

CITY COMMISSION MEETING AGENDA

City Hall Commission Chambers

Monday, December 1, 2014

7:00 p.m.

MEETING #4984

CALL TO ORDER

ROLL CALL

INVOCATION BY Rev Phil Scott, First Christian Church

PLEDGE OF ALLEGIANCE

PETITIONS AND PROCLAMATIONS

VISITORS (Limit of five minutes per individual and fifteen minutes per topic. Final action may be deferred until the next City Commission meeting unless an emergency situation does exist).

Dodge City Soccer League-Rebecca Escalante

CONSENT CALENDAR

1. Approval of City Commission Meeting Minutes, November 17, 2014;
2. Appropriation Ordinance No.23, December 1, 2014;

ORDINANCES & RESOLUTIONS

NEW BUSINESS

1. Approval of OMI Amendment #8. Report by City Manager, Cherise Tieben.
2. Approval of Plat for Wright Park RV Park, Report by Kevin Israel, Nathan Littrell.
3. Approval of Plat for Waddell 3rd Subdivision, Report by Kevin Israel, Nathan Littrell.
4. Approval of Insurance Services Bid. Report by Director of Administration, Ryan Reid.

5. Approval of Letter of Intent with EcoEngineers. Report by Director of Engineering, Ray Slattery.

ADJOURNMENT

CITY COMMISSION MEETING MINUTES

City Hall Commission Chambers

Monday, November 17, 2014

7:00 p.m.

MEETING #4982

CALL TO ORDER

ROLL CALL: Mayor Brian Delzeit, Commissioners, Jan Scoggins, Rick Sowers, Joyce Warshaw. Commissioner Kent Smoll was reported absent.

INVOCATION by Vernon Bogart.

PLEDGE OF ALLEGIANCE

PETITIONS AND PROCLAMATIONS

Small Business Saturday was read by Mayor Brian Delzeit.

VISITORS (Limit of five minutes per individual and fifteen minutes per topic. Final action may be deferred until the next City Commission meeting unless an emergency situation does exist).

CONSENT CALENDAR

1. Approval of City Commission Meeting Minutes, November 3, 2014;
2. Approval of Special City Commission Meeting Minutes, November 10, 2014;
3. Approval of Joint City/County Meeting Minutes, November 10, 2014;
4. Appropriation Ordinance No.22, November 17, 2014;
5. Approval of Hennessey Hall Lease Agreement with Arrowhead West.

Commissioner Jan Scoggins moved to approve the Consent Calendar as presented; Commissioner Joyce Warshaw seconded the motion. The motion carried 4-0.

ORDINANCES & RESOLUTIONS

Resolution No. 2014-27: A Resolution to approve the Scroggins' Foundation Mausoleum Donation Agreement which would allow for the continued maintenance and care of the Mausoleum was approved on a motion by Commissioner Jan Scoggins. Commissioner Joyce Warshaw seconded the motion. The motion carried 4-0.

Resolution No.2014-28: A Resolution Authorizing payment of 2014 Year End Bonuses to qualified employees was approved on a motion by Commissioner Joyce Warshaw. Commissioner Brian Delzeit seconded the motion. The motion carried 4-0.

NEW BUSINESS

1. Commissioner Jan Scoggins moved to approve a Supplemental Agreement with PEC for Well #18 Design in the amount of \$11,250. Commissioner Joyce Warshaw seconded the motion. The motion carried 4-0.
2. Commissioner Brian Delzeit moved to approve the 2015 Membership/Program Proposed Rates for 2015 pending review of the operating contract. Commissioner Jan Scoggins seconded the motion. The motion carried 4-0.
3. Commissioner Rick Sowers moved to approve a bid received from Windy Prairie in the amount of \$26,900 for a Computerized Pedestal Kiosk for the Maple Grove Cemetery. Commissioner Jan Scoggins seconded the motion. The motion carried 4-0.
4. Commissioner Rick Sowers moved to approve the Public Transportation Grant and Letters of Support. Commissioner Joyce Warshaw seconded the motion. The motion carried 4-0.

OTHER BUSINESS

Jane Longmeyer:

- Mentioned that American recycles program was a success. There was great participation in the household hazardous waste program.
- Last Thursday the Economic Development Corporation sponsored an Economic Strength presentation. This presentation is on the website.

Commissioner, Jan Scoggins:

- Thanked everyone who came out tonight and those viewing. Congratulations on the successful E-Waste program.

Commissioner, Rick Sowers:

- Thanked various board members around the City. I've seen some responses in the newspaper regarding DCCC. Even if you don't agree with decisions, please thank your board members for their time and commitment.

Commissioner, Joyce Warshaw:

- The Mayor and I attended a tour that was conducted by Shane Smith of the Wastewater Treatment Plant. Shane is a wonderful tour guide.

Mayor, Brian Delzeit:

–Happy Thanksgiving. Are starting to see Christmas commercials. Please shop local, it is important to the community.

ADJOURNMENT

Commissioner Scoggins moved to adjourn the meeting; Commissioner Sowers seconded the motion. The motion carried 4-0.

Mayor

ATTEST:

Nannette Pogue, City Clerk

Memorandum

To: City Commissioners
From: Cherise Tieben, City Manager
Date: November 26, 2014
*Subject: CH2M HILL Annual Contract
Amendment*
Agenda Item: New Business

Recommendation: Staff recommends the approval of Amendment No. 8 to the Agreement for Operations Maintenance and Management Services for the Wastewater Treatment Plants with CH2M HILL.

Background: Amendment No. 8 covers compensation for the operation of the treatment plants from January 1, 2015 to December 31, 2015. The original agreement allows for an increase each year. The increase in the overall amount of the contract is 1.91% over the 2014 agreement.

Justification: CH2M HILL continues to operate the south wastewater treatment plant and the new north wastewater treatment plant and all systems associated with the sewer treatment systems. The CH2M HILL organization is very professional, incredibly knowledgeable and is well respected in the industry. The increase contains any natural economic cost adjustments for items such as biosolids, gypsum, repair costs, chemicals and a pass through expense for the membrane performance agreement.

Financial Considerations: Adequate funds have been budgeted to cover this expense in 2015.

Purpose/Mission: Working towards excellence – together we strive to achieve high performance and service standards set by us and expected by the community.

Legal Considerations: The agreement has been reviewed by the City Attorney.

Attachments: Amendment No. 8

AMENDMENT NO. 8
To the
AGREEMENT
For
OPERATIONS, MAINTENANCE AND
MANAGEMENT SERVICES

THIS AMENDMENT NO. 8 is made and entered into this ___ day of _____, 2014, by and between the City of Dodge City, Kansas (hereinafter "Owner"), whose address for any formal notice is P.O. Box 880, Dodge City, Kansas 67801 and Operations Management International, Inc. (hereinafter "CH2M HILL"), whose address for any formal notice is 9191 South Jamaica Street, Englewood, CO 80112. This is an Amendment to the Agreement for Operations, Maintenance and Management Services dated the 1st day of March, 2007, between Owner and CH2M HILL (the "Agreement"). Collectively, Owner and CH2M HILL will be referred to as the "Parties" and each individually as a "Party."

Owner and CH2M HILL agree that the Agreement shall be and is hereby amended and modified in the following manner:

1. Article B.3.9 in Appendix B is deleted in its entirety and replaced with the following Article B.3.9 in Appendix B:

B.3.9 The Owner shall pay as additional compensation to CH2M HILL a fee of Seventeen Thousand Five Hundred Dollars (\$17,500) for Biosolids Costs for the period set forth in Appendix E, Article E.1.1. CH2M HILL shall provide Owner with a detailed invoice of Biosolids Costs over the annual biosolids limit, and Owner shall pay CH2M HILL for all Biosolids Costs in excess of such limit. CH2M HILL will rebate to Owner the amount that actual Biosolids Costs is less than the annual biosolids limit in any year of this Agreement.

2. Article E.1.1 in Appendix E is deleted in its entirety and replaced with the following Article E.1.1 in Appendix E:

E.1.1 Owner shall pay to CH2M HILL as compensation for Services performed under this Agreement One Million Six Hundred Ninety Eight Thousand Three Hundred Fifty Four Dollars and Eighty Cents (\$1,698,354.80) which includes the Base Fee, Biosolids Costs, Gypsum, Repairs Costs, Chemicals and the Membrane Performance Agreement for the period of January 1, 2015 through December 31, 2015. The Base Fee for subsequent calendar years of the initial term and any subsequent terms shall be determined as hereinafter specified.

3. Article E.1.4 in Appendix E is deleted in its entirety and replaced with the following Article E.1.4 in Appendix E:

E.1.4 The total amount CH2M HILL shall be required to pay for acquisition and application of gypsum shall not exceed the limit of One Hundred Fifty Thousand Dollars (\$150,000) for the period set forth in Article E.1.1. CH2M HILL shall provide Owner with a detailed invoice of monies spent over the annual limit for gypsum acquisition and application, and Owner shall pay to CH2M HILL for all monies in excess of such limit. CH2M HILL will rebate to Owner the entire amount that the cost of gypsum acquisition and application is less than the annual gypsum application limit.

4. Article E.1.5 in Appendix E is deleted in its entirety and replaced with the following Article E.1.5 in Appendix E:

E.1.5 The total amount CH2M HILL shall be required to pay for Repairs Cost shall not exceed the annual Repairs Limit of One Hundred and Thirty Thousand Dollars (\$130,000) during the period set forth in Article E.1.1. CH2M HILL shall provide Owner with a monthly accounting reflecting the reason for and the cost of repairs provided. CH2M HILL will rebate to Owner the entire amount that actual Repair Cost is less the annual Repairs Limit during the calendar year. In the event the Repairs Limit is reached, CH2M HILL shall invoice Owner on a monthly basis for Repair Cost in excess of such limit.

5. Paragraph E. 1. 9 is hereby added in Appendix E as follows:

E.1.9 The total amount CH2M HILL shall be required to pay for Chemicals for the Membrane Plant shall not exceed the annual Chemicals Limit of Thirty One Thousand Eight Hundred Forty Four Dollars (\$31,844.00) during the period set forth in Article E.1.1. CH2M HILL shall provide Owner with a monthly accounting reflecting the reason for and the cost of chemicals provided. CH2M HILL will rebate to Owner the entire amount that actual Chemicals for the New Plant are less the annual Chemicals Limit for the New Plant during the calendar year. In the event the Chemicals Limit for the New Plant is reached, CH2M HILL shall invoice Owner on a monthly basis for the Chemicals Cost for the New Plant in excess of such limit.

REMAINDER OF THIS PAGE LEFT INTENTIONALLY BLANK

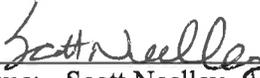
All other terms and conditions of the original March 1, 2007 Agreement, as it has subsequently been amended, shall remain in effect. The Parties hereby approve this Amendment as is indicated by the signatures of their authorized representatives, below.

**OPERATIONS MANAGEMENT
INTERNATIONAL, INC.**

CITY OF DODGE CITY, KANSAS

Authorized Signature:

Authorized Signature:


Name: Scott Neelley *Dec 11/15/2014*
Title: Vice President
Date: 11/15/2014

Name: Cherise Tieben
Title: City Manager
Date: _____

Memorandum

*To: City Manager
City Commissioners*
From: Nathan Littrell
Date: November 26, 2014
Subject: 14-13 RV Park in Wright Park

Agenda Item: Ordinance #3592

Recommendation: The Dodge City Planning Commission held a public hearing on September 9, 2014 and recommended approval of this zoning amendment subject to approved development agreements with the City of Dodge City. We will suggest that there be a reversion clause in the development agreement stating that if the RV Park closes down that no other C-2 use will be allowed without Planning Commission review and approval by the City Commission.

Background: This area is part of the Phase1 improvements for the Star Bonds Heritage District. The Developer, Leisure Hotel, plans on developing an RV Park in this area contingent to an approved development agreement with the City of Dodge City. The development of an RV Park at this location is subject to the approval of a conditional use permit after rezoning to C-2, Commercial Highway has been approved.

Justification: This RV Park will enhance the overall development of the Heritage District.

Financial Considerations: None

Purpose/Mission: To promote development and provide overall growth and revitalization to the downtown community.

Legal Considerations: None

Attachments: Ord. #3592 and a map showing proposed rezoning

ORDINANCE NO. 3592

AN ORDINANCE OF THE CITY OF DODGE CITY, KANSAS AMENDING THE OFFICIAL ZONING MAP OF THE CITY, CHANGING THE ZONING FROM R-2, RESIDENTIAL MEDIUM DENSITY TO C-2, COMMERCIAL HIGHWAY FOR AN AREA LOCATED IN THE SOUTHWEST CORNER OF WRIGHT PARK.

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF DODGE CITY, KANSAS:

SECTION 1: The following described real property located in Dodge City, Ford County, Kansas is hereby rezoned C-2, Commercial Highway:

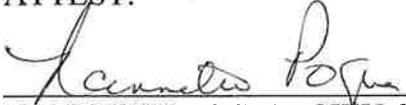
Commencing at the center of the intersection of Park Street and Santa Fe Avenue thence south approximately 745 feet to the northwest corner of the described tract as the point of beginning; thence southerly approximately 930 feet along the western boundary line following the BNSF railroad right of way south to the river levee; thence easterly along the southern boundary line approximately 470 feet along the north edge of the levee; thence northerly along the eastern boundary line approximately 460 feet to the zoo fence; thence north/northwesterly along the eastern boundary line following the zoo fence for approximately 370 feet; thence westerly approximately 315 feet to the point of beginning.

SECTION 2: This ordinance shall take effect, from and following its publication in the official paper, as required by law.

PASSED BY THE CITY OF DODGE CITY GOVERNING BODY, IN REGULAR SESSION AND APPROVED BY THE MAYOR, THIS SIXTH DAY OF OCTOBER, 2014.



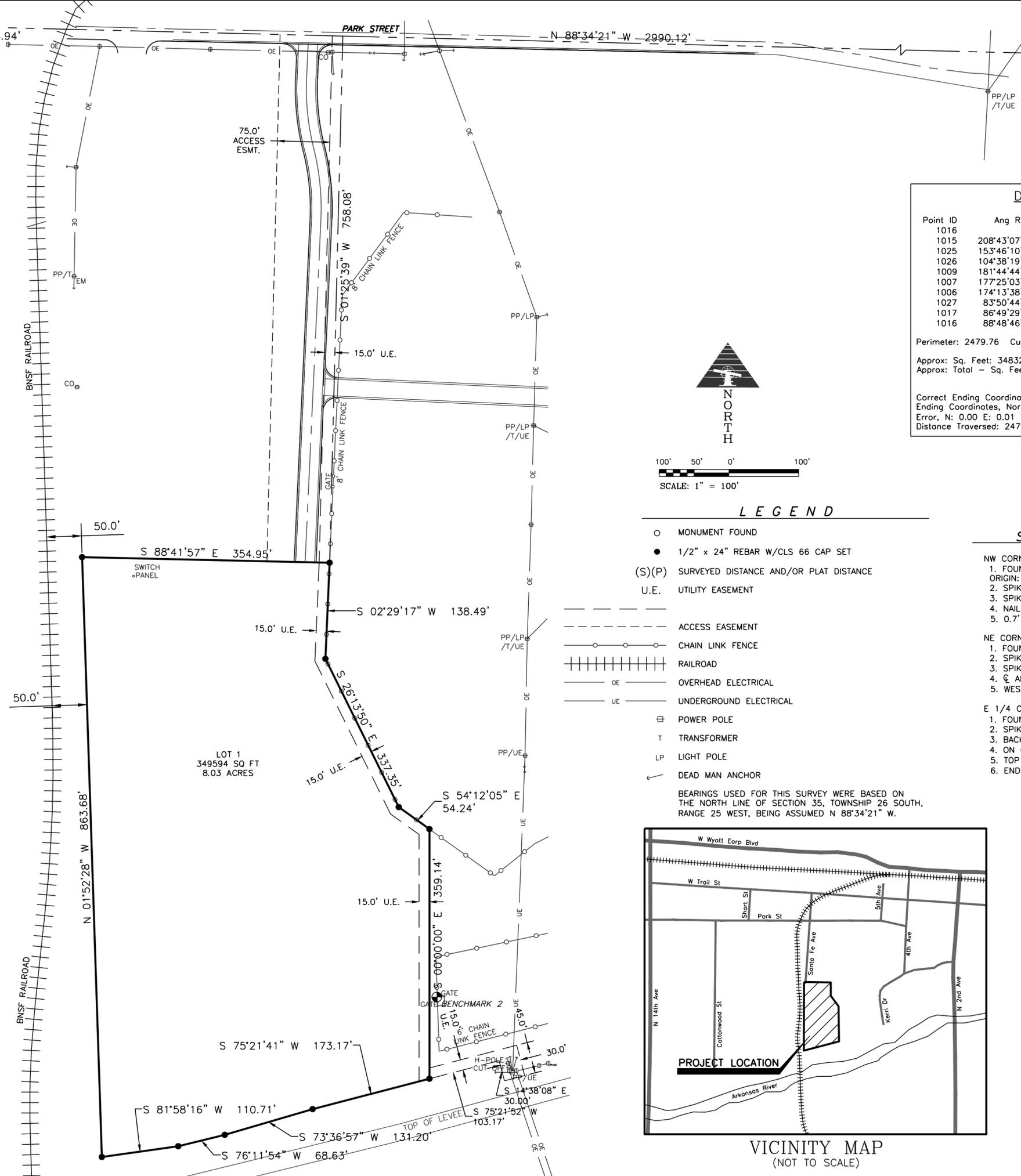
BRIAN DELZEIT, MAYOR

ATTEST:


NANNETTE POGUE, CITY CLERK

NW COR
SEC 35,
T26S, R25W

NE COR
SEC 35,
T26S, R25W



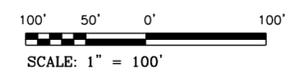
Dodge City Parks & Recreation

Point ID	Ang Rt	Bearing	Distance	Point ID	Northing	Easting
1016		S 02°29'17" W	138.49	1015	1710127.53	871588.82
1015	208°43'07"	S 26°13'50" E	337.35	1025	1709824.92	871737.92
1025	153°46'10"	S 00°00'00" E	301.58	1026	1709523.34	871737.92
1026	104°38'19"	S 75°21'41" W	173.17	1009	1709479.58	871570.37
1009	181°44'44"	S 73°36'57" W	131.20	1007	1709442.57	871444.50
1007	177°25'03"	S 76°11'54" W	68.63	1006	1709426.20	871377.85
1006	174°13'38"	S 81°58'16" W	110.71	1027	1709410.73	871268.23
1027	83°50'44"	N 01°52'28" W	863.68	1017	1710273.95	871239.97
1017	86°49'29"	S 88°41'57" E	354.95	1016	1710265.89	871594.83
1016		88°48'46"				

Perimeter: 2479.76 Cumulative Perimeter: 2479.76

Approx: Sq. Feet: 348323.33 Acres: 7.996
Approx: Total - Sq. Feet: 348323.33 Acres: 7.996

Correct Ending Coordinates, North: 1710265.89 East: 871594.83
Ending Coordinates, North: 1710265.89 East: 871594.83
Error, N: 0.00 E: 0.01 Total: 0.01 Brg: S 69°46'22" W
Distance Traversed: 2479.76 Closure: 444253



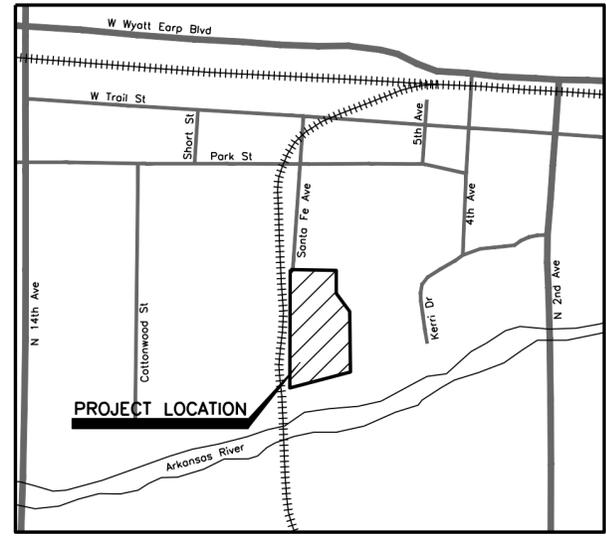
LEGEND

- MONUMENT FOUND
- 1/2" x 24" REBAR W/CLS 66 CAP SET
- (S)(P) SURVEYED DISTANCE AND/OR PLAT DISTANCE
- U.E. UTILITY EASEMENT
- ACCESS EASEMENT
- CHAIN LINK FENCE
- ||||| RAILROAD
- OE OVERHEAD ELECTRICAL
- UE UNDERGROUND ELECTRICAL
- ⊕ POWER POLE
- T TRANSFORMER
- LP LIGHT POLE
- ↖ DEAD MAN ANCHOR

BEARINGS USED FOR THIS SURVEY WERE BASED ON THE NORTH LINE OF SECTION 35, TOWNSHIP 26 SOUTH, RANGE 25 WEST, BEING ASSUMED N 88°34'21" W.

SECTION CORNER REFERENCE TIES

- NW CORNER SECTION 35, T26S, R25W
- FOUND 1/2"x24" REBAR WITH METAL CAN AND LID ON SURFACE, ORIGIN: KSHS REFERENCES
 - SPIKE & WSHR IN POWER POLE 49.1' NE
 - SPIKE & WSHR IN POWER POLE 53.5' SE
 - NAIL WITH BOTTLE CAP IN PAVEMENT 70.0' W
 - 0.7' OFF GROUND AT SE CORNER OF HOUSE 87.3' NW
- NE CORNER SECTION 35, T26S, R25W
- FOUND 1/2" IRON REBAR 17.58' NW
 - SPIKE & WSHR IN POWER POLE 69.68' NNW
 - SPIKE & WSHR IN POWER POLE 2.00' W
 - ALLEY E OF JUNEAU AVENUE 5.20' E
- E 1/4 CORNER SECTION 35, T26S, R25W
- FOUND 1/2" R-BAR IN 1" PIPE 78.7' SE
 - SPIKE & WSHR IN TOP GUARD RAIL POST 60.9' S
 - BACK OF CURB 0.0'
 - ON CENTERLINE OF MINNEOLA STREE 102.9' SW
 - TOP CENTER OF FIRE HYDRANT 99.3' SW
 - END RADIUS OF CURB



VICINITY MAP
(NOT TO SCALE)

Preliminary Plat
WRIGHT PARK
WEST

an Addition to the City of Dodge City
Ford County, Kansas



4201B Anderson Avenue, Suite 2 • Manhattan, Kansas 66503
(785) 776-0541 • FAX 776-9760 • Email: tim@sloanandmeier.com

Project #1408DG1147 DD #TDS21

September 2014

OWNERS CERTIFICATE:

THE UNDERSIGNED, BRIAN DELZEIT, MAYOR, HEREBY CERTIFIES THAT HE IS THE MAYOR OF THE CITY OF DODGE CITY, KANSAS AND HAS CAUSED TO BE LAID OUT AND PLATTED A TRACT OF LAND TO BE CALLED "WRIGHT PARK WEST" AN ADDITION TO THE CITY OF DODGE CITY, FORD COUNTY, KANSAS, WHICH INCLUDES PORTIONS OF THE FOLLOWING: A TRACT OF LAND IN GOVERNMENT LOT 3, SECTION 35, TOWNSHIP 26 SOUTH, RANGE 25 EAST OF THE SIXTH PRINCIPAL MERIDIAN, FORD COUNTY, KANSAS DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT THAT IS N 88°34'21" W 2990.12 FEET AND S 01°25'39" W 758.08 FEET FROM THE NORTHEAST CORNER OF SAID SECTION 35, BEING CORNER 1, MARKED BY A 1/2" REBAR; THENCE S 02°29'17" W 138.49 FEET TO CORNER 2, MARKED BY A 1/2" REBAR; THENCE S 26°13'50" E 337.35 FEET TO CORNER 3, MARKED BY A 1/2" REBAR; THENCE S 00°00'00" E 301.58 FEET TO CORNER 4, MARKED BY A 1/2" REBAR; THENCE S 75°21'41" W 173.17 FEET TO CORNER 5, MARKED BY A 1/2" REBAR; THENCE S 73°36'57" W 131.20 FEET TO CORNER 6, MARKED BY A 1/2" REBAR; THENCE S 76°11'54" W 68.63 FEET TO CORNER 7, MARKED BY A 1/2" REBAR; THENCE S 81°58'16" W 110.71 FEET TO THE EASTERLY RIGHT OF WAY LINE OF THE CHICAGO, ROCK ISLAND, AND PACIFIC RAILROAD AND CORNER 8, MARKED BY A 1/2" REBAR; THENCE N 01°52'28" W 863.68 FEET ALONG THE EASTERLY RIGHT OF WAY LINE OF THE CHICAGO, ROCK ISLAND, AND PACIFIC RAILROAD AND CORNER 9, MARKED BY A 1/2" REBAR; THENCE S 88°41'57" E 354.95 FEET TO THE POINT OF BEGINNING, CONTAINING 8.00 ACRES.

SUBJECT TO EASEMENTS AND RESTRICTIONS OF RECORD.

THE UNDERSIGNED, AS SUCH OWNERS, DO HEREBY STATE THAT ALL STREET RIGHT-OF-WAYS AS SHOWN ON THIS PLAT ARE HEREBY DEDICATED TO THE PUBLIC. AN EASEMENT AND LICENSE TO LOCATE, CONSTRUCT, OPERATE, INSPECT, REPLACE, AND MAINTAIN, OR AUTHORIZE THE LOCATION, CONSTRUCTION, OPERATION, INSPECTION, REPLACEMENT AND MAINTENANCE OF POLES, WIRES, CONDUITS, WATER, GAS, AND SEWER PIPES; REQUIRED DRAINAGE CHANNELS OR STRUCTURES; HARD AND IMPERVIOUS SURFACES; OR, OTHER STRUCTURES NECESSARY TO CARRY OUT THE FUNCTION OF THE EASEMENT, UPON THE AREA MARKED FOR EASEMENTS ON THIS PLAT, IS ALSO HEREBY DEDICATED TO THE PUBLIC. WHEN, AND IF, USED ON THIS PLAT, THE TERM "UTILITY" SHALL INCLUDE, BY WAY OF EXAMPLE, BUT NOT LIMITED TO, SEWER, WATER, GAS, ELECTRICITY, CABLE T.V. AND TELEPHONE. WHEN, AND IF, USED ON THIS PLAT, THE TERM "TRAVEL" SHALL INCLUDE ALL FORMS OF TRAVEL, BY WHATEVER MEANS, UNLESS THE TERM IS LIMITED BY OTHER WORDS OR PHRASES, SUCH AS, "PEDESTRIAN TRAVEL", ETC. THE UNDERSIGNED ACKNOWLEDGES THAT PURSUANT TO K.S.A. 12-406, THE DEDICATION OF RIGHT-OF-WAYS AND EASEMENTS TO THE PUBLIC CONSTITUTES A CONVEYANCE THEREOF TO THE CITY OF DODGE CITY, FORD COUNTY, KANSAS, IN TRUST, FOR THE USES NAMED, EXPRESSED OR INTENDED.

THE CITY OF DODGE CITY, KANSAS

BRIAN DELZEIT, MAYOR

STATE OF KANSAS
COUNTY OF FORD SS

BEFORE ME, A NOTARY PUBLIC, WITHIN AND FOR SAID COUNTY AND STATE, PERSONALLY KNOWN TO ME TO BE THE LEGAL PARTY WHO EXECUTED THE ABOVE AND FOREGOING INSTRUMENT AND ACKNOWLEDGED TO ME THAT SAID PARTY EXECUTED THE SAME AS A FREE AND VOLUNTARY ACT AND DEED FOR THE PURPOSES SET FORTH.

IN WITNESS WHEREOF, I HAVE HEREUNTO PUT MY HAND AND SEAL THE DAY AND YEAR LAST ABOVE WRITTEN.

MY COMMISSION EXPIRES _____.

NOTARY PUBLIC

DODGE CITY ZONING BOARD:

THIS PLAT OF "PRAIRIE POINTE ADDITION" HAS BEEN SUBMITTED TO AND APPROVED BY THE DODGE CITY ZONING BOARD THIS _____ DAY OF _____, 2014.

CHAIRMAN, FRANK ROSE

SECRETARY, DENNIS L. VEATCH

SURVEYOR:

SMH Consultants
Tim Sloan, P.S., President
4201B Anderson Avenue, Suite 2,
Manhattan, KS 66503
PH: 785-776-0541

OWNER and SUB-DIVIDER:

Dodge City Park & Recreation
Dodge City, Kansas
Address: 806 N 2nd Avenue
Dodge City, Kansas 67801
Ph: 620-225-8160
Contact: Paul Lewis, Director

CITY APPROVAL
STATE OF KANSAS
CITY OF DODGE CITY

THE ABOVE AND FOREGOING DOCUMENT KNOWN AS " _____ ADDITION" TO THE CITY OF DODGE CITY, FORD COUNTY, KANSAS, HAVING BEEN SUBMITTED TO THE GOVERNING BODY OF THE CITY OF DODGE CITY, FORD COUNTY, KANSAS AT THE REGULAR MEETING HELD ON THE _____ DAY OF _____, 2014, HAS BEEN EXAMINED AND CONSIDERED AND THE SAME IS HEREBY APPROVED THIS _____ DAY OF _____, 2014.

THE CITY OF DODGE CITY, KANSAS

BRIAN DELZEIT, MAYOR

NANNETTE POGUE, CITY CLERK

CERTIFICATION BY COUNTY SURVEYOR
STATE OF KANSAS
COUNTY OF FORD SS

THIS PLAT HAS BEEN EXAMINED THIS _____ DAY OF _____, 2014 FOR COMPLIANCE WITH THE REQUIREMENTS OF THE ACT CONCERNING LAND SURVEYS IN THE STATE OF KANSAS, K.S.A. 58-2005.

EDWARD W. ELAM, COUNTY SURVEYOR, FORD COUNTY, KANSAS

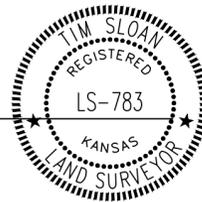
SURVEYOR CERTIFICATE:

I, TIM SLOAN, THE UNDERSIGNED, DO HEREBY CERTIFY THAT I AM, BY PROFESSION, A LAND SURVEYOR, AND THAT THE PLAT OF " _____ ADDITION", AN ADDITION TO THE CITY OF DODGE CITY, FORD COUNTY, KANSAS CORRECTLY REPRESENTS A SURVEY MADE UNDER MY SUPERVISION ON THE 29TH DAY OF NOVEMBER, 2011, AND THAT ALL MONUMENTS SHOWN HEREIN ACTUALLY EXIST AND THEIR POSITIONS ARE CORRECTLY SHOWN. THIS SURVEY MEETS THE KANSAS MINIMUM STANDARDS FOR THE PRACTICE OF LAND SURVEYING OF A TRACT OF LAND WHICH INCLUDES PORTIONS OF THE FOLLOWING: A TRACT OF LAND IN THE NORTHEAST QUARTER OF SECTION 25, TOWNSHIP 26 SOUTH, RANGE 25 WEST OF THE SIXTH PRINCIPAL MERIDIAN, FORD COUNTY, KANSAS, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

LOT 1, BLOCK 2, CORRECTION MAP OF FINAL RE-PLAT TO A PORTION OF HAGGARD'S ADDITION, AN ADDITION TO THE CITY OF DODGE CITY, FORD COUNTY, KANSAS, ACCORDING TO THE PLAT RECORDED IN PLAT D AT PAGES 90-95 AND PLAT BOOK F AT PAGE 8.

SUBJECT TO EASEMENTS AND RESTRICTIONS OF RECORD.

TIM SLOAN, P.S.
PRESIDENT



REGISTER OF DEEDS CERTIFICATE
STATE OF KANSAS
COUNTY OF FORD SS

THIS IS TO CERTIFY THAT THIS INSTRUMENT WAS FILED FOR RECORD IN THE OFFICE OF FORD COUNTY REGISTER OF DEEDS ON THIS _____ DAY OF _____, 2014 IN PLAT BOOK _____, PAGE _____, AND IS DULY RECORDED.

BRENDA POGUE, FORD COUNTY REGISTER OF DEEDS

TRANSFER RECORD CERTIFICATE:

THIS IS TO CERTIFY THAT THIS INSTRUMENT WAS ENTERED INTO THE TRANSFER RECORD ON THIS _____ DAY OF _____, 2014.

SHARON SEIBEL, FORD COUNTY CLERK

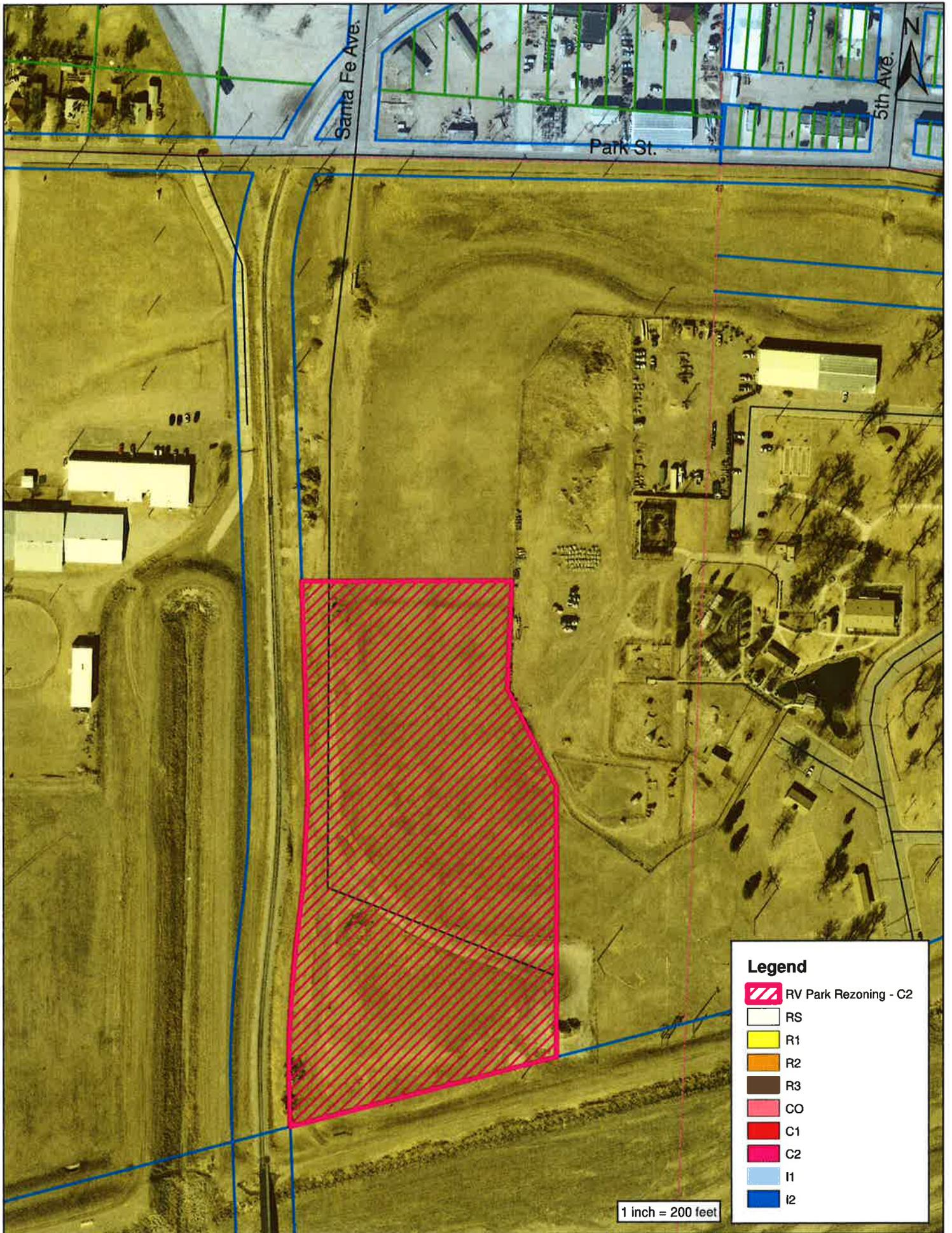
Preliminary Plat
**WRIGHT PARK
WEST**

*an Addition to the City of Dodge City
Ford County, Kansas*



4201B Anderson Avenue, Suite 2 • Manhattan, Kansas 66503
(785) 776-0541 • FAX 776-9760 • Email: tim@sloanandmeier.com
Project #1408DG1147 DD #TDS21

September 2014



Memorandum

*To: City Manager
City Commissioners*
From: Nathan Littrell
Date: November 26, 2014
Subject: 14-03 Waddell 3rd Subdivision

Agenda Item: New Business

Recommendation: The Planning Commission met October 14, 2014 to review and recommend approval of this plat. This plat meets all of the requirements of the Dodge City Zoning Regulations and the Dodge City Subdivision Regulations.

Background: Robert Waddell, III purchased Lots 5 & 6, Sunnyside Addition to development this property for single family homes on individual lots. The replat would accommodate developing 12 lots for manufactured homes on permanent foundations. There were concerns voiced from adjacent property owners about bringing in manufactured housing that were taken into consideration by the Planning Commission and Staff.

Justification: This property is zoned R-2, Residential Medium Density and conforms to the Dodge City Subdivision Regulations, Dodge City Zoning Regulations and the City Comprehensive Plan.

Financial Considerations: None

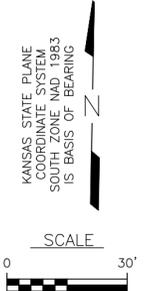
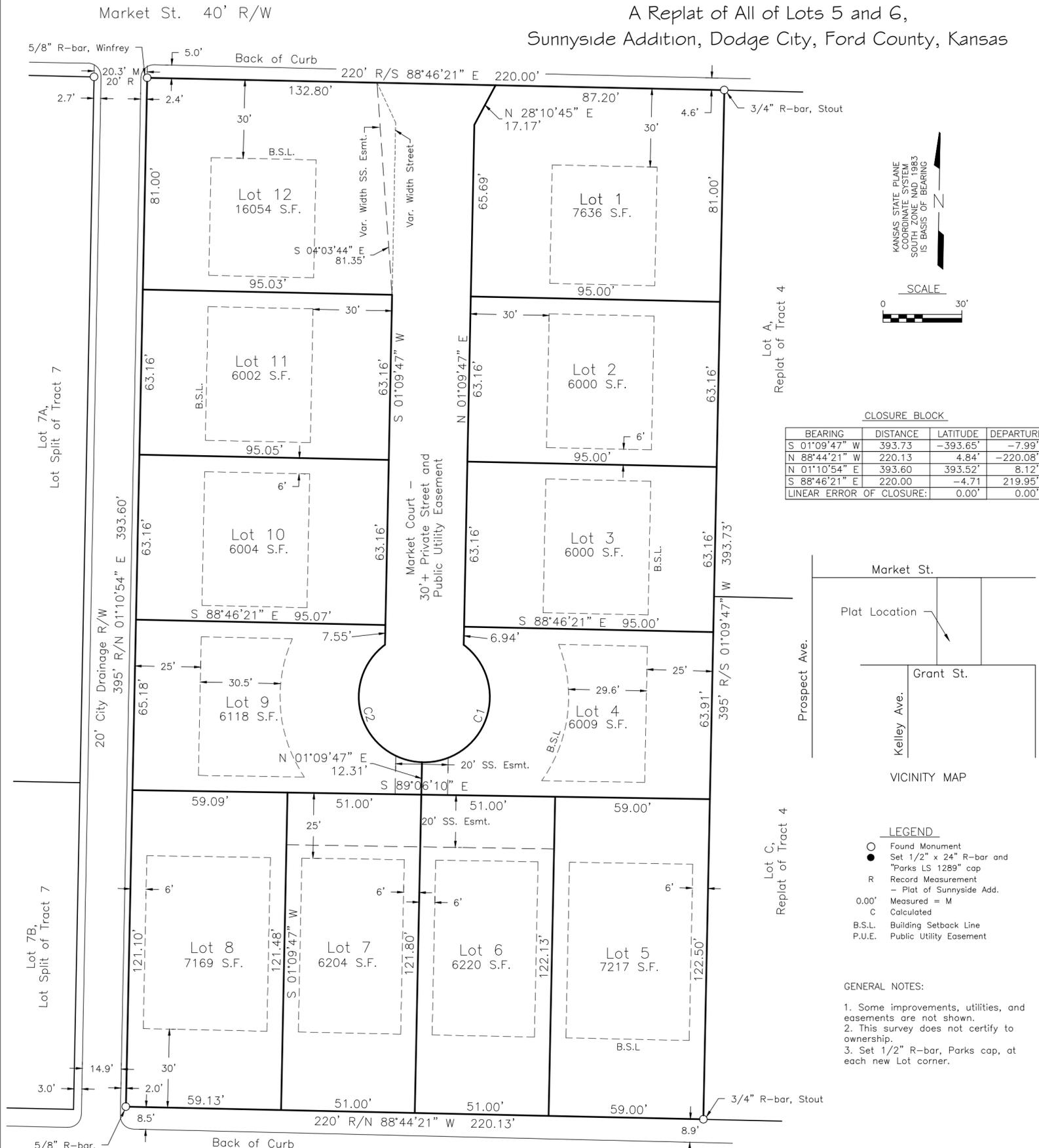
Purpose/Mission: To provide additional residential development.

Legal Considerations: None

Attachments: Waddell 3rd Subdivision Final Plat

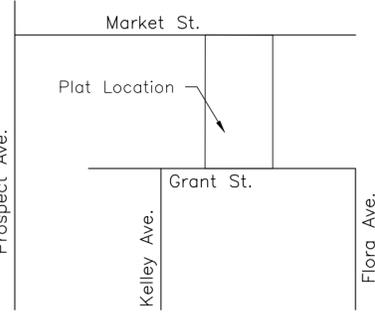
WADDELL 3RD SUBDIVISION

A Replat of All of Lots 5 and 6,
Sunnyside Addition, Dodge City, Ford County, Kansas



CLOSURE BLOCK

BEARING	DISTANCE	LATITUDE	DEPARTURE
S 01°09'47" W	393.73	-393.65'	-7.99'
N 88°44'21" W	220.13	4.84'	-220.08'
N 01°10'54" E	393.60	393.52'	8.12'
S 88°46'21" E	220.00	-4.71'	219.95'
LINEAR ERROR OF CLOSURE:		0.00'	0.00'



- LEGEND**
- O Found Monument
 - Set 1/2" x 24" R-bar and "Parks LS 1289" cap
 - R Record Measurement
 - Plat of Sunnyside Add.
 - 0.00' Measured = M
 - C Calculated
 - B.S.L. Building Setback Line
 - P.U.E. Public Utility Easement

- GENERAL NOTES:**
- Some improvements, utilities, and easements are not shown.
 - This survey does not certify to ownership.
 - Set 1/2" R-bar, Parks cap, at each new Lot corner.

CURVE	DELTA ANGLE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING
C1	145°06'39"	25.00'	63.32'	47.70'	N 19°29'29" E
C2	141°08'00"	25.00'	61.58'	47.15'	N 17°23'11" W

LEGAL DESCRIPTION

All of Lots 5 and 6, Sunnyside Addition, Dodge City, Ford County, Kansas, (located in the SW/4 of Section 35, T 26 S, R25 W of the 6th P.M.), containing 1.99 acres, more or less.

SURVEYOR'S CERTIFICATE

This is to certify, to the best of my knowledge, that this plat and the survey of the hereon described land division was made by me and all property corners and control points have been found or set as required by city ordinance.

Ken Parks, LS

COUNTY SURVEYOR'S CERTIFICATE

This plat has been examined this day of _____, 2014, for compliance with K.S.A. 58-2005.

Edward W. Elam, LS, County Surveyor

OWNER'S CONSENT AND DEDICATIONS

KNOW ALL MEN BY THESE PRESENTS that I, the undersigned, being the sole proprietor and owner of the land included within the plat shown hereon, am the only person whose consent is necessary to pass clear title to said land and I hereby consent to the making and recording of said plat. The public sanitary sewer and utility easements are hereby dedicated to the public for such public uses.

IN WITNESS WHEREOF this consent and dedication is executed this _____ day of _____, 2014.

Robert L. Waddell, III

NOTARY CERTIFICATE:

State of Kansas SS:
Ford County

This consent and dedications was acknowledged before me, the undersigned officer, by Robert L. Waddell III, this _____ day of _____, 2014.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

Notary Public My commission expires _____ (Seal)

DODGE CITY ZONING BOARD

State of Kansas SS:
Ford County

This plat has been submitted to and approved by the Dodge City Zoning Board this _____ day of _____, 2014.

Frank Rose, Chairman Dennis Veatch, Secretary

THE CITY COMMISSIONER'S CERTIFICATE:

State of Kansas SS:
Ford County

This plat and easement dedications on this plat are hereby accepted by the Board of City Commissioners of the City of Dodge City, Kansas this _____ day of _____, 2014.

Brian Delzeit, Mayor Attest: Nannette Pogue, City Clerk

REGISTER OF DEED'S CERTIFICATE:

State of Kansas SS:
Ford County

This is to certify that this instrument was filed for record in the Register of Deeds office on this day of _____, 2014 at _____ O'clock in Plat Book _____, Page _____.

Brenda Pogue, Register of Deeds

TRANSFER RECORD CERTIFICATE:

State of Kansas SS:
Ford County

This is to certify that this instrument was entered into the transfer record on this day of _____, 2014.

Sharon Seibel, County Clerk

CORNERSTONE
Professional Services, Inc.
1555 North Shore Circle
Garden City, KS 67846
1709 620-272-7592
9 Sept., 2014 Copyrighted

Memorandum

*To: City Manager
City Commissioners*
From: Ryan Reid
Date: November 25, 2014
Subject: Insurance Service Provider Bids
Agenda Item: New Business

Recommendation: On November 21st, 2014 bids were received and opened for insurance services for the City of Dodge City. Staff has reviewed the four proposals and interviewed the two local vendors that submitted bids.

Background: The insurance service provider can potentially save the City money by acting as the City's representative for commercial insurance. This can include effecting the most advantageous coverage, conditions of coverage, continuity, and cost. The provider can also work with staff to increase safety and decrease risk.

Justification: Staff has been reviewing the proposals and will make a recommendation after the work session.

Financial Considerations:

We currently spend around \$27,000 on Worker's Compensation commission and \$18,000 on broker services for Property and other insurance services a year (\$45,000 estimated per year).

Attachments: (bids from two local vendors and bid results)

2014 11 Insurance Services Bid Comparison

Vendor Name	Local?	Estimated \$
Gallagher & Co.	Chicago. Local Office is in E. Ks	\$40,000 plus travel
Commercial Risk Group	Bartlesville, OK.	Want to do Commission-plus travel.
KFSA	Local office	Estimated \$29,000
FEE	Local office/contact	\$50,000

We are currently paying \$45,000/year



City of Dodge City Insurance Proposal

Presented by:

Jeff Hiers

jhiers@kfsa.com

Jennifer Droste

jdroste@kfsa.com



KFSA

More Than Just Insurance!

2011 Central Avenue • Dodge City, Kansas

620.227.2146

www.kfsa.com

COMPANY INFORMATION

Since 1947, KFSA has grown to become one of the largest insurance agencies in the state of Kansas. We have accomplished this by providing exceptional customer service and the most comprehensive insurance products and risk management solutions available. We offer tailored solutions that lessen your potential for loss and in turn increase your overall profits.

Long standing relationships are core to our success; they provide stability and incentive for us to provide the unique services and approaches we use to take care of our customers. Our team is your strongest advocate for your insurance, risk management, and other consulting needs. KFSA's mission is to be a customer driven organization that provides quality insurance and risk management products and other related services.

KFSA insurance professionals possess years of experience and knowledge in each of their specific areas. Led by CEO, Mitch Williams, and Chief Operating Officer, Scott Anderson, 19 commercial account managers and 26 customer service representatives, KFSA utilizes multiple insurance carriers to provide you with the most comprehensive package to cover your needs. Our team of insurance experts will partner with you to make certain your insurance needs are packaged correctly allowing you to be more profitable in your organization.

KFSA is also dedicated to providing high quality risk management services to its customers. These services not only include effective risk financing options but also effective risk control services. Our team goes beyond just letting our customers know what rules the government has adopted, we help them comply with these rules. Led by Scott Morris, our risk management department stays up to date on the changes in compliances and the practice of keeping your employees safe. We have 16 safety risk associates and have developed many tools that will not only save you time but also provide you guidance as you customize your safety program. Checklists, sample forms, and training power point presentations are just some of the items available to our Risk Management Customers. We are here to support all of our risk management accounts and have a monthly Safety Director Newsletter, video library, and training aids available to help you as well.

We strive to meet the needs of our customers and will stop at nothing to provide great customer service. We are a local business with an office here in Dodge City. We look forward to the opportunity to continue serving you on your insurance program and appreciate your time in reviewing our proposal.

We are more than just insurance!

KFSA STAFF

Jeff Hiers will be the account manager assigned to your account. The customer service agent that will be working with you on a daily basis is Jennifer Droste. Both bring many years of insurance experience and expertise to assist the City of Dodge City with all of your insurance needs. We also have Sarah Womack and Marcie Charles as customer service agents and Tim McClure, Account manager able to assist you. Please see the below staff bios to learn more about all of the individuals available to service your account from our Dodge City office. Our team is very dedicated to service and you are our top priority.

**Jeff Hiers, CIC
Account Manager, Dodge City**

Jeff Hiers oversees the daily operations in our Dodge City Office. He is also responsible for our commercial account production.

Born in Memphis, Tennessee, Hiers grew up in Atlanta, GA and attended Atlanta Christian College. In 1986, he became an insurance producer for Don Luallen Insurance, Inc., which would eventually become a part of KFSA, located in Dodge City.

For 27 years, Jeff has enjoyed being on the local airwaves as a play-by-play sports announcer and radio voice-over talent. He currently serves on the USD 443 Dodge City School Board. In the past he has served as a chairman to the Ford County Economic Development Corporation, the Dodge City Chamber of Commerce, Dodge City United Way, Dodge City Days and New Chance, Inc., a local nonprofit organization.

**Jennifer Droste,
Customer Service Agent, Dodge City**

Jennifer Droste is responsible for our commercial insurance department in Dodge City. In this role, she is responsible for assisting customers with their insurance needs. She also works on new business and renewal submissions for KFSA.

Born in Jetmore and raised in Spearville, Kansas, Jennifer graduated from Spearville High School and then went on to earn a bachelor's degree from the University of Phoenix in Lone Tree, Colorado. Before joining KFSA, she worked for Liberty Mutual Insurance in Englewood, Colorado where she worked for 13 years handling casualty (bodily injury) claims.

**Ashley Wheaton, CISR
Regional Operations Manager, Dodge City**

Ashley Wheaton oversees our Dodge City office and surrounding locations. She graduated from Spearville High School and has a Bachelor's of Business Administration degree from Washburn University with majors in Finance and Economics. Ashley joined KFSA in February of 2014.

Before joining KFSA, she worked for a local independent insurance agency for nine years. Her insurance experience is in both personal and commercial lines. Ashley has received a professional designation as a Certified Insurance Service Representative.

**Sarah Womack, CISR
Customer Service Agent, Dodge City**

Sarah Womack works in our commercial insurance department in Dodge City. In this role, she serves customers with their insurance needs and works with KFSA field personnel on new business and renewal submissions.

Sarah was born in North Carolina and raised in San Diego, California. She graduated from the University of Phoenix with a bachelor's degree in Business Management.

Before joining KFSA, Sarah worked as a personal insurance agent for a local independent insurance agency for 5 years. She currently holds a CISR designation.

**Marcie Charles, CISR
Customer Service Agent, Dodge City**

Marcie Charles has been with KFSA since 1998, specializing in personal lines. Marcie is responsible for serving customers and meeting customers' insurance needs. Marcie has worked on the renewal of notary bonds for The City of Dodge City in the past and she will continue to do so for new and renewal bonds to secure that your future needs are met. Marcie is currently CISR designated.

**Tim McClure
Account Manager, Dodge City**

Tim McClure is a commercial account manager for our Dodge City office. His duties include prospecting commercial and farm accounts and reviewing existing accounts.

Tim was born and raised in Hugoton, Kansas. He graduated from Hugoton High School and obtained his Associates Degree in Criminal Justice from Dodge City Community College and his bachelors from Central Christian Collge in McPherson, Kansas.

Before joining KFSA, he worked in public safety for the Ford County area as a law enforcement officer and paramedic for the past 18 years.

INSURING PUBLIC SECTORS

KFSA has been insuring public sectors for over 30 years. We currently insure 13 cities, including the City of Dodge City, 19 townships, and 8 schools. We have provided a listing of three of our public sector accounts for you to use as a reference of our service.

- City of Garden City
- USD #443- Dodge City
- Dodge City Community College

MARKETPLACE POSITION

KFSA has a high standard of excellence in all areas of the insurance marketplace. This includes our relationships with our carriers. We pride ourselves on relationships and our carrier relationships are a pivotal part of our business. We are very successful at negotiating rates, terms, and plan designs with our companies. This allows us the ability to not only select a preferred company for you, but provide you with the best price and coverages available in the marketplace.

KFSA views the role of a broker as an important partnership with you, our customer. We partner with you on every aspect of your insurance. If you have a need, we will help you find a solution. Whether that need pertains to insurance, risk management, or other services, we don't rest until we have found the right solution for you. We take this role very seriously and our team is committed to you and your needs.

Many things set KFSA apart from other firms. One of these is our dedication to service and to you. Our risk management services are another. Please see the enclosed section that details all of the risk management services we have to offer. We also strive to be innovative and ahead of the competition in technology and any other service we can provide our customers to better assist their needs. With this in mind, KFSA recently rolled out KFSA Connect which gives customers access to 24/7 customer service. With KFSA Connect, you are able to obtain your certificates of insurance, print Auto ID cards on demand, request policy changes, report a claim or loss, add a vehicle and equipment, and much more. KFSA understands that our customers sometimes need their insurance information outside of normal business hours and KFSA Connect allows our customers to access their information anytime from anywhere.

In addition, KFSA utilizes ModMaster, a program designed to show you the impact your experience mod has on your total workers' compensation costs. With the help of ModMaster, KFSA can offer business insights to the City of Dodge City, uncover actionable problem areas, and help make a lasting impact on your bottom line.

INSURANCE CARRIER SELECTION

When selecting an insurance carrier for the City, we would look to companies with a history of proven performance. KFSA selects carriers with an A.M. Best Financial Strength rating of A- or higher. A.M. Best Company is a global full-service credit rating agency dedicated to serving the insurance industry. Their financial strength ratings are an independent opinion of an insurance company's financial strength and ability to meet its ongoing insurance policy and contract obligations.

KFSA's approach for selecting the most appropriate carrier is to review and compare coverages, pricing, claims service, and overall product and services they would be providing you, our customer. We would partner with you to select the proposal that best fits your needs and goals.

BROKER SERVICES AND ABILITY

The process that KFSA utilizes to manage your insurance program begins with Jeff Hiers as your account manager and Jennifer Droste as your customer service agent. They are both available to you to assist with anything that might arise with your insurance needs. It begins with the two of them as their service to you is most important. They provide a superb level of trust, service, and expertise, and will always make you a priority when you come to them with an issue or concern. They are dedicated to The City of Dodge City's account and to serving your needs. It is their desire to create an ongoing relationship with you that will last for years to come. We pride ourselves on our customer retention and we'd like to continue to partner with you in the future.

After examining the scope of services in Item II on your Request for Proposal, we have the ability and qualifications to respond to each and every point requested. More specifically, KFSA will create and maintain schedules of your property, equipment, and vehicles. As you buy/sell any items, you will contact us and we will update the schedules throughout the year. In preparation for renewals, we will ask you to review our schedules and make any additional changes as needed for the coming year. If certificates of insurance are needed, we will issue those on demand also.

We will report claims to the carriers as you inform us of each situation. We will always assist you promptly and courteously. We will also facilitate claims meetings with Travelers claims adjustors and staff and the City of Dodge City to review large and /or problem claims with you. This can be done as often as you'd like. We are always available to provide assistance with claims and/or coverage questions. Jennifer has extensive experience in claims and would be your first point of contact should a claims dispute or problems arise. If additional assistance is needed, Jeff and additional management staff can be brought in to assist. We are your advocate for claims and it is our goal to ensure that all claims are settled fairly and promptly.

If KFSA is selected as the Agent of Record on your account, the transition would be seamless. Since we are currently the agent on your account, no additional paperwork would be needed. However, we would like to set up a meeting with you to meet all of our staff and have you begin sending all of your requests to Jennifer.

RISK MANAGEMENT

KFSA strongly believes that organizations that are going to effectively manage their risk must use both effective Risk Financing and Risk Control solutions. We are in a unique position in Kansas because we have the personnel and resources to offer both. Our commitment to the risk controls is evident with a footprint that includes 21 employees that work to both prevent accidents and manage the impact that accidents have on our customers. Our staff has assisted clients on a regional basis including Kansas, Nebraska, Missouri and Colorado but also on a more National level with jobs completed in Washington, Oregon, Indiana, and Minnesota, to name a few.

We believe we bring value to our customers. Insurance policies can be purchased from many different sources; however, insurance is just one way to manage risk. That is why we fully encourage our customers to implement a comprehensive Safety Management System.

We believe that many organizations consider only their hard dollar cost and give little consideration to the soft dollar cost of accidents and incidents. Soft dollar cost can be 3 to 10 times greater than those hard dollars we all have a tendency to focus on.

Our customers understand that changing the culture of an organization takes time, commitment and resources. It is impossible to simply write a check, purchase a policy and ignore the importance of effectively preventing accidents and effectively managing risks.

What gets measured gets done and management must decide what metrics are important and use them to track progress. Both leading and lagging indicators are important. Organizations must use them as a measuring stick.

Our goals within this proposal to the City of Dodge City are to help implement proven risk management strategies that include the following:

- Evaluate and improve the safety programs that currently exist. This includes reviewing the facilities for concerns and programs, focusing special attention on implementation and accountability.
- Assist in identifying risks that are not currently being addressed and aid in finding solutions to those risks using various risk control techniques. This includes utilizing proven loss prevention and loss reduction techniques.
- Provide effective resources for the management team to utilize, which will allow for efficient progress of safety and compliance goals.
- Work with leadership to develop a training program that will assist in changing the culture of the company to ensure that safety becomes as important as any other aspect of the organization.

The expertise our risk management staff brings includes personnel that have demonstrated their knowledge with designations from several different accredited programs. There are areas where KFSA does not offer expertise as it relates to Risk Management. In specific, this would include Fire Service and Police Operations. A bio list of our risk management personnel is also attached for your review.

The following tools will be made available to the City of Dodge City as part of the Risk Management Package should they choose to contract these resources.

- ✓ Safety audits of facilities.
- ✓ Access to our Risk Management Website
- ✓ Access to our Safety Training Resources
- ✓ Phone consultation with safety or regulatory specialists.
- ✓ One-on-one training with individuals that specialize in training and developing safety personnel.
- ✓ Provide objective reports regarding workers compensation programs.
- ✓ On-site training designed to teach staff about identification of risk and applicability of risk controls.
- ✓ Peer relationships - Develop relationships with current staff for lasting opportunities to share both challenges and ideas.
- ✓ Customized class utilizing the DDC course from the National Safety Council.
- ✓ Additional days are available to your organization for a fee.

RISK MANAGEMENT STAFF

Scott Morris

Director of Risk Management

Scott Morris currently serves as the Director of Risk Management. The Risk Management Department of KFSA offers safety and compliance services to companies throughout the United States specializing in higher risk industries such as Agri-Business. Scott serves as the manager for Ag Services, LLC who employs 17 safety and compliance professionals throughout the heartland. He graduated from Pittsburg State University with a master's degree in Human Resource Development.

Prior to joining the KFSA staff, Scott spent several years as a safety and compliance director for Ag Services, LLC where he worked directly with several agribusinesses throughout southeast and south central Kansas.

John Ricker, OHST

Risk Management Area Manager

John joined the KFSA team in January 2011 as a Risk Management Area Manager for KFSA. In this role, he supervises several Ag Services, LLC employees and oversees the marketing efforts of KFSA's Risk Management Services. After graduating from Fort Hays State University with a bachelor's degree in agribusiness, John and his wife Linda were involved in a family farming operation for 20 years with John's parents near Sterling, Kansas. His next venture was managing a grain elevator/chemical supply business, Silica Grain, for four years before coming to work in 2005 for Ag Services, LLC. While with Ag Services, he worked for five and a half years assisting local cooperatives in central Kansas with risk management issues, employee safety training and governmental compliance issues. In January 2011, John came to work for KFSA as a Risk Management Area Manager. He currently holds the Occupational Health and Safety Technologist (OHST) designation.

David Klahr, OHST**Risk Management Area Manager**

David Klahr holds a Bachelor of Science in Agribusiness degree from Kansas State University. Over the past 11 years, David has worked for Ag Services, LLC as a Safety and Compliance Director assisting both independents and cooperatives in Northeast and North Central Kansas. David received his OHST (Occupational Health and Safety Technologist) designation in December of 2008 from the Board of Certified Safety Professionals. David started his position with KFSA in late October.

Steve Sawyer CSP, ARM, MS**Field Service Representative**

Steve joined the KFSA team in January 2010 as field service representative for KFSA's Risk Management Services. In this role, he provides customers with risk management, compliance and safety services. Steve works out of our Dodge City insurance office serving customers in western Kansas and eastern Colorado. Before he came to KFSA, Steve worked for Ag Services, LLC, for four years and assisted local cooperatives in western Kansas with risk management issues, employee safety training, and governmental compliance issues. Steve graduated from Kansas State University with a bachelor's degree in agribusiness and received a master's degree in Safety Management from West Virginia University. The designations he currently holds are the Associate of Risk Management (ARM) and the Certified Safety Professional (CSP).

Justin Gray**Field Service Representative**

Justin joined the KFSA Risk Management department in February of 2014 as a field service representative. In this role, he provides customers with risk management, compliance and safety services. He graduated from Emporia State University with a bachelor's degree in Business Administration. Prior to joining KFSA, Justin worked eight years for Farmers Alliance Insurance in the claims department.

Jessi Furthmyer**Risk Management Administrative Assistant**

Jessi works as the administrative assistant for the risk management department. She organizes training conducted by Risk Management staff, manages billing, and provides technical support for the department as well Ag Services, LLC. She has her Associates Degree in Agronomy. Before coming to KFSA, Jessi owned a Home Daycare where she gained experience in effectively managing and maintaining a business, teaching, record keeping, and problem solving.

INSURANCE FEE STRUCTURE

Currently, there is commission payable on the workers compensation policy which is a percentage of the annual workers compensation premium. Current insurance laws do not allow insurance companies to remove commission from workers compensation policies. The rest of the Travelers package is issued and priced net of commission. This is due to the City's request in past years for a fee based service in lieu of a commission structure. Since this is how it has been handled in the past, we are offering a fee based structure for the rest of the Travelers package again this year. Our agency fee for 2015 for the package policy will be \$2,000 to be paid in four quarterly installments as in prior years. This fee is contingent upon us being selected as the agent of record for all lines of business including the workers compensation policy.

RISK MANAGEMENT FEE STRUCTURE

Travelers currently provides risk management and loss control services to the City of Dodge City. The services provided by Travelers are included as part of your commercial package policy. KFSA has separate risk management services that can be provided to you for an additional cost. Because these costs vary based on the specific services you elect to receive, please contact us for additional pricing for these services.



Mission, Vision, Values

We are proud of our tradition and history dating from our founding in 1883. We honor our past daily. Our mission, vision and values will empower our future.

Mission: To be professional, trusted, responsive and knowledgeable advisors.

Vision: Our unique brand and culture in conjunction with like-minded partners will enable us to grow and remain privately owned.

Values: Our core values are integrity, trust, honesty, mutual respect, hard work and community involvement.

*Our customers depend on us to be excellent at what we do.
We are accountable to them just as we are to each other.
Client First!*

1.0 Fee Insurance Group, Inc., First National Center, Suite 700, 1 N Main, Hutchinson, KS 67501. Your primary contact will be Mary Trent (mary.trent@feeinsurance.com). Mary is a lifetime resident of Dodge City with 35 years' experience. She will be teaming up on this account with Jordan Fee from our Hutchinson office, but will remain the principal contact.

Locations:

Hutchinson

First National Center, Suite 700
1 N. Main
Hutchinson, Kansas 67501
620-662-2381
Fax 620-662-5415

Dodge City

706 E. Wyatt Earp
Dodge City, Kansas 67801
620 253 0530
Fax 620 227 3063

We will service the account from this office

McPherson

106 South Main
McPherson, KS 67460
620-245-0404
Fax 620-245-0269

Salina

114 W. Walnut
Salina, KS 67402
785-822-0848
Fax 785-822-0950

Wichita

8411 E. 21st Street North
Wichita, KS 67206
316-869-0636

Overland Park

8900 West 126th Street
Overland Park, KS 66213
620-259-8840

Agency support services will be provided out of the Dodge City location. Sales and on-site service issues will be handled from both Dodge City and Hutchinson.

Our agency is all about stability, integrity and meeting client objectives. The agency has roots tracing back to 1883. It is a third generation family owned agency, and a member of the 4th generation, Jordan Fee, joined us in 2012. The agency is privately owned by, Allen Fee and Bob Fee. We have 29 other employees amongst all of our offices.

As an independent agency, we can draw from dozens of insurers to find just the right policy ... and customize an insurance package that works best for you.

As an agency that has received the coveted Trusted ChoiceSM designation, we can give you flexibility and choice. And you can be guaranteed that we will be an advocate for *you*.

But our commitment extends beyond our customers to reach into the community. Our employees have given countless hours for the Red Cross, youth activities, foundations, museums, schools, hospitals and much more. And in doing so, we hope we have made our community a better place for everyone.

Much has changed since our beginnings in 1883. And much has changed since Franklin and Jim joined their father, Frank, in the 1950s. We've purchased other agencies ... we have offices in Hutchinson, McPherson, Salina, Wichita, Overland Park, and now Dodge City... we've added expertise and specialists to aid our client needs. We've expanded the business into other areas of insurance.

But some things never change. Building relationships with our customers and providing reliable service beyond expectations is still the way we do business.

Key Personnel:



Mary Trent, CIC – Sales Executive/Account Manager

Born and raised in Dodge City, Mary has completed the Certified Insurance Counselor and Certified Public Manager designations. .

Mary has served on the Sacred Heart School Endowment Board, the DCHS Football and Wrestling Booster boards and currently serves on the Policy Council for Bright Beginnings/Head Start USD 443. Mary enjoys watching her sons participate in football and wrestling. Mary and her husband Wes have two sons, Jesse a senior at FHSU and Cole a junior at DCHS.



Bob Fee, AAI, CPCU –President

Raised in Hutchinson, Bob has completed the Accredited Advisor in Insurance course and has attained his Chartered Property Casualty Underwriter designation. A graduate of the University of Kansas and the U.S. Fire and Guaranty School of Insurance, he currently is serving on the board of directors for the Kansas Association of Insurance Agents, and is a past-President of that organization (2008). In addition, he serves on the board of directors for the Independent Insurance Agents and Brokers of America (IIABA).

Bob has served as board chairman for such organizations as the Chamber of Commerce, United Way, Red Cross, YMCA, Hutchinson Town Club, Prairie Dunes Country Club and more. He currently is on the board for the Hutchinson Regional Hospital Foundation, Charles Carey Foundation, and the Delos Smith Foundation. In 1990 he participated in Leadership Hutchinson and in 2001 he participated in Leadership Kansas. Bob enjoys participating in his children's activities, triathlons and golf. He and his wife, Annie, have four children, Robby, Kathleen, Madelyn and Emily.



Allen Fee, CPCU– CEO

A lifelong Hutchinson resident, Allen is a graduate of the University of Kansas and the U.S. Fire and Guaranty School of Insurance. He has earned the Chartered Property and Casualty Underwriter designation, and was named Young Insurance Agent of the Year for Kansas in 1989. Dedicated to community service, Allen currently is serving on the boards of the Davis Foundation and the Justice Foundation.

He has served as chairman of numerous other community organizations, such as the Chamber of Commerce, Rotary, United Way, Kansas Cosmosphere and Space Center, Prairie Dunes Country Club and others. He has participated in both Leadership Hutchinson and Leadership Kansas programs. In his spare time, Allen enjoys golf, martial arts and coaching youth sports. He and his wife, Kriss, have four children, Jordan, Tyler, Melissa and Colton.



Jordan Fee, Sales executive

Jordan is the fourth generation of the Fee family to be associated with the agency. The son of Allen and Kriss, he was born and raised in Hutchinson. Jordan received the Leader of Today and Tomorrow award at Hutchinson High School where he was a standout player on the state championship football team. He then became a member of the University of Kansas football team while earning his degree in Communications and Business. A graduate of the Hartford Insurance School, he also interned at Midwest Mutual Insurance Company, Plymouth, Minnesota. Jordan's hobbies include golf, tennis, and coaching.



Margie Howard, CISR – Account Manager

Margie is a Hutchinson native and graduated from Kansas State University with a degree in Marketing. She joined Fee Insurance Group in 2006 working as a commercial account manager licensed in property/casualty and has earned her Certified Insurance Service Representative designation. She enjoys working on her home and any outdoor activities including gardening, golf, swimming, and spending time with her animals.

Our agency takes a team approach to handling most aspects of our client's needs. We like to be a team from an agency standpoint with all of us working together, and from an agency/client standpoint. When it comes to Exposure Analysis, we believe firmly in working with the client to identify areas of risk and possible financial loss. The degree of possible loss must be assessed in terms of loss or damage to physical property, loss of earnings or extra expenses resulting from such loss or damage and loss from other sources, primarily with regard to your fleet of buses. Risk exposures such as General Liability, Directors & Officers Liability, Professional (linebacker) Liability, Bonding, contingent exposures, Workers' Compensation and Employee Benefits must all be addressed.

Several years ago, we hired a consultant to make sure our quality control checks and balances were in place. We worked very hard to institute the program we now follow on a very routine basis. This includes a sales process, a marketing process, a quality control process once policies are received in our office, a stewardship process, 3-5 months off renewal, which will entail in depth look at loss runs, premium/loss analysis, renewal strategy, market trends, workers compensation loss and mod analysis, coverage concerns, and begin working to put together options for the renewal.

Our agency process includes a meeting with our clients 60 to 90 days prior to the renewal date. At that meeting, we assess potential new exposures, discuss whether or not expectations are being met, discuss the state of the insurance industry so that our clients are aware of what is going on within our business, and review potential changes. We then meet again closer to the renewal date with updated renewal numbers and recommendations. We like to stay in touch with our clients as much or as little as needed, but certainly we know that our primary job is meeting the expectations of our clients, and designing programs to protect their financial interests.

We have a full time claims service representative whose job is to work with the client and the insuring company at the time of a claim. Our job is to coordinate and direct the proper people and be there as a source of information for our clients. We also have a contracted, dedicated workers compensation specialist. Her job is to monitor all open claims, work with both our client and the adjusters to try and mitigate the longevity of the claim, help the injured worker be treated fairly, and get them back to work as quickly as possible to make sure open claims get closed.

As was stated earlier, we like to take a team approach to most things. Loss Control and Safety Services is one of those. We do not have our own in-house loss control person. Rather, we like to work closely with the writing company's loss control and safety services unit to provide our clients with services they are paying for through their premiums already. We have also invited our clients to attend various clinics and classes that the insurance industry puts on that are very often, specific to their needs as a school district.

2.0 As you are likely very aware, there are a limited number of insurance companies willing to insure public entities. Many companies will do bits and pieces, but not an entire program. The companies we would approach would be **Employers Mutual, Berkshire Hathaway, The Hartford, Travelers Insurance and One Beacon**. We could approach others such as **Accident Fund** for the Work Comp piece as well. Of those listed above, the **Travelers** and **EMC** would likely provide the most broad package of coverage at the most affordable price to you, but our job is to contact them all and work for your best interests.

Even with the limited market place we will review the available options annually and provide possible changes that would be advantageous.

As an agency Fee Insurance Group is positioned to represent your specific interest to insurance carriers and brokers. We currently write 13 public entities including cities, counties and school districts. This equates to in excess of \$500 MM in property values. And we have long term relationships with the companies that we represent.

Client Reference Information:

City of Hutchinson
PO Box 1567
Hutchinson, KS 67504-1567
John Deardoff, City Manager

Reno County
206 W. First
Hutchinson, KS 66501
Gary Meagher, County Administrator
620 694 2929

City of Newton
PO Box 426
Newton, KS 67114-0426
Lunda Asmani, Asst. City Manager
316-284-6016

City of Lindsborg
PO Box 70
Lindsborg, KS 67456
Larry Lindgren, Finance Manager
785-227-3355

Insurance Carrier References:

Travelers Insurance Company
Tom Adams or Shawn Eliff
7465 W. 132nd Street, Suite 200
Overland Park, KS 66213
(913)402-4922
tadams@travelers.com

EMC Insurance Companies
Mike Aiken
P.O. Box 1739
Wichita, KS 67201-1739
(316)2352-5701
mike.l.akin@emcins.com

Cincinnati Insurance Company
Jack Martin, Regional Director
13288 High Drive
Leawood, KS 66209
(913)897-5445
jack_martin@cinfin.com

Successful relationships require many things from all concerned parties. The number one ingredient to a relationship is Trust. Mutual trust is a shared belief that you can depend on each other to achieve a common purpose. It will be our job and our duty to share information with you, both business and personal, openly express our opinions and our feelings, and be accountable to you. But, in order for a relationship to work, it must be two sided. We would have certain expectations of you and would certainly need to have a trusting relationship that grows into friendship and mutual respect over time.

We feel pretty strongly that we have been successful because we build relationships. As an example, we had a young college man intern with us a few years ago for 4 weeks. He shadowed several of us as we did our daily jobs. At the end of his 4 weeks, we met with him and asked his observations. The one thing that stuck out at all of us was when he said he couldn't believe we had so many friends. He said every time one of us was on the phone with a client, it sounded like we were just talking with longtime friends. In fact, that is what we do. We work with people we enjoy and we work with people who enjoy us. It makes our job enjoyable and makes us want to do our best, because we're looking after our friends.

3.0 Carrier Selection is driven by availability, financial security, service abilities and market place position. As you are aware carriers come and go in the public entity arena on a regular basis. Our goal is to find a carrier to partner with that appreciates what the City brings to the table and is seeking a long term relationship.

4.0 Broker Services and Ability

Upon being awarded the account we will gather necessary location, building, auto, inland marine schedules and audit them against the actual exposures of the City. Payroll, annual budgets, staffing will be reviewed to be sure that exposures are represented correctly for liability and workers compensation.

Market forecasting over a 2-3 year period is difficult. At this time we would tell you that the market is stable and possibly softening a bit. Should we get through the next 6-8 months without major weather events or manmade disaster we would anticipate the market remaining in a similar position for your 2016 renewal.

As an agency we understand the need for timely support. Our promise to you would be response to general questions and concerns in 24 hours or less. In the event of an emergency you would be able to contact Mary directly for assistance and in her absence Jordan Fee 620 259 8806 jordon@feeinsurance.com or Margie Howard 620 259 8820 margie@feeinsurance.com would be available.

Fee Insurance would conduct quarterly safety meetings with the department of your choice, or directly with the safety committee, with timely subject matter. We would also sponsor two supervisor training sessions annually to review City responsibilities with regard to general liability, auto and workers compensation claims.

We will investigate the possibility of having the Annual Travelers Supervisor Training seminar streamed into a City location for Supervisors to view on a remote basis. Further investigation into the possibility of using *localgovu* as a provider of safety based training will continue and we will keep you advised of developments. Claims management and advocacy is another area that our agency excels at. Jenna Wall is a Master Work Comp Advisor. Her job is to monitor all open claims, work with both our client and the adjusters to try and mitigate the longevity of the claim, help the injured worker be treated fairly, and get them back to work as quickly as possible to make sure open claims get closed.

An open claims report will be provided at the end of each month, quarterly meetings with HR and administration to discuss claim status and concerns and an annual claim review handled by Travelers and Mike Rosell are included.

The experience and dedication of the staff is the single most important item that we bring to the table. We have staff members with experience ranging from 6 months in the business to in excess of 30 years, and everything in between. With a staff of 33, we know and are committed to training new team members constantly, while embracing the experience we have on staff. We understand the need for timely response to budgetary needs, claim issues, and pretty much anything else that our clients need. We try to live by our slogan, CLIENT FIRST.

3.1 Broker Compensation:

We work primarily on commission, but have in the past worked on a fee basis. In the past when we have worked on a fee basis, it has been because it was of benefit to the client to do it this way. At the end of the day, we will do what the client wants, and if your preferred method of compensation is on fee basis, we will work that way. My immediate recommendation is to quote your policies net of commissions and show you the built in commission amount giving you the gross price. You'll know what we're getting paid to handle placement, claims and the loss control which is built into the cost of insurance. A concern I have with fee based insurance placement, is that not every line of business pays the same commission amount, and a flat fee, may not be in the clients best interest when it's all said and done.

For today's purposes we would propose a flat \$50,000 annual fee that would include the workers compensation commission. Policies included in the fee would be the Travelers package and workers compensation policies.

Memorandum

*To: City Commission
Cherise Tieben, City Manager*
From: Ray Slattery and Ken Strobel
Date: November 26, 2014
Subject: Biogas Recovery System Proposal

Recommendation: City staff and representatives from National Beef are recommending that authorization be granted to the City Manager to execute on behalf of the City a Letter of Intent with EcoEngineers, LLC which would commit the City staff to work exclusively with EcoEngineers for a period of 90 days in an effort to reach a final agreement on the terms and conditions necessary to implement the construction and operation of a biogas recovery system at the current City waste water treatment facility south of town, and the marketing of the renewable natural gas (RNG) resulting from the operation of the recovery system.

Background: Over the past two years City staff has been working with representatives of National Beef regarding the possibility of establishing a Biogas Recovery System at the south waste water treatment plant. Such a system would capture the methane gas from the covered lagoons, treat the methane and convert the same to useable natural gas which can be either sold on the open market or utilized for other beneficial uses as renewable natural gas (RNG). Not only does the RNG have value as a “clean” renewable fuel, but it can also be sold for renewable energy credits on the open market.

Earlier this year the City and National Beef issued a Request for Proposal for the development of the biogas recovery system, and received responses from four very creditable companies. With the assistance of Dr. Robert Fox and the staff of Idaho National Laboratory (whose involvement was arranged and financed by National Beef), and following face to face meetings with all four firms, the list of applicants for development of the recovery system was reduced to two companies, one of which was EcoEngineers, LLC based in Des Moines, IA. Due to the provisions of non-disclosure agreements which have been signed by the City and the respective renewable energy firms which submitted proposals, the

names of the other companies making proposals will not be disclosed. The two finalists were then both requested to submit additional information and clarification of their original proposals, and to submit their “last and best” proposals, which they did.

Justification: From a review of the information presented, and additional due diligence by Dr. Fox and the staff, it would appear that both companies are proposing to provide the technical expertise, state-of-the-art biogas equipment and production practices necessary to refine the “raw gas” to pipeline quality as required for the commercial market. Both proposals provided the following basic terms:

- 1) Both would utilize high quality and well respected equipment for processing the raw gas;
- 2) Both would assume responsibility for financing all capital costs for purchase and installation of the necessary equipment;
- 3) Both would be responsible for all repairs, replacement and maintenance of the processing equipment;
- 4) Both propose to contract with CH2MHill (the City’s current treatment plant operator), for all operations associated with the processing equipment and would pay all fees and expenses incurred for such services;
- 5) Both would be responsible for all “tapping and distribution fees” necessary to access the pipeline for transporting the refined gas to the end user;
- 6) Both proposals would provide for a freestanding refining system separate from the City’s existing facilities so that the treatment facilities could be operated independently;
- 7) Both companies would be responsible for all permits and licenses regarding the production and marketing of the RNG;
- 8) Both companies proposed a 20 year contract, which is the estimated useful life of the equipment;
- 9) Both companies estimate a total construction time of approximately 9-12 months.

The only real difference between the two final proposals is how the refined gas and energy credits will be marketed and the resulting revenues to be paid to the City/National Beef.

Financial Considerations: The other finalist has partnered with an end user of the refined gas who will utilize the energy credits to meet environment code requirements. The Company’s proposal is to pay the City/National Beef for the raw methane gas presently being produced by the existing facility at a “guaranteed price” over the 20 year term of the agreement.

EcoEngineers' proposal is to enter into a partnership whereby the City/National Beef would provide the raw gas which the company would then refine and sell on the RNG market. In addition to the RNG price, the energy credits associated with the RNG would also be traded on the open market, with the total resulting revenues being divided in an equitable manner between the company and City/National Beef.

Recommended Selection: After carefully reviewing the two final proposals, the City Staff, representatives of National Beef and Dr. Fox are recommending the City/National Beef enter into a Letter of Intent with EcoEngineers allowing us to attempt to negotiate a partnership agreement along the lines of the EcoEngineers' proposal.

Upon approval of the recommendation, we will commence negotiations with EcoEngineers immediately, and will keep you informed of our progress. Once a tentative agreement is reached between EcoEngineers and City/National Beef, the agreement will be presented for final Commission approval.
