

# Memo

To: City Commission  
From: Toby Dougherty, City Manager  
Date: 7-29-13  
Re: August 1, 2013 Work Session

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Please find the attached agenda and supporting documentation for the August 1, 2013 Work Session.

Item 2 – Hays Aquatic Park Wood Staining/Sealing

Please refer to the attached information from Parks Director Jeff Boyle regarding the staining/sealing at the Hays Aquatic Park. This is something that takes place approximately every three years.

Item 3 – 2014 Budget Review

City staff will review the 2014 proposed budget with the Commission. If you have any further clarifications or suggested changes, this is the time to bring them forward. City staff will also be asking the City Commission to discuss funding allocations for the outside agencies.

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**CITY OF HAYS  
CITY COMMISSION WORK SESSION  
THURSDAY, AUGUST 1, 2013 – 6:30 P.M.  
AGENDA**

1. **ITEM FOR REVIEW: [July 18, 2013 Work Session Notes \(PAGE 1\)](#)**  
DEPARTMENT HEAD RESPONSIBLE: Kim Rupp, Director of Finance
2. **ITEM FOR REVIEW: [Hays Aquatic Park Wood Staining/Sealing \(PAGE 5\)](#)**  
DEPARTMENT HEAD RESPONSIBLE: Jeff Boyle, Director of Parks
3. **ITEM FOR REVIEW: 2014 Budget Review**  
PERSON RESPONSIBLE: Toby Dougherty, City Manager
4. **OTHER ITEMS FOR DISCUSSION**
5. **EXECUTIVE SESSION (IF REQUIRED)**
6. **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  
City Commission  
Work Session Notes  
July 18, 2013

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

**July 2, 2013 Work Session Notes**

There were no corrections or additions to the minutes of the work session held on July 2, 2013; the minutes stand approved as presented.

**Ordinance and Resolution to Authorize the Issuance of General Obligation Refunding and Improvement Bonds, Series 2013-A**

The Golden Belt 4<sup>th</sup> Addition and 46<sup>th</sup> Street 1<sup>st</sup> Addition improvement district projects are complete, the assessments have been levied, and the projects are ready to be financed. On June 13, 2013, the Commission approved Resolution No. 2013-014 authorizing the offering for sale of the Bonds.

The Commissioners will be requested to approve the ordinance and resolution to authorize the issuance of General Obligation Refunding and Improvement Bonds, Series 2013-A at the July 25, 2013 Commission meeting.

**North Water Tower Interior Painting – Award of Bid**

The water tower located on the corner of Roth and 55<sup>th</sup> Street was constructed in 1995 to supply water to homes and businesses located north of I-70. AWWA (American Water Works Association) recommends repainting water tower tanks every 15 years, and the tank is now 18 years old. The 2013 budget included funds for sandblasting, painting, and repairs to the inside of the water tower. Bids were received from seven contractors with the low bid coming from Utility Service Co., Inc.

The Commissioners will be requested to approve the bid submitted by Utility Service Co. Inc., in the amount of \$66,000 at the July 25, 2013 Commission meeting.

**Commission to Review 2<sup>nd</sup> Conservation Tier Letter**

Commissioners reviewed a letter which will be sent out to all residential water customers informing them of the second conservation tier, which will be reflected on the September bills. Commissioners recommended sending out the letter with a few minor changes.

**Oil and Gas Lease – Hays Memorial Gardens City Cemetery**

David Barker has leased the land adjacent to Hays Memorial Gardens Cemetery for oil and gas exploration. He would like to pool, or combine, the City Cemetery acreage with the other lease(s). He proposes that the lease be a "no drill" lease, meaning that there will be no operations whatsoever performed on the City property and the City would receive its proportionate amount of any production from the pooled acreage. The reason that Mr. Barker wants the City to lease its property is that it will allow him to site the well where his seismic data shows it would be best to drill and not be adversely affected by State regulations regarding proximity to non-leased property.

The City was approached by Mr. Barker requesting a "no drill" oil and gas lease on the City Cemetery, offering a lease bonus of \$1,000 and a standard one-eighth royalty. The \$1,000 bonus (\$100 per acre) is significantly higher than the bonuses being paid on oil and gas leases in Ellis County. There is unlikely to be any interest in leasing from other oil companies since they do not have the land adjacent leased. Barker is the only individual or company who would be in a position to offer the City a lease.

Commissioners will be asked to accept the proposed Oil and Gas Lease and bonus payment at the July 25, 2013 Commission meeting.

**Staff Notification of Committee Attendance Requirements**

Commissioner Schwaller asked to discuss with the City Commissioners the possibility of City staff sending out letters to board and committee members that do not meet the attendance criteria spelled out in the Commission's Committee Attendance Policy.

City Manager Toby Dougherty stated once a year, in January, staff will look back on the previous 12 months, and send letters out to all members that were absent more than 25% of the time. This information will be forwarded to the Commission.

**2014 Budget Presentation**

City Manager Toby Dougherty and Assistant City Manager Paul Briseno presented the 2014 Budget in detail.

The 2014 Budget is a balanced budget, contains no new employees, adequately funds reserves, and keeps the mill levy at 25.00.

A public hearing on the budget is tentatively set for August 22, 2013.

**Other Items for Discussion**

Commissioner Musil commended the Fire Department on the great job they did responding to the train derailment.

Commissioner Phelps expressed his condolences to Commissioner Schwaller on the passing of his grandfather.

The work session was adjourned at 8:39 p.m.

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

Brenda Kitchen – City Clerk



# Commission Work Session Agenda

## Memo

**From:** Jeff Boyle, Director of Parks

**Work Session:** August 1, 2013

**Subject:** Hays Aquatic Park Wood Structure Staining

**Person(s) Responsible:** Toby Dougherty, City Manager  
Jeff Boyle, Director of Parks

### Summary

The wood structures at the Hays Aquatic Park need to be stained/sealed. This process was last completed in 2008. It is very important to keep the wood structures at the Hays Aquatic Park stained/sealed to increase the life expectancy of these structures and to keep them aesthetically pleasing in the process. The low bidder, Dale Schmidt Handyman & Painting, completed this project the last two (2) times and the work was done in a very professional manner. The recommendation from City Staff is to approve the low bid from Dale Schmidt Handyman & Painting to complete the staining/sealing project at the Hays Aquatic Park for an amount of \$24,000 with budgeted funds from the 2013 Pool Budget.

### Background

The City of Hays sent out a Request for Bids for the staining/sealing of the wood structures at the Hays Aquatic Park. It is very important to keep the wood structures at the Hays Aquatic Park stained/sealed to increase the life expectancy of the wood structures and to keep them aesthetically pleasing in the process. These structures need to be sealed/stained every 4-6 years. The wood structures were last stained/sealed in 2008.

### Discussion

In the 2013 Pool Budget, an amount of \$30,000.00 is budgeted for the staining/sealing of the wood structures at the Hays Aquatic Park. City Staff solicited bids by sending out a Request For Bids, advertising in the newspaper and advertising on the City website with the following results:

Dale Schmidt Handyman & Painting	\$24,000.00
A & R Painting	no bid
Brungardt Painting & Refinishing	no bid

C & M Painting & Remodeling	no bid
Expert Services	no bid
Fisher Painting	no bid
Karlin Amrein Painting	no bid
McCarter Painting	no bid
Newell Drywall & Painting	no bid
Western Kansas Stain & Seal	no bid

### **Legal Consideration**

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

### **Financial Consideration**

The low bid is from Dale Schmidt Handyman & Painting for the amount of \$24,000.00. The low bid is \$6,000.00 below the budgeted amount.

### **Options**

This agenda item will be presented at the August 1, 2013 City Commission meeting for action. The City Commission has the following options:

**Option 1:** Approve the low bid from Dale Schmidt Handyman & Painting for an amount of \$24,000.00.

**Option 2:** Direct City Staff to explore other options.

### **Recommendation**

City Staff recommends hiring Dale Schmidt Handyman & Painting for an amount of \$24,000.00 which is \$6,000.00 under budget.

### **Action Requested**

Approve the low bid from Dale Schmidt Handyman & Painting to complete the staining/sealing project at the Hays Aquatic Park for an amount of \$24,000.00 with budgeted funds from the 2013 Swimming Pool Budget.

### **Supporting Documentation**

- Visual examples of items to be sealed/stained at the Hays Aquatic Park



No Metal  
Objects  
(umbrella, jewelry,  
metal tools,  
whistle, etc.)  
Beyond  
This Point  
Strictly  
Enforced



LAZY RIVER  
ENTRANCE



