

MINUTES OF A MEETING
OF THE GOVERNING BODY OF
THE CITY OF HAYS, KANSAS
HELD ON AUGUST 26, 2021

1. CALL TO ORDER BY CHAIRPERSON: The Governing Body of the City of Hays, Kansas met in regular session on Thursday, August 26, 2021 at 6:30 p.m.

Roll Call: Present: Sandy Jacobs
Mason Ruder
Michael Berges
Ron Mellick
Shaun Musil

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

2. MINUTES: There were no corrections or additions to the minutes of the regular meeting held on August 12, 2021; the minutes stand approved as presented.

3. FINANCIAL STATEMENT: Kim Rupp, Finance Director, reviewed the financial summaries of the revenue and expenditure activities of the City of Hays for the month ended July 31, 2021.

Month-to-date (MTD) general fund sales tax collections were at \$705,438 which was an increase of \$44,039 or 6.7% as compared to last year. Year-to-date (YTD) general fund sales tax collections are at \$4,761,624, up \$406,878 or 9.3%. The six month average is at 11% which was an increase of 7% when compared to a year ago. MTD county sales tax collections were at \$82,605 with the YTD total at \$574,284.

The report of top ten quarter-to-date (QTD) sales tax collections by classification was up \$376,331 or 18.6%. The largest percentage increases were in accomodation at 127%, clothing at 69%, and electric/wind/natural gas distribution at 59%. These top ten represent 76% of the total sales tax collections for the running quarter.

The portfolio of certificates of deposit on July 31, 2021 totaled \$21,500,000 with a weighted average interest rate of .05% down .97% from a year ago. The total par value of the US Treasury Notes is \$5,025,000 with a weighted average yield to maturity of .06%. The total balance of the Money Market account on July 31, 2021 was \$33,250,000 with a current yield of .05%. Total investments are up \$2,248,000.

Ron Mellick moved, Shaun Musil seconded, to approve the Financial Report for the month of July 2021 as presented.

Vote: Ayes: Sandy Jacobs

Mason Ruder

Michael Berges

Ron Mellick

Shaun Musil

4. CITIZEN COMMENTS: There were no comments.

5. CONSENT AGENDA – ADD ON ITEM: A. Approve a Cereal Malt Beverage License for Volga German Oktoberfest on October 1st and 2nd.

B. Approve Cereal Malt Beverage Licenses for Thunder on the Plains on September 3rd and 4th.

C. The following appointments were recommended by Mayor Jacobs at the August 12, 2021 City Commission meeting and are now being presented for approval.

CARE Council

Kayla Lonnon – two-year term to expire August 26, 2023 (6th term)

Hays Housing Authority Board

Janet Klaus – four-year term to expire August 26, 2025 (1st term)

D. The following proposed appointment will be presented for approval at the September 9, 2021 City Commission meeting.

CARE Council

Samuel Allen – two-year term to expire September 9, 2023 (1st term)

Mason Ruder moved, Michael Berges seconded, to approve the Consent Agenda as presented.

Vote: Ayes: Sandy Jacobs
Mason Ruder
Michael Berges
Ron Mellick
Shaun Musil

NEW BUSINESS

6. 2021 BIOSOLIDS HANDLING TRUCK – AWARD OF BID: Jeff Crispin, Director of Water Resources, reported the 2021 Department of Water Resources' budget included \$300,000 for the purchase of a biosolids handling truck for the Water Reclamation and Reuse Facility. The new truck would replace two trucks within the Water Reclamation and Reuse Facility fleet currently used for biosolids and liquid hauling. Both pieces of equipment have reached well beyond their useful life.

Bids were opened on July 20, 2021. Summit Truck Group of Salina, Kansas submitted the low bid for a 2022 Model HV613 International Truck with a 2021 Spread All TK20T manure spreader box. Their bid of \$166,220 is below the budget amount of \$300,000 and meets the required specifications.

Mr. Crispin stated he contacted the sales manager with Summit Truck Group regarding the time frame for delivery. He said currently the truck is scheduled for delivery mid-year 2022 and depending on what happens with the backlog it could actually be a 2023 model, but it will not change the price.

Shaun Musil moved, Ron Mellick seconded, to award the bid for the purchase of a 2022 Model HV613 International truck with a 2021 Spread All TK20T manure spreader box from Summit Truck Group of Salina, Kansas for the total price of \$166,220 to be paid out of the New Equipment Reserve fund.

Vote: Ayes: Sandy Jacobs
Mason Ruder
Michael Berges
Ron Mellick
Shaun Musil

7. VINE STREET – RELEASE OF EXCESS RIGHT OF WAY: John Braun, Project Manager, stated the North Vine Street Corridor project created a configuration of excess right of way along the West Vine Street Frontage Road between 37th Street and Interstate 70. With the construction of the roundabout at the intersection of 37th and Vine, the West Frontage Road was disconnected from 37th Street leaving a portion of the frontage road and 41st Street right of way, north of 37th Street, as excess property. During the design and right of way acquisition phase of the North Vine Street Corridor Project, this excess right of way was considered for transfer back to the adjacent property owner, while reserving a public utility easement.

KDOT has determined this right of way to be excess and has deeded it over to the City. The City Attorney has prepared a quitclaim deed that would transfer ownership of the tract to the adjacent property owner at 3701 Vine Street, reserving easements for utilities currently existing within the boundaries of the property. The City Attorney has also prepared a resolution that would approve the transaction and authorize the Mayor to sign the deed.

Michael Berges moved, Mason Ruder seconded, to approve Resolution No. 2021-012 authorizing the Mayor to sign a deed transferring title of portions of Vine Street Frontage Road right of way and reserving a public utility easement.

Commissioner Mellick asked if the property owners could build on this tract of land being transferred to them. Mr. Braun stated they could build on that area, but the standard 25 foot building setback would apply. He added that they could not build over the water line because it is protected by the utility easement.

Vote: Ayes: Sandy Jacobs
Mason Ruder
Michael Berges
Ron Mellick
Shaun Musil

8. SOLID WASTE BALER AND CONVEYOR – AWARD OF BID: Jesse Rohr, Director of Public Works, stated the 2021 Budget included \$85,000 for the purchase of a new horizontal closed end baler for the Solid Waste Division. This piece of equipment is used for the baling of the paper and cardboard recycling material collected daily by staff. The current baler was put into service in 2001 and has reached the end of its useful life.

Four qualified bids were received. The low bid for the baler and conveyor that met all specifications is \$95,000. Staff recommends awarding the bid to TAKNEK, LLC for a new TAKNEK baler/conveyor for the total amount of \$95,000. Mr. Rohr stated the new baler will be custom fabricated for our facility with an estimated delivery time of four to seven months.

Mr. Rohr noted that the low bid is over the budget amount by \$10,000. Quotes for this equipment for the 2021 budget were originally obtained in the spring of 2020, prior to the onset of COVID-19, and the related supply and pricing issues caused by the pandemic. Staff contacted vendors to inquire about the unexpected increase in the cost of the baler/conveyor and were told that the increased costs were mainly due to the increases in steel costs and the increased shipping costs that have occurred in the past year.

Ron Mellick moved, Shaun Musil seconded, to award the bid for the purchase of a new TAKNEK Model TBC-40 from TAKNEK, LLC in the amount of \$95,000 to be funded out of the Solid Waste Reserve.

Vote: Ayes: Sandy Jacobs
Mason Ruder
Michael Berges
Ron Mellick
Shaun Musil

9. NEW FIRE STATION ARCHITECTURAL DESIGN SERVICES: Ryan Hagans, Fire Chief, stated in May of this year the City Commission approved the issuance of a Request for Qualifications to solicit architectural firms' credentials for the design of a possible second staffed fire station. Thirteen submittals were received. City staff reviewed the submittals and invited finalists to attend a workshop to define the scope of this project. Following the workshop, two firms submitted a fee proposal for architectural design services. Kraybill Associates from Wichita, Kansas submitted the low proposal of \$316,450.

The 2022 City of Hays Capital Improvement Plan includes a budget of \$325,000 for fire station design services. Kraybill Associates proposed fee of \$316,450 is \$8,550 below the budgeted amount. This fee is based on an overall budget of \$4,250,000, with an estimated construction cost around \$3,500,000.

Mason Ruder moved, Michael Berges seconded, to authorize the City Manager to enter a contract with Kraybill Associates in the amount of \$316,450, or not to exceed 9.05% of the station's construction costs, for architectural design services for a new fire station to be funded from the City Commission Capital Reserve.

Vote: Ayes: Sandy Jacobs

Mason Ruder

Michael Berges

Ron Mellick

Shaun Musil

10. PROGRESS REPORT: Toby Dougherty, City Manager, presented a monthly report of city-related activities, services, and programs.

11. HAYS HAPPENINGS/UPCOMING EVENTS: Melissa Dixon, Director of the Convention and Visitors Bureau, presented information on events that will be going on in Hays during the month of September.

12. COMMISSION INQUIRIES AND COMMENTS: Commissioner Musil congratulated First Call for Help who recently held a ribbon cutting and open house introducing the First Step Housing Project. He noted that community members and organizations came together and raised the funds for this project.

Vice-Mayor Ruder stated he enjoyed the Back to School Bash event and was happy to see all of the students back in Hays.

Mayor Jacobs also thanked First Call for Help for their fund raising efforts and getting the First Step Housing Program started.

The meeting was adjourned at 7:18 p.m.

Submitted by: _____

Brenda Kitchen – City Clerk