

MINUTES OF A MEETING  
OF THE GOVERNING BODY OF  
THE CITY OF HAYS, KANSAS  
HELD ON FEBRUARY 27, 2025

**1. CALL TO ORDER BY CHAIRPERSON:** The Governing Body of the City of Hays, Kansas met in regular session on Thursday, February 27, 2025 at 4:00 p.m.

Roll Call: Present: Sandy Jacobs

Mason Ruder

Reese Barrick

Shaun Musil

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

Alaina Cunningham joined the meeting by zoom.

**2. MINUTES:** There were no corrections or additions to the minutes of the regular session held on February 13, 2025; the minutes stand approved as presented.

**3. Financial Statement:** Kim Rupp, Director of Finance, reviewed the financial summaries of the revenue and expenditure activities of the City of Hays for the month ended January 31, 2025.

Month to date (MTD) general fund sales tax collections were at \$819,453, which was an increase of \$71,841 or 9.6% as compared to last year. The six month average was at 2.9%, which was a year-over-year decrease of -1.75%. Year to date (YTD) County sales tax collections were at \$95,244 up \$6,497.

The report of top ten quarter to date (QTD) sales tax collections by classification was up \$64,104 or 2.05%. These top ten represent 73% of the total sales tax collections for the running quarter.

The total par value of the US Treasuries for January was \$6,717,000 with a weighted average yield to maturity of 4.3%, down .2% from a year ago. The total of the portfolio of certificates of deposit on January 31, 2025 was \$64,438,862 with a weighted average rate to maturity of 4.81%, down -.21%. The total balance of the Money Market account on January 31, 2025 was \$5,700,000 with a current

yield of 3.388%, down -.77% from a year ago. Total investments were up \$3,637,986.

Commissioner Ruder moved, Commissioner Barrick seconded, to approve the Financial Statement for the month of January 2025 as presented.

Vote: Ayes: Sandy Jacobs

Mason Ruder

Alaina Cunningham

Reese Barrick

Shaun Musil

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

**5. CONSENT AGENDA:** A. Elimination of designated loading zone at 12th and Main Street and the addition of two parking spaces in its place.

B. Approve a Cereal Malt Beverage License for Wild West Festival Saloon.

Commissioner Ruder moved, Commissioner Musil seconded, to approve the Consent Agenda as presented.

Vote: Ayes: Sandy Jacobs

Mason Ruder

Alaina Cunningham

Reese Barrick

Shaun Musil

## **NEW BUSINESS**

**6. Water Conservation Program – 2024 Results / 2025 Plans:** Holly Dickman, Water Conservation Specialist, provided an update to the Commission on Water Conservation Programs and results from 2024.

Ms. Dickman noted that drought conditions can change very quickly; last year at this time we were abnormally dry, but this year we are in moderate drought.

Rainfall in 2024 was above average for Hays, but the rain was very spotty around the area. Unfortunately, the outlook for our area is not great, as they are predicting drought conditions to persist.

High efficiency toilet rebates remained the most popular program in 2024 and numbers rose from the year prior, with 210 replaced. The washing machine rebate was similar to the prior year, with 91 replaced. Utilization of the turf conversion rebate program and showerhead exchange program fell in 2024. In 2024 the City gave out the first four smart irrigation controller rebates since inception of the program in 2023.

Ms. Dickman reviewed the various water conservation educational outreach programs, events, meetings, and informational outlets that are in place. In 2024, TV, radio, and digital ads continued to be a big part of the educational outreach/awareness efforts. Social media continued to be a “go to” platform in 2024 with Facebook, X (Twitter), and Instagram being used. Followers continue to grow on all platforms. Multiple school presentations were given in 2024 to promote water conservation, water quality, the water poster contest, and water smart landscaping.

Ms. Dickman stated that they will continue to evaluate current programs and partnerships and find new ways to encourage water conservation. With the new Advanced Metering Infrastructure (AMI) system starting, there will be a lot of community outreach and education.

Jeff Crispin, Director of Water Resources, stated that on June 27, 2024, the Commission authorized the City Manager to enter into a contract with Core & Main in the amount not to exceed \$4,448,672 for design and installation of an AMI system and hiring a Project Manager with Tyler Technologies at a cost of \$35,000, to be funded from utility bond proceeds. Since approval, the City received almost \$2,000,000 worth of water meters, transmitter units, base stations, and other supplies. The two base stations have been installed and are currently reading approximately 150 meters in the system. To keep on top of everything that has been happening, there have been weekly check-in Teams Meetings and a lot of background work.

Mr. Crispin stated that he has been working with James Bell, Public Relations Manager, to put together a communication plan. There have been News

Flashes, social media posts, website updates, and the City will be mailing post cards to every water account, alerting customers of the AMI project.

VEPO Metering is in Hays, and they will be changing out most meters and will connect all meters in Hays to transmit with the base stations. VEPO staff will go to each business or residence and knock on the door and discuss with the customer if they are present. If no one is present at the time, they will proceed with changing the meter. This process takes less than 20 minutes. After the work is complete, all locations will receive a door knocker displaying numbers to call if there are any questions.

Mr. Crispin gave an update on what the next steps are in the AMI project. Installation of the meters will be completed in four to six months. There will be a public relations campaign for the new customer portal coming with this project. Customers will be able to go online to their customer portal and track their usage whenever they want, not just once a month when their meter was read.

**7. 2025 Street Maintenance Program – Award of Bid:** Jesse Rohr, Director of Public Works, stated each year staff evaluates the condition of City streets and develops a maintenance program that is brought forward for Commission consideration. At the November 21, 2024, City Commission Work Session, staff presented a proposed Street Maintenance Program for 2025. The plan presented to the City Commission at that time called for approximately \$1.1 million of contracted work to include seal coat, polypatch, curb and brick repair, major rehab (street and concrete alley), asphalt mill and overlay, and pavement markings, along with \$100,000 of in-house work and \$10,000 for the sidewalk rebate program. The sources of funding for the 2025 Street Maintenance Program are:

**2025 Funding - Special Highway**

- State Gas Tax Refund (KDOT)	\$ 561,290
- Connecting Link Maintenance (KDOT)	\$ 74,500
- Transfer from General Fund	\$ 200,000
- Federal Aid (Exchange Program)	\$ 260,000
- Cash Carryover	\$ 68,522
Total Available	\$1,164,312

Mr. Rohr stated that bids from six different contractors were received on February 4, 2025. The bid documents were structured so that contractors could bid on one or more of the nine various projects, and separate contracts could be awarded for each type of work. The projects awarded would be accomplished at various locations at various times throughout 2025.

There were no bids for pavement markings; however, staff will return to the Commission in the near future as a new request for bids for pavement markings will be opened March 4, 2025.

Mr. Rohr stated approximately \$100,000 of the Special Highway budget will be used to augment the purchase of crack seal material, asphalt, concrete, and other materials for City crews to perform in-house street maintenance. This budgeted amount will allow City crews to complete the reconstruction of 4<sup>th</sup> Street between Main and Fort. Approximately one half of the street was reconstructed by the Service Division in 2024. Another \$10,000 will be utilized for the City of Hays sidewalk rebate program.

A summary of the work proposed is listed here:

Project	Contractor	Actual Bids
Seal Coat	Circle C	\$226,800.00
Polypatch	Stripe & Seal	\$40,600.00
Curb and Brick Repair	Morgan Bros.	\$58,500.00
Concrete Alleys	Morgan Bros.	\$74,050.00
Mill and Overlay	Bettis	\$259,232.70
19 <sup>th</sup> St. Concrete Paving	Morgan Bros.	\$124,652.78
<b>Subtotal</b>		<b>\$783,835.48</b>
Sidewalk Rebate		\$10,000.00
In-House		\$100,000.00
<b>Subtotal</b>		<b>\$110,000.00</b>
Total Cost of All Projects		\$893,835.48
SP HWY Funding Available		\$1,114,792.00
<b>BALANCE of SP HWY Budgeted Projects Fund</b>		<b>\$220,956.52</b>

The total amount of all proposed contracts as bid and other in-house projects being funded out of Special Highway is \$893,835.48, which leaves a balance of \$220,956.52. Other projects, such as pavement markings, will be pulled

from these remaining funds later in 2025. For any unforeseen expenses, \$50,000 remains in contingency funds.

Commissioner Barrick moved, Commissioner Ruder seconded, to authorize the City Manager to enter contracts for construction as presented, in the amounts specified, to be paid out of the funds identified by staff.

Vote: Ayes: Sandy Jacobs

Mason Ruder

Alaina Cunningham

Reese Barrick

Shaun Musil

**8. Joint Projects with Ellis County – 48th Street and Vineyard Road / 270th**

**Avenue:** Toby Dougherty, City Manager, stated that in August 2024 at the joint City/County Commission meeting two road improvement projects were discussed as possible cooperative ventures: 48<sup>th</sup> Street and Vineyard Road / 270<sup>th</sup> Avenue. The 48<sup>th</sup> Street project would involve a 4" mill, transverse crack repair as needed, and two – 2" overlays, which was quoted at \$415,000 by Bettis Asphalt and Construction, Inc., with the City share being \$200,000. When the project is complete, the County will restripe the pavement. The County would maintain ownership until January 1, 2028, after improvements are made to determine effectiveness, and after that the City would take over ownership.

Mr. Dougherty discussed the Vineyard Road / 270<sup>th</sup> Avenue project and stated that the County will reshape surface and ditches, and there will need to be two – 2" overlays. The City will take over maintenance of its right of way upon completion of the project. The quote for this project is \$857,000 by Bettis, with the City share being \$177,000.

Commissioner Ruder moved, Commissioner Musil seconded, to authorize the City Manager to expend \$377,000 from the Commission Capital Reserve for the City share of the 48<sup>th</sup> Street and Vineyard Road / 270<sup>th</sup> Avenue projects.

Commissioners stressed that the cooperation and collaboration with Ellis County is invaluable.

Vote: Ayes: Sandy Jacobs

Mason Ruder  
Alaina Cunningham  
Reese Barrick  
Shaun Musil

**9. PROGRESS REPORT:** Collin Bielser, Deputy City Manager, presented a monthly report of city-related activities, services, and programs.

**10. 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 March.

**11. COMMISSION INQUIRIES AND COMMENTS:** Commissioner Cunningham reiterated that the collaboration with the County has continued to improve within the last several years, and she feels like the work being done currently is setting a new standard and hopes that continues for the future.

Commissioner Barrick stated it was really great to go with Grow Hays to tour the senior center and childcare center with Governor Laura Kelly. Governor Kelly and her staff were very impressed with what we are doing in Hays, both for childcare and for our senior citizens.

**12. EXECUTIVE SESSION:** Commissioner Jacobs entertained a motion at 5:08 p.m. to enter into executive session for a period not to exceed 40 minutes, to include the City Commission, City Manager, Deputy City Manager, Assistant City Manager, City Attorney, Water Resource Director, R-9 Project Manager, and online representatives from Foulston and Siefkin, LLP, a representative from ORC, and Burns & McDonnell for purposes of discussing matters pertaining to attorney client privilege, and acquisition of real property. Commissioner Ruder moved, Commissioner Barrick seconded.

Vote: Ayes: Sandy Jacobs

Mason Ruder  
Alaina Cunningham  
Reese Barrick  
Shaun Musil

No action was taken within the executive session.

The meeting was adjourned at 5:32 p.m.

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

Jami Breit – City Clerk