality Poster Contest
"What's In Your Water?" Theme

Grade	Placing	Name	School	# Votes	Prize
Pre-K	1st	Jorja Stremel	HFE -- Mrs. Washburn	7	$ 50.00
	2nd	Lily Dickman		2	$ 30.00
1st	1st	Izaac Fox	O'Loughin -- Mrs. Koehn	10	$ 50.00
	2nd	Deyton Schmidtberger	HFE	6	$ 30.00
	3rd	John Stremel	HFE	4	$ 20.00
2nd		None			
3rd	1st	Samantha Albin	Wilson -- Mrs. Flax	7	$ 50.00
	2nd	Kyzer Cox	O'Loughin -- Mrs. Wasinger	6	$ 30.00
	3rd tie	Connor Stanton	Wilson -- Mrs. Flax/Mrs. Pfeifer	4	$ 20.00
	3rd tie	Jack Weimer	Wilson -- Mrs. Wilson	4	$ 20.00
4th	1st	Chase Wittman	Wilson -- Mrs. Barber	7	$ 50.00
	2nd	Logan Chance	Wilson -- Mrs. Barber	6	$ 30.00
	3rd tie	Evan Smith	Wilson -- Mrs. Barber	4	$ 20.00
	3rd tie	Sarah Zimmerman	Wilson -- Mrs. Barber	4	$ 20.00
5th	1st	Reece Leiker	Wilon -- Mrs. Smith	6	$50.00
6th	1st	Fernando Zarate	Mrs. Nelson -- HMS		$ 50.00
	2nd	Alicia Feyerherm	Mrs. Nelson -- HMS	6	$ 30.00
	3rd tie	Samantha Philip	Mrs. Nelson -- HMS	1	$ 20.00
	3rd Tie	Ruth Pina	Mrs. Nelson -- HMS	1	$ 20.00
7th	1st	Carson Jacobs	TMP -- Mr. Balthazor	15	$ 50.00
	2nd	Colby Dreiling	TMP -- Mr. Balthazor	12	$ 30.00
	3rd tie	Bryson Rupp	TMP -- Mr. Balthazor	11	$ 20.00
	3rd tie	Shenna Zeng	TMP -- Mr. Balthazor	11	$ 20.00
8th		None			
9th		None			
10th		None			
11th	1st	Melissa Kay Pfeifer	TMP -- Mrs. Kirmer's	7	$ 50.00
	2nd	Kelsie DeWitt	TMP -- Mrs. Kirmer's	5	$ 30.00
	3rd	John Drees	TMP -- Mrs. Kirmer's	2	$ 20.00
12th	1st	Grace Volker	TMP -- Mrs. Kirmer's	8	$ 50.00
	2nd	Bethany Weber	TMP -- Mrs. Kirmer's	7	$ 30.00
	3rd	Jacob Werth	TMP -- Mrs. Kirmer's	5	$ 20.00
FHSU	1st	Mykaela Smart	Dr. Jean	5	$ 50.00
	2nd	Boone Wells	Dr. Jean	4	$ 30.00
				TOTAL	**$ 990.00**

P R O C L A M A T I O N

BY

THE CITY OF HAYS

To all Citizens of the City of Hays, Greetings:

WHEREAS, public works services provided in our community are an integral part of our citizens' everyday lives; and

WHEREAS, the support of an understanding and informed citizenry is vital to the efficient operation of public works systems and programs such as water, sewers, streets and highways, public buildings, and solid waste collection; and

WHEREAS, the health, safety, and comfort of this community greatly depends on these facilities and services; and

WHEREAS, the quality and effectiveness of these facilities, as well as their planning, design, and construction, are vitally dependent upon the efforts and skill of public works officials; and

WHEREAS, the efficiency of the qualified and dedicated personnel who staff public works departments is materially influenced by the people's attitude and understanding of the importance of the work they perform;

NOW, THEREFORE, I, EBER PHELPS, MAYOR OF THE CITY OF HAYS, KANSAS, do hereby proclaim the week of May 17-23, 2015, as

"NATIONAL PUBLIC WORKS WEEK"

in the City of Hays, and I call upon all citizens and civic organizations to acquaint themselves with the issues involved in providing and maintaining our public works infrastructure and to recognize the contributions our public works officials make every day to our health, safety, comfort, and quality of life.

IN WITNESS, WHEREOF, I hereunto set my hand and affixed the seal of the City of Hays this 14th day of May, 2015.

_____

Eber Phelps

(SEAL) *Mayor, City of Hays*

P R O C L A M A T I O N

BY

THE CITY OF HAYS

To all Citizens of the City of Hays, Greetings:

WHEREAS, the bicycle is a viable and sound form of transportation and an excellent form of recreation; and

WHEREAS, millions of Americans will experience the joys of bicycling during the month of May through educational programs, community events, or just getting out and going for a ride; and

WHEREAS, the Bike Hays system will add to the overall quality of life for residents; and

WHEREAS, creating bicycle-friendly communities has been shown to improve citizens' health, well-being, and quality of life, boost community spirit, improve traffic safety, and to reduce congestion; and

WHEREAS, May has been declared National Bike Month for each of the last 59 years since 1956, and is so again in 2015; and

WHEREAS, the education of bicyclists and motorists as to the proper and safe operation of bicycles is important to ensure the safety and comfort of all users; and

BE IT FURTHER RESOLVED, that the City of Hays urges all who support bicycling and a healthy lifestyle to participate not only during the month of May for National Bike Month, but also throughout the year and ask all road users to share the road safely with bicyclists;

NOW, THEREFORE, I, EBER PHELPS, MAYOR OF HAYS, KANSAS, do hereby proclaim the month of May 2015 as

NATIONAL BIKE AND BICYCLE SAFETY MONTH

in the City of Hays, Kansas.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the City of Hays this 14th day of May, 2015.

(SEAL)

_____

Eber Phelps
Mayor, City of Hays

MINUTES OF A MEETING
OF THE GOVERNING BODY OF
THE CITY OF HAYS, KANSAS
HELD ON APRIL 23, 2015

1. CALL TO ORDER BY CHAIRMAN: The Governing Body of the City of Hays, Kansas met in regular session on Thursday, April 23, 2015 at 6:30 p.m.

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

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

2. MINUTES: There were no corrections or additions to the minutes of the regular session held on April 9, 2015; the minutes stand approved as presented.

3. MAYOR'S COMMENTS: Chairperson Schwaller stated it had been an honor and privilege to serve as Mayor and expressed his thanks and gratitude to Commissioner Steward and Commissioner Mellick for their service on the Commission.

4. SWEARING IN CEREMONY: City Clerk Brenda Kitchen administered the oath of office to James Meier, Henry Schwaller IV, and Lance Jones, who were recently elected to the City Commission.

Henry Schwaller IV presented Kent Steward and Ron Mellick with a plaque for their years of service on the City Commission.

5. REORGANIZATION OF GOVERNING BODY:

A. Henry Schwaller IV moved, Shaun Musil seconded, that Eber Phelps be elected to the position of Mayor.

Vote: ayes: Eber Phelps
Shaun Musil
James Meier
Henry Schwaller IV
Lance Jones

B. Henry Schwaller IV moved, Eber Phelps seconded, that Shaun Musil be elected to the position of Vice-Mayor.

Vote: ayes: Eber Phelps
Shaun Musil
James Meier
Henry Schwaller IV
Lance Jones

6. RECOGNITION OF FORMER COMMISSIONERS: Chairperson Phelps presented Henry Schwaller IV with a plaque and thanked him for serving as Mayor. He also re-capped the many events, activities, and numerous improvements that occurred during Henry Schwaller IV, Kent Steward, and Ron Mellick's years on the City Commission. He also welcomed new Commissioners James Meier and Lance Jones.

7. FINANCIAL STATEMENT: Finance Director Kim Rupp reviewed the financial summaries of the revenue and expenditure activities of the City of Hays for the month ended March 31, 2015. He reported that month-to-date general fund sales tax collections were at $566,182 which is another nice increase of $10,501 as compared to last year. Year-to-date general fund collections are up $84,372 or 4.58%.

The Finance/City Clerk's Office invested $2,300,000 of maturing or renewing certificates with a weighted average interest rate of .29%. The portfolio of certificates of deposit on March 31, 2015 totaled $54,750,000 with a weighted average interest rate of .25%. The total balance of the Money Market account on March 31, 2015 was $1,000,000 with a current yield of .20%. Total investments are up $1,200,000 when compared to this time last year.

Henry Schwaller IV moved, Shaun Musil seconded, that the Financial Statement for the month of March 2015 be approved.

Vote: ayes: Eber Phelps
Shaun Musil
James Meier
Henry Schwaller IV
Lance Jones

8. CITIZEN COMMENTS: There were no comments.

9. CONSENT AGENDA: There were no items on the consent agenda for consideration.

NEW BUSINESS

10. PUBLIC HEARING FOR SPECIAL ASSESSMENTS: Chairperson Phelps opened the public hearing to receive comments regarding the proposed assessments for public improvements within the Golden Belt Estates 5th Addition and 46th Street 2nd Addition.

Finance Director Kim Rupp provided an overview of the special assessment process to give the new Commissioners a better understanding of where we are in the process.

There being no comments, Henry Schwaller IV moved, James Meier seconded, that the public hearing be closed.

Vote: ayes: Eber Phelps
Shaun Musil
James Meier
Henry Schwaller IV
Lance Jones

11. ORDINANCE LEVYING SPECIAL ASSESSMENTS: Finance Director Kim Rupp reported that special assessments for two special improvement districts

within the City of Hays are ready to be finalized and it is now time to assess the cost of the improvements to the property owners in the following special assessment districts:

- 46th Street Second Addition – water, sanitary sewer, storm sewer & street improvements
- Golden Belt Estates Fifth Addition – water, sanitary sewer, storm sewer & street improvements

Shaun Musil moved, Lance Jones seconded, that Ordinance No. 3898, being an ordinance assessing the cost of improvements to 46th Street 2nd Addition and Golden Belt Estates 5th Addition be approved as presented.

Vote: ayes: Eber Phelps
Shaun Musil
James Meier
Henry Schwaller IV
Lance Jones

12. PROGRESS REPORT: Assistant City Manager Paul Briseno presented a monthly report of city-related activities, services, and programs.

13. REPORT OF THE CITY MANAGER: City Manager Toby Dougherty wished Kent Steward and Ron Mellick well.

14. COMMISSION INQUIRIES AND COMMENTS: Commissioner Jones thanked everyone for voting and thanked Kent Steward and Ron Mellick for their service to the City of Hays.

Commissioner Schwaller suggested everyone enjoy the art walk Friday evening April 24th.

Commissioner Meier thanked Kent Steward and Ron Mellick for their service and appreciates the kindness and assistance he has been shown from the Commissioners, and looks forward to the next four years.

Commissioner Musil welcomed the new Commissioners and thanked Henry Schwaller IV, Kent Steward, and Ron Mellick for their service.

Chairperson Phelps asked if grass will be planted at the Hays Dog Park.

City Manager Toby Dougherty stated the Parks Department will be planting some perennial rye grass which establishes quickly and will plant buffalo grass later in the season.

The meeting was adjourned at 7:15 p.m.

Submitted by: _____

Brenda Kitchen – City Clerk

CITY OF HAYS
AGENDA ITEM COVER SHEET

COMMISSION AGENDA ITEM NO. 7A **MEETING DATE: 5-14-15**

TOPIC:

City Commission Rules of Procedure

ACTION REQUESTED:

Consider approving Resolution No. 2015-010 adopting the City of Hays City Commission Rules of Procedure and repealing all previous resolutions, motions, or actions in conflict therewith.

NARRATIVE:

The 2014 Rules of Procedure was reviewed at the May 7th Work Session, and no changes were requested.

PERSON/STAFF MEMBER(S) MAKING PRESENTATION:

City Commission
Toby Dougherty, City Manager

ADMINISTRATION RECOMMENDATION:

None

COMMITTEE RECOMMENDATION(S):

None

ATTACHMENTS:

Resolution No. 2015-010
City Commission Rules of Procedure

RESOLUTION NO. 2015-010

A RESOLUTION ADOPTING BY REFERENCE THE CITY OF HAYS CITY COMMISSION RULES OF PROCEDURE AND REPEALING ALL PREVIOUS RESOLUTIONS, MOTIONS OR ACTIONS IN CONFLICT THEREWITH.

WHEREAS, the *City of Hays City Commission Rules of Procedure* contains a full and complete set of rules, regulations, standards, and procedures which govern the proceedings of the Commission; and,

WHEREAS, it is the desire of the governing body of the City of Hays to adopt the provisions of the *City of Hays City Commission Rules of Procedure*, to apply in all of its affairs;

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

A. That the *City of Hays City Commission Rules of Procedure*, as attached hereto and as may be amended from time to time, is hereby adopted by the City of Hays, Kansas.

B. That it shall be the policy of the City of Hays, Kansas, to abide by and conform to in all respects the provisions of the aforesaid *City of Hays City Commission Rules of Procedure*.

C. That the City Clerk of the City of Hays, Kansas, shall maintain a copy of the *City of Hays City Commission Rules of Procedure*, and of this Resolution in the Office of the City Clerk, and shall make same available to any interested citizen.

D. That all previous resolutions, motions or actions in conflict with the *City of Hays City Commission Rules of Procedure* are hereby repealed.

This resolution shall be effective upon its approval by the City Commission of the City of Hays, Kansas.

Adopted by the Commission on the 14th day of May, 2015.

_____
EBER PHELPS
Mayor

ATTEST:

_____
BRENDA KITCHEN
City Clerk

(SEAL)

CITY OF HAYS

CITY COMMISSION

RULES OF PROCEDURE

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Adopted this 14th day of May, 2015, by the City Commission at a regular meeting, by a majority vote of the members attending.

1. Rules of Procedure - Generally

1.1. Authority: The Code of Ordinances of the City of Hays provides that the City Commission shall determine its own rules of procedure.

1.2. Adoption of Rules: The following set of Rules of Procedure shall be in effect upon their adoption by the Commission.

1.3. Rules - New Commission: Each year, at the first regular meeting of the City Commission in April, or at the first meeting following the canvassing and certification of the election votes by the Ellis County Clerk and Ellis County Commission, the Commission shall immediately, following the election of the Chairperson and Vice-Chairperson of Commission, as provided in Sec. 4.1, adopt Rules of Procedure, either by adopting the prior Commission's Rules (with or without amendments) or by adopting new rules.

1.4. Rules of Order: These Rules of Procedure shall govern the proceedings of the Commission, and "Robert's Rules of Order Revised" shall govern those matters that these Rules of Procedure do not govern.

2. Meetings, Quorum, Attendance, Rules of Order:

2.1. Meetings to be Public: All meetings of the Commission shall be open to the public as per the Kansas Open Records Act, subject to the exemptions therein.

2.2. Quorum: A majority of the members of Commission, three (3), shall constitute a quorum. If a quorum is not present, those in attendance shall be listed and they shall adjourn to a later time.

2.3. Business Vote: All ordinances shall require the affirmative vote of the majority of the five (5) commission members.

2.4. Compelling Attendance: The Commission may adjourn from day to day to compel the attendance of absent members.

2.5. Right of Floor: Any member desiring to speak shall be recognized by the chair, and shall confine his/her remarks to one subject under consideration or to be considered.

3. Types of Meetings

3.1. Regular Meetings: The Commission shall meet in the Commission Chambers of City Hall on the second and fourth Thursdays of each month at a time specified by resolution. Should the regular meeting date be a holiday, the Board of Commissioners shall meet on the Tuesday preceding the holiday at the regular hour. Calls for regular meetings other than as provided above herein shall be in accord with Hays City Code Sec. 2.04.120.

3.2. Special Meetings: Special meetings shall be called and held pursuant to Hays City Code Sec. 2.04.130.

3.3. Work Sessions: The Commission may meet informally in work sessions (open to the public), generally to be held on the first and third Thursday at a time to be announced at the meeting preceding each meeting in the Commission Chambers to review forthcoming programs of the City, receive progress reports on current programs or projects, or receive other similar information from the City Manager and staff, provided that all discussions thereon shall be informal and no formal action shall be taken at any such session.

3.4. Regular and Special Meetings and Work Sessions: Notices of all meetings and work sessions shall be posted at City Hall, showing place, date and time of meeting or session, as well as an agenda for such meeting or session, and further disseminated according to the requirements of the Kansas Open Meetings Act.

3.5. Executive Sessions: Executive Sessions or closed meetings may be held in accordance with the provisions of the Kansas Open Meetings Act.

3.6. Adjourned Meetings: Any meeting of the Commission may be adjourned to a later date and time, provided that no adjournment shall be for a longer period than until the next regular meeting.

3.7. Emergency Meetings: Emergency meetings, necessitated by national, statewide or local catastrophe, riot, or insurrection, requiring immediate action for which the Commission may need to act immediately, shall be called by available Commission members, who may act by emergency declaration, with or without a quorum, and by the majority of as many Commission members as are present, to take only such actions as are necessary to restore the public welfare and peace to its more normal state. This rule shall prevail only until such time as Commission passes an ordinance to deal with such extraordinary circumstances. As a part of the emergency declaration, such Commission members as are present may by majority vote of those present suspend all or any portion of the within rules for such emergency meeting.

4. Mayor and Duties

4.1. Election of Mayor and Mayor Pro Tem: At the first regular meeting of the City Commission in April of each year, or at the first meeting following the canvassing and certification of the election votes by the Ellis County Clerk and Ellis County Commission, a Chairperson and Vice-Chairperson shall be elected. The Chairperson shall have the title of Mayor. The Vice-Chairperson shall have the title of Vice-Mayor. The meeting shall be called to order by the Mayor who shall accept nominations for the offices of Mayor and Vice-Mayor. The election shall be by roll call vote or by open ballot in a contested election and it shall require a majority vote by the members of the Commission.

4.2. Chairperson / Mayor: The Chairperson shall preside at all meetings of the Commission. In the absence of the Chairperson, the Vice-Chairperson shall preside. In the absence of both the Chairperson and Vice-Chairperson, the City Manager shall call the Commission to order, whereupon the members of the Commission present shall elect a temporary chairman.

4.3. Call to Order: The person presiding shall take the chair precisely at the hour appointed for the meeting and shall immediately call the Commission to order. A temporary chairman shall serve as presiding officer of the Commission until the arrival of the Chairperson or Vice-Chairperson, at which time the temporary chairman shall immediately relinquish the chair upon the conclusion of the business immediately before the Commission.

4.4. Preservation of Order: While the Commission is in session, the members must preserve order and decorum. A member shall neither, by conversation or otherwise, delay or interrupt the proceedings or the peace of the

Commission nor disturb any member while speaking or refuse to obey the orders of the Commission or its presiding officer. Media coverage may be provided so long as said coverage does not interfere with the orderly conduct of Commission meetings. Any person making personal, impertinent or slanderous remarks, or who shall become boisterous, while addressing the Commission may be requested to leave the meeting and may be forthwith, by the presiding officer, barred from further audience before the Commission.

4.5. Points of Order: The person presiding shall determine all points of order, subject to the right of any member to appeal to the Commission. If any appeal is taken, the question shall be, "Shall the decision of the presiding officer be sustained?"

4.6. Questions to be Stated: The person presiding shall cause all questions to be stated, submitted to vote and announce all results. A roll call vote shall be taken upon the request of any member in the manner provided in these rules.

4.7. Appointment of Board, Commission, Committee and Authority Positions: Prior to appointment of any board member, commission or committee member or authority member, the term for which or vacancy of which will occur before the expiration of the then-Mayor's term, copies of any applications, letters of intent, or other indication of interest shall be provided to the Commission for review. At the regular meeting of the Commission preceding the meeting at which the appointment will be made, the Mayor shall make a recommendation for the Commission's consideration. At the next regular meeting, the Mayor shall make the appointment, subject to formal approval by the Commission. If the appointee does

not receive a majority vote of Commission, then any member of Commission may make a nomination for the position, subject to formal approval by the Commission. Such nomination shall be made from the applications, letters of intent or other indication of interest previously provided to the Commission. The Commission by unanimous consent may waive the time limits for this procedure.

5. Order of Business and Agenda:

5.1. Order of Business: All meetings of Commission, except executive sessions as outlined, shall be open to the public. At the hour appointed for meeting, the Commission shall be called together by the Chairperson, and in his/her absence by the Vice-chairperson. It shall be determined whether a quorum is present. Upon the appearance of a quorum the board of commissioners shall proceed to business, which shall be conducted in the following order:

1. Reading of the minutes of the last regular meeting and intervening special meetings, which, if no corrections are offered, shall stand approved;
2. Presentation of financial statements;
3. Citizen comments;
4. Consent agenda;
5. Unfinished business;
6. New business;
7. Report of city manager;
8. Commission inquiries and comments;

9. Executive session (if required);

10. Adjournment.

The foregoing order of business shall not, however, prohibit the introduction of any germane material or resolution by any member of the Commission under any appropriate heading of business hereinabove stated. For good reason, the person presiding may alter the order of the agenda unless decided otherwise by majority vote of Commission quorum present.

5.2. Presentation by Members of Commission: The agenda shall provide a time when the Chairperson or any Commission member may bring before the Commission any business that he/she feels should be deliberated upon by the Commission. These matters need not be specifically listed on the agenda, but formal action on such matters shall be deferred until a subsequent Commission meeting, when they can appear on the agenda, except that immediate action may be taken upon a vote of two-thirds of all members of the Commission.

5.3. Reading of Minutes: Unless a reading of the minutes of a Commission meeting is requested by a member of the Commission, such minutes may be approved without reading, if each member has been previously furnished with a copy of the minutes.

5.4. Rules of Debate:

(a) Presiding officer. The person presiding may move, second and debate from the chair, subject only to such limitations of debate as are by these rules imposed on all members, and shall not be deprived of any of the rights and privileges of a Commission member by reason of his/her acting as the person presiding.

(b) Getting the floor. Every member desiring to speak shall address the chair, and upon recognition by the presiding officer, shall confine himself/herself to the question under debate, avoiding all personalities and indecorous language.

(c) Interruptions. A member, once recognized, shall not be interrupted when speaking unless it be to call him/her to order, or as herein otherwise provided. If a member, while speaking, be called to order, he/she shall cease speaking until the question of order be determined, and if in order, he/she shall be permitted to proceed.

(d) Introduction of ordinances and resolutions. Each ordinance or resolution shall be introduced and moved to be adopted as follows: "I move the introduction and adoption of Ordinance No. ____ (or Resolution No. _____)."

(e) Debate. The Commission member moving the adoption of an ordinance or resolution shall have the privilege of opening debate after the motion for adoption of the ordinance or resolution, but shall not speak against same. Such Commission member shall have the privilege of closing debate, by being invited by the presiding officer to speak last before vote is taken.

(f) Remarks entered in minutes. A Commission member may request, through the presiding officer, the privilege of having an abstract of his/her statement on any subject under consideration by the Commission entered in the minutes.

6. Ordinances, Resolutions, and Motions

6.1. Form: Ordinances and resolutions shall be presented to the Commission only in printed or typewritten form.

6.2. Voting: Voting decides all questions ultimately. Yes or no vote shall be taken from each Commission member upon the consideration of passage of all motions, ordinances and resolutions and shall be entered upon the official record of the Commission.

6.3. Tie Vote: In the event of a tie in votes on any motion, the motion shall be considered failed.

7. Citizens' Rights

7.1. Addressing the Commission: Any person desiring to address the Commission by oral communication shall first secure the permission of the presiding officer, provided, however, that preference will be given to those persons who have notified the City Manager by noon of the Friday immediately preceding the Thursday Commission meeting of their desire to speak in order that their name may be placed on the agenda and they will be recognized by the presiding officer without further action.

7.2. Manner of Addressing the Commission: Each person addressing the Commission shall step up to the microphone, shall give his/her name and address in an audible tone of voice for the record and, by prior determination, and, on a case-by-case basis, time limits may be imposed by the presiding officer. All remarks shall be addressed to the Commission as a body, and not to any member thereof. No person,

other than members of the Commission and the person having the floor, shall be permitted to enter into any discussion, except by the authority of the presiding officer.

7.3. Courtesy Requirements: As a courtesy to all who use the City Commission Chambers, the City Commission shall require that everyone:

1. Remove hats, caps and sunglasses.
2. Refrain from chewing gum or tobacco and eating.
3. Refrain from smoking.
4. Turn off all cell phones and pagers.

8. Suspension and Amendment of these Rules

8.1. Suspension of these Rules: Any provision of these rules not governed by the City Code of Ordinances, City Code, state statutes or general state law may be temporarily suspended by a vote of a majority of the Commission. The vote on any such suspension shall be taken by a roll call vote and entered upon the record.

8.2. Amendment of these Rules: These rules may be amended, or new rules adopted, by a majority vote of all members of the Commission, provided that the proposed amendments or new rules shall have been placed on the agenda and provided to all Commission members prior to the Commission meeting at which action is taken on the amended or new rules.

CITY OF HAYS
AGENDA ITEM COVER SHEET

COMMISSION AGENDA ITEM NO. 7B **MEETING DATE: 5-14-15**

TOPIC:

Mayoral Appointment Recommendations

ACTION REQUESTED:

Receive Mayor Phelps' proposed appointments to the Airport Advisory Committee, Hays Area Board of Zoning Appeals and Hays Public Library Board.

NARRATIVE:

The following proposed appointments will be presented for approval at the May 28, 2015 City Commission meeting.

Airport Advisory Committee

Dan Stecklein – 3-year term to expire 4-30-18 (5th term)
Christopher Springer – 3-year term to expire 4-30-18 (2nd term)
Cheryl Younger – 3-year term to expire 4-30-18 (1st term)

Hays Area Board of Zoning Appeals

Jerry Sonntag – 3-year term to expire 5-1-18 (5th term)

Hays Public Library Board

Amy Feauto – 4-year term to expire 4-30-19 (1st term)
Stacey Smith – unexpired term to expire 4-30-18 (1st term)

PERSON/STAFF MEMBER(S) MAKING PRESENTATION:

Mayor Phelps

ADMINISTRATION RECOMMENDATION:

N/A

COMMITTEE RECOMMENDATION(S):

N/A

ATTACHMENTS:

Applications Received for these Boards

CITY OF HAYS
APPLICATION FOR SERVING ON A CITY BOARD OR COMMITTEE

Email: dansteck@eaglecom.net

Date: 5/5/2015

Name: Dan Stecklein

Address: 1312 Golden Belt Drive

Day Time Phone Number: 785-650-7706

Evening Phone Number: 785-650-7706

Place of Employment: Self Employed

How long have you been a Resident of Hays: Since 1979.

Name of Board(s) you are interested in serving on: Airport Advisory Committee.

How much time could you devote per month: 5 hours

Are you related to anyone who is currently serving on a Board/Committee?: No

If Yes, Explain:

Briefly describe why you are interested in serving on a Board/Committee for the City of Hays: I have served on the Airport Advisory Committee for several terms and would like to continue to do so. The airport success and growth is important to our community and me personally. I have been a pilot since 1974 (trained at the Hays Airport) and have been active at the airport since then. It is important to have committee members of varied backgrounds and my background represents aircraft and hangar owners.

Please list any groups or activities that you participate in, or have previously participated in, that demonstrates your involvement in the community: Past United Way chairman. Airport Advisory Committee Member. Help with annual Fly-Hays activities.

CITY OF HAYS
APPLICATION FOR SERVING ON A CITY BOARD OR COMMITTEE

Email: imspringer@hotmail.com

Date: 5/4/2015

Name: Christopher Springer

Address: 2238 Southview Dr

Day Time Phone Number: 785-259-3082

Evening Phone Number: 785-259-3082

Place of Employment: Hays Aircraft LLC

How long have you been a Resident of Hays: 13 years

Name of Board(s) you are interested in serving on: Airport Advisory

How much time could you devote per month: 12 hrs

Are you related to anyone who is currently serving on a Board/Committee?: No

If Yes, Explain:

Briefly describe why you are interested in serving on a Board/Committee for the City of Hays: I have served 1 term on the Airport Board. As a pilot and employed at the airport I can bring different view point to the board.

Please list any groups or activities that you participate in, or have previously participated in, that demonstrates your involvement in the community: Boy Scouts, IHM Church, Member of the VFW and American Legion and volunteer at HHS to chaperone dances.

CITY OF HAYS
APPLICATION FOR SERVING ON A CITY BOARD OR COMMITTEE

Email: cheryl.younger65@yahoo.com

Date: 4/2/2014

Name: Cheryl Younger

Address: 2512 Marjorie Drive

Day Time Phone Number: 720-544-1728

Evening Phone Number: 720-544-1728

Place of Employment: Until 3/31/2014 - Great Lakes Airlines

How long have you been a Resident of Hays: 45+ years.

Name of Board(s) you are interested in serving on: Airport Advisory Board

How much time could you devote per month: As much time as needed.

Are you related to anyone who is currently serving on a Board/Committee?: No

If Yes, Explain:

Briefly describe why you are interested in serving on a Board/Committee for the City of Hays: I believe in all the changes that are occurring at the airport, from the expansion to the new air service. I have over 9 years of commercial airline experience and feel that I could contribute some valuable insight into some of these changes. I also feel it's beneficial to have a variety of different voices and expertise on this committee. And to my knowledge there isn't a member that works for a commercial carrier.

Please list any groups or activities that you participate in, or have previously participated in, that demonstrates your involvement in the community: I currently do not participate in any committees. In the past, I have helped with only school functions and events. I have a son who is currently attending FHSU and since his graduation a year ago, I have free time, and feel as though this would be a great opportunity for me to contribute my time.

CITY OF HAYS
APPLICATION FOR SERVING ON A CITY BOARD OR COMMITTEE

Email: benjamindr2010@hotmail.com

Date: 5/4/2015

Name: Don Benjamin

Address: 1934 Locust Grove Road

Day Time Phone Number: 7856234430

Evening Phone Number: 7856234430

Place of Employment: For Hays State University

How long have you been a Resident of Hays: Eight years.

Name of Board(s) you are interested in serving on: Airport Advisory

How much time could you devote per month: Two to four days per month.

Are you related to anyone who is currently serving on a Board/Committee?: No

If Yes, Explain:

Briefly describe why you are interested in serving on a Board/Committee for the City of Hays: I have completed my second term on the the Airport Advisory Board and have seen the completion of many projects. There are projects still to do and I want to help finish what is started to benefit the City of Hays.

Please list any groups or activities that you participate in, or have previously participated in, that demonstrates your involvement in the community: I'm serving on advisory committees for school districts in Hays as well as other districts. I have also helped developed educational programs and grants that benefit the Hays employee needs.

CITY OF HAYS
APPLICATION FOR SERVING ON A CITY BOARD OR COMMITTEE

APR 27 2015
CITY MANAGER

NAME: Jerry Sonntag

ADDRESS: 3111 Olympic Ln Hays KS

DAY TIME PHONE NUMBER: 785-656-3031 EVENING PHONE NUMBER: 785-656-3031

E-MAIL ADDRESS: aj5986@eaglecom.net

PLACE OF EMPLOYMENT: Self Employed (Building Contractor)

HOW LONG HAVE YOU BEEN A RESIDENT OF HAYS? 26 yrs

NAME OF BOARD(S) YOU ARE INTERESTED IN SERVING ON: Board of Zoning Appeals

HOW MUCH TIME COULD YOU DEVOTE PER MONTH? Much as needed

ARE YOU RELATED TO ANYONE WHO IS CURRENTLY SERVING ON A BOARD/COMMITTEE? no

IF YES, EXPLAIN:

BRIEFLY DESCRIBE WHY YOU ARE INTERESTED IN SERVING ON A BOARD/COMMITTEE FOR THE CITY OF HAYS.

Interested in serving the community

PLEASE LIST ANY GROUPS OR ACTIVITIES THAT YOU PARTICIPATE IN, OR HAVE PREVIOUSLY PARTICIPATED IN, THAT DEMONSTRATE YOUR INVOLVEMENT IN THE COMMUNITY.

Board of Zoning Appeals
Trades Board

SIGNATURE: [signature] DATE: 4-27-15

Thank you for your interest in serving on a Board/Commission. It is rewarding to see individuals who are willing and able to commit their time and energy to make the City of Hays a better place to work, live and play.

Form #006

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CITY OF HAYS
APPLICATION FOR SERVING ON A CITY BOARD OR COMMITTEE

Email: mtacha@fhsu.edu

Date: 6/6/2013

Name: Marcia Tacha

Address: 524 W. 16th St.

Day Time Phone Number: 785-628-4206

Evening Phone Number: 785-650-7296

Place of Employment: FHSU University Relations

How long have you been a Resident of Hays: 2 yrs. 8 mos. (Ellis County almost 9 years)

Name of Board(s) you are interested in serving on: Northwest Kansas Community Corrections Board Hays Area Board of Zoning Appeals Hays Beautification Committee

How much time could you devote per month: 3-4 hours

Are you related to anyone who is currently serving on a Board/Committee?: No

If Yes, Explain:

Briefly describe why you are interested in serving on a Board/Committee for the City of Hays: It is my belief it is important to serve one's community. It is my desire to get involved and feel more of a part of the city where I live and to give back to the community.

Please list any groups or activities that you participate in, or have previously participated in, that demonstrates your involvement in the community: FHSU Classified Senate (8 years) (and numerous committees during my 2-year tenure as president) FHSU Distinguished Service Committee (5 years) FHSU Staff Development Committee (3 years)

CITY OF HAYS
APPLICATION FOR SERVING ON A CITY BOARD OR COMMITTEE

Email: thefeautos@ruraltel.net

Date: 4/2/2014

Name: Amy Feauto

Address: 200 E 32nd St

Day Time Phone Number: 785-623-0507

Evening Phone Number: 785-623-0507

Place of Employment: Bieker Insurance Agency, Inc.

How long have you been a Resident of Hays: Since fall of 1989

Name of Board(s) you are interested in serving on: Library Board

How much time could you devote per month: A few hours, what is needed

Are you related to anyone who is currently serving on a Board/Committee?: No

If Yes, Explain:

Briefly describe why you are interested in serving on a Board/Committee for the City of Hays: I'm patron of the public library, love it and all its services and would like to see what being on the board entails.

Please list any groups or activities that you participate in, or have previously participated in, that demonstrates your involvement in the community: Past member of the Beautification Committee, active in my church Immaculate Heart of Mary, and in my children's school activities and committees.

CITY OF HAYS
APPLICATION FOR SERVING ON A CITY BOARD OR COMMITTEE

Email: slgsmith@fhsu.edu

Date: 4/13/2015

Name: Stacey Smith

Address: 1401 W. 45th

Day Time Phone Number: 785-342-3585

Evening Phone Number: 785-342-3585

Place of Employment: FHSU

How long have you been a Resident of Hays: I was a resident of Hays from 1982 until 2000. I then returned to Hays in August of 2008 and have been here ever since.

Name of Board(s) you are interested in serving on: Hays Public Library Board

How much time could you devote per month: 5-10 hours (more as needed)

Are you related to anyone who is currently serving on a Board/Committee?: No

If Yes, Explain:

Briefly describe why you are interested in serving on a Board/Committee for the City of Hays: I believe it is important to give back to the community. Having served on the DHDC for a number of years, I have been thrilled to see its growth. I have always loved our library since I was a little kid to now bringing my kids there and I hope to contribute my time and talents to assist the Library board in achieving its goals.

Please list any groups or activities that you participate in, or have previously participated in, that demonstrates your involvement in the community: Downtown Hays Development Corporation, Ellis County Economic Coalition, Hays CVB Advisory Board

RECEIVED
JAN 14 2014
CITY MANAGER

CITY OF HAYS
APPLICATION FOR SERVING ON A CITY BOARD OR COMMITTEE

NAME: Cathy Haddock

ADDRESS: 2005 Patio Dr Hays

DAY TIME PHONE NUMBER: 628-2375 EVENING PHONE NUMBER: 628-2375

E-MAIL ADDRESS: chaddock@ruraltel.net

PLACE OF EMPLOYMENT: retired

HOW LONG HAVE YOU BEEN A RESIDENT OF HAYS? 39 years

NAME OF BOARD(S) YOU ARE INTERESTED IN SERVING ON: Library

HOW MUCH TIME COULD YOU DEVOTE PER MONTH? unlimited

ARE YOU RELATED TO ANYONE WHO IS CURRENTLY SERVING ON A BOARD/COMMITTEE? no

IF YES, EXPLAIN:

BRIEFLY DESCRIBE WHY YOU ARE INTERESTED IN SERVING ON A BOARD/COMMITTEE FOR THE CITY OF HAYS. I have an avid interest in community affairs and time to spare so why not serve.

PLEASE LIST ANY GROUPS OR ACTIVITIES THAT YOU PARTICIPATE IN, OR HAVE PREVIOUSLY PARTICIPATED IN, THAT DEMONSTRATE YOUR INVOLVEMENT IN THE COMMUNITY.

V.F.W. Ladies Aux. (Hays)

SIGNATURE: Cathy Haddock DATE: 1-14-14

Thank you for your interest in serving on a Board/Commission. It is rewarding to see individuals who are willing and able to commit their time and energy to make the City of Hays a better place to work, live and play.

Form #006

CITY OF HAYS
APPLICATION FOR SERVING ON A CITY BOARD OR COMMITTEE

Email: lauren_lowry@ksd.uscourts.gov

Date: 4/13/2015

Name: Lauren M. Lowry

Address: 2401 Ash St.

Day Time Phone Number: 785-231-4325

Evening Phone Number:

Place of Employment: US District Court

How long have you been a Resident of Hays: 3.5 years

Name of Board(s) you are interested in serving on: Hays Public Library

How much time could you devote per month: 4 hours

Are you related to anyone who is currently serving on a Board/Committee?: No

If Yes, Explain:

Briefly describe why you are interested in serving on a Board/Committee for the City of Hays: I previously helped complete a Library Board term when a member resigned, and enjoyed the experience. I think our library is a wonderful asset to the community, and am willing to help again.

Please list any groups or activities that you participate in, or have previously participated in, that demonstrates your involvement in the community: First Presbyterian Church Hays[deacon, various committees]; First Presbyterian Church Topeka [elder, various committees]; Junior League of Topeka [board, various committees]; Kiwanis

RECEIVED
JAN 23 2014
CITY MANAGER

CITY OF HAYS
APPLICATION FOR SERVING ON A CITY BOARD OR COMMITTEE

NAME: Barbara A. Roberts

ADDRESS: 2926 Walnut St., Hays, KS

DAY TIME PHONE NUMBER: 785-259-2939 EVENING PHONE NUMBER: 785-259-2939

E-MAIL ADDRESS: wbhes@hotmail.com

PLACE OF EMPLOYMENT: USD 489, Lincoln Elementary School

HOW LONG HAVE YOU BEEN A RESIDENT OF HAYS? 20+

NAME OF BOARD(S) YOU ARE INTERESTED IN SERVING ON: Hays Public Library

HOW MUCH TIME COULD YOU DEVOTE PER MONTH? 2-4 hours

ARE YOU RELATED TO ANYONE WHO IS CURRENTLY SERVING ON A BOARD/COMMITTEE? No

IF YES, EXPLAIN:

BRIEFLY DESCRIBE WHY YOU ARE INTERESTED IN SERVING ON A BOARD/COMMITTEE FOR THE CITY OF HAYS.

I've used the Hays Public Library for more than 20 years. I've not served on any boards/committees with the city before.

PLEASE LIST ANY GROUPS OR ACTIVITIES THAT YOU PARTICIPATE IN, OR HAVE PREVIOUSLY PARTICIPATED IN, THAT DEMONSTRATE YOUR INVOLVEMENT IN THE COMMUNITY.

I belonged to Business and Professional Women's Club many years ago. Currently I am active in Beta Sigma Phi, NEA, and school committees.

SIGNATURE: Barbara A. Roberts DATE: 1-23-2014

Thank you for your interest in serving on a Board/Commission. It is rewarding to see individuals who are willing and able to commit their time and energy to make the City of Hays a better place to work, live and play.

Form #006

CITY OF HAYS
APPLICATION FOR SERVING ON A CITY BOARD OR COMMITTEE

Email: avrystpeter@gmail.com

Date: 3/23/2014

Name: Avry St. Peter

Address: 1924 Holmes Rd

Day Time Phone Number: 785-259-5974

Evening Phone Number: 785-259-5974

Place of Employment: Self

How long have you been a Resident of Hays: I have lived in Hays for 12 years. I grew up on a farm south of Hays and attend USD 489 schools and graduated from HHS.

Name of Board(s) you are interested in serving on: Hays Public Library

How much time could you devote per month: 5-6 hours

Are you related to anyone who is currently serving on a Board/Committee?: No

If Yes, Explain:

Briefly describe why you are interested in serving on a Board/Committee for the City of Hays: I have served a 4 year term and would like to serve for another 4 year term. My family enjoys the library and I enjoy giving back to a place that give us so much.

Please list any groups or activities that you participate in, or have previously participated in, that demonstrates your involvement in the community: I am the youth engagement chair for The Relay For Life this year. I am an active church member.

CITY OF HAYS
AGENDA ITEM COVER SHEET

COMMISSION AGENDA ITEM NO. 8 **MEETING DATE: 5-14-15**

TOPIC:

Crosswind Runway Rehabilitation - Award of Bid and Grant Application

ACTION REQUESTED:

Contingent upon FAA awarding a grant for federal funding, accept the bid for the Base Bid plus Alternates 1 & 2 from National Sealant & Concrete, LLC in the amount of $651,672.19 to rehabilitate runway 4-22 at the Hays Regional Airport; authorize staff to submit a grant application to FAA for Federal Assistance in funding this project; and authorize the City Manager to take all actions necessary to carry out this project including the execution of the FAA Grant when offered.

NARRATIVE:

Bids were received for the rehabilitation of the crosswind runway at the Hays Regional Airport. The bid was presented as a base bid with two alternates. The low bid for the base and alternate I was within the budgeted amount. Alternate II is $10,440 over the amount budgeted; however, the City's engineer, FAA and staff recommend authorizing the additional funds at 90/10 to complete the base bid and both alternates.

The City Commission is asked to accept the low bid from National Sealant & Concrete, LLC of Oconto, Wisconsin in the amount of $651,672.19, contingent upon FAA grant funding; authorize staff to submit the FAA grant application; and take other actions as necessary to carry out the project. The City's matching share of $65,167.22 would be funded out of the Airport Improvement Fund. Approximately 90% of the cost would be reimbursed by the FAA, and the City is responsible for 10%. This item was previously presented to City Commission on November 13, 2014.

Staff recommends approval of awarding the bid to National Sealant & Concrete, LLC.

PERSON/STAFF MEMBER(S) MAKING PRESENTATION:

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

ADMINISTRATION RECOMMENDATION:

Staff recommends accepting the low bid for the Base Bid plus Alternates 1 & 2 from National Sealant & Concrete, LLC in the amount of $651,672.19 to rehabilitate runway 4-22 at the Hays Regional Airport contingent upon FAA grant approval; authorize staff to submit a grant application to FAA for the funding of this project; and authorizing the City Manager to execute the FAA Grant when offered.

COMMITTEE RECOMMENDATION(S):

N/A

ATTACHMENTS:

Staff Memo Crosswind Runway Project Map
Letter of Recommendation and Bid Tabulation from Burns and McDonnell
FAA Grant Application
Current Capital Improvement Plan

Commission Work Session Agenda Memo

From: John Braun, Assistant Director of Public Works

Work Session: May 7, 2015

Subject: Crosswind Runway Rehabilitation - Award of Bid and Grant Application

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

Summary

Bids were received for the rehabilitation of the crosswind runway at the Hays Regional Airport. The bid was presented as a base bid with two alternates. The low bid for the base and alternate I was within the budgeted amount. Alternate II is $10,440 over the amount budgeted; however, the City's engineer, FAA and staff recommend authorizing the additional funds at 90/10 to complete the base bid and both alternates.

The City Commission is asked to accept the low bid from National Sealant & Concrete, LLC of Oconto, Wisconsin in the amount of $651,672.19, contingent upon FAA grant funding; authorize staff to submit the FAA grant application; and take other actions as necessary to carry out the project. The City's matching share of $65,167.22 would be funded out of the Airport Improvement Fund. Approximately 90% of the cost would be reimbursed by the FAA, and the City is responsible for 10%. This item was previously presented to City Commission on November 13, 2014.

Staff recommends approval of awarding the bid to National Sealant & Concrete, LLC.

Background

The crosswind runway (4-22) was constructed in 2003 by Castle Rock Construction Co, of Topeka, KS. Since that time, there has been some deterioration and failure of the concrete pavement. Subsequent inspections and correspondence with FAA resulted in listing this project on the Airport Capital Improvement Plan as the top ranked project. In October 2013, FAA issued a letter providing notice of their intent to fund the project, and in November 2014, the City entered an agreement with Burns and McDonnell Engineers for the design of improvements.

Since 2013 the Capital Improvement Plan (CIP) contained a project to rehabilitate the Crosswind Runway (4-22). The 2015 budget includes this project. The Crosswind

Runway (4-22) is eligible to receive reimbursement under the Passenger Facility Charge (PFC) through the FAA and United Airlines.

Burns and McDonnell Engineers (BMcD) is the City's Airport Engineering Consultant under a Master Service Agreement approved by the City Commission and dated March 10, 2011. Amendment No. 2 (November 2014) covers services related to the Crosswind Runway Rehabilitation.

This project was last presented to the City Commission on November 13, 2014, where they approved an engineering design agreement with BMcD.

Discussion

Bids for the rehabilitation of Runway 4-22 were opened on April 29, 2015. The bid documents were prepared with a base bid plus two alternates.

- The base bid includes removal and replacement of failed pavement panels, repairing spalled joints, and repainting the pavement markings.
- Alternate 1 includes additional quantities of removal and replacement to account for any additional failures that may have occurred since project development.
- Alternate 2 includes the resealing of all the pavement joints on the runway.

Bids were received from 2 contractors, with the lowest bid being from National Sealant & Concrete, LLC of Oconto, Wisconsin, with the price for the Base Bid plus Alternates 1 & 2 being $651,672.19.

The low bid prices are below the Engineer's Estimate. See the bid summary below. A detailed tabulation of bids is attached.

	Engg. Est.	**National Sealant**	Smoky Hill
Base Bid	$551,105	**$390,437.79**	$884,441.50
Bid Alt 1	$85,850	**$58.734.40**	$127,546.50
Bid Alt 2	$303,705	**$202,500.00**	$346,500.00
Totals	$940,705	**$651,672.19**	$1,358,488.00

City Staff is not familiar with National Sealant; however, BMcD interviewed the company and contacted references. The letter of bid recommendation from BMcD is attached. The reason that the bid from Smoky Hill Construction of Salina is relatively high and the lack of other bidders is due to an abundance of other construction work this summer.

The application for FAA grant funding is to be submitted based on bids actually received; therefore, staff will submit the FAA grant application pending the city commission's acceptance of the low bid. The FAA grant would cover 90% of eligible cost of the project.

This project also requires a reimbursable agreement with FAA Technical Operations to turn off and on the runway navigational aids during construction. While the contractor is working in the safety area of the Main Runway (Phase IV of construction), the main runway must be closed and the navigational aids must be turned off. The reimbursable

agreement, in the amount of $20,000, covers the cost for Technical Operations personnel to be on site. That cost is reimbursable under the AIP grant; therefore the City share is 10% or $2,000.

The grant would also cover 90% of construction engineering (inspection and other costs to complete the project). A separate agenda item covers the approval of a work authorization for BMcD to accomplish construction phase engineering services in the amount of $99,780.

The contractor is allowed 70 calendar days (10 weeks) to complete this project. The crosswind runway will be closed during the duration of construction. The main runway will need to be closed for short periods of time while construction occurs within the safety area; however, commercial and other air service will continue during construction. Assuming the timely award of a grant by FAA, construction would be completed before the end of 2015.

Legal Consideration

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

Financial Consideration

The Capital Improvement Plan (CIP) within the 2015 Budget included $76,340 for the City's Share of this project. Based on design costs, bids received, and anticipated construction engineering costs, the actual City's cost would be $86,780.09, which is $10,440 over what was identified in the 2015 CIP.

The Airport Improvement Account has adequate funds to finance this project, even with the additional $10,440 cost. In addition, the Passenger Facility Charge of $4.50 per ticketed passenger departing Hays Regional Airport on United Express will be used to reimburse the City share over time.

The City's Engineer (BMcD) and City Staff recommend authorizing additional funds to award the base plus both Alternates 1 & 2. This will provide the best long term protection of the crosswind runway pavement. The FAA agrees with this recommendation, and has agreed to increase its funding level as well.

A summary of total project costs is listed below:

	TOTAL	FEDERAL	CITY
Design	$95,349.00	$85,814.10	$9,534.90
Construction	**$651,672.19**	**$586,505.97**	**$65,167.22**
Inspection	$99,780.00	$89,802.00	$9,978.00
Incidentals (Tech Ops & Admin)	$21,000.00	$18,900.00	$2,1000
Total	$867,800.89	$781,020.80	$86,780.09

Options

The City Commission has the following options:

- Accept the low bid for the base plus alternates 1 & 2, contingent upon FAA grant approval, authorize staff to submit the FAA Grant application, and authorize the City Manager to execute the FAA Grant Agreement when offered.
- Accept the low bid for the base plus only alternate 1, contingent upon FAA grant approval, authorize staff to submit the FAA Grant application, and authorize the City Manager to execute the FAA Grant Agreement when offered.
- Provide Staff with Alternate Direction
- Reject all bids

Recommendation

Staff recommends accepting the low bid for the Base Bid plus Alternates 1 & 2 from National Sealant & Concrete, LLC in the amount of $651,672.19 to rehabilitate runway 4-22 at the Hays Regional Airport contingent upon FAA grant approval; authorize staff to submit a grant application to FAA for the funding of this project; and authorizing the City Manager to execute the FAA Grant when offered.

Action Requested

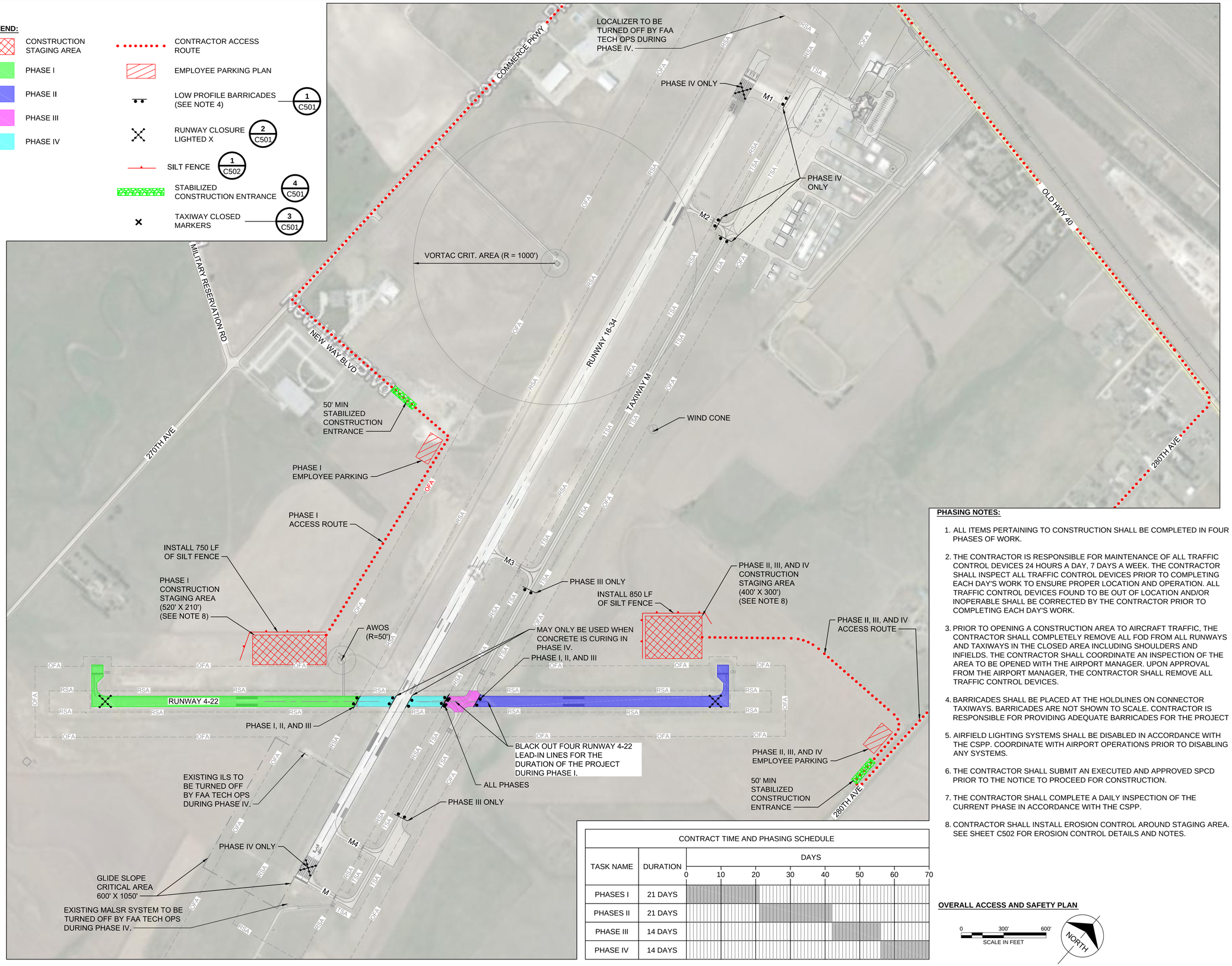
Contingent upon FAA awarding a grant for federal funding, accept the bid for the Base Bid plus Alternates 1 & 2 from National Sealant & Concrete, LLC in the amount of $651,672.19 to rehabilitate runway 4-22 at the Hays Regional Airport; authorize staff to submit a grant application to FAA for Federal Assistance in funding this project; and authorize the City Manager to take all actions necessary to carry out this project including the execution of the FAA Grant when offered.

Supporting Documentation

Crosswind Runway Project Map
Letter of Recommendation and Bid Tabulation from Burns and McDonnell
FAA Grant Application
Current Capital Improvement Plan

LEGEND:

- CONSTRUCTION STAGING AREA
- PHASE I
- PHASE II
- PHASE III
- PHASE IV
- CONTRACTOR ACCESS ROUTE
- EMPLOYEE PARKING PLAN
- LOW PROFILE BARRICADES (SEE NOTE 4) — 1/C501
- RUNWAY CLOSURE LIGHTED X — 2/C501
- SILT FENCE — 1/C502
- STABILIZED CONSTRUCTION ENTRANCE — 4/C501
- TAXIWAY CLOSED MARKERS — 3/C501



PHASING NOTES:

1. ALL ITEMS PERTAINING TO CONSTRUCTION SHALL BE COMPLETED IN FOUR PHASES OF WORK.
2. THE CONTRACTOR IS RESPONSIBLE FOR MAINTENANCE OF ALL TRAFFIC CONTROL DEVICES 24 HOURS A DAY, 7 DAYS A WEEK. THE CONTRACTOR SHALL INSPECT ALL TRAFFIC CONTROL DEVICES PRIOR TO COMPLETING EACH DAY'S WORK TO ENSURE PROPER LOCATION AND OPERATION. ALL TRAFFIC CONTROL DEVICES FOUND TO BE OUT OF LOCATION AND/OR INOPERABLE SHALL BE CORRECTED BY THE CONTRACTOR PRIOR TO COMPLETING EACH DAY'S WORK.
3. PRIOR TO OPENING A CONSTRUCTION AREA TO AIRCRAFT TRAFFIC, THE CONTRACTOR SHALL COMPLETELY REMOVE ALL FOD FROM ALL RUNWAYS AND TAXIWAYS IN THE CLOSED AREA INCLUDING SHOULDERS AND INFIELDS. THE CONTRACTOR SHALL COORDINATE AN INSPECTION OF THE AREA TO BE OPENED WITH THE AIRPORT MANAGER. UPON APPROVAL FROM THE AIRPORT MANAGER, THE CONTRACTOR SHALL REMOVE ALL TRAFFIC CONTROL DEVICES.
4. BARRICADES SHALL BE PLACED AT THE HOLDLINES ON CONNECTOR TAXIWAYS. BARRICADES ARE NOT SHOWN TO SCALE. CONTRACTOR IS RESPONSIBLE FOR PROVIDING ADEQUATE BARRICADES FOR THE PROJECT
5. AIRFIELD LIGHTING SYSTEMS SHALL BE DISABLED IN ACCORDANCE WITH THE CSPP. COORDINATE WITH AIRPORT OPERATIONS PRIOR TO DISABLING ANY SYSTEMS.
6. THE CONTRACTOR SHALL SUBMIT AN EXECUTED AND APPROVED SPCD PRIOR TO THE NOTICE TO PROCEED FOR CONSTRUCTION.
7. THE CONTRACTOR SHALL COMPLETE A DAILY INSPECTION OF THE CURRENT PHASE IN ACCORDANCE WITH THE CSPP.
8. CONTRACTOR SHALL INSTALL EROSION CONTROL AROUND STAGING AREA. SEE SHEET C502 FOR EROSION CONTROL DETAILS AND NOTES.

CONTRACT TIME AND PHASING SCHEDULE

TASK NAME	DURATION	DAYS (0 10 20 30 40 50 60 70)
PHASES I	21 DAYS	
PHASES II	21 DAYS	
PHASE III	14 DAYS	
PHASE IV	14 DAYS	

OVERALL ACCESS AND SAFETY PLAN

0 300' 600'
SCALE IN FEET
NORTH

no.	date	by	ckd	description
0	3-16-15	RJR	JJS	ISSUED FOR BID

BURNS McDONNELL
9400 WARD PARKWAY
KANSAS CITY, MO 64114
(816) 333-9400
Certification: E-65

date 11/26/2014	detailed A. EWIGMAN
designed R. RYAN	checked J. SIRHALL

HAYS REGIONAL AIRPORT
HAYS, KANSAS

HAYS REHABILITATE RUNWAY 4-22

OVERALL ACCESS AND SAFETY PLAN

project 81631	AIP No. 3-20-0028-32
drawing G100	rev. 0
sheet - of	sheets
file 81631-G100.DWG	

COPYRIGHT © 2015 BURNS & McDONNELL ENGINEERING COMPANY, INC.

Scale For Microfilming: Millimeters / Inches

I:\HAYS\81631\CAD\CIVIL\81631-G100.DWG 3/12/2015 4:23 PM AEWIGMAN

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May 1, 2015

Mr. John Braun
Asst. Director of Public Works
City of Hays
1002 Vine Street
Hays, Kansas 67601

Re: Engineer's Recommendation for the Rehabilitate Runway 4-22 project at Hays Regional Airport
AIP No. 3-20-0028-32
BMcD No. 81631

Dear Mr. Braun:

Burns & McDonnell has tabulated and confirmed the bids received for the aforementioned project and dated April 29, 2015. The tabulation summary of bids is provided in Table A. A detailed tabulation of bids is enclosed for your review.

TABLE A

ENGINEER'S EVALUATION OF BIDS AND RECOMMENDATIONS			
Type of Bid	**Burns & McDonnell**	**National Sealant & Concrete, LLC**	**Smoky Hill, LLC**
Base Bid	$551,105	$390,437.79	$884,441.50
Bid Alternate I	$85,850.00	$58,734.40	$127,546.50
Bid Alternate II	$303,750.00	$202,500.00	$346,500.00
Total Base Bid & Bid Alternates	$940,705.00	$651,672.19	$1,358,488.00

The Bidders provided documentation for the items noted below. A copy of each item is attached herein.

1. Bid Bond (5%)
2. Signed Proposal Form
3. Buy American Certification
4. DBE Utilization Statement
5. Contractor's Qualification Statement
6. Acknowledgement of Addendums No. 1.

There were no mathematical errors on the submitted bidder's proposal. Based on the bid tabulation, the apparent low bid for the Base Bid and any combination of Bid Alternates is National Sealant & Concrete, LLC.

The Disadvantage Business Enterprise, (DBE) goal for this project is 2.6%. The apparent low bidder's proposed value of DBE participation is 8.3% of the Base Bid. The amount proposed does meet the target goal.

On April 30, 2015, a telephone interview was conducted with National Sealant & Concrete's Mr. Robert Schlueter. The purpose of the call was to reaffirm the Contractor's understanding of the project and clarify any outstanding items or concerns of the apparent low bidder. The topics of discussion included the following:

1. DBE verification and utilization confirmation.
2. Prior work history with projects of similar location, scope, and cost.
3. Discussion of insurance requirements confirmation the Contractor can meet the contract amounts.
4. Requirements for the Access and Safety Plan submittal.
5. Confirmation that the Contractor understands the importance of the Construction Safety and Phasing Plan and their intentions to comply with the requirements.
6. Confirmation that a full-time Superintendent is required for this project. This requirement also applies when the Subcontract work is being performed.
7. Material submittals need to be submitted in accordance with the Local Provisions of the Project Manual. Submittal not complying with the submittal process will be returned without being reviewed.
8. Confirmation that the Contractor will comply with Quality Control requirements including the associated FAA documentation.
9. Confirmation that the project schedule will be updated at any time a change in schedule occurs.
10. Confirmation that key team members including the project Superintendent will be in attendance for project progress meetings.
11. Review of the Construction Phasing Plan and confirmation that the Contractor intends to meet each end date as stated on the contract documents.
12. Confirmation that the Contractor will complete the project within 70 calendar days after the Notice-to-Proceed is issued.

13. Items of Concerns as Stated by the Contractor: The contractor indicates there are no questions or concerns regarding their bid as submitted.

Based on the results of the tabulation of bids, review of the bid documentation, and discussions with the Apparent Low Bidder, Burns & McDonnell recommends the following combination of awards and qualifications contingent upon available funding. These recommendations are illustrated in Table B. These recommendations also consider the estimated grant program value as stated in the initial FAA Go-Letter of $763,400.

TABLE B

ENGINEER'S EVALUATION OF BIDS AND SUMMARY OF RECOMMENDATIONS			
Recommendations	**Award Combination**	**Total Program Cost**	**Qualifications and Comments**
Primary	Base Bid, Bid Alternate I, Bid Alternate II	$867,801.00	Provided the FAA concurs and additional discretionary funding is available.
Secondary	Base Bid, Bid Alternate I	$665,301.00	This award package is within the original program budget of $763,400.
Tertiary	Base Bid, Bid Alternate II	$809,067.00	Provided discretionary funds are available and limited.

I trust this information is sufficient for your purposes. If there are any additional questions or comments regarding this information, please contact me at 816-822-3378.

Sincerely,

David G. Hadel, P.E.
Project Manager

cc: ID Creech, Nathan Marcucci, Ray Ryan
Enclosures: Project Bid Tabulation, FAA Grant 32 Submittal

TABULATION OF BIDS
HAYS REGIONAL AIRPORT
HAYS, KANSAS
SUMMARY OF BASE BID & BID ALTERNATES 1 & 2

PROJECT NO: 3-20-0028-32
Burns & McDonnell No. 81631
April 29, 2015

BID SUMMARY	Burns & McDonnell		National Sealant & Concrete, LLC		Smoky Hill	
	TOTAL COST		TOTAL COST		TOTAL COST	
BASE BID:		$551,105.00		$390,437.79		$884,441.50
BID ALTERNATE 1:		$85,850.00		$58,734.40		$127,546.50
BID ALTERNATE 2:		$303,750.00		$202,500.00		$346,500.00
TOTALS		$940,705.00		$651,672.19		$1,358,488.00
COMBINATION OF BASE BID & ALTERNATES	Matches Bid	Tabulated	Matches Bid	Tabulated	Matches Bid	Tabulated
Based Bid & Bid Alternate 1	Yes	$636,955.00	Yes	$449,172.19	Yes	$1,011,988.00
Base Bid & Bid Alternate 2	Yes	$854,855.00	Yes	$592,937.79	Yes	$1,230,941.50
Base Bid & Bid Alternate 1 & 2	Yes	$940,705.00	Yes	$651,672.19	Yes	$1,358,488.00

TABULATION OF BIDS
HAYS REGIONAL AIRPORT
HAYS, KANSAS
REHABILITATE RUNWAY 4-22
BASE BID:
PROJECT NO: 3-20-0028-32
Burns & McDonnell No. 81631
April 29, 2015

ITEM NO.	SPEC. ITEM NO.	DESCRIPTION OF WORK	UNITS	ESTIMATED QUANTITY	Burns & McDonnell		National Sealant & Concrete, LLC		Smoky Hill	
					UNIT COST	TOTAL COST	UNIT COST	TOTAL COST	UNIT COST	TOTAL COST
1	SECTION 105	MOBILIZATION	LS	1	$38,500.00	$38,500.00	$51,954.29	$51,954.29	$130,000.00	$130,000.00
2	P-101-5.6	PAINT REMOVAL	SF	42,650	$1.20	$51,180.00	$0.79	$33,693.50	$1.15	$49,047.50
3	P-102-2.1	TRAFFIC CONTROL	LS	1	$24,000.00	$24,000.00	$5,000.00	$5,000.00	$44,500.00	$44,500.00
4	P-156-5.1	INSTALLATION AND REMOVAL OF SILT FENCE OR COMPOST FILTER SOCK	LF	1,700	$6.00	$10,200.00	$5.00	$8,500.00	$6.00	$10,200.00
5	P-156-5.2	STABILIZED CONSTRUCTION ENTRANCE	EA	2	$5,000.00	$10,000.00	$2,000.00	$4,000.00	$1,650.00	$3,300.00
6	P-501-8.1.a	REMOVE AND REPLACE FULL PANEL, FULL-DEPTH (5–8”)	SY	870	$185.00	$160,950.00	$122.32	$106,418.40	$310.00	$269,700.00
7	P-501-8.1.b	REMOVE AND REPLACE FULL PANEL, FULL-DEPTH (9–12”)	SY	210	$215.00	$45,150.00	$140.32	$29,467.20	$360.00	$75,600.00
8	P-501-8.1.c	REMOVE AND REPLACE PARTIAL PANEL, FULL-DEPTH (5–8”)	SY	320	$195.00	$62,400.00	$146.26	$46,803.20	$335.00	$107,200.00
9	P-501-8.1.d	REMOVE AND REPLACE PARTIAL PANEL, FULL-DEPTH (9–12”)	SY	150	$230.00	$34,500.00	$159.22	$23,883.00	$370.00	$55,500.00
10	P-605-5.2	PCC CRACK SEALING (1/4" WIDE OR LESS)	LF	2,500	$5.00	$12,500.00	$3.00	$7,500.00	$5.95	$14,875.00
11	P-605-5.3	PCC CRACK SEALING (GREATER THAN 1/4" WIDE)	LF	1,000	$6.00	$6,000.00	$5.00	$5,000.00	$6.75	$6,750.00
12	P-605-5.4	PCC CRACK SEALING (RUNWAY CENTERLINE REPAIR)	LF	1,300	$8.00	$10,400.00	$5.00	$6,500.00	$7.25	$9,425.00
13	P-620-5.1-1	REFLECTORIZED PAVEMENT MARKING (WHITE)	SF	24,880	$1.50	$37,320.00	$1.01	$25,128.80	$1.90	$47,272.00
14	P-620-5.1-2	REFLECTORIZED PAVEMENT MARKING (YELLOW)	SF	1,810	$1.50	$2,715.00	$1.01	$1,828.10	$1.90	$3,439.00
15	P-620-5.1-3	REFLECTORIZED PAVEMENT MARKING (RED)	SF	360	$1.50	$540.00	$1.01	$363.60	$3.25	$1,170.00
16	P-620-5.1-4	NON-REFLECTORIZED PAVEMENT MARKING (BLACK)	SF	9,480	$1.20	$11,376.00	$0.53	$5,024.40	$1.65	$15,642.00
17	P-620-5.1-5	REFLECTORIZED PAVEMENT MARKING (YELLOW, ETCL REVISION)	SF	1,970	$1.50	$2,955.00	$1.01	$1,989.70	$1.90	$3,743.00
18	P-620-5.1-6	NON-REFLECTORIZED PAVEMENT MARKING (BLACK, ETCL REVISION)	SF	6,120	$1.20	$7,344.00	$0.53	$3,243.60	$1.65	$10,098.00
19	T-901-5.1	HYDRO-SEEDING	AC	7.1	$3,250.00	$23,075.00	$3,400.00	$24,140.00	$3,800.00	$26,980.00
		TOTAL COST OF BASE BID					Bid Read	$390,437.79	Bid Read	$884,441.50
						$551,105.00	**Tabulated**	**$390,437.79**	**Tabulated**	**$884,441.50**

TABULATION OF BIDS
HAYS REGIONAL AIRPORT
HAYS, KANSAS
REHABILITATE RUNWAY 4-22
BID ALTERNATE 1:
PROJECT NO: 3-20-0028-32
Burns & McDonnell No. 81631
April 29, 2015

ITEM NO.	SPEC. ITEM NO.	DESCRIPTION OF WORK	UNITS	ESTIMATED QUANTITY	Burns & McDonnell		National Sealant & Concrete, LLC		Smoky Hill	
					UNIT COST	TOTAL COST	UNIT COST	TOTAL COST	UNIT COST	TOTAL COST
1	P-501-8.1.a	REMOVE AND REPLACE FULL PANEL, FULL-DEPTH (5–8”)	SY	220	$185.00	$40,700.00	$122.32	$26,910.40	$275.00	$60,500.00
2	P-501-8.1.b	REMOVE AND REPLACE FULL PANEL, FULL-DEPTH (9–12”)	SY	60	$215.00	$12,900.00	$140.32	$8,419.20	$325.00	$19,500.00
3	P-501-8.1.c	REMOVE AND REPLACE PARTIAL PANEL, FULL-DEPTH (5–8”)	SY	100	$195.00	$19,500.00	$146.26	$14,626.00	$300.00	$30,000.00
4	P-501-8.1.d	REMOVE AND REPLACE PARTIAL PANEL, FULL-DEPTH (9–12”)	SY	40	$230.00	$9,200.00	$159.22	$6,368.80	$335.00	$13,400.00
5	P-605-5.2	PCC CRACK SEALING (1/4" WIDE OR LESS)	LF	470	$5.00	$2,350.00	$3.00	$1,410.00	$5.95	$2,796.50
6	P-605-5.3	PCC CRACK SEALING (GREATER THAN 1/4" WIDE)	LF	200	$6.00	$1,200.00	$5.00	$1,000.00	$6.75	$1,350.00
TOTAL COST OF BID ALTERNATE 1							Bid Read	$58,734.40	Bid Read	$127,546.50
						$85,850.00	**Tabulated**	**$58,734.40**	**Tabulated**	**$127,546.50**

TABULATION OF BIDS
HAYS REGIONAL AIRPORT
HAYS, KANSAS
REHABILITATE RUNWAY 4-22
BID ALTERNATE 2:
PROJECT NO: 3-20-0028-32
Burns & McDonnell No. 81631
April 29, 2015

ITEM NO.	SPEC. ITEM NO.	DESCRIPTION OF WORK	UNITS	ESTIMATED QUANTITY	Burns & McDonnell		National Sealant & Concrete, LLC		Smoky Hill	
					UNIT COST	TOTAL COST	UNIT COST	TOTAL COST	UNIT COST	TOTAL COST
1	P-101-5.7	SAWCUT OF PCC PAVEMENT (JOINT MATERIAL REMOVAL)	LF	112,500	$1.00	$112,500.00	$1.00	$112,500.00	$1.55	$174,375.00
2	P-605-5.1	PCC JOINT SEALING	LF	112,500	$1.70	$191,250.00	$0.80	$90,000.00	$1.53	$172,125.00
TOTAL COST OF BID ALTERNATE 2							Bid Read	$202,500.00	Bid Read	$346,500.00
						$303,750.00	**Tabulated**	**$202,500.00**	**Tabulated**	**$346,500.00**

OMB Number: 4040-0004
Expiration Date: 08/31/2016

Application for Federal Assistance SF-424

* 1. Type of Submission	* 2. Type of Application	* If Revision, select appropriate letter(s):
☐ Preapplication	☒ New	- Select One -
☒ Application	☐ Continuation	* Other (Specify)
☐ Changed/Corrected Application	☐ Revision	

* 3. Date Received:

4. Application Identifier: HYS

5a. Federal Entity Identifier: 3-20-0028-32

* 5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

* a. Legal Name: City of Hays, Kansas

* b. Employer/Taxpayer Identification Number (EIN/TIN): 48-6011465

*c. Organizational DUNS: 039 929 120

d. Address:

* Street1: City Hall
Street 2: 1507 Main Street P.O. Box 490
* City: Hays
County: Ellis
* State: Kansas
Province:
Country: USA
*Zip/ Postal Code: 67601

e. Organizational Unit:

Department Name: Airport

Division Name:

f. Name and contact information of person to be contacted on matters involving this application:

Prefix: Mr.
First Name: I.D.
Middle Name:
* Last Name: Creech
Suffix:

Title: Director of Public Works

Organizational Affiliation:

* Telephone Number: (785) 628-7350
Fax Number: (785) 628-7352

* Email: idcreech@haysusa.com

Application for Federal Assistance SF-424

*9. Type of Applicant 1: Select Applicant Type:

C. City or Township Government

Type of Applicant 2: Select Applicant Type:

- Select One -

Type of Applicant 3: Select Applicant Type:

- Select One -

* Other (specify):

* 10. Name of Federal Agency:

Federal Aviation Administration (FAA)

11. Catalog of Federal Domestic Assistance Number:

20.106

CFDA Title:

Airport Improvement Program

*12. Funding Opportunity Number:

Title:

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

City of Hays, Kansas at the Hays Regional Airport

* 15. Descriptive Title of Applicant's Project:

Rehabilitate Runway 4-22.

The cross-wind runway pavement at Hays Regional Airport is experiencing several types of distresses. This project will repair those distresses and replace the pavement markings.

Attach supporting documents as specified in agency instructions.

Application for Federal Assistance SF-424

16. Congressional Districts Of:

*a. Applicant: KS-001 *b. Program/Project: KS-001

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:

*a. Start Date: 12/01/2014 *b. End Date: 12/31/2015

18. Estimated Funding ($):

*a. Federal	781,020.00
*b. Applicant	86,781.00
*c. State	
*d. Local	
*e. Other	
*f. Program Income	
*g. TOTAL	867,801.00

***19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

☐ a. This application was made available to the State under the Executive Order 12372 Process for review on _____

☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.

☒ c. Program is not covered by E.O. 12372

***20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation on next page.)**

☐ Yes ☒ No

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

☑ ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: Mr. *First Name: I.D.

Middle Name:

*Last Name: Creech

Suffix:

*Title: Director of Public Works

*Telephone Number: (785) 628-7350 Fax Number: (785) 628-7352

* Email: idcreech@haysusa.com

*Signature of Authorized Representative: *Date Signed:

Application for Federal Assistance SF-424

*Applicant Federal Debt Delinquency Explanation

The following field should contain an explanation if the Applicant organization is delinquent on any Federal Debt. Maximum number of characters that can be entered is 4,000. Try and avoid extra spaces and carriage returns to maximize the availability of space.

Application for Federal Assistance (Development Projects)

PART II – PROJECT APPROVAL INFORMATION

SECTION A	
Item 1. Does this assistance request require State, local, regional, or other priority rating? ☐ Yes ☑ No	Name of Governing Body: Priority:
Item 2. Does this assistance request require State, or local advisory, educational or health clearances? ☐ Yes ☑ No	Name of Agency or Board: (Attach Documentation)
Item 3. Does this assistance request require clearinghouse review in accordance with OMB Circular A-95? ☐ Yes ☑ No	(Attach Comments)
Item 4. Does this assistance request require State, local, regional, or other planning approval? ☐ Yes ☑ No	Name of Approving Agency: Date:
Item 5. Is the proposal project covered by an approved comprehensive plan? ☐ Yes ☑ No	Check one: State ☐ Local ☐ Regional ☐ Location of Plan:
Item 6. Will the assistance requested serve a Federal installation? ☐ Yes ☑ No	Name of Federal Installation: Federal Population benefiting from Project:
Item 7. Will the assistance requested be on Federal land or installation? ☐ Yes ☑ No	Name of Federal Installation: Location of Federal Land: Percent of Project: %
Item 8. Will the assistance requested have an impact or effect on the environment? ☐ Yes ☑ No	(See instructions for additional information to be provided.)
Item 9. Will the assistance requested cause the displacement of individuals, families, businesses, or farms? ☐ Yes ☑ No	Number of: Individuals: Families: Businesses: Farms:
Item 10. Is there other related Federal assistance on this project previous, pending, or anticipated? ☐ Yes ☑ No	(See instructions for additional information to be provided.)

PART II – SECTION C

The Sponsor hereby represents and certifies as follows:

1. Compatible Land Use – The Sponsor has taken the following actions to assure compatible usage of land adjacent to or in the vicinity of the airport:

The pavement rehabilitation project is an AIP eligible project and will be located within the limits of the Hays Regional Airport.

2. Defaults – The Sponsor is not in default on any obligation to the United States or any agency of the United States Government relative to the development, operation, or maintenance of any airport, except as stated herewith:

None.

3. Possible Disabilities – There are no facts or circumstances (including the existence of effective or proposed leases, use agreements or other legal instruments affecting use of the Airport or the existence of pending litigation or other legal proceedings) which in reasonable probability might make it impossible for the Sponsor to carry out and complete the Project or carry out the provisions of the Grant Assurances, either by limiting its legal or financial ability or otherwise, except as follows:

None.

4. Consistency with Local Plans – The project is reasonably consistent with plans (existing at the time of submission of this application) of public agencies that are authorized by the State in which the project is located to plan for the development of the area surrounding the airport.

Yes.

5. Consideration of Local Interest – It has given fair consideration to the interest of communities in or near where the project may be located.

Yes.

6. Consultation with Users – In making a decision to undertake any airport development project under Title 49, United States Code, it has undertaken reasonable consultations with affected parties using the airport which project is proposed.

Yes.

7. Public Hearings – In projects involving the location of an airport, an airport runway or a major runway extension, it has afforded the opportunity for public hearings for the purpose of considering the economic, social, and environmental effects of the airport or runway location and its consistency with goals and objectives of such planning as has been carried out by the community and it shall, when requested by the Secretary, submit a copy of the transcript of such hearings to the Secretary. Further, for such projects, it has on its management board either voting representation from the communities where the project is located or has advised the communities that they have the right to petition the Secretary concerning a proposed project.

Not required.

8. Air and Water Quality Standards – In projects involving airport location, a major runway extension, or runway location it will provide for the Governor of the state in which the project is located to certify in writing to the Secretary that the project will be located, designed, constructed, and operated so as to comply with applicable and air and water quality standards. In any case where such standards have not been approved and where applicable air and water quality standards have been promulgated by the Administrator of the Environmental Protection Agency, certification shall be obtained from such Administrator. Notice of certification or refusal to certify shall be provided within sixty days after the project application has been received by the Secretary.

Agreed as applicable.

PART II – SECTION C (Continued)

9. **Exclusive Rights** – There is no grant of an exclusive right for the conduct of any aeronautical activity at any airport owned or controlled by the Sponsor except as follows:

None.

10. **Land** – (a) The sponsor holds the following property interest in the following areas of land* which are to be developed or used as part of or in connection with the Airport subject to the following exceptions, encumbrances, and adverse interests, all of which areas are identified on the aforementioned property map designated as Exhibit "A":

The City of Hays maintains property interest for this project as shown on the Exh. A dated 6/6/08, filed under AIP 3-20-0028-15/16.

The Sponsor further certifies that the above is based on a title examination by a qualified attorney or title company and that such attorney or title company has determined that the Sponsor holds the above property interests.

(b) The Sponsor will acquire within a reasonable time, but in any event prior to the start of any construction work under the Project, the following property interest in the following areas of land* on which such construction work is to be performed, all of which areas are identified on the aforementioned property map designated as Exhibit "A":

Not applicable for this project.

(c) The Sponsor will acquire within a reasonable time, and if feasible prior to the completion of all construction work under the Project, the following property interest in the following areas of land* which are to be developed or used as part of or in connection with the Airport as it will be upon completion of the Project, all of which areas are identified on the aforementioned property map designated as Exhibit "A"

Not applicable for this project.

***State the character of property interest in each area and list and identify for each all exceptions, encumbrances, and adverse interests of every kind and nature, including liens, easements, leases, etc. The separate areas of land need only be identified here by the area numbers shown on the property map.

PART III – BUDGET INFORMATION – CONSTRUCTION

SECTION A – GENERAL

1. Federal Domestic Assistance Catalog Number: 20.106
2. Functional or Other Breakout: Airport Improvement Program

SECTION B – CALCULATION OF FEDERAL GRANT

Cost Classification	Use only for revisions		Total Amount Required
	Latest Approved Amount	Adjustment + or (-)	
1. Administration expense	$	$	$ 1,000.00
2. Preliminary expense			
3. Land, structures, right-of-way			
4. Architectural engineering basic fees			95,349.00
5. Other Architectural engineering fees			
6. Project inspection fees			99,780.00
7. Land development			
8. Relocation Expenses			
9. Relocation payments to Individuals and Businesses			
10. Demolition and removal			
11. Construction and project improvement			651,672.00
12. Equipment			
13. Misc (Tech Ops Reimbursable Agreement)			20,000.00
14. Total (Lines 1 through 13)			867,801.00
15. Estimated Income (if applicable)			
16. Net Project Amount (Line 14 minus 15)			867,801.00
17. Less: Ineligible Exclusions			
18. Add: Contingencies			
19. Total Project Amt. (Excluding Rehabilitation Grants)			867,801.00
20. Federal Share requested of Line 19			781,020.00
21. Add Rehabilitation Grants Requested (100 Percent)			
22. Total Federal grant requested (lines 20 & 21)			781,020.00
23. Grantee share			86,781.00
24. Other shares			
25. Total Project (Lines 22, 23 & 24)	$	$	$ 867,801.00

SECTION C – EXCLUSIONS		
Classification	**Ineligible for Participation (1)**	**Excluded From Contingency Provision (2)**
a.	$	$
b.		
c.		
d.		
e.		
f.		
g. **Totals**	$	$

SECTION D – PROPOSED METHOD OF FINANCING NON-FEDERAL SHARE	
27. Grantee Share (Cash)	
a. Securities	$ 86,781.00
b. Mortgages	
c. Appropriations (By Applicant)	
d. Bonds	
e. Tax Levies	
f. Non Cash	
g. Other (Explain)	
h. TOTAL - Grantee share	86,781.00
28. Other Shares	
a. State	
b. Other	
c. Total Other Shares	
29. **TOTAL**	$ 86,781.00

SECTION E – REMARKS

PART IV – PROGRAM NARRATIVE (Attach – See Instructions)

PART IV
PROGRAM NARRATIVE
(Suggested Format)

PROJECT : Rehabilitate Runway 4-22

AIRPORT : Hays Regional Airport

1. Objective:

Runway 4-22 was originally constructed in 2003 and is currently experiencing several different pavement distresses. The major distresses include durability cracking along joints, akali-silica reactivity, longitudinal cracking, and joint spalls. As the pavement deteriorates, FOD may be produced causing a safety hazard on the runway. This project's main objective is to repair the distressed areas with typical FAA methods from AC 150/5380-6B to potentially extend the service life of the runway and provide a safe runway surface for airport operations.

2. Benefits Anticipated:

The anticipated benefits of the project are to potentially extend the pavement service life and provide a safe runway for airport operations.

3. Approach: (See approved Scope of Work in Final Application)

Runway 4-22 is planned to be closed for the duration of the repairs. It is the cross-wind runway and this closure is not anticipated to significantly interrupt daily operations. The project will be phased to comply with FAA safety requirements. Repairs are planned to be completed in accordance with FAA AC 150/5380-6B. There are no modifications to FAA standards anticipated for this project.

4. Geographic Location:

The Hays Regional Airport is located in Hays, Kansas.

5. If Applicable, Provide Additional Information:

Organizations participating on the project include:
Sponsor – City of Hays, Kansas
Consultant – Burns & McDonnell Engineering Company
Federal Agency – Federal Aviation Administration.

6. Sponsor's Representative: (include address & telephone number)

Mr. I. D. Creech
Director of Public Works
1507 Main Street, P.O. Box 490
Hays, Kansas 67601 (785-628-7350)

Selection of Consultants
Airport Improvement Program Sponsor Certification

Sponsor: City of Hays, Kansas

Airport: Hays Regional Airport

Project Number: 3-20-0028-32

Description of Work:

Application

49 USC § 47105(d) authorizes the Secretary to require certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program (AIP). General requirements for selection of consultant services within federal grant programs are described in 2 CFR §§ 200.317-200.326.2 CFR 200. Sponsors may use other qualifications-based procedures provided they are equivalent to specific standards in 2 CFR §§ 200.317-200.326 and FAA Advisory Circular 150/5100-14, Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects.

Certification Statements

Except for the certification statement below marked as not applicable (N/A), this list includes major requirements for this aspect of project implementation. This list is not comprehensive nor does it relieve the sponsor from fully complying with all applicable statutory and administrative standards.

1. Solicitations were or will be made to ensure fair and open competition from a wide area of interest.

   ☑ Yes ☐ No ☐ N/A

2. Consultants were or will be selected using competitive procedures based on qualifications, experience, and disadvantaged enterprise requirements with the fees determined through negotiations after initial selection.

   ☑ Yes ☐ No ☐ N/A

3. A record of negotiations has been or will be prepared reflecting considerations involved in the establishment of fees, which are not significantly above the sponsor's independent cost estimate.

   ☑ Yes ☐ No ☐ N/A

4. If engineering or other services are to be performed by sponsor force account personnel, prior approval was or will be obtained from the Federal Aviation Administration (FAA).

   ☑ Yes ☐ No ☐ N/A

5. The consultant services contracts clearly or will clearly establish the scope of work and delineate the division of responsibilities between all parties engaged in carrying out elements of the project.

   ☑ Yes ☐ No ☐ N/A

6. Costs associated with work ineligible for AIP funding are or will be clearly identified and separated from eligible items in solicitations, contracts, and related project documents.

   ☑ Yes ☐ No ☐ N/A

7. Mandatory contact provisions for grant-assisted contracts have been or will be included in consultant services contracts.

   ☑ Yes ☐ No ☐ N/A

8. The cost-plus-percentage-of-cost methods of contracting prohibited under federal standards were not or will not be used.

   ☑ Yes ☐ No ☐ N/A

9. If the services being procured cover more than the single grant project referenced in this certification, the scope of work was or will be specifically described in the advertisement, and future work will not be initiated beyond five years.

   ☐ Yes ☐ No ☑ N/A

Additional documentation for any above item marked "no":

Sponsor's Certification

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and additional documentation for any item marked "no" is correct and complete.

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.

Executed on this _____ day of _____ , _____.

Name of Sponsor: I.D.

Name of Sponsor's Designated Official Representative:

Title of Sponsor's Designated Official Representative: Creech

Signature of Sponsor's Designated Official Representative: _____

Drug-Free Workplace
Airport Improvement Program Sponsor Certification

Sponsor:

Airport: Director of Public Works

Project Number:

Description of Work: (785) 628-7350

Application

49 USC § 47105(d) authorizes the Secretary to require certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program (AIP). General requirements on the drug-free workplace within federal grant programs are described in 2 CFR part 182. Sponsors are required to certify they will be, or will continue to provide, a drug-free workplace in accordance with the regulation. The AIP project grant agreement contains specific assurances on the Drug-Free Workplace Act of 1988.

Certification Statements

Except for the certification statement below marked as not applicable (N/A), this list includes major requirements for this aspect of project implementation. This list is not comprehensive nor does it relieve the sponsor from fully complying with all applicable statutory and administrative standards.

1. A statement has been or will be published notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the sponsor's workplace, and specifying the actions to be taken against employees for violation of such prohibition.

   ☑ Yes ☐ No ☐ N/A

2. An ongoing drug-free awareness program has been or will be established to inform employees about:

   a. The dangers of drug abuse in the workplace
   b. The sponsor's policy of maintaining a drug-free workplace
   c. Any available drug counseling, rehabilitation, and employee assistance programs
   d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace

   ☑ Yes ☐ No ☐ N/A

3. Each employee to be engaged in the performance of the work has been or will be given a copy of the statement required within item 1 above.

   ☑ Yes ☐ No ☐ N/A

4. Employees have been or will be notified in the statement required by item 1 above that, as a condition employment under the grant, the employee will:

   a. Abide by the terms of the statement

   b. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction

   ☑ Yes ☐ No ☐ N/A

5. The Federal Aviation Administration (FAA) will be notified in writing within 10 calendar days after receiving notice under item 4b above from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title of the employee, to the FAA. Notices shall include the project number of each affected grant.

   ☑ Yes ☐ No ☐ N/A

6. One of the following actions will be taken within 30 calendar days of receiving a notice under item 4b above with respect to any employee who is so convicted:

   a. Take appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended

   b. Require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency

   ☑ Yes ☐ No ☐ N/A

7. A good faith effort will be made to continue to maintain a drug-free workplace through implementation of items 1 through 6 above.

   ☑ Yes ☐ No ☐ N/A

Site(s) of performance of work:

Location 1
Name of Location: Hays Regional Airport
Address: 3950 E 8th, Hays, KS 67601

Location 2 (if applicable)
Name of Location:
Address:

Location 3 (if applicable)
Name of Location:
Address:

Additional documentation for any above item marked “no”:

Sponsor's Certification

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and additional documentation for any item marked "no" is correct and complete.

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.

Executed on this _____ day of _____ , _____.

Name of Sponsor: City of Hays, Kansas

Name of Sponsor's Designated Official Representative: Mr. I.D. Creech

Title of Sponsor's Designated Official Representative: Director of Public Works

Signature of Sponsor's Designated Official Representative: _____

Equipment and Construction Contracts
Airport Improvement Sponsor Certification

Sponsor: City of Hays, Kansas

Airport: Hays Regional Airport

Project Number: 3-20-0028-32

Description of Work: Rehabilitate Runway 4-22

Application

49 USC § 47105(d) authorizes the Secretary to require certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program (AIP). General procurement standards for equipment and construction contracts within Federal grant programs are described in 2 CFR §§ 200.317-200.326. Labor and Civil Rights Standards applicable to the AIP are established by the Department of Labor (www.dol.gov) AIP Grant Assurance C.1—General Federal Requirements identifies all applicable Federal Laws, regulations, executive orders, policies, guidelines and requirements for assistance under the AIP. Sponsors may use state and local procedures provided procurements conform to these federal standards.

This certification applies to all equipment projects. Equipment projects may or may not employ laborers and mechanics that qualify the project as a "covered contract" under requirements established by the Department of Labor requirements. Sponsor shall provide appropriate responses to the certification statements that reflect the character of the project.

Certification Statements

Except for the certification statement below marked as not applicable (N/A), this list includes major requirements for this aspect of project implementation. This list is not comprehensive nor does it relieve the sponsor from fully complying with all applicable statutory and administrative standards.

1. A written code or standard of conduct conforming to 2 CFR § 200.319 is or will be in effect governing the performance of the sponsor's officers, employees, or agents in soliciting, awarding and administering procurement contracts.

   ☑ Yes ☐ No ☐ N/A

2. For all contacts, qualified and competent personnel are or will be engaged to perform contract administration, engineering supervision, construction inspection, and testing in accordance with grant assurance C.17.

   ☑ Yes ☐ No ☐ N/A

3. Sponsors that have or are required to have a Disadvantage Business Enterprise (DBE) program on file with the FAA have included or will include clauses required from Title VI of the Civil Rights Act and 49 CFR 23 and 49 CFR 26 for Disadvantaged Business Enterprises in all contracts and subcontracts

   ☑ Yes ☐ No ☐ N/A

4. Sponsor procurement actions using the competitive sealed bid method was or will be:

   a. Publicly advertised, allowing a sufficient response time to solicit an adequate number of interested contractors or vendors.

   b. Prepared to include a complete, adequate and realistic specification that defines the items or services in sufficient detail to allow prospective bidders to respond.

   c. Publicly opened at a time and place prescribed in the invitation for bids

   d. Prepared such that it allows a firm fixed price contract award to the lowest responsive and responsible bidder.

   ☑ Yes ☐ No ☐ N/A

5. For projects where the Sponsor intends to use the competitive proposal procurement method, Sponsor has or will obtain FAA approval prior to proceeding with a competitive proposal procurement by submitting to the FAA the following:

   a. Written request to use competitive proposal procurement method

   b. Written justification that supports use of competitive proposal method in lieu of the preferred sealed bid procurement method.

   ☐ Yes ☐ No ☑ N/A

6. For construction and equipment installation projects, the bid solicitation includes or will include the current federal wage rate determination for the appropriate type of project

   ☑ Yes ☐ No ☐ N/A

7. All construction and equipment installation contracts contain or will contain provisions for:

   a. Access to Records

   b. Buy American Preferences

   c. Civil Rights (General Provisions and Title VI Assurances)

   d. Federal Fair Labor Standards

   e. Occupational Safety and Health Act requirements

   f. Seismic Safety (applies only to projects that include buildings)

   g. State Energy Conservation Requirements (as applicable)

   h. U.S. Trade Restriction

   i. Veterans Preference per 49 USC § 47112(c) (applies only to construction and equipment installation projects)

   ☑ Yes ☐ No ☐ N/A

8. All construction and equipment installation contracts exceeding $2,000 contain or will contain the provisions established by:

   a. Davis-Bacon and Related Acts

   b. Copeland “Anti-Kickback” Act

   ☑ Yes ☐ No ☐ N/A

9. All construction and equipment installation contracts exceeding $3,000 contain or will contain a contract provision that discourages distracted driving

   ☑ Yes ☐ No ☐ N/A

10. All contracts exceeding $10,000 contain or will contain the following provisions as applicable:

    a. Construction and equipment installation projects - Applicable clauses from 41 CFR Part 60 for compliance with Executive Orders 11246 and 11375 on Equal Employment Opportunity.

    b. Construction and equipment installation - Contract Clause prohibiting segregated facilities in accordance with 41 CFR part 60-1.8

    c. All Contracts - Requirement to maximize use of products containing recovered materials in accordance with 2 CFR § 200.322 and 40 CFR part 247.

    d. All Contracts - Provisions that address termination for cause and termination for convenience

    ☑ Yes ☐ No ☐ N/A

11. All contracts exceeding $25,000, an appropriate check of the System for Award Management has been or will be made to assure that contracts or subcontracts are not awarded to those individuals or firms suspended, debarred, or excluded from participating in this federally assisted project

    ☑ Yes ☐ No ☐ N/A

12. Contracts exceeding the simplified acquisition threshold (currently $150,000) include or will include provisions, as applicable, that address the following:

    a. Construction and equipment installation contracts - a bid guarantee of 5%, a performance bond of 100%, and a payment bond of 100%

    b. Construction and equipment installation contracts - requirements of the Contract Work Hours and Safety Standards Act 40 USC 3701-3708), Sections 103 and 107

    c. All contracts, Restrictions on Lobbying and Influencing (2 CFR part 200, Appendix II(J)

    d. All contracts - Conditions specifying administrative, contractual and legal remedies for instances where contractor of vendor violate or breach the terms and conditions of the contract

    e. All Contracts - Applicable standards and requirements issued under Section 306 of the Clean Air Act (42 USC 7401-7671q), Section 508 of the Clean Water Act (33 USC 1251-1387, and Executive Order 11738

    ☑ Yes ☐ No ☐ N/A

13. Concurrence was or will be obtained from the Federal Aviation Administration (FAA) prior to contract award under any of the following circumstances:
    a. Only one qualified person/firm submits a responsive bid
    b. The contract is to be awarded to other than the lowest responsible bidder
    c. Life cycle costing is a factor in selecting the lowest responsive bidder
    d. Proposed contract prices are more than 10% over the sponsor's cost estimate

☑ Yes ☐ No ☐ N/A

Additional documentation for any above item marked "no":

Sponsor's Certification

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and additional documentation for any item marked "no" is correct and complete.

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.

Executed on this _____ day of _____ , _____.

Name of Sponsor: City of Hays, Kansas

Name of Sponsor's Designated Official Representative: Mr. I.D. Creech

Title of Sponsor's Designated Official Representative: Director of Public Works

Signature of Sponsor's Designated Official Representative: _____

Construction Project Final Acceptance
Airport Improvement Program Sponsor Certification

Sponsor: City of Hays, Kansas

Airport: Hays Regional Airport

Project Number: 3-20-0028-32

Description of Work: Rehabilitate Runway 4-22

Application

49 USC § 47105(d), authorizes the Secretary to require certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program. General standards for final acceptance and close out of federally funded construction projects are in 2 CFR § 200.343 - Closeout. The sponsor shall determine that project costs are accurate and proper in accordance with specific requirements of the grant agreement and contract documents.

Certification Statements

Except for the certification statement below marked as not applicable (N/A), this list includes major requirements for this aspect of project implementation. This list is not comprehensive nor does it relieve the sponsor from fully complying with all applicable statutory and administrative standards.

1. The personnel engaged in project administration, engineering supervision, construction inspection and testing were or will be determined to be qualified as well as competent to perform the work.

   ☑ Yes ☐ No ☐ N/A

2. Daily construction records were or will be kept by the resident engineer/construction inspector as follows:

   a. Work in progress
   b. Quality and quantity of materials delivered
   c. Test locations and results
   d. Instructions provided the contractor
   e. Weather conditions
   f. Equipment use
   g. Labor requirements
   h. Safety problems
   i. Changes required

   ☑ Yes ☐ No ☐ N/A

3. Weekly payroll records and statements of compliance were or will be submitted by the prime contractor and reviewed by the sponsor for conformance with federal labor and civil rights requirements as required by FAA and U.S. Department of Labor.

   ☑ Yes ☐ No ☐ N/A

4. Complaints regarding the mandated federal provisions set forth in the contract documents have been or will be submitted to the Federal Aviation Administration (FAA).

   ☑ Yes ☐ No ☐ N/A

5. All tests specified in the plans and specifications were or will be performed and the test results documented as well as made available to the FAA.

   ☑ Yes ☐ No ☐ N/A

6. For any test results outside of allowable tolerances, appropriate corrective actions were or will be taken.

   ☑ Yes ☐ No ☐ N/A

7. Payments to the contractor were or will be made in compliance with contract provisions as follows:

   a. Payments are verified by the sponsor's internal audit of contract records kept by the resident engineer, and
   b. If appropriate, pay reduction factors required by the specifications are applied in computing final payments and a summary of pay reductions made available to the FAA.

   ☑ Yes ☐ No ☐ N/A

8. The project was or will be accomplished without significant deviations, changes, or modifications from the approved plans and specifications, except where approval is obtained from the FAA.

   ☑ Yes ☐ No ☐ N/A

9. A final project inspection was or will be conducted with representatives of the sponsor and the contractor, and project files contain documentation of the final inspection.

   ☑ Yes ☐ No ☐ N/A

10. Work in the grant agreement was or will be physically completed and corrective actions required as a result of the final inspection are completed to the satisfaction of the sponsor.

    ☑ Yes ☐ No ☐ N/A

11. If applicable, the as-built plans, an equipment inventory, and a revised airport layout plan have been or will be submitted to the FAA.

    ☑ Yes ☐ No ☐ N/A

12. Applicable close out financial reports have been or will be submitted to the FAA.

    ☑ Yes ☐ No ☐ N/A

13. The construction of all buildings have complied or will comply with the seismic construction requirements of 49 CFR § 41.120.

☐ Yes ☐ No ☑ N/A

Additional documentation for any above item marked “no”:

Sponsor’s Certification

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and additional documentation for any item marked “no” is correct and complete.

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.

Executed on this _____day of _____, _____.

Name of Sponsor: City of Hays, Kansas

Name of Sponsor’s Designated Official Representative: Mr. I.D. Creech

Title of Sponsor’s Designated Official Representative: Director of Public Works

Signature of Sponsor’s Designated Official Representative: _____

Project Plans and Specifications
Airport Improvement Program Sponsor Certification

Sponsor: City of Hays, Kansas

Airport: Hays Regional Airport

Project Number: 3-20-0028-32

Description of Work:

Application

49 USC § 47105(d) authorizes the Secretary to require certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program (AIP) labor and civil rights standards applicable to AIP are established by the Department of Labor (www.dol.gov/). AIP Grant Assurance C.1—General Federal Requirements identifies applicable federal laws, regulations, executive orders, policies, guidelines and requirements for assistance under AIP. A list of current advisory circulars with specific standards for design or construction of airports as well as procurement/ installation of equipment and facilities is referenced in standard airport sponsor Grant Assurance 34 contained in the grant agreement.

Certification Statements

Except for the certification statement below marked as not applicable (N/A), this list includes major requirements for this aspect of project implementation. This list is not comprehensive nor does it relieve the sponsor from fully complying with all applicable statutory and administrative standards.

1. The plans and specifications were or will be prepared in accordance with applicable federal standards and requirements, so no deviation or modification to standards set forth in the advisory circulars, or state standard, is necessary other than those previously approved by the Federal Aviation Administration (FAA).

   ☑ Yes ☐ No ☐ N/A

2. Specifications for the procurement of equipment are not or will not be proprietary or written so as to restrict competition. At least two manufacturers can meet the specification.

   ☑ Yes ☐ No ☐ N/A

3. The development that is included or will be included in the plans is depicted on the airport layout plan approved by the FAA.

   ☑ Yes ☐ No ☐ N/A

4. Development that is ineligible for AIP funding has been or will be omitted from the plans and specifications.

   ☑ Yes ☐ No ☐ N/A

5. The process control and acceptance tests required for the project by standards contained in Advisory Circular 150/5370-10 are or will be included in the project specifications.

   ☑ Yes ☐ No ☐ N/A

6. If a value engineering clause is incorporated into the contract, concurrence was or will be obtained from the FAA.

   ☑ Yes ☐ No ☐ N/A

7. The plans and specifications incorporate or will incorporate applicable requirements and recommendations set forth in the federally approved environmental finding.

   ☑ Yes ☐ No ☐ N/A

8. For construction activities within or near aircraft operational areas, the requirements contained in Advisory Circular 150/5370-2 have been or will be discussed with the FAA as well as incorporated into the specifications, and a safety/phasing plan has FAA's concurrence, if required.

   ☑ Yes ☐ No ☐ N/A

9. The project was or will be physically completed without federal participation in costs due to errors and omissions in the plans and specifications that were foreseeable at the time of project design.

   ☐ Yes ☐ No ☑ N/A

10. The design of all buildings have complied or will comply with the seismic design requirements of 49 CFR § 41.120.

    ☐ Yes ☐ No ☑ N/A

Attach Additional documentation for any above item marked "no":

Sponsor's Certification

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and additional documentation for any item marked "no" is correct and complete.

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.

Executed on this _____ day of _____ , _____.

Name of Sponsor:

Name of Sponsor's Designated Official Representative: Director of Public Works

Title of Sponsor's Designated Official Representative:

Signature of Sponsor's Designated Official Representative: _____

Airport Capital Improvement Plan

PROJECT	2015	2016	2017	2018	2019	2020	CITY SHARE	CITY SOURCE	OUTSIDE SHARE	OUTSIDE SOURCE	GRAND TOTAL
RNWY 4-22 Rehab	$ 76,340						$ 76,340	PFC/Airport Imp	$ 687,060	FAA 90%	**$ 763,400**
Improve Fuel Farm		$ 215,000					$ 215,000	Airport Imp	$ 300,000	FAA (parital)	**$ 515,000**
Snow Removal Equipment		$ 17,000					$ 17,000	New Equip Reserv	$ 153,000	FAA 90%	**$ 170,000**
Wildlife Fence			$ 126,957				$ 126,957	PFC/Airport Imp	$ 1,142,610	FAA 90%	**$ 1,269,567**
Parking Lot Improvements				$ 11,550			$ 11,550	PFC/Airport Imp	$ 103,950	FAA 90%	**$ 115,500**
Apron Drainage Improvements					$ 47,299		$ 47,299	PFC/Airport Imp	$ 425,694	FAA 90%	**$ 472,993**
Reconstruct Taxiway I						$ 51,847	$ 51,847	PFC/Airport Imp	$ 466,626	FAA 90%	**$ 518,473**
Master Plan Update						$ 20,000	$ 20,000	PFC/Airport Imp	$ 180,000	FAA 90%	**$ 200,000**
Dept. Yearly Subtotal:	**$ 76,340**	**$ 232,000**	**$ 126,957**	**$ 11,550**	**$ 47,299**	**$ 71,847**	**$ 565,993**	**$ -**	**$ 3,458,940**	**$ -**	**$ 4,024,933**

Priority Airport Queue	City Share	Total	
Land Acquisition	$ 50,000	$ 500,000	FAA 90%
Reconstruct Taxiway M (202	$ 402,632	$ 4,026,316	FAA 90%
Apron Expansion (2023)	$ 81,704	$ 817,042	FAA 90%
	$ 534,336	**$ 5,343,358**	

Airport Project Queue	City Share	Total	
Parallel Taxiway 4-22 (2025)	**$ 430,672**	$ 4,306,722	FAA 90%
Extend Runway 16-34	**$ 126,000**	$ 1,260,000	FAA 90%
Large Commercial Hangar	**$ 350,000**	$ 350,000	not FAA eligible
	$ 906,672	**$ 5,916,722**	

January 7, 2105

CITY OF HAYS
AGENDA ITEM COVER SHEET

COMMISSION AGENDA ITEM NO. 9 **MEETING DATE: 5-14-15**

TOPIC:

Crosswind Runway Rehabilitation – Construction Engineering

ACTION REQUESTED:

Contingent upon FAA awarding a grant for federal funding, approve the Work Authorization from BMcD in the amount of $99,780.00, and authorize the City Manager to execute Authorization No. 8.

NARRATIVE:

The previous agenda item addressed bids received for the rehabilitation of the crosswind runway at the Hays Regional Airport. Inspection and observation of the construction needs to be accomplished according to FAA guidelines to satisfy the terms of the grant funding and to assure proper adherence to the plans and quality construction. The City's Airport Engineering Consultant has presented a scope of services and fee to accomplish the required construction oversight and project documentation. The cost for said services is $99,780; of which, 90% will be funded by the FAA, leaving $9,978.00 to be funded by the City. The City Commission is asked to approve the work authorization from Burns and McDonnell contingent upon FAA awarding a grant for construction.

PERSON/STAFF MEMBER(S) MAKING PRESENTATION:

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

ADMINISTRATION RECOMMENDATION:

Staff recommends approving the Work Authorization from BMcD, contingent upon FAA grant approval, and authorizing the City Manager to execute Authorization No. 8

COMMITTEE RECOMMENDATION(S):

N/A

ATTACHMENTS:

Staff Memo
Work Authorization No. 8 from Burns and McDonnell
In-house Fee Analysis

Commission Work Session Agenda Memo

From: John Braun, Assistant Director of Public Works

Work Session: May 7, 2015

Subject: Crosswind Runway Rehabilitation – Construction Engineering

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

Summary

The previous agenda item addressed bids received for the rehabilitation of the crosswind runway at the Hays Regional Airport. Inspection and observation of the construction needs to be accomplished according to FAA guidelines to satisfy the terms of the grant funding and to assure proper adherence to the plans and quality construction. The City's Airport Engineering Consultant has presented a scope of services and fee to accomplish the required construction oversight and project documentation. The cost for said services is $99,780; of which, 90% will be funded by the FAA, leaving $9,978.00 to be funded by the City. The City Commission is asked to approve the work authorization from Burns and McDonnell contingent upon FAA awarding a grant for construction.

Background

A separate agenda item discussed bids received for the rehabilitation of the Crosswind Runway 4-22. FAA requires that bids are received prior to making application for an Airport Improvement Program Grant. In addition to the cost of construction, the FAA grant would also cover the cost of construction phase engineering services (inspection) at the rate of 90%.

Discussion

The amount of time and the level of oversight needed for the inspection of this project exceeds the available resources of the City to accomplish in-house. Therefore, the services of a professional engineering firm are required. Burns and McDonnell (BMcD) was selected as the City's airport engineer, and have presented a scope and fee to accomplish construction phase engineering services.

As required by FAA, a fee analysis was accomplished. This was done in-house by City staff. The first proposal from BMcD was $105,081, which exceeded staff's estimate by 6.6%. After negotiation, BMcD modified the scope and reduced the fee to **$99,780.00**, which was within 1.2% of staff's estimate. **See attached Fee Analysis.**

City Staff will assist in the daily observation of construction to help reduce costs.

Legal Consideration

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

Financial Consideration

The cost for construction phase engineering services to be provided by BMcD is $99,780; of which, 90% will be funded by the FAA, leaving $9,978 to be funded by the City.

A summary of the total project cost is tabulated below:

	TOTAL	FEDERAL	CITY
Design	$95,349.00	$85,814.10	$9,534.90
Construction	$651,672.19	$586,505.97	$65,167.22
Inspection	**$99,780.00**	**$89,802.00**	**$9,978.00**
Incidentals (Tech Ops & Admin)	$21,000.00	$18,900.00	$2,1000
Total	$867,800.89	$781,020.80	$86,780.09

The Airport Improvement Account has adequate funds to finance this project, plus the Passenger Facility Charge of $4.50 per ticketed passenger departing Hays Regional Airport on United Express will be used to reimburse the City share over time.

Options

The City Commission has the following options:

- Approve Work Authorization No. 8 from Burns and McDonnell in the amount of $99,780 contingent upon FAA awarding a grant.
- Provide Staff with Alternate Direction

Recommendation

Staff recommends approving the Work Authorization from BMcD, contingent upon FAA grant approval, and authorizing the City Manager to execute Authorization No. 8

Action Requested

Contingent upon FAA awarding a grant for federal funding, approve the Work Authorization from BMcD in the amount of $99,780.00, and authorize the City Manager to execute Authorization No. 8.

Supporting Documentation

Work Authorization No. 8 from Burns and McDonnell
In-house Fee Analysis

AUTHORIZATION NO. 8
FOR CONSTRUCTION PHASE SERVICES
FOR
THE REHABILITATION OF RUNWAY 4-22
AT HAYS REGIONAL AIRPORT
AIP Project No. 3-20-0028-32

In accordance with SECTION 1 – AUTHORIZATION OF SERVICES of the Agreement for Professional Engineering Services (the "AGREEMENT") dated March 10, 2011 and amended on October 25, 2012, by and between THE CITY OF HAYS (SPONSOR) and BURNS & McDONNELL (CONSULTANT), the following Airport Improvement Project ("AIP") authorization is hereby given and mutually agreed upon:

A. PROJECT NAME AND DESCRPTION OF IMPROVEMENTS:

1. **Project Name**: Rehabilitation of Runway 4-22.

2. **Description of Improvements**: Provide construction phase services for the Rehabilitation of Runway 4-22:

B. DESCRIPTION OF SERVICES TO BE PERFORMED:

CONSULTANT has developed the following scope of engineering services for the aforementioned project. The Scope of Services is defined as follows:

Assumptions: The following assumptions have been established for construction phase services:

a. The project duration as identified in the Contract Documents indicates the Project Manual within 70 calendar days.
b. The SPONSOR will perform daily field observation reports for those days the CONSULTANT is not scheduled to be on site.
c. The SPONSOR will provide the CONSULTANT documentation of the field observations sufficient for the preparation of the FAA weekly reports prepared by the CONSULTANT.
d. The SPONSOR will notify the CONSULTANT in regards to questions or items which require a professional opinion or clarification of the contract documents.

1. **Construction Phase Services**: This includes activities for developing a construction observation program, providing part-time construction observation throughout the duration of the construction process and preparing a record set of drawings conforming to construction records documents for the completed project. The specific elements of work include:

   a. Develop a Construction Observation Program in accordance to ACE-1030. This document outlines the general responsibilities of

the SPONSOR, Federal Aviation Administration (FAA), CONSULTANT and Construction Contractor.

b. Attend and conduct one (1) preconstruction meeting with the Contractor, SPONSOR and FAA (if available) to determine detailed project requirements, budget, schedule, phasing and other pertinent items. This meeting will be attended by the CONSULTANT's Project Manager and Construction Services Team.

c. During the Design Phase, a preliminary construction schedule was developed by the CONSULTANT to determine the number of calendar days needed to complete construction of this project.

As a result, the Contractor will be required to complete this project within 70 calendar days from receipt of the SPONSOR's Notice-To-Proceed. To verify that the project is being constructed in compliance with the approved Contract Documents, the CONSULTANT will provide construction observation services as follows:

Phase 1: Contractor Calendar Days Allowed – 21.
Provide a part-time Resident Representative to perform three trips of two consecutive days for a period of 12-hours per day for a total of 24 hours per trip and a single trip for a total of 12-hours. The maximum not to exceed total for these trips is 84 hours and includes travel time.

Phase 2: Contractor Calendar Days Allowed – 21.
Provide a part-time Resident Representative to perform three trips of two consecutive days for a period of 12-hours per day for a total of 24 hours per trip. The maximum not to exceed total for these trips is 72 hours and includes travel time.

Phase 3: Contractor Calendar Days Allowed – 14.
Provide a part-time Resident Representative to perform two trips of three consecutive days for a period of 12-hours per day for a total of 36 hours per trip and a single trip for a total of 12-hours. The maximum not to exceed total for these trips is 84 hours and includes travel time.

Phase 4: Contractor Calendar Days Allowed – 14.
Provide a part-time Resident Representative to perform two trips of three consecutive days for a period of 12-hours per day for a total of 36 hours per trip and a single trip for a total of 12-hours.

The maximum not to exceed total for these trips is 84 hours and includes travel time.

Actual scheduling of trips will be coordinated with the SPONSOR as based on the Contractor's project schedule.

d. Performing shop drawing reviews and material certifications as received from the Contractor. The CONSULTANT estimates 12 original shop drawings will be reviewed. It is assumed 25% of the initial submittals will need to be resubmitted by the contractor and re-reviewed by the CONSULTANT. It is assume 2-hours per review including administrative processing. As a result, 15 shop drawings will be reviewed at 2-hours per submittal for a total of 30 hours.

e. Respond to field issues throughout the duration of the project (70 calendar days – approximately 10 weeks). It is assumed this effort will require 6 hours per week for 10 weeks equating to 60 hours to field issues throughout the duration of the project.

f. Coordinate and review monthly pay estimates and weekly progress reports (field diaries, weather reports, DBE reports, labor report and equipment reports) as received from the Resident Representative and SPONSOR provided representative's intermittent field observations. This effort assumes 2 hours per week for a duration of 10 weeks for a total of 20 hours.

g. Coordinate and prepare change orders and supplement agreements for the duration of the project. This effort assumes 3 of these efforts, (including the closeout (final quantity adjustment) change order) at 7 hours per effort for a total of 21 hours.

h. Testing. The CONSULTANT will provide through the services of a testing laboratory, all first time testing for the required tests as identified in the Contract Documents.

i. Reports: The CONSULTANT will prepare the following documentation:
   1. Weekly Testing Reports: Tests reports including types of tests taken, applicable standards, location of tests, tests results (highlighting those tests which fail specification requirements), provisions for failed tests, and specification requirements shall be recorded and filed in a timely and orderly manner and shall be made available for review by the FAA upon request.

2. Final Report: At the end of the project, the CONSULTANT shall submit a final test and quality assurance report documenting the results of all tests performed. Those tests that failed or did not meet the applicable test standard shall be highlighted and corrective action/retesting noted. The report shall include the pay reductions applied and justification for accepting any out-of-tolerance materials.

3. Wage Rate Interviews. These reports will be conducted on a random basis and during the Resident Representatives site visits.

j. Prepare Final Punch List. The Resident Project Representative, and one additional member of the CONSULTANTS project team, SPONSOR, FAA (if available) and Contractor will perform a pre-final walk through of the project and prepare a final punch list of the project.

k. Final Walk Through. The Resident Project Representative will attend a final project walk through with SPONSOR and FAA to verify the final punch list items have been addressed and the project is acceptable to the SPONSOR and FAA.

l. Provide a total of two site visits by the CONSULTANTS's Project Manager. These will be determined based on the Contractor's proposed schedule.

m. CONSULTANT will provide Project Management throughout the duration of the project. A total of 2.5 hours per week for ten weeks.

n. Project Closeout: Prepare a set of drawings that Conform to Construction Records. These drawings will incorporate the Contractor's redlined mark-ups and those approved modifications identified by the Resident Project Representative. The CONSULTANT will distribute one copy (each) of the drawings to the OWNER and FAA.

o. Project Closeout: Provide FAA closeout documents per ACE-1610 Development Project Closeout.

C. METHOD OF COMPENSATION:

1. Compensation of the Scope of Work for items B.1.a through m shall be made by Method B – Cost Plus a Fixed Payment according to SECTION 6-COMPENSATION, paragraph 6.1.2, which outlines compensation on a cost plus a fixed payment.

2. Compensation of the Scope of Work for items B.1.n and 0 shall be made by Method A – Fixed Lump Sum Payment according to SECTION 6-COMPENSATION, paragraph 6.1.1, which outlines compensation on a fixed lump sum basis

D. AMOUNT OF COMPENSATION:

1. CONSULTANT will perform the Scope of Services for items identified in B.1 of this Authorization No. 8, per the terms and conditions set forth in the Agreement, for an estimated Not to Exceed cost of Ninety Nine Thousand Seven Hundred Eighty Dollars ($99,780). The distribution of Services is shown in Table A

TABLE A

SCHEDULE OF FEES FOR CONSTRUCTION SERVICES	
Construction Services: (Items B.1.a through m)	$92,143.00
Construction Services: Project Closeout (Items B.1.n & o)	$7,637.00
Total Cost of Construction Phase Services	**$99,780.00**

E. ESTIMATED TIME OF COMPLETION:

1. The estimated time to complete the Scope of Services of this Authorization No. 8 is estimated at (60) calendar days after construction has been completed.

F. CONSULTANT'S NOTICE TO PROCEED DATE:

1. CONSULTANT is prepared to commence work on this project immediately upon receiving a Notice to Proceed. The Notice to Proceed date for this project is _____.

It is further understood and agreed by the parties hereto that all of the terms and conditions of the AGREEMENT are hereby incorporated by reference as if set forth fully herein and are made a part of this Authorization.

IN WITNESS WHEREOF, the parties hereto have caused this Authorization to be executed in three (3) counterparts by their duly authorized representatives and made effective the day and year first written above.

----------oooOooo----------

City of Hays, Kansas	Burns & McDonnell Engineering Company, Inc.
By_____	By_____
Toby Dougherty	David G. Hadel, P.E.
City Manager	Director, Aviation Services

ATTEST:

By_____
City Clerk

END OF AUTHORIZATION NO. 8

DERIVATION OF CONSULTANT PROJECT COSTS
SUMMARY OF COSTS
RUNWAY 4-22 REHABILITATION PROJECT
HAYS REGIONAL AIRPORT
CONSTRUCTION PHASE SERVICES FOR RUNWAY 4-22
BASIC AND SPECIAL SERVICES
April 1, 2015

1 DIRECT SALARY COSTS:

TITLE	HOURS	RATE/HOUR	COST ($) Office	Field	Contract
Project Manager	67.00	$63.00	$4,221.00	$0.00	$0.00
Sr. Civil Engineer	30.00	$48.50	$1,455.00	$0.00	$0.00
Staff Engineer	158.50	$33.50	$5,309.75	$0.00	$0.00
Assistant Civil Engineer	0.00	$28.00	$0.00	$0.00	$0.00
Sr. Electrical Engineer	0.00	$52.00	$0.00	$0.00	$0.00
Staff Electrical Engineer	0.00	$44.00	$0.00	$0.00	$0.00
Field Representative	332.00	$33.50	$0.00	$11,122.00	$0.00
Sr. Technician	10.00	$28.00	$280.00	$0.00	$0.00
Staff Technician	19.00	$24.00	$456.00	$0.00	$0.00
Sr. Geotechnical Engineer	0.00	$54.00	$0.00	$0.00	$0.00
Planner	0.00	$37.00	$0.00	$0.00	$0.00
Clerical	30.00	$19.00	$570.00	$0.00	$0.00
	646.50				
Total Direct Salary Costs			$12,291.75	$11,122.00	$0.00

2 LABOR AND GENERAL ADMINISTRATIVE OVERHEAD:

Percentage of Direct Salary Costs @	203.64% Office	$25,030.92		
Percentage of Direct Salary Costs @	203.64% Field		$22,648.84	
Percentage of Direct Salary Costs @	0.00% Contract			$0.00

3 SUBTOTAL:

Items 1 and 2	$37,322.67	$33,770.84	$0.00

4 PROFIT:

10.00%	% of Item 3 Subtotal	$3,732.27	$3,377.08	$0.00
	Subtotal	$41,054.94	$37,147.92	$0.00

5 OUT-OF-POCKET EXPENSES:

a. Transportation (Office Staff)	5.00 Trip @	$255.750 / Trip =	$1,278.75		
b. Transportation (Field Staff)	16.50 Trip @	$255.750 / Trip =		$4,219.88	
c. Expense (meals) office (per day)	8.00 days @	$35.00 / day=	$280.00		
d. Expense (lodging) office (per day)	0.00 days @	$110.00 / day=	$0.00		
e. Expense field (meals) : per day	27.00 days @	$35.00 / day =		$945.00	
f. Expense field (Lodging) : per day	27.00 days @	$110.00 / day =		$2,970.00	
g. Comp. hrs: (N/A)	29.00 Hours @	$0.00 / Hour =	$0.00		
h. Comp. hrs: (N/A)	617.50 Hours @	$0.00 / Hour =	$0.00		
i. Materials and Supplies		=	$2,883.52	$0.00	$0.00
Total Out-of-Pocket Expenses			$4,442.27	$8,134.88	$0.00

6 SUBCONTRACT COSTS:

a. Surveyor: N/A	=	$0.00	$0.00	$0.00
b. Material Testing: Alfred Benesch	=	$0.00	$0.00	$9,000.00
c. Field Support: N/A	=	$0.00	$0.00	$0.00
d. Other: N/A	=	$0.00	$0.00	$0.00
	Subtotal	$0.00	$0.00	$9,000.00

7 MAXIMUM TOTAL FEE:

Items 1, 2, 3, 4, 5 and 6	**$45,497.20**	**$45,282.80**	**$9,000.00**

TOTAL:	**SUMMARY**	**$99,780.00**

SUMMARY

DERIVATION OF CONSULTANT PROJECT COSTS
SUMMARY OF COSTS
RUNWAY 4-22 REHABILITATION PROJECT
HAYS REGIONAL AIRPORT
CONSTRUCTION PHASE SERVICES FOR RUNWAY 4-22
BASIC AND SPECIAL SERVICES
April 1, 2015

Classification:	Project Manager	Sr. Civil Engineer	Staff Engineer	Assistant Civil Engineer	Sr. Electrical Engineer	Staff Electrical Engineer	Field Representative	Sr. Technician	Staff Technician	Sr. Geotechnical Engineer	Planner	Clerical	Other Costs
Gross Hourly Rate:	$210.42	$161.99	$111.89	$93.52	$173.68	$146.96	$111.89	$93.52	$80.16	$180.36	$123.58	$63.46	
A. BASIC SERVICES													
1 **CONSTRUCTION PHASE SERVICES (OFFICE/FIELD)**	62.00	28.00	126.50				332.00	6.00	3.00			26.00	(1, 2, 3, 4, 5)
Total = $83,143.00	$13,046.20	$4,535.77	$14,154.25				$37,147.92	$561.13	$240.48			$1,649.98	$11,807.27
2 **PROJECT CLOSEOUT TASKS (ACE-1610)**	5.00	2.00	32.00					4.00	16.00			4.00	(1, 2, 3, 4, 5)
Total = $7,637.00	$1,052.11	$323.98	$3,580.52					$374.08	$1,282.58			$253.84	$769.88
3 **N/A**													(1, 2, 3, 4, 5)
Total =													
4 **N/A**													(1, 2, 3, 4, 5)
Total =													
5 **N/A**													(1, 2, 3, 4, 5)
Total =													
PART A SUBTOTAL =	**$90,780.00**												
B. SPECIAL SERVICES													
1 **MATERIAL TESTING / QUALITY ASSURANCE**													(1, 2, 3, 4, 5)
Total = $9,000.00													$9,000.00
2 **N/A**													(1, 2, 3, 4, 5)
Total =													
3 **N/A**													(1, 2, 3, 4, 5)
Total =													
4 **N/A**													(1, 2, 3, 4, 5)
Total =													
5 **N/A**													(1, 2, 3, 4, 5)
Total =													
PART B SUBTOTAL =	**$9,000.00**												
GRAND TOTAL =	**$99,780.00**												

(1) Mileage, Motel and Meals (3) Computer Services (5) Other (identify)
(2) Equipment, Materials and Supplies (4) Vendor Services

EXHIBIT V SUMMARY

Detailed Fee/Cost Analysis
(variation of AC 150/5100-14E - Appendix E)

Airport: KHYS - Hays Regional Airport
Project: AIP Project # 3-20-0028-32 Rehabilitation of Runway 4-22
Date: April 1, 2015
Estimated Construction Costs (ECC): $560,000
Estimated Construction Duration: 70 calendar days **10 weeks**

Prepared By: John Braun, Assistant Director of Public Works
Signature: John Braun

Item	Sponsor's Independent Estimate			Consultant Fee Proposal			Negotiation	
Wages and Overhead	Hourly Rate	Estimated Hours	Cost	Hourly Rate	Estimated Hours	Cost	Difference	Objective
Principal		0	$ -		-	$ -	$ -	
Project Manager	$ 63.00	64	$ 4,032.00	$ 63.00	67.00	$ 4,221.00	$ 189.00	less hours B.1.d & e
Senior Civil	$ 48.50	32	$ 1,552.00	$ 48.50	34.00	$ 1,649.00	$ 97.00	less hours B.1.d & e
Civil Engineer	$ 33.50	160	$ 5,360.00	$ 33.50	184.50	$ 6,180.75	$ 820.75	less hours B.1.d & e
CADD Tech	$ 24.00	19	$ 456.00	$ 24.00	19.00	$ 456.00	$ -	
Resident Engineer/Field Rep	$ 33.50	332	$ 11,122.00	$ 33.50	344.00	$ 11,524.00	$ 402.00	one less trip
Senior Inspector/Tech	$ 28.00	10	$ 280.00	$ 28.00	10.00	$ 280.00	$ -	
Clerical	$ 19.00	30	$ 570.00	$ 19.00	30.00	$ 570.00	$ -	
Subtotal Hours/Wages		**647**	**$ 23,372.00**		**688.50**	**$ 24,880.74**	**$ 1,508.74**	
Overhead	200.00%		$ 46,744.00	203.64%		$ 50,667.14	$ 3,923.14	
Subtotal Wages and Overhead			**$ 70,116.00**			**$ 75,547.88**	**$ 5,431.88**	
Profit	10%		$ 7,011.60	10%		$ 7,554.79	$ 543.19	
Geotech			$ 9,000.00			$ 9,000.00		
Travel			$ 5,250.00			$ 5,754.41		21 trips at $250 each
Lodging			$ 2,970.00			$ 3,080.00		27 days at $110 each
Per Diem			$ 1,242.00			$ 1,260.00		27 days at $46 based on GSA
Materials/Supplies (Printing)			$ 3,000.00			$ 2,883.93		
Total Fee			**$ 98,589.60**			**$105,081.01**	**$ 6,491.41**	**106.6%**
As percent of ECC			17.61%			18.76%		
Consultant Services							Revised Proposal based on negotiation	
Construction Phase Services			$ 79,730.64			$ 88,444.01	$ 83,143.00	
Project Closeout	10%		$ 9,858.96			$ 7,637.00	$ 7,637.00	
Subcontracted Costs (Material Testing)			$ 9,000.00			$ 9,000.00	$ 9,000.00	
TOTAL			**$ 98,589.60**			**$105,081.01**	**$ 99,780.00**	**101.21%**

CITY OF HAYS
AGENDA ITEM COVER SHEET

COMMISSION AGENDA ITEM NO. 10 **MEETING DATE: 5-14-15**

TOPIC:

Newly Seeded Lawn Permits

ACTION REQUESTED:

Approve Ordinance No. 3899 containing the proposed changes to the newly seeded lawn permit process and increase the fees for a cool season grass permit to $_____.

NARRATIVE:

During the process of reviewing the newly seeded lawn permit process and its relation to the turf conversion incentive program, it was determined that the 10-day permit may need to be extended to guarantee warm season vegetation establishment during certain circumstances. These circumstances may include hot, dry conditions, northern facing slopes, or Bermuda grass started from seed.

PERSON/STAFF MEMBER(S) MAKING PRESENTATION:

Toby Dougherty, City Manager
Bernie Kitten, Director of Utilities
Jason Riegel, Water Conservation Specialist

ADMINISTRATION RECOMMENDATION:

Staff recommends the change to the newly seeded lawn permit process.

COMMITTEE RECOMMENDATION(S):

N/A

ATTACHMENTS:

Staff Memo
Ordinance No. 3899
Revised Newly Seeded Lawn Permit (Red Line)
Photo of a permit

Commission Work Session Agenda Memo

From: Jason Riegel, Water Conservation Specialist

Work Session: May 7, 2015

Subject: Newly Seeded Lawn Permit

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

Summary

The City's Newly Seeded Lawn Permit is in need of a change to make the program more flexible to weather conditions, site conditions, and vegetative type. Current regulation can discourage the seeding of certain type of warm season grasses as the permit does not allow adequate time and no extensions are allowed. With the addition of the turf conversion program staff wants to ensure all hindrances are removed for those who want to plant warm season during optimal times of the year.

Background

The City of Hays prohibits outdoor watering from the hours of noon and 7 p.m. between June 1st and September 30th of each year. Residents wishing to seed or sod a warm season lawn during this period are able to obtain a permit from the City, at no charge. This allows them to water outdoors during the prohibited period to establish a new warm season lawn. These lawn permits only allow 10 days with no extension. Warm season lawn permits are granted from June 1st to August 1st.

Cool season lawn permits cost $100 from August 25th to Sept 30th.

Discussion

During the process of reviewing the Newly Seeded Lawn Permit program City Staff has determined the 10 day permit may need to be extended during certain circumstances to guarantee warm season vegetation establishment. Such instances may include hot, dry conditions or northern facing slopes.

In particular some cultivars of Bermuda grass may take up to 14 days to germinate when started from seed. The current 10 day permit could limit the success of Bermuda lawns from seed.

City staff suggests the attached Red line changes to the legislation. In particular when an extension for a warm season lawn permit is requested, staff would make the determination based on current conditions and type of lawn planted. This change allows

flexibility to work with residents desiring to make changes and save water through their landscape.

Legal Consideration

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

Financial Consideration

There will be no changes to the fee system in place. Currently, permits for warm season grass varieties are offered at no cost. Permits for cool season grass varieties are $100.

Options

The City Commission has the following options:

- Approve the revised Newly Seeded Lawn Permit and adopting ordinance.
- Deny the revised Newly Seeded Lawn Permit and adopting ordinance.
- Provide staff with further direction.
- Do nothing.

Recommendation

City staff recommends approval of the changes to the 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 (Red Line)
Ordinance (Red Line)
Photo of a permit

ORDINANCE NO. 3899

AN ORDINANCE AMENDING CHAPTER 65 OF THE CITY OF HAYS, KANSAS, MUNICIPAL CODE, BY MODIFYING ARTICLE III, DIVISION 1, SECTION 65-69(c), REGARDING WATER ALLOTMENT AND CONSERVATION, SUBSECTION 65-69(c) REGULATIONS, SUBSECTION (3).

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

Section 1. Chapter 65, Article III, Division 1, Section 65-69, Subsection 65-69(c)(3), of the City of Hays, Kansas Municipal Code is hereby amended to read:

"(3) Outdoor watering, including, but not limited to, the irrigation of lawns, shrubs, flowers, trees, gardens and other outdoor vegetation, with potable water, shall be prohibited between the hours of 12:00 noon and 7:00 p.m., between June 1 and September 30, inclusive. Upon application and good cause shown, a special permit may be issued by the City to allow watering newly seeded lawns between said hours and said dates, with the terms and conditions of said permit to be established by the City, taking into account the type of grass and vegetation to be planted and watered so as to maximize the benefit of the use of potable water for said purpose, minimizing the waste of water and encouraging the water user to establish the grass and other vegetation at the optimum time and season. Said permit shall be valid for ten days, shall restrict and regulate watering consistent with all ordinances and regulations, and shall be posted prominently at the site of the planting so that law enforcement and the public can easily view the permit. At the discretion of City staff, said permit may be renewed for a period of 10 days if warranted, taking into account the type of vegetation planted. The City shall establish fees for said permits, in such a manner as to encourage the planting of low-water-use grass and vegetation and shall establish a system and program to purchase warm season, low-water-use seed and plants to give to applicants who are converting higher water-use grass and vegetation to lower water-use grass and vegetation. The City Manager or his designee shall inform the City Commission, as needed, of all current provisions of said permits, setting out all pertinent requirements and regulations, fees, financial incentives, and other information."

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

PASSED by the Commission on May 14, 2015.

_____
EBER PHELPS
Mayor

ATTEST:

_____
BRENDA KITCHEN
City Clerk

(SEAL)

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 25th until September 30th.

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 20th therefore not requiring a permit.

For warm season Buffalo grass plantings:

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

Permit may be obtained between June 1st and August 1st. If warranted, City staff may extend warm season grass watering permits for a period of 10 days as determined by an on-site inspection.

For Bermuda grass plantings:

Permit may be obtained for 10 days for seeded, sodded, sprigged or plugged lawns between June 1st and August 1st. If warranted, City staff may extend warm season grass watering permits for a period of 10 days as determined by an on-site inspection.

Rules for plantings at new construction:

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.

Permit valid for the above-mentioned grass types only.

CITY OF HAYS
LAWN WATERING PERMIT

Address Issued For:_____

Effective From:_____ **To:**_____

CITY OF HAYS
AGENDA ITEM COVER SHEET

COMMISSION AGENDA ITEM NO. 11 **MEETING DATE: 5-14-15**

TOPIC:

Resolution Authorizing for Sale General Obligation Bonds, Series 2015A

ACTION REQUESTED:

Approve Resolution No. 2015-011 authorizing the offering for sale of General Obligation Bonds, Series 2015A in the amount of $1,010,000.

NARRATIVE:

City Staff, City Financial Advisor, George K. Baum & Company, and City Bond Counsel, Gilmore and Bell, P.C. have been working on documentation in preparation for the sale of General Obligation (GO) Bonds, Series 2015A. The Series 2015A Bonds will reimburse the City for expenditures related to Golden Belt Estates 5th Addition and 46th Street 2nd Addition. Subject to resizing the approximate principal amount of bonds to be issued is $1,010,000, and the bonds are scheduled to mature in 15 years. The Commission is being asked to approve a resolution authorizing the offering for sale of GO Bonds, Series 2015A. The competitive bid bond sale is scheduled for June 11, 2015. The City's Financial Advisor will be present at that night's commission meeting to review the results of the bond sale. City staff recommends the approval of the resolution.

PERSON/STAFF MEMBER(S) MAKING PRESENTATION:

Toby Dougherty, City Manager
Kim Rupp, Director of Finance

ADMINISTRATION RECOMMENDATION:

Staff recommends approving the resolution authorizing the sale of General Obligation Bonds Series 2015A in the amount of $1,010,000.

COMMITTEE RECOMMENDATION(S):

N/A

ATTACHMENTS:

Staff Memo
Maps of the districts
Excerpt of minutes
Resolution No. 2015-011
Certificate deeming preliminary official statement final
Notice of bond sale
Kansas Register form
Summary notice of bond sale
Official bid form

Commission Work Session Agenda Memo

From: Kim Rupp, Director of Finance

Work Session: May 7, 2015

Subject: Resolution Authorizing for Sale General Obligation Bonds, Series 2015A

Person(s) Responsible: Toby Dougherty, City Manager
Kim Rupp, Director of Finance

Summary

City Staff, City Financial Advisor, George K. Baum & Company, and City Bond Counsel, Gilmore and Bell, P.C. have been working on documentation in preparation for the sale of General Obligation (GO) Bonds, Series 2015A. The Series 2015A Bonds will reimburse the City for expenditures related to Golden Belt Estates 5th Addition and 46th Street 2nd Addition. Subject to resizing the approximate principal amount of bonds to be issued is $1,010,000, and the bonds are scheduled to mature in 15 years. The Commission is being asked to approve a resolution authorizing the offering for sale of GO Bonds, Series 2015A. City staff recommends the approval of the resolution.

Background

The Golden Belt Estates 5th Addition and 46th Street 2nd Addition improvement district projects are complete and ready to be financed. City staff will complete the special assessment process as required by state law in conjunction with the issuance of this bond series.

A summary of the bonds to be issued for these projects is as follows:

Project Description	Ord/Res No.	Authority	Principal Amount
Golden Belt 5th - Danby	2013-021	K.S.A. 12-6a01 *et seq.*	$295,632.29
Golden Belt 5th – Jagger Ct	2013-023	K.S.A. 12-6a01 *et seq.*	$262,784.26
46th Street 2nd Addition	2012-015	K.S.A. 12-6a01 *et seq.*	$453,951.60

Discussion

All costs for the improvement district projects have been paid for out of idle funds. It has been our practice, given the poor interest rate environment, to run all projects through one capital projects fund. Staff determined it wasn't economically feasible to issue temporary financing for projects that idle funds can easily handle. However, to comply with state statute reimbursement requirements it is now time to pay the capital projects fund back. Also, it is required by state statute that special assessment projects be bonded. There is no option to fund those out of something such as the Commission's Capital Reserve.

Legal Consideration

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

Financial Consideration

Total bond issue will be approximately $1,010,000 subject to resizing once special assessment proceedings are completed and costs of issuance and premium are determined. This issue will be rated by S&P. The rating presentation will be in May with the final bond rating received in June.

The bond sale is set for June 11th. The City's financial advisor, David Arteberry with George K Baum will be in Hays to conduct the competitive bid process. At that night's commission meeting, David will report the results of the sale and the commission will be asked to approve a bond sale ordinance and resolution.

These bonds will be paid from special assessment revenues received by the City as the property owners within the improvement district pay their tax bills.

Total cost of issuance included in the bonds is approximately $27,450.00. This covers the paying agent, Kansas Attorney General, CUSIP service bureau, Bond Counsel, Financial Advisor, the Rating Agency and Publication and Printing.

Options

The City Commission has the following options:

- Approve the resolution authorizing the bond sale
- Do nothing and provide staff with further direction

Recommendation

Staff recommends approving the resolution authorizing the sale of General Obligation Bonds Series 2015A in the amount of $1,010,000.

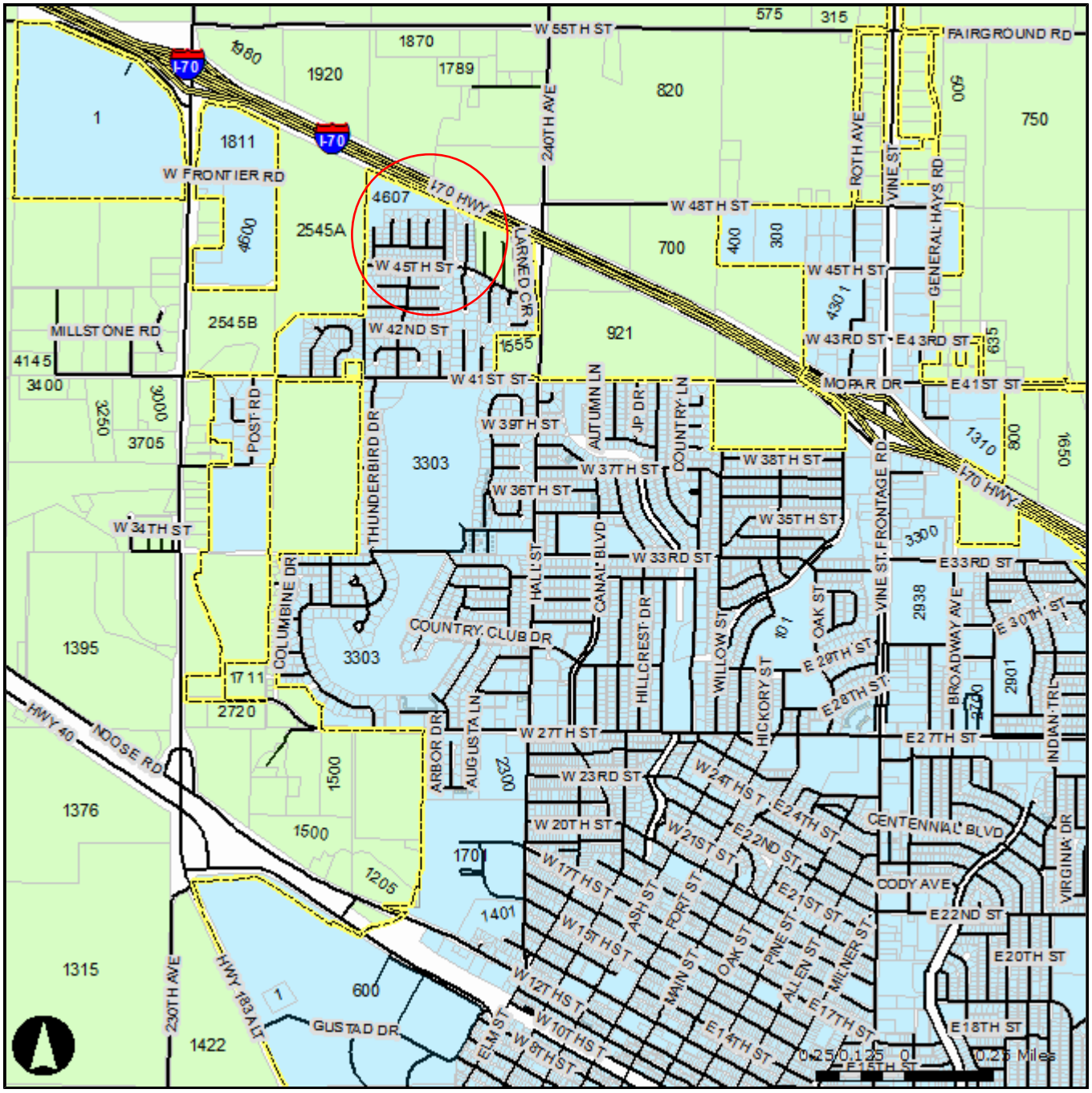
Action Requested

Approve Resolution authorizing the offering for sale of General Obligation Bonds, Series 2015A in the amount of $1,010,000.

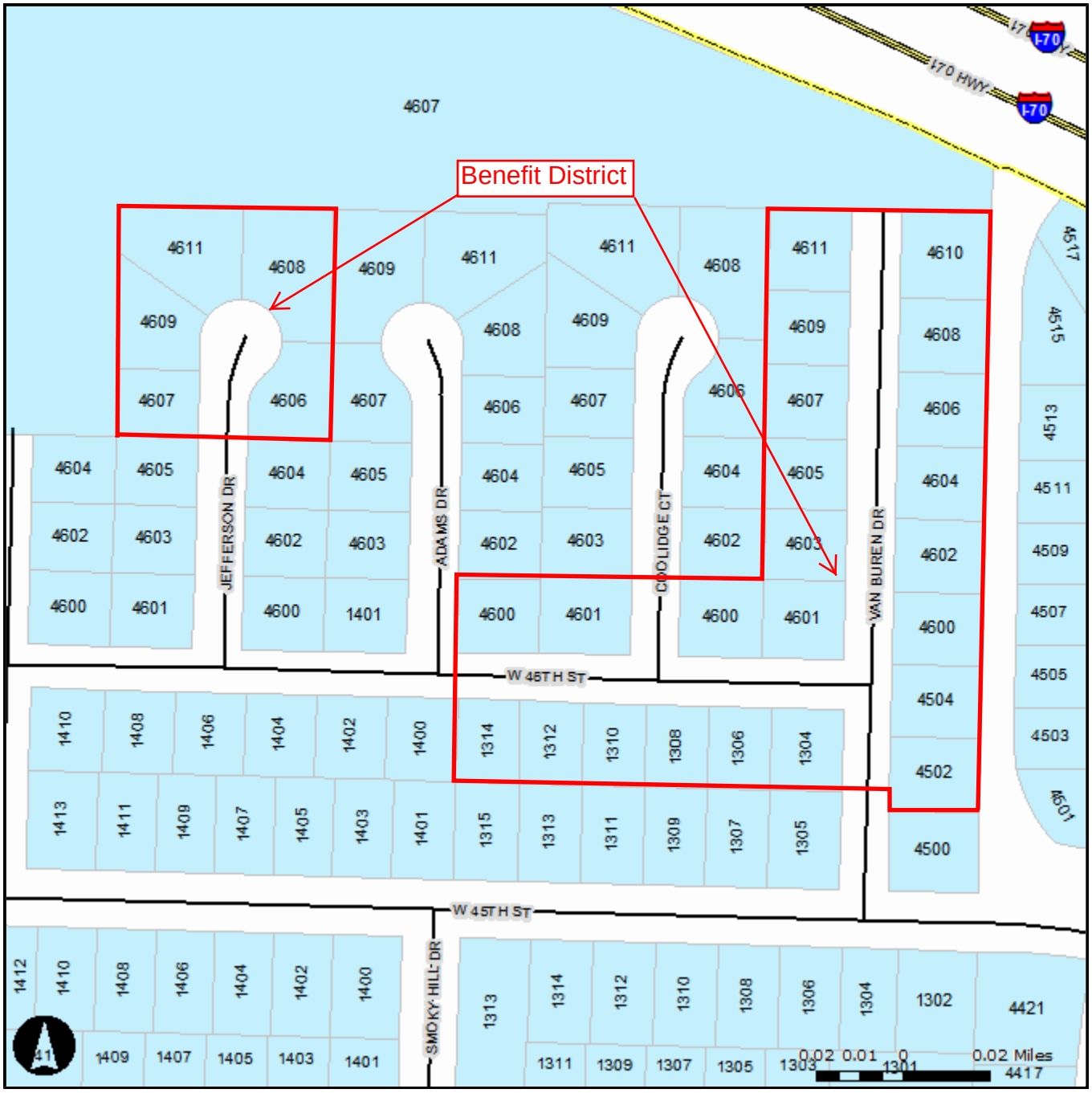
Supporting Documentation

Maps of the districts
Excerpt of minutes
Resolution for a public sale
Certificate deeming preliminary official statement final
Notice of bond sale
Kansas Register form
Summary notice of bond sale
Official bid form

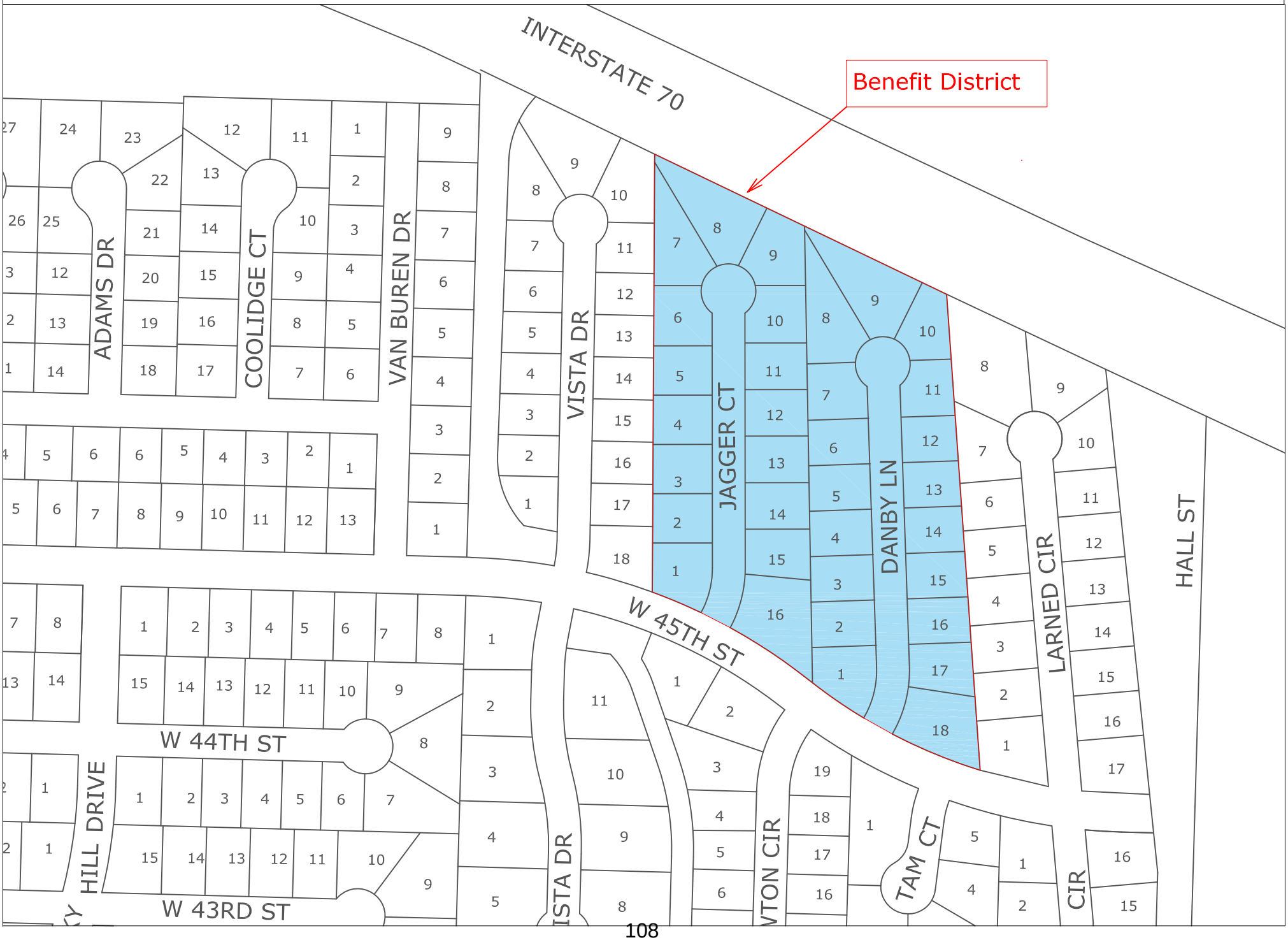
Map of Hays


W 55TH ST
FAIRGROUND RD
I-70
W FRONTIER RD
240TH AVE
ROTH AVE
VINE ST
GENERAL HAYS RD
W 48TH ST
W 45TH ST
W 42ND ST
LARNED CIR
MILLSTONE RD
W 43RD ST
E 43RD ST
W 41ST ST
MOPAR DR
E 41ST ST
POST RD
THUNDERBIRD DR
W 39TH ST
AUTUMN LN
JP DR
COUNTRY LN
W 38TH ST
W 37TH ST
W 36TH ST
W 35TH ST
VINE ST. FRONTAGE RD
W 34TH ST
W 33RD ST
E 33RD ST
COLUMBINE DR
HALL ST
CANAL BLVD
COUNTRY CLUB DR
HILLCREST DR
WILLOW ST
OAK ST
BROADWAY AVE
E 30TH ST
E 29TH ST
E 28TH ST
HICKORY ST
INDIAN TRL
HWY 40
NOOSE RD
W 27TH ST
E 27TH ST
ARBOR DR
AUGUSTA LN
W 23RD ST
W 24TH ST
E 24TH ST
W 20TH ST
W 21ST ST
E 22ND ST
CENTENNIAL BLVD
CODY AVE
VIRGINIA DR
W 17TH ST
E 21ST ST
ASH ST
PORT ST
MAIN ST
OAK ST
PINE ST
ALLEN ST
MILNER ST
W 15TH ST
E 22ND ST
E 20TH ST
W 12TH ST
E 17TH ST
230TH AVE
HWY 183 ALT
GUSTAD DR
W 10TH ST
E 14TH ST
E 18TH ST
ELM ST
W 8TH ST
E 15TH ST
0.25 0.125 0 0.25 Miles

46th St 2nd Addition



GOLDEN BELT ESTATES 5TH ADDITION



G.O. SALE DOCUMENTS

A. Excerpt of Minutes of Meeting authorizing offering for sale of Bonds
B. Resolution for a Public Sale
C. Certificate Deeming Preliminary Official Statement Final
D. Notice of Bond Sale
E. Kansas Register Form
F. Summary Notice of Bond Sale
G. Official Bid Form

EXCERPT OF MINUTES OF A MEETING
OF THE GOVERNING BODY OF
THE CITY OF HAYS, KANSAS
HELD ON MAY 14, 2015

The governing body met in regular session at the usual meeting place in the City, at 6:30 p.m., the following members being present and participating, to-wit:

Present: _____

Absent: _____

The Mayor declared that a quorum was present and called the meeting to order.

* * * * * * * * * * * * * *

(Other Proceedings)

The matter of providing for the offering for sale of General Obligation Bonds, Series 2015-A, came on for consideration and was discussed.

Commissioner _____ presented and moved the adoption of a Resolution entitled:

RESOLUTION AUTHORIZING THE OFFERING FOR SALE OF GENERAL OBLIGATION BONDS, SERIES 2015-A, OF THE CITY OF HAYS, KANSAS.

Commissioner _____ seconded the motion to adopt the Resolution. Thereupon, the Resolution was read and considered, and, the question being put to a roll call vote, the vote thereon was as follows:

Aye: _____.

Nay: _____.

The Mayor declared the Resolution duly adopted; the Clerk designating the same Resolution No. _____.

* * * * * * * * * * * * * *

(Other Proceedings)

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* * * * * * * * * * * * * *

CERTIFICATE

I hereby certify that the foregoing Excerpt of Minutes is a true and correct excerpt of the proceedings of the governing body of the City of Hays, Kansas, held on the date stated therein, and that the official minutes of such proceedings are on file in my office.

(SEAL)

_____
Clerk

(Signature Page to Excerpt of Minutes)

RESOLUTION NO. 2015-011

RESOLUTION AUTHORIZING THE OFFERING FOR SALE OF GENERAL OBLIGATION BONDS, SERIES 2015-A, OF THE CITY OF HAYS, KANSAS.

WHEREAS, the City of Hays, Kansas (the "Issuer"), has heretofore authorized certain internal improvements described as follows (collectively, the "Improvements"):

Project Description	Ord./Res. No.	Authority	Project Costs
46th Street Second Addition	2012-015	K.S.A. 12-6a01 *et seq.*	$453,951.60
Golden Belt Estates Fifth Addition – Danby Lane	2013-021	K.S.A. 12-6a01 *et seq.*	295,632.29
Golden Belt Estates Fifth Addition – Jagger Court	2013-023	K.S.A. 12-6a01 *et seq.*	262,784.26
		Total:	***$1,012,368.15***

WHEREAS, the Issuer proposes to issue its general obligation bonds to pay a portion of the costs of the Improvements; and

WHEREAS, the Issuer has selected the firm of George K. Baum & Company, Kansas City, Missouri ("Financial Advisor"), as financial advisor for one or more series of general obligation bonds of the Issuer to be issued in order to provide funds to permanently finance the Improvements; and

WHEREAS, the Issuer desires to authorize the Financial Advisor to proceed with the offering for sale of said general obligation bonds and related activities; and

WHEREAS, one of the duties and responsibilities of the Issuer is to prepare and distribute a preliminary official statement relating to said general obligation bonds; and

WHEREAS, the Issuer desires to authorize the Financial Advisor and Bond Counsel, in conjunction with the Clerk, to proceed with the preparation and distribution of a preliminary official statement and notice of bond sale and to authorize the distribution thereof and all other preliminary action necessary to sell said general obligation bonds.

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

Section 1. The Issuer is hereby authorized to offer for sale the Issuer's General Obligation Bonds, Series 2015-A (the "Bonds") described in the Notice of Bond Sale, which is hereby approved in substantially the form presented to the governing body this date

Section 2. The Mayor and Clerk in conjunction with the Financial Advisor are hereby authorized to cause to be prepared a Preliminary Official Statement, and such officials and other representatives of the Issuer are hereby authorized to use such document in connection with the sale of the Bonds.

Section 3. The Clerk, in conjunction with the Financial Advisor and Gilmore & Bell, P.C., Kansas City, Missouri ("Bond Counsel"), is hereby authorized and directed to give notice of said bond sale by publishing a summary of the Notice of Bond Sale not less than 6 days before the date of the bond sale in a newspaper of general circulation in Ellis County, Kansas, and the ***Kansas Register*** and by

distributing copies of the Notice of Bond Sale and Preliminary Official Statement to prospective purchasers of the Bonds. Proposals for the purchase of the Bonds shall be submitted upon the terms and conditions set forth in said Notice of Bond Sale, and shall be delivered to the governing body at its meeting to be held on such date, at which meeting the governing body shall review such bids and shall award the sale of the Bonds or reject all proposals.

Section 4. For the purpose of enabling the purchaser of the Bonds (the "Purchaser") to comply with the requirements of Rule 15c2-12 of the Securities and Exchange Commission (the "Rule"), the Mayor and Clerk or other appropriate officers of the Issuer are hereby authorized: (a) to approve the form of said Preliminary Official Statement and to execute the "Certificate Deeming Preliminary Official Statement Final" in substantially the form attached hereto as ***Exhibit A*** as approval of the Preliminary Official Statement, such official's signature thereon being conclusive evidence of such official's and the Issuer's approval thereof; (b) covenant to provide continuous secondary market disclosure by annually transmitting certain financial information and operating data and other information necessary to comply with the Rule to the Municipal Securities Rulemaking Board; and (c) take such other actions or execute such other documents as such officers in their reasonable judgment deem necessary to enable the Purchaser to comply with the requirement of the Rule.

Section 5. The Issuer agrees to provide to the Purchaser within seven business days of the date of the sale of Bonds or within sufficient time to accompany any confirmation that requests payment from any customer of the Purchaser, whichever is earlier, sufficient copies of the final Official Statement to enable the Purchaser to comply with the requirements of the Rule and with the requirements of Rule G-32 of the Municipal Securities Rulemaking Board.

Section 6. The Mayor, Clerk and the other officers and representatives of the Issuer, the Financial Advisor and Bond Counsel are hereby authorized and directed to take such other action as may be necessary to carry out the sale of the Bonds.

Section 7. This Resolution shall be in full force and effect from and after its adoption.

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ADOPTED by the governing body on May 14, 2015.

(SEAL)

_____
EBER PHELPS
Mayor

ATTEST:

_____
BRENDA KITCHEN
City Clerk

(Signature Page to Sale Resolution)

EXHIBIT A

CERTIFICATE DEEMING
PRELIMINARY OFFICIAL STATEMENT FINAL

May 14, 2015

To: _____
_____, _____

Re: Approximately $1,010,000.00 City of Hays, Kansas, General Obligation Bonds, Series 2015-A

The undersigned are the duly acting Mayor and Clerk of the City of Hays, Kansas (the "Issuer"), and are authorized to deliver this Certificate to the addressee (the "Purchaser") on behalf of the Issuer. The Issuer has heretofore caused to be delivered to the Purchaser copies of the Preliminary Official Statement (the "Preliminary Official Statement") relating to the above-referenced bonds (the "Bonds").

For the purpose of enabling the Purchaser to comply with the requirements of Rule 15c2-12(b)(1) of the Securities and Exchange Commission (the "Rule"), the Issuer hereby deems the information regarding the Issuer contained in the Preliminary Official Statement to be final as of its date, except for the omission of such information as is permitted by the Rule, such as offering prices, interest rates, selling compensation, aggregate principal amount, principal per maturity, delivery dates, ratings, identity of the underwriters and other terms of the Bonds depending on such matters.

CITY OF HAYS, KANSAS

By: _____
Title: Mayor

By: _____
Title: Clerk

NOTICE OF BOND SALE

$1,010,000*

CITY OF HAYS, KANSAS

GENERAL OBLIGATION BONDS
SERIES 2015-A

(GENERAL OBLIGATION BONDS PAYABLE
FROM UNLIMITED AD VALOREM TAXES)

Bids. Written and electronic (as explained below) bids for the purchase of the above-referenced bonds (the "Bonds") of the City of Hays, Kansas (the "Issuer") herein described will be received on behalf of the undersigned Clerk of the Issuer at the address hereinafter set forth in the case of written bids, and via PARITY® in the case of electronic bids, until 11:00 a.m., Central Time (the "Submittal Hour"), on

JUNE 11, 2015

(the "Sale Date"). All bids will be publicly evaluated at said time and place and the award of the Bonds to the successful bidder (the "Successful Bidder") will be acted upon by the governing body at its meeting to be held at 6:30 p.m. on the Sale Date. No oral or auction bids will be considered. Capitalized terms not otherwise defined herein shall have the meanings set forth in the hereinafter referenced Preliminary Official Statement relating to the Bonds.

Terms of the Bonds. The Bonds will consist of fully registered bonds in the denomination of $5,000 or any integral multiple thereof (the "Authorized Denomination"). The Bonds will be dated July 1, 2015 (the "Dated Date"), and will become due in principal installments on September 1 in the years as follows:

Year	Principal Amount*	Year	Principal Amount*
2016	$55,000	2024	$70,000
2017	60,000	2025	70,000
2018	60,000	2026	70,000
2019	60,000	2027	75,000
2020	65,000	2028	75,000
2021	65,000	2029	75,000
2022	65,000	2030	80,000
2023	65,000		

The Bonds will bear interest from the Dated Date at rates to be determined when the Bonds are sold as hereinafter provided, which interest will be payable semiannually on March 1 and September 1 in each year, beginning on March 1, 2016 (the "Interest Payment Dates").

Adjustment of Issue Size. The Issuer reserves the right to increase or decrease the total principal amount of the Bonds, depending on the purchase price and interest rates bid and the offering prices

* *Preliminary; subject to change. See "Adjustment of Issue Size" herein.*

specified by the Successful Bidder. The principal amount of any maturity may be adjusted by the Issuer in order to properly size the Bond issue based on the premium and interest rates bid on the Bonds. The Successful Bidder may not withdraw its bid or change the interest rates bid as a result of any changes made to the principal amount of the Bonds or principal of any maturity as described herein. If there is an increase or decrease in the final aggregate principal amount of the Bonds or the schedule of principal payments as described above, the Issuer will notify the Successful Bidder by means of telephone or facsimile transmission, subsequently confirmed in writing, no later than 3:00 p.m., central time, on the Sale Date. The net production as a percentage of the principal amount of the Bonds generated from the bid(s) of the Successful Bidder will not be decreased as a result of any change in the total principal amount of the Bonds.

Place of Payment. The principal of and interest on the Bonds will be payable in lawful money of the United States of America by check or draft of the Treasurer of the State of Kansas, Topeka, Kansas (the "Paying Agent" and "Bond Registrar"). The principal of each Bond will be payable at maturity or earlier redemption to the owner thereof whose name is on the registration books (the "Bond Register") of the Bond Registrar (the "Registered Owner") upon presentation and surrender at the principal office of the Paying Agent. Interest on each Bond will be payable to the Registered Owner of such Bond as of the fifteenth day (whether or not a business day) of the calendar month next preceding each Interest Payment Date (the "Record Date") (a) mailed by the Paying Agent to the address of such Registered Owner as shown on the Bond Register or at such other address as is furnished to the Paying Agent in writing by such Registered Owner; or (b) in the case of an interest payment to Cede & Co. or any Owner of $500,000 or more in aggregate principal amount of Bonds, by wire transfer to such Registered Owner upon written notice given to the Paying Agent by such Registered Owner, not less than 15 days prior to the Record Date for such interest, containing the wire transfer address to which such Registered Owner wishes to have such wire directed.

Bond Registration. The Bonds will be registered pursuant to a plan of registration approved by the Issuer and the Attorney General of the State of Kansas (the "State"). The Issuer will pay for the fees of the Bond Registrar for registration and transfer of the Bonds and will also pay for printing a reasonable supply of registered bond blanks. Any additional costs or fees that might be incurred in the secondary market, other than fees of the Bond Registrar, will be the responsibility of the Owners.

Book-Entry-Only System. The Depository Trust Company, New York, New York ("DTC"), will act as securities depository for the Bonds. The Bonds will initially be issued exclusively in "book entry" form and shall be initially registered in the name of Cede & Co., as the nominee of DTC and no beneficial owner will receive certificates representing their interests in the Bonds. During the term of the Bonds, so long as the book-entry-only system is continued, the Issuer will make payments of principal of, premium, if any, and interest on the Bonds to DTC or its nominee as the Registered Owner of the Bonds, DTC will make book-entry-only transfers among its participants and receive and transmit payment of principal of, premium, if any, and interest on the Bonds to its participants who shall be responsible for transmitting payments to beneficial owners of the Bonds in accordance with agreements between such participants and the beneficial owners. The Issuer will not be responsible for maintaining, supervising or reviewing the records maintained by DTC, its participants or persons acting through such participants. In the event that: (a) DTC determines not to continue to act as securities depository for the Bonds, or (b) the Issuer determines that continuation of the book-entry-only form of evidence and transfer of ownership of the Bonds would adversely affect the interests of the beneficial owners of the Bonds, the Issuer will discontinue the book-entry-only form of registration with DTC. If the Issuer fails to identify another qualified securities depository to replace DTC, the Issuer will cause to be authenticated and delivered to the beneficial owners replacement Bonds in the form of fully registered certificates. Reference is made to the Official Statement for further information regarding the book-entry-only system of registration of the Bonds and DTC.

Redemption of Bonds Prior to Maturity.

General. Whenever the Issuer is to select Bonds for the purpose of redemption, it will, in the case of Bonds in denominations greater than the minimum Authorized Denomination, if less than all of the Bonds then outstanding are to be called for redemption, treat each minimum Authorized Denomination of face value of each such fully registered Bond as though it were a separate Bond in the minimum Authorized Denomination.

Optional Redemption. At the option of the Issuer, Bonds maturing on September 1 in the years 20__, and thereafter, will be subject to redemption and payment prior to maturity on September 1, 20__, and thereafter, as a whole or in part (selection of maturities and the amount of Bonds of each maturity to be redeemed to be determined by the Issuer in such equitable manner as it may determine) at any time, at the redemption price of 100% (expressed as a percentage of the principal amount), plus accrued interest to the date of redemption.

Mandatory Redemption. A bidder may elect to have all or a portion of the Bonds scheduled to mature in consecutive years issued as term bonds (the "Term Bonds") scheduled to mature in the latest of said consecutive years and subject to mandatory redemption requirements consistent with the schedule of serial maturities set forth above, subject to the following conditions: (a) not less than all Bonds of the same serial maturity shall be converted to Term Bonds with mandatory redemption requirements; and (b) a bidder shall make such an election by completing the applicable paragraph on the Official Bid Form or completing the applicable information on PARITY®.

Notice and Effect of Call for Redemption. Unless waived by any owner of Bonds to be redeemed, if the Issuer shall call any Bonds for redemption and payment prior to the maturity thereof, the Issuer shall give written notice of its intention to call and pay said Bonds to the Bond Registrar. In addition, the Issuer shall cause the Bond Registrar to give written notice of redemption to the registered owners of said Bonds. Each of said written notices shall be deposited in United States first class mail not less than 30 days prior to the date fixed for redemption. All notices of redemption shall state the date of redemption, the redemption price, the Bonds to be redeemed, the place of surrender of Bonds so called for redemption and a statement of the effect of the redemption. The Issuer shall also give such additional notice as may be required by Kansas law or regulation of the Securities and Exchange Commission in effect as of the date of such notice. If any Bond be called for redemption and payment as aforesaid, all interest on such Bond shall cease from and after the date for which such call is made, provided funds are available for its payment at the price hereinbefore specified.

Authority, Purpose and Security. The Bonds are being issued pursuant to K.S.A. 10-101 *et seq.* and K.S.A. 12-6a01 *et seq.*, all as amended, and an ordinance and a resolution adopted by the governing body of the Issuer (collectively the "Bond Resolution") for the purpose of paying a portion of the cost of certain public improvements (the "Improvements"). The Bonds shall be general obligations of the Issuer payable as to both principal and interest in part from special assessments levied upon the property benefited by the construction of said Improvements, and if not so paid, from ad valorem taxes which may be levied without limitation as to rate or amount upon all the taxable tangible property, real and personal, within the territorial limits of the Issuer. The full faith, credit and resources of the Issuer are irrevocably pledged for the prompt payment of the principal and interest on the Bonds as the same become due.

Submission of Bids. Written bids must be made on forms which may be procured from the Clerk or the Financial Advisor and shall be addressed to the undersigned, and marked "Proposal for General Obligation Bonds, Series 2015-A." Written bids submitted by facsimile should not be preceded by a cover sheet and should be sent only once to ***(785)628-7323***. Confirmation of receipt of facsimile bids may be made by contacting the Financial Advisor at the number listed below. Electronic bids via

PARITY® must be submitted in accordance with its Rules of Participation, as well as the provisions of this Notice of Bond Sale. If provisions of this Notice of Bond Sale conflict with those of PARITY®, this Notice of Bond Sale shall control. Bids must be received prior to the Submittal Hour on the Sale Date accompanied by the Deposit (as hereinafter defined), which may be submitted separately, provided such Deposit is received by the Issuer or the Financial Advisor prior to the Submittal Hour on the Sale Date. The Issuer shall not be responsible for any failure, misdirection or error in the means of transmission selected by any bidder.

PARITY®. Information about the electronic bidding services of PARITY® may be obtained from i-Deal LLC at 1359 Broadway, 2nd Floor, New York, New York 10018, Phone No. (212) 849-5023.

Conditions of Bids. Proposals will be received on the Bonds bearing such rate or rates of interest as may be specified by the bidders, subject to the following conditions: (a) the same rate shall apply to all Bonds of the same maturity year; (b) no interest rate may exceed a rate equal to the daily yield for the 10-year Treasury Bond published by ***THE BOND BUYER***, in New York, New York, on the Monday next preceding the day on which the Bonds are sold, plus 6%; (c) no supplemental interest payments will be considered; and (d) each interest rate specified shall be a multiple of 1/8 or 1/20 of 1%. The difference between the highest rate specified and the lowest rate specified cannot exceed [____]%. No bid for less than ***10__%*** of the principal amount of the Bonds and accrued interest thereon to the date of delivery will be considered. Each bid shall specify the total interest cost (expressed in dollars) during the term of the Bonds on the basis of such bid, the premium, if any, offered by the bidder, the net interest cost (expressed in dollars) on the basis of such bid, and an estimate of the TIC (as hereinafter defined) on the basis of such bid. Each bidder shall certify to the Issuer the correctness of the information contained on the Official Bid Form; the Issuer will be entitled to rely on such certification. Each bidder agrees that, if it is awarded the Bonds, it will provide the certification as to initial offering prices described under the caption "Certification as to Offering Price" in this Notice.

Good Faith Deposit. Each bid shall be accompanied by a good faith deposit (the Deposit") in the amount of $20,200.00 payable to the order of the Issuer to secure the Issuer from any loss resulting from the failure of the bidder to comply with the terms of its bid. ***The Deposit must be received by the Issuer or the Financial Advisor prior to the Submittal Hour, unless such Deposit is submitted by wire transfer as described below, in which case the Deposit must be received by 3:00 p.m. Central Time on the Sale Date***. The Deposit may be submitted in any of the following forms:

(a) certified or cashier's check drawn on a bank located in the United States of America;

(b) wire transfer in Federal Reserve funds, immediately available for use by the Issuer (wire transfer information may be obtained from the Financial Advisor at the addresses set forth below.)

Contemporaneously with the submission of a wire transfer Deposit, such bidder shall send an email to the Financial Advisor at the email address set forth below, including the following information: (a) notification that a wire transfer has been made; and (b) the amount of the wire transfer. Good Faith checks submitted by unsuccessful bidders will be returned. No interest on the Deposit will be paid by the Issuer. If a bid is accepted, the Deposit, or the proceeds thereof, will be held by the Issuer until the Successful Bidder has complied with all of the terms and conditions of this Notice at which time the amount of said Deposit shall be returned to the Successful Bidder or deducted from the purchase price at the option of the Issuer. If a bid is accepted but the Issuer fails to deliver the Bonds to the Successful Bidder in accordance with the terms and conditions of this Notice, said Deposit, or the proceeds thereof, will be returned to the Successful Bidder. If a bid is accepted but the bidder defaults in the performance of any of the terms and conditions of this Notice, the proceeds of such Deposit will be retained by the Issuer as and for liquidated damages.

Basis of Award. Subject to the timely receipt of the Deposit set forth above, the award of the Bonds will be made on the basis of the lowest true interest cost ("TIC"), which will be determined as follows: the TIC is the discount rate (expressed as a per annum percentage rate) which, when used in computing the present value of all payments of principal and interest to be paid on the Bonds, from the payment dates to the Dated Date, produces an amount equal to the price bid, including any adjustments for premium. Present value will be computed on the basis of semiannual compounding and a 360-day year of twelve 30-day months. Bidders are requested to provide a calculation of the TIC for the Bonds on the Official Bid Form, computed as specified herein on the basis of their respective bids, which shall be considered as informative only and not binding on either the Issuer or the bidder. The Issuer or its Financial Advisor will verify the TIC based on such bids. If there is any discrepancy between the TIC specified and the bid price and interest rates specified, the specified bid price and interest rates shall govern and the TIC specified in the bid shall be adjusted accordingly. If two or more proper bids providing for identical amounts for the lowest TIC are received, the governing body of the Issuer will determine which bid, if any, will be accepted, and its determination is final.

The Issuer reserves the right to reject any and/or all bids and to waive any irregularities in a submitted bid. Any bid received after the Submittal Hour on the Sale Date will be returned to the bidder. Any disputes arising hereunder shall be governed by the laws of the State, and any party submitting a bid agrees to be subject to jurisdiction and venue of the federal and state courts within Kansas with regard to such dispute.

The Issuer's acceptance of the Successful Bidder's proposal for the purchase of the Bonds in accordance with this Notice of Bond Sale shall constitute a contract between the Issuer and the Successful Bidder for the purposes of Rule 15c2-12 of the Securities and Exchange Commission (the "Rule") and Rule G-32 of the Municipal Securities Rulemaking Board ("Rule G-32") and a bond purchase agreement for purposes of the laws of the State. The method of acceptance shall be determined solely by the governing body if the Issuer.

Bond Ratings. The Issuer has applied to Standard & Poor's Ratings Services, a division of McGraw Hill Financial, Inc. for a rating on the Bonds herein offered for sale. Such application and ratings are further described in the Preliminary Official Statement, hereinafter described.

CUSIP Numbers. CUSIP identification numbers will be assigned and printed on the Bonds, but neither the failure to print such number on any Bond nor any error with respect thereto shall constitute cause for failure or refusal by the purchaser thereof to accept delivery of and pay for the Bonds in accordance with the terms of this Notice. All expenses in relation to the assignment and printing of CUSIP numbers on the Bonds will be paid by the Issuer.

Delivery and Payment. The Issuer will pay for preparation of the Bonds and will deliver the Bonds properly prepared, executed and registered without cost on or about **JULY 1, 2015** (the "Closing Date"), to DTC for the account of the Successful Bidder. The Successful Bidder will be furnished with a certified transcript of the proceedings evidencing the authorization and issuance of the Bonds and the usual closing documents, including a certificate that there is no litigation pending or threatened at the time of delivery of the Bonds affecting their validity and a certificate regarding the completeness and accuracy of the Official Statement. Payment for the Bonds shall be made in federal reserve funds, immediately available for use by the Issuer. The Issuer will deliver one Bond of each maturity registered in the nominee name of DTC.

Reoffering Prices. To provide the Issuer with information necessary for compliance with Section 148 of the Internal Revenue Code of 1986, as amended (the "Code"), the Successful Bidder will be required to complete, execute and deliver to the Issuer prior to the delivery of the Bonds, a written

certification (the "Issue Price Certificate") containing the following: (a) the initial offering price and interest rate for each maturity of the Bonds; (b) that all of the Bonds were offered to the public in a bona fide public offering at the initial offering prices on the Sale Date; and (c) on the Sale Date the Successful Bidder reasonably expected that at least 10% of each maturity of the Bonds would be sold to the "public" at prices not higher than the initial offering prices. For purposes of the preceding sentence "public" means persons other than bond houses, brokers, or similar persons or organizations acting in the capacity of underwriters or wholesalers. However, such Issue Price Certificate may indicate that the Successful Bidder has purchased the Bonds for its own account in a capacity other than as an underwriter or wholesaler, and currently has no intent to reoffer the Bonds for sale to the public.

Subsequent to the Submittal Hour, such initial offering prices to the public shall be provided to the Issuer or the Financial Advisor not more than 20 minutes after requested by the Issuer or the Financial Advisor.

In conjunction with (i) an audit or inquiry by the Internal Revenue Service or the Securities and Exchange Commission relating to the pricing of the Bonds, or (ii) the implementation of future regulation or similar guidance from the Internal Revenue Service, the Securities and Exchange Commission or other federal or state regulatory authority regarding the retention of pricing data for the Bonds, at the request of the Issuer, the Purchaser will provide information explaining the factual basis for the Purchaser's representations in the Purchaser's Receipt for Bonds relating to the pricing of the Bonds, other than information that would identify customers (e.g., name or account number). This agreement by the Purchaser to provide such information will continue to apply after the Closing Time but shall not extend to any customer data or other confidential or proprietary information of the Purchaser.

Preliminary Official Statement and Official Statement. The Issuer has prepared a Preliminary Official Statement dated May 14, 2015, "deemed final" by the Issuer except for the omission of certain information as provided in the Rule, copies of which may be obtained from the Clerk or from the Financial Advisor. Upon the sale of the Bonds, the Issuer will adopt the final Official Statement and will furnish the Successful Bidder, without cost, within seven business days of the acceptance of the Successful Bidder's proposal, with a sufficient number of copies thereof, which may be in electronic format, in order for the Successful Bidder to comply with the requirements of the Rule and Rule G-32. Additional copies may be ordered by the Successful Bidder at its expense.

Continuing Disclosure. In the Bond Resolution, the Issuer has covenanted to provide annually certain financial information and operating data and other information necessary to comply with the Rule, and to transmit the same to the Municipal Securities Rulemaking Board. This covenant is for the benefit of and is enforceable by any Registered Owner of the Bonds. For further information, reference is made to the caption "CONTINUING DISCLOSURE" in the Preliminary Official Statement.

Assessed Valuation and Indebtedness. The total assessed valuation of the taxable tangible property within the Issuer for the year 2014 is as follows:

Equalized Assessed Valuation of	
Taxable Tangible Property	$_____
Tangible Valuation of Motor Vehicles.....	_____
Equalized Assessed Tangible Valuation	
for Computation of Bonded Debt Limitations	$_____

The total general obligation indebtedness of the Issuer as of the Dated Date, including the Bonds being sold, is $_____.

Legal Opinion. The Bonds will be sold subject to the approving legal opinion of Gilmore & Bell, P.C., Kansas City, Missouri, Bond Counsel, which opinion will be furnished and paid for by the Issuer, will be printed on the Bonds, if the Bonds are printed, and will be delivered to the Successful Bidder when the Bonds are delivered. Said opinion will also include the opinion of Bond Counsel relating to the interest on the Bonds being excludable from gross income for federal income tax purposes and exempt from income taxation by the State of Kansas. Reference is made to the Preliminary Official Statement for further discussion of federal and Kansas income tax matters relating to the interest on the Bonds.

Additional Information. Additional information regarding the Bonds may be obtained from the undersigned, or from the Financial Advisor, at the addresses set forth below:

DATED: May 14, 2015.

CITY OF HAYS, KANSAS
By Brenda Kitchen, Clerk

Written and Facsimile Bid and Good Faith Deposit Delivery Address:

1507 Main Street
Hays, Kansas 67601
Phone No.: (785)628-7300
Fax No.: (785)628-7323
Email: bkitchen@haysusa.com

Financial Advisor:

George K. Baum & Company
4801 Main Street, Suite 500
Kansas City, Missouri
Attn: Dave Arteberry
Phone No.: (816)474-1100
Fax No.: (816)283-5326
Email: arteberry@gkbaum.com

KANSAS REGISTER

DOCUMENT NO. _____

(Above space for Register Office Use)

Submission Form
Municipal Bond Sale Notice
(K.S.A. 10-106 as amended)

TITLE OF DOCUMENT: SUMMARY NOTICE OF BOND SALE
Re: City of Hays, Kansas, General Obligation Bonds, Series 2015-A, Dated July 1, 2015.

NUMBER OF PAGES 2 DESIRED PUBLICATION DATE May 28, 2015

BILL TO: Brenda Kitchen, Clerk
1507 Main Street
Hays, Kansas 67601

Please forward 3 Affidavits of Publication of same to Julie Cassmeyer, Gilmore & Bell, P.C., 2405 Grand Blvd., Suite 1100, Kansas City, MO 64108 at your earliest opportunity.

Any questions regarding this document should be directed to:

NAME Gina M. Riekhof PHONE (816) 221-1000

Certification

I hereby certify that I have reviewed the attached and herein described document, and that it conforms to all applicable ***Kansas Register*** publication guidelines. I further certify that submission of this item for publication in the ***Kansas Register*** is authorized by the municipality which has issued the notice.

_____
Authorized Signature

_____
Typed Name of Signer

_____
Position

TRANSMIT TO: Kansas Register; Secretary of State; State Capitol, Topeka, KS 66612
PHONE: (785) 296-3489; FAX: (785) 291-3051; EMAIL: nancyr@kssos.org

THIS SPACE FOR REGISTER OFFICE USE ONLY

SUMMARY NOTICE OF BOND SALE

$1,010,000*
CITY OF HAYS, KANSAS
GENERAL OBLIGATION BONDS, SERIES 2015-A

(GENERAL OBLIGATION BONDS PAYABLE FROM UNLIMITED AD VALOREM TAXES)

Bids. SUBJECT to the Notice of Bond Sale dated May 14, 2015, written and electronic bids will be received on behalf of the Clerk of the City of Hays, Kansas (the "Issuer") in the case of written bids, at the address set forth below, and in the case of electronic bids, through ***PARITY***® until 11:00 a.m., Central Time, on **June 11, 2015** for the purchase of the above-referenced bonds (the "Bonds"). No bid of less than 10__% of the principal amount of the Bonds and accrued interest thereon to the date of delivery will be considered.

Bond Details. The Bonds will consist of fully registered bonds in the denomination of $5,000 or any integral multiple thereof. The Bonds will be dated July 1, 2015, and will become due on September 1 in the years as follows:

Year	Principal Amount*	Year	Principal Amount*
2016	$55,000	2024	$70,000
2017	60,000	2025	70,000
2018	60,000	2026	70,000
2019	60,000	2027	75,000
2020	65,000	2028	75,000
2021	65,000	2029	75,000
2022	65,000	2030	80,000
2023	65,000		

The Bonds will bear interest from the date thereof at rates to be determined when the Bonds are sold as hereinafter provided, which interest will be payable semiannually on March 1 and September 1 in each year, beginning on March 1, 2016.

Book-Entry-Only System. The Bonds shall be registered under a book-entry-only system administered through DTC.

Paying Agent and Bond Registrar. Treasurer of the State of Kansas, Topeka, Kansas.

Good Faith Deposit. Each bid shall be accompanied by a good faith deposit in the form of a cashier's or certified check drawn on a bank located in the United States of America or a wire transfer in Federal Reserve funds immediately available for use by the Issuer in the amount of $20,200.00.

Delivery. The Issuer will pay for preparation of the Bonds and will deliver the same properly prepared, executed and registered without cost to the successful bidder on or about **July 1, 2015**, to DTC for the account of the successful bidder.

Assessed Valuation and Indebtedness. The Equalized Assessed Tangible Valuation for Computation of Bonded Debt Limitations for the year 2014 is $_____. The total general obligation indebtedness of the Issuer as of the Closing date, including the Bonds being sold is $_____.

Approval of Bonds. The Bonds will be sold subject to the legal opinion of Gilmore & Bell, P.C., Kansas City, Missouri, Bond Counsel, whose approving legal opinion as to the validity of the Bonds will be furnished and paid for by the Issuer, printed on the Bonds and delivered to the successful bidder as and when the Bonds are delivered.

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* *Preliminary; subject to change as provided in the Notice of Bond Sale.*

Additional Information. Additional information regarding the Bonds may be obtained from the undersigned, or from the Financial Advisor at the addresses set forth below:

DATED: May 14, 2015.

Written and Facsimile Bid and Good Faith Deposit Delivery Address:

City of Hays, Kansas
1507 Main Street
Hays, Kansas 67601
Phone No.: (785)628-7300
Fax No.: (785)628-7323
Email: bkitchen@haysusa.com

Financial Advisor:

George K. Baum & Company
4801 Main Street, Suite 500
Kansas City, Missouri
Attn: Dave Arteberry
Phone No.: (816)474-1100
Fax No.: (816)283-5326
Email: arteberry@gkbaum.com

OFFICIAL BID FORM

PROPOSAL FOR THE PURCHASE OF CITY OF HAYS, KANSAS
GENERAL OBLIGATION REFUNDING AND IMPROVEMENT BONDS

TO: Brenda Kitchen, Clerk
City of Hays, Kansas

June 11, 2015

For $1,010,000* principal amount of General Obligation Bonds, Series 2015-A, of the City of Hays, Kansas, to be dated July 1, 2015, as described in the Notice of Bond Sale dated May 14, 2015, said Bonds to bear interest as follows:

Stated Maturity September 1	Principal Amount*	Annual Rate of Interest	Stated Maturity September 1	Principal Amount*	Annual Rate of Interest
2016	$55,000	____%	2024	$70,000	____%
2017	60,000	____%	2025	70,000	____%
2018	60,000	____%	2026	70,000	____%
2019	60,000	____%	2027	75,000	____%
2020	65,000	____%	2028	75,000	____%
2021	65,000	____%	2029	75,000	____%
2022	65,000	____%	2030	80,000	____%
2023	65,000	____%			

the undersigned will pay the purchase price for the Bonds set forth below, plus accrued interest to the date of delivery.

Principal Amount $1,010,000.00*
Plus Premium (minimum premium of $_____) ..... _____
Total Purchase Price ..... $_____

Total interest cost to maturity at the rates specified ..... $_____
Net interest cost (adjusted for Premium) ..... $_____
True Interest Cost ..... _____%

☐ The Bidder elects to have the following Term Bonds:

Maturity Date	Years	Amount*
_____ 1, ____	_____ to _____	$_____
_____ 1, ____	_____ to _____	$_____

*subject to mandatory redemption requirements in the amounts and at the times shown above.

This proposal is subject to all terms and conditions contained in said Notice of Bond Sale, and if the undersigned is the Successful Bidder, the undersigned will comply with all of the provisions contained in said Notice. A cashier's or certified check or a wire transfer in the amount of $20,000.00 payable to the order of the Issuer, accompanies this proposal as an evidence of good faith. The acceptance of this proposal by the Issuer by execution below shall constitute a contract between the Issuer and the Successful Bidder for purposes of complying with Rule 15c2-12 of the Securities and Exchange Commission and a bond purchase agreement for purposes of the laws of the State of Kansas.

Submitted by: _____

(LIST ACCOUNT MEMBERS ON REVERSE)

By: _____
Telephone No. (_____)_____

ACCEPTANCE

Pursuant to action duly taken by the Governing Body of the City of Hays, Kansas, the above proposal is hereby accepted on June 11, 2015.

Attest:

_____ Clerk

_____ Mayor

* *Preliminary; subject to change as provided in the Notice of Bond Sale.*

NOTE: No additions or alterations in the above proposal form shall be made, and any erasures may cause rejection of any bid. Sealed bids may be filed with the Clerk, Brenda Kitchen, 1507 Main Street, Hays, Kansas 67601, facsimile bids may be filed with the Clerk, Fax No. (785)628-7323 or electronic bids may be submitted via ***PARITY®***, at or prior to11:00 a.m., Central Time, on June 11, 2015. Any bid received after such time will not be accepted or shall be returned to the bidder.