

# **CITY COMMISSION MEETING AGENDA**

City Hall Commission Chambers

Tuesday, January 4, 2022

7:00 p.m.

MEETING #5202

**Public is welcome although seats are limited for social distancing; or you can view as follows:**

1. Watch live on our Facebook page at [www.facebook.com/cityofdodgecity](http://www.facebook.com/cityofdodgecity)

2. Or watch it on our Vimeo page at [www.vimeo.com/cityofdodgecity](http://www.vimeo.com/cityofdodgecity).

The meeting will be archived on both sites to be viewed after the live video has ended.

## **CALL TO ORDER**

## **ROLL CALL**

## **INSTALLATION OF ELECTED CITY COMMISSIONERS**

## **ROLL CALL**

## **ELECTION OF MAYOR AND VICE MAYOR**

## **INVOCATION BY**

## **PLEDGE OF ALLEGIANCE**

## **APPROVAL OF AGENDA**

## **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, December 20, 2021.
2. Approval of Special City Commission Meeting Minutes, December 30, 2021.
3. Appropriation Ordinance No.1, January 4, 2022.
4. Cereal Malt Beverage License:
  - a. Walgreens #07817, 1801 N. 14<sup>th</sup> Avenue.
5. Approval of Change Order #2 for Fairway Drive Reconstruction.

## **ORDINANCES & RESOLUTIONS**

**Resolution No. 2022-01:** A Resolution of the City of Dodge City, Kansas, Authorizing the Preparation of Financial Statements and Financial Reports on the Basis of Cash receipts and Disbursements. Report by Finance Director, Nicole May.

## **UNFINISHED BUSINESS**

## **NEW BUSINESS**

1. Approval of Bid for a New Skid Steer for Parks Department. Report by Director of Administration, Ryan Reid.
2. Approval of UCI of Wichita, Kansas as the Design Build Contractor for the South Wastewater Treatment Plant Expansion. Report by Director of Engineering, Ray Slattery.
3. Approval of the Submission of an EDA Grant Local Match Grant Letter and Application for the American Rescue Plan Act (ARPA) Economic Adjustment Assistance Program for the Expansion of the South Wastewater Treatment Plant. Report by Assistant City Manager/Legislative Affairs, Ernestor De La Rosa.
4. Approval of the Submission of an EDA Competitive Tourism Grant Match Letter and Application for the City of Dodge City's request for funds from the American Rescue Plan Act (ARPA) Travel, Tourism, Outdoor Recreation (ARPA, Tourism) program for the Downtown Streetscape Program. Report by Melissa R. McCoy, Assistant City Manager/Public Affairs.

## **OTHER BUSINESS**

## **STAFF REPORTS**

## **ADJOURNMENT**

# **CITY COMMISSION MEETING MINUTES**

City Hall Commission Chambers

Monday, December 20, 2021

7:00 p.m.

MEETING #5200

**Public is welcome although seats are limited for social distancing; or you can view as follows:**

1. Watch live on our Facebook page at [www.facebook.com/cityofdodgecity](http://www.facebook.com/cityofdodgecity)

2. Or watch it on our Vimeo page at [www.vimeo.com/cityofdodgecity](http://www.vimeo.com/cityofdodgecity).

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## **CALL TO ORDER**

**ROLL CALL:** Mayor Rick Sowers, Commissioner Kent Smoll, Brian Delzeit, Blanca Soto, Joseph Nuci.

**INVOCATION** by Marsha Couch of Market Place International Ministries

## **PLEDGE OF ALLEGIANCE**

## **PUBLIC HEARING**

Mayor Rick Sowers opened the public hearing on the issuance of Industrial Revenue Bonds (Hilmar Cheese Project) Joann Knight, Executive Director of Dodge City/Ford County Development Corporation spoke on the cost benefit analysis of the Hilmar Cheese Plant. There were no public comments. Mayor Rick Sowers closed the public hearing.

## **APPROVAL OF AGENDA**

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

## **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).**

Executive Director, Steve Kulick gave the updates on the Depot Theater.

Police Chief Drew Francis introduced Oscar Rivera and Austin Welch as new Police officers for the Dodge City Police Department. Rivera who was previously an CSO officer who transitioned to a police officer and Welch is from Ashland Kansas. They were sworn in with the City Loyalty Oath. Congratulations to both.

Several Dodge City residents voiced their concerns about the city changing the property located on Loretta Avenue, Northwest Avenue, Ross Boulevard from R-S Residential Suburban and R-1 Residential Low Density to R-2, Residential Medium Density and R-3 Residential Higher Density.

#### **CONSENT CALENDAR**

1. Approval of City Commission Meeting Minutes, December 6, 2021.
2. Appropriation Ordinance No. 24, December 20, 2021.
3. Cereal Malt Beverage License:
  - a. Dodge City Community College, 2501 N. 14<sup>th</sup> Avenue.
4. Approval of Change Order #1 for the 2020 Asphalt Streets Project.
5. Approval of Change Order #1 for the McCaustland Rd. #2 Reroute Project.
6. Approval of Bids for Buildout of CREW Building offices.
7. Approval of Hennessy Hall Lease Agreement with Russel Child Development Center.

Commissioner Blanca Soto made a motion to approve the consent calendar as presented. Commissioner Joseph Nuci seconded the motion. The motion carried unanimously.

#### **ORDINANCES & RESOLUTIONS**

**Ordinance No. 3766:** An Ordinance of the City of Dodge City, Kansas Amending the Official Zoning Map of the City, Changing the Property Located at 11305 112 from R-S Residential Suburban to I-2, Heavy Industrial was approved on a motion by Commissioner Brian Delzeit. Commissioner Kent Smoll seconded the motion. The motion carried unanimously.

**Resolution No. 2021-28:** A Resolution of the Governing body of the City of Dodge City, Kansas Determining the Advisability of Issuing Industrial Revenue Bonds for the Purpose of Financing the Acquisition, Construction and Equipping of a Commercial Facility to be Located in the City; and Authorizing Execution of Related Documents Industrial was approved on a motion by Commissioner Blanca Soto. Commissioner Kent Smoll seconded the motion. The motion carried unanimously.

PART A - Approval of Hilmar Development Agreement was approved on a motion by Commissioner Blanca Soto. Commissioner Kent Smoll seconded the motion. The motion carried unanimously.

**Resolution No. 2021-32:** A Resolution Authorizing the City of Dodge City to Convey Real Estate; and Authorizing the Execution and Delivery of Certain Documents in Connection with that Transaction was approved on a motion by Commissioner Kent Smoll. Commissioner Brian Delzeit seconded the motion. The motion carried unanimously.

Mayor Brian Delzeit recused himself from discussion and voting for Ordinance No. 3767 due to conflict of interest.

**Ordinance No. 3767:** An Ordinance of the City of Dodge City, Kansas amending the official zoning map of the City, changing the property located on Loretta Avenue, Northwest Avenue, Ross Boulevard from R-S Residential Suburban and R-1 Residential Low Density to R-2, Residential Medium Density and R-3 Residential Higher Density was approved on a motion by Commissioner Joseph Nuci. Commissioner Kent Smoll seconded the motion. The motion carried unanimously.

**Resolution No. 2021-29:** A Resolution of the City of Dodge City, Kansas approving the execution and delivery of an agreement to release and assign the City's opioid claims to the Kansas Attorney General and certifying costs attributable to substance abuse and addiction mitigation in excess of \$500 was approved on a motion by Commissioner Kent Smoll. Commissioner Blanca Soto seconded the motion. The motion carried unanimously.

**Resolution No. 2021-30:** A Resolution amending Appendix A of the Dodge City Municipal Code revising fees and rates for Mariah Hills Golf Course was approved on a motion by Commissioner Brian Delzeit. Commissioner Rick Sowers seconded the motion. The motion carried unanimously.

**Resolution No. 2021-31:** A Resolution describing and defining the boundary of the City of Dodge City, Kansas was approved on a motion by Commissioner Blanca Soto. Commissioner Kent Smoll seconded the motion. The motion carried unanimously.

#### **UNFINISHED BUSINESS**

#### **NEW BUSINESS**

1. Commissioner Kent Smoll moved to approve to the purchase of two vehicles from Lopp Motors in the amount of \$92,754 for the Police Department. Commissioner Brian Delzeit seconded the motion. The motion carried unanimously.
2. Commissioner Kent Smoll moved to approve the second amendment lease agreement with Depot Theater, Inc. Commissioner Blanca Soto seconded the motion. The motion carried unanimously.
3. Commissioner Rick Sowers moved to approve the allocation of 2021 Special Alcohol and Drug Tax Funds. Commissioner Brian Delzeit seconded the motion. The motion carried unanimously.
4. Commissioner Joseph Nuci moved to approve the Audit Engagement Letter with Kennedy McKee Company, LLC for the year ending December 31, 2021. Commissioner Blanca Soto seconded the motion. The motion carried unanimously.

5. Commissioner Kent Smoll moved to approve the quote from Victory Electric in the amount of \$26,337.68 for the installation of 4 led streetlights for the McCaustland Road #2. Commissioner Brian Delzeit seconded the motion. The motion carried unanimously.
6. Commissioner Rick Sowers moved to approve the Professional Engineering Agreement with Burns & McDonnell of Kansas City, Mo in the amount of \$ 18,897. Commissioner Brian Delzeit seconded the motion. The motion carried unanimously.
7. Commissioner Kent Smoll moved to approve the 2022 City of Dodge City Legislative Policy. Commissioner Brian Delzeit seconded the motion. The motion carried unanimously.

**OTHER BUSINESS**

**STAFF REPORTS**

**ADJOURNMENT**

Commissioner Blanca Soto made a motion to adjourn the meeting. Commissioner Joseph Nuci seconded the motion. The motion carried unanimously.

ATTEST:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk

# **CITY COMMISSION SPECIAL MEETING MINUTES**

City Hall Commission Chambers  
Thursday December 30, 2021, 8:00 a.m.  
MEETING # 5201

**Public is welcome although seats are limited for social distancing; or you can view as follows:**

1. Watch live on our Facebook page at [www.facebook.com/cityofdodgecity](http://www.facebook.com/cityofdodgecity)
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## **CALL TO ORDER**

**ROLL CALL:** Mayor Rick Sowers, Commissioner Kent Smoll, Brian Delzeit, Blanca Soto, Joseph Nuci.

## **PLEDGE OF ALLEGIANCE**

## **PUBLIC HEARING**

Mayor Rick Sowers opened the public hearing on 2021 Budget Amendments. Finance Director Nicole May went over the amendments. There were no public comments. Mayor Rick Sowers closed the public hearing.

## **NEW BUSINESS**

1. Commissioner Joseph Nuci moved to approve the 2021 Budget Amendments. Commissioner Brian Delzeit seconded the motion. The motion carried 5 - 0.
2. Commissioner Kent Smoll moved to approve the bid from Kut Kwik in the amount of \$63,314 for a new Slope Mower for Parks Department. Commissioner Blanca Soto seconded the motion. The motion carried 5 - 0.
3. Commissioner Kent Smoll moved to approved change order # 1 for the 6th Avenue and Iron Road Improvements in the amount of \$64,095. Commissioner Brian Delzeit seconded the motion. The motion carried 5 - 0.

## **ADJOURNMENT**

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

ATTEST:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk

# CORPORATE APPLICATION FOR LICENSE TO SELL CEREAL MALT BEVERAGES

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

City or  County of Dodge City

## SECTION 1 – LICENSE TYPE

Check One:  New License  Renew License  Special Event Permit

Check One:

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

## SECTION 2 – APPLICANT INFORMATION

Kansas Sales Tax Registration Number (required): **004-361924025F-01**

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

|                                                               |                                                                    |                        |                                                                     |
|---------------------------------------------------------------|--------------------------------------------------------------------|------------------------|---------------------------------------------------------------------|
| Name of Corporation <b>Walgreen Co</b>                        |                                                                    | FEIN <b>36-1924025</b> |                                                                     |
| Corporation Street Address<br><b>300 WILMOT RD</b>            | Corporation City<br><b>DEERFIELD</b>                               | State<br><b>IL</b>     | Zip Code<br><b>60015</b>                                            |
| Date of Incorporation<br><b>2-15-1909</b>                     | Articles of Incorporation are on file with the Secretary of State. |                        | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Resident Agent Name<br><b>Keri Weiser</b>                     | Phone No. <b>620-521-9151</b>                                      |                        |                                                                     |
| Residence Street Address<br><b>950 Jennie Barker. Lot 106</b> | City<br><b>Garden City</b>                                         | State<br><b>KS</b>     | Zip Code<br><b>67846</b>                                            |

## SECTION 3 – LICENSED PREMISE

| Licensed Premise<br>(Business Location or Location of Special Event)                             | Mailing Address<br>(If different from business address)                                                                                                               |
|--------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| DBA Name<br><b>WALGREENS #07817</b>                                                              | Name<br><b>WALGREEN CO.</b>                                                                                                                                           |
| Business Location Address<br><b>1801 N 14th Avenue</b>                                           | Address<br><b>PO BOX 901 MS 3215</b>                                                                                                                                  |
| City<br><b>Dodge City</b> State <b>KS</b> Zip <b>66049</b>                                       | City<br><b>DEERFIELD</b> State <b>IL</b> Zip <b>60015</b>                                                                                                             |
| Email Address(s) Please separate values with a comma<br><b>taxlicenser renewal@walgreens.com</b> |                                                                                                                                                                       |
| Business Phone No. <b>620-225-6095</b>                                                           | <input type="checkbox"/> Applicant owns the proposed business location.<br><input checked="" type="checkbox"/> Applicant does not own the proposed business location. |
| Business Location Owner Name(s)<br><b>WG-7817 KS LLC</b>                                         |                                                                                                                                                                       |

## 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                                                                       | Position | Date of Birth     |
|----------------------------------------------------------------------------|----------|-------------------|
| *PLEASE SEE ATTACHED COPORATE RIDER*                                       |          |                   |
| Residence Street Address<br><b>WALGREEN CO IS A PUBLICLY HELD COMPANY.</b> | City     | State<br>Zip Code |
| Spouse Name<br><b>TO OUR KNOWLEDGE, NO ONE PERSON OWNS</b>                 | Position | Date of Birth     |
| Residence Street Address<br><b>AS MUCH AS 25% OF COMPANY STOCK</b>         | City     | State<br>Zip Code |
| Name                                                                       | Position | Date of Birth     |
| Residence Street Address                                                   | City     | State<br>Zip Code |
| Spouse Name                                                                | Position | Age               |
| Residence Street Address                                                   | City     | State<br>Zip Code |
| Name                                                                       | Position | Date of Birth     |
| Residence Street Address                                                   | City     | State<br>Zip Code |
| Spouse Name                                                                | Position | Age               |
| Residence Street Address                                                   | City     | State<br>Zip Code |



# Memorandum

**To:** Nick Hernandez, City Manager and City Commissioners  
**From:** Ray Slattery, PE, Director of Engineering Services  
**Date:** January 4, 2022  
**Subject:** Change Order #2, Fairway Dr. Reconstruction, ST 2110  
**Agenda Item:** Consent Calendar

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**Recommendation:** Approve Change Order #2 for Fairway Dr. Reconstruction for an increase in the amount of \$25,490.00.

**Background:** At the August 2, 2021 Commission Meeting, the Commission awarded the reconstruction of Fairway Dr. to Building Solutions. As the project finishes, the following items are needing adjustment:

The project was extended to the tow of the intersection of University drive, therefore the following items were increase, Unclassified Excavation (plus 125 SY), Sub-grade modification (plus 125 SY), 7" Pavement (plus 21 SY).

Phase 1A & 1B Mobilization was added to split phase 1 into two smaller phases to give the residents on Fairway Dr. at the south end a place to park.

A new residence is being constructed on Fairway Dr. So prior to the new street being placed the developer installed the sewer service. Building Solutions had to repair the curb & gutter and some settlement issues, the \$960.25 for this work is being billed to the developer and will be repaid to the fund.

Additional Curb & gutter had to be replaced throughout the project, some where the waterline crossings were replaced and others because the existing curb & gutter was heaved or broken.

The following items finish up the table top at the golf cart crossing, 7" concrete with additional base added 71.1 SY to the project, remove curb & gutter deleted 60 LF, 30" curb & gutter deleted 74 LF, 6" barrier curb added 42 LF.

**Justification:** This change order included items that were required to finish and finalize the project and zero out the quantities.

**Financial Considerations:** Change Order #2 is for an increase of \$25,490.00. Funding will be from GOB.

**Purpose/Mission:** The completion of this project aligns with the City's Core Value of Ongoing Improvement and Safety.

**Legal Considerations:** By approving the Change Order from Building Solutions, LLC, the contract dollar amount will be amended.

**Attachments:** Change Order #2





# Memorandum

**To:** Nick Hernandez, City Manager and City Commissioners

**From:** Nicole May, Finance Director

**Date:** December 28, 2021

**Subject:** Resolution 2022-01

**Agenda Item:** Ordinances and Resolutions

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**Recommendation:** I recommend the approval of Resolution No. 2022-01.

**Background:** In prior years, the City's financial statements have been issued on the GAAP basis of accounting. The GAAP basis financial statements are very hard to read and understand for those who do not have a finance or accounting background. In the State of Kansas, it is also permissible to issue financial statements on the KMAAG or cash basis of accounting. The financial statement and schedules required by KMAAG are much easier to read and understand for those who do not have a finance or accounting background. Utilizing KMAAG audit format will allow the general public to be able to understand the City's financial statement and therefore the City will be more transparent.

**Justification:** The KMAAG audit will be much easier for commissioners and the general public to understand. The KMAAG financial statement and schedules are much easier to read. Due to the simplicity of the KMAAG financial statement and schedules, it will be much easier to be transparent with the community.

**Financial Considerations:** In subsequent years, this will decrease our audit fee.

**Legal Considerations:** None

**Attachments:** Resolution

RESOLUTION NO. 2022-01

A RESOLUTION OF THE CITY OF DODGE CITY, KANSAS, AUTHORIZING THE PREPARATION OF FINANCIAL STATEMENTS AND FINANCIAL REPORTS ON THE BASIS OF CASH RECEIPTS AND DISBURSEMENTS.

WHEREAS, the City of Dodge City, Kansas, has determined that the financial statements and financial reports for the year ended December 31, 2021 to be prepared in conformity with the requirements of K.S.A. 75-1120a(a) are not relevant to the requirements of the cash basis and budget laws of this state and are of no significant value to the City Commission or the members of the general public of the City of Dodge City and

WHEREAS, there are no revenue bond ordinances or resolutions or other ordinances or resolutions of the municipality which require financial statements and financial reports to be prepared in conformity with K.S.A. 75-1120a(a) for the year ended December 31, 2021.

NOW, THEREFORE BE IT RESOLVED, by the City Commission of the City of Dodge City, Kansas, in regular meeting duly assembled this 4<sup>th</sup> day of January, 2022 that the City Commission waives the requirements of K.S.A. 75-1120a(a) as they apply to the City of Dodge City for the year ended December 31, 2021.

BE IT FURTHER RESOLVED that the City Commission shall cause the financial statements and financial reports of the City of Dodge City to be prepared on the basis of cash receipts and disbursements as adjusted to show compliance with the cash basis and budget laws of this State.

ADOPTED by the Governing Body and approved by the mayor, this 4th day of January, 2022.

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Mayor

ATTEST:

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Connie Marquez, City Clerk



# Memorandum

**To:** City Commission  
**From:** Ryan Reid, Director of Administration  
**Date:** 2021 12 27  
**Subject:** Bids for Skid Steer (Parks)  
**Agenda Item:** New Business

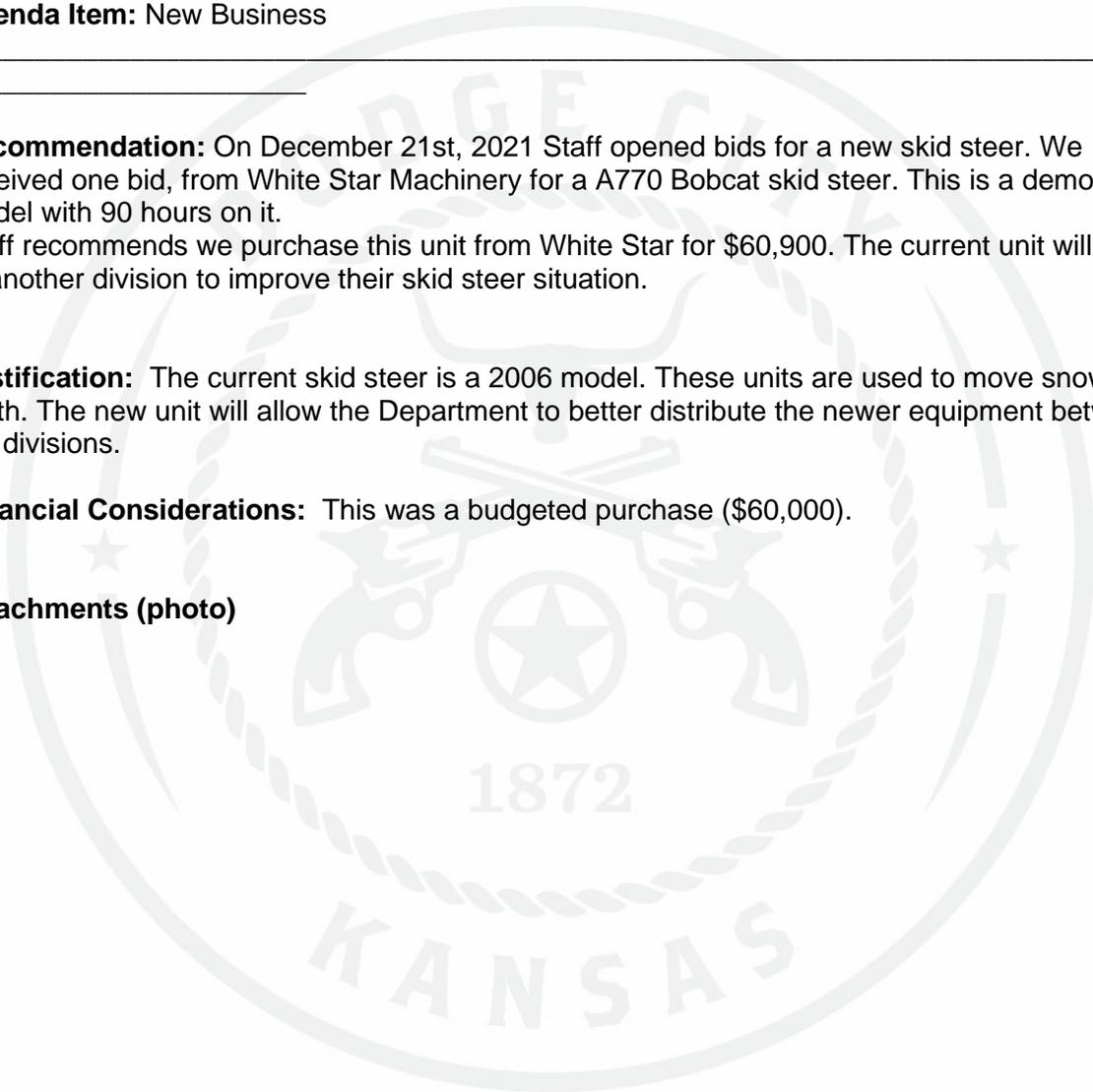
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**Recommendation:** On December 21st, 2021 Staff opened bids for a new skid steer. We received one bid, from White Star Machinery for a A770 Bobcat skid steer. This is a demo model with 90 hours on it. Staff recommends we purchase this unit from White Star for \$60,900. The current unit will move to another division to improve their skid steer situation.

**Justification:** The current skid steer is a 2006 model. These units are used to move snow and earth. The new unit will allow the Department to better distribute the newer equipment between the divisions.

**Financial Considerations:** This was a budgeted purchase (\$60,000).

**Attachments (photo)**





**A770 T4 Bobcat**



# Memorandum

**To:** Nick Hernandez, City Manager and City Commissioners

**From:** Ray Slattery, PE, Director of Engineering Services

**Date:** December 28, 2021

**Subject:** Approval of UCI as Design Build Contractor for the South WWTP Expansion, SS 2101

**Agenda Item:** New Business

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**Recommendation:** Approve the selection committee's recommendation for UCI of Wichita, Ks to be the Design Build Contractor on the South WWTP Expansion Project.

**Background:** Staff and PEC have been working on the concepts for the expansion of the South WWTP due to the increase in current flow and additional flow that will be seen from the Hilmar Facility. Plans are underway, however, to meet the timeline of the Hilmar Facility, staff and PEC believe the expansion needs to be a Design Build project. Earlier this month, a Request for Qualifications (RFQ) was sent to six contractors who are familiar with Design Build concept and construction of WWTP projects. The six contractors were.

- CAS Constructors
- Crossland Heavy Construction
- Dondlinger Construction
- UCI
- Walters Morgan Construction
- Wildcat Construction

PEC received two Statements of Qualifications (SOQ) on December 17<sup>th</sup>. The selection committee reviewed both SOQ's and selected UCI as the Design Build contractor for the WWTP Expansion project. PEC reached out to the other contractors to determine why they did not respond. Responses ranged from their workload was already full, they couldn't meet the schedule, and the timing for the project didn't meet their schedule. Fortunately, UCI is familiar with our WWTP and the City has a good working relationship with UCI.

Once UCI familiarizes themselves with the project and the plans reach 30% completion, UCI will determine a Gross Maximum Price (GMP) for the project. This GMP will be brought to the Commission for approval. Construction will start shortly after the approval of the GMP. It is anticipated that UCI will provide the GMP in late March or early April of 2022.

**Justification:** With this project the South WWTP will be expanded to meet the growing needs of the community and be ready to accept the additional flow from the Hilmar Facility when they complete construction.

**Financial Considerations:** None at this time.

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

**Legal Considerations:** The City will be entering into a contract with UCI in the future and will be bound by the provisions of the contract.

**Attachments:** RFQ Selection Matrix





# Memorandum

**To:** Nick Hernandez, City Manager & City Commission  
**From:** Ernestor De La Rosa, Assistant City Manager/Legislative Affairs  
**Date:** 01/04/2022  
**Subject:** EDA Grant Local Match Grant Letter and Application  
**Agenda Item:** New Business

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**Recommendation:** City staff recommends the City Commission approve the submission of a grant application for the City of Dodge City's request for funds from the American Rescue Plan Act (ARPA) Economic Adjustment Assistance program for the expansion of the South Wastewater Treatment Plant (WWTP) including a local match financial commitment letter in the estimated amount of \$8,955,906.

**Background:** With the successful recruitment of Hilmar Cheese Company to Dodge City, an expansion of the South WWTP plant is needed. This project's core purpose is to enable the City to deliver wastewater effluent from the new Hilmar facility to the South WWTP. The City's ability to accept and treat this new wastewater stream was vital to Hilmar deciding to locate this facility in Dodge City. This facility will produce twice as much wastewater compared to the fresh water it will pull from the public wastewater system.

**Justification:** The City is applying for \$2,000,000 to help with the costs associated of this project. The total estimated cost of the project is \$10,955,906.

**Financial Considerations:** The commitment letter is required to include at least a 20% local match of the estimated total cost of the project. The City in this case will be committing 81.75% of total project due the magnitude of the project.

**Purpose/Mission:** The expansion to South WWTP represent the City's core values of Ongoing Improvement and Preparing for the Community's Future.

**Legal Considerations:** This commitment letter is a required element of the City's application for grant funding. The U.S. Economic Development Administration (EDA) will consider all requests and most likely will adjust the final approved amounts.

**Attachments:** Local match letter.



January 4, 2022

U.S. Economic Development Administration (EDA)  
Angela Belden Martinez, Regional Director  
U.S. Department of Commerce  
1244 Speer Blvd., Suite 431  
Denver, CO 80204

Dear Ms. Belden Martinez:

The City of Dodge City commits to providing local matching funds in the amount of \$8,955,906 for American Rescue Plan Act (ARPA) Economic Adjustment Assistance program for the expansion of the South Wastewater Treatment Plant.

These funds will be available in Fiscal Year 2022. The City of Dodge City will issue revenue bonds for the project, which the City Commission must approve at a later time in 2022.

Sincerely,

A handwritten signature in black ink that reads "Nick Hernandez". The signature is written in a cursive style.

Nick Hernandez  
City Manager

A large, faint, circular seal of the City of Dodge City is visible in the background. It features a central five-pointed star, two crossed rifles, and the text "DODGE CITY" at the top and "KANSAS" at the bottom. The year "1872" is also visible in the center of the seal.

Rick Sowers  
Mayor



# Memorandum

**To:** Nick Hernandez, City Manager & City Commission  
**From:** Melissa R. McCoy, Assistant City Manager/Public Affairs  
**Date:** 01/04/2022  
**Subject:** EDA Competitive Tourism Grant Match Letter and Application  
**Agenda Item:** New Business

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**Recommendation:** City staff recommends the City Commission approve the submission of a grant application for the City of Dodge City's request for funds from the American Rescue Plan Act (ARPA) Travel, Tourism, Outdoor Recreation (ARPA, Tourism) program for the Downtown Streetscape Program request for an EDA Competitive Tourism Grant including a local match financial commitment letter in the estimated amount of \$685,899.

**Background:** The Downtown Streetscape Project is set to invigorate the heart of Dodge City, improve aging infrastructure, as well as incorporate a new trail infrastructure and public access enhancements while accommodating the future needs of downtown. It will also complement the new Boot Hill Museum expansion project that is regional attraction and a focus of the City's STAR Bond project.

**Justification:** The City is applying for \$2,000,000 to help with the costs associated of this project. The total estimated cost of the project is \$2,685,899. The EDA Tourism Grant is an important funding component to the overall project and will help make funding the different phases of the project possible.

**Financial Considerations:** The anticipated total cost of the overall project is \$10,297,726 with \$7,015,000 funding already secured and funded through Sales Tax & Revenue (STAR) Bonds, KDOT Cost Share Program and the American Recovery Act funds.

The commitment letter is required to include at least a 20% local match of the estimated total cost of the project. However, the City will be committing \$685,899 or 25.5% of the project costs although this is only the match commitment for the portion of the project that is applied for within the grant. For the overall funding required for this project, this equates to a 9.83% match which will be funded with monies secured from the KDOT Cost Share grant that was received in 2021.

**Purpose/Mission:** The downtown Streetscape project represents the City's core values of Ongoing Improvement and Preparing for the Community's Future as well as the Core Value of Making Dodge City the best place to be.

**Legal Considerations:** This commitment letter is a required element of the City's application for grant funding. The U.S. Economic Development Administration (EDA) will consider all requests and most likely will adjust the final approved amounts.

**Attachments:** Local match letter.



December 29, 2021

U.S. Economic Development Administration (EDA)  
Angela Belden Martinez, Regional Director  
U.S. Department of Commerce  
1244 Speer Blvd., Suite 431  
Denver, CO 80204

Dear Ms. Belden Martinez:

The City of Dodge City is excited to present this request for funds from the American Rescue Plan Act (ARPA) Travel, Tourism, Outdoor Recreation (ARPA, Tourism) program for the Downtown Streetscape Program request for an EDA Competitive Tourism Grant. The purpose of this letter is to demonstrate the matching funds we have committed for this project.

Historic Downtown Dodge City is the beginning of Dodge City's legendary story, as the Queen of the Cowtowns, and the hub for tourism activities. The Downtown Streetscape Project is set to invigorate the community's core by improving aging infrastructure, as well as incorporating a new trail infrastructure, public access enhancements and interactive attractions. Over the past three years, at minimum 3.5 million visitors have traveled on an annual basis from over 50 miles away to visit Dodge City. However, it is anticipated that only 360,000 (10%) individuals experience Downtown Dodge City. With the recent expansion to Boot Hill Museum, the region's most prized tourism asset, the need to revitalize Downtown is even more critical.

Therefore, the City of Dodge City is committing local matching funds in the amount of **\$685,899** which is a **25.5% match**. These funds have already been secured by the City and are ready to be utilized for this project. They are committed to the project for the period of performance and are available as needed. They are not conditioned or encumbered in any way that may preclude their use consistent with the requirements of EDA investment assistance.

However, the City would like to highlight that this match is only a small portion of the overall commitment to this monumental project. As detailed in the grant the City's contribution to the overall project is \$7,015,000 which includes replacing aging infrastructure and much needed street improvements in the downtown. The ARPA Tourism grant is one of the missing funding opportunities needed to help complete the different phases of this project and make a significant impact on the future of this historic community that relies so heavily on tourism as one of our top industries and job generators.

In closing, Downtown Dodge City needs comprehensive revitalization to re-ignite our relevance as a major tourism attraction for Kansas and the region. The COVID 19 pandemic was devastating to the local tourism industry. The funding through the ARPA, EDA Competitive Tourism Grant along with matching funds from the City of Dodge City will ensure that this critical transformation provides significant long-term economic dividends. We greatly appreciate your consideration of the City's application and the opportunity to make the vision for the Downtown Streetscape a reality.

Sincerely,

A handwritten signature in black ink that reads "Nickolaus J. Hernandez". The signature is written in a cursive style with a large, prominent initial "N".

Nickolaus J. Hernandez  
City Manager

Rick Sowers  
Mayor