

CITY COMMISSION MEETING AGENDA

City Hall Commission Chambers

Monday, July 6, 2020

7:00 p.m.

MEETING #5160

This Commission Meeting will be available virtually by four different methods. Comments will be open on the Facebook Live the Vimeo Live feeds to be utilized for the Visitor's Section. To watch and listen to the commission meeting, use one of the following platforms.

1. Watch, listen, and comment live on www.facebook.com/cityofdodgecity.
2. Watch, listen, and comment live on www.vimeo.com/cityofdodgecity.
3. Watch and listen on Zoom webinar at <https://us02web.zoom.us/j/89016143601?pwd=VnlvSEdsZTZYZE5KK3dPOWRmSHNKQT09>
Password: 583623
4. Listen on your phone by calling in to the Zoom platform on one of the following numbers and using the Webinar ID and Password: +1 253 215 8782 or +1 346 248 7799 or +1 669 900 6833 or +1 301 715 8592 or +1 312 626 6799 or +1 929 205 6099
Webinar ID: 890 1614 3601
Password: 583623The meeting will be archived on both the Facebook page and the Vimeo page to be viewed after the live video has ended

CALL TO ORDER

ROLL CALL

INVOCATION BY

PLEDGE OF ALLEGIANCE

SUBMIT QUESTIONS OR COMMENTS

APPROVAL OF AGENDA

PETITIONS & PROCLAMATIONS

High Plains Public Radio Day Proclamation

Lunch Across Kansas Month 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 Meeting Minutes, June 15, 2020;
2. Appropriation Ordinance No.12 , July 6, 2020;
3. Cereal Malt Beverage License:
 - a: Loves Country Store, 400 W. Wyatt Earp Blvd.
 - b: El Charro Restaurant, 1209 W. Wyatt Earp Blvd.

ORDINANCES & RESOLUTIONS

Ordinance No. 3737: An Ordinance Designating Dodge City Days as a Special Event in the City of Dodge City, Kansas. Report by City Clerk, Connie Marquez.

UNFINISHED BUSINESS

NEW BUSINESS

1. Approval of Contract with Great Plains Development to Administer the CDBG-CV Funds. Report by Report by Executive Director of Dodge City/Ford County Development Corporation, Joann Knight.
2. Approval of Convention & Visitors Bureau (CVB) Branding Standards. Report by Assistant City Manager/Public Affairs, Melissa McCoy.

OTHER BUSINESS

ADJOURNMENT



City of Dodge City

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

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

HIGH PLAINS PUBLIC RADIO DAY, JUNE 27, 2020 PROCLAMATION

WHEREAS, High Plains Public Radio (HPPR) was founded in 1977 for the express purpose of enriching the educational, cultural, and community life of the High Plains region; and

WHEREAS, HPPR is dedicated to developing the self-identity of the High Plains so the region might better appreciate its common heritage and build a sustainable future; and

WHEREAS, HPPR pursues this mission through public radio broadcasting, a medium freely accessible to nearly everyone, as well as digital web and mobile services; and

WHEREAS, HPPR began broadcasting in 1980 with a single station, KANZ-FM, serving southwest Kansas and studios in the former Pierceville, KS grade school; and

WHEREAS, HPPR has incrementally expanded its service area and currently operates 19 FM stations and translators serving 78 counties across a five state region of the High Plains; and

WHEREAS, HPPR is a virtual community of individuals from across the region who share common interests in knowing more about the world and building their home communities; and community that's been built over the years through the time, talents and treasure of many volunteers, contributors, listeners and staff members;

NOW, THEREFORE, I, Joyce Warshaw, Mayor of the City of Dodge City, do hereby proclaim Saturday, June 27, 2020 as

HIGH PLAINS PUBLIC RADIO DAY

in the City of Dodge City, and encourage all citizens to join together to celebrate 40 years of service to western Kansas and the wider world. We want to thank and congratulate HPPR for their 40 years of service in our community.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Dodge City, Kansas, to be affixed this 22nd day of June, 2020.

June 22nd, 2020

Joyce Warshaw, Mayor

PROCLAMATION

of Dodge City, Kansas

WHEREAS, for over half a century, beginning with the National School Lunch Program in 1946, the nation has steadily built an array of nutrition assistance programs to build healthier generations of Americans; and

WHEREAS, during the school year, 198,000 Kansas students receive free and reduced-price meals through the National School Breakfast and Lunch Programs and Dodge City Public Schools serve more than 4,633 free and reduced-price meals to students per day; and

WHEREAS, when schools let out, many children lose access to these healthy meals; and

WHEREAS, children need good nutrition all year long, and since 1975, the Summer Food Service Program has alleviated this burden by nourishing children and teens while school is out; and

WHEREAS, since March 2020 school closures precipitated by the COVID-19 pandemic, Dodge City Summer Food Service Program sponsors showed leadership by using United States Department of Agriculture waivers to feed free and nutritious meals and snacks to children 1 to 18 years, continuing throughout the summer when school is out of session; and

WHEREAS, families can locate their nearest Summer Food Service Program site by visiting <https://www.fns.usda.gov/meals4kids> or texting “Summer Meals” to 97779 or calling 1-866-348-6479; and

WHEREAS, a complete and accurate census count of children and families in our city will ensure that programs, like summer meals, in our community continue to receive funding; and

WHEREAS, this funding derived by the census results will ensure that the children in our community receive the support and access to nutritious meals needed to succeed; and

WHEREAS, this month, we give thanks to the sponsors, site operators, volunteers, parents and community members that provide access to a healthy meal in a safe environment; and

WHEREAS, it is important to ensure that every child in Dodge City has access to nutritious meals during the summer as well as during the school year;

NOW, THEREFORE BE IT RESOLVED that I, Joyce Warshaw, Mayor of City of Dodge City, Kansas, along with the Dodge City Commission do hereby proclaim the month of July, as

Lunch Across Kansas Month

We encourage all residents of Dodge City with children aged 1 to 18 to support their schools and communities by taking their children to pick up free summer meals during the month of July. Families can locate their nearest Summer Food Service Program site by visiting www.fns.usda.gov/meals4kids or texting “Summer Meals” to 97779 or calling 1-866-348-6479.

We also encourage all residents of Dodge City make themselves count in order to bring crucial funding to these programs in our community by completing the 2020 Census online at my2020census.gov/

Joyce Warshaw, Mayor

Date

CITY COMMISSION MEETING MINUTES

City Hall Commission Chambers

Monday, June 15, 2020

7:00 p.m.

MEETING #5159

Tonight's City Commission meeting will be entirely virtual. There are three options to watch and listen to the meeting. 1. Watch live on [our Facebook page](#). 2. Watch live on Zoom Webinars([CLICK HERE](#))

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 Webinar ID: 813 0563 4898

CALL TO ORDER

ROLL CALL Joyce Warshaw, Rick Sowers, Brian Delzeit, Kent Smoll, present.
Joseph Nuci reported absent.

INVOCATION by

PLEDGE OF ALLEGIANCE

PUBLIC HEARING

Mayor Joyce Warshaw opened the public hearing for public comments on the advisability of creating a Community Improvement District (Boot Hill Museum). There were no public comments. Mayor Warshaw closed the public hearing.

APPROVAL OF AGENDA

Commissioner Kent Smoll moved to amend the agenda and add item #3 under new business, approval of CBDG Revolving Loan Grant requests. Commissioner Rick Sowers seconded the motion. The motion carried 4 - 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).

SUBMIT QUESTIONS OR COMMENTS

No questions or comments submitted

CONSENT CALENDAR

1. Approval of City Commission Meeting Minutes, June 1, 2020.
2. Appropriation Ordinance No.11 , June 15, 2020;
3. Approval for Change Order #1 for First Avenue Parking Lot;
4. Approval of Lease with South West Regional Service Center;
5. Approval of the Donation of two City owned Vacant Lots to Community Housing Association of Dodge City (CHAD).

Commissioner Brian Delzeit moved to approve the consent calendar as presented.
Commissioner Rick Sowers seconded the motion. The motion carried 4 - 0.

ORDINANCES & RESOLUTIONS

Ordinance No. 3736: An ordinance authorizing the creation of the Boot Hill Museum Community Improvement District in the City of Dodge City, Kansas; authorizing the imposition of a Community Improvement District Sales Tax to be collected within such district; and approving and authorizing certain other actions in connection therewith (Boot Hill Museum CID) was approved on a motion by Commissioner Brian Delzeit. Commissioner Kent Smoll seconded the motion. The motion carried 4 - 0.

Resolution No. 2020-19: A resolution for the temporary suspension and waiver of certain-provisions of Ordinance No. 2838 and the 2009 International Fire Code pertaining to the discharge of fireworks within the City Limits of the City of Dodge City, Kansas was amended and approved on a motion by Commissioner Rick Sowers. Commissioner Brian Delzeit seconded the motion. The motion carried 4 -0.

Resolution No. 2020-20: A resolution authorizing the offering for sale of General Obligation Bonds, Series 2020-A, General Obligation Temporary Notes, Series 2020-01 and Taxable General Obligation Temporary Notes, Series 2020-2, of the City of Dodge City, Kansas was approved on a motion by Commissioner Rick Sowers. Commissioner Kent Smoll seconded the motion. The motion carried 4 - 0.

UNFINISHED BUSINESS**NEW BUSINESS**

1. Commissioner Kent Smoll moved to approve the agreement for Purchase and Sale of the Business Park Land between the City of Dodge City, Kansas and the Boot Hill Distillery, LLC in the amount of \$10,395. Commissioner seconded the motion. The motion carried 4 – 0.

2. Commissioner Brian Delzeit moved to approve the 2021 Memorandum of Understanding between City of Dodge City and Fraternal Order of Police, Lodge #49 of Dodge City, Kansas, Commissioner Kent Smoll seconded the motion. The motion carried 4 - 0.
3. Commissioner Kent Smoll moved to approve the CBDG Local Revolving Loan Fund requests and for the mayor to sign the determination of level of reviews for the Rizo Barber Studio in the amount of 15,000 and Dodge City Cell Phone Repair in the amount of \$10,000. Commissioner Rick Sowers seconded the motion. The motion carried 4 – 0.

OTHER BUSINESS

1. Assistant City Manager/Public Affairs, Melissa McCoy, Cheyenne Schellhamer and Matt Satterly of Standguard Aquatics discussed the plan for reopening of the Long Branch Lagoon Water Park and what restrictions would be in place.

STAFF REPORTS

ADJOURNMENT

Commissioner Brian Delzeit made a motion to adjourn the meeting. Commissioner Rick Sowers seconded the motion. The motion carried unanimously.

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, KS

SECTION 1 - LICENSE TYPE

Check One: New License Renew License Special Event Permit

Check One:

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

SECTION 2 - APPLICANT INFORMATION

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

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

Name of Corporation Love's Travel Stops & Country Stores, Inc.		Principal Place of Business Love's Country Store #62	
Corporation Street Address 10601 N. Pennsylvania Ave.		Corporation City Oklahoma City	State OK
		Zip Code 73120	
Date of Incorporation December 29, 1986		Articles of Incorporation are on file with the Secretary of State. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Resident Agent Name CT Corporation		Phone No. 785-233-0593	
Residence Street Address 515 S. Kansas Avenue		City Topeka	State KS
		Zip Code 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 Country Store #62	Name Love's Travel Stops & Country Stores, Inc.
Business Location Address 400 AW. Wyatt Earp	Address Attn: Licensing, PO Box 26210
City Dodge City	City Oklahoma City, OK
State KS	State OK
Zip 67801	Zip 73126
Business Phone No. 620-225-0641	<input checked="" type="checkbox"/> Applicant owns the proposed business location. <input type="checkbox"/> Applicant does not own the proposed business location.
Business Location Owner Name(s) Love's Travel Stops & Country Stores, Inc.	

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

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

Name Please See Attached		Position		Date of Birth
Residence Street Address		City	State	Zip Code
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

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

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

City or County of Ford, 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 licenses 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 <u>Catherine Rodriguez</u>	Phone No. <u>620-255-3499</u>	Date of Birth <u>6-22-78</u>
Residence Street Address <u>2311 Furmy Dr</u>	City <u>Dodge City</u>	Zip Code <u>67801</u>

Applicant Spousal Information

Spouse Name	Phone No.	Date of Birth
Residence Street Address	City	Zip Code

SECTION 3 - LICENSED PREMISE

Licensed Premise (Business Location or Location of Special Event)			Mailing Address (If different from business address)		
DBA Name <u>El Charro</u>			Name		
Business Location Address <u>1209 W. Wyatt Exp Blvd</u>			Address		
City <u>Dodge City</u> State <u>KS</u> Zip <u>67801</u>			City	State	Zip
Business Phone No. <u>620-225-0371</u>			<input checked="" type="checkbox"/> I own the proposed business location. <input type="checkbox"/> I do not own the proposed business location.		
Business Location Owner Name(s) <u>Catherine Rodriguez</u>					

SECTION 4 - APPLICANT QUALIFICATION

I am a U.S. Citizen Yes No

I have been a resident of Kansas for at least one year prior to application. Yes No

I have resided within the state of Kansas for 1 years.

I am at least 21 years old. Yes No

I have been a resident of this county for at least 6 months. Yes No

Within 2 years immediately preceding the date of this application, neither I nor my spouse* have been convicted of, released from incarceration for or released from probation or parole for any of the following crimes:
 (1) Any felony; (2) a crime involving moral turpitude; (3) drunkenness; (4) driving a motor vehicle while under the influence of alcohol (DUI); or (5) violation of any state or federal intoxicating liquor law. Yes No

My spouse has previously held a CMB license. Yes No

My spouse has never been convicted of one of the crimes mentioned above while licensed. Yes No

Memorandum

*To: City Manager
City Commissioners*

*From: Connie Marquez
City Clerk/Finance Technician*

Date: July 6, 2020

*Subject: Ordinance Designating Dodge City
Days as a Special Event*

Agenda Item: Ordinances and Resolutions

Recommendation: I recommend approval of Ordinance No. 3737

Background: Some businesses that sell alcohol frequently request a temporary alcohol permit in areas which includes streets or public property outside of their normal businesses. K.S.A. 41-719 allows for a city to designate a festival or other similar community gathering, such as Dodge City Days, as a “special event” as a condition precedent to allowing the State of Kansas the discretion to issue temporary permits for the consumption of alcohol. The first step in allowing the State to issue a temporary permit is to pass an ordinance designating Dodge City Days as a Special Event.

We commonly will have different events during Dodge City Days and historically those events have caused no issues for the City or any of the participants.

Justification: Designate Dodge City Days as a special event so that events that are being planned in Dodge City can obtain the proper permits to hold their events.

Financial Considerations: None

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

Legal Considerations: No additional

Attachments: Ordinance No. 3737

ORDINANCE NO. 3737

AN ORDINANCE DESIGNATING DODGE CITY DAYS AS A SPECIAL EVENT IN THE CITY OF DODGE CITY, KANSAS.

WHEREAS, Dodge City Days is a ten (10) day special event held annually during the last week in July and first week in August; and,

WHEREAS, the City of Dodge City celebrates its historical roots during this city-wide special event; and,

WHEREAS, a variety of activities are held throughout the City during this special event; and,

WHEREAS, K.S.A. 41-719 allows for a city to designate a festival or other similar community gathering, such as Dodge City Days, as a “special event” as a condition precedent to allowing the State of Kansas the discretion to issue temporary permits for the consumption of alcohol; and,

WHEREAS, the City of Dodge City has been asked to make such designation as a prelude for business and individuals to request temporary permits from the State of Kansas for the sale and consumption of alcoholic liquor on public streets, alleys, sidewalks, roads or highways at special events as defined by K.S.A. 41-719(a)(2).

NOW THEREFORE, the City of Dodge City hereby designates the community gathering and festival, commonly known as Dodge City Days as a “special event” in Dodge City, Kansas. This special event will extend for a period of ten (10) days beginning on July 24, 2020 and ending on August 2, 2020.

The Ordinance will take effect upon approval by the City Commission and upon publication of a summary Ordinance in the Dodge City Daily Globe.

Approved this 6th day of July, 2020.

Mayor

ATTEST:

City Clerk

Memorandum

*To: City Manager
City Commissioners*

From: Joann Knight

Date: July 06, 2020

Subject: CDBG-CV Grant Administrator

Agenda Item: New Business

Recommendation: Approve contract with Great Plains Development to administer the CDBG-CV funds.

Background: On June 2, 2020, the City of Dodge City was awarded \$132,000 in Community Development Block Grants (CDBG)-CV from the Department of Commerce. The grant funds will be used to provide grants to business to retain low-to-moderate income jobs. The business requirements are similar to the City of Dodge City's CDBG revolving loan funds in which their workforce will need to meet 51% LMI household requirements.

The City received three Proposals for Administrative Services from Great Plains Development, Inc., Thrive Allen County, and Ranson Financial Group.

Justification: All proposals were rated based on cost, experience, past record of performance, capacity, and familiarity of the firm. Great Plains Development scored the highest. Dodge City/Ford County Development Corporation staff has been working with Great Plains Development on administering the CDBG revolving loan funds for years. Staff has been satisfied with the service of these funds as well as other programs Great Plains Development has administered for us.

Financial Considerations:

The grant will pay the administration costs. All three proposals were similar in costs.

Attachments: None



PO Box 880 • Dodge City KS 67801 • Phone: 620/225-8100 • Fax: 620/225-8144

Memorandum

To: Nick Hernandez, City Manager
& City Commissioners

From: Melissa McCoy, Assistant City Manager/Public
Affairs, Megan Welsh, CVB Manager, &
Abbey Martin, Public Information Officer

Date: July 1, 2020

Subject: Approval of Brand Standards

Item: New Business

Recommendation: Staff recommends the approval of the City of Dodge City and Dodge City Convention and Visitor's Bureau (CVB) Brand Standards.

Background: A|D Creative Group, based in Billings, Montana, was selected by the Dodge City Convention and Visitor's Bureau and the City of Dodge City through a competitive RFP process to develop Brand Standards for the CVB. After project discussions with community stakeholders in the Brand Boot Camp sessions, City Administration also approved an addendum to the original agreement to develop Brand Standards for the City. Staff from the CVB and Public Information collaborated on this project with City Administration. The logos were reviewed in the development stage by a group of community stakeholders, Department Heads and the City Commission. Department Heads reviewed the complete Brand Standards at a recent meeting.

Justification: The objective of this project was to design a visual identity to be used in all aspects of promoting Dodge City as a destination and to the local community, appealing to the emerging demographics while not abandoning the western heritage that is intrinsically Dodge City. The brand standards (style guidelines) are met to define the look and feel, as well as the voice and tone for Dodge City, while creating a separate visual language for the brand. Included are design styles, color palettes, image treatments, typography, textures and all other brand elements. The Brand Standards will serve as a guide to bring consistency to everyone involved when executing the brand image. The brand standards include detailed instructions on how to use the brand, file formats and the overall strategy.

Financial Justification: There is no additional cost associated with adopting the Brand Standards. However, the staff is currently researching the costs of implementation for the 2021 budget.

Purpose and Mission: This project meets Dodge City's Core Purpose of being the best place to be.

Legal Considerations: The Public Information Officer is developing a Brand Standards Usage Policy, which will be reviewed by the City Attorney and approved by the City Commission.