

City of Hays
City Commission
Work Session Notes

Thursday, June 5, 2025 – 4:00 p.m.

Present: Sandy Jacobs, Mason Ruder, Alaina Cunningham, Reese Barrick, Shaun Musil, Toby Dougherty, Collin Bielser, and Don F. Hoffman

May 15, 2025 Work Session Notes

There were no corrections or additions to the minutes of the work session held on May 15, 2025; the minutes stand approved as presented.

2026 Budget Presentations – Outside Agencies

The following agencies presented requests for Outside Agency funding in the 2026 Budget:

- Grow Hays - Doug Williams, Grow Hays Executive Director: \$180,000
- Fort Hays State University (FHSU) - Dr. Joey Linn, FHSU Vice President for Student Affairs / Dr. Dennis King, FHSU Associate Vice President for Student Affairs/Enrollment Management: \$100,000
- DHDC - Andrew Taylor, DHDC Board President / Bryan VonFeldt, Board Treasurer: \$54,000
- CARE Council - Brett Gerber, CARE Council Chair / Erica Berges, United Way Executive Director: \$180,000
- Developmental Services of Northwest Kansas, Inc. (DSNWK) - Jerry Michaud, DSNWK President and CEO / Wade Kruse, Transportation Manager for DSNWK and ACCESS Public Transportation: \$107,673

Each organization thanked the City of Hays for their support and reviewed their past and future projects and programs. This is the first year that DSNWK has asked for funding because of the budget cuts that they are seeing at the State level. The Outside Agency funding requests will be considered during the budget process.

Fireworks Poll Update

James Bell, Public Relations Manager, gave an update on the Fireworks Poll. The City of Hays used JotForm to conduct a survey on fireworks within city limits, which had 2,385 respondents. The majority of the respondents wanted no change to the current policy; however, they also supported a larger public display.

Police Department Guaranteed Maximum Price and Design-Build Agreement for Phase 2 Services

Collin Bielser, Deputy City Manager, stated that at the November 14, 2024 Commission Meeting, the City Commission approved a contract with Paul-Wertenberger Construction, Inc. (PWC) for Design-Build Phase I services for the renovation of the existing Astra Bank building located at 1100 Fort Street. For the past few months, City Staff have been working with PWC's design-build team to develop preliminary plans and proposal for a Guaranteed Maximum Price (GMP) for the renovation of the existing Astra Bank building into the city's new Police Station and Municipal Courtroom. PWC has presented a GMP of \$5,991,250. The next step in the Design-Build process is to approve the GMP and an agreement for Phase II services, which will entail final design and construction services. The project is expected to be complete 12 months after the existing Astra Bank is vacated.

At the June 12, 2025 Commission Meeting, Commissioners will be asked to accept the Guaranteed Maximum Price and authorize the City Manager to enter into an Agreement with PWC, Inc. to perform Phase II Design-Build services for the new Police Station/Municipal Court Facility, to be paid from General Obligation Bonds to be issued in an amount not to exceed \$8,000,000 to pay for acquisition of 1100 Fort Street, construction costs, and FF&E needs.

Property/Liability Coverage Renewal – 2025/2026

Kim Rupp, Director of Finance, stated that the City's Property/Liability Coverage is up for renewal on July 1, 2025. Insurance Planning Inc. (IPI) provides

oversight for the City as the Insurance Broker. Taylor Pfannenstiel, Commercial Lines Executive for IPI, had conversations with other insurance carriers and concluded that Midwest Public Risk (MPR) offered the lowest cost option for the renewal of the City's package. The outcome translates into a 30% increase or \$136,723 more than the prior period.

At the June 12, 2025 Commission Meeting, Commissioners will be asked to authorize the City Manager to renew the 2025/2026 Property/Liability Coverage package in the amount of \$590,944 to be funded from the Intergovernmental Insurance and Surety line item.

Cemetery Ordinance Revisions

Jeff Boyle, Director of Parks, stated that the City of Hays owns Fort Hays Memorial Gardens Cemetery and Mount Allen Cemetery. The city has not implemented fee increases for the two city-owned cemeteries in over 20 years.

City Staff reviewed cemetery fees from other communities and determined that the City of Hays fees are well below average, with exception of the columbarium niches. While completing a review of the fees, staff also took the opportunity to review all the language within the cemetery ordinances and are recommending some minor changes throughout the document as well. Most of the recommended changes are either for clarification purposes or to help convey legal needs on the city's behalf. The following fee increases are being recommended:

	<u>Current</u>	<u>Proposed</u>
Space Fees – Full Space	\$250	\$500
Space Fees – Infant	\$50	\$250
Disinterment – Full Space	\$500	\$1,500
Disinterment – Cremation	\$100	\$500
Disinterment – Infant	\$100	\$500
Disinterment – Columbarium	\$100	\$300
Grave Opening – Full/Weekday	\$250	\$500
Grave Opening – Full/Weekend	\$300	\$800

Grave Opening – Cremation/Weekday	\$50	\$250
Grave Opening – Cremation/Weekend	\$100	\$450
Columbarium Opening – Weekday	\$50	\$250
Columbarium Opening – Weekend	\$100	\$450
Monument Setting – Single	\$10	\$40
Monument Setting – Double	\$25	\$40

At the June 12, 2025 Commission Meeting, Commissioners will be asked to approve the proposed amendments to certain sections of Articles I, II, and III in Chapter 17 of the City Code of Ordinances governing City cemeteries as presented.

Welcome Center Sign – Award of Bid

Melissa Dixon, Convention and Visitors Bureau Director, stated that the 2025 Budget includes \$45,000 to replace the LED video board and static panels on the Welcome Center marquee sign on Vine Street. An update to the sign panels with new City branding will allow it to match the citywide wayfinding sign update that was installed in 2024. A new higher resolution LED video messaging system will allow CVB staff to communicate information to travelers on Vine Street, which, according to KDOT, averages over 18,000 vehicles per day. A request for bids was issued for a double-sided LED message system and six static sign panels, along with installation, software training, and warranty.

The low bid was provided by Commercial Sign of Hays for a double-sided 10mm LED message system and six static panels for \$44,773.00. This price includes installation, software training, and a 5-year warranty on parts. This cost is under the \$45,000 budget for 2025. City Staff has years of experience with this local vendor, including the recent Citywide wayfinding sign update.

At the June 12, 2025 Commission Meeting, Commissioners will be asked to authorize the purchase of a double-sided 10mm LED message center and static sign panels at a cost of \$44,773.00 and fund the project from CVB Reserves.

Other Items for Discussion

Commissioner Musil showed appreciation to Jamie Salter, Airport Manager, for applying for a grant, which the City received to pay for half of the City's costs for the crosswind runway project at the Airport.

Commissioner Barrick stated that the Commissioners are always trying to be transparent and proactive in keeping the community informed and ahead of the game.

Commissioners thanked everyone who signed up to run for City Commission, and encouraged them to get involved early, be educated in what is going on, and attend meetings.

Mayor Jacobs thanked all the businesses, who were represented at the meeting with volunteers, for allowing their employees the time to serve on the nonprofit boards.

The work session was adjourned at 6:22 p.m.

Submitted by: _____

Jami Breit –City Clerk