

CITY COMMISSION MEETING MINUTES

City Hall Commission Chambers

Monday, May 20, 2019

7:00 p.m.

MEETING #5125

CALL TO ORDER

ROLL CALL

INVOCATION BY Captain Duvall of the Salvation Army

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

PETITIONS & PROCLAMATIONS

National Public Works Week

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).

Employee Recognition - Kevin Israel was Awarded Member of the Year for Heart of America (HOA) Chapter of the International Code Council. The award was presented to Kevin for his dedication and efforts towards the organization at the 2019 Joint Kansas Chapter Meeting, HOA Annual Business Meeting, and Combined Education Conference that the Development Services and Inspections Department hosted in April.

AAA Award – Dodge City Police Department

CONSENT CALENDAR

1. Approval of City Commission Work Session, May 6, 2019;
2. Approval of City Commission Meeting Minutes, May 6, 2019;
3. Appropriation Ordinance No.11, May 20, 2019;
4. Cereal Malt Beverage License:
 - a. Love's Travel Stop Store, 400 E. Wyatt Earp Blvd.
 - b. Love's Travel Stop Store, 1108 W. Wyatt Earp Blvd.
5. Approval of Extension of Agreement for the University Center Facilitation Consultant. Report by Melissa McCoy,

6. Approval of Appointment to Planning Commission.

ORDINANCES & RESOLUTIONS

Ordinance No. 3715: An Ordinance Establishing the Number of Qualified Elector Signatures for Nomination Petition. Report by Finance Director/City Clerk, Nannette Pogue.

Ordinance No. 3716: An Ordinance Incorporating by Reference the Code of Procedures for Kansas Cities. Report by Finance Director/City Clerk, Nannette Pogue.

Resolution No. 2019-14: A Resolution Establishing the first Meeting in January for New City Commissioners to take Office. Report by Finance Director/City Clerk, Nannette Pogue.

UNFINISHED BUSINESS

NEW BUSINESS

OTHER BUSINESS

ADJOURNMENT

PROCLAMATION

WHEREAS, public works services provided in our community are an integral part of our citizen's everyday lives; and

WHEREAS, the support of an understanding and informed citizenry is vital to the efficient operation of public works systems and programs such as water, sewers, streets and highways, public buildings, solid waste collection, and snow removal; and

WHEREAS, the health, safety and comfort of this community greatly depends on these facilities and services; and

WHEREAS, the quality and effectiveness of these facilities, as well as their planning, design, and construction, is vitally dependent upon the efforts and skill of public works officials; and

WHEREAS, the efficiency of the qualified and dedicated personnel who staff public works departments is materially influenced by the people's attitude and understanding of the importance of the work they perform.

NOW, THEREFORE, I, Brian Delzeit, Mayor of the City of Dodge City, do hereby proclaim the week of May 19 through May 25, 2019 as

“NATIONAL PUBLIC WORKS WEEK”

in the City of Dodge City, and I call upon all citizens and civic organizations to acquaint themselves with the issues involved in providing our public works and to recognize the contributions which public works officials make every day to our health, safety, comfort, and quality of life.

Given under my hand and the Seal of the City of Dodge City this 6th day of May, 2019.

Brian Delzeit, Mayor

Attest

Nannette Pogue, City Clerk

CITY COMMISSION WORK SESSION MINUTES

City Hall Commission Chambers

Monday, May 6, 2019

6:00 p.m.

CALL TO ORDER

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

1. Zoo Master Plan - Stacey Ludlum, Felis Consulting, LLC presented the four concepts that she had previously presented to the Commission and the results of the survey that was conducted regarding these concepts.

ADJOURNMENT

Commissioner Joyce Warshaw moved to adjourn the meeting and Commissioner Jan Scoggins seconded the motion. The motion carried 4-0.

Mayor

ATTEST:

Nannette Pogue, City Clerk

CITY COMMISSION MEETING MINUTES

City Hall Commission Chambers

Monday, May 6, 2019

7:00 p.m.

MEETING #5124

CALL TO ORDER

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

INVOCATION by Captain Duvall of the Salvation Army

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

Commissioner Jan Scoggins moved and Commissioner Joyce Warshaw seconded the motion to approve the Agenda as presented. The motion carried 4-0.

PETITIONS & PROCLAMATIONS

Mayor Brian Delzeit read the National Children's Mental Health Awareness Month Proclamation and proclaimed May, 2019, as Kansas Children's Mental Health Awareness Month. Richard Falcon, CVS Supervisor for Compass Behavioral Health commented on their activities of raising awareness and to bring people to them and reduce the stigma of mental health. The number of hot line crisis calls that they received in 2017 was 287+ and in 2018 was 408+.

Mayor Brian Delzeit read the National Train Day Proclamation and designated May 11, 2019 as Train Day in Dodge City and invited the public to the National Train Day Open House at the Depot on May 11 from 1:00 P.M. to 300 P.M. Robin Bailey, representing the Convention and Visitors Bureau spoke of the importance of Amtrak. 5,000+ people boarded Amtrak in Dodge City during 2018.

Mayor Brian Delzeit read the National Travel and Tourism Week Proclamation and proclaimed May 5 – 11, 2019 as National Travel and Tourism Week. Several members of the community spoke in support of National Travel and Tourism Week : Andrew Roesner from Boot Hill talked about the impact from tourism; Ray Schraeder, Dodge City Drivers; Kent Stehlik, Ford County Historical Society talked about the Home of Stone and Legacy Center in the old Ford County Health Department and that the Historical Society is working on a Bat Masterson Statue; Tim Graves, Director of Promotion for Boot Hill Casino and Resort talked about his pride in tourism and the importance of the casino on tourism in Dodge City.

Brian Delzeit read the National Historic Preservation Month Proclamation and recognized May, 2019, as National Historic Preservation Month. Melissa McCoy, City of Dodge City, talked about the Main Street Design Committee, introduced Coral Leal as the new Main Street Director and expressed appreciation for support of the Master Tourism Plan.

Brian Delzeit read the Older Americans Month Proclamation and proclaimed May, 2019 as Older Americans Month. Lori Gerard, Southwest Kansas Area Agency on Aging (SWKAA) talked about the Senior Expo that was held April 24, 2019, where there were 300 people in attendance. SWKAA represents 28 counties in Southwest Kansas.

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, April 15, 2019;
2. Approval of City Commission Meeting Minutes, April 15, 2019;
3. Appropriation Ordinance No.9, May 6, 2019;
4. Cereal Malt Beverage License:
 - a. Loves Travel Stop & Country Store, 2505 E Trail St.

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. 2019-13: A Resolution Certifying Legal Authority to apply for and administer the Distance Learning and Telemedicine Grant Program from the United States Department of Agriculture Rural Development was approved on a motion by Commissioner Rick Sowers. Commissioner Joyce Warshaw seconded the motion. The motion carried 4-0.

NEW BUSINESS

1. Commissioner Rick Sowers moved to approve the Bid for the Sutherlands Entrance Paving from Building Solutions in the amount of \$127,792.25. Commissioner Jan Scoggins seconded the motion. The motion carried 4-0.

OTHER BUSINESS

ADJOURNMENT

Commissioner Joyce Warshaw moved to adjourn the meeting. Commissioner Jan Scoggins seconded the motion. The motion carried 4-0.

ATTEST:

Mayor

Nannette Pogue, City Clerk

CORPORATE 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

SECTION 1 – LICENSE TYPE

Check One: New License Renew License Special Event Permit

Check One:

License to sell cereal malt beverages for consumption on the premises.

License to sell cereal malt beverages in original and unopened containers and not for consumption on the licensed premises.

SECTION 2 – APPLICANT INFORMATION

Kansas Sales Tax Registration Number (required): 004-731220756F01

I have registered as an Alcohol Dealer with the TTB. Yes (required for new application)

Name of Corporation Love's Travel Stops & Country Stores, Inc.		Principal Place of Business Love's Country Store #62	
Corporation Street Address 10601 North Pennsylvania Avenue		Corporation City Oklahoma City	State OK
		Zip Code 73120	
Date of Incorporation December 29, 1986		Articles of Incorporation are on file with the Secretary of State.	
		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Resident Agent Name CT Corporation		Phone No. (785) 233-0593	
Residence Street Address 515 S. Kansas Avenue		City Topeka	State KS
		Zip Code 669603	

SECTION 3 – LICENSED PREMISE

Licensed Premise (Business Location or Location of Special Event)	Mailing Address (If different from business address)
DBA Name Love's Country Store #62	Name Love's Travel Stops & Country Stores, Inc.
Business Location Address 400 W. Wyatt Earp	Address Attn: Licensing, P.O. Box 26210
City Dodge City	City Oklahoma City
State KS	State OK
Zip 67801	Zip 73126
Business Phone No. (620) 225-0641	<input checked="" type="checkbox"/> Applicant owns the proposed business location. <input type="checkbox"/> Applicant does not own the proposed business location.
Business Location Owner Name(s) Love's Travel Stops & Country Stores, Inc.	

SECTION 4 – OFFICERS, DIRECTORS, STOCKHOLDERS OWNING 25% OR MORE OF STOCK

List each person and their spouse*, if applicable. Attach additional pages if necessary.

Name Thomas Eugene Love	Position Executive Chairman	Date of Birth 10/10/1937
Residence Street Address 6824 NW Grand Blvd.	City Oklahoma City	State OK
		Zip Code 73126
Spouse Name	Position	Date of Birth
Residence Street Address	City	State
		Zip Code
Name Gregory Michael Love	Position Co-CEO	Date of Birth 10/08/1961
Residence Street Address 7520 Nichols Road	City Oklahoma City	State OK
		Zip Code 73120
Spouse Name	Position	Age
Residence Street Address	City	State
		Zip Code
Name Judith McCarthy Love	Position Secretary	Date of Birth 06/17/1937
Residence Street Address 6824 NW Grand Blvd.	City Oklahoma City	State OK
		Zip Code 73126
Spouse Name	Position	Age
Residence Street Address	City	State
		Zip Code

CORPORATE 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

SECTION 1 – LICENSE TYPE

Check One: New License Renew License Special Event Permit

Check One:

License to sell cereal malt beverages for consumption on the premises.

License to sell cereal malt beverages in original and unopened containers and not for consumption on the licensed premises.

SECTION 2 – APPLICANT INFORMATION

Kansas Sales Tax Registration Number (required): 004-731220756F01

I have registered as an Alcohol Dealer with the TTB. Yes (required for new application)

Name of Corporation Love's Travel Stops & Country Stores, Inc.		Principal Place of Business Love's Country Store #58	
Corporation Street Address 10601 North Pennsylvania Avenue		Corporation City Oklahoma City	State OK
		Zip Code 73120	
Date of Incorporation December 29, 1986		Articles of Incorporation are on file with the Secretary of State.	
		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Resident Agent Name CT Corporation		Phone No. (785) 233-0593	
Residence Street Address 515 S. Kansas Avenue		City Topeka	State KS
		Zip Code 669603	

SECTION 3 – LICENSED PREMISE

Licensed Premise (Business Location or Location of Special Event)	Mailing Address (If different from business address)
DBA Name Love's Country Store #58	Name Love's Travel Stops & Country Stores, Inc.
Business Location Address 1108 W. Wyatt Earp	Address Attn: Licensing, P.O. Box 26210
City Dodge City	City Oklahoma City
State KS	State OK
Zip 67801	Zip 73126
Business Phone No. (620) 225-0654	<input checked="" type="checkbox"/> Applicant owns the proposed business location. <input type="checkbox"/> Applicant does not own the proposed business location.
Business Location Owner Name(s) Love's Travel Stops & Country Stores, Inc.	

SECTION 4 – OFFICERS, DIRECTORS, STOCKHOLDERS OWNING 25% OR MORE OF STOCK

List each person and their spouse*, if applicable. Attach additional pages if necessary.

Name Thomas Eugene Love	Position Executive Chairman	Date of Birth 10/10/1937
Residence Street Address 6824 NW Grand Blvd.	City Oklahoma City	State OK
		Zip Code 73126
Spouse Name	Position	Date of Birth
Residence Street Address	City	State
		Zip Code
Name Gregory Michael Love	Position Co-CEO	Date of Birth 10/08/1961
Residence Street Address 7520 Nichols Road	City Oklahoma City	State OK
		Zip Code 73120
Spouse Name	Position	Age
Residence Street Address	City	State
		Zip Code
Name Judith McCarthy Love	Position Secretary	Date of Birth 06/17/1937
Residence Street Address 6824 NW Grand Blvd.	City Oklahoma City	State OK
		Zip Code 73126
Spouse Name	Position	Age
Residence Street Address	City	State
		Zip Code



City of Dodge City

806 N. Second Ave.
PO Box 880
Dodge City, KS 67801

Phone: 620-225-8100
FAX: 620-225-8144
www.dodgecity.org

Memorandum

To: City Commissioners & City Manager

From: Assistant City Manager/Public Affairs,
Melissa McCoy

Date: May 15, 2019

Subject: Extension for Agreement for University
Center Consultant

Agenda Item: Consent Agenda

Recommendation: Staff recommends approval of the extension of the University Center Facilitation Consultant Agreement with Terri Mujica McLain.

Background:

The consultant has worked with the University Center project since its inception in 2017 and has been instrumental in building partnerships with the region's medical providers as well as the Kansas Board of Regents and Regents universities. She has also collaborated on funding opportunities and has done extensive research potential grants for the program.

In addition, the consultant's current agreement has ended and because the work load has decreased for the project, staff is purposing changing the consultant's payment for services to an hourly rate rather than a monthly fee.

Justification: The consultant will continue to work and provide support on the University Center project until a full time staff person is hired and trained for this position. It is anticipated that this transition will take approximately twelve months. This new position will be paid for by funds raised by the Rural Education and Workforce Alliance (REWA). REWA will be a 501c3 organization formed by the Dodge City/Ford County Development Organization that will operate in a similar fashion to the Community Housing Association of Dodge City (CHAD).

Financial Considerations: For the services rendered by the Consultant, the City will provide compensation of thirty-five (\$35) dollars per hour plus reimbursable expenses for meals, mileage and toll road fees. Reimbursable expenses will adhere to the City's travel policy. Funding for the consultant and travel expenses will be paid by the REWA organization.

Purpose/Mission: To improve the health care and education opportunities for this region

Attachments:

Extended Consultant Agreement for the University Center Facilitation Consultant

CONSULTING AGREEMENT No. 2

THIS CONSULTING AGREEMENT (this “Agreement”) dated this ____ day of May , 2019

BETWEEN:

City of Dodge City, Kansas, P.O. Box 880, Dodge City, KS 67801
(the “Client”)

- AND -

Terri McLain of 14009 Fontana St. Leawood, KS 66224
(the “Contractor”).

RECITALS:

- A. The Client has determined that the Contractor has the necessary qualifications, experience and abilities to provide the Services (defined below) to the Client.

- B. The Contractor is agreeable to providing the Services to the Client on the terms and conditions set out in this Agreement.

AGREEMENT:

In consideration of the matters described above and of the mutual benefits and obligations set forth in this Agreement, the receipt and sufficiency of which consideration is hereby acknowledged, the Client and the Contractor (individually the “Party” and collectively the “Parties” to this Agreement) agree as follows:

Services Provided

- 1. The Client hereby agrees to engage the Contractor to provide the Client with services and deliverables set forth on Schedule A (the “Services”), which may be amended from time to time in writing signed by the Parties.

- 2. The Contractor hereby agrees to provide such Services to the Client to be completed at the end of the term of this agreement.

Term of Agreement

3. The term of this Agreement (the “Term”) will begin on the date of this Agreement and will remain in full force and effect for twelve (12) months from such date, subject to earlier termination as provided in this Agreement. The Term of this Agreement may be extended by mutual written agreement of the Parties.
4. In the event that either Party wishes to terminate this Agreement prior to completion of the Services, that Party will be required to provide at least thirty (30) days’ written notice to the other Party.

Performance

5. The Parties agree to do everything necessary to ensure that the terms of this Agreement take effect.

Currency

6. Except as otherwise provided in this Agreement, all monetary amounts referred to in this Agreement are in U.S. Dollars.

Compensation

7. For the services rendered by the Contractor as required by this Agreement, the Client will provide compensation of thirty-five (\$35) dollars per hour plus reimbursable expenses for meals, mileage and toll road fees. Reimbursable expenses will adhere to the Client’s travel policy which attached as Exhibit A.
8. The Compensation will be payable on a monthly basis during the Term, with the first payment due no later May 21, 2019 and the last payment due no later than March 19, 2020.
9. The Compensation does not include sales tax, or other applicable duties as may be required by law. Any sales tax and duties required by law will be charged to the Client in addition to the Compensation.

Completion of services will entail detailed implementation materials including assessed needs, proposed structure of programs, list of funding opportunities, applicable contacts and presentation materials during the term of this Agreement.

Reimbursement of Expenses

10. The Contractor will be reimbursed from time to time for all reasonable and necessary expenses incurred by the Contractor in connection with providing the Services hereunder. All such expenses will be authorized in advance by the Client.

Return of Property

11. Upon the expiration or termination of this Agreement, the Contractor will return to the Client any property, documentation, records, or Confidential Information that is the property of the Client.

Capacity/Independent Contractor

12. In providing the Services it is expressly agreed that the Contractor is acting as an independent contractor and not as an employee of the Client. The Contractor and the Client acknowledge that this Agreement does not create a partnership or joint venture between them, and is exclusively a contract for service.

Notice

13. All notices, requests, demands or other communications required or permitted by the terms of this Agreement will be given in writing and delivered to the Parties as follows:
 - a. City of Dodge City
P.O. Box 880
Dodge City, KS 67801
Email: melissam@dodgecity.org
Tel: 620-225-8100
 - b. Terri McLain
14009 Fontana St.
Leawood, KS 66224
Email: terri.mujica@gmail.com
Tel: (913) 991-7861
 - c. Or to such other address as any Party may from time to time notify the other.

Modification of Agreement

14. Any amendment or modification of this Agreement or additional obligation assumed by either Party in connection with this Agreement will only be binding if evidenced in writing signed by each Party or an authorized representative of each Party.

Assignment

15. The Contractor will not voluntarily, or by operation of law, assign or otherwise transfer its obligations under this Agreement without the prior written consent of the Client. This Agreement will enure to the benefit of and be binding on the Parties and their respective heirs, executors, administrators, successors and permitted assigns.

Entire Agreement

16. It is agreed that there is no representation, warranty, collateral agreement or condition affecting this Agreement except as expressly provided in this Agreement.

Titles/Headings

17. Headings are inserted for the convenience of the Parties only and are not to be considered when interpreting this Agreement.

Governing Law

18. It is the intention of the Parties that this Agreement and the performance under this Agreement, and all suits and special proceedings under this Agreement, be construed in accordance with and governed, to the exclusion of the law of any other forum, by the laws of Kansas, without regard to the jurisdiction in which any action or special proceeding may be instituted.

Severability

19. In the event that any of the provisions of this Agreement are held to be invalid or unenforceable in whole or in part, all other provisions will nevertheless continue to be valid and enforceable with the invalid or unenforceable parts severed from the remainder of this Agreement.

Waiver

20. The waiver by either Party of a breach, default, delay or omission of any of the provisions of this Agreement by the other Party will not be construed as a waiver of any subsequent breach of the same or other provisions.

Signature Page Follows

IN WITNESS WHEREOF the Parties have duly affixed their signatures under hand and seal on this _____ day of May, 2019.

CLIENT:

City of Dodge City, Kansas

Brian Delzeit
Mayor

Attest:

Nannette Pogue
City Clerk

CONTRACTOR:

Terri McLain

Schedule A
Services and Deliverables

- Implementation materials
- Assessed needs
- Proposed structure of programs
- List of funding opportunities
- Applicable contacts
- Presentation materials.

Exhibit A
City of Dodge City
Travel Policy
Travel Policy

Dated: September 1, 2013

The City of Dodge City employees may be required to travel in fulfilling their official duties or in attending seminars or other professional or educational activities benefiting the City. The City may reimburse employees within prescribed limitations.

Employees are expected to use good judgment in requesting reimbursement of travel expenses. The following are general guidelines that summarize travel/training reimbursements to be made.

1. Any registration or training fees, accommodation requests, travel expenses, etc. will be designated on the training/travel request form and submitted to the Department Head for approval. All travel arrangements will be made in advance following Departmental procedures and Department Head authorization.
2. Out of State and international travel requires additional approval from the City Manager or his/her designee.
3. Only reasonable expenses will be reimbursed. Reasonable expenses normally include travel, lodging at a reasonably priced hotel/motel, and meal expense.

a. Travel

City owned vehicles will be used whenever possible. If it is necessary to use privately owned vehicle, the mileage will be reimbursed at the current rate paid to Kansas State government employees. The maximum mileage reimbursement is based on the most direct route as listed on the Kansas Department of Transportation distance chart. The current mileage reimbursement rates are:

Automobiles - \$.56/mile

Airfare – airline tickets for travel may be purchased using the employee’s purchase card in accordance with the agency’s travel policy.

Car Rental – Car rental reservations must be preapproved and used only if public transportation and/or taxis are not available, or if the cost of the public transportation/taxi is more expensive than the car rental. This shall be used only to get from the airport to lodging and/or training location.

Taxi/Public Transportation – Shall be reimbursed for actual expenses if necessary to get from airport to lodging and/or training location.

b. Meal Expense Reimbursement. Meal expenses will be made on a per diem schedule. The meal reimbursement will be made based upon the authorized travel form submitted by the employee, approved by the department head or supervisor. If an advance for the meal expense is to be made, the request will be turned into Accounts Payable 2 weeks prior to the travel/training event. If it is not turned in ahead of time, the per diem will be made as a reimbursement.

Meal allowances on the date of departure are reimbursed as follows:

Time of departure Meals allowed

12:01 A.M. – 6:00 A.M. Breakfast, lunch and dinner

6:01 A.M. – 12:00 Noon Lunch and dinner

12:01 P.M. – 6:00 P.M. Dinner

6:01 P.M. – 12:00 Midnight No meals allowed

Meal allowances on the day in which the employee returned to the official station or domicile are reimbursed as follows:

Time of Return Meals allowed

12:01 A.M. – 6:00 A.M. No meals allowed

6:01 A.M. - 12:00 Noon Breakfast

12:01 P.M. – 6:00 P.M. Breakfast and Lunch

6:01 P.M. – 12:00 Midnight Breakfast, lunch and dinner

Meal allowance rate (includes all tips associated with meals):

Breakfast Lunch Dinner

In-State \$11.00 \$12.00 \$23.00

Out of State \$11.00 \$12.00 \$23.00

Out-of-state (high) \$11.50 \$13.00 \$24.50

Out-of-state (special high) \$15.25 \$16.25 \$32.00

Reduced meal allowances for meals provided at no cost to the employee are as above. This will include meals provided by the conference or meals provided as part of the lodging.

Single meal reimbursement for same-day travel when lodging is not incurred will not be reimbursed except for certain situations authorized prior to travel. Exceptions may be made if: the employee is required for official City business and the employee's workday, including travel time, is extended 3 hours or more beyond the employee's regularly scheduled work day; or the employee is required to attend a conference or a meeting as a guest or participant and a meal is served during required attendance time. A meal cannot be reimbursed if the meal is provided at no cost to the employee. Any request shall follow the same schedule as above.

c. Lodging. Lodging arrangements shall be made prior to travel, and expenses may be charged to the employee's purchase card or the purchase card of the person making travel arrangements. Employees shall be responsible for any expenses such as in room movies, etc. Employees shall be responsible for notifying the motel of the state sales tax exempt status. No show or cancellation expenses shall be the responsibility of the employee unless there are extenuating circumstances beyond the control of the employee. These circumstances will be approved by the department head and/or Finance Director.

These policies may be waived in special circumstances including travel of City Commissioners.

All employees and/or employees' supervisors will be responsible for a full accounting of any travel/training events.

This policy is consistent with the policy for state employee travel. Any situation not identified in this policy will follow the more in depth state policy.

Memorandum

*To: City Manager
City Commissioners*
From: Nathan Littrell
Date: May 16, 2019
*Subject: Planning Commission
Appointment*

Recommendation: City staff recommends the appointment of Edgar Acevedo-Pando to the Planning Commission.

Background: A vacancy was created when a planning commissioner resigned due to relocation out of town.

Justification: Edgar Acevedo-Pando demonstrated a sincere interest in serving on the commission and a desire to be thorough, insightful, fair and consistent. Mr. Pando would be an excellent addition to the City's Planning Commission.

Financial Considerations: None

Purpose/Mission: None

Legal Considerations: None

Attachment: Application

APPLICATION FOR CITY OF DODGE CITY ADVISORY BOARDS

NAME: Edgar Acevedo-Pando OCCUPATION: Attorney
ADDRESS: 2806 Academy Ave. TELEPHONE: 620-789-1047
E-MAIL: epando@kerbslaw.com

Advisory Board(s) you wish to be considered for:
Dodge City Planning Commission

Tell us about your educational background:

School	Dates Attended	Major
<u>University of Kansas</u>	<u>2009-2013</u>	<u>Mechanical Engineering</u>
<u>Fordham University School of Law</u>	<u>2013-2014</u>	<u>Law</u>
<u>University of Kansas School of Law</u>	<u>2014-2016</u>	<u>Law</u>

Work history:

Job and Title	Dates of Employment
<u>Kansas Legal Services Staff Attorney</u>	<u>December 2016 - November 2018</u>
<u>Kerbs Law Office Associate Attorney</u>	<u>December 2018 - Present</u>

To the best of your knowledge, would the appointment of you to the Dodge City Planning Commission advisory board create any conflicts of interest due to your employment or business endeavors? If yes, please explain:
There are no conflicts that I am aware of.

Have you ever served on any advisory board, committee, etc. of another public body? If you have, please tell us something about it.

Tell us about other qualifications you have which you feel qualify you for an appointment.

I am a lifelong learner with an interest in being involved in my community in a way that can effect a positive change.
My broad base of knowledge and my ability to quickly learn new subjects allows me to adeptly make decisions and provide a fresh perspective to the group.

Signature:  Date: 5-15-2019

Please return to: City Manager's Office, City Hall, P.O. Box 880, Dodge City, Kansas 67801-0880. Fax: 620-225-8144.
E-mail: abbeym@dodgecity.org.

Thank you for your interest!

City of Dodge City

City of Dodge City
806 N. Second Ave.
67801

Phone: 620-225-8100
FAX: 620-225-8144
www.dodgecity.org

Memorandum

To: Cherise Tieben, City Manager
From: Nannette Pogue
Date: May 16, 2019
Subject: Ordinance No. 3715
Agenda Item: Ordinances and Resolutions

Recommendation: I recommend the City Commission adopt Ordinance No. 3715.

Background: The process for Candidates for City Office is outlined in K.S.A. 25-2110. This states that in addition to the Declaration of Intent to become a candidate, each candidate must also deliver to the county election officer either a filing fee (which the County has said is \$70) or a nomination petition signed by the number of qualified electors as established by city ordinance. We currently have no city ordinance that establishes this number. Ordinance No. 3715 establishes the number of signatures required as either 1% of the ballots cast and counted at the last general city election or 50 whichever is less.

Justification: City Ordinance will establish the number of signatures required for a nomination petition in lieu of a fee.

Financial Considerations: none

Purpose/Mission: We promote open communications with our community members.

Legal Considerations: This Ordinance will accomplish any legal consideration

Attachments: Ordinance No. 3715

ORDINANCE NO. 3715

**AN ORDINANCE ESTABLISHING THE NUMBER OF QUALIFIED ELECTORS
SIGNATURE FOR NOMINATION PETITION**

Be it Ordained by the Governing Body of the City of Dodge City:

Section 1: Any person desiring to be a candidate for city office must file a declaration of intent to become a candidate with the county election officer on or before 12:00 p.m. on June 1. In addition to the declaration of intent to become a candidate, each candidate must also deliver to the county election officer either a filing fee or a nomination petition signed by a number of qualified electors as established in Section 2 or this ordinance.

Section 2: The number of qualified electors established to sign a nomination petition for a candidate for City Commission equal to 1% of the ballots cast and counted at the last general city election or 50, whichever is less.

Section 4: EFFECTIVE DATE. This ordinance shall take effect and be in force from and after its publication in the official City newspaper.

Passed by the governing body of the City of Dodge City, Kansas, and approved by the Mayor this 20th day of May, 2019.

Brian Delzeit, MAYOR

ATTEST:

Nannette Pogue, CITY CLERK

City of Dodge City

City of Dodge City
806 N. Second Ave.
67801

Phone: 620-225-8100
FAX: 620-225-8144
www.dodgecity.org

Memorandum

To: Cherise Tieben, City Manager
From: Nannette Pogue
Date: May 16, 2019
Subject: Ordinance No. 3716
Agenda Item: Ordinances and Resolutions

Recommendation: I recommend the City Commission adopt Ordinance No. 3716.

Background: There is no state law requiring certain rules of order or parliamentary procedure be followed in conducting meetings of a council or commission. There are some statutory requirements for ordinances which are noted later. Some councils and commissions have written rules of order established by ordinance and some have unwritten customs or practices. Some have adopted a standard work on parliamentary procedure such as Roberts' Rules of Order, Newly Revised; however Roberts' Rules of Order is more appropriate for the British Parliament than cities in Kansas. The League of Kansas Municipalities designed a Code of Procedure for Kansas Cities and this code can be adopted by reference. This code incorporates provisions of Kansas law which apply to city governing body meetings. It also includes rules which will help to facilitate effective public meetings.

Justification: The City meetings currently run very smoothly and there has not been many questions over the years regarding how it should be operated. However, just to have it on record I would recommend that the City of Dodge City adopt the Code of Procedure for Kansas Cities.

Financial Considerations: \$15.65

Purpose/Mission: We promote open communications with our community members.

Legal Considerations: This Ordinance will accomplish any legal consideration

Attachments: Ordinance No. 3716 and the Code of Procedure for Kansas Cities

ORDINANCE NO. 3716

AN ORDINANCE INCORPORATING BY REFERENCE THE "CODE OF
PROCEDURE FOR KANSAS CITIES"

Be it Ordained by the Governing Body of the City of Dodge City:

Section 1: INCORPORATING CODE OF PROCEDURE FOR KANSAS CITIES.

There is hereby incorporated by Reference for the purpose of guiding city governing body meetings, a procedure known as the "Code of Procedure for Kansas Cities," prepared and published in pamphlet form by the League of Kansas Municipalities, Topeka Kansas. One copy of said Code of Procedure for Kansas Cities shall be marked "Ordinance Incorporated by Reference Under the Provisions of K.S.A. 12-3301 and 12-3301 by Ordinance No. 3716, City of Dodge City, Kansas".

Section 4: EFFECTIVE DATE. This ordinance shall take effect and be in force from and after its publication in the official City newspaper.

Passed by the governing body of the City of Dodge City, Kansas, and approved by the Mayor this 20th day of May, 2019.

Brian Delzeit, MAYOR

ATTEST:

Nannette Pogue, CITY CLERK

City of Dodge City

City of Dodge City
806 N. Second Ave.
67801

Phone: 620-225-8100
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Memorandum

To: Cherise Tieben, City Manager
From: Nannette Pogue
Date: May 16, 2019
Subject: Resolution No. 2019-14
Agenda Item: Ordinances and Resolutions

Recommendation: I recommend the City Commission adopt Resolution No. 2019-14.

Background: In the 2019 session of the Kansas Legislature, the Legislature allowed Cities to establish a date between the last of December and the 2nd week in January for newly elected City Commissions to take the oath of office to begin serving as City Commissioner. Prior to this action, the swearing in meeting would have taken place the second Monday in January, which in our case, would have required a special meeting. This resolution establishes the first Monday in January for newly elected commissioners to take the oath of office and to take office.

Justification: The new legislative action says that a City can establish by Resolution when newly elected Commissioners will take office. This resolution accomplishes that.

Financial Considerations: none

Purpose/Mission: We promote open communications with our community members.

Legal Considerations: This resolution will accomplish any legal consideration

Attachments: Resolution No. 2019-14

RESOLUTION NO. 2019-14

A RESOLUTION ESTABLISHING THE FIRST MEETING IN JANUARY FOR NEW CITY
COMMISSIONERS TO TAKE OFFICE

Whereas, in the 2019 session of the Kansas Legislature, the Legislature allowed Cities to establish a date between the 1st of December and the 2nd week in January for newly elected City Commissioners to take the oath of office and to begin serving as City Commissioner.

Whereas, the City of Dodge City established the 1st Monday in January, unless it falls on a Holiday, then it would be the following Tuesday, for the newly elected City Commissioners to take the oath of office of City Commissioner and to begin serving as City Commissioner.

This Resolution shall take effect and be in force from and after its adoption.

Adopted by the Governing Body this 18th day of March, 2019.

Brian Delzeit, Mayor

ATTEST:

Nannette Pogue, City Clerk