

# **CITY COMMISSION MEETING AGENDA**

City Hall Commission Chambers

Monday, August 7, 2017

7:00 p.m.

MEETING #5072

## **CALL TO ORDER**

## **ROLL CALL**

**INVOCATION BY** Minister David Barber of First Christian Church

## **PLEDGE OF ALLEGIANCE**

## **PUBLIC HEARING**

2018 Budget

## **PETITIONS & 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).

## **CONSENT CALENDAR**

1. Approval of City Commission Work Session Minutes, July 10, 2017;
2. Approval of City Commission Meeting Minutes, July 17, 2017;
3. Approval of City Commission Work Session Minutes, July 24, 2017;
4. Appropriation Ordinance No. 15, August 7, 2017;
5. Cereal Malt Beverage License:
  - a. Dodge House Restaurant, 2408 W. Wyatt Earp Blvd.
  - b. Taylor's Roadhouse 2, 302 S. 2<sup>nd</sup> Avenue.
  - c. River Stop, 705 S. 14<sup>th</sup> Avenue.
  - d. Spee-D-Stop, 2615 Gary Avenue.
6. Approval of Change Order No. 1 for Comanche Middle School Cross-Walk.

## **ORDINANCES & RESOLUTIONS**

**Ordinance No. 3672:** A Home Rule Ordinance of the City of Dodge City, Kansas. Authorizing the Acquisition of Certain Real Property for Use by the City for Economic Development Purposes; and Authorizing the Issuance of General Obligation Bonds of the City to Pay the Costs Thereof. Report by Finance Director/City Clerk, Nannette Pogue.

**Ordinance No. 3673:** An Ordinance Establishing No Parking on Seventh Street From Wyatt Earp Blvd. to the BNSF Railroad Tracks and Providing Penalties for the Violation of the Provisions of this Ordinance. Report by Director of Engineering, Ray Slattery.

**Resolution No. 2017-24:** A Resolution Implementing a Terms of Use Policy for the City of Dodge City Social Media Pages. Report by Abbey Martin, Public Information Specialist.

## **UNFINISHED BUSINESS**

## **NEW BUSINESS**

1. Approval of 2018 City Budget. Report by Finance Director/City Clerk, Nannette Pogue.
2. Approval of Bid for two (2) SUVs for Dodge City Police Department Patrol. Report by Director of Administration, Ryan Reid.
3. Approval of Bid for 96 Gallon Wheeled Trash Carts for Sanitation Department. Report by Director of Administration, Ryan Reid.
4. Approval of Quote for Improvement to the Mall Detention Basin. Report by Civil Engineer, Tanner Rutschman, P.E.
5. Approval of Voting Delegates and Alternates to the League of Kansas Municipalities Annual Conference. Report by City Manager, Cherise Tieben.

## **OTHER BUSINESS**

## **ADJOURNMENT**

# **CITY COMMISSION WORK SESSION MINUTES**

City Hall Commission Chambers

Monday, July 10, 2017

5:30 p.m.

**ROLL CALL:** Mayor Rick Sowers, Commissioners Jan Scoggins, Joyce Warshaw, Kent Smoll and Brian Delzeit.

## **WORK SESSION**

2018 Budget was presented by City Manager, Cherise Tieben and Director of Finance/City Clerk, Nannette Pogue along with discussion of the same.

## **ADJOURNMENT**

Commissioner Kent Smoll moved to adjourn the meeting. Commissioner Brian Delzeit seconded the motion. The motion carried unanimously.

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Mayor

ATTEST:

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Nannette Pogue, City Clerk

# **CITY COMMISSION MEETING MINUTES**

City Hall Commission Chambers

Monday, July 17, 2017

7:00 p.m.

MEETING #5071

## **CALL TO ORDER**

**ROLL CALL:** Mayor Rick Sowers, Commissioners Brian Delzeit, Joyce Warshaw, Kent Smoll and Jan Scoggins.

**INVOCATION** by Darrell Henrickson, First Church of God

## **PLEDGE OF ALLEGIANCE**

Commissioner Jan Scoggins moved and Commissioner Joyce Warshaw seconded the motion to amend the Consent Calendar. The motion carried unanimously.

## **PETITIONS & PROCLAMATIONS**

Jenay Wallace, Tourism Coordinator with the Dodge City Convention and Visitors Bureau, spoke about National Day of the Cowboy. She noted that Dodge City was awarded the Cowboy Keeper Award. Brent Harris, Boot Hill Museum, presented the City Commission with the National Day of the Cowboy flag. Ray Schraeder complimented the City Commission for continuing the western history way of life in Dodge City. Brent Harris read the National Day of the Cowboy Proclamation. Mayor Rick Sowers proclaimed July 29<sup>th</sup> as National Day of the Cowboy.

Thomas Sanchez was recognized for his selection to participate in the 2017 Kansas All-Star Football Shrine Bowl. Mayor Rick Sowers proclaimed July 29<sup>th</sup> as All-Star Thomas Sanchez Day.

**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, July 3, 2017
2. Appropriation Ordinance No. 15, July 17, 2017
3. Cereal Malt Beverage License:
  - a. Wal-Mart Store #372, 1905 N. 14<sup>th</sup> Avenue,
  - b. Loves Country Store #58, 1108 W. Wyatt Earp Blvd.,
  - c. Paramant Hospitality, 2700 W. Wyatt Earp
  - d. Playa Dorado, 307 Military

4. Approval of Agreement with USD #443 for Contribution for Turf at Legends Park.

Commissioner Jan Scoggins moved to approve the Consent Calendar as presented. Commissioner Joyce Warshaw seconded the motion. The motion carried unanimously.

#### **ORDINANCES & RESOLUTIONS**

**Ordinance No. 3668:** An Ordinance Adding to Chapter 2 of the City of Dodge City Municipal Code a New Article 3, establishing the Allowance of, and Regulations for, The Keeping of Bees Within the City Limits was approved on a motion by Commissioner Brian Delzeit. Commissioner Joyce Warshaw seconded the motion. The motion carried unanimously.

**Ordinance No. 3669:** An Ordinance of the City Commission of the City of Dodge City, Kansas, Authorizing the Issuance of its Special Obligation Revenue Bonds (Summerlon Phase V Project) for the Purpose of Financing Certain Costs Relating to a Rural Housing Incentive District; Authorizing and Approving the Execution of Certain Other Actions in Connection with Issuance of Such Bonds and Authorizing Certain Other Actions in Connection With Issuance of Such Bonds was approved on a motion by Commissioner Kent Smoll. Commissioner Jan Scoggins seconded the motion. The motion carried unanimously.

**Ordinance No. 3670:** An Ordinance Regulating Traffic within The Corporate Limits of the City of Dodge City, Kansas; Incorporating by Reference the “Standard Traffic Ordinance for Kansas Cities, Edition 2017” and Repealing Ordinance No. 3637 was approved on a motion by Commissioner Brian Delzeit. Commissioner Joyce Warshaw seconded the motion. The motion carried unanimously.

**Ordinance No. 3671:** An Ordinance Regulating Public Offenses within the Corporate Limits of the City of Dodge City, Kansas; Incorporating by Reference the “Uniform Public Offense Code for Kansas Cities, Edition 2017 and Repealing Ordinance No. 3638 was approved on a motion by Commissioner Brian Delzeit. Commissioner Joyce Warshaw seconded the motion. The motion carried unanimously.

#### **UNFINISHED BUSINESS**

#### **NEW BUSINESS**

1. The Bid for Phase 2 of SCADA Replacement Project for Water and Wastewater from R.E. Pedrotti Co., Inc. in the amount of \$230,943.00 was approved on a motion by Commissioner Jan Scoggins. Commissioner Kent Smoll seconded the motion. The motion carried unanimously.
2. The bid from Pavers Inc. in the amount of \$10,660,900.54 for reconstruction of Runway 14/32 and the bid from Burns & McDonnell for professional engineering construction services in the amount of \$1,393,750.00 and administration fees of \$5,000.00 for a total

3. project cost of \$12,059,650.54 was approved on a motion by Commissioner Kent Smoll. Commissioner Brian Delzeit seconded the motion. The motion carried unanimously.
4. The Bid from Building Solutions, LLC in the amount of \$943,748.70 for street improvements on 6<sup>th</sup> Avenue from Ross Blvd. to new Cervantes Rd intersection was approved on a motion by Commissioner Kent Smoll. Commissioner Joyce Warshaw seconded the motion. The motion carried unanimously.
5. Commissioner Brian Delzeit moved to approve the Contract with Transmap Corporation in the amount of \$39,157.14 to conduct an Asphalt Street Condition Survey of the City's Street Network. Commissioner Jan Scoggins seconded the motion. The motion carried unanimously.

#### **OTHER BUSINESS**

##### City Manager Cherise Tieben

- On July 18 at 11:30 the ribbon cutting will be held for the SMH offices on Third Avenue;
- On July 20 the Public Officials Exchange will be held in Spearville;
- A Budget Work Session will be held at 5:30 on Monday, July 24 in the City Commission meeting room;
- On July 28 at 11:00 will be the Dedication at Chilton Park;
- August 15 is the tentative date for the ribbon cutting at the Depot. Senator Roberts will be in attendance.

##### Commissioner Kent Smoll

- Shop local and shop often;
- The City just completed a successful fireworks season;
- Dodge City Days is coming up, please welcome all of the visitors.

##### Commissioner Jan Scoggins

- Get your Dodge City Days pins and t-shirts;
- Dodge City flags are available at the water counter for sale;
- The Dodge City CVB is outstanding. Always hear very positive comments about their work;
- Thanked the Shriners.

##### Commissioner Joyce Warshaw

- I am proud of how the Dodge City citizens conducted themselves during the 4<sup>th</sup> of July holiday. There were very few incidents;
- Kudos to all of the City employee and thank you for all you do.

##### Commissioner Brian Delzeit

- Attended the Brothers of the Third Wheel event that was held in Dodge City over the weekend and was able to give the welcoming speech. Thanked the public for how they treated and welcomed those who were in attendance at that even. Thanked the CVB and

- is always amazed about the comments he receives from groups who visit Dodge City. The CVB always goes the extra mile.

Mayor Rick Sowers

- Please join me for my parade float.

**ADJOURNMENT**

Commissioner Jan Scoggins moved to adjourn the meeting. Commissioner Kent Smoll seconded the motion. The motion carried unanimously.

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Mayor

ATTEST:

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Nannette Pogue, City Clerk

# **CITY COMMISSION WORK SESSION MINUTES**

City Hall Commission Chambers

Monday, July 24, 2017

5:30 p.m.

## **CALL TO ORDER**

**ROLL CALL:** Mayor Rick Sowers, Commissioners Jan Scoggins, Joyce Warshaw, Kent Smoll and Brian Delzeit.

## **WORK SESSION**

Discussion of the 2018 Budget. The Commission discussed the proposed budget. A Public Hearing on the 2018 Budget will be held on August 7.

## **ADJOURNMENT**

Commissioner Joyce Warshaw moved to adjourn the meeting. Commissioner Jan Scoggins seconded the motion. The motion carried unanimously.

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Mayor

ATTEST:

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Nannette Pogue, City Clerk

**INDIVIDUAL/SOLE PROPRIETOR  
APPLICATION FOR LICENSE TO SELL CEREAL MALT BEVERAGE**

(This form has been prepared by the Attorney General's Office)

City or  County of Dodge City

<b>SECTION 1 - LICENSE TYPE</b>	
Check One: <input checked="" type="checkbox"/> New License <input type="checkbox"/> Renew License <input type="checkbox"/> Special Event Permit	
Check One:	
<input checked="" type="checkbox"/> License to sell cereal malt beverages for consumption on the premises.	
<input type="checkbox"/> License to sell cereal malt beverages in original and unopened containers and not for consumption on the licenses premises.	

<b>SECTION 2 - APPLICANT INFORMATION</b>			
Kansas Sales Tax Registration Number (required): <u>004-813212004F-01</u>			
Name	<u>Jose A. Ruiz</u>	Phone No.	<u>316-644-5218</u>   <u>4-7-93</u>
Residence Street Address	<u>800 Cecil Ave</u>	City	<u>Dodge City</u>   <u>67801</u>
<b>Applicant Spousal Information</b>			
Spouse Name	<u>n/a</u>	Phone No.	
Residence Street Address		City	Zip Code

<b>SECTION 3 - LICENSED PREMISE</b>			
Licensed Premise (Business Location or Location of Special Event)		Mailing Address (If different from business address)	
DBA Name	<u>Dodge House Restaurant</u>	Name	<u>Dodge House Restaurant</u>
Business Location Address	<u>2408 W. Wyatt Earp Blvd</u>	Address	<u>2408 W Wyatt Earp Blvd</u>
City	<u>Dodge City</u>   <u>KS</u>   <u>67801</u>	City	<u>Dodge City</u>   <u>KS</u>   <u>67801</u>
Business Phone No.	<u>620-225-0333</u>	<input checked="" type="checkbox"/> I own the proposed business or special event location. <input type="checkbox"/> I do not own the proposed business or event location.	
Business Location Owner Name(s)	<u>Liberty Group of Investments Inc.</u>		

<b>SECTION 4 - APPLICANT QUALIFICATION</b>	
I am a U.S. Citizen	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
I have been a resident of Kansas for at least one year prior to application.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
I have resided within the state of Kansas for <u>24</u> years.	
I am at least 21 years old.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
I have been a resident of this county for at least 6 months.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Within 2 years immediately preceding the date of this application, neither I nor my spouse <sup>1</sup> has been convicted of, released from incarceration for or released from probation or parole for any of the following crimes: (1) Any felony; (2) a crime involving moral turpitude; (3) drunkenness; (4) driving a motor vehicle while under the influence of alcohol (DUI); or (5) violation of any state or federal intoxicating liquor law.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Have Have Not
My spouse has previously held a CMB license.	<input type="checkbox"/> Yes <input type="checkbox"/> No <u>n/a</u>
My spouse has never been convicted of one of the crimes mentioned above while licensed.	<input type="checkbox"/> Yes <input type="checkbox"/> No <u>n/a</u>

**INDIVIDUAL/SOLE PROPRIETOR  
APPLICATION FOR LICENSE TO SELL CEREAL MALT BEVERAGES**

(This form has been prepared by the Attorney General's Office)

City or  County of Dodge City

<b>SECTION 1 - LICENSE TYPE</b>	
Check One: <input type="checkbox"/> New License <input checked="" type="checkbox"/> Renew License <input type="checkbox"/> Special Event Permit	
Check One:	
<input type="checkbox"/> License to sell cereal malt beverages for consumption on the premises.	
<input checked="" type="checkbox"/> License to sell cereal malt beverages in original and unopened containers and not for consumption on the licenses premises.	

<b>SECTION 2 - APPLICANT INFORMATION</b>		
Kansas Sales Tax Registration Number (required):		
Name <u>Charles R Taylor JR</u>	Phone No. <u>620-338-3881</u>	Date of Birth <u>8/1/1964</u>
Residence Street Address <u>111 McCaustland #2</u>	City <u>Dodge City, KS</u>	Zip Code <u>67801</u>
<b>Applicant Spousal Information</b>		
Spouse Name <u>Ann Taylor</u>	Phone No. <u>620-682-3449</u>	Date of Birth <u>3/5/1966</u>
Residence Street Address <u>111 McCaustland #2</u>	City <u>Dodge City, KS</u>	Zip Code <u>67801</u>

<b>SECTION 3 - LICENSED PREMISE</b>		
Licensed Premise (Business Location or Location of Special Event)	Mailing Address (If different from business address)	
DBA Name <u>Taylor's Roadhouse 2</u>	Name	
Business Location Address <u>302 S 2nd Ave</u>	Address	
City <u>Dodge City</u> State <u>KS</u> Zip <u>67801</u>	City	State Zip
Business Phone No. <u>620-227-7271</u>	<input type="checkbox"/> I own the proposed business or special event location. <input type="checkbox"/> I do not own the proposed business or event location.	
Business Location Owner Name(s) <u>Charles R Taylor JR</u>		

<b>SECTION 4 - APPLICANT QUALIFICATION</b>	
I am a U.S. Citizen	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
I have been a resident of Kansas for at least one year prior to application.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
I have resided within the state of Kansas for _____ years.	
I am at least 21 years old.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
I have been a resident of this county for at least 6 months.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Within 2 years immediately preceding the date of this application, neither I nor my spouse <sup>1</sup> has been convicted of, released from incarceration for or released from probation or parole for any of the following crimes: (1) Any felony; (2) a crime involving moral turpitude; (3) drunkenness; (4) driving a motor vehicle while under the influence of alcohol (DUI); or (5) violation of any state or federal intoxicating liquor law.	<input type="checkbox"/> Yes Have <input checked="" type="checkbox"/> No Have Not
My spouse has previously held a CMB license.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
My spouse has never been convicted of one of the crimes mentioned above while licensed.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

**INDIVIDUAL/SOLE PROPRIETOR  
APPLICATION FOR LICENSE TO SELL CEREAL MALT BEVERAGES**

(This form has been prepared by the Attorney General's Office)

City or  County of Todd

<b>SECTION 1 – LICENSE TYPE</b>	
Check One: <input type="checkbox"/> New License <input checked="" type="checkbox"/> Renew License <input type="checkbox"/> Special Event Permit	
Check One: <input type="checkbox"/> License to sell cereal malt beverages for consumption on the premises. <input type="checkbox"/> License to sell cereal malt beverages in original and unopened containers and not for consumption on the licensee's premises.	

<b>SECTION 2 – APPLICANT INFORMATION</b>		
Kansas Sales Tax Registration Number (required):		
Name <u>Nageeb Alhaj</u>	Phone No. <u>620-408-7710</u>	Date of Birth <u>01-01-1968</u>
Residence Street Address <u>3200 Gary Ave</u>	City <u>Dodge City KS</u>	Zip Code <u>67801</u>
<b>Applicant Spousal Information</b>		
Spouse Name <u>Laura Alhaj</u>	Phone No. <u>620-408-7710</u>	Date of Birth <u>07-10-1983</u>
Residence Street Address <u>3200 Gary Ave</u>	City <u>Dodge City KS</u>	Zip Code <u>67801</u>

<b>SECTION 3 – LICENSED PREMISE</b>		
<b>Licensed Premise (Business Location or Location of Special Event)</b>		<b>Mailing Address (If different from business address)</b>
DBA Name <u>River Stop</u>	Name	
Business Location Address <u>105 S. 14th Ave</u>	Address	
City <u>Dodge City KS</u>	City	State
State <u>KS</u>	State	Zip
Zip <u>67801</u>		
Business Phone No. <u>620-2279511</u>	<input type="checkbox"/> I own the proposed business or special event location. <input type="checkbox"/> I do not own the proposed business or event location.	
Business Location Owner Name(s) <u>Nageeb Alhaj</u>		

<b>SECTION 4 – APPLICANT QUALIFICATION</b>	
I am a U.S. Citizen	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
I have been a resident of Kansas for at least one year prior to application.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
I have resided within the state of Kansas for <u>14</u> years.	
I am at least 21 years old.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
I have been a resident of this county for at least 6 months.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Within 2 years immediately preceding the date of this application, neither I nor my spouse <sup>1</sup> has been convicted of, released from incarceration for or released from probation or parole for any of the following crimes: (1) Any felony; (2) a crime involving moral turpitude; (3) drunkenness; (4) driving a motor vehicle while under the influence of alcohol (DUI); or (5) violation of any state or federal intoxicating liquor law.	<input type="checkbox"/> Yes Have <input checked="" type="checkbox"/> No Have Not
My spouse has previously held a CMB license.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
My spouse has never been convicted of one of the crimes mentioned above while licensed.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

**INDIVIDUAL/SOLE PROPRIETOR  
APPLICATION FOR LICENSE TO SELL CEREAL MALT BEVERAGES**

(This form has been prepared by the Attorney General's Office)

City or  County of Ford

<b>SECTION 1 – LICENSE TYPE</b>	
Check One: <input type="checkbox"/> New License <input checked="" type="checkbox"/> Renew License <input type="checkbox"/> Special Event Permit	
Check One: <input type="checkbox"/> License to sell cereal malt beverages for consumption on the premises. <input type="checkbox"/> License to sell cereal malt beverages in original and unopened containers and not for consumption on the licensee's premises.	

<b>SECTION 2 – APPLICANT INFORMATION</b>		
Kansas Sales Tax Registration Number (required):		
Name <u>Nageeb Alhaj</u>	Phone No. <u>620-408-7716</u>	Date of Birth <u>01-16-1983</u>
Residence Street Address <u>5200 Gary Ave</u>	City <u>Dodge City KS</u>	Zip Code <u>67801</u>
<b>Applicant Spousal Information</b>		
Spouse Name <u>Lubia Alhaj</u>	Phone No. <u>620-408-7716</u>	Date of Birth <u>01-16-1983</u>
Residence Street Address <u>5200 Gary Ave</u>	City <u>Dodge City KS</u>	Zip Code <u>67801</u>

<b>SECTION 3 – LICENSED PREMISE</b>		
<b>Licensed Premise</b> (Business Location or Location of Special Event)		<b>Mailing Address</b> (If different from business address)
DBA Name <u>Spee D Stop</u>	Name	
Business Location Address <u>5205 Gary Ave</u>	Address	
City <u>Dodge City</u> State <u>KS</u> Zip <u>67801</u>	City	State Zip
Business Phone No. <u>620-235-2415</u>	<input type="checkbox"/> I own the proposed business or special event location. <input type="checkbox"/> I do not own the proposed business or event location.	
Business Location Owner Name(s) <u>Nageeb Alhaj</u>		

<b>SECTION 4 – APPLICANT QUALIFICATION</b>	
I am a U.S. Citizen	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
I have been a resident of Kansas for at least one year prior to application.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
I have resided within the state of Kansas for <u>14</u> years.	
I am at least 21 years old.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
I have been a resident of this county for at least 6 months.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Within 2 years immediately preceding the date of this application, neither I nor my spouse <sup>1</sup> has been convicted of, released from incarceration for or released from probation or parole for any of the following crimes: (1) Any felony; (2) a crime involving moral turpitude; (3) drunkenness; (4) driving a motor vehicle while under the influence of alcohol (DUI); or (5) violation of any state or federal intoxicating liquor law.	<input type="checkbox"/> Yes Have <input checked="" type="checkbox"/> No Have Not
My spouse has previously held a CMB license.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
My spouse has never been convicted of one of the crimes mentioned above while licensed.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

# Memorandum

To: City Manager  
City Commissioners  
From: Ray Slattery, Director of Engineering Services  
Date: July 25, 2017  
Subject: Comanche Middle School Cross-Walk  
(ST 1706)  
Agenda Item: Consent Calendar

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**Recommendation:** Approve Change Order No. 1 for Comanche Middle School Cross-Walk.

**Background:** Comanche Middle School Cross-Walk was approved on April 3, 2017.

**Justification:** 6" Sub-Grade Compaction – The additional 11 S.Y. of compaction was due to additional concrete being placed under the brick street pavers to try and provide a better ride across the cross-walk area.

6" Concrete Pavement – This bid item was reduced by 22.5 S.Y. because the "fill-in" area of the bump-out island was changed to colored concrete to make it more visible and delineate the pedestrian travel way. The reason this bid item does not equal the Colored Concrete quantity is because, as previously mentioned, we had to replace some additional concrete under the street bricks.

30" Standard Curb & Gutter – The reduction of 4 L.F. represents actual field measurements. The limits of removal were modified in the field compared to what was shown on the plans.

6" Red Colored Concrete – This item was added to the project to better define the pedestrian travel path by and on the ramp of the west Bump-out of the cross-walk. The colored concrete also makes the bump-out more visible to traffic on 1st Ave. This replaced the Brick Paver alternate that was rejected as part of the bid. This change only added \$294 to the project when compared to the plain 6" concrete that was planned for the bump-out compared to the \$12,838 for the brick pavers.

**Financial Considerations:** Change Order No. 1 is for an increase of \$1,765.45.

**Purpose/Mission:** One of the City's core values is Ongoing Improvements. With the construction of these improvements the City is preparing for the community's future and providing new possibilities for current and future citizens of our community.

**Legal Considerations:** N/A

**Attachments:** Change Order No. 1



## *Memorandum*

To: Cherise Tieben, City Manager  
From: Nannette Pogue, Finance Director/City Clerk  
Date: July 31, 2017  
Subject: Ordinance No. 3672  
Agenda Item: Ordinances and Resolutions

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**Recommendation:** I recommend approval of Ordinance No. 3672

**Background:** For the Power Center Project Area 1 STAR bond project, the City approved options to purchase land from 3 entities. The total amount of these land purchases is 3,750,000. Also in this district Sutherlands will receive 1,742,000 for STAR bond eligible expenses and there will be approximately \$910,000 of offsite utility costs. The STAR bonds will not be issued until later in the process, but the items listed above will need to be funded so that the work can get started in early fall. In order to get funding for temporary notes for the initial phase of this project Ordinance No. 3672 will need to be approved to authorize the project.

Home rule allows cities to issue general obligation bonds, or in this case, temporary notes, for economic development purposes. The ordinance authorizes the City to acquire certain real property, provide for the construction of necessary infrastructure and site improvements thereon, and make an economic development grant for the stimulation and fostering of economic development in the City. The Ordinance will accomplish authorizing the initial phase of the project so that the City can secure funding prior to the STAR bonds being issued. Once the STAR bonds are issued, the temporary notes will be paid off. In a future meeting authorizations will be brought to the City Commission to approve the temporary notes.

**Justification:** STAR bond action has taken place to approve the purchase of land and the STAR Bond project plan has initially been approved. To fund the land acquisition, site preparation and off site utilities, temporary notes will need to be issued prior to the STAR bonds being issued. Prior to the temporary notes being issued, the economic development project needs to be authorized by Ordinance.

**Financial Considerations:** The ordinance authorizes the projects that will be funded by temporary notes. The temporary notes will be paid off by the STAR bonds. There will be issuance costs for the temporary notes and there will be interest costs on the notes until the STAR bonds are issued.

**Purpose/Mission:** On-going Improvement. Together we value progress, growth and new possibilities by providing and preparing for the community's future.

**Legal Considerations:** Ordinance was prepared by Gilmore & Bell, Bond Counsel.

**Attachments:** Ordinance No. 3672

**ORDINANCE NO. 3672**

**A HOME RULE ORDINANCE OF THE CITY OF DODGE CITY, KANSAS, AUTHORIZING THE ACQUISITION OF CERTAIN REAL PROPERTY FOR USE BY THE CITY FOR ECONOMIC DEVELOPMENT PURPOSES; AND AUTHORIZING THE ISSUANCE OF GENERAL OBLIGATION BONDS OF THE CITY TO PAY THE COSTS THEREOF.**

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**WHEREAS**, the governing body of the City of Dodge City, Kansas (the “City”) hereby finds it necessary and advisable for the City to acquire certain real property, provide for the construction of necessary infrastructure and site improvements thereon, and make an economic development grant (the “Project”) for the stimulation and fostering of economic development in the City and its environs in order to enhance and provide for the general and economic development and welfare of the City and its citizens, all related to the use of the improved property for future retail development in the City’s “Power Center Area” contained in a district created by the City pursuant to the STAR Bond Act in K.S.A. 12-17,160 *et seq.* and

**WHEREAS**, K.S.A. 12-1617h (the “Act”) authorizes the City to levy a tax and expend public funds for economic development purposes, but by its terms, the Act is not the exclusive means of providing such funds and recognizes and acknowledges that the City may, in its discretion, exercise any other lawful authority to provide funds for such purposes; and

**WHEREAS**, Article 12, Section 5 of the Constitution of the State of Kansas (the “Home Rule Amendment”) empowers cities to determine their local affairs and government and provides that such power and authority granted thereby to cities shall be liberally construed for the purpose of giving to cities the largest measure of self-government; and

**WHEREAS**, the City is a city within the meaning of the Home Rule Amendment; and

**WHEREAS**, there is no enactment of the Kansas legislature which prohibits a city from issuing general obligation bonds to provide funds to finance the Project for economic development purposes; and

**WHEREAS**, the governing body of the City hereby further finds and determines that it is necessary and advisable and in the interest of the public health, safety and welfare, including economic development, of the City, to authorize by home rule ordinance the issuance of general obligation bonds of the City to finance the Project.

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

**Section 1. Economic Development.** The governing body of the City hereby finds and determines that the Project will stimulate and foster economic development in the City and its environs in order to enhance and provide for the general and economic development and welfare of the City and its citizens. It is hereby authorized, ordered and directed that the City proceed with the Project at an estimated cost of \$6,402,000.

**Section 2. Financing Authorization.** It is further authorized, ordered and directed that the costs of the Project and associated expenses of title transfer, etc., costs of issuance and interest on temporary

financing may be paid, in whole or in part, from the proceeds of general obligation bonds of the City (the “Bonds”), which are hereby authorized to be issued for such purposes pursuant to the authority of the Act and the Home Rule Amendment. The Bonds may be issued to reimburse expenditures made on or after the date which is 60 days before the date of this Ordinance, pursuant to Treasury Regulation §1.150-2.

**Section 3. Further Authority.** The officials of the City, the City Attorney, Bond Counsel and other consultants are authorized to proceed with such action as is necessary in order to comply with the intent of this ordinance, subject to final approval of such documents by the governing body.

**Section 4. Effective Date.** This Home Rule Ordinance shall be effective from and after final passage by the governing body, signature by the Mayor and publication once in the official City newspaper.

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**PASSED** by the governing body and **SIGNED** by the Mayor of the City of Dodge City, Kansas, on August 7, 2017.

(SEAL)

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
Clerk

# *Memorandum*

*To: City Manager  
City Commissioners*

*From: Ray Slattery,  
Director of Engineering Services*

*Date: August 2, 2017*

*Subject: Ordinance 3673  
No Parking on 7<sup>th</sup> Ave. from Wyatt  
Earp Blvd. to the BNSF Railroad  
Tracks.*

*Agenda Item: Ordinances and Resolutions*

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**Recommendation:** Approve Ordinance No. 3673.

**Background:** As the redevelopment of the two restaurants on either side of 7<sup>th</sup> Ave. south of Wyatt Earp Blvd. will be completed in the near future, the traffic patterns will change. The new McDonald's building has been moved east and south and the entrance to the drive thru lanes have been moved south. This is to allow for more stacking of the drive thru so that traffic does not back out onto public roadways. Sonic's improvements are closer to 7<sup>th</sup> Ave. than the previous layout. An outdoor eating area was also constructed along the east side of their property. These changes along with the width of 7<sup>th</sup> Ave. only being 28' Back-of-Curb (B/C) to B/C; results in 2 – 11.5' driving lanes. This is acceptable for two-way traffic, does not allow on street parking.

**Justification:** The reasoning for not allowing parking on either curb line is to allow two-way traffic.

**Financial Considerations:** The cost of the installation of No Parking Signage.

**Purpose/Mission:** One of the City's core values in Safety. With the No Parking Zone, the City will be able to provide a safety for the traveling public and pedestrians in this area.

**Legal Considerations:** N/A

**Attachments:** Ordinance 3673 and plan sheet from the 7<sup>th</sup> Ave. Reconstruction with the No Parking Area highlighted.

ORDINANCE NO. 3673

AN ORDINANCE ESTABLISHING NO PARKING ON SEVENTH STREET FROM WYATT EARP BLVD. TO THE BNSF RAILROAD TRACKS AND PROVIDING PENALTIES FOR THE VIOLATION OF THE PROVISIONS OF THIS ORDINANCE.

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

Section 1: Standing, stopping or parking shall be prohibited on the East and West sides of Seventh Street from Wyatt Earp Blvd. to the BNSF Railroad Tracks.

Section 2: Any person convicted of the violation of the provisions of this ordinance shall be subject to penalties in accordance with the provisions of Article 20, of the Standard Traffic Ordinance for Kansas cities, prepared and published by the League of Kansas Municipalities Edition 2017, and adopted by the Governing Body of the City of Dodge City, and as set out in Section 14.101 of the Code of the City of Dodge City.

Section 3: This ordinance shall take effect following its publication in the official City newspaper as provided by law, and after the posting of appropriate signs advising the motoring public of the provisions of this ordinance.

Passed by the Governing Body of the City of Dodge City and approved by the Mayor, this 7<sup>th</sup> day of August, 2017.

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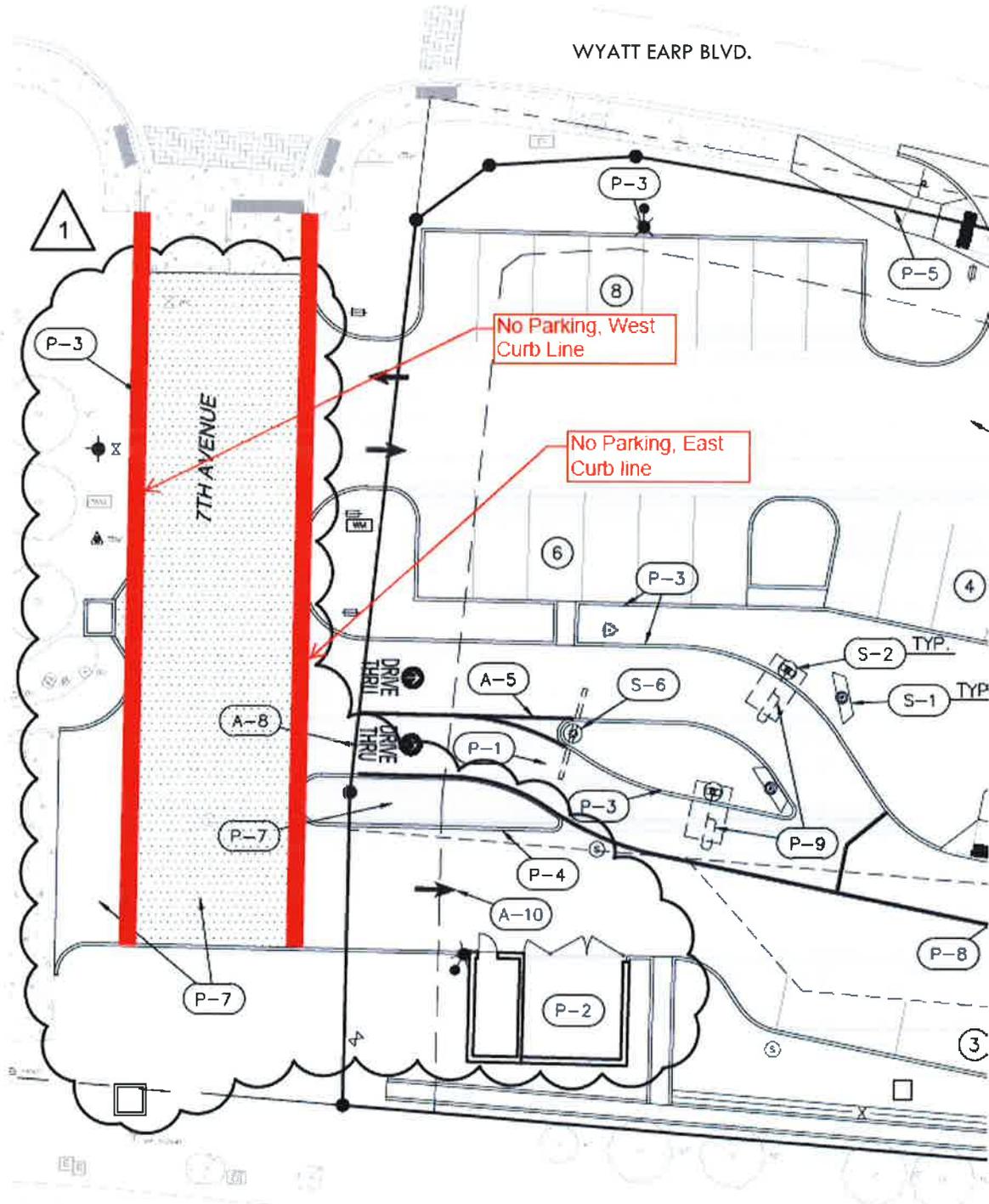
Rick Sowers, Mayor

ATTEST:

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Nannette Pogue, City Clerk

WYATT EARP BLVD.





# Public Information

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PO Box 880

• Dodge City KS 67801 •

Phone: 620/225-8100 •

Fax: 620/225-8144

## *Memorandum*

To: Cherise Tieben, City Manager  
City Commissioners

From: Abbey Martin,  
Public Information Specialist

Date: August 3, 2017

Subject: Social Media Terms of Use

Agenda Item: Ordinances and Resolutions

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**RECOMMENDATION:** Staff recommends approval of Resolution 2017-24 implementing a Terms of Use Policy for the City of Dodge City social media pages.

**BACKGROUND:** Social media platforms are an ever-growing and evolving form of instant communication. For municipalities, they provide an opportunity to communicate and interact with residents in a less formal setting. The City of Dodge City is currently in the process of expanding our social media presence in an effort to be as transparent as possible to the City's residents. With this effort comes the need to establish guidelines for what is and is not appropriate for commenting or posting on City social media pages. These guidelines apply to any and all who may comment or post on City social media pages and keep to the City's core values. This policy also provides ethical standings to remove comments that break stated guidelines and potentially remove individuals that repeatedly disregard the Terms of Use.

**JUSTIFICATION:** This policy is being proposed as an effort to create an environment for the City of Dodge City to be more transparent with residents and to provide a platform for the public to share viewpoints and engage in dialogue while setting guidelines to keep the social media pages in line with the City's values and ethics.

**FINANCIAL CONSIDERATIONS:** There is no financial impact of this policy as this policy will simply be posted on the City's website and to the appropriate social media pages.

**PURPOSE/MISSION:** The adoption of this policy is consistent with the City's mission to promote open communications with our community members to improve quality of life and preserve our heritage to foster a better future.

**LEGAL CONSIDERATIONS:** This policy has been reviewed by the City Attorney and approved as to content.

**ATTACHMENTS:** Resolution No 2017-24

Resolution No. 2017-24  
**City of Dodge City Social Media Terms of Use  
Policy**

**WHEREAS**, the City of Dodge City recognizes the value in using social media platforms to broaden communication regarding government services and facilitate greater citizen engagement:

**WHEREAS**, the City encourages the use of social media to further the goals of the city and its departments, where appropriate, through distribution of information about the City's mission, meetings, activities and current issues to members of the public;

**WHEREAS**, public input, an important part of transparent and open government, is encouraged and allowed on the city's social media pages, provided users of the pages adhere to the posting criteria and commenting guidelines defined in the Terms of Use Policy.

**NOW THEREFORE**, the following policies are adopted:

**City of Dodge City Page on Facebook, Twitter, and Instagram — Terms of Use Policy**

The purpose of City of Dodge City social media pages is to provide residents, stakeholders, and local citizens with information about City of Dodge City programs and services. These pages also provide a platform for the public to share viewpoints and engage in dialogue with one another.

**Criteria for posting information and commenting on the City of Dodge City page**

We encourage the public and fans of the City of Dodge City page to post information regarding issues affecting the City's residents and issues that may need more clarification. The City encourages discussion and varying viewpoints, however, the City of Dodge City page will not feature:

- Language or information that is obscene, foul, or vulgar
- Information affiliated with or promoting political campaigns
- Sexual, obscene, indecent, or explicit messages, photos, posts or promotion of products or services with sexual overtones
- Promotion of tobacco, alcohol or similar products or information
- Firearms or other weapons
- Hostility or violence
- False, misleading or deceptive sponsorships/advertisements
- Attacks on ethnic, racial or religious groups
- Illegal discrimination against any group
- Adult and/or hate language
- Illegal activity
- Cruelty to animals
- Online gaming, gambling, or betting
- Solicitations for donations, except for official City-sponsored activities
- Endorsement of specific brand name products or services for advertising or marketing purposes
- Information harmful to children

Please be aware that any comment submitted to this page is subject to disclosure pursuant to the Kansas Open Records Act. Public information requests must be directed to the Public Information Officer. If you have any questions about our commenting guidelines, please don't hesitate to ask. Comments will be screened periodically during standard business days. We will screen comments and posts for the following:

- Potentially libelous comments
- Obscene or explicit comments
- Hateful or mean-spirited comments
- Personal attacks, insults, or threatening language
- Plagiarized material, or material that violates intellectual property rights
- Private or personal information published without consent
- Commercial promotions or spam
- Comments that are off-topic or that link to material that is off-topic
- Comments that embed images from external sources
- Comments that violate any law
- 

Site administrators reserve the right to block users from City profiles with or without notice for violating these conditions.

This site is monitored during regular business hours, 8:00 a.m. to 5:00 p.m., Monday through Friday. Comments submitted after hours, on weekends, or on holidays will be responded to as early as possible during the next business day, with the exception of emergency situations.

**ADOPTED AND APPROVED** by the Governing Body of the City of Dodge City this 7<sup>th</sup> day of August, 2017.

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RICK SOWERS, MAYOR

ATTEST:

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NANNETTE POGUE, CITY CLERK

## *Memorandum*

*To: City Manager  
City Commissioners*

*From: Ryan Reid*

*Date: August 1<sup>st</sup>, 2017*

*Subject: Two (2) SUVs for PD Patrol  
Agenda Item: New Business*

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**Recommendation:** On July 18th, bids were received and opened for two (2) new police package SUVs. Based on the bids received, staff would recommend purchasing the vehicles from the low bidder that met specs (Lewis Ford, \$65,300). This price includes a \$700 trade in for a 2008 Crown Victoria.

Bid tabulation is attached for your review.

**Background:** These vehicles were budgeted. One of the vehicles will replace a vehicle that was totalled in an accident. The other will replace the old Crown Victoria sedan that is being traded in.

**Justification:** Lewis Ford had the lowest bid that met specifications. The Ford Explorer has been a success with the Department and continuing forward with it grants additional advantages and savings to the City (increased expertise from the City mechanics, reuse of expensive accessories, etc).

**Financial Considerations:**

PD has \$66,000 budgeted for this purchase.

**Attachments:** Bid Tabulation, photos

**Two (2) Police SUVs for Patrol**

Bids opened: July 18th, 2017

<u>Vendor</u>	<u>Total</u>	<u>Notes</u>
Lewis Ford	\$65,300 (Ford Explorer)	Incl \$700 trade in. Cost incl two (2) vehicles. Low bid & meets specs and vehicle type matches current PD Patrol fleet.
Lopp Motors	\$67,866 Dodge Durango	Incl \$1000 trade in. Cost incl two (2) vehicles.



Police Ford Explorer

## Memorandum

*To: City Manager  
City Commissioners*

*From: Ryan Reid*

*Date: August 1<sup>st</sup>, 2017*

*Subject: trash carts*

*Agenda Item: New Business*

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**Recommendation:** On August 18th, 2017 three bids were received and opened for one (1) truck load of 96 Gallon Wheeled Trash Carts. Based on the bids received, staff would recommend purchasing the carts from Toter. They were the lowest bid that met specs and the EVR II is a proven model that matches the existing fleet. Toter's bid was for \$30,800.64 which comes to \$49.36 a cart (624 carts on the truck).

Bid tabulation is attached for your review.

**Background:** These carts will be used by Sanitation to provide services to Dodge City residents.

**Justification:** Toter had the lowest bid that met specs. The bid from Downing was slightly lower (about \$2/per cart lower) but the units would have required assembly and are not stackable like the Toters are which increases labor and space requirements. Additionally, Sanitation has tested this make and model (the units hold up to our temperatures and high wind) and the City has 6000 of them in service. The Toter EVR II is Staff's recommendation based on these factors.

**Financial Considerations:**

This will be paid for from Sanitation. \$32,000 was budgeted for this purchase.

**Attachments:** Bid Tabulation/photo

2017 07 18

Cart Bid Opening

<u>Bidder</u>	<u>Quant</u>	<u>Total \$</u>	<u>\$ per Cart</u>	<u>Notes</u>
Rehrig	n/a	No bid		
Downing	580	\$27,422.40	\$ 47.28	Do not meet specs-must be assembled.
Schaefer	549	\$29,118.96	\$ 53.04	
Toter	624	\$30,800.64	\$ 49.36	Recommended bid. Meets specs, matches existing 6000 fleet. Come assembled. Hold up to Dodge City weather.



Toter Carts

## Memorandum

*To: City Manager  
City Commissioners*

*From: Tanner Rutschman, P.E.  
Civil Engineer*

*Date: August 7, 2017*

*Subject: Mall Detention Basin  
Improvements, SD 1700*

*Agenda Item: New Business*

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**Recommendation:** Approve the quote from JAG Construction Co. in the amount of \$61,744.61 to complete the improvements to the Mall Detention Basin. The Engineer's Estimate for the project was \$59,665.00. The low bid from JAG Construction Co. was 3.5% over the Engineer's Estimate but still within budget.

**Background:** The need for this project arose from concentrated flows from the mall parking lot eroding the side slopes of the basin and depositing sediment into the bottom of the basin. This has caused the detention basin to hold water and hinder the growth of vegetation.

**Justification:** Currently, this detention basin receives storm water runoff from City streets as well as the mall parking lot. This project will route the majority of the runoff coming from City streets around the basin so that the mall property is the only contributor of storm water to the basin. The erosion issues will be corrected and the areas of the basin receiving concentrated flows will be armored.

**Financial Considerations:** This improvement will be paid out of the GOB allotted for the Central Ave. Improvement project and be reimbursed through McDonald's CID. After completing this project, the remaining balance of the Central Ave. Improvement GOB will be approximately \$120,000.

**Purpose/Mission:** The completion of this project aligns with the City's core value of ongoing improvement.

**Legal Considerations:** By approving the quote from JAG Construction Co., the city will enter into a contract with JAG Construction Co. and be responsible to make payments to JAG Construction Co.

**Attachments:** Bid Tab with the Engineer's Estimate.

**CITY OF DODGE CITY, KANSAS  
 BID TABULATION**

PROJECT: Mall Detention Basin Improvements

PROJECT #: SD 1700

BID DATE: 08/03/17

**ENGINEER'S ESTIMATE**

ITEM	DESCRIPTION	UNIT	QTY	UNIT PRICE	AMOUNT
1	Mobilization	L.S.	1	\$4,000.00	\$ 4,000.00
2	Pavement Excavation	L.S.	1	\$2,000.00	\$ 2,000.00
3	6" Concrete Flume	S.Y.	20	\$80.00	\$ 1,600.00
4	30" Standard Curb & Gutter	L.F.	355	\$35.00	\$ 12,425.00
5	24" HDPE Storm Pipe, Installed	L.F.	42	\$50.00	\$ 2,100.00
6	24" - 30° HDPE Storm Pipe Bend	Each	1	\$350.00	\$ 350.00
7	Construct 4' x 4' Junction Box w/ Precast Top	Each	2	\$4,500.00	\$ 9,000.00
8	Connect to Existing Storm Sewer	L.S.	1	\$1,500.00	\$ 1,500.00
9	Flexamat, Installed	S.Y.	85	\$100.00	\$ 8,500.00
10	Turf Reinforcement Mat	S.Y.	196	\$7.50	\$ 1,470.00
11	Basin Regrading	L.S.	1	\$5,000.00	\$ 5,000.00
12	Application of Millings	C.Y.	20	\$50.00	\$ 1,000.00
13	Seeding	Acre	0.67	\$16,000.00	\$ 10,720.00

**TOTAL      \$ 59,665.00**

<b>CONTRACTOR:</b> JAG Construction Co.	
<b>ADDRESS:</b> PO Box 1493	
<b>CITY:</b>	<u>Dodge City</u>
<b>STATE:</b>	<u>Kansas</u>
<b>ZIP:</b>	<u>67801</u>
<b>LOW BIDDER</b>	
UNIT PRICE	CONTRACT AMOUNT
\$500.00	\$ 500.00
\$1,500.00	\$ 1,500.00
\$106.00	\$ 2,120.00
\$30.00	\$ 10,650.00
\$85.00	\$ 3,570.00
\$500.00	\$ 500.00
\$4,750.00	\$ 9,500.00
\$2,650.00	\$ 2,650.00
\$60.00	\$ 5,100.00
\$4.00	\$ 784.00
\$6,800.00	\$ 6,800.00
\$80.00	\$ 1,600.00
\$24,583.00	\$ 16,470.61

**TOTAL      \$ 61,744.61**

**BID SECURITY      5%**  
**START DATE      12/4/2017**

<b>CONTRACTOR:</b> Building Solutions, LLC	
<b>ADDRESS:</b> 11106 Saddle Rd.	
<b>CITY:</b>	<u>Dodge City</u>
<b>STATE:</b>	<u>Kansas</u>
<b>ZIP:</b>	<u>67801</u>
UNIT PRICE	CONTRACT AMOUNT
\$8,100.00	\$ 8,100.00
\$3,250.00	\$ 3,250.00
\$200.00	\$ 4,000.00
\$30.50	\$ 10,827.50
\$82.50	\$ 3,465.00
\$480.00	\$ 480.00
\$4,500.00	\$ 9,000.00
\$550.00	\$ 550.00
\$64.50	\$ 5,482.50
\$8.25	\$ 1,617.00
\$10,500.00	\$ 10,500.00
\$170.00	\$ 3,400.00
\$12,000.00	\$ 8,040.00

**TOTAL      \$ 68,712.00**

**BID SECURITY      5%**  
**START DATE      9/15/2017**

## *Memorandum*

*To: Cherise Tieben, City Manager*  
*From: Nannette Pogue*  
*Date: August 1, 2017*  
*Subject: Appointment of Kansas League of Municipalities Voting Delegates*  
*Agenda Item: New Business*

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**Recommendation:** I recommend the City Commission appoint four voting and four alternate voting delegates to vote at the Kansas League of Municipalities Annual Business Meeting.

**Background:** State law provides that the governing body of each member city of the League of Kansas Municipalities may elect city delegates from among the city's officers to represent the city in the conduct and management of the affairs of the League. Voting delegates are qualified to vote by having his or her name registered with the executive director of the League.

**Justification:** Based on our population, the City of Dodge City is entitled to four votes at the annual meeting.

**Financial Considerations:** None

**Purpose/Mission:** To have input on City policy at the State level.

**Legal Considerations:** None

**Attachments:** Letter from League

July 19, 2017

Dear City Clerks or City Managers/City Administrators:

We are pleased the League's Annual Conference in Wichita, September 16-18, 2017, is shaping up to be an exciting experience. We have an outstanding program of speakers, panel discussions and workshops planned which were highlighted in the June issue of the *Kansas Government Journal*.

I am writing to invite your city governing body to register its League voting delegates. State law provides that the governing body of each member city of the League may elect city delegates from among the city's officers to represent the city in the conduct and management of the affairs of the League. League bylaws provide that a city voting delegate or alternate delegate qualifies by having his or her name, city title and address registered with the executive director.

Each member city needs to file new registration forms with the League of Kansas Municipalities. You may send them one of three ways: by mail to League of Kansas Municipalities, 300 SW 8th Avenue, Topeka, KS 66603; scanning the form and emailing [adebusk@lkm.org](mailto:adebusk@lkm.org); or via FAX to 785-354-4186. **Please send forms by Friday, August 25<sup>th</sup> to the attention of Anna DeBusk.**

Article 4, Sec. 5 of the League Bylaws prescribes the total number of votes provided to each member city based on population. The number of delegate registration forms enclosed is based on the following table.

City Population	No. Votes	No. Delegate Forms	No. Alternate Forms
1 - 2,500	1	1	1
2,501 - 7,500	2	2	2
7,501 - 17,500	3	3	3
17,501 - 37,500	4	4	4
37,501 - 77,500	5	5	5
77,501 - 117,500	6	6	6
117,501 - 157,500	7	7	7
157,501 - 197,500	8	8	8
197,501 - 237,500	9	9	9
237,501 - 277,500	10	10	10
277,501 - 355,500	11	11	11
355,501 - 395,500	12	12	12

A business and policy session of city voting delegates will be held on Monday afternoon, September 18<sup>th</sup>, at the conference in Wichita.

I look forward to hearing from you.

Sincerely,



Erik A. Sartorius  
Executive Director

Enclosures