

# **CITY COMMISSION MEETING AGENDA**

City Hall Commission Chambers

Monday, August 1, 2022

7:00 p.m.

MEETING #5219

**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**

**INVOCATION BY** Pastor Ryan Ausmus, First Presbyterian Church

## **PLEDGE OF ALLEGIANCE**

## **APPROVAL OF AGENDA**

## **PETITIONS & PROCLAMATIONS**

Dodge City's 150<sup>th</sup> Anniversary 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).

Library Budget Presentation

## **CONSENT CALENDAR**

1. Approval of City Commission Special Meeting, July 8, 2022.
2. Approval of City Commission Meeting Minutes, July 18, 2022.
3. Appropriation Ordinance No.14, August 1, 2022.
4. Cereal Malt Beverage License:
  - a. River Stop, 705 S. 14<sup>th</sup> Avenue
  - b. Spee-D-Stop, 2615 Gary Avenue.

5. Approval of Cultural Relations Advisory Board Appointment.

## **ORDINANCES & RESOLUTIONS**

**Resolution No. 2022-29:** A Resolution of the Governing body of the City of Dodge City, Kansas Determining that the City is Considering Establishing a Rural Housing Incentive District Within the city and Adopting a Plan for the Development of Housing and Public Facilities in Such Proposed District; Establishing the Date and Time of a Public Hearing on such Matter, and Providing for the Giving of notice of Such Public Hearing (Rodeo Hills, Phase 1).  
Report by Mollea Wainscott, Assistant Director of Economic Development Dodge City/Ford County Development Corporation.

## **UNFINISHED BUSINESS**

## **NEW BUSINESS**

1. Approval of Street Lights for the Dodge City Industrial Park. Report by Ray Slattery, Director of Engineering.

## **OTHER BUSINESS**

## **STAFF REPORTS**

## **ADJOURNMENT**

# **THE WEST** *is Just the Beginning*

## **PROCLAMATION**

**WHEREAS**, on August 15, 1872, a group of businessmen from Forts Dodge, Riley, and Leavenworth, Kansas, organized the Dodge City Town Company and began the planning and development of the townsite; and,

**WHEREAS**, in those early years, Dodge City became forever linked with the American West with some of the greatest lawmen and scoundrels in history walking and prowling the streets of what would come to be known as Queen of the Cowtowns; and,

**WHEREAS**, the pioneer spirit of early settlers saw Dodge City's ancestors through fires, blizzards, droughts, and floods that would have broken lesser folk before the railroad and the influx of the cattle drives brought with them change to the economy and people; and,

**WHEREAS**, Dodge City's ancestors understood that there is no place on earth quite like Dodge City and embraced the new way of the west by hosting 300-mile-long motorcycle races, convinced Warner Bros. to hold the first world premiere of a film outside of Hollywood and started Dodge City Days, a world-class community festival to honor and celebrate our western heritage that has been running for more than 70 years to name a few; and,

**WHEREAS**, over the last 150 years, the cowboy spirit has built Dodge City into a vibrant and ever-changing city with over 28,000 residents representing over 30 different countries and the nearly 2,000 local business owners that continue to grow and thrive; and,

**WHEREAS**, Dodge City looks forward to the years to come with growth and prosperity; and,

**NOW, THEREFORE**, I, Kent Smoll, Mayor, do hereby proclaim August 15, 2022 as

### **DODGE CITY'S 150<sup>th</sup> ANNIVERSARY**

**BE IT FURTHER RESOLVED** that the City of Dodge City with the aid of the 150<sup>th</sup> Planning Committee, encourage all citizens to continue to participate in the celebratory events throughout the remainder of the year.

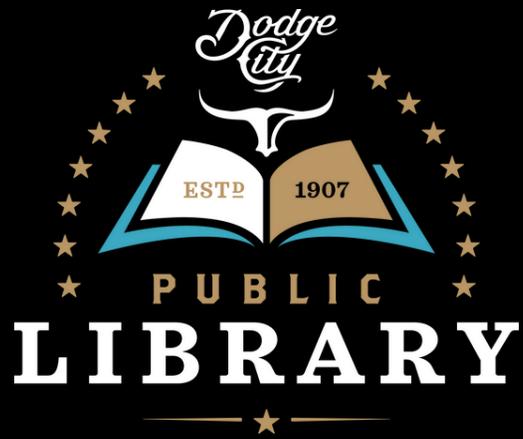
**IN WITNESS THEREOF**, I have hereunto set my hand this 1st day of August, 2022

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Kent Smoll, Mayor

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Connie Marquez, City Clerk



# Budget Outline

## Dodge City Public Library

### 2023 Budget



4/26/2022

Dodge City Public Library Board of Trustees  
Dodge City Public Library  
1001 N. 2nd Ave  
Dodge City, KS 67801

Dear Mayor, Commissioners, and City Staff,

We are writing to submit our Budget Request for FY 2023 for the Dodge City Public Library as approved by the Library Board of Trustees on April 26, 2022. The Library is requesting \$1,113,000 from the city for operating the library. The Library is also requesting \$233,400 for the Employee Benefit Fund. Detailed information regarding the budget request can be found in this packet, including categories of expenditures and what they are used for. This budget request represents a 5% increase on General Fund, and a 3% increase in Employee Benefits Fund.

As we work to recover from COVID-19, we have seen increases in patron traffic, circulations, program attendance and more. We feel our request in addition to our other funding sources is necessary to help us expand services to pre-pandemic levels. We have worked diligently to ensure we have collections that are relevant for our community. Over the past several years we have worked to re-establish key positions in the Kansas Heritage Center, Programming & Outreach, and Administrative support. We supplement city funds to cover some programming costs, staff development, some contracts, and other areas.

In the coming years we will seek to improve our Capital Improvement Fund, while maintaining our commitment to pay off our portion of the roof replacement. In the coming years we hope to make additional improvements to the building in partnership with the city. Those projects include renovation of the Main Floor Restrooms to make them ADA Compliant. Working to create several smaller study rooms so small groups can meet in the library, and working to update technology within our current meeting spaces to allow groups the technology they need. In a few years we would also look to provide an update of the kitchen and restrooms in our Lois Flanigan Room.

If you have any questions we can answer in regards to our budget request, please don't hesitate to reach out to a Board member or myself. We would be pleased to present this request at a City Commission meeting, and invite you to tour the library at any time.

Sincerely,

*Lori Juhlin, Executive Director*

# Budget History

- To provide context to the budget discussion and request, below you will find a comparison of the budgets over the past 5-7 years. The 2020 Budget and prior were developed by other directors, and documented as best as I was able to find.

Year	2017	2018	2019	2020	2021	2022	2023
General Fund Levy	5.916	5.708	5.692	5.489	5.431	5.492	
General Fund Total	1,012,152	1,031,025	1,117,116	1,018,700	1,052,450	1,060,000	1,113,000
Percent +/-	+2%	+2%	+8%	-9%	+3%	+1%	+5%
Employee Benefits Levy	2.176	1.833	1.034	1.155	1.148	1.148	
Employee Benefits Total	372,355	332,355	300,000	214,000	220,000	226,600	233,400
Percent +/-	0%	-11%	-10%	-29%	+3%	+3%	+3%

# General Fund

	2022 Budget	2023 Budget Request	% of General Fund	% +/-
Salaries	700,000	640,000**	57.5%	-9%
Materials	109,000	133,000	11.9%	+21%
Utilities	55,750	57,000	5%	+2%
Bonds & Insurance	23,000	25,000	2%	+9%
Staff Development*	3,250	12,500	1%	+43%
Repairs & Maintenance*	50,550	46,000	4%	-9%
Postage & Freight	1,750	2,000	0%	+14%
Capital Improvement	0	85,000 to be set aside	7.6%	
Professional Services	32,500	34,500	3%	+6%
Supplies*	25,000	27,000	2.4%	+8%
Advertising/PR*	500	2,000	0%	300%
Technology*	57,000	41,750	3.7%	-27%
Programs*	1,000	7,250	1%	625%

\*Funding is supplemented by grants/aid from other sources.

\*\*Funding is supplemented with reserves for KHC Salaries

# Salaries

## Salaries:

- In 2019 we gained the Kansas Heritage Center, and shifted to having service desks on two level of the building, and in 2020 our staffing decreased dramatically due to a budget cut.
- Full Staffing would be 17 Full-Time and 6 Part-Time for an FTE of 20.55
- We staff 2 floors with 3 distinct service points which includes the Kansas Heritage Center, Children's Circulation Desk, and Main Floor Circulation Desk.
- The Library is open 58 Hours per week year round.
- Average hourly wage is \$16.69/hour
- In 2023, we will be using unspent reserves that were previously designated for KHC salaries; which is leading to a decrease in salaries listed in General Fund. Those reserves will be expended completely in 2023.
- Programming & Outreach events take us away from the building or desk coverage to connect with our community.

	2017	2018	2019	2020	2021	2022	2023
Year	2017	2018	2019	2020	2021	2022	2023
Total Budget	725,984	708,129	740,216	690,000	714,000	700,000	640,000
Total FTE	22	20	22.38	18.45	18.30	Goal 20.00	Goal 20.55

# Materials

## Materials:

- Our second largest expenditure category, this budget line purchases all print and digital products the library offers.
- Accreditation requires we spend at least 10% of general fund budget on materials
- We allocate funds based on circulation statistics into large collection categories like Adult, Audio-Visual, Youth, Electronic Resources, Periodicals, Reference, Spanish, Kansas Heritage Center, and Teen. We break down further within each category.
- For 2023 we are increasing the budget for digital content, which is highly popular for our community.

Year	2017	2018	2019	2020	2021	2022	2023
Total Budget	103,790	95,620	165,500	103,500	129,300	109,000	133,000

# Utilities

## Utilities:

- This keeps the lights on and controls temperature for our building.
- We have taken steps to install energy efficient lighting over the past few years to brighten the building and lower energy costs.

Year	2017	2018	2019	2020	2021	2022	2023
Total Budget	54,000	57,400	77,300	74,500	53,000	55,750	57,000

# Bonds & Insurance

## Bonds & Insurance:

- We purchase building, content, and officers coverage annually.

Year	2017	2018	2019	2020	2021	2022	2023
Total Budget	13,625	13,625	14,150	20,200	25,400	23,000	25,000

# Staff Development

## Staff Development:

- Covers continuing education costs for staff as well as travel expenses related to conference attendance.
- In 2020-2022 we have seen few in person conferences. With more conferences moving to in-person, we are increasing this budget to accommodate and allow 3-4 staff per year to travel to a conference, and other staff to be able to take advantage of paid trainings that are done virtually.
- We are also increasing the budget to allow all supervisors to be a member of at least one professional organization, to ensure at least one staff member is a member of key organizations with higher membership costs. Membership plans are as follows:
  - American Library Association (ALA)-1 staff member
  - Public Library Association (PLA)-1 staff member
  - Association for Rural & Small Libraries (ARSL)-1 staff member
  - Mountain Plains Library Association (MPLA)-3 staff members
  - Kansas Library Association (KLA)-4 staff members
  - Society of American Archivists (SAA)-1 staff member
  - Midwest Archives Conference (MAC)-1 staff member

Year	2017	2018	2019	2020	2021	2022	2023
Total Budget	6,943	7,743	9,700	8,750	5,950	3,250	12,500

# Repairs & Maintenance

## Repairs & Maintenance:

- Covers minor building repairs, elevator service, equipment repair, lawn and grounds care, and pest control of our building
- This Budget section is partially funded through our Fees Fund, and Grants & Aid

Year	2017	2018	2019	2020	2021	2022	2023
Total Budget	12,350	23,550	33,100	19,600	20,550	50,550	46,000

# Postage & Freight

## Postage & Freight:

- Pays for courier fees, to send materials to and from other Kansas Libraries. This is also subsidized greatly by Southwest Kansas Library System.
- Includes shipping costs for items we receive or send via UPS or USPS
- There will be an increase in courier fees in 2023, and we have discontinued the postage meter lease, rather purchasing stamps and mailing packages on our own.

Year	2017	2018	2019	2020	2021	2022	2023
Total Budget	5,500	5,900	5,900	6,000	3,000	1,750	2,000

# Capital Improvement

## Capital Improvement

- This fund allows us to set aside funds for capital improvement projects, which was requested by City Administration. With the use of funds reserved for KHC Salaries we are opting to save some of the funding to provide for future improvements to our 40 year old building.
- The chart below illustrates the amounts we have previously set aside for capital improvement from within the general fund. We are limited to setting aside a maximum of 10% of General Fund in a given year.

	2020	2021	2022	2023
Year	2020	2021	2022	2023
Total Budget	100,000	0	100,000	85,000

# Professional Services

## Professional Services:

- Covers the cost of bookkeeping and payroll which is contracted with Schneweis Tax & Accounting.
- Covers our annual Audit done by Kennedy & McKee.

Year	2017	2018	2019	2020	2021	2022	2023
Total Budget	4,150	4,150	8,500	22,000	40,250	32,500	34,500

# Supplies

## Supplies:

- Includes further breakdown into: Summer Reading, Youth Programming, Adult Programming, Computer, Janitorial, Maintenance, Office and Technical Services supplies.
- Covers nearly all consumable items we need to keep the building clean, offer programming, supplies for processing materials for the collection and more!
- This is supplemented with additional funds from Fees and Grants & Aid.

Year	2017	2018	2019	2020	2021	2022	2023
Total Budget	18,055	36,650	38,550	31,500	28,280	25,000	27,000

# Advertising/PR

## Advertising/PR:

- Includes advertising in local publications, and promotional materials with our logo.

Year	2017	2018	2019	2020	2021	2022	2023
Total Budget	0	0	0	0	10,500*	500	2,000

**\*Included new logo/branding**

# Technology

## Technology:

- Includes all software contracts for service including our integrated library system, patron and print management software, Adobe licenses, and other software used for our server.
- Hardware contracts for copiers and other equipment including postage meter lease
- All technology purchases including computers, makerspace items, and physical technology items.
- The decrease in this is due to moving the copier contract to be covered by our Fees Fund, as well as some technology purchases, also covered by our Fees Fund.

Year	2017	2018	2019	2020	2021	2022	2023
Total Budget	60,655	65,055	55,000	74,500	35,000	57,000	41,750

# Programs

- Covers honorariums for speakers and program fees, excluding supplies. Also includes any venue fees for events held outside the library.
- Split into multiple categories including Spanish, Adult, Youth, KHC, and Teen.
- We have increased this to accommodate more programming, which took a hiatus during COVID. This is also supplemented by Grant Funds we receive.

Year	2017	2018	2019	2020	2021	2022	2023
Total Budget	0	0	23,500	18,000	1,450	1,000	7,250

# Employee Benefits Fund

	2021 Budget	Proposed 2022 Budget
Employee Benefits	\$226,600	\$233,400
<b>Total</b>	<b>\$226,600</b>	<b>\$233,400</b>

Employee Benefits includes: KPERS Employer Contributions, Employer Taxes, Health /Dental Insurance for Full-time Employees



# Major Accomplishments

## 2020-2022

- New Logo and Rebranding, to coordinate with local entities.
- HR Audit and Personnel Policy Complete Revision, done by McGrath Human Resources Group.
- Participation in Farmer's Market, starting Summer 2021.
- Replaced drive-up book drop in East Parking lot.
- Revamped Storywalk in Spiers Park.
- Filling Key Positions including Archives Librarian for KHC, Assistant Director, Programming & Outreach Librarian.
- Expanded Programming & Outreach.
- Working to expand services to immigrant and Latinx community members, with consulting done with Ana Ruiz Morillo.
- Complete overhaul of IT Infrastructure and Systems, including new server, Office 365 Migration, and upgraded security.



# Major Projects

## Looking Ahead

- More programming for all ages at the library, with emphasis on families, adults, and celebrating other cultures in our community.
- Bring back the makerspace and have items like 3D printer, Cricut cutting machine, button makers, robotic and STEM learning, VR technology, and more!
- More partnerships with local entities, working together to do more.
- Adding Archives Space onto our website and server to provide access to KHC Archives.
- Digitization of materials in KHC.



# Capital Improvement Projects

## 2023

- Main Floor Bathroom Remodel--These are original to the building and are no longer ADA compliant. We routinely make repairs on plumbing, and these are in need of a complete re-do.
- Technology upgrade in meeting spaces to include projector, laptop availability and easy to use speakers. Potential Grant Funding, may shift to 2024.

## 2024

- Small renovation to create 2-3 study room spaces, with appropriate technology on the main floor. Spaces would be able to seat 2-6 people.

## 2024-2025

- Remodel of restrooms and kitchen in Lois Flanigan room, as these are original to building.



**SPECIAL CITY COMMISSION MEETING MINUTES**  
City Hall Commission Chambers  
Friday, July 8, 2022  
7:30 a.m.  
Meeting #5216

**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 OR ORDER**

**ROLL CALL:** Mayor Kent Smoll, Commissioners Michael Burns, Rick Sowers, Joseph Nuci present, Chuck Taylor via telephone.

**NEW BUSINESS**

Commissioner Michael Burns moved to approve the immediate request for payment of \$30,000 to (DCRP) CDR Racing Promotions. Commissioner Rick Sowers seconded the motion. The motion carried 4 – 0 with Commissioner Joseph Nuci voting no.

**ADJOURNMENT**

Commissioner Rick Sowers moved to adjourn the meeting. Commissioner Michael Burns seconded the motion. The motion carried 5 - 0.

ATTEST:

\_\_\_\_\_  
Mayor

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

# **CITY COMMISSION MEETING MINUTES**

City Hall Commission Chambers

Monday, July 18, 2022

7:00 p.m.

MEETING #5217

**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** Mayor Kent Smoll, Commissioners Michael Burns, Rick Sowers, Chuck Taylor, Joseph Nuci present.

**INVOCATION** by Pastor Ada Bogart

## **PLEDGE OF ALLEGIANCE**

## **APPROVAL OF AGENDA**

Commissioner Joseph Nuci made a motion to approve the agenda as presented. Commissioner Rick Sowers seconded the motion. The motion carried unanimously.

## **PETITIONS & PROCLAMATIONS**

Melissa McCoy read the National Day of the Cowboy Proclamation. Mayor Kent Smoll proclaimed July 23, 2022, as National Day of the Cowboy and encourages the people of Dodge City, Ford County, and the United States to observe the day with appropriate ceremonies and activities.

**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, July 5, 2022.
2. Approval of Special City Commission Meeting, July 8, 2022.
3. Appropriation Ordinance No.14, July 18, 2022.
4. Cereal Malt Beverage License:
  - a. Dodge House Restaurant, 2408 W. Wyatt Earp Blvd.

Commissioner Michael Burns made a motion to approve the consent calendar as presented. Commissioner Chuck Taylor seconded the motion. The motion carried unanimously.

**ORDINANCES & RESOLUTIONS**

**Ordinance No. 3776:** An Ordinance authorizing and providing for the issuance of General Obligation Bonds, Series 2022-A, of the City of Dodge City, Kansas; providing for the levy and collection of an annual tax for the purpose of paying the principal of and interest on said bonds as they become due; authorizing certain other documents and actions in connection therewith; and making certain covenants with respect thereto was approved on a motion by Commissioner Kent Smoll. Commissioner Rick Sowers seconded the motion. The motion carried unanimously.

**Resolution No. 2022-28:** A Resolution prescribing the form and details of and authorizing and directing the sale and delivery of General Obligation Bonds, Series 2022-A, of the City of Dodge City, Kansas, previously authorized by Ordinance No. 3776 of the Issuer; making certain covenants and agreements to provide for the payment and security thereof; and authorizing certain other documents and actions connected therewith was approved on a motion by Commissioner Rick Sowers. Commissioner Joseph Nuci seconded the motion. The motion carried unanimously.

**Resolution No. 2022-29:** A Resolution authorizing and directing the issuance, sale and delivery of General Obligation Temporary Notes, Series 2022-1. Of the City of Dodge City, Kansas; providing for the levy and collection of an annual tax, if necessary, for the purpose of paying the principal of and interest on said notes as they become due; making certain covenants and agreements to provide for the payment and security thereof; and authorizing certain other documents and actions connected therewith was approved on a motion by Commissioner Michael Burns. Commissioner Rick Sowers seconded the motion. The motion carried unanimously.

**UNFINISHED BUSINESS****NEW BUSINESS**

1. Commissioner Michael Burns made a motion to approve the Community Development Block Grant Environmental Review Statutory Checklist. Commissioner seconded the motion. The motion carried unanimously.
2. Commissioner Joseph Nuci made a motion to approve the Iron Flats, Phase 1 Plat. Commissioner Rick Sowers seconded the motion. The motion carried unanimously.
3. Commissioner Michael Burns made a motion to approve the notice to exceed the Revenue Neutral Rate Intent. Commissioner Rick Sowers seconded the motion. The motion carried unanimously.

**OTHER BUSINESS****STAFF REPORTS**

**EXECUTIVE SESSION**

At 7:45 pm Commissioner Michael Burns made a motion that the city commission move into executive session pursuant to the preliminary discussions relating to the acquisition of real property exception found in K.S.A. 75-4319(b)(6). The justification for closing the meeting is to protect the city's position and negotiations and to discuss legal advice from counsel regarding Kansas Statutes and potential agreements. The open meeting will resume in the City Commission Chambers in 15 minutes at 7:55 pm. The Commission may take action upon returning to open session and prior to adjournment. Those who will be included are City Commissioners, City Manager, Nick Hernandez and City Attorney, Brad Ralph, Finance Director, Nicole May, Engineer, Ray Slattery, Public Works Director, Corey Keller. Director of Development Services, Kevin Israel. Commissioner Rick Sowers seconded the motion. The motion carried unanimously.

Meeting reconvened at 7:55 pm.

Commissioner Rick Sowers made a motion to approve to exercise the purchase option of 100 Chaffin Industrial Road in the amount of \$2.2 million. Commissioner Michael Burns seconded the motion. The motion carried unanimously.

**ADJOURNMENT**

Commissioner Rick Sowers moved to adjourn the meeting. Commissioner Joseph Nuci seconded the motion. The motion carried unanimously.

ATTEST:

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Mayor

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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 KS

<b>SECTION 1 - LICENSE TYPE</b>	
Check One: <input type="checkbox"/> New License <input checked="" type="checkbox"/> Renew License <input type="checkbox"/> Special Event Permit	
Check One: <input type="checkbox"/> License to sell cereal malt beverages for consumption on the premises. <input checked="" type="checkbox"/> License to sell cereal malt beverages in original and unopened containers and not for consumption on the licenses premises.	
<b>SECTION 2 - APPLICANT INFORMATION</b>	
Kansas Sales Tax Registration Number (required): <u>01-0790866</u>	
I have registered as an Alcohol Dealer with the TTB. <input checked="" type="checkbox"/> Yes (required for new application)	
Name <u>Naqeeb Alhaj</u>	Phone No. <u>620-408-7716</u> Date of Birth <u>1-1-68</u>
Residence Street Address <u>3206 Gary Ave</u>	City <u>Dodge City</u> KS Zip Code <u>67801</u>
<b>Applicant Spousal Information</b>	
Spouse Name <u>Laura Alhaj</u>	Phone No. <u>620 408-7716</u> Date of Birth <u>7-16-80</u>
Residence Street Address <u>3206 Gary Ave</u>	City <u>Dodge City</u> KS Zip Code <u>67801</u>
<b>SECTION 3 - LICENSED PREMISE</b>	
Licensed Premise (Business Location or Location of Special Event)	Mailing Address (If different from business address)
DBA Name <u>River Stop</u>	Name <u>River Stop</u>
Business Location Address <u>705 S 14th Ave</u>	Address <u>2307 Central Ave</u>
City <u>Dodge City</u> State <u>KS</u> Zip <u>67801</u>	City <u>Dodge City</u> State <u>KS</u> Zip <u>67801</u>
Business Phone No. <u>620-225-9511</u>	<input 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>Naqeeb Alhaj</u>	
<b>SECTION 4 - APPLICANT QUALIFICATION</b>	
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>19</u> years.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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 Have <input checked="" type="checkbox"/> No 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

**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 licensee's premises.

**SECTION 2 - APPLICANT INFORMATION**

Kansas Sales Tax Registration Number (required): 01-0790866

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

Name <u>Nageeb Alhaj</u>	Phone No. <u>620 408 7716</u>	Date of Birth <u>7-1-67</u>
Residence Street Address <u>3206 Gary Ave</u>	City <u>Dodge City</u>	Zip Code <u>67801</u>

**Applicant Spousal Information**

Spouse Name <u>Laura Alhaj</u>	Phone No. <u>620 408 7716</u>	Date of Birth <u>7-16-33</u>
Residence Street Address <u>3206 Gary Ave</u>	City <u>Dodge City</u>	Zip Code <u>67801</u>

**SECTION 3 - LICENSED PREMISE**

Licensed Premise (Business Location or Location of Special Event)	Mailing Address (If different from business address)
DBA Name <u>Spec D Stop</u>	Name <u>Spec D Stop</u>
Business Location Address <u>2675 Gary Ave</u>	Address <u>2307 Central Ave</u>
City <u>Dodge City</u> State <u>KS</u> Zip <u>67801</u>	City <u>Dodge City</u> State <u>KS</u> Zip <u>67801</u>
Business Phone No. <u>620 225 6905</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>Nageeb Alhaj</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>18</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 Have <input checked="" type="checkbox"/> No 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 Commission; CC: City Manager Nick Hernandez

**From:** Abbey Martin, Public Information Officer

**Date:** July 27, 2022

**Subject:** Approval of appointments to fill vacancies on the Dodge City Cultural Relations Advisory Board

**Agenda Item:** Consent Calendar

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**Purpose:** Fill recent vacancies of the Dodge City Cultural Relations Advisory Board (CRAB) At-Large position.

**Recommendation:** Approve the appointment of Esmeralda Granados to fill the vacant position on the CRAB.

**Background:** In early July, Ernestor De La Rosa, Assistant City Manager/Legislative Affairs and Staff Liaison for CRAB, received a resignation of an at-large position of the board. A call for applications was noticed on the City's Facebook Page and Website. Two applications were received and reviewed by the existing board for recommendation of appointment.

**City Commission Options:**

1. Approve
2. Disapprove
3. Table for further discussion

**Financial Considerations:** None

**Legal Considerations:** None

**Mission/Values:** Working with Boards and Commissions fulfills the City's mission statement: Together, we promote open communications with our community members to improve quality of life and preserve our heritage to foster a better future.

**Attachments:** Applications of Appointee

**Approved for the Agenda by:**

A handwritten signature in cursive script that reads "A. Martin".

Public Information Officer

Name, Title



# APPLICATION FOR CITY OF DODGE CITY ADVISORY BOARDS

NAME: Esmeralda Granados OCCUPATION: Nurse Branch Administrator  
 ADDRESS: 2316 Melencamp Ave, Dodge City, KS 67801 TELEPHONE: 620-682-5247  
 E-MAIL: esmeraldag@craighomecare.com

Advisory Board(s) you wish to be considered for (*if seeking appointment to the Convention and Visitors Bureau Advisory Board, please state the appropriate sector you belong to: At-Large/Local Business, Attraction, or Hotel/Motel/Restaurant*):  
Cultural Relations, Convention & Visitors Bureau, Dodge City Planning, Parks and Recreations

Tell us about your educational background:

School	Dates Attended	Major
Dodge City Community College	2010-2012	General Studies
Garden City Community College	2014-2016	Nursing
University of Missouri Kansas City	2019-2021	BSN
University of Missouri Kansas City	2021- Current	DNP

Work history:

Job and Title	Dates of Employment
Craigh HomeCare Branch Administrator	June 2015- Current
Fresenius Kidney Care Charge Nurse	November 2016- Current
Manor of the Plains - Charge Nurse	June 2016- March 2019
St. Francis Community services - FSW	November 2013-January 2015



To the best of your knowledge, would the appointment of you to the advisory board(s) listed above for consideration create any conflicts of interest due to your employment or business endeavors? If yes, please explain:

None at all

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

I have never served on any city advisory board. I Would love to be involved in my community and aid in the continued development of Dodge City.

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

I am a strategic planner with strong communication skills, developed leader, dependable, strong motivation skills, bilingual, and willing to do what ever it takes to ensure Dodge City continues to be the best place to live. I want to serve my community and ensure we are represented well.

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Signature: Emeraldo Grenadas, BSN RN Date: 7/12/2022

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

E-mail: [abbeym@dodgecity.org](mailto:abbeym@dodgecity.org).

**Thank you for your interest!**



# Memorandum

**To:** City Manager, City Commissioners  
**From:** Mollea Wainscott, Assistant Director of Economic Development  
**Date:** 07/27/2022  
**Subject:** RHID  
**Agenda Item:** Resolution No. 2022-29

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**Purpose:** To address the housing needs of Dodge City.

**Recommendation:** Staff recommends adoption of Resolution 20202-29, which establishes a date and time for a public hearing as required by Kansas statute.

**Background:** In 2008, the City commissioned a Housing Needs Analysis, which reflected a critical shortage of housing available in the community. In 2009, the City Commission adopted a Resolution providing for several incentive programs in order to encourage housing development in the City. The Rural Housing Incentive District (RHID) was identified as one of those programs. The RHID has captured the attention of several developers, locally and statewide. In 2018, the City commissioned another Housing Needs Analysis taking into consideration the progress that had developed since the 2008 Analysis. The latest Analysis continued to reflect a major shortage of housing. The establishment of this RHID will provide an incentive needed to entice developers to and in our community.

**City Commission Options:**

1. Approve
2. Disapprove
3. Table for further discussion

**Financial Considerations:** None

**Legal Considerations:** None

**Mission/Values:** To provide adequate housing in order for the City to accommodate present and future growth.

**Attachments:** Resolution No. 2022-29

**Approved for the Agenda by:**

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**Name, Title**

**RESOLUTION NO. 2022-29**

**A RESOLUTION OF THE GOVERNING BODY OF THE CITY OF DODGE CITY, KANSAS DETERMINING THAT THE CITY IS CONSIDERING ESTABLISHING A RURAL HOUSING INCENTIVE DISTRICT WITHIN THE CITY AND ADOPTING A PLAN FOR THE DEVELOPMENT OF HOUSING AND PUBLIC FACILITIES IN SUCH PROPOSED DISTRICT; ESTABLISHING THE DATE AND TIME OF A PUBLIC HEARING ON SUCH MATTER, AND PROVIDING FOR THE GIVING OF NOTICE OF SUCH PUBLIC HEARING. (RODEO HILLS, PHASE 1)**

**WHEREAS**, K.S.A. 12-5241 et seq. (the “Act”) authorizes any city incorporated in accordance with the laws of the state of Kansas (the “State”) with a population of less than 60,000 located in a county with a population of less than 80,000, to designate rural housing incentive districts within such city; and

**WHEREAS**, prior to such designation the governing body of such city shall conduct a housing needs analysis to determine what, if any, housing needs exist within its community; and

**WHEREAS**, after conducting such analysis, the governing body of such city may adopt a resolution making certain findings regarding the establishment of a rural housing incentive district and providing the legal description of property to be contained therein; and

**WHEREAS**, after publishing such resolution, the governing body of such city shall send a copy thereof to the Secretary of Commerce of the State (the “Secretary”) requesting that the Secretary agree with the finding contained in such resolution; and

**WHEREAS**, if the Secretary agrees with such findings, such city may proceed with the establishment of a rural housing incentive district within such city and adopt a plan for the development or redevelopment of housing and public facilities in the proposed district; and

**WHEREAS**, the City of Dodge City, Kansas (the “City”) has an estimated population of 27,340, is located in Ford County, Kansas, which has an estimated population of 33,848, and therefore constitutes a city as said term is defined in the Act; and

**WHEREAS**, the Governing Body of the City has performed a Housing Needs Analysis dated 2018 (the “Needs Analysis”), a copy of which is on file in the office of the City Clerk; and

**WHEREAS**, the Governing Body of the City has heretofore adopted Resolution No. 2009-19 and 2022-02 which made certain findings relating to the need for financial incentives relating to the construction of quality housing within the City, declared it advisable to establish a Rural Housing Incentive District pursuant to the Act and authorized the submission of such Resolution and a Housing Needs Analysis to the Kansas Department of Commerce in accordance with the provisions of the Act; and

**WHEREAS**, the City has caused to be prepared a plan for the development or redevelopment of housing and public facilities in the District in accordance with the provisions of the Act (the “Plan”); and

**WHEREAS**, the Plan includes:

1. The legal description and map required by subsection (a) of K.S.A. 12-5245;
2. The existing assessed valuation of the real estate in the proposed District listing the land and improvement values separately;
3. A list of the names and addresses of the owners of record of all real estate parcels within the proposed District;
4. A description of the housing and public facilities project or projects that are proposed to be constructed or improved in the proposed District, and the location thereof;
5. A listing of the names, addresses and specific interests in real estate in the proposed District of the developers responsible for development of the housing and public facilities in the proposed District;
6. The contractual assurances, if any, the Governing Body has received from such developer or developers, guaranteeing the financial feasibility of specific housing tax incentive projects in the proposed District;
7. A comprehensive analysis of the feasibility of providing housing tax incentives in the proposed District as provided in the Act, which shows the public benefits derived from such District will exceed the costs and that the income therefrom, together with all public and private sources of funding, will be sufficient to pay for the public improvements that may be undertaken in such District; and

**WHEREAS**, the Governing Body of the City proposes to continue proceedings necessary to create a Rural Housing Incentive District, in accordance with the provisions of the Act, and adopt the Plan, by the calling of a public hearing on such matters.

**THEREFORE, BE IT RESOLVED** by the Governing Body of the City of Dodge City, Kansas as follows:

**Section 1. Proposed Rural Housing Incentive District.** The Governing Body hereby declares an intent to establish within the City a Rural Housing Incentive District. The District is proposed to be formed within the boundaries of the real estate legally described in *Exhibit A* attached hereto, and shown on the map depicting the existing parcels of land attached hereto as *Exhibit B*. A list of the names and addresses of the owners of record of all real estate parcels within the proposed District and the existing assessed valuation of said real estate, listing the land and improvement values separately, is attached hereto as *Exhibit C*.

**Section 2. Proposed Plan.** The Governing Body hereby further declares an intent to adopt the Plan in substantially the form presented to the Governing Body that date. A copy of the Plan shall be filed in the office of the City Clerk and be available for public inspection during normal business hours. A description of the housing and public facilities projects that are proposed to be constructed or improved in the proposed District, and the location thereof are described in *Exhibit D* attached hereto. A summary of the contractual assurances by the developer and the comprehensive feasibility analysis is contained in the Plan.

**Section 3. Public Hearing.** Notice is hereby given that a public hearing will be held by the Governing Body of the City to consider the establishment of the District and adoption of the Plan on September 6, 2022, at the City Commission Meeting Room, City Hall, 806 N. Second Avenue, Dodge City, Kansas 67801; the public hearing to commence at 7:00 p.m. or as soon thereafter as the Governing Body can hear the matter. At the public hearing, the Governing Body will receive public comment on such matters, and may, after the conclusion of such public hearing, consider the findings necessary for establishment of the District and adoption of the Plan, all pursuant to the Act.

**Section 4. Notice of Public Hearing.** The City Clerk is hereby authorized and directed to provide for notice of the public hearing by taking the following actions;

- a) A certified copy of this resolution shall be delivered to:
  - i) the Board of County Commissioners of Ford County, Kansas;
  - ii) the Board of Education of U.S.D. No. 443; and
  - iii) the Planning Commission of the City.
- b) This Resolution, specifically including *Exhibits A* thru *D* attached hereto, shall be published at least once in the official newspaper of the City not less than one week nor more than two weeks preceding the date of the public hearing.

**Section 5. Further Action.** The Mayor, City Manager, City Clerk and the officials and employees of the City, including the City Attorney, are hereby further authorized and directed to take such other actions as may be appropriate or desirable to accomplish the purposes of this Resolution.

**Section 6. Effective Date.** This Resolution shall take effect after its adoption by the Governing Body.

**ADOPTED** by the Governing Body of the City of Dodge City, Kansas, on August 1, 2020.

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Mayor

ATTEST:

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City Clerk

***EXHIBIT A***

**LEGAL DESCRIPTION OF PROPOSED  
RURAL HOUSING IMPROVEMENT DISTRICT BOUNDARIES  
FOR RODEO HILLS, PHASE 1**

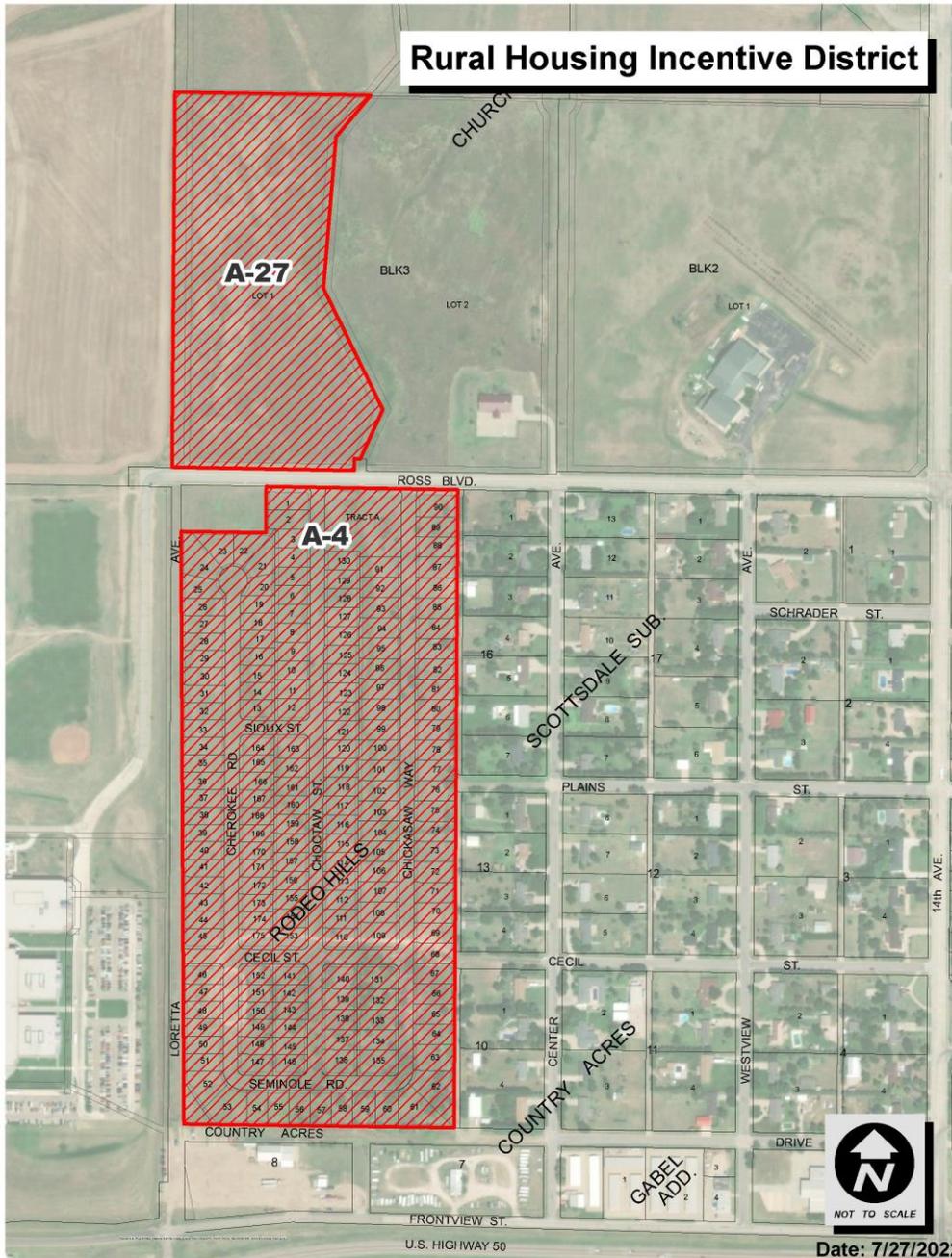
All of Rodeo Hills Subdivision, an addition to the City of Dodge City, Ford County, Kansas

And

Lot One (1), Block Three (3 ), Church Subdivision, a subdivision of the Northeast Quarter (NE/4) of Section Fifteen (15), Township Twenty-six (26) South, Range Twenty-five (25) West of the 6th P.M., Ford County, Kansas, approximately 17.67 acres.

**EXHIBIT B**

**MAP OF PROPOSED  
RURAL HOUSING IMPROVEMENT DISTRICTS BOUNDARIES  
FOR RODEO HILLS, PHASE 1**



***EXHIBIT C***

**NAMES AND ADDRESSES OF THE OWNERS OF RECORD OF ALL REAL ESTATE PARCELS WITHIN THE PROPOSED RURAL HOUSING INCENTIVE DISTRICT AND THE EXISTING ASSESSED VALUATION OF SAID REAL ESTATE PARCELS**

Owner of Record: Rodeo Hills, LLC  
600 S Washington Street  
Ardmore OK 73401

2022 Assessed Valuation: Land: \$53,821  
Improvements: \$0 (vacant land)

## ***EXHIBIT D***

### **DESCRIPTION OF THE HOUSING AND PUBLIC FACILITIES PROJECT OR PROJECTS THAT ARE PROPOSED TO BE CONSTRUCTED OR IMPROVED IN THE PROPOSED RURAL HOUSING INCENTIVE DISTRICT**

#### ***Housing Facilities***

The housing facilities will be composed of sixty-nine (69) single-family residential structures and twenty-seven (27) duplex structures.

#### ***Public Facilities***

Public improvements will include the extension of water, sewer, gas, and electric distribution lines along the boundaries of the development. Public improvements will also include construction of infrastructure improvements located within the boundaries of the development, including water, sanitary sewer, storm sewer, storm water detention, streets and street lighting. The public improvements will be constructed as necessary to serve the Project as described above.

***EXHIBIT E***

**SUMMARY OF THE CONTRACTUAL ASSURANCES BY THE DEVELOPER  
AND OF THE COMPREHENSIVE FEASIBILITY ANALYSIS**

Contractual Assurances.

The Governing Body of the City of Dodge City will enter into a development agreement with Rodeo Hills, LLC. This agreement, as supplemented and amended, includes the project construction schedule, a description of projects to be constructed, financial obligations of the developer and financial and administrative support from the City of Dodge City.

Feasibility Study.

The City will conducted a study to determine whether the public benefits derived from the District will exceed the costs and that the income from the District, together with other sources of revenue provided by the developer. The analysis will estimate if the property tax revenues that will be generated from the development, less existing property taxes to determine the revenue stream available to support the costs of the public infrastructure.



# Memorandum

**To:** Nick Hernandez, City Manager and City Commissioners  
**From:** Ray Slattery, PE, Director of Engineering Services  
**Date:** August 1, 2022  
**Subject:** Approval of Street Lights for the Dodge City Industrial Park, CA 2200  
**Agenda Item:** New Business

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**Purpose:** Provide Streetlights at the Dodge City Industrial Park.

**Recommendation:** Approve the quote from Victory Electric to install 9 LED Street Lights at the Dodge City Industrial Park in the amount \$157,800.00.

**Background:** With the recent developments at the Dodge City Industrial Park, it was determined that there is a need to have streetlights installed along Chaffin Rd., Jayhawk Dr., and Allen Rd. Prior to the construction of the Fed Ex Distribution Center, Chaffin Rd. and Allen Rd. were dead end streets. With the Fed Ex Development, Jayhawk Dr. was constructed, completing the connection between Chaffin Rd. and Allen Rd. According to City Policy, the City will install streetlights on city streets at the intersections along with additional lights on long blocks. With Fed Ex and other business at the park being a 24/7 operation there is a need for streetlights for the employees. In reality streetlights should have been installed years ago. It would have helped in reducing the illegal dumping and other mischief that has happened at the Industrial Park in the past. The installation of the lights will also help with future development.

**City Commission Options:**

1. Approve
2. Disapprove
3. Table for further discussion

**Financial Considerations:** The cost of the 9 streetlights, installed, is \$157,800.00.

Amount \$: \$157,800.00

Fund: 12230300 441010

Budgeted Expense     Grant     Bonds     Other    Special Streets

**Legal Considerations:** By approving the quote the City will be responsible for payment to Victory Electric.

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

**Attachments:** Map of Street Light placement

Approved for the Agenda by:

*Ray Slattery, PE*

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Ray Slattery, PE, Dir. of Engineering Services



Source: Esri, Maxar, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community

