

CITY COMMISSION MEETING AGENDA

City Hall Commission Chambers

Monday, February 15, 2021

7:00 p.m.

MEETING #5177

This will be an entirely virtual meeting, and there are two ways to watch and listen in real-time:

1. Watch live on our Facebook page at www.facebook.com/cityofdodgecity

2. Or watch it on our Vimeo page at www.vimeo.com/cityofdodgecity.

Comments on these streams will be open to be utilized for the Visitors Section. The meeting will be archived on both sites to be viewed after the live video has ended.

CALL TO ORDER

ROLL CALL

INVOCATION BY

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

SUBMIT QUESTIONS OR COMMENTS

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, February 1, 2021;
2. Appropriation Ordinance No.4, February 15, 2021;
3. Cereal Malt Beverage License:
 - a. Don Hector, 208 S. 2nd Avenue;
4. Approval of Southwest Kansas Area on Aging Extension of Hennessey Lease Agreement.

ORDINANCES & RESOLUTIONS

Ordinance No. 3751: An Ordinance of the City of Dodge City, Kansas Amending the Official Zoning Map of the City, Changing the Tract of Land Located at 800, 802, 804 & 806 Beeson Court, from R-2 Residential Medium Density, to C-2 Commercial Highway. Report by Planning & Zoning Administrator, Nathan Littrell.

UNFINISHED BUSINESS

NEW BUSINESS

1. Approval of Bids for Three SUV Vehicles for the Dodge City Police Department. Report by Director of Administration, Ryan Reid.
2. Approval of Bids for a Quick Attack Brush Truck for the Dodge City Fire Department. Report by Director of Administration, Ryan Reid.
3. Approval of CDBG-CV Grant Fund and Requests 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 Sign Bid Proposals for the Dodge City Raceway Park. Report by Assistant City Manager, Melissa Mccoy.

OTHER BUSINESS

1. Discussion of RFP for Residential Development of the Rebein Property.

STAFF REPORTS

ADJOURNMENT

CITY COMMISSION WORK SESSION MINUTES

City Hall Commission Chambers

Monday, February 1, 2021

6:15 p.m.

This Commission Work Session will be available virtually by two different methods. Comments will be open on the Facebook Live the Vimeo Live feeds. Watch and listen to the work session on 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

The meeting will be archived on both the Facebook page and the Vimeo page to be viewed after the live video has ended.

CALL OR ORDER

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

WORK SESSION

There was discussion and interviews with the two candidates that were selected as the finalists to fill the vacancy for the city commission seat. Jan Scoggins and Blanca Soto were the two finalist candidates chosen. Both introduced and gave a little background on themselves and were asked why they would be a good candidate for the commission seat. They also answered questions from the city commissioners.

ADJOURNMENT

ATTEST:

Mayor

City Clerk

CITY COMMISSION MEETING MINUTES

City Hall Commission Chambers

Monday, February 1, 2021

7:00 p.m.

MEETING #5176

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CALL TO ORDER

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

SELECTION OF NEW CITY COMMISSIONER

Mayor Rick Sowers moved to open for nominations for the city commission vacant position. Commissioner Brian Delzeit made a motion to nominate Blanca Soto to fill the vacant seat of the city commission. Commissioner Kent Smoll seconded the motion. Kent Smoll made a motion to nominate Jan Scoggins for the open seat as city commissioner. Mayor Rick Sowers moved for a vote; Commissioners voted 4 – 0 for Blanca Soto as the new City Commissioner.

PLACEMENT OF NEW CITY COMMISSIONER

Blanca Soto was sworn in as the new City Commissioner for a one-year term

INVOCATION by

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

Commissioner Kent Smoll moved to approve the agenda as presented. Commissioner Brian Delzeit seconded the motion. The motion carried 5 - 0.

SUBMIT QUESTIONS OR COMMENTS

There were no questions or comments.

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).

Lara Brehm Executive Director along with Lyne Johnson Assistant Executive Director gave an update on the Boot Hill Museum

Adam Lockard the new Dodge City Parks and Facilities Director, introduced himself and gave a little background on himself, he is glad to be here with the city.

CONSENT CALENDAR

1. Approval of City Commission Meeting Minutes, January 19, 2021;
2. Appropriation Ordinance No.3, February 1, 2021;
3. Cereal Malt Beverage License:
 - a. Flying J, 2524 E. Wyatt Earp Blvd.
4. Approval of Street Lights for Candletree #6 Street Lights;
5. Approval of reappointment of Michael Burns to the Community Facility Advisory Board (CFAB).

Commissioner Brian Delzeit made a motion to approve the consent calendar as presented. Commissioner Joseph Nuci seconded the motion. The motion carried 5 - 0.

ORDINANCES & RESOLUTIONS

Resolution No. 2021-05: A Resolution of the governing body of the City of Dodge City, Kansas giving notice of a public hearing on the advisability of creating a Community Improvement District was approved on a motion by Commissioner Joseph Nuci. Commissioner Brian Delzeit seconded the motion. The motion carried 5 - 0.

Resolution No. 2021-06: A Resolution of the City of Dodge City, Kansas, approving the Execution and Delivery of a Naming Rights Agreement with VenuWorks of Dodge City, LLC and BHCMC, LLC dba Boot Hill Casino & Resort was approved on a motion by Commissioner Kent Smoll. Commissioner Brian Delzeit seconded the motion. The motion carried 5 - 0.

UNFINISHED BUSINESS

NEW BUSINESS

1. Commissioner Brian Delzeit moved to approve the quote from Phillips Southern Electric Co. in the amount of \$42,700 for Signal Pole Replacement and other repairs at Wyatt Earp Boulevard & US 56/283. Commissioner Blanca Soto seconded the motion. The motion carried 5 - 0.

2. There was discussion on the Rebein Property. Tim Volz was present and asked the city commission if part of the land could be used for new housing development.

OTHER BUSINESS

STAFF REPORTS

ADJOURNMENT

Commissioner Brian Delzeit moved to adjourn the meeting. Commissioner Joseph Nuci seconded the motion. The motion carried 5 - 0.

ATTEST:

Mayor

City Clerk

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

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

City or County of Dodge City

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>Jaclyn Acosta</u>	Phone No. <u>(620) 390-9929</u>	Date of Birth <u>11-11-89</u>
Residence Street Address <u>11697 Lariat Way</u>	City <u>Dodge City KS</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>Don Hector</u>	Name
Business Location Address <u>208 S. 2nd Avenue</u>	Address
City <u>Dodge City</u> State <u>KS</u> Zip <u>67801</u>	City State Zip
Business Phone No. <u>620 430 2313</u>	<input type="checkbox"/> I own the proposed business location. <input checked="" type="checkbox"/> I do not own the proposed business location.
Business Location Owner Name(s) <u>Hector Acosta</u>	

SECTION 4 - APPLICANT QUALIFICATION

I am a U.S. Citizen	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
I have been a resident of Kansas for at least one year prior to application.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
I have resided within the state of Kansas for <u>24</u> years.	
I am at least 21 years old.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
I have been a resident of this county for at least 6 months.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Within 2 years immediately preceding the date of this application, neither I nor my spouse* 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.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Have Have Not
My spouse has previously held a CMB license.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
My spouse has never been convicted of one of the crimes mentioned above while licensed.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No



Memorandum

To: City Manager, Nickolaus Hernandez & City Commission

From: Parks & Facilities Director, Adam Lockard

Date: February 10, 2021

Subject: Approval of Extension of Hennessey Hall Lease Agreement with Southwest Kansas Area Agency on Aging

Agenda Item: Consent Calendar

Recommendation: Staff recommends approval of the lease extension with Southwest Kansas Area Agency on Aging (SWKAAA) for office space at Hennessey Hall.

Background: SWKAAA desires to continue to lease space at Hennessey to house their operations and services. The space being leased is on the first floor. The total space being leased is 6,000 square feet and this is a three-year extension of the existing lease.

Justification: SWKAAA is a planning, coordinating, and funding agency for seniors in Southwest Kansas. They provide aging resources such as information, assistance, set up of in-home services, respite care, caregiving, and Medicare counseling. They are also a not-for-profit public service enterprise that is compatible with other entities currently housed in the facility and are one of the building's primary tenants.

Financial Considerations: The annual lease payment will be based on the standard \$6 per sq. ft. price charged to nonprofit tenants at that facility. Lease payments are prorated monthly and billed through City Hall. the annual lease amount is \$36,000 payable in \$3,000 monthly installments

Any renovations or redecorating is the responsibility of the tenant with the approval of the City.

Purpose/Mission: This lease agreement is consistent with the City's core purpose of Ongoing Improvement as it facilitates additional resources for citizens as they strive to provide and maintain housing and educate themselves to improve their quality of life.

Legal Considerations: The agreement is the standard form used with all Hennessey tenants. The lease agreement was approved by the City Attorney.

Attachments: Lease agreement

**HENNESSY HALL
LEASE EXTENSION**

This extension of Lease Agreement made by and between the City of Dodge City, Kansas, a municipal corporation (“Landlord”) and Southwest Kansas Area Agency on Aging, Inc., a Kansas not-for-profit corporation (“Tenant”) relative to a certain lease agreement for the premises known as:

Dated: March 1, 2021 **Name of Lease:** Hennessy Hall Lease Agreement (the “Lease Agreement”).

In consideration of the mutual promises and covenants of Landlord and Tenant as set forth below, Landlord and Tenant agree as follows:

1. **TERM:** The term of the Lease Agreement is extended for a period of three (3) years from March 1, 2021 to and until February 28, 2024.
2. **OTHER PROVISIONS:** All other covenants, conditions and considerations of the Lease Agreement shall remain unchanged and are in full force and effect for the entire duration of the extended Term as if fully set forth herein.

This extension agreement shall be binding upon the Landlord and Tenant, as well as their respective successors and assigns.

IN WITNESS WHEREOF, the parties have hereunto set their hands this _____ day of February, 2021.

CITY OF DODGE CITY, A MUNICIPAL
CORPORATION

By: _____
NICKOLAUS HERNANDEZ, CITY MANAGER

APPROVED:

CONNIE MARQUEZ, CITY CLERK

SOUTHWEST KANSAS AREA AGENCY
ON AGING, INC.

By: _____
RICK SCHAFFER
EXECUTIVE DIRECTOR

ATTEST:



Memorandum

To: Nick Hernandez, City Manager and City Commissioners
From: Nathan Littrell, Planning & Zoning Administrator
Date: February 15, 2021
Subject: Rezoning for 800, 802, 804, & 806 Beeson Ct.
Agenda Item: Ordinance #3751

Recommendation: The Planning Commission held a public hearing on February 9, 2021 and recommends approval of this zoning amendment. It is also City staff's recommendation to approve this rezoning.

Background: The applicant wishes to rezone this property to C-2 Commercial Highway to allow for a mixed-use development of self-storage units to be built in this location. This property is currently vacant.

Justification: The property is adjacent to other C-2 Commercial Highway zoning. Self-storage units would be an appropriate use for adjacent medium density residential. It would also create a better transition between the residential areas immediately west and auto body shop to the east. A landscape buffer would be required for development between this property and the adjacent residential property. The rezoning of this property is in agreement with the City's Comprehensive Plan.

Financial Considerations: None

Purpose/Mission: Approving this rezoning will encourage and support growth and development in our community.

Legal Considerations: None

Attachments: Ordinance #3751, Map

ORDINANCE NO. 3751

AN ORDINANCE OF THE CITY OF DODGE CITY, KANSAS AMENDING THE OFFICIAL ZONING MAP OF THE CITY, CHANGING THE TRACT OF LAND LOCATED AT 800, 802, 804 & 806 BEESON COURT, FROM R-2 RESIDENTIAL MEDIUM DENSITY, TO C-2 COMMERCIAL HIGHWAY.

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

SECTION 1: The following described real property located in Dodge City, Ford County, Kansas is hereby rezoned:

Lots 6-9
Beeson Court Subdivision
Dodge City, Ford County, Kansas

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

PASSED BY THE CITY OF DODGE CITY GOVERNING BODY, IN REGULAR SESSION AND APPROVED BY THE MAYOR, THIS FIFTEENTH DAY OF FEBRUARY, 2021.

RICK SOWERS, MAYOR

ATTEST:

CONNIE MARQUEZ, CITY CLERK

CITY OF DODGE

APPLICATION FOR REZONING

Name of applicant: Capital Development, LLC Case No. _____

Address of subject property: Lot 6 thru 9 Beeson Court Subdivision

Present zoning: R2 Proposed Zoning: C2

The reason for making this request is as follows: Mixed Use Development of Self Storage Units

THE FOLLOWING ITEMS ARE REQUIRED FOR SUBMISSION:

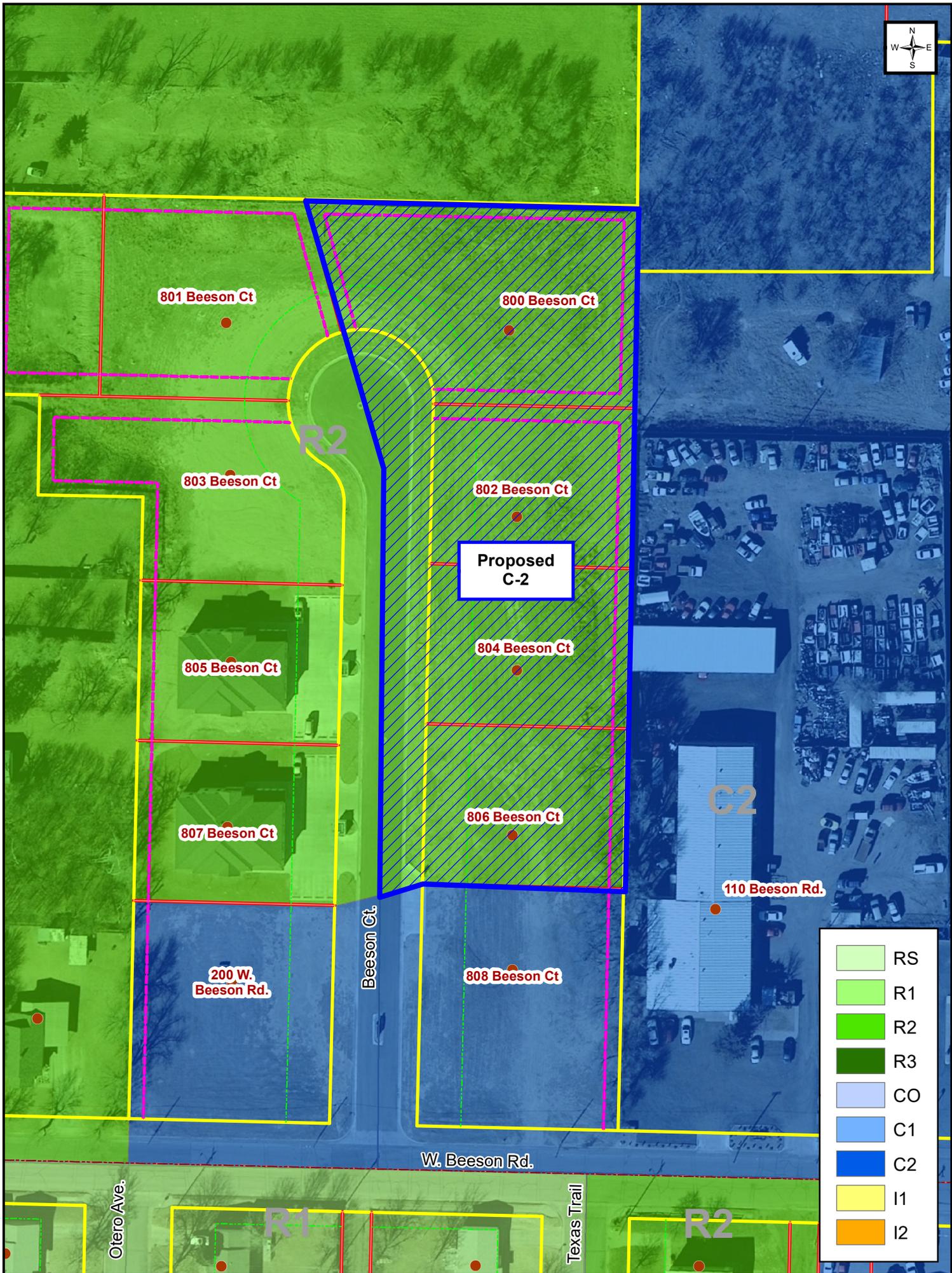
- A site plan and legal description of the property to be rezoned.
- Certified ownership list prepared by a registered abstractor listing the names and addresses of owners of all property located within 200 feet of the boundaries of the property to be affected by the proposed rezoning.
- If the applicant is not the owner of the property, a letter of authorization from the owner is required.
- **FILING FEE: \$200.00**

Ric. Marboeuf
Applicant

200 W. Beeson Road, Suite A
Address

Dodge City, KS 67801
City, State, Zip Code

620-408-7644
Phone Number



801 Beeson Ct

800 Beeson Ct

803 Beeson Ct

802 Beeson Ct

Proposed
C-2

805 Beeson Ct

804 Beeson Ct

807 Beeson Ct

806 Beeson Ct

200 W.
Beeson Rd.

Beeson Ct

808 Beeson Ct

110 Beeson Rd.

W. Beeson Rd.

Otero Ave.

Texas Trail

	RS
	R1
	R2
	R3
	CO
	C1
	C2
	I1
	I2

R1

R2



Memorandum

To: City Commission
From: Ryan Reid, Director of Administration
Date: 2021 02 05
Subject: Bids for New Patrol Vehicles
Agenda Item: New Business

Recommendation: On February 2nd, 2021 Staff opened bids for up to three new police SUVs (with accessories installed). We received two bids: one from Lopp Motors and the other from John Jones. Staff recommends we purchase three of the SUVs from Lopp Motors for \$123,651. Lopp was the low bidder with John Johns' bid coming in at \$149,547.

Background: We had presented the first part of this at the Commission Meeting in Fall 2020. This is the second half of the six SUV vehicles for Patrol.

Justification: These vehicles have been taking some time to arrive and be outfitted, once purchased. Six months is usually a good estimate.

These police suvs serve as a vital tool for the Police Department to fulfill their mission. The vehicles serve as communication, rapid transportation, gear storage, and in many cases an office for City law enforcement officers.

Financial Considerations: Two vehicles were budgeted for 2020 (and we bought three) and four for this year. Staff is asking for three now.

Attachments (photo)



2021 Dodge Durango

(This one is outfitted somewhat differently and has different graphics than DCPD's would have but gives you an idea of the vehicle).



Memorandum

To: City Commission
From: Ryan Reid, Director of Administration
Date: 2021 02 05
Subject: DCFD: Quick Attack Brush Truck
Agenda Item: New Business

Recommendation: On February 1st, 2021 Staff opened bids for a single Quick Attack Brush Truck for DCFD. We received two bids (see attached). Staff is recommending purchase of the truck from Hays Fire for \$149,719.67 as they met specs and were the low bid. The other bid was from Weis Fire for \$177,085.

Background/Justification: These types of units allow DCFD to get access to areas that other trucks cannot go. The unit also will have a thermal imaging camera that will allow the driver to more safely see through smoke-which will improve safety a great deal.

The existing brush truck that we have is getting older but will be kept so that DCFD will have increased response and ability to combat brush and grass fires. This truck is expected to have a useful life of up to 20 years.

Financial Considerations: This is a budgeted purchase.

Attachments: (photo of brush truck)



Example of a Quick Attack Brush Truck



Memorandum

To: City Commissioners
From: Joann Knight
Date: February 15, 2021
Subject: CDBG-CV Grant Fund Request
Agenda Item: New Business

Recommendation: Staff and Review Committee recommends approval of the following CDBG-CV Grants and requests the Mayor to sign the attached Determination of Level of Review for each applicant business and Request for Payment of CDBG Funds.

Boot Hill Antiques - \$14,704
I Don't Care Family Restaurant and Sports Bar LLC - \$30,000

Background: The COVID-19 pandemic has resulted in a tremendous strain on many small businesses. The City of Dodge City and the Dodge City/Ford County Development Corporation have worked tirelessly to assist our businesses with local, state and federal assistance programs like the Payroll Protection Program, Economic Injury Disaster Loan, local revolving CDBG loans, and other local grants. The City of Dodge City awarded over \$400,000 in CDBG revolving loan funds. Since the current revolving loans funds have been depleted, the City applied for and was awarded \$132,000 in CDBG-CV funds to be granted out to qualifying businesses. The City has awarded \$68,971.72 in CDBG-CV funds and has \$63,028.28 remaining.

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

Justification: The funds available will reimburse working capital to critical small businesses in our community. 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. Boot Hill Antiques – 1 Full-time equivalent employee of which 1 or 100% meet the LMI requirements of the fund. COVID-19 caused Boot Hill Antiques to temporarily close. Since reopening Boot Hill Antiques has seen a reduction in weekday shopping and weekend foot traffic. Boot Hill Antiques is struggling to find inventory due to very few auctions and estate sales.

2. I Don't Care Family Restaurant and Sports Bar LLC – 11.5 Full-time equivalent employees of which 8.5 or 77.3% meet the LMI requirement of the fund. COVID-19 caused the restaurant to temporarily close. From March to May, I Don't Care lost \$122,000.

Financial Considerations: The City of Dodge City was awarded \$132,000 in the CDBG-CV grant funds and has \$63,028.28 remaining funds. These applications meet the requirements and qualifications of the program. The Review Committee recommends a total approval of \$44,704.

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

Legal Considerations: Each grant application will require a Determination of Letter of Review signed by the Mayor.

Attachments: Boot Hill Antiques Application and Determination Letter of Review, I Don't Care Family Restaurant and Sports Bar LLC Application and Determination Letter of Review, Request for Payment of CDBG-CV Funds.

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 #20-CV-016 - Boot Hill Antiques

Project Location: 509 N. 2nd Avenue, Dodge City, KS 67801

Project Description: Grant proceeds for working capital for an existing antique business. Funds will be used for inventory and rent. The owner is the only employee and meets the 51% 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.

Rick Sowers, 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 #20-CV-016 - I Don't Care Family Restaurant & Sports Bar LLC

Project Location: 1510 W. Spruce St., Dodge City, KS 67801

Project Description: Grant proceeds for working capital for an existing restaurant & sports bar. Funds will be used for payroll to retain 11 1/2 FTE employees 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.

Rick Sowers, Mayor

Chief Elected Official (print name/title)

Chief Elected Official's Signature

Date

REQUEST FOR PAYMENT OF CDBG FUNDS

CFDA 14.228

PART I: REQUEST FOR PAYMENT INFORMATION

GRANTEE - NAME City of Dodge CityGRANT NO. 20-CV-016STREET ADDRESS 806 N. 2ndREQUEST NO. 2PO BOX P O Box 880nicolem@dodgecity.orgCITY, STATE, ZIP Dodge City, KS 67801

Grantee's - E-mail address for notifying about ACH deposit

ftrent@gpdionline.com

Administrator - E-mail address for notifying about ACH deposit

PART II: STATUS OF CDBG FUNDS

	AMOUNT
1 PAYMENT DUE & AMOUNT OF THIS REQUEST	<u>44,704.00</u>
2 CDBG GRANT AWARD	<u>132,000.00</u>
3 PROGRAM INCOME AND OTHER RECEIPTS	<u> </u>
4 TOTAL FUNDS (2 + 3)	<u>132,000.00</u>
5 CDBG FUNDS RECEIVED TO DATE	<u>68,971.72</u>
6 TOTAL (1 + 5)	<u>113,675.72</u>
7 REMAINING CDBG FUNDS (4 - 6)	<u>18,324.28</u>

PART III: CERTIFICATION

I HEREBY CERTIFY THAT THE DATA REPORTED ABOVE IS CORRECT AND THAT THE AMOUNT REQUESTED IS NOT IN EXCESS OF CURRENT NEEDS

DATE _____ SIGNATURE _____ TITLE _____

DATE: _____ SIGNATURE _____ TITLE _____

PART IV: APPROVAL (FOR KANSAS DEPT. OF COMMERCE USE ONLY)

CDBG APPROVAL:

1. CONTRACT TERMINATION DATE: _____

2. AUTHORIZED SIGNATURE: _____

3. MONITORING RESOLUTION: CURRENT / PAST DUE / NA

4. QUARTERLY PROGRESS REPORTS: CURRENT / PAST DUE

FIELD REPRESENTATIVE _____ DATE _____

FISCAL _____ DATE _____

Kansas Department of Commerce
Small Cities Community Development Block Grant



Memorandum

To: Nick Hernandez, City Manager, City Commissioners, J.D. Gilbert, County Administrator, County Commissioners

From: Assistant City Manager/Public Affairs, Melissa McCoy

Date: February 10, 2021

Subject: Approval of Sign Bid Proposal for Dodge City Raceway Park

Agenda Item: New Business

Recommendation: Staff recommends approval of the signage proposal from Luminous Neon, Inc. in the amount of \$30,255.000 for Dodge City Raceway Park (DCRP). Approval of optional add-on LED sign for \$68,869.00 pending response from insurance.

Background: The City of Dodge City and Ford County issued a request for proposals on January 22, 2021 for professional services to develop and implement bilingual signage for Dodge City Raceway Park. A pre-bid conference was held at the DCRP on January 28, 2021. This request included a variety of signage throughout the facility.

Including:

- a. Elevator Shaft Signage with DCRP Logo
- b. Ticket Booth Signage
- c. Restrooms
- d. Concessions
- e. Cold Beer sign
- f. Pit Sign-In

4-30" Reflective Signs for the following:

- g. 1- Spectator Parking
- h. 2-Thank you Please Drive Safe
- i. 1-Handicapped Parking
- j. DCRP logo on Flag Stand-Reflective
- k. DCRP logo on Main Office Glass Door
- l. DCRP logo on West facing door of Main Office

In addition, an optional add-on was included to replace the existing LED sign that was damaged by vandalism The City only received one bid for Luminous Neon, Inc for the project.

Justification: Much of the existing DCRP signage is original to the facility and is damaged or in poor condition. In addition, the DCRP is under new management and has recently implemented new brand standards including a new logo that will be used in the development of the signage. The current LED sign is unfixable and the west facing side of the sign is no longer operable and the east facing side is only 50% operable.

Luminous Neon's proposal met all the requirements of the request. A deduction in cost has also been provided for signage that can be installed by City staff. Luminous is a local company that has been serving Dodge City and Ford County since 2001. The timeline to complete the project is April 1, 2021 in time for the 2021 Race Season. However, the LED sign has to eight to ten-week turnaround time.

Financial Considerations:

The cost to replace the existing signage with City staff providing installation is \$30,255 and the cost to replace the existing LED sign is \$68,869. The City is awaiting a response from insurance to determine if the cost excluding the deductible of \$25,000 will be covered. If approved, a 50% deposit will be required. The project will be paid out of the Sales Tax fund Depreciation fund.

Legal Considerations: There are no legal considerations.

Attachments:

DCRP Signage RFP
DCRP RFP Tab

REQUEST FOR BID PROPOSALS FOR SIGNAGE
FOR
DODGE CITY RACEWAY PARK
(DCRP)

CITY OF DODGE CITY & FORD COUNTY, KANSAS
DCRP
10873 S. 14TH AVE
DODGE CITY, KS. 67801



Request for Bid Proposals

DATE ISSUED: January 22, 2021

TITLE:

Signage Bid Proposals for Dodge City Raceway Park (the “DCRP”)

DESCRIPTION:

The City of Dodge City and Ford County are seeking professional services for the creation and implementation of bilingual signage for the DCRP.

DEADLINE AND REQUIREMENTS FOR SUBMITTING REQUESTS FOR BID PROPOSALS (RFP):

Proposals must be received at the address shown below on or before **Tuesday, February 9, 2021, 2:00 p.m. (Central D. Time).**

PRE-BID CONFERENCE:

A pre-bid conference will be held on **Thursday, January 28 at 2 pm (Central D. Time) at the DCRP located at 10873 S. 14th Avenue, Dodge City, KS. 67801.**

POINT OF CONTACT

Melissa McCoy, Assistant City Manager/Public Affairs

City of Dodge City

(620) 225-8100

melissam@dodgecity.org

RFQ DELIVERY ADDRESS:

Attention: Melissa McCoy, Assistant City Manager/Public Affairs

City of Dodge City

P.O. Box 880

Dodge City, KS 67801

NUMBER OF COPIES REQUIRED

Number of Copies:

Submit one (1) original and three (3) copies, and one (1) digital copy of the proposal in a sealed envelope or container.

I. Introduction

The City of Dodge City and Ford County are requesting proposals for professional services to develop and implement signage for Dodge City Raceway Park. This signage program includes a variety of signage that is described in Section III Objectives/Deliverables of this document. The City of Dodge City will select and negotiate with the firm whose responses meet the requirements and objectives of this RFP.

Additionally, The City requests an Optional Add-On to bid for replacing the LED sign at the site.

II. Background:

The DCRP is a “Why Not Dodge” sales tax project, the purpose of the “Why Not Dodge” sales tax initiative is to increase access to quality of life amenities for area residents as well as enhance the tourism-based economy in Dodge City and Ford County by developing venues that host a variety of activities and events that result in increased overnight stays and sales tax revenues. “Why Not Dodge” funds were approved for several public projects, including the construction of the DCRP.

In 2000, the City and the County opened the state-of-the-art 3/8-mile racetrack. The track is in its twenty-first (21st) year of operation. DCRP provides weekly race events during the race season, along with special events throughout the year. Much of the facility’s existing signage needs updated or replaced.

In addition, the DCRP is under new management with Craig Dollansky Racing and has recently implemented new brand standards including a new logo. The firm selected for this project will have access to the DCRP brand standards to develop the signage.

III. Objective:

This Request for Proposals (RFP) is for a firm or team to design, develop and install bilingual signage in English and Spanish. This will also include an implementation plan that designates sign locations.

Deliverables:

1. Template including designs for all signage with a standard aesthetic and materials for the following:
 - a. Entrance LED sign
 - b. Elevator Shaft Signage with DCRP Logo (12 ft. width)
 - c. Ticket Booth Signage (6ft.) Smaller sign on the side of the building (Bilingual)
 - d. Restroom (Men’s and Women’s) Signage (Bilingual)
 - e. Concessions (12 ft) (Bilingual)

- f. Cold Beer (8 ft) (Bilingual)
- g. Pit Sign-In (6ft.) Smaller sign on the side of the building-Reflective
- h. 4-30" Reflective Signs
- i. 1- Spectator Parking (including right arrow) (Bilingual) -
- j. 2-Thank you Please Drive Safe (Bilingual)-
- k. 1-Handicapped Parking (left arrow) (Bilingual)
- l. DCRP logo on Flag Stand-Reflective
- m. DCRP logo on Main Office Glass Door
- n. DCRP logo on West facing door of Main Office

2. Provide style guidelines for future signage implementation.

3. Provide cost for fabrication and installation of signage.

4. As an Optional Add-On, bidders can bid on and supply information for their solution for replacing the LED Sign that is currently on site. A photo of the existing sign is included. Bidders are encouraged to visit the site and ask Staff for information on Thursday, January 28, 2021 at 2pm.

IV. Submittal Requirements:

Number of Copies:

Submit one (1) original and three (3) copies, and one (1) digital copy of the proposal in a sealed envelope or container.

Submit proposals to:

Attention: Melissa McCoy, Assistant City Manager/Public Affairs
City of Dodge City
P.O. Box 880
Dodge City, KS 67801

Submissions received after **Tuesday, February 9, 2021, 2:00 p.m. (Central D. Time)** will not be considered. Emailed or other electronically submitted proposals are discouraged and may be disqualified.

The detailed requirements set forth are mandatory. Failure to respond to a specific requirement may result in disqualification. The City reserves the right to accept or reject any or all proposals. Proposals will be considered exactly as submitted. Points of clarification will be solicited from proposers at the discretion of the City. Those proposals determined not to follow provisions of this RFP and the applicable law and/or regulations will not be processed.

The City reserves the right to enter negotiations with a single firm OR may create a short list of firms, based upon qualifications and pricing to conduct interviews, engage in further discussion, or negotiate pricing terms.

Responses to this RFP must include the following:

1. Cover Letter and Table of Contents

The RFP must include a cover letter giving a summary of the contents of the proposal and a table of contents.

2. Introduction and Qualifications

This section will need to contain an overview of the firm and any proposed sub-contractors. The introduction shall indicate the legal name, address, website, telephone number, and local contact. The firm will provide an overview and history of the firm including identifying all firm members who will be working on this project and their experience. The firm will also describe its history on similar signage projects.

3. Cost Breakdown

Design, fabrication, and installation of signage.

4. References

Provide at least three professional references which similar services have been performed. Provide the reference contact name, address, email address, telephone numbers, description of project, and date of services provided (including project cost).

5. Sample Documents

Provide examples of signage and planning documents for similar projects.

V. Evaluation

A selection committee will evaluate the proposals based on the details of this RFP.

The City reserves the right to disqualify any proposal. The award of any project may be made without discussion with proposers after responses are received. The City reserves the right to cease contract negotiations if it is determined that the Proposer cannot perform services specified in their response. Proposals will be evaluated on the following factors:

1. Quality of Proposal
2. Technical Capabilities and Specialized Knowledge
3. Professional Qualifications, Knowledge and Experience
4. Pricing

VI. Timeline

PRE-BID CONFERENCE:

- A pre-bid conference will be held on **Thursday, January 28 at 2 pm (Central D. Time) at the DCRP located at 10873 S. 14th Avenue, Dodge City, KS. 67801.**

DEADLINE AND REQUIREMENTS FOR SUBMITTING REQUESTS FOR BID PROPOSALS (RFP):

- Proposals must be received at the address shown below on or before **February 9, 2021, 2:00 p.m. (Central D. Time).**

Project Completion Date:

- This project should be completed by **April 1, 2021.**

VII. Attachments:

- Appendix 1: Drawings/ Pictures of Existing Signage

Existing Signage

Number of Signs/Sign Description/Specifications:

1 - LED Sign-see attached specifications
2 - Tickets (6ft to be placed on the front of ticket booth). (Bilingual signage)
5 - Men's Restrooms (all restroom openings are 55" wide) (Bilingual signage)
2 - Men's Handicapped Restrooms (Bilingual signage)
3 - Concessions (12 ft.) (Bilingual signage)
5 - Women's Restrooms (Bilingual signage)
2 - Women's Handicapped Restrooms) Bilingual signage)
2 - Cold Beer (8 ft) (Bilingual signage)
1 - Handicapped Restroom Unisex (in the pit area) (Bilingual signage)
2 - Pit Sign-in (like on ticket building 1 larger on the front of building, 6ft wide/Reflective (Bilingual signage)
1 - Largest DCRP logo on top of elevator shaft similar width to current logo (<i>tower width 12.ft</i>)
<u>4' x 30" Signs</u>
1 - Spectator Parking -> (right arrow/Reflective) (Bilingual signage)
2 - Thank You Please Drive Safe - Reflective (Bilingual signage)
1 - <- Handicapped Parking (left arrow/Reflective) (Bilingual signage)
<u>4' x 8' Sign</u>
1 - <- Pit Parking (left arrow/Reflective) (Bilingual signage)
1 Public Parking ^ (straight ahead arrow/Reflective) (Bilingual signage)
1 - DCRP logo on Flag Stand (this is a curved surface, vinyl)-Reflective
1 - DCRP logo on Office Main (glass door entrance, without background so we can see out, was vinyl)
1 - DCRP logo on side door of Main Office

Specs for Optional Add-On LED Sign

Below are specs for the LED Sign Optional Add-On. These specs are intended to give an example of what is required. Please note deviations from these specs in the proposal and the rationale.

LED Replacement

- Remove and dispose of damaged LED sign.
- Furnish and install 2 sided- 6' 5"h x 16' 3"w double-face 19mm, 96x256, RGB full-color electronic message center.
- Mount on the existing 2-pole structure, in the same position. (Includes 5" stub pipe to butt weld at the top of the existing transition poles.
- Hook up to existing power and connect to wireless communications.
- Provide temp probe, grounding accommodations, programming software for PC at DCRP.
- Provide on-site software training and technical support for use of software.

Option 1:

***PYLON RE-FACE: (internally lit**

- Remove and dispose of the existing flex faces in the 10'x12' sign cabinet.
- Double-face ID cabinet. Furnish and install (2) new digitally printed flex faces to stretch in the existing cabinet (utilizing the existing clip system).
- Re-paint the base poles.
- *NEARBY POWERLINES WILL NEED SLEEVED.

Option 2:

***PYLON LED RETROFIT:**

- Remove and dispose of the existing fluorescent lamps & ballasts in the 10'x12' double-face ID cabinet.
- Furnish and install (12) new. 10' double-sided LED & power supplies.
- Hook up to existing power.

Project Proposal

To: Melissa McCoy, Assistant City Manager
City of Dodge City
Dodge City Kansas

Re: DCRP Signage

The undersigned (hereinafter referred to as Bidder), having carefully examined the general provisions, specifications, drawings and all other bid documents, as well as having checked the site and all conditions affecting the work, agrees to furnish all labor, materials and equipment required to complete in a thorough, first class and satisfactory manner, all work indicated on the Drawings and/or called for in the Specifications, for the sum of:

<u>Bid</u>	<u>Amount</u>
Signage	\$ _____ .00
Optional Add-On LED Sign Replacement	\$ _____ .00
Total:	\$ _____ .00

Addenda numbered _____ are included in this proposal.

Respectfully submitted this _____ day of _____, 2021.

Firm: _____

By: _____

Signature: _____

Address: _____

Phone: _____

Email: _____

Bidders Check List
Please make sure you have completed the following with your proposal.
<input type="checkbox"/> Completed and signed the Proposal form with per item cost (bid specs) w/digital and paper copies
<input type="checkbox"/> Acknowledge all addenda.

