

City of Hays
City Commission
Work Session Notes
Thursday, April 18, 2019 – 6:30 p.m.

Present: Henry Schwaller, IV, Shaun Musil, Sandy Jacobs, Ron Mellick, James Meier, John T. Bird, Toby Dougherty, and Kim Rupp

April 4, 2019 Work Session Notes

There were no corrections or additions to the minutes of the work session held on April 4, 2019; the minutes stand approved as presented.

North Vine Street – Design Supplement #1

John Braun, Project Manager, reported that in May of 2018, the City Commission approved a contract with WSP engineers for professional engineering services related to the design of improvements to the North Vine Street Corridor. Due to the uncertainty of the requirements for right-of-way and easement acquisition at the time, the original scope and fee did not include services related to right-of-way acquisition. He stated now that design has progressed to a point where the necessary right-of-way and easements have been defined, WSP has provided a supplement to the original agreement.

At the April 25, 2019 Commission meeting, Commissioners will be asked to authorize the City Manager to enter Supplement #1 with WSP USA, Inc. in the amount of \$49,904.65 for engineering services supporting right-of-way and easement acquisition for the North Vine Street Corridor to be funded from Convention and Visitors Bureau Contingency.

Parks Improvement Policy

Toby Dougherty, City Manager, stated the City Commission requested a policy that would provide an outline for priority determination of park amenities as well as how matching funds from outside entities are considered. He presented a

draft of the proposed Parks Improvement Policy that refers to the newly-created Parks Amenities Schedule. This schedule determines the high, medium, and low priority items to be replaced or added. The Commission would adopt the Parks Amenities Schedule each year with the annual budget. The Parks Improvement Policy sets forth the amount of funding required if a civic group or organization wishes to sponsor a project. The goal of the policy is to steer outside organization and civic group interests to projects that are deemed a high need. These will most likely be replacement projects or high priority additions. He added that if a person or entity wants to accelerate a high priority project, there would be a 15% funding match required, a medium priority project, the funding match would be 50%, and for a low priority project, there would be a 75% funding match. For an amenity not on the Parks Amenities Schedule, the civic group would have to commit to a 100% funding match and a minimum of 10 years maintenance and operation costs for the amenity.

Commissioner Mellick asked what would qualify as a high priority project. Mr. Dougherty stated high priority would be what staff feels are the most pressing issues. A list of high, medium, and low priority park amenities was presented. Some of the items were for replacement and some new creation.

Commissioner Jacobs asked if a group wanted to do a 50% match and it wasn't what is considered one of the higher priorities, would that be moved up if they wanted to spend the money that year. Mr. Dougherty stated that would be up to the Commission.

Mayor Schwaller stated this is a huge step forward. The Commissioners agreed it was a good policy.

Mr. Dougherty stated Jeff Boyle, Parks Director, interacts with the civic groups and this allows him to steer their monies toward projects that are needed the most.

The Commissioners will be asked to adopt the proposed Parks Improvement Policy at the April 25, 2019 Commission meeting.

Ordinance and Resolution to Authorize the Issuance of General Obligation Bonds, Series 2019A

Kim Rupp, Director of Finance, stated the Heart of America Second Addition and Kings Gate First Addition improvement district projects are complete, the assessments have been levied, and the projects are ready for permanent financing. The amount of the project costs is \$277,836.51 for Heart of America Second Addition that will be a 15 year assessment, and \$82,163.49 for the King's Gate First Addition Park which will be a 10 year assessment. Therefore, the maximum principal amount of the bonds is approximately \$360,000 and will be paid from special assessment revenues received by the city as property owners within the improvement district pay their tax bills. The property owners have until 11:30 a.m. Friday, April 19, 2019, to prepay if they so desire.

Mr. Rupp added that they will not go out for a public offering on these bonds as doing so would be cost prohibitive given its small size and wouldn't be attractive to those bidding. Therefore, we save the costs of a bond rating, underwriting, and official statement printing and distribution by doing a private placement. The bonds are exempt from federal and state income tax. The city will designate the bonds as qualified tax-exempt obligations, in other words, bank qualified under the internal revenue code. A term sheet was sent out to banks in town and staff received three responses. Emprise Bank bid 3.125% across all maturities, Astra Bank bid anywhere from 3% to 3.84% across all maturities and Bank of Hays was the low bid at 3% across all maturities. He stated if the ordinance and resolution are approved, staff will work with the financial advisor and bond counsel to complete all of the necessary steps to close the bond issue. Bond proceeds are expected to be available to the City on May 15, 2019.

At the April 25, 2019 Commission meeting, Commissioners will be asked to approve an Ordinance authorizing and providing for the issuance of General Obligation Bonds, Series 2019-A and approve a Resolution prescribing the form and details of and authorizing and directing the sale and delivery of General Obligation Bonds, Series 2019-A.

Mayor-Appointed Boards and Committees

Mayor Schwaller had requested a discussion of the various boards and committees serving the City of Hays. The discussion regarding these boards and committees revolves around the difficulty of finding appointees as well as the necessity of each committee.

The Commissioners reviewed the following Mayor-Appointed Boards and Committees that the City has appointments to or for which it is responsible and the basis for the Committee creation. Many of these committees are required by State Statute; therefore, the Commission does not have the ability to dissolve them.

<u>Name of Board/Committee</u>	<u>Basis for Committee Creation</u>
Airport Advisory Committee	Commission Action
Building Trades Board	Commission Action
CARE Council	Commission Action
Fort Hays Municipal Golf Course Advisory Board	Commission Action
Hays Area Board of Zoning Appeals	State Statute
Hays Area Planning Commission	State Statute
Hays Beautification Committee	Commission Action
Hays CVB Advisory Committee	State Statute
Hays Housing Authority	State Statute
Hays Public Library Board	State Statute
Hays Recreation Commission	State Statute
Northwest Kansas Community Corrections Board	State Statute
Sister Cities Advisory Board	Commission Action

Mayor Schwaller stated the City is lucky to have people that volunteer to serve on these boards.

Commission Meier stated he thinks the Commission needs to focus on the boards and committees that are solely at the discretion of the City. He does not think they should be looking for an opportunity to get rid of these boards, but

rather to transform how they are processing that information so that not only are they utilizing staff time efficiently, but appreciating the time of those serving on the boards. He suggested more ad hoc groups with a specific purpose and a defined timeline. This might attract more volunteers.

Commissioner Mellick agreed. He stated he has been to some committee meetings when the volunteers meet every month with not that much to discuss and they looked for problems when there weren't any. If they had a specific task to work on then they could provide their input when needed.

Commissioner Jacobs stated that she thinks the recommendation to collapse the Building Trades Board to the Board of Zoning Appeals makes a lot of sense. She feels the CARE Council is extremely valuable. The Beautification Committee could be disbanded, with those on the committee serving instead as a Tree Board Committee. She added that the Sister Cities Advisory Board does a wonderful job, but it does not need to be a City Board and they could self-exist. She noted that there are a number of people that have served on those boards for a long time and take it very seriously and she wants them to know that it is really appreciated.

Commissioner Musil agreed and stated we need those people to be involved in our community, but he is concerned about the staff time it takes.

Mr. Dougherty stated it is onerous on City staff and his Executive Assistant to keep track of all of the board members and their terms. He added that in regard to the Golf Course, there are certain times of the year when City staff gets valuable input from the Fort Hays Municipal Golf Course Advisory Board, but there is no need for a standing advisory committee like the one that currently exists. Instead, it would be easy to call a special meeting to get feedback about certain priority needs at the golf course. That could easily be handled in a couple of meetings that everyone is invited to participate in and this could be distributed through the men's and women's association as well as the Pro-Shop Manager.

Following Commission discussion, Mr. Dougherty stated the City Attorney will prepare a resolution to disband the Airport Advisory Committee, the Building

Trades Board, Hays Beautification Committee, and Fort Hays Municipal Golf Course Advisory Committee. The Sister Cities Advisory Board would not be disbanded, but would remove the Commission and mayoral appointment process. They could still make their funding request as part of the budget process.

Commissioner Mellick stated that Committees could be appointed on an ad hoc basis. Mr. Dougherty added that City staff would still call meetings with certain groups to solicit input on a specific topic.

The Commission will be asked to approve a resolution addressing the changes discussed regarding mayor appointed boards and committees at the April 25, 2019 Commission meeting.

Other Items for Discussion

City Manager, Toby Dougherty, discussed reconfiguring the commission chambers podium due to the fact that it is difficult to see the Commissioners when sitting at the desk or in the audience. He suggested removing the desk and moving the podium so the presenter is looking at the audience, the Commission, and the press. The change would also allow for additional seating.

Commissioner Mellick commented that he appreciates the concrete shoulders on 8th Street and he is glad to see that done.

Commissioner Jacobs thanked the citizens that have contacted her with comments and suggestions, but she does not appreciate those that do not identify themselves.

Vice-Mayor Musil thanked Commissioner Meier for his years of service and wished him and his family the best.

Mayor Schwaller wished everyone a safe and happy Easter.

The work session was adjourned at 7:14 p.m.

Submitted by: _____

Brenda Kitchen – City Clerk