

**CITY OF HAYS COMMISSION MEETING
THURSDAY, SEPTEMBER 11, 2014 – 6:30 P.M.
AGENDA**

1. Call to order by Chairperson.
2. **MINUTES**: Consider approval of the minutes from the regular meeting held on August 28, 2014. (PAGE 1)
3. **CITIZEN COMMENTS**: (non-agenda items).
4. **CONSENT AGENDA**: (Items to be approved by the Commission in one motion, unless objections are raised).

UNFINISHED BUSINESS

(No business to review)

NEW BUSINESS

5. **AUTHORIZATION OF FUNDING FOR DOWNTOWN HAYS DEVELOPMENT CORPORATION FOR 2015**: Consider authorizing, for 2015, expenditures of \$53,655 to the Downtown Hays Development Corporation. (PAGE 5)
6. **SOLID WASTE POLYCART PURCHASE**: Consider authorizing the purchase of additional polycarts for solid waste collection activities, including extra wheels and hinge pins, from Rehrig Pacific Company with funding from the Solid Waste Reserves account. (PAGE 7)
7. **REPORT OF THE CITY MANAGER** (PAGE 13)
8. **COMMISSION INQUIRIES AND COMMENTS**
9. **EXECUTIVE SESSION (IF REQUIRED)**
10. **ADJOURNMENT**

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

MINUTES OF A MEETING
OF THE GOVERNING BODY OF
THE CITY OF HAYS, KANSAS
HELD ON AUGUST 28, 2014

1. CALL TO ORDER BY CHAIRMAN: The Governing Body of the City of Hays, Kansas met in regular session on Thursday, August 28, 2014 at 6:30 p.m.

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

Absent: Henry Schwaller IV

Vice-chairperson Phelps 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 August 14, 2014; the minutes stand approved as presented.

Ron Mellick moved, Shaun Musil seconded, that the minutes of the August 14, 2014 Commission meeting be approved.

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

3. FINANCIAL STATEMENT: Finance Director Kim Rupp reported that month-to-date general fund sales tax collections were at \$649,718 which is a decrease of \$29,594 as compared to last year. This puts the year-to-date general fund sales tax collections down \$23,192 or -.55%.

The Finance/City Clerk's Office invested \$1,400,000 of maturing or renewing certificates with a weighted average interest rate of .23%. The portfolio of certificates of deposit on July 31, 2014 totaled \$54,450,000 with a weighted

average interest rate of .23%. The total balance of the Money Market account on July 31, 2014 was \$1,000,000 with a current yield of .20%. Total investments are up \$2,400,000 when compared to this time last year.

Ron Mellick moved, Shaun Musil seconded, that the Financial Statement for the month of July, 2014 be approved.

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

4. CITIZEN COMMENTS: There were no comments.

5. CONSENT AGENDA: Kent Steward moved, Ron Mellick seconded, that the following mayoral appointments be approved:

Airport Advisory Committee

Mike Konz – three-year term to expire April 30, 2017

Hays Convention & Visitors Bureau Advisory Committee

Lina Miller (Best Western Butterfield Inn) – unexpired term to expire December 1, 2016

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

NEW BUSINESS

6. PROGRESS REPORT: Assistant City Manager Paul Briseno presented a monthly report of city related events, activities, and projects.

7. REPORT OF THE CITY MANAGER: The City Manager had nothing to report.

8. COMMISSION INQUIRIES AND COMMENTS: Chairperson Phelps thanked the nursing students for attending the City Commission meeting and wished them good luck this semester.

9. EXECUTIVE SESSION: Ron Mellick moved, Shaun Musil seconded, that the Governing Body recess to executive session at 6:50 p.m. for 15 minutes to discuss matters pertaining to attorney-client privilege. The executive session included the City Commissioners, the City Manager, the Assistant City Manager, and the City Attorney. K.S.A 75-4319 authorizes the use of executive session to discuss the topics stated in the motion.

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

No action was taken during executive session.

The meeting was adjourned at 7:05 p.m.

Submitted by: _____

Brenda Kitchen – City Clerk

CITY OF HAYS

AGENDA ITEM COVER SHEET

COMMISSION AGENDA ITEM NO. 5

MEETING DATE: 9-11-14

TOPIC:

Authorization of Funding for Downtown Hays Development Corporation for 2015

ACTION REQUESTED:

Consider authorizing, for 2015, expenditures of \$53,655 to the Downtown Hays Development Corporation.

NARRATIVE:

At the August 7, 2014 Work Session, the City Commission requested further discussion of the Downtown Hays Development Corporation. During budget meetings the Commission directed that the 2015 budget contain \$53,655 for downtown as a placeholder. On September 4th, the Commission held a discussion on DHDC funding and purpose. Based on this discussion, the 2015 funding request from DHDC has been placed on the agenda for action.

PERSON/STAFF MEMBER(S) MAKING PRESENTATION:

City Commission

ADMINISTRATION RECOMMENDATION:

N/A

COMMITTEE RECOMMENDATION(S):

N/A

ATTACHMENTS:

None

CITY OF HAYS

AGENDA ITEM COVER SHEET

COMMISSION AGENDA ITEM NO. 6

MEETING DATE: 9-11-14

TOPIC:

Solid Waste Polycart Purchase

ACTION REQUESTED:

Authorize the expenditure of \$21,450 from Solid Waste Reserves to purchase four hundred (400) ninety-five (95) gallon polycarts, fifty (50) wheels, and fifty (50) hinge pins from Rehrig Pacific Company.

NARRATIVE:

Staff is requesting authorization to purchase four hundred (400) ninety-five (95) gallon polycarts for solid waste collection activities for \$21,450 including freight and fifty (50) extra wheels and fifty (50) extra hinge pins. Staff recommends the carts be acquired through a sole source authorization from Rehrig Pacific Company in Desoto, Kansas. Funding is recommended from the Solid Waste Reserves.

PERSON/STAFF MEMBER(S) MAKING PRESENTATION:

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

ADMINISTRATION RECOMMENDATION:

City staff's recommendation will be to purchase the polycarts, wheels, and pins from Rehrig Pacific Company as presented.

COMMITTEE RECOMMENDATION(S):

N/A

ATTACHMENTS:

Polycart Purchase Memos

Commission Work Session Agenda

Memo

From: ID Creech, Director Public Works

Work Session: September 4, 2014

Subject: Solid Waste Polycart Purchase

Person(s) Toby Dougherty, City Manager

Responsible: ID Creech, Director Public Works

Summary

Staff is requesting authorization to purchase four hundred (400) ninety-five (95) gallon polycarts for solid waste collection activities for \$21,450 including freight and fifty (50) extra wheels and fifty (50) extra hinge pins. Staff recommends the carts be acquired through a sole source authorization from Rehrig Pacific Company in Desoto, Kansas. Funding is recommended from the Solid Waste Reserves.

Background

Current polycarts have been in use since 2008. Physical demands on the polycarts cause some to come into disrepair and require replacement. Replacement must come from an in-house inventory because of the special logo on the polycarts. Additional customers must also be provided polycarts.

Discussion

We have approximately seven thousand three hundred (7,300) carts distributed in the field. This number has grown since inception of the automated system. The 400 polycarts requested would represent approximately 5.5% of our distributed inventory.

Improvements in software help us to track individual polycarts by serial number.

We have to replace a varying amount of polycarts each year and add to our inventory for new residential construction. As the polycarts are a special run for the vendor, we have an order/ship threshold reviewed each year. For our current request, earliest ship time would be October 15, 2014. The only replacement supply of polycarts available to us is the extra polycarts we keep on-hand – we cannot get replacements on a one to one basis.

These polycarts are delivered with a ten (10) year warranty – we have exercised warranty issues in the past with good success; however, we are required to provide field replacements without the ability to immediately replace inventory. Currently, ninety-eight (98) polycarts are in-hand for need of warranty replacement.

Storage of the polycarts is minimal as assembly is required before use. The polycarts are stackable in storage.

Legal Consideration

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

Financial Consideration

From the Solid Waste Reserves:

400--- 95 gallon Boss-Karts	50.50 per polycart	\$20,200.00
50---Extra wheels	4.50 per wheel	\$ 225.00
50---Extra hinge pins	.50 per pin	\$ 25.00
Freight		\$ 1,000.00
TOTAL COSTS		\$21,450.00

\$516,554.56 is held currently in the Solid Waste Reserve fund. The Solid Waste Reserve funds are used to purchase new and/or replacement equipment including trucks and polycarts.

We are in the sixth (6th) year of polycart useful life expectancy of ten (10) years. A city-wide refit of all polycarts would be estimated near \$400,000. The City has three (3) automated collection trucks estimated at approximately \$150,000 replacement for each.

Options

1. Authorize the purchase of 400 polycarts, 40 wheels, and 50 hinge pins from Rehrig Pacific Company in the amount of \$21,450 from Solid Waste Reserves;
2. Offer some other direction to staff;
3. Do nothing.

Recommendation

Staff recommendation will be to purchase the polycarts, wheels, and pins from Rehrig Pacific Company as presented.

Action Requested

Adopt motion to authorize the expenditure of \$21,450 from Solid Waste Reserves to purchase four hundred (400) ninety-five (95) gallon polycarts, fifty (50) wheels, and fifty (50) hinge pins from Rehrig Pacific Company.

Supporting Documentation

Sole Source Memos (2)

08-06-14 I.D. Creech to Toby Dougherty

07-25-14 Marvin Honas to I.D. Creech

Memo

To: Toby Dougherty, City Manager
From: ID Creech, Director Public Works
CC: Paul Briseno, Assistant City Manager
Date: Wednesday, August 06, 2014
Re: Sole Source – Rehig Pacific for Polycarts

OKTD


Sir:

From the attached document you will not that our vendor for polycarts in the Solid Waste Division – Ameri-Kart – no longer makes a compatible trash cart for our system. After review of available options, I request that Rehig Pacific of DeSoto, Kansas be identified as a sole source vendor for our polycart needs. Mr. Honas has provided additional information in the attached memo.

RECEIVED
AUG 06 2014
COH PUBLIC WORKS

Memo

To: I.D. Creech, Director of Public Works
From: Marvin V. Honas, Solid Waste Division Superintendent
CC: John Braun, Assistant Director of Public Works
Date: July 25, 2014
Re: Sole Source – Rehrig Pacific

We would like to request sole source approval for Rehrig Pacific Company for the manufacture of the City of Hays polycarts.

The current sole source for polycarts is Ameri-Kart in Mildford, Ohio. Ameri-Kart no longer makes the original style of polycart the city purchased. The last shipment in March 2013 was sent to the City of Hays without any knowledge of a change in the shape, weight, color, and material of polycart. This new style fails to meet the standards of the City of Hays.

Rehrig Pacific is located in De Soto, KS. Their polycart is almost identical to the original polycarts the City of Hays purchased. Additionally, the polycart cost is less than Ameri-Kart's cost.

We would like to purchase 400 new polycarts from Rehrig Pacific. The division's goal is to have 5% or 350 polycarts on hand for new service and replacement. We currently have 98 polycarts on hand with another 126 polycarts to be replaced under warranty. With warranty polycarts, we never know when they will be manufactured due to a minimum order of 200 policy that Ameri-Kart has in place. The warranty polycarts were approved in April 2014 and a tentative manufacturing date is August 29th but no guarantee.

Sole source status for Rehrig Pacific would allow the city to maintain as much consistency in the polycarts the city has as well as help keep warranty information consistent.

If you have any questions regarding this request please contact me at the Recycling Facility at 628-7304 or by email at mhonas@haysusa.com.

COMMISSION INFORMATIONAL MEMORANDUM

TO: City Commission
FROM: Toby Dougherty, CPM
City Manager
DATE: September 3, 2014

Attached are the following items:

1. The minutes of the July 21, 2014 meeting of the **Hays Recreation Commission Board.**
2. The minutes of the July 28, 2014 meeting of the **Hays Housing Authority Board.**
3. The August 2014 **SkyWest Airlines On-Time Report** for the Hays Regional Airport.

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

aw

**HAYS RECREATION COMMISSION
REGULAR MEETING
July 21, 2014**

Chair called the meeting to order at 12:05 pm.

Roll Call

Chair	Jeff Briggs
Vice-Chair	Lynn Maska
Secretary	Mark Junk
Commissioner	Nancy Jeter
Commissioner	Dustin Armbruster
Superintendent	Roger Bixenman

Approval of Agenda

Motion by Mark Junk to approve the agenda. Second by Nancy Jeter. Motion carried 5-0.

Approval of Minutes

Motion by Nancy Jeter to approve the minutes of the regular meeting for June 25, 2014. Second by Mark Junk. Motion carried 5-0.

Motion by Mark Junk to approve the minutes of the special meeting for July 2, 2014. Second by Lynn Maska. Motion carried 5-0.

Audience Participation

No Audience Participation

Written Communication

No Written Communications

Finances

Financial Statement

Motion by Lynn Maska to approve the financial statement for June 2014. Second by Nancy Jeter. Motion carried 5-0.

Staff Reports

Sports Director

Information was shared with the board concerning sports.

Program Director

Information concerning all programming was shared with the board.

Aquatics Director

Information was shared with the board concerning aquatics.

Wellness Director

Information was shared with the board concerning wellness.

Sports Complex Director

Information was shared with the board concerning the sports complex.

Superintendent

Information was shared with the board concerning status of the adult sports director position. Also discussed was gym floor refinishing schedule.

Unfinished Business

No Unfinished Business

New Business

Election of Officers

Motion by Lynn Maska for Election of Officers for Jeff Briggs as Chair, Nancy Jeter as Vice-Chair and Mark Junk as Secretary beginning August 1, 2014 through July 31, 2015. Second by Dustin Armbruster. Motion carried 5-0.

Approval of 2015 Budget

Motion by Mark Junk to close the Regular Meeting. Second by Nancy Jeter. Motion carried 5-0.

Motion by Nancy Jeter to open the Budget Hearing for the 2015 Budget. Second by Mark Junk. Motion carried 5-0.

Motion by Lynn Maska to approve the 2015 Budget as presented. Second by Nancy Jeter. Motion carried 5-0.

Motion by Lynn Maska to close the 2015 Budget Hearing and re-open the Regular Board Meeting. Second by Nancy Jeter. Motion carried 5-0.

Board Member Reports

Roger presented Vice-Chair Lynn Maska a plaque for her years of service on the HRC Board and the board thanked her.

Other Action

None

Executive Session

None

Adjournment

Motion by Nancy Jeter to adjourn the meeting. Second by Mark Junk. Motion carried 5-0.

Respectfully submitted,

Roger Bixenman CPRP
Superintendent

**Hays Housing Authority
July 28, 2014**

The Board of Commissioners of the Public Housing Authority of the City of Hays met in the Community Room for the monthly meeting Monday, July 28, 2014.

Commissioners Present: Sue Rouse, Chair
Daron Jamison
Cathy Van Doren

Commissioners Absent: Al Klaus, Vice-Chair

HHA Staff Present: Kathy Nelson, Executive Director

MINUTES

- Daron Jamison moved to approve the minutes of the July 7, 2014 meeting as presented, Sue Rouse seconded the motion. All commissioners voted “Aye” – motion carried.

AGENDA

There were no changes or additions to the agenda.

SECTION 8 FINANCIALS

- June 2014 Section 8 financial reports prepared by the fee accountant were presented to the Commissioners. Sue Rouse moved to accept the reports as presented, Daron Jamison seconded the motion. All Commissioners voted “Aye” – motion carried. Housing assistance payments were made on behalf of 71 families for the month of July. Six vouchers are currently outstanding and two families will end participation July 31st.

BILLS AND COMMUNICATIONS

- June 2014 Public Housing financial reports prepared by the fee accountant were presented to the Commissioners. Sue Rouse moved to accept the reports as presented, Daron Jamison seconded the motion. All Commissioners voted “Aye” – motion carried.

OLD BUSINESS

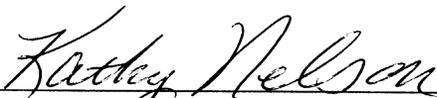
- **Capital Fund Program** – Commissioners were provided with spreadsheets for the open Capital Fund Grants.

Hays Housing Authority
July 28, 2014

NEW BUSINESS

- Kathy has received notice that the mayor has recommended Elizabeth Innes for appointment to the Board. The Commission will consider approval at the August 14th meeting.
- Kathy reported that Robert has given notice of resignation from his maintenance position. She is currently searching for his replacement.
- **Flat Rents** – Kathy reported that the public hearing regarding the required change in flat rents was held prior to the beginning of the meeting. No comments were received on the plan. The change in the flat rent schedule for Sunrise Apartments is needed to comply with the statutory changes contained within, Public Law 113-76, the Fiscal Year 2014 Appropriation Act. Cathy Van Doren moved to adopt Resolution #2014-3 adopting the proposed flat rent schedule to be effective October 1, 2014, Daron Jamison seconded the motion. All Commissioners voted “Aye” – motion carried.
- **2014 2nd Quarter Form 941 and 2014 2nd Quarter Kansas Unemployment Tax Return** – Commissioners were provided with a copy of the 2014 2nd Quarter Form 941 - Employers Quarterly Federal Tax Return and the 2014 2nd Quarter Kansas Unemployment Tax return prepared by the Executive Director. Daron Jamison moved to approve the 2014 2nd Quarter Form 941 and the 2014 2nd Quarter Kansas Unemployment Tax returns as prepared, Cathy Van Doren seconded the motion. All Commissioners voted “Aye” – motion carried.
- **Insurance** – Kathy provided Commissioners with information regarding insurance bids that she had received. The renewal premium from Insurance Planning was \$17,827.00 with a change to a \$500.00 per building wind/hail deductible. Housing Authority Insurance Group quoted \$12,722.00 with a 1% wind/hail deductible per building. AHRMA Insurance Program quoted \$11,171.00 with a \$1,000.00 deductible with no wind/hail deductible. Commissioners discussed the differences in the quotes. Kathy reported that she had checked with several agencies that have coverage with AHRMA and all were pleased with their service. The current coverage will expire August 16, 2014. Daron Jamison moved to authorize the Executive Director to contact Insurance Planning and attempt a negotiation on their quote and make the final decision based on the results of any reduction in premium, Cathy Van Doren seconded the motion. All Commissioners voted “Aye” – motion carried.

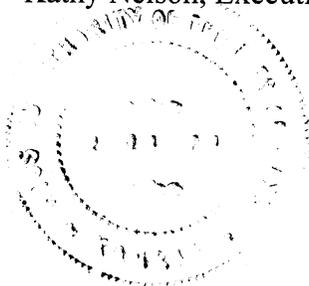
Next meeting will be held Monday, August 25, 2014.



Kathy Nelson, Executive Director



Sue Rouse, Chair



Skywest Airlines On-Time Report

August-14	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Under 15 Min On- Time	15-44 Min Late	45-74 Min Late	75 -104 Min Late	105 Min Late or more	Canceled								
650	na	x	x	x	x	L	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	C	x	x	x	x	x	x	x	x	93%	3%				3%								
1323																				x	x	x	x		L	L	x	x	x			78%	11%		11%										
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2212	na	x	x	x	x	L	x	L	L	x	x	x	x	x	x	x	x	x																						82%	12%	6%			

Average

85% 7% 1% 2% 0% 5%

Total Flights - 99

84 7 1 2 0 5

Percentage of flights delayed or canceled

15%

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

On time means <= 15 minutes