

MINUTES OF A MEETING  
OF THE GOVERNING BODY OF  
THE CITY OF HAYS, KANSAS  
HELD ON JUNE 12, 2025

**1. CALL TO ORDER BY CHAIRPERSON:** The Governing Body of the City of Hays, Kansas met in regular session on Thursday, June 12, 2025 at 4:00 p.m.

Roll Call: Present: Sandy Jacobs

Mason Ruder

Alaina Cunningham

Reese Barrick

Absent: 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 session held on May 22, 2025; the minutes stand approved as presented.

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

**4. CONSENT AGENDA:** A. Approve Resolution No. 2025-006 authorizing the Mayor to sign the Consent and Subordination Agreement for the MicroFactory.

B. The following proposed appointment was recommended by Mayor Jacobs at the May 22, 2025 City Commission Meeting and is now being presented for approval.

Northwest Kansas Community Corrections and Northwest Kansas Juvenile Services Governing Board

Julie Zollinger – unexpired term to expire 2-1-2027 (1<sup>st</sup> term)

Commissioner Ruder moved, Commissioner Cunningham seconded, to approve the Consent Agenda.

Ayes: Sandy Jacobs

Mason Ruder

Alaina Cunningham

Reese Barrick

## **NEW BUSINESS**

### **5. POLICE DEPARTMENT GUARANTEED MAXIMUM PRICE AND DESIGN-BUILD AGREEMENT FOR PHASE II 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.

Commissioner Ruder moved, Commissioner Barrick seconded, 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.

Commissioners asked if this property will be conducive for future growth. Mr. Bielser explained that the building will definitely last the City 20 years with growth and if the City wanted to expand, it would be an option to add on where there is an outdoor patio, which would add an additional 30 years of life.

Vote: Ayes: Sandy Jacobs

Mason Ruder

Alaina Cunningham

Reese Barrick

**6. 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.

Commissioner Cunningham moved, Commissioner Barrick seconded, 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.

Vote: Ayes: Sandy Jacobs

Mason Ruder

Alaina Cunningham

Reese Barrick

**7. 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

Commissioner Barrick moved, Commissioner Cunningham seconded, 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.

Commissioners had a lot of discussion about how this topic is a delicate situation, and the City is raising prices dramatically. However, the City is running the cemetery at a deficit and even the increases won't allow us to break even financially. The Commission would like a biennial review of the cemetery fees.

Vote: Ayes: Sandy Jacobs

Mason Ruder

Alaina Cunningham

Reese Barrick

#### **8. WELCOME CENTER MARQUEE SIGN REPLACEMENT - AWARD OF BID:**

Melissa Dixon, Convention and Visitors Bureau Director, presented 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. 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.

Commissioner Ruder moved, Commissioner Cunningham seconded, to authorize the purchase of a double-sided 10mm LED message center and static sign panels, at a cost of \$44,773, and fund the project from CVB Reserves.

Vote: Ayes: Sandy Jacobs

Mason Ruder

Alaina Cunningham

Reese Barrick

**9. COMMISSION INQUIRIES AND COMMENTS:** Toby Dougherty, City Manager, informed the Commission and residents about a new process he learned at the Ellis County Commission Meeting. There has been an issue with limbs and trash falling off of vehicles on City streets, which is considered littering, and it is almost impossible to see who is doing it at the time of the infraction. Starting in 2026, the Ellis County Commissioners will be changing the fee structure for the Ellis County Landfill depending on whether the load being dumped is secure or not. Therefore, there will be an extra 50% fee on top of the dumping fee if the load is unsecured.

Mr. Dougherty stated that this will affect City of Hays residents who haul things to the landfill. The City of Hays has an agreement with Ellis County where the residents can haul tree limbs out to the landfill free of charge. The City of Hays pays a fee to the landfill every year to allow City of Hays residents to dump tree limbs for free. The Ellis County landfill is now going to require everyone dumping tree limbs to go across the scale before dumping. If the load is being secured, the resident can go and dump; however, if it is not secured, the resident will pay the fee and 50% more of what it would normally cost to dump limbs.

Commissioner Barrick thanked Jeff Boyle, Director of Parks, for the tour of the City parks that he was given, highlighting all the beautiful facilities and the maintenance that will be needed in the future. Commissioner Barrick commended the Parks Department for the hard work and great job that the employees do keeping up with each park since they are such an important part of the City's quality of life.

The meeting was adjourned at 4:49 p.m.

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

Jami Breit – City Clerk