

CITY COMMISSION MEETING AGENDA

City Hall Commission Chambers

Monday, May 4, 2020

7:00 p.m.

MEETING #5155

This will be an entirely virtual meeting. There are three options to watch and listen to the meeting.

1. Watch live on our Facebook page at www.facebook.com/cityofdodgecity
2. Watch live on Zoom Webinars at <https://us02web.zoom.us/j/84257901244>
3. Or for those without internet access or would prefer audio only, call into one of the following numbers +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799 or +1 929 205 6099 or +1 301 715 8592 or +1 312 626 6799

And use Webinar ID: 842 5790 1244

CALL TO ORDER

ROLL CALL

INVOCATION BY

PLEDGE OF ALLEGIANCE

SUBMIT QUESTIONS OR COMMENTS

APPROVAL OF AGENDA

PETITIONS & PROCLAMATIONS

Mental Health Proclamation

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, April 20, 2020;
2. Approval of City Commission Meeting Minutes, April 20, 2020;
3. Appropriation Ordinance No. 8, 2020;
4. Cereal Malt Beverage License:
 - a. Love's Travel Stop, 2505 East Trail Street,

- b. Dodge City Athletics Baseball Association, San Jose Drive,
- c. Cigarette Outlet #106, 1603 W. Wyatt Earp Blvd.,
5. Approval of Circle Lake Drainage Improvements

ORDINANCES & RESOLUTIONS

Ordinance No. 3732: An Ordinance Providing for the Approval of the City of Dodge City, Kansas Policy Manual; Incorporating by Reference the “2020 Administrative Policy Manual” and Repealing all Ordinance for the Establishment of the 1992 Policy Manual. Report by Cherise Tieben.

Resolution No. 2020-11: A Resolution Approving the ByLaws and Interlocal Cooperation Agreement for Midwest Public Risk Kansas. Report by Director of Administration, Ryan Reid.

Resolution No 2020-12: A Resolution of the City of Dodge City, Kansas Authorizing the Waiving of City Commission Salary as Provided in the City Code of the City of Dodge City to be Temporarily Waived Until December 31, 2020. Report by City Manager, Cherise Tieben.

UNFINISHED BUSINESS

NEW BUSINESS

1. Approval of Inspection Services Estimate for US 50 & Gary Avenue Intersection. Report by Director of Engineering, Ray Slattery.
2. Approval of Bids for the Green Hill’s O’ Ford & Trail Street Drainage Improvements. Report by Director of Engineering, Ray Slattery.
3. Approval of the CDBG Local Revolving Loan Fund Request for JIVI Inc./Executive Inn, 2200 W. Wyatt Earp Blvd., Dodge City, KS and for the Mayor to sign the Determination of Level of Review.. Report by Executive Director of Dodge City/Ford County Development Corporation, Joann Knight.
4. Approval of the CDBG Local Revolving Loan Fund Request for Protect Service, 1812 Hart Ave., Dodge City, KS and for the Mayor to sign the Determination of Level of Review. Report by Executive Director of Dodge City/Ford County Development Corporation, Joann Knight.
5. Approval of the CDBG Local Revolving Loan Fund Request for Quick Bail Bonds/Insurance Express, 306 W Wyatt Earp, Dodge City, KS and for the Mayor to sign the Determination of Level of Review. Report by Executive Director of Dodge City/Ford County Development Corporation, Joann Knight.
6. Approval of the CDBG Local Revolving Loan Fund Request for Restoration LLC, 1507 Pheasant St., Dodge City, KS and for the Mayor to sign the Determination of Level of

Review. Report by Executive Director of Dodge City/Ford County Development Corporation, Joann Knight.

7. Approval of the CDBG Local Revolving Loan Fund Request for Sneak-A-Peek Imaging Express Studio, 204 E. Frontview, Dodge City, KS and for the Mayor to sign the Determination of Level of Review. Report by Executive Director of Dodge City/Ford County Development Corporation, Joann Knight.
8. Approval of the CDBG Local Revolving Loan Fund Request for Technology 2, Inc., 809 S. 14th, Dodge City, KS and for the Mayor to sign the Determination of Level of Review. Report by Executive Director of Dodge City/Ford County Development Corporation, Joann Knight.
9. Approval of Special Assessment Proceedings – Wagon Wheel 2 Addition. Report by Finance Director, Nicole May.

OTHER BUSINESS

ADJOURNMENT

Proclamation for National Children’s Mental Health Awareness Month

WHEREAS addressing the complex mental health needs of children, youth, and families today is fundamental to the future of Dodge City, KS;

WHEREAS the need for comprehensive, coordinated mental health services for children, youth, young adults, and families places upon our community a critical responsibility;

WHEREAS it is appropriate that a month should be set apart each year for the direction of our thoughts toward our children’s mental health and well-being;

WHEREAS Compass Behavioral Health, through its unique approach to serving children, youth, and young adults with mental health or substance use disorders, is effectively caring for the mental health needs of children, youth, young adults, and their families in our community;

NOW, THEREFORE, I, JOYCE WARSHAW, MAYOR, OF DODGE CITY, KANSAS, do hereby proclaim May 2020, to be Dodge City, KS Children’s Mental Health Awareness Month and urge our citizens and all agencies and organizations interested in meeting every child’s mental health needs to unite during that month in the observance of such exercises as will acquaint the people of Dodge City with the fundamental necessity of a year-round program for children, youth, and young adults with mental health or substance use disorders and their families.

Joyce Warshaw, Mayor

ATTEST:

Connie Marquez, City Clerk

CITY COMMISSION WORK SESSION

Monday, April 20, 2020

6:00 PM

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And use Webinar ID: 937 8291 5427

CALL TO ORDER

ROLL CALL Mayor Joyce Warshaw, Commissioners Rick Sowers, Kent Smoll, Brian Delzeit, Joseph Nuci

EXECUTIVE SESSION

Personnel Matters of Non-Elected Personnel

At 6:13 p.m., Commissioner Kent Smoll made a motion to recess into executive session pursuant to the “personnel matters of nonelected personnel” exception found in K.S.A. 75-4319(b)(1). The justification for closing the meeting is to protect the privacies of the individuals to be discussed as well as to discuss legal advice from counsel related to such matters. The opening meeting will resume in the City Commission Chamber in 15 minutes at 6:28 pm. Commissioner will not take any action upon returning to open session and prior to adjournment. Executive Session will include Cherise Tieben, Nicole May, Brad Ralph and Nick Hernandez. Commissioner Rick Sowers seconded the motion. The motion carried 5-0.

At 6:28 pm Mayor Joyce Warshaw moved to extend the Executive Session 10 minutes longer until 6:38 pm. Mayor Rick Sowers seconded the motion. The motion carried 3 – 0.

WORK SESSION

City Manager Cherise Tieben and Finance Director Nicole May discussed the changes to be made to the 2020 Budget

ADJOURNMENT

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

Joyce Warshaw, Mayor

ATTEST:

Connie Marquez, City Clerk

CITY COMMISSION MEETING MINUTES

Monday, April 20, 2020

7:00 p.m.

MEETING #5154

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And use Webinar ID: 937 8291 5427

CALL TO ORDER

ROLL CALL Mayor Joyce Warshaw, Commissioners Rick Sowers, Kent Smoll, Brian Delzeit, Joseph Nuci

INVOCATION by

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

Commissioner Kent Smoll moved to amend the agenda moving item #6 to item #5 and item #5 to item #6. Commissioner Joseph Nuci seconded the motion. Motion carried 5 -0.

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 Meeting Minutes, April 6, 2020,
2. Approval of Special City Commission Meeting, April 13, 2020,
3. Appropriation Ordinance No.7 April 20, 2020;
4. Cereal Malt Beverage License:
 - a. Kwik Shops, 1800 Central Avenue, 1500 W. Wyatt Earp Blvd.
5. Approval of supplemental Agreement #3 with PEC for the NBP Force Main and Sampling Project.
6. Approval of Airport Lease with TSA (Transportation Security Administration),
7. Approval of Airport Lease with Sky West Airlines,

Commissioner Brian Delzeit moved to approve the Consent Calendar as presented.
Commissioner Joseph Nuci seconded the motion. The motion carried 5 - 0.

ORDINANCES & RESOLUTIONS

Resolution No. 2020-08: A Resolution of the City of Dodge City, Kansas, authorizing certain Public Improvements and providing for the payment of the costs thereof was approved by Commissioner Brian Delzeit. Commissioner Kent Smoll seconded the motion. The motion carried 5 - 0.

Resolution No. 2020-09: A Resolution authorizing and providing for the construction of Improvements to an existing Public Building (YMCA) in the City of Dodge City, Kansas; providing for the payment of the costs thereof was approved by Commissioner Joseph Nuci. Commissioner Kent Smoll seconded the motion. The motion carried 5 - 0.

Resolution No. 2020-10: A Resolution of the City of Dodge City, Kansas, authorizing certain Public Improvements and providing for the payment of the costs thereof was approved by Commissioner Kent Smoll. Commissioner Rick Sowers seconded the motion. The motion carried 5 - 0.

UNFINISHED BUSINESS

NEW BUSINESS

1. Commissioner moved to approve to reject all Bids for the construction of the 2020 for the 2020 Asphalt Street Projects. Report by Director of Engineering, Ray Slattery.
2. Commissioner moved to approve to reject all Quotes for the installation of new pavement markings on Wyatt Earp Boulevard in the amount of \$24,964.50. Commissioner Kent Smoll seconded the motion. The motion carried 5 - 0.
3. Commissioner Rick Sowers moved to approve the Design Services Agreement with SMH Consultants in the amount of \$57,425 for Iron Rd. and the Iron & 6th Avenue Intersection. Commissioner Brian Delzeit seconded the motion. The motion carried 5 - 0.
4. Commissioner Kent Smoll moved to approve of Change Order #4 for Central Avenue Reconstruction Project in the amount of \$48,107.71. Commissioner Rick Sowers seconded the motion. The motion carried 5 - 0.
5. Commissioner Brian Delzeit moved to approve the Consulting Services for Phase IV, Levee Accreditation with Wilson & Company to provide professional additional services to assist the city with accreditation of its levee system in in the amount of \$172,132. Commissioner Joseph Nuci seconded the motion. The motion carried 5 - 0.

6. Approval of the following CDBG Local Revolving Loan Funds and request the Mayor to sign the Determination of Level of Review for each applicant business. All loans will be a three-year term at 1% interest with the first six months being interest only.

Advanced Laser Clinic - \$20,000

Bartlett & Selzer - \$50,000

JAR Ventures, LLC (Dodge House Restaurant) - \$75,000

New Chance, Inc. - \$60,000

Pruitt Electric, LLC - \$37,000

Quick Bail Bonds & Insurance Express - \$35,000

Commissioners approved the CDBG Local Revolving Loan Fund Application requests as follows:

Commissioner Joseph Nuci made a motion to accept the application for CDBG Local Revolving Loan Fund from Advanced Laser Clinic, 120 W. Ross Blvd, Dodge City, KS for \$20,000. Commissioner Brian Delzeit seconded the motion. The motion carried 4 – 0 with Commissioner Kent Smoll abstaining.

Commissioner Kent Smoll made a motion to approve a CDBG Local Revolving Loan application from Bartlett and Selzer, 100 Military Avenue, Dodge City, KS, for the amount of \$30,000. Commissioner Brian Delzeit seconded the motion. The motion carried 4-1 with Commissioner Rick Sowers voting no.

Commissioner Joseph Nuci made a motion to approve the CDBG Local Revolving Loan application from JAR Ventures (Dodge House Restaurant) 2408 W. Wyatt Earp Blvd., Dodge City, KS for the amount of \$75,000. Commissioner Kent Smoll seconded the motion. The motion carried 0 – 5 with all Commissioners voting no.

Commissioner Brian Delzeit moved to make a motion to amend the CDBG Local Revolving loan amount to 35,000 for JAR Ventures (Dodge House Restaurant). Commissioner Rick Sowers seconded the motion. The motion carried 5 – 0.

Commissioner Rick Sowers made a motion to approve a CDBG Local Revolving Loan application from New Chance, Inc, 2500 E. Wyatt Earp Blvd., Dodge City, KS in the amount of \$30,000. Commissioner Brian Delzeit seconded the motion. The motion carried 5 – 0.

Commissioner Brian Delzeit made a motion to remove the CDBG Local Revolving Loan application for Pruitt Electric, LLC, 100 Military Avenue, STE 222, Dodge City, KS in the amount of \$37,000. Commissioner Rick Sowers seconded the motion. The motion carried 5 – 0.

Commissioners denied the loan in the amount of \$35,000 for Quick Bail Bonds & Insurance Express. Commissioner Brian Delzeit made a motion to lower the loan amount of the CDBG Local Revolving Loan to \$20,000 and they come back later if they need more. Commissioner Joseph Nuci seconded the motion. The motion carried 2 – 3 with Commissioner Sowers, Smoll and Warshaw voting no.

Commissioner Kent Smoll made a motion to approve the loan for \$30,000 with the stipulation that they apply for a Payroll Protection Plan and once received the Payroll Protection Plan amount will require immediate pay back of the CDBG loan with the City Attorney crafting a language that would actually support the stipulation. Commissioner Joseph Nuci seconded the motion. The motion carried 2 – 3 with Delzeit, Sowers and Warshaw voting no.

7. Commissioner Brian Delzeit moved to authorize for the City Manager to offer early retirement to applicants that are eligible for retirement in 2020 and that have not submitted previous early retirement applications as a one-time offer incentive from \$600 to \$1200. Commissioner Kent Smoll seconded the motion. The motion carried 5 – 0.

OTHER BUSINESS

ADJOURNMENT

Commissioner Kent Smoll made a motion to adjourn the meeting. Commissioner Rick Sowers seconded the motion. The motion carried 5 – 0.

Joyce Warshaw, Mayor

ATTEST:

Connie Marquez, 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):

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

Name of Corporation Dodge City Athletics Baseball Association		Principal Place of Business 1715 Central Avenue	
Corporation Street Address 1715 Central Avenue		Corporation City Dodge City	State Kansas
		Zip Code 67801	
Date of Incorporation April 2, 2007		Articles of Incorporation are on file with the Secretary of State.	
		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Resident Agent Name Glenn I. Kerbs		Phone No. (620) 225-0238	
Residence Street Address 116 Carefree Lane		City Dodge City	State Kansas
		Zip Code 67801	

SECTION 3 – LICENSED PREMISE

Licensed Premise (Business Location or Location of Special Event)	Mailing Address (If different from business address)
DBA Name Dodge City A's	Name Dodge City A's
Business Location Address Cavalier Field, San Jose Drive	Address P.O. Box 1473
City Dodge City	City Dodge City
State Kansas	State Kansas
Zip 67801	Zip 67801
Business Phone No.	<input type="checkbox"/> Applicant owns the proposed business location. <input type="checkbox"/> Applicant does not own the proposed business location.
Business Location Owner Name(s)	

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 Glenn I. Kerbs	Position President	Date of Birth 08-30-1955
Residence Street Address 116 Carefree Lane	City Dodge City	State Kansas
	Zip Code 67801	
Spouse Name	Position	Date of Birth
Residence Street Address	City	State
	Zip Code	
Name Charles D. Konrade	Position Vice President/Secretary/Treasurer	Date of Birth 06-01-1957
Residence Street Address 10278 129 Road	City Spearville	State Kansas
	Zip Code 67876	
Spouse Name	Position	Age
Residence Street Address	City	State
	Zip Code	
Name John Oldham	Position Director	Date of Birth 07-15-1963
Residence Street Address 2021 Cactus Road	City Dodge City	State Kansas
	Zip Code 67801	
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): 004-731220756F-01

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	
Corporation Street Address 10601 N. Pennsylvania Avenue		Corporation City Oklahoma City	State OK
Date of Incorporation December 29, 1986		Articles of Incorporation are on file with the Secretary of State. <input checked="" type="checkbox"/> Yes <input 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 66603

SECTION 3 – LICENSED PREMISE

Licensed Premise (Business Location or Location of Special Event)			Mailing Address (If different from business address)		
DBA Name Love's Travel Stop #558			Name Attn: Licensing		
Business Location Address 2505 East Trail Street			Address P.O. Box 26210		
City Dodge City	State KS	Zip 67801	City Oklahoma City	State OK	Zip 73126
Business Phone No. (405) 463-8891			<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 E. Love	Position Executive Chairman	Date of Birth 10/10/1937
Residence Street Address 6824 N.W. Grand Blvd.	City Oklahoma City	State OK
		Zip Code 73116-5415
Spouse Name N/A	Position	Date of Birth
Residence Street Address	City	State
		Zip Code
Name Judith McCarthy Love	Position Secretary	Date of Birth 06/17/1937
Residence Street Address 6834 N.W. Grand Blvd.	City Oklahoma City	State OK
		Zip Code 73116-5415
Spouse Name N/A	Position	Age
Residence Street Address	City	State
		Zip Code
Name Gregory M. Love	Position Co-President - Co-CEO	Date of Birth 10/08/1961
Residence Street Address 7201 Nichols Road	City Oklahoma City	State OK
		Zip Code 73120-0017
Spouse Name N/A	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): 004-263667932F-01

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

Name of Corporation SMOKER DREAM LLC		Principal Place of Business 504 E. FULTON ST. SUITE B.	
Corporation Street Address 132 N. HOUSTON		Corporation City GRANBURY	State TX
		Zip Code 78048	
Date of Incorporation 10/2018		Articles of Incorporation are on file with the Secretary of State. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Resident Agent Name TAYLOR DANIELLE RICKE		Phone No. 820-276-8078	
Residence Street Address 105 W. CEDAR ST		City GARDEN CITY	State KS
		Zip Code 67046	

SECTION 3 - LICENSED PREMISE

Licensed Premise (Business Location or Location of Special Event)	Mailing Address (if different from business address)
DBA Name CIGARETTE OUTLET #106	Name
Business Location Address 1803 W. WYATT EARP	Address
City DODGE CITY	City
State KS	State
Zip 67801	Zip
Business Phone No. 820-227-7505	<input type="checkbox"/> Applicant owns the proposed business location. <input checked="" type="checkbox"/> Applicant does not own the proposed business location.
Business Location Owner Name(s)	

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 JONATHON FAYYAZI	Position MEMBER	Date of Birth 12/08/1988
Residence Street Address 10612 STONESIDE TRL.	City FORT WORTH	State TX
		Zip Code 78244
Spouse Name	Position	Date of Birth
Residence Street Address	City	State
		Zip Code
Name	Position	Date of Birth
Residence Street Address	City	State
		Zip Code
Spouse Name	Position	Age
Residence Street Address	City	State
		Zip Code
Name	Position	Date of Birth
Residence Street Address	City	State
		Zip Code
Spouse Name	Position	Age
Residence Street Address	City	State
		Zip Code

Memorandum

*To: City Manager
City Commissioners* 
From: Ray Slattery, P.E. 
Director of Engineering Services
Date: April 22, 2020
*Subject: Circle Lake Drainage Improvements;
SD 1902*
Agenda Item: Consent Calendar

Recommendation: Approve Change Order No. 2 of the Circle Lake Drainage Improvements in the amount of \$5,020.00. This is a culmination of changes to the project through the construction process to date.

Background: The City Commission approved the bid from Huber Land and Water LLC at the October 7, 2019 meeting. Over the past several years, the existing storm sewer in the Circle Lake neighborhood has been showing signs of its age. There are two components of the storm sewer in particular that are in need of immediate attention. The first is the storm sewer line that conveys water between houses from Cactus Rd. to Windsong Way in an easement. This corrugated metal arch-pipe has collapsed in several locations including under Cactus Rd. The sections that have collapsed in the easement are thought to be the result of an old tree whose roots found their way into the pipe. The second issue are the inlets and pipe at Windsong Way and the fact that they hold water. This issue stemmed from the construction of the head wall at the north end of the lake that has an elevation above the inlet pipes. This project will repair and line the failed metal pipe, install new concrete pipe under the roadways, and provide a way for the inlets on Windsong Way to drain after a rain event.

Justification: The quantities on the bid items listed represent final field measurements.

Financial Considerations: Change Order 1 is for an increase of \$5,020.00.

Purpose/Mission: The completion of this project would align with the City's Core Values of Ongoing Improvement and Working Towards Excellence.

Legal Considerations: By approving the Change Order, additional payment will need to be made to Huber Land & Water, LLC.

Attachments: Change Order #2

Memorandum

To: City Commissioners
From: Cherise Tieben, City Manager
Date: April 30, 2020
Subject: Administrative Policy Manual
Agenda Item: Ordinance 3732

Recommendation: Staff recommends your approval of Ordinance 3732.

Background: Updating the Administrative Policy Manual (APM) was a goal of City Clerk Nannette Pogue's prior to her retirement. Over the years the document has evolved but it simply needed a significant update and to officially incorporate some of the individual policies that had been approved by the Commission over time. There are a few new policies but overall the changes have been outlined in the attached memo from Nannette Pogue dated March 3, 2020.

In that memo, she explains that she took the Policy Manual that was updated in 1992; deleted policies that were in other publications of the City; looked at Resolutions that had been adopted that were titled policies, but were not added to the manual and weren't in a central place where everyone knew they existed and added those policies to the manual; added some policies that needed to be added; and updated policies that were already in existence to reflect current practices, state statutes or other best practices that were included in information from the League of Kansas Municipalities, Government Finance Officers Organization or other professional organizations that advise municipalities.

Justification: This document is utilized on a daily basis by many of us to guide our everyday work and with so many retirements, we simply wanted to make sure that this document had all of our resources up to date and readily available in one document for the individuals that will lead our organization into the future.

Financial Considerations: None

Purpose/Mission: Together we serve to make Dodge City the best place to be.

Legal Considerations: None at this time.

Attachments: Ordinance 3732, Pogue Memo dated 3/3/20 and <https://www.dodgecity.org/86/City-Clerk-and-Finance>

ORDINANCE NO. 3732

**AN ORDINANCE PROVIDING FOR THE APPROVAL OF THE CITY OF
DODGE CITY, KANSAS POLICY MANUAL;
INCORPORATING BY REFERENCE THE "2020 ADMINISTRATIVE
POLICY MANUAL" AND REPEALING ALL ORDINANCES FOR THE
ESTABLISHMENT OF THE 1992 POLICY MANUAL**

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

Section 1: INCORPORATING THE CITY OF DODGE CITY ADMINISTRATIVE POLICY MANUAL. There is hereby incorporated by Reference the City of Dodge City Administrative Policy Manual prepared and published in book form on May 4, 2020 and available in the City Clerk's office and on the City of Dodge City official website.

Section 2: REPEAL. Any applicable ordinance previously adopted by the governing body to approve the 1992 Policy Manual is repealed.

Section 3: 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, this 4th day of May 2020.

MAYOR

ATTEST

CITY CLERK

March 3, 2020

MEMO

TO: Cherise Tieben, City Manager
FROM: Nannette Pogue
SUBJECT: Policy Manual

Attached is the updated Policy Manual to be submitted and approved by the City Commission. The City adopted a Policy Manual in 1979 and the manual was updated and approved by the City Commission in 1992. In the meantime there have been policies adopted, resolutions adopted that were titled policies and other policies adopted or changed that never made it into a policy manual. I took the Policy Manual that was updated in 1992; deleted policies that were in other publications of the City; looked at Resolutions that had been adopted that were titled policies, but were not added to the manual and weren't in a central place where everyone knew they existed and added those policies to the manual; added some policies that needed to be added; and updated policies that were already in existence to reflect current practices, state statutes or other best practices that were included in information from the League of Kansas Municipalities, Government Finance Officers Organization or other professional organizations that advise municipalities.

Below is a list of policies that were in the original Policy Manual and have been deleted from the proposed Policy Manual:

Utility Department Administrative Policies – Most of the items in this policy are included in the Revenue Control Policy
Open Records – This is in the Code of the City of Dodge City, Chapter 1, Article 8
Open Air Dances – Is not needed, covered under other items in the Code
City Owned Vehicles – Included in the Personnel Policy Manual
Policy for Travel and Meeting Expenses – Will be included in whole in the Personnel Policy Manual
Release of City Information to the News Media – In Personnel Policy Manual
Sexual Harassment Policy – In Personnel Policy Manual
Bad Debt and Collection – Included in the Revenue Control Policy
Billing of Municipal Services – Included in the Revenue Control Policy
Purchasing for Public Works Construction – Included in the Purchasing Policy
Transient Guest Tax Rehabilitation Fund Guidelines – No longer applicable
Development of Property Within the City and Its 3-Mile Limit – This is a part of the City's Subdivision Regulations
Cereal Mal Beverage Licenses – This is in the Code of the City of Dodge City
Alcoholic Liquor Occupation Permit - This is in the Code of the City of Dodge City
Occupation Tax on Private Clubs - This is in the Code of the City of Dodge City
Dodge City Civic Center Alcohol Policy – No longer needed

Food and Beverages at City Concession Facilities – No longer needed

Below is a list of all the policies in the manual. I have included information as to changes that were made to the policies or if they are new policies. The Resolutions that were adopted that were titled policies, were not changed only included and formatted for this policy manual.

ADMINISTRATIVE POLICIES

ADA Agencies Receiving Funds or In-kind Services. Added that it will be updated annually.

ADA Grievance Procedure. Changes to wording regarding the Human Resources Director is the ADA Coordinator.

Biogas Sales Execution Policy. This was a policy that was adopted in November, 2019. Added to manual.

Civil Rights/Fair Housing Policy. This is a Resolution, and added to the policy manual. No changes

Closing of City Streets. Changed the process to - the application will be turned into City Clerk and the City Clerk will disseminate and get approval from applicable Department Heads instead of having the applicant take the application around to the Department Heads. Also added the form to be filled out in the policy.

Early Retirement Policy. Added the form to be filled out.

Energy Conservation Program. This is a new policy and I modeled it after policies of other government organizations.

Identity Theft Prevention Program. This policy was adopted as a resolution and added to this policy manual. As a note, policy it says there is training. The training can be very informal, but needs to be repeated annually and needs to be given to all new people who take credit cards, checks or sign up customers for services.

Open Meetings Policy This is a policy that existed, but was not included in the manual, so it is added to the manual. All employees who deal with boards, commission or committees need to be aware of this policy.

Policy to Provide Assistance to other Counties, Cities and Townships during Disasters. This is a Resolution titled policy, so added to the policy manual. Updated to match information in State Statutes.

Public Notification Policy. No changes

Purchasing Policy. Added wording needed to comply with Federal Grants. Other changes are: wording added to reflect that all bids may be rejected; price does not need to be the deciding factor; and added some wording in the Noncompetitive negotiation paragraph regarding federal awarding agency.

Records Management Policy. Included the records request form

Recycling Policy. Corey is currently reviewing to make sure this is consistent with what we are actually doing.

Regulating Use of Local Alcoholic Liquor Fund. No changes, this reflects State Statute

Risk Management Policy. Added some wording to reflect using insurance pools and the current practices regarding the amount that property will be insured at, with any exception to be approved by the City Manager.

Sale of City-Owned Real Estate. Changed wording from shall be published in the local newspaper to may be published in local newspaper and will be published on City's website. The

State does not require publication in the local newspaper, it has been a long practiced policy as a way of notification. Now that the City has a website and websites are read seeking information widely, it is not as important to publish in the newspaper.

Sick Leave Bank Policy. Deleted some wording referring to releasing information to the Sick Leave Bank Committee. The forms are also included. Added this policy to the policy manual.

Social Media Terms of Use Policy. Changed the wording to reflect that open records requests will be submitted to the Freedom of Information Officer opposed to the Public Information Officer. This was added to the policy manual.

Standards for City Contracts and Agreements. No changes

Title VI Policy for the Public Transportation and Other City Programs – There were 2 separate policies passed as resolutions, one for Public Transportation specifically and one for Public Transportation and Other City Program. This is all included in one policy and added to the policy manual. The forms and attachments that were approved by Resolution are included in this policy manual.

Tobacco-Free Parks and Recreation Policy. No changes to policy. Added to policy manual.

Travel Policy. The Travel Policy was included in the Policy Manual as well as in the Personnel Policy Manual in abbreviated form. It is now only included in the Personnel Policy Manual and not the Policy Manual.

Use of the City Emblem. Changed the definition of the City's logo to the Silhouette Cowboys and added that the City Manager will approve any separate department logos.

FINANCIAL POLICIES

Capital Financing and Debt Policy. This is a new policy and was modeled after the sample policies made available by the Government Finance Officers Association.

Capital Improvement Projects Financing. This policy was included in the Administrative Policy area and changed to the Financial Policies area of the policy manual.

Depreciation and Replacement Fund Policy for Sales Tax Project Fund. Changed some wording regarding amounts that are deposited annually to reflect what is actually done currently. This policy is added to the policy manual.

Entertainment Fund Policy (for Sales Tax Fund Projects-Event Center). Changed wording regarding replenishing of the fund to be consistent with what is in the VenuWorks Management Agreement. This policy was added to the policy manual

Fund Balance and Fund Use Guidelines. This is a new policy.

Grant Award and Administration Policy. This is a new policy and includes wording required for management of federal funds.

Investment and Portfolio Policies. This policy is updated to match State Statutes and prudent investing practices included in sample policies from the Government Finance Officers Association.

Policy and Procedure for the Imposition of Infrastructure Impact Fees. This policy is a resolution and originated with the construction of Ross Avenue. This is a tool to assess properties at a time when they actually used the improvement versus special assessments in which the assessments begin immediately. Will need to establish procedures to insure new developments are charged any impact fees that are imposed upon them.

Purchasing Card Policies and Procedures. Add this policy to the policy manual and corrected some spelling.

Revenue Control Policy. This is a new policy. There were some policies in the previously approved manual that are included in this policy. This policy is expanded and encompasses all revenue of the City. It was included in the previous policy manual entitled Billing of Municipal Services, but we want to reemphasize to all departments: “no other department or individual is permitted to bill anyone directly for municipal services” in reference to miscellaneous accounts receivable originating in the Finance Department. The exception of course is Utility Billing and Municipal Court fines.

Tax Exempt Financing Compliance Procedure. This is a policy that was adopted in 2012 when rules and regulations regarding tax exempt financing were being more strictly enforced. This policy was adopted as a resolution and outlined the procedures that the Finance Director is required to take at the time and after tax exempt financing is issued. It outlines the reporting to the national depository and to others and outlines the information that is to be retained as well as other procedures required to take.

ECONOMIC DEVELOPMENT POLICIES

Community Improvement Districts (CID) Policy. Added to the policy to the policy manual. Added to the policy the eligible expenditures for a CID.

Economic Development Policy. Minor changes regarding grammar and spelling.

Exemption from Ad Valorem Taxation Policy. No changes.

Housing Incentive Policy. Changes were made that reflect the procedures that are currently being followed. This policy was added to the policy manual.

Industrial Revenue Bond Policy. No changes

Local Revolving Loan Fund Policy. The policy stated that Great Plains Development was the organization that would accept and process all loan applications. This was changed to reflect some flexibility as to the City or other qualified organization could accept and process applications.

PHYSICAL DEVELOPMENT AND MAINTENANCE

Brick Street Policy. This policy and the Brick Street Guidelines were added to the policy manual. No changes were made to most recently approved policy.

Dodge City Regional Airport Disadvantaged Business Enterprise Program. This policy was added to the policy manual. No change

Drainage. No change

Financing of Public Improvements within the City. Minor wording changes

Installation of New Street Lights. No change

Maintenance and Reconstruction of Streets. No change

Sanitary Sewers. No change

Snow Removal and Preparedness. No change

Water Conservation Plan. Corey is working on updating

Water Extension. Changed wording to reflect the current amount of participation the City is matching financially.

Memorandum

To: City Commission
From: Ryan Reid, Dir. of Administration
Date: April 27, 2020
Subject: Resolution No. 2020-11 and Property Insurance Renewal
Agenda Item: Ordinances and Resolutions

Recommendation: Staff recommends the City Commission approve Resolution No. 2020-11 which will renew our membership with Midwest Public Risk (MPR).

Background: Staff has been working with Fee Insurance to get quotes for property and liability insurance. The last review of this kind was done in 2017. The intent was to see what was available.

Staff received four quotes, two of which were competitive (MPR and Brit). Brit was a little lower at \$513,000 a year but MPR is close (\$530,000) and has a significantly better wind and hail deductible. Staff recommends we stay with MPR.

Financial Considerations: Staff believes that staying in the Midwest Public Risk pool is the best choice for cost savings and value.

Purpose/Mission: On-going maintenance and improvement of City's property and liability insurance coverage.

Legal Considerations: None

Attachments: Resolutions No. 2020-11, quote tab, MPR bylaws

2020 04 16

Property and Liability Insurance Quote Tab

<u>Vendor</u>	<u>Description</u>	<u>Annual</u>	<u>Modifiers</u>	<u>Mod Description</u>	<u>Actual Annual</u>	<u>Other Notes</u>
MPR	Current Cost/plan	\$ 493,000.00			\$ 493,000.00	3 year history, handled some big claims.
MPR	New plan/submission	\$ 530,000.00			\$ 530,000.00	Property/wind and hail is 25k deductible which is better than others. Risk of being assessed (MPR is an insurance pool) but research indicates that this is unlikely. *Expect 3% safety program to resume in 2022 (\$15,900 savings to us annually). When it does, MPR is basically the same price as Brit.
Travelers	proposal	\$625,000	0	n/a	\$ 625,000.00	deductibles are not as favorable as MPR's (2% wind and hail)
One Beacon	proposal	\$610,000	0	n/a	\$ 610,000.00	deductibles are not as favorable as MPR's (\$250,000 wind and hail)
BRIT	proposal	\$460,000	\$53,000	Lloyds wind and hail buy down	\$ 513,000.00	More robust coverage in a some minor ways but wind and hail deductible is \$100,000 even with the Lloyds policy added. Wind and hail storms are one of our most likely large claims.

RESOLUTION NO. 2020-11

CITY OF DODGE CITY , STATE OF KANSAS

WHEREAS, the City of Dodge City has reviewed an agreement to cooperate with other municipalities to form such group-funded pool entitled Bylaws and Interlocal Cooperation Agreement for the Kansas Municipal Insurance Trust.

NOW THEREFORE, BE IT RESOLVED BY THE City Commission OF THE ABOVE STATED MUNICIPALITY THAT:

1. Bylaws for MPR Kansas, a copy of which is attached hereto and incorporated by reference into this Resolution, is hereby approved.
2. The municipality understands and further by execution of this Resolution and agrees that it will comply with the **BYLAWS AND INTERLOCAL COOPERATION AGREEMENT THAT THE INDIVIDUAL MEMBERS OF THE COOPERATION MAY BE SUBJECT TO ASSESSMENT OF ADDITIONAL CONTRIBUTIONS UNDER THE CIRCUMSTANCES DESCRIBED IN THE AGREEMENT.**

The foregoing Resolution was adopted by a majority vote of the Governing Body of the above-named municipality, State of Kansas, on this 4th day of May, 2020.

Mayor
ATTEST:

City Clerk
20 May 04

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MIDWEST PUBLIC RISK OF KANSAS

BYLAWS

Date of Adoption: March 23, 2016

Effective Date: July 1, 2016

WHEREAS, it is in the mutual interest of the parties hereto to join together to establish and to operate a cooperative program of loss control and risk management, and to provide risk services and risk coverages and other programs which are designed to meet the unique needs of governmental entities; and

WHEREAS, The Kansas Municipal Group-Funded Pool Act, K.S.A. § 12-2616 et seq. (the "Group-Funded Pool Act"), as amended, authorizes five or more Kansas municipalities to form a not for profit business entity to provide liability and all other risk coverages for its members; and

WHEREAS, the Group-Funded Pool Act further authorizes qualifying municipalities in Kansas to join such entity; and

WHEREAS, all of the governmental entities which are party to these Bylaws desire to become members of Midwest Public Risk of Kansas, Inc. ("MPR Kansas") and intend that these Bylaws shall constitute a contract among them;

NOW THEREFORE, in consideration of the mutual advantages to be derived herefrom and by the execution of these Bylaws as a contract, all of the parties hereto agree as follows:

ARTICLE 1 DEFINITIONS

Unless the context requires otherwise, the following terms shall have the following meanings:

"Code" shall mean K.S.A. Chapter 17, Articles 60 to 74, inclusive, 1972 General Corporation Code.

"Contribution(s)" shall mean any payment required by MPR Kansas to be paid for the receipt by a Member of any MPR Kansas Program or Services, or to satisfy any other Member obligations under these Bylaws.

"Coverage Document(s)" shall mean the written documents approved by MPR Kansas and which are either issued by MPR Kansas or purchased through commercial insurance companies, which set forth the terms and conditions of any Program.

"Member(s)" shall mean any governmental entity which is authorized by the statutes or other applicable law of the State of Kansas to enter into contracts or other arrangements for the

**ARTICLE 3
INTENT; NOT BUSINESS OF INSURANCE**

Section 3.1 Intent

It is the intent of the Members that MPR Kansas shall provide comprehensive and cooperative Programs and Services to its Members and that the Members shall pay for the costs and other obligations of MPR Kansas through Contributions and the utilization of deductibles, retentions, purchase of reinsurance, excess insurance, insurance, or other provisions for the payment of Member losses and expenses.

Section 3.2 Not Business Of Insurance

The provision of Programs and Services by MPR Kansas to its Members is not, and shall not be deemed to constitute, the transaction of an insurance business, and MPR Kansas is not, and shall not be deemed to be, an insurance company or insurer under the laws of any state.

Section 3.3 Not-for-Profit Organization

MPR Kansas shall be organized and operated as a not-for-profit corporation under Kansas law. No part of MPR Kansas's assets or net income shall inure to the benefit of any individual including any director, officer, employee, or Member, except as may be authorized in these Bylaws and allowed by law; provided, however, that MPR Kansas shall be authorized to pay all expenses incurred in furtherance of the purposes set forth in these Bylaws, including reimbursement to directors, officers, employees, Members or others acting on behalf of MPR Kansas.

**ARTICLE 4
MPR KANSAS POWERS**

Section 4.1 MPR Kansas Powers

MPR Kansas shall have the following powers to carry out the purposes set forth in these Bylaws:

- (a) to establish and implement educational, technical assistance and other activities relating to risk management and loss control;
- (b) to establish reasonable and necessary loss control policies, procedures and programs to be followed by Members;
- (c) to establish underwriting and claims adjusting standards and procedures; such services may be performed by MPR Kansas staff or MPR Kansas may contract with others for such services, including legal defense;
- (d) to retain staff, agents and independent contractors and to provide for an employee benefits program for MPR Kansas employees;

ARTICLE 5 MEMBERS

Section 5.1 Member Eligibility and Admission

Subject to the payment of appropriate Contributions and under such terms and conditions as the Board of Directors may establish, new Members may be admitted with the approval of the majority of the total membership of the Board of Directors. Only those governmental entities which meet the Member definition in these Bylaws, and have submitted a copy of the minutes documenting a majority vote or Resolution from the new Member's governing body granting the authority to execute these Bylaws (or have otherwise assured MPR Kansas of their obligation to comply with these Bylaws) may be accepted for membership.

The Board of Directors of MPR Kansas may delegate authority to review and accept or reject applications for membership by written agreement to such persons or entity and in such manner as it may determine to be consistent with the best interests of MPR Kansas.

Section 5.2 Member Rights

The rights of Members, which shall be exercised by the Member Representative of each Member, shall be as follows:

- (a) to vote on all matters which shall be presented to Members for a vote at any Member meeting;
- (b) to elect, in accordance with the procedures described in these Bylaws, eligible candidates to the Board of Directors;
- (c) to apply for and receive and participate in Programs and Services for which the Member is qualified upon such terms and conditions as the Board of Directors shall determine; and
- (d) to exercise all other rights and privileges as are described in these Bylaws and as are allowed under the Code.

Section 5.3 Member Obligations

The obligations of Members shall be as follows:

- (a) to continuously maintain participation in no less than one MPR Kansas Program;
- (b) to designate in writing, by the chief administrative officer of the Member, a Member Representative. MPR Kansas shall not be required to contact any other individual except the Member Representative for any action or notification which may be required by these Bylaws or MPR Kansas rules. All notices to or agreements with the Member Representative shall be binding upon the Member. A Member may change the Member Representative by giving written notice to MPR Kansas;

imposed upon it by law, except to the extent that actual and timely performance by MPR Kansas satisfies such obligation or responsibility in whole or in part.

Section 5.5 Annual Member Meeting

There shall be one annual membership meeting of MPR Kansas held each year at a time and place to be designated by the Board of Directors. Notice of such meeting shall be sent by first class mail to Member Representatives at least ten (10) days in advance of the meeting. Failure of any Member Representative to receive such notice shall not nullify any action taken at an annual membership meeting. Notice of such meeting may also be given by electronic means.

The President/CEO shall prepare the agenda for the annual membership meeting and shall include on such agenda any item requested by five (5) or more Member Representatives at least twenty (20) days prior to the meeting. Any subject relating to MPR Kansas may be discussed at the annual membership meeting.

At the annual meeting, the President/CEO and chief financial officer of MPR Kansas shall report to the Members on the activities and financial condition of MPR Kansas.

Section 5.6 Special Membership Meeting

A special Membership meeting may be called by a majority of the total membership of the Board of Directors or upon the petition of one-third (1/3) of the Members acting through their Member Representatives. A special membership meeting must be held within sixty (60) calendar days after receipt of a valid petition; provided, however, that if the annual membership meeting is scheduled to occur within sixty (60) days after receipt of the request for the special membership meeting, then no separate special membership meeting shall be held. If a valid petition is received within sixty (60) calendar days prior to the annual membership meeting, the topic or topics contained in the petition shall be placed on the agenda for that meeting.

Notice of a special membership meeting shall be mailed, by first class mail, to each Member Representative at least ten (10) days in advance of the meeting date. Failure of any Member Representative to receive such notice shall not nullify any action taken at a special membership meeting.

Only those matters which are within the purpose or purposes described in the meeting notice may be considered at a special membership meeting. The Board of Directors shall establish the time and place for all special membership meetings.

Section 5.7 Quorum; Voting Rights

A quorum of Thirty-Three and One-Third percent (33 1/3 %) of Member Representatives shall be required to conduct business at a special or annual membership meeting. No absentee or proxy voting shall be allowed at any membership meeting. Each Member shall be entitled to one vote that must be cast by the Member Representative.

(2) failure to make any Contribution due to MPR Kansas in accordance with the directives of the MPR Kansas Board of Directors;

(3) failure to undertake or to continue risk management or loss control measures recommended by MPR Kansas;

(4) failure to allow MPR Kansas and its agents reasonable access to all facilities and records of the Member which are necessary for the proper administration of MPR Kansas;

(5) failure to cooperate fully with MPR Kansas officers, employees, attorneys, claims adjusters or other agents;

(6) failure to file required reports with MPR Kansas or the filing of a false claim or report or any conduct which impairs the ability of MPR Kansas to carry out its purposes;

(7) adverse loss experience as determined by the Board of Directors;

(8) breach of any of Member's obligations under these Bylaws, MPR Kansas Coverage Documents, or MPR Kansas Policies and Procedures; or

(9) failure of a Member, the elected governing body of the Member, or of other personnel of the Member to exercise the Member's powers or fulfill the Member's duties in accordance with the constitution or statutes of the state which has enabled the creation of the Member and which has prescribed the Member's classification as a governmental entity;

(10) a Member becomes ineligible for MPR Kansas Membership pursuant to § 5.1 of these Bylaws; provided that such Member may not be terminated during the Program year if such Member's ineligibility is established after the first day of a Program year; or

(11) any other cause that is deemed good cause by a two-third (2/3) vote of the entire Board of Directors.

(b) Notification; Hearing, Obligations

A Member shall be terminated immediately and without further notice upon the failure of a Member to maintain at least one Program or receive any Services from MPR Kansas. A Member shall be terminated with not less than thirty (30) days notice upon the determination by the Board of Directors that such Member has adverse loss experience. In all other cases, a Member may be terminated only after written notice sent by certified or first class mail from the President/CEO of MPR Kansas stating the reasons for termination. Such notice shall provide the Member thirty (30) calendar days to cure the grounds for termination. The Member may request a hearing before the Board of Directors prior to the final termination of the Member's membership in MPR Kansas. The President/CEO of MPR Kansas shall present the case for

(f) the number of Directors may be increased or decreased by a supermajority vote of two-thirds (2/3) of the Members at the annual meeting of Members as defined by Section 5.5; and

(g) the Board of Directors shall adopt rules for the nomination of qualified candidates to run for election to the Board of Directors.

Section 6.2 Director Qualifications

All Directors shall be full time employees of a Member. Any Director who fails to meet this requirement or whose Member entity withdraws or whose membership in MPR Kansas is terminated as provided in these Bylaws shall immediately forfeit the Director's position. All directors shall meet the requirements of the Code.

Section 6.3 Director Compensation and Expenses

Directors shall serve without compensation. Directors' reasonable and necessary expenses related to service on the Board of Directors shall be paid or reimbursed by MPR Kansas.

Section 6.4 Board Officers

The first agenda item, following roll call, at the first meeting of the Board of Directors following the annual meeting shall be the election of MPR Kansas officers (the "Board Officers"). The Board of Directors shall review the nominees recommended by the Nominating Committee created for such purpose and elect, by majority vote from its membership, a Chair, Vice-Chair, Secretary and a Treasurer. The Board of Directors may elect persons nominated by the Nominating Committee or may elect persons not so nominated to one or more Board Officer positions provided that such persons meet the qualifications and requirements set forth herein. Only Directors who have previously served at least one term on the Board of Directors shall be eligible for the positions of Chair and Vice-Chair. These Board Officers shall immediately assume their offices and shall serve until the next regular meeting of the Board of Directors following the annual meeting or until their successors are duly elected and qualified. The President/CEO shall serve temporarily as presiding officer during the election of Board Officers.

The Chair shall preside at all Board of Directors meetings and shall be entitled to vote on all matters brought before the meeting. The Chair shall also, with the approval of the Board, appoint all committee members. The Board may also authorize the Chair to represent the interests of MPR Kansas before such organizations as the Board shall designate. The Vice Chair shall act in the Chair's absence.

The Secretary shall prepare, or cause to be prepared, the official minutes of all meetings of the Board of Directors and of the Members, and shall authenticate all MPR Kansas official records.

The Treasurer shall prepare or cause to be prepared an accurate accounting of all MPR Kansas assets and liabilities and all receipts and disbursements. The Treasurer shall perform the duties generally incident to the office of Treasurer.

Section 6.6 Committees

The Board of Directors shall appoint a committee for the nomination of Board Officers (the "Nominating Committee") at each June meeting of the Board of Directors. The Nominating Committee shall develop recommendations regarding the election of Board Officers for consideration by the full Board of Directors at the first meeting of the Board of Directors following the annual meeting, and shall develop similar recommendations for appointments to fill any vacancies in Board Officer positions. Members of the Nominating Committee shall serve one (1) year terms.

The Board of Directors may create advisory and technical committees as deemed necessary or expedient. The Board of Directors shall determine committee duties, number of members, and membership qualifications and terms. The Chair shall, with the approval of the Board of Directors, appoint all committee members and committee chairs, with the exception of the Nominating Committee. At least one Member of the Board of Directors shall serve on each committee. No committee shall possess or exercise the authority or power of the Board of Directors.

Section 6.7 MPR Kansas Policies and Procedures

The Board of Directors shall adopt Policies and Procedures, not in conflict with these Bylaws, that are necessary, expedient or desirable for the operation and functioning of MPR Kansas. All Members, Directors, officers, employees and other service providers shall be subject to and adhere to such Policies and Procedures.

Section 6.8 Meetings

The Annual Meeting of the Board of Directors shall be held immediately following the annual Member meeting for the purpose of electing MPR Kansas officers and transacting such other business as may properly be brought before the meeting. In addition to such Annual Meeting, the Board of Directors shall hold regular meetings on the first Wednesday of February, April, June and December of each year at 10:00 a. m. or at such other time and place as may be designated by the Board of Directors. Special Board of Directors' meetings may be called by the Chair or by 1/3 of the Directors. Any topic may be discussed at a regular meeting; only topics on the agenda may be discussed at a special meeting. Directors and Member Representatives shall receive at least five (5) days' written notice of all Board of Directors meetings, which notice may be electronic.

A quorum consisting of a majority of the serving Directors shall be present in order to conduct business at any Board of Directors meeting. Directors may participate in any meeting of the Board of Directors by means of conference telephone or similar communications equipment by means of which all persons participating in the meeting can simultaneously hear each other, participation in this manner shall constitute the presence of a Director at the meeting for purposes of quorum and voting. The President/CEO shall prepare the agenda for all Board of Directors meetings.

All Board of Directors meetings, except those permitted by law to be closed, shall be open to the public, and all votes shall be public except as otherwise permitted or required by law

Section 8.2 Modification of Coverage Documents and Conflicts

Coverage Documents may be modified by the President/CEO to meet specific Member or MPR Kansas needs and shall be provided to the Member. Such Coverage Documents shall be subject to all of the terms and conditions of these Bylaws and MPR Kansas Policies and Procedures. In case of any conflict between the Coverage Documents and these Bylaws, these Bylaws shall be controlling.

Section 8.3 Coverage Questions; Appeals and Other Disputes

The President/CEO shall decide all questions of coverage in specific cases. A Member may appeal the President/CEO's decision to the Board of Directors. Notification of such appeal must be taken no later than sixty (60) calendar days after the date of the President/CEO's decision. The Member shall have the opportunity to appear and present evidence to the Board of Directors. The Board of Directors' decision, by a majority of the total membership of the Board of Directors, shall be final and not subject to appeal in any forum.

The Board of Directors shall decide all other disputes between MPR Kansas and any Member involving these Bylaws, Coverage Documents or Policies and Procedures. The Board of Directors' decision, by a majority of the total membership of the Board of Directors, shall be final and not subject to appeal in any forum.

Section 8.4 Acceptance and Withdrawal of Coverages

No Member shall receive any Program or Services unless the Member's request for such Program or Services is accompanied by either a copy of the minutes documenting a majority vote or a Resolution adopted by its governing body expressing the governing body's intention to secure the Program or Service from MPR Kansas.

Any Member may withdraw from, and cease participation in, any MPR Kansas Program or Service at the end of any contract year by giving at least ninety (90) days' notice, in writing, of its intention to withdraw. In the case of any such withdrawal from a Program, except for withdrawing Members which have retained rights pursuant to agreement with the Board of Directors at the time of withdrawal, the withdrawing Member shall forfeit all rights to any refunds, dividends or payments in dissolution which may be declared subsequent to the date of withdrawal with respect to the Member's past participation in the Program. A Member's request for withdrawal shall specifically state which Program or Service the Member desires to withdraw from and must be accompanied by a Resolution adopted by its governing body which expresses the governing body's intention to withdraw. Such notice shall be final and binding. Failure to submit such a governing body Resolution shall have the effect of voiding the notice of withdrawal as though such notice were not given.

A withdrawing Member from any Program shall continue to be responsible for all obligations after the date of withdrawal that relate to the prior coverage under the Program, including, but not limited to, the obligation to satisfy any special assessments. The withdrawing Member shall also be subject to all MPR Kansas rules pertaining to any obligation, claim or lawsuit covered by MPR Kansas.

**ARTICLE 9
MPR KANSAS ASSETS**

Section 9.1 MPR Kansas Assets

All Contributions, monies, and other assets, including interest or other investment earnings thereon paid by Members to MPR Kansas, and any other assets obtained in any other manner by MPR Kansas, shall be the property of MPR Kansas. No Member shall have any right or claim to such MPR Kansas assets including, but not limited to, any excess or surplus funds held by MPR Kansas, except such that are authorized specifically by MPR Kansas's Articles of Incorporation, these Bylaws, or by resolution of the Board of Directors. All assets of MPR Kansas, including but not limited to, any excess or surplus funds held by MPR Kansas, may be used for MPR Kansas purposes in such manner as the Board of Directors deems appropriate.

Section 9.2 Excess or Surplus Distributions

Provided that all statutory and regulatory requirements are complied with, including but not limited to the requirements of K.S.A. 12-2621(c), the Board of Directors, in its sole discretion, may determine to make distributions of excess or surplus funds from any Program to such Program's Members. The Board may delegate the authority to determine and make distributions of excess or surplus funds from any Program to such Program's Members by written agreement to Midwest Public Risk, a Missouri nonprofit corporation. Such distributions shall be limited to Members which were active participants in good standing in such Program throughout the entire Program Year for which a distribution was declared.

Section 9.3 Special Assessments

If, at any time, in the opinion of the Board of Directors, MPR Kansas's assets are insufficient to meet anticipated obligations for any Program or Service offered by MPR Kansas, the Board of Directors shall develop a financial plan to restore MPR Kansas's financial integrity. The Board may direct Members to pay a special assessment to eliminate such insufficiency provided that the Member was a participant at any time during the MPR Kansas fiscal year in the Program or Service which incurred the insufficiency. Each Member shall be assessed its pro rata share of the insufficiency based upon its relative percentage of the total Contributions or fees paid by all Members for the Program or Service as to which the insufficiency has arisen, and shall be jointly liable for payment of claims to the extent of the assets of the pool, as required by K.S.A. 12-2618(e).

A Member shall be and remain liable for any special assessment whether or not the Member was a MPR Kansas Member at the time of the levying of the special assessment.

**ARTICLE 10
STANDARD OF CARE; BOND; INDEMNIFICATION**

Section 10.1 Standard of Care

Directors, officers and employees of MPR Kansas shall use ordinary care and reasonable diligence in the exercise of their powers and in the performance of their duties on behalf of MPR

violate, any constitutional or statutory provision which prohibits political subdivisions from becoming indebted in an amount exceeding in any one year the income and revenue provided for such year plus any unencumbered balances from previous years.

Section 12.2 Governing Law

These Bylaws shall be subject to, and governed by, the laws of the State of Kansas, including specifically the Code.

Section 12.3 Binding Effect

These Bylaws shall be binding upon, and shall inure to the benefit of, the parties hereto and their respective successors or assigns, provided, however, that a Member may not assign its rights or delegate its duties without MPR Kansas's prior written consent.

Section 12.4 Disputes

In the event of any dispute hereunder which results in litigation, the prevailing party in such litigation shall be entitled to its reasonable attorneys' fees and expenses of such litigation. Any action against MPR Kansas by a Member shall be brought only in the county in which MPR Kansas's principal office is located.

Section 12.5 Severability

These Bylaws are expressly declared to be severable, and in the event that any article, provision, clause or other part of these Bylaws is declared invalid or unenforceable by a court of competent jurisdiction, such action or unenforceability shall not affect the validity or enforceability of any other article, provision or clause.

Section 12.6 Amendment

These Bylaws may be amended by approval of the vote of two-thirds (2/3) of the Member Representatives present at any annual membership meeting or special membership meeting called for that purpose. Only amendments recommended by the Board of Directors shall be considered for adoption.

A copy and an explanation of all recommended amendments stating the reasons and impact of each proposed amendment shall be sent to all Member Representatives, by certified mail, no later than ten (10) days prior to the meeting date.

Any amendment to these Bylaws shall take effect immediately or at the time specified in the amendment. Such amendments shall be binding upon all Members without further action by MPR Kansas or the Members.

*[END OF BYLAWS; BALANCE OF PAGE LEFT BLANK;
AGREEMENT AND EXECUTION PAGE FOLLOWS]*

Memorandum

To: City Commissioners
From: Cherise Tieben, City Manager
Date: April 30, 2020
Subject: Commissioners Pay
Agenda Item: Resolution 2020-12

Recommendation: Approve Resolution 2020-12 as directed by the Commission to reduce the Commissions salary.

Background: In an effort to assist with the Covid-19 budget issues, the Commission volunteered to stop receiving pay for their role as City Commission. As you can see, this guidance stops at the end of the year. If you desire to do something similar in the future, you will need to authorize another Resolution at that point.

Justification: The Commission recognized the loss of jobs and felt that it was important that they take a cut in pay also.

Financial Considerations: Commissioners are paid a very small amount for their time and effort. However, this action will save approximately \$17,000 total for the rest of the year for all 5 Commissioners or \$3,400 per commissioner.

RESOLUTION NO. 2020-12

A RESOLUTION OF THE CITY OF DODGE CITY, KANSAS, AUTHORIZING THE WAIVING OF CITY COMMISSION SALARY AS PROVIDED IN THE CITY CODE OF THE CITY OF DODGE CITY TO BE TEMPORARILY WAIVED UNTIL DECEMBER 31, 2020.

WHEREAS, the City of Dodge City (City) is experiencing an unprecedented loss of revenue due to the economic impact of the Covid 19 pandemic, and

WHEREAS, the City Commission was compelled to take action indicating their selfless commitment to serve the City of Dodge City during this pandemic, and

WHEREAS, the City Commission has chosen to refuse their compensation as afforded them in accordance with Article 2, 1-208 of the City Code, and

WHEREAS, the City Commission will not receive compensation for their service as a Commissioner from May 1, 2020 to December 31, 2020, and

WHEREAS, the City Commission compensation shall be automatically reinstated on January 1, 2020 unless otherwise provided for through future action.

NOW, THEREFORE, BE IT RESOLVED by the City Commission of the City of Dodge City, Kansas that they approve to temporarily waive their compensation from May 1, 2020 until December 31, 2020.

ADOPTED BY THE GOVERNING BODY AND APPROVED BY THE MAYOR, this 4th day of May, 2020.

[Seal]

City of Dodge City, KS

Joyce Warshaw, Mayor

Attest:

Connie Marquez, City Clerk

Memorandum

*To: City Manager
City Commissioners*

*From: Ray Slattery, P.E.
Director of Engineering Services*

Date: February 26, 2019

*Subject: Inspection Services Estimate for US 50
& Gary Ave. Intersection, ST 1901
Agenda Item: New Business*

Recommendation: I am looking for a consensus to move forward and accept the estimate for inspection services from Kirkham, Michael & Associates, Inc. (KM) for the US 50 & Gary Ave. Intersection Improvement project. This is Geo-metric Improvement Project, which the City is partnering with KDOT on is to be bid in May 2020. The estimate for inspection services is \$148,593.89.

Background: In May of 2018 the City submitted a Geo-Metric Improvement (GI) application to KDOT for consideration of the widening of this intersection. The project consists of adding a third, a two-way left turn, lane from 6th Ave. to Central Ave. In August of 2018, KDOT issued a Press Release stating that the Dodge City was awarded the GI Project with a not to exceed funding amount from KDOT of \$500,000. Our construction estimate for the project is \$901,521. In December of 2018, Request-for-Qualifications (RFQ) were requested for design services. Eight firms responded to the RFQ. A selection committee made up of Engineering Staff reviewed and evaluated these RFQ's. KM was then chosen for the design of the project. In January of 2019, KDOT has sent us the program packet outlining a timeline as to when crucial steps in the design process of this project have to be completed. KM has developed the construction plans meeting KDOT's specifications. KDOT has approved the final plans. The project is scheduled for a May 2020 letting. Construction will take place in the calendar year of 2020 or possibly 2021. The City will still have an opportunity to decline the project after bids are opened.

Justification: Improvements to this intersection will improve safety and reduce delay on US 50 from 6th Ave. to Central Ave. Numerous accidents have been reported on this section of US 50.

Financial Considerations: The estimate from KM is \$148,593.89. Funding for these services and the City's share of the construction will come from GOB which were issued in 2019. The City will need to make payment to KDOT for the construction prior. The inspection services may be costed shared by KDOT if the matching funds are available. However, we are moving forward under the assumption all of KDOT's share will be used for construction.

Purpose/Mission: The hiring of KM for inspection services will ensure the City will meet all the requirements to meet KDOT's requirements of the project. These services will ensure that both KDOT and the City will receive the maximum funding possible for the project. The intersection will provide better access for the residents, businesses, and emergency services.

Legal Considerations: None at this time.

Attachments: Work Estimate Form

WORK ESTIMATE FORM

Cost plus Net Fee

Work Scope Defined by Project Plans Date 4/15/2020

Consultant's Name Kirkham Michael Project No. 50-29 KA-5150-01

Mailing Address 217 North Douglas
Ellsworth, KS 67439 County/City City of Dodge City

Working Days 70

Work Estimate No. 1 CMS Contract No. _____

Project Location On US-50 between 6th Ave and Central Ave in Dodge City, KS

Name of Project Eng/Manager John Riggins Phone Number 316/540-8028

Name of Chief Inspector Dean Pierce Phone Number 785-420-0740

1. Field				
Inspection	Eng(s) &/or Mang.	<u>96 @</u>	<u>\$53.00 =</u>	\$5,088.00
daily contract	Techn(s)	<u>888 @</u>	<u>\$26.00 =</u>	\$23,088.00
documents	Techn(s) OT	<u>264 @</u>	<u>\$39.00 =</u>	\$10,296.00
	Clerical	<u>12 @</u>	<u>\$22.00 =</u>	\$264.00
Subtotal				\$38,736.00

2. On-site Testing				
	Eng(s) &/or Mang.	<u>0 @</u>	<u>\$53.00 =</u>	\$0.00
	Techn(s)	<u>0 @</u>	<u>\$22.00 =</u>	\$0.00
	Techn(s) OT	<u>0 @</u>	<u>\$33.00 =</u>	\$0.00
	Clerical	<u>0 @</u>	<u>\$22.00 =</u>	\$0.00
Subtotal				\$0.00

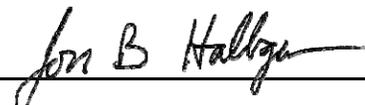
3. Surveying				
	Eng(s) &/or Mang.	<u>0 @</u>	<u>\$53.00 =</u>	\$0.00
	Techn(s)	<u>0 @</u>	<u>\$22.00 =</u>	\$0.00
	Techn(s) OT	<u>0 @</u>	<u>\$33.00 =</u>	\$0.00
	Clerical	<u>0 @</u>	<u>\$22.00 =</u>	\$0.00
Subtotal				\$0.00

4. Final Paper				
Preparation	Eng(s) &/or Mang.	<u>8 @</u>	<u>\$53.00 =</u>	\$424.00
	Techn(s)	<u>40 @</u>	<u>\$26.00 =</u>	\$1,040.00
	Others(s)	<u>0 @</u>	<u>\$39.00 =</u>	\$0.00
	Clerical	<u>2 @</u>	<u>\$22.00 =</u>	\$44.00
Subtotal				\$1,508.00

Total Direct Payroll Costs \$40,244.00

Summary Total Direct Payroll Costs

	Hours	Rate	Extension
Eng(s) &/or Mang.	<u>104 @</u>	<u>\$53.00 =</u>	\$5,512.00
Techn(s)	<u>928 @</u>	<u>\$26.00 =</u>	\$24,128.00
Techn(s) OT	<u>264 @</u>	<u>\$39.00 =</u>	\$10,296.00
Clerical	<u>14 @</u>	<u>\$22.00 =</u>	\$308.00
Total Direct Payroll Costs			\$40,244.00
B. Salary Related Overhead	<u>178.4 %</u>		\$71,795.30
C. Total Payroll plus Overhead			\$112,039.30
D. Net Fee			\$16,805.89
E. Direct Expenses (Travel, Postage, Misc.)			
Per Diem & Subsistence	<u>86 @</u>	<u>\$156.00 =</u>	\$13,416.00
Mileage	miles	\$/mile	
Auto	<u>0 @</u>	<u>\$0.57</u>	\$0.00
Pickup	<u>11,110 @</u>	<u>\$0.57</u>	\$6,332.70
Postage & Telephone	<u>0 @</u>	<u>\$0.00</u>	\$0.00
Testing Laboratory or Consulting Firm to Assist (Name of Lab or Firm) (Details Needed)	<u>0 @</u>	<u>\$0.00</u>	\$0.00
Equipment Rental (Details \$500 +)	<u>0 @</u>	<u>\$0.00</u>	\$0.00
Total Other Direct Expenses			<u>\$19,748.70</u>
TOTAL COST PLUS NET FEE ESTIMATE			<u>\$148,593.89</u>

Consultant Representative  Date 4/17/2020

LPA Authorized Representative _____ Date _____

Approving KDOT Representative _____ Date _____

Memorandum

*To: City Manager
City Commissioners*

*From: Ray Slattery, P.E.
Director of Engineering Services*

Date: April 29, 2020

*Subject: Green Hill's O' Ford & Trail St. Drainage
Improvements, SD 1803.*

Agenda Item: New Business

Recommendation: Approve the bid and alternate from Building Solutions, LLC for the construction of the Green Hills O'Ford & Trail Street Drainage Improvements in the amount of \$336,680.75. The Engineer's estimate for the project was \$360,386.00. Bid were opened on April 14, 2020. Building Solutions plans to start the project on July 1, 2020.

Background: Staff has been working with the Homeowner's Association of Green Hill's O' Ford to eliminate the erosion and maintenance issues of the drainage ditch that flows though the southern portion of the sub-division. Over the past 20 years the City has done smaller projects on different sections of the drainage ditch to solve the same issues. City crews have even helped the HOA by grading out drainage channel in the same section that we are currently looking to improve. On Trail St. there is not a defined drainage channel or swale. The storm water was expected to free flow across the private property and head south towards the river. Over time the location where the storm water runs has moved because sediment off of Trail St. has been deposited. This buildup of sediment has caused standing water issues for the private property owners south of Trail St. The two affected property owners have granted the City a Drainage Easement for the construction of the new concrete flume. This project was advertised and bid were opened late last year. However, only one bid was received and it was 51% above the Engineer's Estimate. At the January 21, 2020 Commission Meeting this bid was rejected. Staff reevaluated the project, made some modifications and omitted part of the project in an attempt to make the project more cost effective. The project was advertised again in early March of 2020 with these modification.

Justification: This project will allow the City and the HOA to better maintain the drainage ditch through the sub-division. The Trail St. portion will provide a direct massage for the storm water so that structures are not affects.

Financial Considerations: This project will be funded by proceeds from the 2019 General Obligation Bond Issuance.

Purpose/Mission: The completion of this project meets our Core Values of Honesty, Integrity & Respect, Ongoing Improvement, and Working towards Excellence.

Legal Considerations: By approving this bid from Building Solutions, LLC the City will enter into a contract with Building Solutions, LLC and be responsible to make payments to Building Solutions, LLC.

Attachments: Bid Tab.

CITY OF DODGE CITY, KANSAS
 BID TABULATION

PROJECT: Green Hills O'Ford & Trail Street Drainage Improvements
 PROJECT #: SD 1803
 BID DATE: 04/14/20

ENGINEER'S ESTIMATE

ITEM	DESCRIPTION	UNIT	QTY	UNIT PRICE	AMOUNT
Green Hills O'Ford - Area C					
1	Mobilization	L.S.	1	\$20,000.00	\$ 20,000.00
2	Temporary Traffic Control	L.S.	1	\$2,500.00	\$ 2,500.00
3	Clearing & Grubbing	L.S.	1	\$5,000.00	\$ 5,000.00
4	Unclassified Excavation	C.Y.	2300	\$15.00	\$ 34,500.00
5	Embankment in Place	C.Y.	240	\$12.50	\$ 3,000.00
6	19" x 30" HERCP	L.F.	34	\$90.00	\$ 3,060.00
7	4" Reinforced P.C.C. Pavement (Type	S.Y.	863	\$55.00	\$ 47,465.00
8	5" Reinforced P.C.C. Pavement (Type	S.Y.	105	\$60.00	\$ 6,300.00
9	Wing Wall Construction - Debray Box	C.Y.	13	\$1,500.00	\$ 19,500.00
10	Key Wall Construction	C.Y.	2.1	\$1,000.00	\$ 2,100.00
11	Seeding & Mulching	Acre	0.6	\$5,500.00	\$ 3,300.00
12	Excelsior Matting	S.F.	21800	\$0.50	\$ 10,900.00
13	Turf Reinforcement Mat	S.F.	1775	\$1.50	\$ 2,662.50
14	Silt Fence	L.F.	730	\$4.50	\$ 3,285.00
15	Ditch Check	Each	9	\$350.00	\$ 3,150.00
16	Construction Entrance	Each	1	\$2,000.00	\$ 2,000.00
Trail Street Site					
1	Mobilization	L.S.	1	\$7,500.00	\$ 7,500.00
2	Temporary Traffic Control	L.S.	1	\$3,000.00	\$ 3,000.00
3	Relocate Existing Light Pole	L.S.	1	\$5,000.00	\$ 5,000.00
4	Clearing & Grubbing	L.S.	1	\$2,500.00	\$ 2,500.00
5	Unclassified Excavation	C.Y.	1658	\$15.00	\$ 24,870.00
6	Embankment in Place	C.Y.	30	\$12.50	\$ 375.00
7	4" Reinforced P.C.C. Pavement (Type	S.Y.	1366	\$55.00	\$ 75,130.00
8	Seeding & Mulching	Acre	0.7	\$5,500.00	\$ 3,850.00
9	Excelsior Matting	S.F.	6132	\$0.50	\$ 3,066.00
10	Ditch Check	Each	5	\$350.00	\$ 1,750.00
11	Construction Entrance	Each	1	\$2,000.00	\$ 2,000.00
BID ALTERNATE: Green Hills O'Ford - Area A Grading					
1	Mobilization	L.S.	1	\$2,000.00	\$ 2,000.00
2	Clearing & Grubbing	L.S.	1	\$2,000.00	\$ 2,000.00
3	Unclassified Excavation	C.Y.	2625	\$15.00	\$ 39,375.00
4	Embankment in Place	C.Y.	180	\$12.50	\$ 2,250.00
5	Seeding & Mulching	Acre	0.5	\$5,500.00	\$ 2,750.00
6	Excelsior Matting	S.F.	21475	\$0.50	\$ 10,737.50
7	Silt Fence	L.F.	480	\$4.50	\$ 2,160.00
8	Ditch Check	Each	1	\$350.00	\$ 350.00
9	Adjust Manhole Ring	L.S.	1	\$1,000.00	\$ 1,000.00

TOTAL \$ 297,763.50
 TOTAL w/
 ALTERNATE \$ 360,386.00

CONTRACTOR:
 Building Solutions, LLC
 ADDRESS:
 11106 Saddle Rd
 CITY: Dodge City
 STATE: Kansas
 ZIP: 67801
 LOW BIDDER

UNIT PRICE	CONTRACT AMOUNT
\$17,000.00	\$ 17,000.00
\$2,000.00	\$ 2,000.00
\$10,300.00	\$ 10,300.00
\$10.00	\$ 23,000.00
\$5.00	\$ 1,200.00
\$140.00	\$ 4,760.00
\$53.00	\$ 45,739.00
\$87.00	\$ 9,135.00
\$1,260.00	\$ 16,380.00
\$1,700.00	\$ 3,570.00
\$20,000.00	\$ 12,000.00
\$0.25	\$ 5,450.00
\$0.50	\$ 887.50
\$5.00	\$ 3,650.00
\$300.00	\$ 2,700.00
\$2,400.00	\$ 2,400.00
\$11,500.00	\$ 11,500.00
\$1,000.00	\$ 1,000.00
\$5,300.00	\$ 5,300.00
\$2,000.00	\$ 2,000.00
\$10.00	\$ 16,580.00
\$5.00	\$ 150.00
\$46.25	\$ 63,177.50
\$20,000.00	\$ 14,000.00
\$0.25	\$ 1,533.00
\$300.00	\$ 1,500.00
\$2,400.00	\$ 2,400.00
\$7,500.00	\$ 7,500.00
\$2,150.00	\$ 2,150.00
\$10.00	\$ 26,250.00
\$5.00	\$ 900.00
\$20,000.00	\$ 10,000.00
\$0.25	\$ 5,368.75
\$5.00	\$ 2,400.00
\$300.00	\$ 300.00
\$2,500.00	\$ 2,500.00

TOTAL \$ 279,312.00
 TOTAL w/
 ALTERNATE \$ 336,680.75

BID SECURITY 5%
 START DATE 7/1/2020

CONTRACTOR:
 American Warrior Construction, Inc.
 ADDRESS:
 2125 Buffalo Heights
 CITY: Garden City
 STATE: Kansas
 ZIP: 67846

UNIT PRICE	CONTRACT AMOUNT
\$10,000.00	\$ 10,000.00
\$1,500.00	\$ 1,500.00
\$16,244.64	\$ 16,244.64
\$9.00	\$ 20,700.00
\$6.00	\$ 1,440.00
\$101.87	\$ 3,463.58
\$84.15	\$ 72,621.45
\$84.15	\$ 8,835.75
\$1,607.69	\$ 20,899.97
\$8,485.43	\$ 17,819.40
\$2,200.00	\$ 1,320.00
\$0.60	\$ 13,080.00
\$0.80	\$ 1,420.00
\$4.00	\$ 2,920.00
\$75.00	\$ 675.00
\$1,500.00	\$ 1,500.00
\$2,000.00	\$ 2,000.00
\$1,500.00	\$ 1,500.00
\$3,500.00	\$ 3,500.00
\$2,000.00	\$ 2,000.00
\$9.00	\$ 14,922.00
\$6.00	\$ 180.00
\$84.15	\$ 114,948.90
\$2,200.00	\$ 1,540.00
\$0.60	\$ 3,679.20
\$75.00	\$ 375.00
\$1,500.00	\$ 1,500.00
\$2,000.00	\$ 2,000.00
\$1,500.00	\$ 1,500.00
\$9.00	\$ 23,625.00
\$6.00	\$ 1,080.00
\$2,200.00	\$ 1,100.00
\$0.63	\$ 13,529.25
\$4.00	\$ 1,920.00
\$75.00	\$ 75.00
\$300.00	\$ 300.00

TOTAL \$ 340,584.89
 TOTAL w/
 ALTERNATE \$ 385,714.14

BID SECURITY 5%
 START DATE 5/28/2020

Memorandum

To: City Commissioners

From: Joann Knight

Date: April 29, 2020

Subject: CDBG Local Revolving Loan Fund Requests

Agenda Item: New Business

Recommendation: Staff and Review Committee recommends approval of the following CDBG Local Revolving Loan Funds and requests the Mayor to sign the Determination of Level of Review attached for each applicant business. All loans will be a three-year term at 1% interest with the first six months being interest only.

JIVA Inc./Executive Inn - \$15,000

Protec Service - \$10,000

Quick Bail Bonds/Insurance Express - \$10,000

Restoration LLC/Christian Brothers Construction - \$25,000

Sneak-A-Peek Imaging Studio - \$5,000

Technology Two, Inc. - \$15,000

Background: Businesses across the state of Kansas are feeling unprecedented pressures from the economic and health impacts of COVID-19. This situation calls for a strong and creative response from all of us.

The Department of Commerce is encouraging you to use CDBG Revolving Loan Fund monies in your account to assist small businesses with their need for *working capital* and to continue to employ their workers.

The Kansas Department of Commerce CDBG Program is allowing you IMMEDIATE use of your CDBG revolving fund monies to support the working capital needs of businesses in your community. Here are the terms:

1. Loans must be used for working capital. Working capital is defined as salaries and wages, purchase of inventory, utilities, rent, insurance payments, etc.;
2. The term of the loan shall be 3 years or less – the term is determined by the city/county;
3. The interest rate can be determined at the local level but must be less than 4%;
4. Money loaned, when re-paid, will be returned to your accounts;

5. City/county can provide financial assistance in the form of a grant rather than a loan, but be mindful that will reduce the amount in your CDBG Revolving Loan Fund account;
6. Complete the Job Certification Form to prove 51% of the persons impacted are LMI at retention;
7. Cities/Counties do NOT need to require matching funds;
8. Cities/Counties do NOT need to require collateral;
9. Maximum Loan is \$35,000 per job retained;
10. We encourage minimal paperwork. Cities/counties should develop a one or two page application for the loan request from the business;
11. Job retentions will need a letter from the company/business attesting the company is either shut down or will be shut down due to COVID 19;
12. Public Notice of Fund Availability has been reduced to 24 hours. We will allow posting at City Hall, as well as local radio or tv.

The Development Corporation worked with Dodge City, Ford County and Spearville staff to set the rate and terms for each loan fund and promoted the availability of funds through social media and public announcements including an article in the Dodge City Daily Globe, video announcements and social media.

All the applications were reviewed by Great Plains Development and the City LRLF Review Committee consisting of Joann Knight, Gary Johnson and Nannette Pogue.

Justification: The funds available will help provide working capital to critical small businesses in our community that may have to close or lay off employees if they do not receive funding. All applicants meet the 51% Low to Moderate (LMI) requirements set by HUD. Following is the LMI of each applicant and a brief description of the COVID 19 impact on their business:

1. JIVA Inc./Executive Suites– 2.5 FTE which 100% meet LMI, Hotel sales have been severely reduced due to community facilities being closed and business travelers not coming to the community. Received \$1,100 PPP and no response yet on EIDL. Requested \$45,000, Review Committee recommends \$15,000.
2. Protec Services – 3 FTE which 100% meet LMI, Pressure washer business for restaurants, cleaning exhaust vents and parking lots. Restaurants, nursing homes and schools are their primary customers and are not letting them in to clean due to being closed or cautious at this time. Has applied for EIDL and PPP but no response. Requested \$25,000, Review Committee recommends \$10,000.
3. Quick Bail Bonds/Insurance Express – 2 FTE which 100% meet LMI. Resubmitting request with more information. Jails are releasing inmates with no bonds and customers are not able to pay their insurance bills due to loss of job or decrease in hours. They have experienced a 45% loss in their insurance business and 25% in the bail bonds. They are applying for PPP but not heard anything back yet. Original request was for \$35,000, Review Committee recommends \$10,000.

4. Restoration LLC/Christian Brothers Construction – 12 FTE which 66.67% meet LMI. General Contractor performing design, remodel and construction services. Confirmed projects have been put on hold due to the economic climate in response to COVID-19. They have applied for both EIDL and PPP with no response yet. Requested \$100,000, Review Committee recommends \$25,000.
5. Sneak-A-Peak Imaging Studio – Owner is 1 FTE which 100% meets LMI. Imaging Studio has been closed since March 30th per shut down requirements. Business has lost all income. The funds will go to pay the monthly rent, utilities and other operating expenses until they can re-open. She has applied for PPP and EIDL with no response. Requested \$5,000 though the minimum is \$10,000. Review Committee recommends \$5,000.
6. Technology Two, Inc. – 3 FTE which 66.67% meet LMI. Manage drug and alcohol testing for all DOT required authorities and also provide testing for many counties, cities and state facilities such as Fort Dodge, hospitals, medical centers and nursing home medical staff. Business has dropped by 50%. Submitted PPP on April 22nd and hasn't heard back. Requested \$30,000, Review Committee recommends \$15,000.

Financial Considerations: The City of Dodge City currently has approximately \$265,000 in the CDBG LRLF account. These loans meet the requirements and qualifications of the program. The total request was for \$240,000. The Review Committee recommends a total approval of \$80,000. The loan packages will be administered by Great Plains Development.

Purpose/Mission: Provide disaster relief funding to our local small businesses affected by COVID-19.

Legal Considerations: Each loan application will require a Determination of Letter of Review signed by Mayor Joyce Warshaw.

Attachments:

Kansas Department of Commerce
Community Development Block Grant (CDBG) Program
1000 S.W. Jackson St., Suite 100
Topeka, KS 66612-1354

DETERMINATION OF LEVEL OF REVIEW

ENVIRONMENTAL REVIEW RECORD (ERR)

Grantee Name & Project Number: City of Dodge City #88-BF-199-024; Jiva Inc.

Project Location: 2200 W. Wyatt Earp Blvd., Dodge City, KS 67801

Project Description: Loan proceeds for working capital for an existing business. Funds will be used for utilities, and payroll to retain 3 1/2 FTE jobs of which 51% meet the LMI requirement of the funds.

The subject project has been reviewed pursuant to HUD regulations 24 CFR Part 58, "Environmental Review Procedures for Entities Assuming HUD Environmental Responsibilities," and the following determination with respect to the project is made:

- Exempt from NEPA review requirements per 24 CFR 58.34(a)(____)
- Categorical Exclusion NOT Subject to §58.5 authorities per 24 CFR 58.35(b)(4)
- Categorical Exclusion SUBJECT to §58.5 authorities per 24 CFR 58.35(a)(____)
- An Environmental Assessment (EA) is required to be performed.
- An Environmental Impact Statement (EIS) is required to be performed.

The ERR (see §58.38) must contain all the environmental review documents, public notices and written determinations or environmental findings required by Part 58 as evidence of review, decision making and actions pertaining to a particular project. Include additional information including checklists, studies, analyses and documentation as appropriate.

Joyce Warshaw, Mayor
Chief Elected Official (print name/title)

Chief Elected Official's Signature

Date

Kansas Department of Commerce
Community Development Block Grant (CDBG) Program
1000 S.W. Jackson St., Suite 100
Topeka, KS 66612-1354

DETERMINATION OF LEVEL OF REVIEW

ENVIRONMENTAL REVIEW RECORD (ERR)

Grantee Name & Project Number: City of Dodge City #84-BF-388-012; Protec Services

Project Location: 1812 Hart Ave., Dodge City, KS 67801

Project Description: Loan proceeds for working capital for an existing business. Funds will be used for mortgage fees, rental and lease fees, utilities accounts receivable and payroll to retain 3 FTE jobs of which 51% meet the LMI requirement of the funds.

The subject project has been reviewed pursuant to HUD regulations 24 CFR Part 58, "Environmental Review Procedures for Entities Assuming HUD Environmental Responsibilities," and the following determination with respect to the project is made:

- Exempt from NEPA review requirements per 24 CFR 58.34(a)(___)
- Categorical Exclusion NOT Subject to §58.5 authorities per 24 CFR 58.35(b)(4)
- Categorical Exclusion SUBJECT to §58.5 authorities per 24 CFR 58.35(a)(___)
- An Environmental Assessment (EA) is required to be performed.
- An Environmental Impact Statement (EIS) is required to be performed.

The ERR (see §58.38) must contain all the environmental review documents, public notices and written determinations or environmental findings required by Part 58 as evidence of review, decision making and actions pertaining to a particular project. Include additional information including checklists, studies, analyses and documentation as appropriate.

Joyce Warshaw, Mayor
Chief Elected Official (print name/title)

Chief Elected Official's Signature

Date

Kansas Department of Commerce
Community Development Block Grant (CDBG) Program
1000 S.W. Jackson St., Suite 100
Topeka, KS 66612-1354

DETERMINATION OF LEVEL OF REVIEW

ENVIRONMENTAL REVIEW RECORD (ERR)

Grantee Name & Project Number: City of Dodge City #88-BF-199-022; Quick Bail Bonds & Insurance Express

Project Location: 306 W Wyatt Earp, Dodge City, KS 67801

Project Description: Loan proceeds for working capital for an existing business. Funds will be used for utilities, accounts payables and payroll to retain 2 FTE jobs of which 51% meet the LMI requirement of the funds.

The subject project has been reviewed pursuant to HUD regulations 24 CFR Part 58, "Environmental Review Procedures for Entities Assuming HUD Environmental Responsibilities," and the following determination with respect to the project is made:

- Exempt from NEPA review requirements per 24 CFR 58.34(a)(___)
- Categorical Exclusion NOT Subject to §58.5 authorities per 24 CFR 58.35(b)(4)
- Categorical Exclusion SUBJECT to §58.5 authorities per 24 CFR 58.35(a)(___)
- An Environmental Assessment (EA) is required to be performed.
- An Environmental Impact Statement (EIS) is required to be performed.

The ERR (see §58.38) must contain all the environmental review documents, public notices and written determinations or environmental findings required by Part 58 as evidence of review, decision making and actions pertaining to a particular project. Include additional information including checklists, studies, analyses and documentation as appropriate.

Joyce Warshaw, Mayor

Chief Elected Official (print name/title)

Chief Elected Official's Signature

Date

Kansas Department of Commerce
Community Development Block Grant (CDBG) Program
1000 S.W. Jackson St., Suite 100
Topeka, KS 66612-1354

DETERMINATION OF LEVEL OF REVIEW

ENVIRONMENTAL REVIEW RECORD (ERR)

Grantee Name & Project Number: City of Dodge City #88-BF-199-023; Restoration LLC dba Christian Bros Construction

Project Location: 1507 Pheasant St., Dodge City, KS 67801

Project Description: Loan proceeds for working capital for an existing business. Funds will be used for utilities, accounts payables and payroll to retain 12 FTE jobs of which 51% meet the LMI requirement of the funds.

The subject project has been reviewed pursuant to HUD regulations 24 CFR Part 58, "Environmental Review Procedures for Entities Assuming HUD Environmental Responsibilities," and the following determination with respect to the project is made:

- Exempt from NEPA review requirements per 24 CFR 58.34(a)(___)
- Categorical Exclusion NOT Subject to §58.5 authorities per 24 CFR 58.35(b)(4)
- Categorical Exclusion SUBJECT to §58.5 authorities per 24 CFR 58.35(a)(___)
- An Environmental Assessment (EA) is required to be performed.
- An Environmental Impact Statement (EIS) is required to be performed.

The ERR (see §58.38) must contain all the environmental review documents, public notices and written determinations or environmental findings required by Part 58 as evidence of review, decision making and actions pertaining to a particular project. Include additional information including checklists, studies, analyses and documentation as appropriate.

Joyce Warshaw, Mayor
Chief Elected Official (print name/title)

Chief Elected Official's Signature

Date

Kansas Department of Commerce
Community Development Block Grant (CDBG) Program
1000 S.W. Jackson St., Suite 100
Topeka, KS 66612-1354

DETERMINATION OF LEVEL OF REVIEW

ENVIRONMENTAL REVIEW RECORD (ERR)

Grantee Name & Project Number: City of Dodge City #84-BF-388-011; Sneak-A-Peek Imaging Studio

Project Location: 204 E. Frontview, Dodge City, KS 67801

Project Description: Loan proceeds for working capital for an existing business. Funds will be used for rent and utilities. The owner is the only employee and meets the LMI requirement of the funds.

The subject project has been reviewed pursuant to HUD regulations 24 CFR Part 58, "Environmental Review Procedures for Entities Assuming HUD Environmental Responsibilities," and the following determination with respect to the project is made:

- Exempt from NEPA review requirements per 24 CFR 58.34(a)(___)
- Categorical Exclusion NOT Subject to §58.5 authorities per 24 CFR 58.35(b)(4)
- Categorical Exclusion SUBJECT to §58.5 authorities per 24 CFR 58.35(a)(___)
- An Environmental Assessment (EA) is required to be performed.
- An Environmental Impact Statement (EIS) is required to be performed.

The ERR (see §58.38) must contain all the environmental review documents, public notices and written determinations or environmental findings required by Part 58 as evidence of review, decision making and actions pertaining to a particular project. Include additional information including checklists, studies, analyses and documentation as appropriate.

Joyce Warshaw, Mayor
Chief Elected Official (print name/title)

Chief Elected Official's Signature

Date

Kansas Department of Commerce
Community Development Block Grant (CDBG) Program
1000 S.W. Jackson St., Suite 100
Topeka, KS 66612-1354

DETERMINATION OF LEVEL OF REVIEW

ENVIRONMENTAL REVIEW RECORD (ERR)

Grantee Name & Project Number: City of Dodge City #88-BF-199-025; Technology Two Inc.

Project Location: 809 S. 14th, Dodge City, KS 67801

Project Description: Loan proceeds for working capital for an existing business. Funds will be used for utilities, commercial lease payments, accounts payable and payroll to retain 3 FTE jobs of which 51% meet the LMI requirement of the funds.

The subject project has been reviewed pursuant to HUD regulations 24 CFR Part 58, "Environmental Review Procedures for Entities Assuming HUD Environmental Responsibilities," and the following determination with respect to the project is made:

- Exempt from NEPA review requirements per 24 CFR 58.34(a)(___)
- Categorical Exclusion NOT Subject to §58.5 authorities per 24 CFR 58.35(b)(4)
- Categorical Exclusion SUBJECT to §58.5 authorities per 24 CFR 58.35(a)(___)
- An Environmental Assessment (EA) is required to be performed.
- An Environmental Impact Statement (EIS) is required to be performed.

The ERR (see §58.38) must contain all the environmental review documents, public notices and written determinations or environmental findings required by Part 58 as evidence of review, decision making and actions pertaining to a particular project. Include additional information including checklists, studies, analyses and documentation as appropriate.

Joyce Warshaw, Mayor

Chief Elected Official (print name/title)

Chief Elected Official's Signature

Date

Memorandum

To: Cherise Tieben, City Manager
From: Nicole May
Date: April 30, 2020
Subject: Approval of Special Assessment Proceedings – Wagon Wheel 2 Addition
Agenda Item: New Business

Recommendation: I recommend the City Commission approve the documents as presented which will accept the final costs for the Wagon Wheel 2 Addition Special Assessment improvements and the documents that will notice the public and property owners of a public hearing to be set at the May 18 City Commission meeting.

Background: The City Commission previously approved Resolution No. 2018-15 which authorized improvements to be special assessed in Wagon Wheel 2 Addition. The construction of the improvements are now complete and we have the final numbers to approve. The special assessment process includes approving the final costs of the project, approving the assessment rolls, setting a public hearing for any comments regarding the assessments and causing the City Clerk to post notice of the public hearing in the newspaper and sending notices to the property owners.

Justification: The special assessment proceedings are required by State Statute.

Financial Considerations: The costs of the project will be bonded later in the year. Currently we have financed the improvements with Temporary Notes.

Purpose/Mission: To expand the infrastructure and development in the City.

Attachments: Exhibit A – Statement of Final Costs, Exhibit B – Assessment Roll Certification, Exhibit C – Notice of Public Hearing (to be published in the newspaper), Exhibit D – Notice of Hearing and Statement of Costs Proposed to be Assessed (to be sent to property owner)

Special Assessment Proceedings
Wagon Wheel 2 Addition

Authorized by Resolution No. 2018-15

Attached documents:

Exhibit A - Statement of Final Costs

Exhibit B – Assessment Roll Certification

Exhibit C – Notice of Public Hearing

Exhibit D – Notice of Hearing and Statement of Costs proposed to be Assessed

EXHIBIT B

ASSESSMENT ROLL CERTIFICATION
Wagon Wheel 2 Addition

The undersigned having been designated by the City of Dodge City, Kansas (the "City"), to determine the amounts of the respective assessments and to prepare the proposed Assessment Roll therefore in connection with certain internal improvements heretofore authorized by the City Commission, hereby reports that each and all of said respective assessments have been determined to be as shown on the Schedule(s) attached hereto and made a part hereof by reference as though fully set out herein.

Dated: May 4, 2020

CITY OF DODGE CITY, KANSAS

By _____

Assessment Rolls
Wagon Wheel 2 Subdivision

Resolution No. 2018-15 Authorized improvements in Candletree #8 Subdivision. Those improvements are: Construct road and curb and gutters, water improvements, sewer improvements and associated engineering and design costs serving the lots listed below.

<u>Property Description</u>			<u>Total Assessment</u>
Lot 1	Block 1	Wagon Wheel 2 Subdivision	38,257.28
Lot 2	Block 1	Wagon Wheel 2 Subdivision	38,257.28
Lot 3	Block 1	Wagon Wheel 2 Subdivision	38,257.28
Lot 4	Block 1	Wagon Wheel 2 Subdivision	38,257.28
Lot 5	Block 1	Wagon Wheel 2 Subdivision	38,257.28
Lot 6	Block 1	Wagon Wheel 2 Subdivision	38,257.28
Lot 7	Block 1	Wagon Wheel 2 Subdivision	38,257.28
Lot 8	Block 1	Wagon Wheel 2 Subdivision	38,257.28
Lot 9	Block 1	Wagon Wheel 2 Subdivision	38,257.28
Lot 10	Block 1	Wagon Wheel 2 Subdivision	38,257.28
Lot 11	Block 1	Wagon Wheel 2 Subdivision	38,257.28
Lot 12	Block 1	Wagon Wheel 2 Subdivision	38,257.28
Lot 13	Block 1	Wagon Wheel 2 Subdivision	38,257.28
Lot 14	Block 1	Wagon Wheel 2 Subdivision	38,257.28
Lot 15	Block 1	Wagon Wheel 2 Subdivision	38,257.28
Lot 1	Block 2	Wagon Wheel 2 Subdivision	38,257.28
Lot 2	Block 2	Wagon Wheel 2 Subdivision	38,257.28
Lot 3	Block 2	Wagon Wheel 2 Subdivision	38,257.28
Lot 4	Block 2	Wagon Wheel 2 Subdivision	38,257.28
Lot 5	Block 2	Wagon Wheel 2 Subdivision	38,257.28
Lot 6	Block 2	Wagon Wheel 2 Subdivision	38,257.28
Lot 7	Block 2	Wagon Wheel 2 Subdivision	38,257.28
Lot 8	Block 2	Wagon Wheel 2 Subdivision	38,257.28
Lot 9	Block 2	Wagon Wheel 2 Subdivision	38,257.28
Lot 10	Block 2	Wagon Wheel 2 Subdivision	38,257.28
Lot 11	Block 2	Wagon Wheel 2 Subdivision	38,257.28
Total			994,689.28

EXHIBIT C

(Published in the Dodge City Daily Globe, on May ____, 2020)

NOTICE OF PUBLIC HEARING

TO: RESIDENTS OF THE CITY OF DOGE CITY, KANSAS

You and each of you are hereby notified that the City Commission of the City of Dodge City, Kansas (the "City") will meet for the purpose of holding a public hearing, as provided by K.S.A. 12-6a01 et seq., at City Hall, 806 Second Avenue in the City, on May 18, 2020, at 7:00 p.m. Said public hearing is for the purpose of hearing any and all oral or written objections to proposed assessments in connection with the following described improvements: Wagon Wheel 2 Addition, Resolution No. 2018-15, Construct road and curb and gutters, water improvements, sewer improvements and associated engineering and design costs serving Lots 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14 and 15, Block 1 and Lots 1, 2, 3, 4, 5, 6, 7, 8 9, 10, and 11, Block 2, Wagon Wheel Addition, Unit 2, an addition to the City of Dodge City, Ford County, Kansas. Cost of Improvements – \$994,689.28; \$994,689.28 to be assessed to property owner and 0 to be paid by the City at Large.

An assessment roll prepared in accordance with the referenced Resolution approved by the City Commission is on file in the Office of the City Clerk and may be examined by any interested party. At the conclusion of the public hearing, the City Commission will consider an Ordinance levying such special assessments.

Dated: May 4, 2020

Nicole May
Finance Director

EXHIBIT D
NOTICE OF HEARING
AND
STATEMENT OF COST PROPOSED TO BE ASSESSED

May 4, 2020
Dodge City, Kansas

Property Owner:

You are hereby notified, as owner of record of the property described on Schedule I attached hereto, that there is proposed to be assessed against said property, certain amounts for the costs of certain internal improvements (the "Improvements") heretofore authorized by the City Commission of the City of Dodge City, Kansas (the "City"). The description of the Improvements, the resolution number authorizing the same and the proposed amount of assessment are set forth on Schedule I attached hereto.

You are hereby further notified that the City Commission of the City will meet on May 18, 2020, at 7:00 P.M., at City Hall, 806 Second Avenue, in the City, for the purpose of considering the proposed assessments.

The proposed Assessment Roll is on file in my office for public inspection. **WRITTEN OR ORAL OBJECTIONS TO THE PROPOSED ASSESSMENTS WILL BE CONSIDERED AT SAID PUBLIC HEARING.**

At the conclusion of the public hearing, the governing body of the City will consider an ordinance levying such special assessments. A subsequent Notice of Assessment will be mailed to affected property owners at that time indicating that each property owner may pay the assessment in whole or in part on or before June 30, 2020. Any amount not so paid on or before June 30, 2020, will be collected in 15 annual installments, together with interest thereon at the rate obtained by the City for its general obligation bonds issued to finance the costs of the Improvements.

Nicole May
Finance Director

SCHEDULE I

Wagon Wheel 2 Addition - Resolution No. 2018-15

<u>Description of Property</u>	<u>Amount proposed to be Assessed</u>
Lots 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14 and 15, Block 1 and Lots 1, 2, 3, 4, 5, 6, 7, 8 9, 10, and 11, Block 2, Wagon Wheel Addition, Unit 2, an addition to the City of Dodge City, Ford County, Kansas	\$994,689.28