

# **CITY COMMISSION WORK SESSION AGENDA**

City Commission Chambers  
Monday, November 3, 2008 6:00 p.m.  
MEETING #4732

**CALL TO ORDER**

**ROLL CALL**

**NEW BUSINESS:** Discussion of Building and Construction Codes

**ADJOURNMENT**

## CHAPTER IV. BUILDING AND CONSTRUCTION

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**ARTICLE 1. INTERNATIONAL BUILDING CODE**

**4-101. 2003 INTERNATIONAL BUILDING CODE.** The International Building Code is hereby adopted as the Building Code of the City of Dodge City for regulating and governing the conditions and maintenance of all property, buildings and structures; by providing the standard for supplied utilities and facilities and other physical things and conditions essential to ensure the structures are safe, sanitary and fit for the occupation and use; and the condemnation of buildings and structures unfit for human occupancy and use and the demolition of such structures in the City of Dodge City; providing for the issuance of permits and collections of fees; including Appendix. Three (3) copies of the Building Code are on file and are open for inspection to the public in the office of the City Clerk and made a part hereof as is fully set out in this ordinance. (ORD. 3435)

**4-101.1 AMENDMENTS AND DELETIONS TO BUILDING CODE.** The following sections of the *Building Code* adopted and incorporated by reference in this article are hereby amended or deleted as follows:

Section 101.1 Title. Insert: These regulations shall be known as the Building Code of the City of Dodge City, hereinafter referred to as "the code".

**4-102. BUILDING PERMIT POLICY:**

PERMITS REQUIRED: No building or structure regulated by this code shall be erected, constructed, enlarged, altered, repaired, moved, improved, removed, converted, re-roofed or demolished unless a separate permit for each building or structure has first been obtained from the Building Official.

**4-103. BUILDING PERMIT APPLICATIONS, AND FEES:**

PERMIT APPLICATIONS: Permit(s) shall only be issued upon the filing of an application on forms provided for the purpose, to a licensed contractor, licensed trades contractor, or the owner of such building or structure, and then only after approval of such application by the building official or his/her duly authorized assistant, and the prior arrangement for payment of such permit fees as may be required by this code and by any requirements established by the city clerk.\*

\* EXCEPTION: Authorized Agent. Permits shall be issued upon receipt of a notarized letter authorizing a named agent or agents acting in and for the bona fide licensed contractor, licensed trades contractor, or the owner of such residential building or structure.

#### **4-103.1 PERMIT FEES AND PAYMENT:**

- (a). PERMIT FEES: Permit fees shall be payable to the City of Dodge City, as provided in Article 12 of this chapter.
- (b). SUBSTANTIATION OF VALUATION: The building official shall, when deemed necessary by him or her, require reasonable substantiation of the valuation stated on any application for permit or any other form that may be prescribed.
- (c). PAYMENT. All fees for permits shall be due and payable at the time a permit is issued.\*

\* EXCEPTION: The Building Official may, however, issue permits to established contractors or tradesmen and allow payment in person or by mail after a city bill for such permit fee has been sent to the permittee. All bills for permits shall be due and payable not later than 15 days following the date of such bill. Should the due day fall on a Sunday or a holiday observed by the city, the next regular business day shall be allowed as day of grace for payment.

Any person who shall fail, refuse or neglect to pay the billing on or before the due date shall be subject to revocation of the permit and shall be required to pay an additional fee for renewal of such permit.

**4-104. PERMIT DURATION OF VALIDITY:** Any permit issued under this section shall be valid and subsisting for a period of one year from date of issue. Building work must begin within 60 days from the date of issuance. Building work commenced for the purpose of this section shall mean the beginning of building work other than the preparation of plans, staking out of the building location, or the letting of a building contract. Any work not complete within the 365 days shall require an additional permit to allow for the completion of the original project. Additional permits are to state completion date.

#### **4-105. BUILDING PERMIT REQUIREMENTS:**

(a) For structures other than one, and two family dwellings and residential accessory structures, the following shall be submitted at least ten working days prior to obtaining a permit.

\*\*\* (3) full sets of stamped plans.

Building plans shall include the following:

1. A code foot print.
2. Architectural floor plans.
3. All elevations.
4. All structural, framing, foundation, electrical, mechanical, and plumbing details.
5. Storm Water & Erosion Control Drainage Plans.
6. Landscape Plans.

Such plans shall be stamped by an architect/engineer licensed by the State of Kansas.

(b) For one and two family dwellings, mobile homes, residential manufactured design homes and residential accessory structures, the following shall be submitted at least 24 hours prior to obtaining a permit.

\*\*\* (1) site plan and (1) set of building plans.

Building plans shall include the following:

1. Floor plans indicating room designation and dimensions for all stories.
2. Egress windows where required.
3. Load bearing footings.
4. Indicate if it is not a truss design roof system.
5. Building is required to be staked out before obtaining building permit.

(c) All construction or installation using structural metal shall have the design stamped by an engineer/architect licensed by the State of Kansas.

(d) Mobile homes which do not bear a label certifying compliance with the National Manufactured Home Construction and Safety Standards, effective June 15, 1976, shall not be permitted into this jurisdiction.

(e) All building sites must be platted and be on applicably zoned ground.

SITE PLANS: Site Plans for all work shall be submitted with the permit application. Information to be included on the Site Plan includes (as applicable):

1. Lot dimensions
2. Location of existing and proposed structure(s)
3. Size of structure(s)
4. Identification of setbacks
5. Location and dimensions of off street parking spaces
6. Location of driveways

7. Location and size of signs
8. Location and dimensions of all accessory structures
9. Location of other features (fences, walls, trees, etc.)
10. Location and dimensions of utility and drainage easements
11. Location of utility service lines to existing and proposed structures
12. Location and type of solid waste containers
13. A legal description of the property
14. Information sufficient to show drainage in conformance with an approved subdivision drainage plan
15. Location and dimensions of sidewalks, including curb ramps
16. Location and dimensions of streets and alleys

**4-106. RESIDENTIAL BASEMENT FOUNDATION STANDARDS.** The following standards assume a horizontal ground surface, minimal surcharge, minimal lateral pressure and minimal groundwater effects on foundations. The Building Official reserves the right to require architectural/engineering designs for foundations where determined necessary.

1. The frost depth for this jurisdiction is 30 inches.
2. All poured concrete shall have minimum compressive strength of 3,000 psi at 28 days.
3. A poured concrete foundation wall shall cure for a minimum of seven days prior to back filling.\*

\* EXCEPTION:

(a) Back filling is permitted if a temperature of 70 degree Fahrenheit has been maintained for four consecutive days.

(b) Foundations with a maximum height of four feet may be back filled after 24 hours curing.

4. Slabs for patios, driveways, and similar treatments shall be placed on any of the approved supports as follows:
  - a. The foundation shall be supported on columns carried down to the basement wall footings.
  - b. The foundation may be of a bridging design with a minimum of five (5) #4 rebar and shall be embedded at least four inches into the adjoining wall and extend two feet beyond disturbed soil.
  - c. The slab shall have a rebar placement of a minimum #4 embedded at least four inches into the adjoining wall and eight inches into the slab with a maximum spacing of 18".
5. Placement of steel support shall be a minimum of:
  - (4) - Four feet - vertical
  - (24)- Twenty-four inches - horizontal.

6. All new residential basements shall have at least one egress window installed. All basement sleeping rooms specified on building plans shall have egress windows (s).
7. When foundations designs are used other than those specified in the International Building Code, the plans shall be sealed by a licensed structural engineer licensed in the State of Kansas. All foundation plans must be accompanied by cross sections showing all reinforcement and other details at each change in foundation design.

#### **4-107. RESIDENTIAL, MOBILE HOME / MANUFACTURED HOUSING:**

**4-107.1 Definitions.** Unless clearly indicated otherwise by the context of this section, the following word and terms when used herein, shall have the following meanings.

1. **Residential Housing:** A permanent dwelling structure which is custom built on the site of its permanent location. Designed for and located on a permanent foundation, not capable of being transported on its own chassis. Connected to public utilities, and completely assembled on the site of its foundation.
2. **Manufactured Housing:** A permanent dwelling unit substantially assembled in an off-site manufacturing facility for installation or assembly at the dwelling site, capable of being transported on its own chassis and designed without a permanent foundation whether or not one is subsequently provided. Manufactured housing bears a label certifying that it was built in compliance with National Manufactured Home Construction and Safety Standards (24 CFR 3280, et seq.), effective June 15, 1976, as may be amended.
3. **Modular Housing:** A permanent dwelling structure designed for and located on a permanent foundation and not capable of being transported on its own chassis; connected to public utilities, consisting of pre-selected, prefabricated units or modules, and transported to and/or assembled on the site of its foundation; in contradistinction to a dwelling structure which is custom built on the site of its permanent location, and also in contradistinction to a manufactured housing unit.
4. **Mobile Homes:** A permanent manufactured housing unit built prior to enactment of the National Manufactured Home Construction and Safety Standards Act, which became effective June 15, 1976.

#### **4-107.2 FOOTINGS & FOUNDATIONS: (Residential Manufactured Homes)**

All residential manufactured homes shall have footings and a foundation as set out in the, International Building Code or engineered stamped foundation plan, whichever is the more restrictive.

1. Residential manufactured design homes shall have a poured concrete or solid blocked perimeter skirting wall, or an engineered pre-fabricated custom made perimeter skirting unit approved by the building official.\*

**\* EXCEPTION:**

(a) Concrete board material such as HardiBoard or Durock may be used as a perimeter wall for manufactured housing units under certain conditions:

1. In locations identified as former R-4 zoning districts under-going active development, inclusive (Glenridge Estates Subdivision, Waddell Subdivision, and 17<sup>th</sup> Street south of Park Street).
2. As change outs of older manufactured housing units in other areas of the City.
3. The perimeter wall must rest on a concrete shelf.
4. The concrete shelf must extend 6" above finished grade.
5. Either the perimeter wall shelf or the foundation piers must be below the identified frost line (30"). Whichever feature is not below the frost line shall be poured 12" below grade.
6. The concrete board material must be secured to a treated wood frame. Alternate framing systems shall be at the sole discretion of the Building Official.
7. The perimeter wall shall be provided with an access way and ventilation as required by code.
8. The installation of a perimeter wall and framework shall be conducted by a licensed contractor or the homeowner, as required by code.

9. The perimeter wall shall be finished in a workmanlike manner as expected on any other single family structure.
2. Mobile Home Pads: Mobile home pads shall measure at least 20 by 20 inches, and be at least 12 inches deep. The number of required pads and straps shall be as follows:
  1. 14' x 80' 5 pairs of pads, 5 straps
  2. 14' x 70' 4 pairs of pads, 4 straps
  3. Under 60' 3 pairs of pads, 3 straps
  4. other dimensions similar to above, but not less than three pairs of pads and straps
3. Mobile Home / Manufactured Housing: All mobile homes and Manufactured Homes shall have skirting installed no more than 45 days after placement on the site of any manufactured home park. Skirting shall be continuous, rodent and vermin proof, and free from hazardous rough edges. Wood skirting shall be made with treated lumber.

All wood skirting shall be constructed of treated lumber.

**4-108. DETACHED SMALL STRUCTURE FOUNDATIONS:** For small detached structures containing 600 or less square feet in floor area, foundations shall meet the following requirements:

1. If 150 square feet or less, no foundation is required. Masonry or concrete block support is highly recommended.
2. If 151 to 200 square feet, and not intended nor designed for motor vehicle storage, the foundation shall be at least a concrete block and post system under a wood floor. Six inch ground clearance shall be maintained. An alternative system shall be a four inch concrete slab, with the top of the slab being six inches above the surrounding average grade.
3. If 151 to 200 square feet, and intended or designed for motor vehicle storage, the foundation shall be at least a four inch thick concrete slab with a spread footing. The footing shall have a minimum bottom width of 12 inches and a minimum depth of 10 inches below grade. The top of the slab shall maintain six inch ground clearance.
4. If over 200 and up to 600 square feet, regardless of the use, the foundation shall at a minimum be a four inch concrete slab supported around the entire perimeter by an eight inch wide footing with a minimum depth of 30 inches below grade. The top of the slab shall maintain six inch ground clearance.

**4-109. EXTERIOR SPRAY PAINTING STANDARDS:** A Spray Painting Permit is required for each individual exterior spray painting job. Any person, prior to exterior spray painting shall obtain a permit from the city by making application to the Building Official setting forth the name and address of the applicant, the name and address of the owner of the property to be painted, and shall pay a permit fee as provided for an Article 12 of this chapter. The applicant shall produce a minimum \$5,000 bond or liability insurance policy from a company recognized in the State of Kansas to secure payment for any and all damage caused to any persons or property by such exterior spray painting.

## ARTICLE 2. NATIONAL ELECTRICAL CODE

**4-201. 2002 ELECTRICAL CODE.** The National Electrical Code, 2002 Edition, as promulgated by the National Fire Prevention Association, including Appendixes A, B, C is hereby adopted as the Electrical Code of the City of Dodge City for the purpose of providing practical safeguarding of persons and property from hazards arising from the use of electricity. Three (3) copies of the Electrical Code are on file and are open for inspection to the public in the office of the City Clerk and made a part hereof as is fully set out in this ordinance.

### **4-201.1 AMENDMENTS AND DELETIONS TO ELECTRICAL CODE.**

The following sections of the National Electric Code 2002 adopted and incorporated by reference in this article are hereby amended or deleted as follows:

- (a). Title - Insert: These regulations shall be known as the Electrical Code of the City of Dodge City, hereinafter referred to as "the code".
- (b) Administrative Authority: The Building Official shall be the electrical inspector and Administrative Authority.

**4-202 ELECTRICAL PERMITS REQUIRED:** No person shall make any material alteration or addition to the existing electrical wiring of any building or structure nor shall any new building or structure be wired for any circuits or devices requiring the use of electric current before making application in writing on forms furnished by the City for a permit and making the payment of all fees required therefore.

**4-202.2 ISSUANCE OF PERMITS RESTRICTED.** Electrical permits shall be issued under this article only to a licensed contractor, licensed master electrical contractor, or the owner of such residential building or structure.

- (1). A permit shall be issued to a licensed contractor who is engaged in the construction or remodeling of new or existing commercial buildings or residential family dwellings. Application of permit must be completed upon a city application form provided for that purpose, and list all qualified trade subcontractors at the time of application. The licensed contractor shall be responsible for payment of all fees at the time of permit approval.

- (2). A permit shall only be issued to a licensed master electrical contractor who is engaged in contracting or providing their services to individual persons or firms.
- (3). The bona fide owner/occupant of a single family dwelling, residing in said dwelling, or intending to reside in such dwelling if under construction, may be issued a permit to do electrical work after the service and branch cabinet have been installed by a licensed electrician. Providing the electrical inspector is convinced that such person is qualified by knowledge and experience to wire said dwelling in accordance with the provisions of the electrical code, a permit will be issued. One element of qualification shall be the ability to provide a schematic drawing of the work to be performed and demonstrating a knowledge of the construction requirements for such work. All such work shall comply with the provisions of the electrical code. Such owner shall personally perform the principal labor in connection therewith rather than act in a supervisory capacity.

#### **4-203 ELECTRICAL CONDUIT REQUIRED.**

CONDUIT REQUIRED. For a nonresidential structure no romex shall be installed for electric light, heat or power wires in new buildings.

- (a). Conduit shall be required for all exterior installations of wiring attached to any structure.

**4-204 ELECTRICAL MAIN DISCONNECTION.** A service disconnect shall be installed at the exterior of a building for any new service and shall be a minimum of 100 amp service.

**4-205 PRE-REQUISITE TO SERVICE.** No electrical current or other electrical service shall be turned on, except for the purpose of testing and inspecting, until the installation thereof shall have been approved by the electrical inspector.

### ARTICLE 3. INTERNATIONAL PLUMBING CODE

**4-301. 2003 INTERNATIONAL PLUMBING CODE.** The 2003 International Plumbing Code is hereby adopted as the Plumbing Code of the City of Dodge City for regulating and governing the design, construction, quality of materials, erection, installation, alteration, repair, location, replacement, addition to, use or maintenance of plumbing systems in the City of Dodge City, providing for the issuance of permits and collections of fees, including Appendix. Three (3) copies of the plumbing code are on file and are open for inspection to the public in the office to the City Clerk and made a part hereof as if fully set out in this ordinance.

#### **4-301.1 AMENDMENTS AND DELETIONS TO PLUMBING CODE.**

The following sections of the *International Plumbing Code 2003* adopted and incorporated by reference in this article are hereby amended or deleted as follows:

- (a). Title - Insert: These regulations shall be known as the Plumbing Code of the City of Dodge City, hereinafter referred to as "the code".
- (b) Administrative Authority: The Building Official shall be the plumbing inspector and Administrative Authority.

**4-302 PLUMBING PERMITS REQUIRED:** No building shall have any alterations, extensions, or new piping in the gas, waste and vent, or water made by any person(s) before making application in writing on forms furnished by the City for a permit and making the payment of all fees required therefore.

**4-302.1 PERMIT APPLICATIONS:** Permit(s) shall only be issued upon the filing of an application on forms provided for the purpose. Application approval shall be made by the building official or his/her duly authorized assistant, and only after prior arrangement for payment of permit fee has been made as required by this code or by any requirements established by the city clerk.

**4-302.2 ISSUANCE OF PERMITS RESTRICTED.** Plumbing permits shall be issued under this article only to a licensed contractor, licensed master plumbing contractor, or the owner of such residential building or structure.

- (1). A permit shall be issued to a licensed contractor who is engaged in the construction or remodeling of new or existing commercial buildings or residential family dwellings. Application of permit must be completed upon a city application form provided for that purpose, and list all qualified trade subcontractors at the time responsible for payment of all fees at the time of permit approval.
- (2). A permit shall only be issued to a licensed master plumbing contractor who is engaged in contracting or providing their services to individual persons or firms.
- (3). The bona fide owner/occupant of a single family dwelling, residing in said dwelling, or intending to reside in such dwelling if under construction, may be issued a permit to do waste and vent only, not to include yard-line plumbing work, providing the plumbing inspector is convinced that such person is qualified by knowledge and experience to plumb said dwelling in accordance with the provisions of the plumbing code. No gas piping, or water piping in or outside of the structure is permitted, and shall only be carried out by a licensed plumber. The sewer line extending outside the building wall to the main shall be done by a licensed plumber. One element of qualification shall be the ability to provide a schematic drawing of the work to be performed and a knowledge of the construction requirements for such work. All such work shall comply with the provisions of the plumbing code. Such owner shall personally perform the principal labor in connection therewith rather than act in a supervisory capacity.

**4-303 MOBILE HOME WATER HEATER.** When a water heater is installed in a mobile home the water heater shall be labeled for mobile home use.

**4-304. GAS FUELED LOG LIGHTERS.**

(a) **INSTALLATION.** The installation of gas fueled log lighters without approved safeties installed in new residential and commercial wood-burning fireplaces is hereby prohibited.

(b) **REPAIR.** The repair of gas fueled fireplace log lighter, after they become inoperable for any reason, shall be prohibited. The gas line serving such fixture or appliance shall be permanently taken out of service by a license person qualified to work on gas lines.

**4-305. VACANT BUILDINGS, PRESSURE CHECK REQUIRED.** Before any building or structure which has been vacant or unoccupied for a period of one year or more shall have a pressure check made on the fuel gas piping system to determine that the system complies with the requirements of the mechanical and/or plumbing code. Such pressure test shall run from the structure wall nearest the fuel gas meter and shall include the entire pipe system in the buildings or structure.

(a) TEST PROCEDURE. The test procedure used shall be capable of disclosing all leaks in the system and shall be selected after giving due consideration to the volumetric content of the system and to its location.

**ARTICLE 4. WATER CONDITIONING & UNDERGROUND  
SPRINKLER SYSTEMS INSTALLATION CODE**

**4-401. COMPLIANCE.** Both underground sprinkler systems or water softener installations, alterations, and repairs shall comply with the provisions of this article.

**4-402. ADMINISTRATIVE AUTHORITY:** The Building Official shall be the Underground Sprinkler System, and Water Conditioning Inspector and Administrative Authority.

**4-403. WATER CONDITIONING PERMIT REQUIRED.** No underground sprinkler system or water softener system shall be installed or altered by any person before making an application in writing on forms furnished by the City for a permit and making the payment of all fees required therefore. The requirement for this permit and inspections thereof is limited to the system of potable water intake, outflow, and drainage connections.

**4-404. PERMIT APPLICATIONS:** Permit(s) shall only be issued upon the filing of an application on forms provided for the purpose. Application approval shall be made by the building official or his/her duly authorized assistant, and only after prior arrangement for payment of permit fee has been made as required by this code or by any requirements established by the city clerk.

**ISSUANCE OF PERMITS RESTRICTED.** Underground water sprinkler systems, or water conditioning permits shall be issued under this article only to a licensed underground sprinkler or water conditioning installer or to a licensed master plumber.

In no instance shall a property owner be allowed to perform any alteration to the potable water systems.

**4-406. SYSTEM READY APPLICATION.** A potable water system shall be made readily adaptable for the water treatment equipment by a licensed master plumber.

## ARTICLE 5. INTERNATIONAL MECHANICAL CODE

**4-501. 2003 INTERNATIONAL MECHANICAL CODE.** The 2003 International Mechanical Code is hereby adopted as the Mechanical Code of the City of Dodge City for regulating and governing the design, construction, quality of materials, erection, installation, alteration, repair, location, relocation, replacement, addition to used or maintenance of mechanical systems in the City of Dodge City; providing for the issuance of permits and collections of fees, including Appendix. Three (3) copies of the Mechanical Code are on file and are open for inspection to the public in the office of the City Clerk and are made a part hereof as if fully set out in this ordinance.

### **4-501.1 AMENDMENTS AND DELETIONS TO MECHANICAL CODE.**

The following sections of the *International Mechanical Code 2003* adopted and incorporated by reference in this article are hereby amended or deleted as follows:

- (a). Title - Insert: These regulations shall be known as the Mechanical Code of the City of Dodge City, hereinafter referred to as "the code".
- (b) Administrative Authority: The Building Official shall be the mechanical inspector and Administrative Authority.

**4-502 MECHANICAL PERMITS REQUIRED:** No Building shall have a system installed, changed out, altered or extended which involves the heating and air, duct or flue system, refrigeration, unless a permit application shall be made in writing on forms furnished by the City for a permit and making the payment of all fees required therefore.

**4-502.1 PERMIT APPLICATIONS:** Permit(s) shall only be issued upon the filing of an application on forms provided for the purpose. Application approval shall be made by the building official or his/her duly authorized assistant, and only after prior arrangement for payment of permit fee has been made as required by this code or by any requirements established by the City Clerk.

**4-502.2 ISSUANCE OF PERMITS RESTRICTED.** Mechanical permits shall be issued under this article only to a licensed contractor, or licensed master mechanical contractor. \*

- (1). A permit shall be issued to a licensed contractor who is engaged in the construction or remodeling of new or existing commercial buildings or residential family dwellings. Application of permit must be completed upon a city application form provided for that purpose, and list all qualified trade subcontractors at the time of application. The licensed contractor shall be responsible for payment of all fees at the time of permit approval.
- (2). A permit shall only be issued to a licensed master mechanical contractor who is engaged in contracting or providing their services to individual persons or firms.
- (3). The bona fide owner/occupant shall be permitted to conduct any and all normal maintenance. (ORD. 3435)

#### **4-503. GAS FUELED LOG LIGHTERS.**

(a) INSTALLATION. The installation of gas fueled log lighters without approved safeties installed in new residential and commercial wood-burning fireplaces is hereby prohibited.

(b) REPAIR. The repair of gas fueled fireplace log lighters, after they become inoperable for any reason, shall be prohibited. The gas line serving such fixture or appliance shall be permanently taken out of service by a licensed person qualified to work on gas lines.

**4-504. VACANT BUILDINGS, PRESSURE CHECK REQUIRED.** Before any building or structure which has been vacant or unoccupied for a period of one year or more may be reoccupied, the building owner or his/her agent shall have a pressure check made on the fuel gas piping system to determine that the system complies with the requirements of the mechanical and/or plumbing code. Such pressure test shall run from the structure wall nearest the fuel gas meter and shall include the entire pipe system in the building or structure.

- (a) TEST PROCEDURE. The test procedure used shall be capable of disclosing all leaks in the system and shall be selected after giving due consideration to the volumetric content of the system and to its location.

**ARTICLE 13. LICENSING OF CONTRACTORS AND TRADES**

**4-1301. GENERAL.** To protect the health, safety and welfare of the citizens of Dodge City, the city commission deems it necessary to license certain contractors and tradesmen.

**4-1302. DEFINITIONS.** For the purposes of this article, certain terms, phrases, words and their derivatives shall be construed as specified in this section and elsewhere in this article when specific definitions are provided. Terms, phrases and words used in the singular include the plural and the plural the singular. Terms, phrases and words used in the masculine gender include the feminine and the feminine the masculine.

- (a) **BUILDING OFFICIAL.** The officer or other designated authority charged with the administration and enforcement of this code, or the building official's duly authorized representative.
- (b) **CONTRACTOR, GENERAL.** Unlimited in scope. Undertakes with or for another, for a fixed sum price, fee or any compensation other than wages, advertises, or represents to the public the capacity or ability to undertake the construction, repair, alteration, remodeling, addition to, subtraction from, improvement, and demolition of any building or structure. Does not include any electrical, mechanical, plumbing, and natural or liquefied petroleum gas work related thereto.
- (c) **CONTRACTOR, BUILDING.** Limited to construction and remodeling of commercial buildings or multiple-dwelling residential buildings, not exceeding three stories in height. Undertakes with or for another, for a fixed sum price, fee or any compensation other than wages, advertises, or represents to the public the capacity or ability to undertake the construction, repair, alteration, remodeling, addition to, subtraction from, improvement, and demolition of any building or structure. Does not include any electrical, mechanical, plumbing, and natural or liquefied petroleum gas work related thereto.
- (d) **CONTRACTOR, RESIDENTIAL.** Limited to construction and remodeling, repair or improvement of one or two family residences not exceeding two stories in height. Undertakes with or for another, for a fixed sum price, fee or any compensation other than wages, advertises, or represents to the public the capacity or ability to undertake the construction, repair, alteration, remodeling, addition to, subtraction from, improvement, and demolition of any building or structure. Does not include any electrical, mechanical, plumbing, and natural or liquefied petroleum gas work related thereto.

- (e) **CONTRACTOR, LIMITED ROOFING.** Undertakes with or for another, for a fixed sum price, fee or any compensation other than wages, advertises, or represents to the public the capacity or ability to undertake the installation, repair, and replace residential roof coverings. Residential shall be limited up to a duplex. Work may include fabrication and installation of sheet metal incidental to residential roof coverings and installation of asphalt shingles, asphalt roll roofing materials, clay tile, concrete tile, slate, wood shake or shingles and other prefabricated shingle products.
- (f) **CONTRACTOR, UNLIMITED ROOFING.** Undertakes with or for another, for a fixed sum price, fee or any compensation other than wages, advertises, or represents to the public the capacity or ability to undertake the installation, repair, and replacement of roof coverings. Work may include, but shall not be limited to roof deck insulation, roof coating, painting and covering, including use of sheet metal products incidental to roofing work or other material in connection therewith, or any combination thereof, and including installation of non-structural decking and siding.
- (g) **CONTRACTOR, ELECTRICAL.** Undertakes with or for another, for a fixed sum price, fee or any compensation other than wages, advertises, or represents to the public the capacity or ability to undertake the installation, repair, alteration, addition to or change out of any electrical wires, fixtures, appliances, apparatus, raceways, conduit, or any part thereof which generates, transmits, transforms, or utilizes electrical energy in any form for light, heat, power, or communications.
- (h) **CONTRACTOR, MECHANICAL.** Undertakes with or for another, for a fixed sum price, fee or any compensation other than wages, advertises, or represents to the public the capacity or ability to undertake the installation, maintenance, repair, fabrication, alteration, or extension of central air conditioning, refrigeration, heating, and ventilating, including duct work and low and high pressure boilers within a complete system unlimited in horsepower or tons, and all appurtenances, apparatus, piping vessels, ducts and insulation used in connection therewith.
- (i) **CONTRACTOR, PLUMBING / WITH GAS.** Undertakes with or for another, for a fixed sum price, fee or any compensation other than wages, advertises, or represents to the public the capacity or ability to undertake the installation, maintenance, repairs, alterations, or extension of gas piping, piping materials used in waste and vent systems and water piping systems.
- (j) **CONTRACTOR, WATER CONDITIONING.** Undertakes with or for another, for a fixed sum price, fee or any compensation other than wages, advertises, or represents to the public

the capacity or ability to undertake the installation, maintenance, and repairs to machinery, tanks or devices used to treat water, including water softening equipment.

- (k) **CONTRACTOR, SIGN HANGER.** Those who are qualified to install, repair and replace signs within the jurisdiction. Ord. No. 3272
- (l) **CONTRACTOR, UNDERGROUND SPRINKLER SYSTEMS.** Undertakes with or for another, for a fixed sum price, fee or any compensation other than wages, advertises, or represents to the public the capacity or ability to undertake the installation, maintenance, and repairs to underground water sprinkler systems.
- (m) **TRADES.** As used in this article "trade" shall mean work or services offered or done in the electrical, mechanical and plumbing fields.
- (n) **TRADESPERSON.** Any person who works or offers services for a fixed sum price, fee or any compensation other than wages, advertises, or represents to the public the capacity or ability to undertake repairs, alterations, additions to, or subtraction from any building or structure, in the electrical, mechanical or plumbing field.
- (o) **APPRENTICE / HELPER.** A person who works for another for a fixed period of time in order to learn a trade or business.

#### **4-1303. LICENSE QUALIFICATIONS FOR CONTRACTORS & TRADESMEN.**

- (a) **BUILDING, GENERAL AND RESIDENTIAL CONTRACTORS.** All contractors classed as general, building, and residential contractors shall obtain and maintain continuously a license issued by the Building Official after he/she has received written notification that an applicant has taken a test approved by the State of Kansas, and has received a minimum passing grade of seventy-five percent (75%).
- (b) **ELECTRICAL, MECHANICAL AND PLUMBING CONTRACTORS.** All contractors offering services or who engage in contracting as either a subcontractor or by providing their services to individual persons or firms shall obtain and maintain continuously a license issued by the Building Official after he/she has received written notification that an applicant has taken a test approved by the State of Kansas, and has received a minimum passing grade of seventy-five percent (75%).
- (c) **LIMITED AND UNLIMITED ROOFING CONTRACTORS.** All roofing contractors shall obtain and maintain continuously a

license issued by the Building Official after he/she has received written notification that an applicant has taken a test approved by the State of Kansas, and has received a minimum passing grade of seventy-five percent (75%).

#### **4-1304. EXPERIENCE REQUIREMENTS FOR SERVICE TRADES.**

##### **(1) ELECTRICAL.**

(A) **SAME, JOURNEYMAN.** Any person desiring to be licensed as a journeyman electrician shall be required to document a minimum of two years practical experience in the electrical trade while in the employ of a Master Electrician or of a firm who has a Master Electrician in their employ. One year satisfactory work in an accredited trade school may be accepted by the Building Official in lieu of one year practical experience. The applicant shall also take and pass a journeyman's test approved by the State of Kansas, with a minimum passing grade of seventy-five percent (75%).

(B) **SAME, MASTER.** Any person desiring to be licensed as a Master Electrician shall be required to document a minimum of four years of practical experience in the electrical trade in the employ of a Master Electrician or of a firm who has a Master Electrician in their employ. One year satisfactory work in an accredited trade school may be accepted by the Building Official in lieu of one year practical experience. The applicant shall take and pass a Master Electrical test approved by the State of Kansas, with a minimum passing grade of seventy-five percent (75%).

##### **(2) MECHANICAL**

(A) **SAME, JOURNEYMAN.** Any person desiring to be licensed as a mechanical journeyman shall be required to document a minimum of two years practical experience in the mechanical trade while in the employ of a master mechanic or a firm who has a master in their employ. One year satisfactory work in an accredited trade school may be accepted by the Building Official in lieu of one year practical experience. The applicant shall also take and pass a journeyman's test approved by the State of Kansas, with a minimum passing grade of seventy-five percent (75%).

(B) **SAME, MASTER.** Any person desiring to be licensed as a mechanical master shall be required to document a minimum of four years practical experience under the employ of a master mechanic or of a firm who has a master in their employ. One year satisfactory work in an accredited trade school may be accepted by the Building Official in lieu of one year practical experience. The applicant shall take and pass a master mechanic

test approved by the State of Kansas, with a minimum passing grade of seventy-five percent (75%).

**(3) PLUMBING.**

(A) **SAME, JOURNEYMAN.** Any person desiring to be licensed as a plumbing journeyman shall be required to document a minimum of two years practical experience in the plumbing trade while in the employ of a Master Plumber or a firm who has a master in their employ. One year satisfactory work in an accredited trade school may be accepted by the Building Official in lieu of one year practical experience. The applicant shall also take and pass a journeyman's test approved by the State of Kansas, with a minimum passing grade of seventy-five percent (75%).

(B) **SAME, MASTER.** Any person desiring to be licensed as a plumbing master shall be required to document a minimum of four years practical experience under the employ of a Master Plumber or of a firm who has a Master Plumber in their employ. One year satisfactory work in an accredited trade school may be accepted by the Building Official in lieu of one year practical experience. The applicant shall take and pass a Master Plumber test approved by the State of Kansas, with a minimum passing grade of seventy-five percent (75%).

**(4) WATER CONDITIONER INSTALLER**

(A) **SAME.** Any person desiring to be licensed as an installer of water conditioning equipment shall be required to obtain and maintain continuously a license issued by the Building Official after he/she has received written notification that an applicant has taken a test approved by the State of Kansas, with a minimum passing grade of seventy-five percent (75%).

**(5) UNDERGROUND WATER SPRINKLER INSTALLER.**

(A) **SAME.** Any person desiring to be licensed as an installer of water shall be required to obtain and maintain continuously a license issued by the Building Official after he/she has received written notification that an applicant has taken a test approved by the State of Kansas, with a minimum passing grade of seventy-five percent (75%).

**4-1305. LICENSE REQUIREMENTS FOR SERVICE TRADES.** It shall be unlawful for any person/company employee to do electrical,

mechanical, or plumbing trades work (requiring a city issued permit and required city inspections) for any person or person(s) until such tradesperson shall have first secured a master's or journeymen's license, or is serving as an apprentice/helper directly under the supervision of a duly licensed tradesperson.\*

\* **EXCEPTION:** A bona fide owner/occupant of a single family dwelling, residing in said dwelling, or intending to reside in such dwelling if under construction, may be issued a permit under the established guidelines outlined in this chapter.

\*\* **EXCEPTION:** Work performed by any person employed by the water and sewage department of the City of Dodge City in relation to operation and maintenance of the City-owned water and sewer distribution, collection, and treatment systems.

\*\*\* **EXCEPTION:** Factory Trained Service Technicians called out to service previous installed company brand manufactured equipment in performance with the parent company's guidelines and service pamphlets. Change-outs or repairs requiring permits must follow all city licensing requirements.

**Effective Date:** Section 4-1305. Provisions for license requirements of on-site journeyman for all trades, shall become effective from and after \_\_\_\_\_, 2009, as approved by the City Commission.\*

\* **EXCEPTION:** Journeyman license requirement extension.

Business Firms and individual companies, having employees currently on their staff (as of November 2008), who can not meet the years of experience requirement for Journeyman exam testing of service trades (**Section 4-1304**) after the required effective date, may upon proper verification be granted an extension to the effective date by the Chief Building Official.

Employees who have the required minimum two years practical experience in their trade field prior to the effective date, shall not be eligible to qualify for the extension clause.

**4-1306. GRANDFATHERED SKILLED TRADE LICENSES.** Any current trade license issued prior to 1988 by the City of Dodge City based upon any test or criteria including passage of a standard trade exam prescribed by the State of Kansas shall remain valid and in good standing provided the licensee annually renews said license and all annual renewal requirements of this chapter are met. Failure on the part of the licensee to renew an existing license prior to January 15<sup>th</sup> of each year, or revocation of any said license by the building official for just cause, shall then require the licensee to re-apply as a new contractor and meet all current chapter requirements.\*

\* No contractor license may be transferred or assigned.

**4-1307. BUSINESS OWNERS LICENSE REQUIREMENTS.** Before any person/company employee shall be qualified to provide services as a business representative of a General, Building, Residential, Plumber, Electrician, Mechanical, Limited or Unlimited Roofing, Water Conditioning Installer, Underground Sprinkler Installer, or Sign Hangar Contractor, at least one person shall be in their employ who possess a valid license issued by the city stating that this person has been certified at the highest level in their respective trade.

**4-1308. CONTRACTOR LICENSE, APPLICATION AND FEES.** A contractor wishing to be licensed, shall complete an application on a form to be supplied by the city for a contractor's license to perform work and pay a licensing fee prior to performing any work as required in this chapter. The application shall include the following information:

- a. Name of Applicant
- b. License Type Requested
- c. Local applicant/ business contact information.
- d. If a nonresident, home office, business address, and phone number.
- e. Length of time engaged in such trade work.
- f. The application shall be signed by the applicant.

**4-1309. LICENSE ISSUANCE.** Any contractor required to be licensed by this chapter shall provide the following documents at the time of license application:

1. Proof of General Liability Insurance. The contractor shall secure and file with the city clerk or his/her designee a certificate of insurance providing for public liability insurance coverage including bodily injury and property damage insurance coverage in an amount not less than \$ 500,000.00 per occurrence. The required insurance shall be in full force and effect during the calendar year for which the license is issued.
2. Proof of Sales Tax ID. (If Applicable)
3. Proof of License Qualifications.

Qualification established for each trade as outlined herein through the passage of a State of Kansas approved trades examination with a passing grade of 75 percent or greater.

**4-1310. APPROVAL OF APPLICATION.** All license applications must be approved by the Chief Building Official or his/her designee.

**4-1311. LICENSE DISPLAY REQUIREMENTS.** Each license issued pursuant to this article shall set forth the kinds of contract work in which the licensee may engage. All licensee's under this article shall display the license or produce the same on demand of any city officer immediately or within four hours. Failure to comply with the officer's request to provide proof of licensing, the individual shall be subject to penalties as outlined in this chapter.

**4-1312. LICENSE RENEWAL.** All licenses issued pursuant to this article shall be renewed annually. Licenses expire on December 31<sup>st</sup> of each year, and renewal fees and application for renewal must be received no later than January 15th of the year for which issued. Failure on the part of the licensee to renew an existing license prior to January 15th, the licensee shall then be required to reapply as a new contractor and meet all current requirements. A grace period, not to exceed 15 days after the license expiration date, shall be granted to all city contractor license holders.

Block & Associates and International Code Council Licenses do not expire on an annual basis, however to obtain city permits or perform work within the city, the licensee must possess a current city issued license.

Additional documents required for license renewal:

1. Six (6) hours of continuing education must accompany all renewal applications.
2. Proof of current liability insurance in the amounts set on in this chapter must accompany all renewal applications.
3. Proof of Sales Tax Identification. (If Applicable)

**4-1313. LICENSE SUSPENSION AND REVOCATION.** Any license provided for in this chapter may be refused, suspended or revoked by the Chief Building Official upon the official's own motion for cause or upon a complaint for cause. **See penalties - Chapter 4, Article 15.**

**4-1313.1 CAUSE FOR LICENSE REVOCATION OR SUSPENSION.** Any of the following shall be deemed sufficient cause to subject the holder of a license to revocation or suspension:

1. Misrepresentation of a material fact in obtaining a license or permit.
2. Willful or repeated violations of the building or construction code, or failure to comply with any lawful order of the city building official or his/her designee.
3. It shall be unlawful for any person holding a license under the provisions of this chapter, either directly or indirectly, to permit the use of said license by any other individual or business firm to secure building permits or do trades work within the city.
4. Abandonment of any contract without legal cause.
5. Bad faith or unreasonable delay in the performance of contracted work.
6. Failure to obtain permits and required inspections.
7. Abusive behavior, which will include verbal, and/or physical threats against an inspector.
8. Any final judgment rendered under the law against a licensee for the performance of services or failure to perform services under a contract with a property owner and the failure to satisfy said judgments within ten days.
9. Whenever a licensed contractor shall knowingly and willfully violate city ordinance or displays an inability to perform work for which such contractor is licensed.

**4-1314. NOTICE OF COMPLAINT.** Written notice shall be given to any contractor of said complaint or allegation against such contractor, giving reasonable notice of a place and time for such hearing or review by the Chief Building Official.

**4-1315. NOTICE TO APPEAL COMPLAINT.** Any licensee may file an appeal in writing to the chairperson of the Building Board of Appeals within 5 business days of any written notice of complaint, or order of suspension by the chief building official. The determination of the Building Board of Appeals shall be final.

**4-1316. RECIPROCITY.** Any contractor who holds a valid Block & Associates or International Code Council license may, after furnishing proof of such license, be licensed by the Building Official. Should, however, the Building Official determine that the basis for a license from another agency is comparable, it will be only with a letter from either Block & Associates or the International Code Council stating so.

The City of Dodge City will accept applicants from other jurisdictions provided: they have taken a test approved by the State of Kansas, with a minimum passing grade of seventy-five percent (75%). Such applicants shall provide proof of test scores from the jurisdiction where the examination was taken.

## ARTICLE 14. INSPECTIONS

**4-1401. REQUIRED INSPECTIONS.** The Building Official or his/her assistant shall inspect installations of concrete, framing, plumbing, mechanical, gas piping, electrical wiring, roofing or water connections to domestic potable water supply.

(a) **NOTIFICATION OF INSPECTIONS.** It shall be the responsibility of the each service trade to call for their individual required trade inspections. However, it is the responsibility of the permit holder to schedule and notify the building inspection department for any Certificate of Occupancy. Licensed trades personnel shall be on the job site for any scheduled or required inspection.

The Building Official or his/her assistant shall inspect installations within a reasonable time period (not including Saturdays, Sundays or legal holidays) from notice of receipt that same is ready for inspection. \*

\* Whenever possible, the inspection department will strive to meet the inspection needs of any licensed contractor.

Inspections shall be carried out during normal business hours of 8am to 5pm -- Monday through Friday. Non-emergency inspections outside normal business hours are subject to an additional fee as set out in Appendix B of the fee schedule.

(b) **INSTALLATIONS TO BE INSPECTED.** The inspector shall inspect all new, alterations of, or additions, and extensions to any structure within the city limits. He or she shall enforce, or cause to be enforced, the provisions of this chapter, and shall have the right during reasonable hours to enter any building for the purpose of making any inspection required by this chapter. When making required inspections it shall be necessary that the representative from the building trade be on-site during the inspection.

(c) **CONCEALMENT OF WORK.** No work shall cover or in any manner conceal any required inspection until such inspection shall have been made and approved. No gas piping, framing, plumbing, or mechanical shall be covered or concealed from view, nor concrete poured until the same has been inspected and approved by the inspector. (Ord. 2822, Sec. 2)

**4-1402. VIOLATIONS.** Violation of requirements listed or against the orders of the Inspection Department will be subject to a citation.

(a) **DEFECTIVE INSTALLATION.** In case any work which the inspector is required to inspect shall be found not to comply with the provisions of this article, or to be unsafe or defective, he/she shall at once notify the permit holder of such defect, and order

them to change, rearrange, or remove the same. Upon the person's failure or refusal to correct such defect within a reasonable time, such person shall be deemed guilty of a violation of the provisions of this chapter and each and every day which shall elapse after the expiration of the time set for correction without a compliance with the order, shall be considered a separate offense.

#### **4-1403. DOCUMENTATION OF WORK.**

The inspector shall leave a suitable distinctive marker/tag on or near the job which shall indicate whether the work has been approved or rejected. The inspector shall complete a building inspection record to remain as a permanent attachment to the building department files. Inspection records shall show time and date of all inspections, inspector performing inspections, and any and all violations requiring correction.

Upon issuing a Final Certificate of Occupancy, a copy of the finished building department's inspection record shall be provided to the permit holder.

# **CITY COMMISSION AGENDA**

City Commission Chambers  
Monday, November 3, 2008 7:00 p.m.  
MEETING #4733

## **CALL TO ORDER**

## **ROLL CALL**

## **INVOCATION:**

## **PLEDGE OF ALLEGIANCE**

## **PETITIONS & PROCLAMATIONS**

National Hospice and National Health Care

## **PUBLIC HEARING**

**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, October 20, 2008
2. Appropriation Ordinance No. 21, November 3, 2008
3. Cereal Malt Beverage License
  - a. Presto Convenience Stores, LLC, 2615 E. Trail Street
  - b. South Dodge Shamrock, 302 S. 2<sup>nd</sup> Ave
4. Approval of Change Order 1 for the 2008 Manhole Rehabilitation Project.

## **ORDINANCES & RESOLUTIONS**

Ordinance No. 3465: An Ordinance Adopting the Building and Construction Codes for the City of Dodge City.

Resolution No. 2008-18: Resolution Authorizing the Offering for Sales of General Obligation Bonds, Series 2008-A and Temporary Notes, Series 2008-1 of the City of Dodge City, Kansas.

**UNFINISHED BUSINESS**

**NEW BUSINESS**

Appointment to Park and Recreation Advisory Board. Presented by Paul Lewis, Director of Parks and Recreation.

**OTHER BUSINESS**

**EXECUTIVE SESSION:** Discussion of Non-Elected Personnel

**ADJOURNMENT**

## Proclamation

*Whereas*, HOSPICE fulfills basic human needs of feeling comfortable in familiar surroundings and of attaining physical and emotional peace during the last stage of life; and

*Whereas*, HOME CARE services provide high quality and compassionate health care services to those in need, and

*Whereas*, HOSPICE care provides humane and comforting support for terminally ill patients and their families, including pain control, palliative medical care, and social, emotional and spiritual services; and

*Whereas*, HOME CARE services allows families to stay together, and provide for greater comfort in our communities; and

*Whereas*, dedicated HOSPICE and HOME CARE and professionals and volunteers form a support network that continues to play a vital role in health care delivery; and

*Whereas*, HOSPICE and HOME CARE agencies across the United States have declared the month of November 2008 as National HOSPICE and HOME CARE Month and are calling on all Americans to observe these occasions with appropriate ceremonies and activities.

*Now, therefore*, be it resolved that I, E. Kent Smoll, Mayor, do hereby proclaim November 2008 as

### NATIONAL HOSPICE and HOME CARE MONTH

in the City of Dodge City and encourage the support and participation of all citizens in learning more about HOSPICE and HOME HEALTH CARE services available.

*In witness whereof*, I have hereunto set my hand and caused the Great Seal of the City of Dodge City to be affixed, this 3<sup>rd</sup> day of November 2008.

\_\_\_\_\_  
E. Kent Smoll, Mayor

ATTEST:

Nannette Fogarty

# **CITY COMMISSION MINUTES**

City Commission Chambers  
Monday, October 20, 2008 7:00 p.m.  
MEETING #4731

## **CALL TO ORDER**

**ROLL CALL:** Mayor Kent Smoll, Commissioners Rick Sowers, Jim Sherer, Brian Weber. Commissioner Monte Broeckelman was absent.

**INVOCATION:** Father Zimmerman, St. Cornelius Episcopal Church

## **PLEDGE OF ALLEGIANCE**

## **PETITIONS & PROCLAMATIONS**

## **PUBLIC HEARING**

Commissioner Sowers moved to adjourn to public hearing, Commissioner Sherer seconded. Motion carried 4-0

Revolving Loan-Boothill Bed & Breakfast. Presented by Joann Knight, President Ford County/Dodge City Development Corporation. Patty Richardson discussed the details of the application.

Revolving Loan-The Dodge House. Presented by Joann Knight, President Ford County/Dodge City Development Corporation. Patty Richardson discussed the details of the application.

Commissioner Sherer moved, Commissioner Sowers seconded the motion to close public hearing and resume regular session.

**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).

Kirk Larson. Presented a petition that objected to the construction of a Wastewater Treatment Plant at the proposed location North of Iron Road and East of Fourteenth Street in Ford County.

Mike Weber asked that the City Commission not approved the building of the Wastewater Treatment Plant on the Rebein property, but on the Torline property, which is east of the proposed site. He suggested an alternative design and construction plan.

Ray Clem is a wastewater treatment plant supervisor and doesn't know of a wastewater treatment plant that does not have odor.

Gary Ernst wants to know if we tested the water from the irrigation wells.

Rick Hessman said he had copies of the water quality tests and wanted to know who ran them.

**CONSENT CALENDAR:**

1. Approval of City Commission Work Session minutes, October 6, 2008
2. Approval of City Commission Meeting minutes, October 6, 2008
3. Approval of City Commission Work Session minutes, October 15, 2008
4. Appropriation Ordinance No. 20, October 20, 2008
5. Purchase Addendum Contracts for Phillip L. and LaVada R. Gjerstad

Commissioner Sowers moved to approve consent calendar, Commissioner Weber seconded. Motion carried 4-0.

**ORDINANCES & RESOLUTIONS:**

Resolution No. 2008-18: A Resolution Establishing an Identity Theft Prevention Program. Commissioner Sowers moved to approve, Commissioner Sherer seconded. Motion carried 4-0.

**NEW BUSINESS:**

Approved the recommendation by PEC to locate the Wastewater Treatment Facility on the Rebein property on a motion by Commissioner Sowers, seconded by Mayor Smoll. Motion carried 3-1 with Commissioner Weber voting nay.

Approved the KLINK Project with the Kansas Department of Transportation for US 400. at 50% participation not to exceed \$200,000 on a motion by Commissioner Sherer, seconded by Commissioner Weber. Motion carried 4-0.

Approved a Revolving Loan with Boothill Bed & Breakfast in the amount of \$35,000, consolidate their original loan with this new loan, extend the loan for 10 years at 6%, authorize the City Manager to approve the final documents and get the best security interest for the City and authorize the Mayor and City Clerk to sign the documents on a motion by Commissioner Sowers, seconded by Commissioner Sherer. Motion carried 4-0.

Approved a Revolving Loan with the Dodge House in the amount of \$75,000 at 6% interest rate for 7 years, and authorize City Manager to approve final documents to be signed by Mayor and City Clerk on a motion by Commissioner Sherer seconded by Commissioner Sowers. Motion carried 4-0.

**OTHER BUSINESS:**

Mayor Smoll discussed the evaluation of City Manager and wants to discuss review at an Executive Session at the November 3<sup>rd</sup> meeting.

City Manager, Ken Strobel. In addition to the wastewater treatment plant, met with Butler National Group and several of their team regarding casino issues. Will be traveling to Salina next week to meet with Overland Park, Salina, and Dodge City Chambers of Commerce. The Heberling Group was in town last week. The airport road construction is underway. The sidewalk project on Third Street adjacent to the former TM Deal property has begun. There will be a meeting of the Housing Committee this week.

Commissioner Weber extended a thank you to staff and fellow commissioners for their hard work and dedication to the City.

Commissioner Sherer attended the League of Kansas Municipalities meeting in Wichita. Richard Gusman received an award for being a 40 year City of Dodge City employee. Thanks to Great Plains Development.

Mayor Smoll and City Attorney attended meeting in Topeka dealing with uninsured motorist. Appreciated all of the comments he has had regarding the wastewater treatment plant location.

Commissioner Sherer moved to adjourn, Commissioner Sowers seconded the motion. Motion carried 4-0.

(Individual Application Form)

APPLICATION FOR LICENSE TO RETAIL CEREAL MALT BEVERAGES

Dodge City, Ford COUNTY, KANSAS, October 23, 2008

TO THE GOVERNING BODY OF THE CITY OF Dodge City, KANSAS

or

THE BOARD OF COUNTY COMMISSIONERS OF Ford COUNTY, KANSAS

I hereby apply for a license to retail cereal malt beverages in conformity with the laws of the State of Kansas and the rules and regulations prescribed and hereafter to be prescribed by you relating to the sale or distribution of cereal malt beverages; for the purpose of securing such license, I make the following statements under oath:

- 1. (a) Name of proposed licensee: Tim Rostetter
(b) Age: 47
(c) Place and date of birth: Newton Kansas, October 22 1961
(d) Residence address: 2504 Webster Dodge City KS
(e) I have been a resident of the State of Kansas: LIFE years.
2. The premises for which the license is desired are located at: 302 S 2nd ave.
(a) The legal description of said property is: Crow Ford addition
(b) The street number is: 302 S 2nd Ave Dodge City KS
(c) The building to be used is: Concrete Block
(d) The business will be conducted under the following name: South Dodge Shamrock
3. The name and address of the owner or owners of the premises upon which the proposed business will be located is: Tim Rostetter South Dodge Shamrock
4. I am a citizen of the United States. Yes (X), No ( ).
(a) My citizenship arises by birth (X), Naturalization ( ).
(b) My place of naturalization and the date thereof is as follows:
5. I have ( ), have not (X), been convicted of a felony within two years immediately preceding the date of this application.
6. I have ( ), have not (X), been convicted of a crime involving moral turpitude within two years immediately preceding the date of this application.
7. I have ( ), have not (X), been adjudged guilty of drunkenness within two years immediately preceding the date of this application.
8. I have ( ), have not (X), been adjudged guilty or entered a plea, or forfeited bond on a charge of driving a motor vehicle while under the influence of intoxicating liquors within two years immediately preceding the date of this application.
9. I have ( ), have not (X), been convicted of a violation of any state or federal intoxicating liquor law within two years immediately preceding the date of this application.
10. My place of business will be conducted by a manager or agent-- Yes ( ), No (X)
(a) If the answer above is yes, the name, age, and residence of manager or agent is:
Said manager or agent does ( ), does not ( ), have the qualifications to have a license issued in his own name. The same to be determined by reference to K.S.A. 41-2703, K.S.A. 41-2702. Specifies concerning his residence, citizenship, and the answers to questions 5 through 9 are as follows:
11. I have (X), have not ( ), been a resident of this State for at least one year immediately preceding making this application.
12. My spouse would (X), would not ( ), be eligible to receive a retailer's license.
13. This application is for a license to retail cereal malt beverages for consumption on the premises ( ). For a license to retail cereal malt beverages in original and unopened containers and not for consumption on the premises (X).

A license fee of \$ 75.00 is enclosed herewith.

(This form prepared by the Attorney General's Office)  
(Corporate Application Form)

APPLICATION FOR LICENSE TO RETAIL CEREAL MALT BEVERAGES

Dodge City, Ford COUNTY, KANSAS October 20, 2008

TO THE GOVERNING BODY OF THE CITY OF Dodge City, KANSAS

or  
THE BOARD OF COUNTY COMMISSIONERS OF Ford COUNTY, KANSAS

On behalf of the Presto Convenience Stores, LLC

corporation whose principal place of business is Andover, KS

and under authority of the resolution of the Board of Directors of said corporation, I hereby apply for a license to retail cereal malt beverages in conformity with the laws of the State of Kansas and the rules and regulations prescribed and hereafter to be prescribed by you relating to the sale or distribution of cereal malt beverages on behalf of said corporation; for the purpose of securing such license, I make the following statement under oath:

1. The proposed licensee is Presto #27 corporation with principal place of business at Andover, KS. The resident agent is Doug Wald with offices at Andover, KS. Said corporation was incorporated on May 1969.

2. The following is the full and complete list of officers, directors, stockholders owning in the aggregate more than 25 percent of corporate stock, and managers of said corporation together with their positions and addresses, ages, dates of birth, places of birth, methods of acquiring United States citizenship - if acquired by naturalization, date and place of naturalization, and the length of residence in the State of Kansas.

- Terry Presto - president. 14008 Peeder, Overland Park, KS 66221  
Age 57 DOB-10-18-57 Garden City, KS Birth-Life
- Doug Wald - VP. 138 Belle Terre, Wichita, KS 67230  
Age 43 DOB-7/13/65 Aberdeen, SD 18 yrs.

3. The premises for which the license is desired are located at 2615 E. Trail

(a) The legal description of the premises is NW quarter sec 32 Township 26 S. Range 24 North

(b) The street number is 2615

(c) The building is described as Block

(d) The corporate business under the license will be conducted in the name of the corporation or in the following name: Presto #27

4. The name(s) and address(es) of the owner, or owners of the premises upon which the place of business is located is/are Presto Convenience Stores, LLC  
Andover, KS

5. I hereby certify with regard to each of the persons named in number 2 above the following statements are true:

- (a) None of them has within the last two years from this date been convicted of
- (1) A felony
  - (2) A crime involving moral turpitude
  - (3) Drunkenness
  - (4) Driving a motor vehicle while under the influence of intoxicating liquor
  - (5) Violation of any state or federal intoxicating liquor law
- If any of the above have been convicted of any of the above, specified offenses, the details are set out hereinafter.
- (b) No manager, officer or director or any stockholder owning in the aggregate more than 25% of the stock of the corporation has been an officer, manager or director, or a stockholder owning in the aggregate more than 25% of the stock of a corporation which:
- (1) has had a retailer's license revoked under K.S.A. 41-2708 and amendments thereto; or
  - (2) has been convicted of a violation of The Drinking Establishment Act or the Cereal Malt Beverage Laws of the State.

6. The place of business will be conducted by the following manager or agent:

Name Nancy Frost

Address 1307 N. 13<sup>th</sup> St.

Residence Garden City, KS

Length of residence within this city or county in which the application is being made 5 yrs.

Method of obtaining U.S. citizenship together with date of naturalization if such is the method Birth

Date and place of birth 10-20-54 Grand Junction, CO

I hereby certify that with regard to this above-named manager the statement contained in number 5 above is in every respect true. If not, the details are set out hereinafter.

7. This application is for a license to retail cereal malt beverage for consumption on the premises ( ). For a license to retail cereal malt beverages in original and unopened containers and not by consumption on the premises (  ).

A license fee of \$ 75- is enclosed herewith.

I, Nancy Frost - Supervisor

(Name and position with corporation)

on behalf of the above-named applicant, hereby agree to comply with all laws of the State of Kansas, and all rules and regulations prescribed, and hereafter to be prescribed by you, relating to the sale and distribution of cereal malt beverages, and do hereby agree to purchase all cereal malt beverages from a wholesaler, licensed and bonded under the laws of the State of Kansas, do hereby further consent to the immediate revocation of the cereal malt beverage license issued pursuant to this application by the proper officials for the violation of any such laws, rules or regulations.

(Corporate Seal)

Presto Convenience Stores, LLC  
(Corporation)

By [Signature] operations mgr.  
(Signature and position of individual making application on behalf of corporation)

Attest:

X [Signature]  
(Secretary of Corporation)

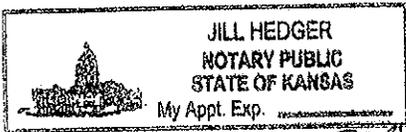
STATE OF KANSAS, COUNTY OF Ford, ss.

I, X [Signature] V.P., of the  
Presto Convenience Stores, LLC, do  
(Signature and official position) (Name of corporation)

solemnly swear that I have read the contents of this application, and that all information and answers herein contained are complete and true. So help me God.

X [Signature] V.P.  
(Signature and official position)

SUBSCRIBED AND SWORN TO before me this 21<sup>st</sup> day of October, 2008



[Signature]  
(Character of official administering oath)

My commission expires on the 23<sup>rd</sup> day of October February, 2012

APPLICATION APPROVED this \_\_\_\_\_ day of \_\_\_\_\_,

By \_\_\_\_\_  
(Official position)

of \_\_\_\_\_, Kansas  
(City or county)

Recorded in Volume \_\_\_\_\_, at page \_\_\_\_\_

NOTE: A PHOTOCOPY OF THE COMPLETED FORM, TOGETHER WITH THE APPLICATION FEE REQUIRED BY K.S.A. 2001 SUPP. 41-2702(c), MUST BE SUBMITTED TO THE DIVISION OF ALCOHOLIC BEVERAGE CONTROL BUREAU, KANSAS DEPARTMENT OF REVENUE.

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# *Memorandum*

*To: Ken Strobel, City Manager*  
*From: Joseph E. Finley, P.E. JEF*  
*Director of Engineering Services*  
*Date: October 20, 2008*  
*Subject: 2008 Manhole Rehabilitation SS*  
*0801*

*Attached please find Change Order 1 for your review on the above referenced project. The change order is for a decrease of \$1,140.00.*

*The Change order is the result of the following.*

**pH 3 or above** – The decrease of 12 V.F. represents actual field measurements. The biggest facture in the decrease was that there were four manholes that could not be rehabbed due to one reason or another. These manholes will be added to next year's list. There was also minor depth changes on most of the manholes rehabbed that also added to the decrease.

Staff would recommend approval of this change order as submitted. Should you have any questions or need additional information please let me know.

JF/mjr



## CHANGE ORDER #1

### 2008 Manhole Rehabilitation SS 0801

#### ITEM:

#### DESCRIPTION:

**pH 3 or above** – The decrease of 12 V.F. represents actual field measurements. The biggest factor in the decrease was that there were four manholes that could not be rehabbed due to one reason or another. These manholes will be added to next year's list. There was also minor depth changes on most of the manholes rehabbed that also added to the decrease.

**ORDINANCE NO. 3465**

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**AN ORDINANCE ADOPTING THE CITY OF DODGE CITY BUILDING & CONSTRUCTION ORDINANCE BY REFERENCE FOR THE CITY OF DODGE CITY, KANSAS; REPEALING ANY AND ALL ORDINANCES AND AMENDMENTS THERETO THAT IS IN CONFLICT WITH THIS ORDINANCE; AND ADOPTING THIS ORDINANCE AS CHAPTER IV OF THE CITY CODE OF THE CITY OF DODGE CITY.**

**NOW THEREFORE BE IT RESOLVED BY THE CITY COMMISSION OF DODGE CITY, KANSAS AS FOLLOWS:**

**Section 1. ADOPTION AND INCORPORATION OF BUILDING & CONSTRUCTION ORDINANCE:**

There is hereby adopted and incorporated by reference for the purposes of governing building and construction within the City of Dodge City.

**Section 2. Effective Date:** The provisions of this Ordinance shall become effective from and after publication in the Dodge City Daily Globe.

**Section 3. Effective Date:** Section 4-1305. Provisions for license requirements of no-site journeyman for all trades, shall become effective from and after \_\_\_\_\_, 2009, as approved by the City Commission.\*

\* **EXCEPTION:** Journeyman license requirement extension.

Business Firms and individual companies, having employees currently on their staff (as of November 2008), who can not meet the years of experience requirement for Journeyman exam testing of service trades (**Section 4-1304**) after the required effective date, may upon proper verification be granted an extension to the effective date by the Chief Building Official.

Employees who have the required minimum two years practical experience in their trade field prior to the effective date, shall not be eligible to qualify for the extension clause.

Adopted this \_\_\_\_ day of \_\_\_\_\_, 2008 by the City Commission of Dodge City, Kansas

\_\_\_\_\_  
E. Kent Smoll, Mayor

ATTEST:

\_\_\_\_\_  
Nannette Pogue, City Clerk

October 30, 2008

MEMO

TO: Ken Strobel, City Manager

FROM: Nannette Pogue 

SUBJECT: Resolution No. 2008-18

Resolution No. 2008-18 authorizes the City of Dodge City to offer for sale General Obligation Bonds, Series 2008-A and Temporary Notes, Series 2008-1. The Series A project is the construction of Airport Road Improvements and reconstruction of 6<sup>th</sup> Street – Frontview to Ross. The temporary notes are to finance the water rights purchases that have been made in 2008. We have authorized revenue bonds to be issued for water improvements identified for future growth of the community. The temporary notes will be paid off by the revenue bonds once the total amount of those bonds have been determined and issuance done. The resolution offers \$1,160,000 of principal amount of General Obligation Bonds for Series 2008-A and \$2,280,000 for Temporary Notes, Series 2008-1; approves the Preliminary Official Statement; authorizes the City Clerk along with the financial advisor, “Stifel, Nicolaus & Co., Inc. and bond counsel, Gilmore & Bell, P.C., to publish a summary notice of bond sale in the Dodge City Daily Globe and the Kansas Register. The resolution also authorizes the Mayor, City Clerk and other officers or representatives of the City of Dodge City to take any other actions necessary to carry out the public sale of the bonds. The Bond Ordinance will be presented to the City Commission at the November 17<sup>th</sup> meeting.

If you have any questions or wish additional information, please let me know.

**RESOLUTION NO. 2008-18**

**RESOLUTION AUTHORIZING THE OFFERING FOR SALE OF GENERAL OBLIGATION BONDS, SERIES 2008-A AND TEMPORARY NOTES, SERIES 2008-1, OF THE CITY OF DODGE CITY, KANSAS.**

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**WHEREAS**, the City of Dodge City Kansas (the "Issuer"), has heretofore authorized certain internal improvements described as follows (the "Projects"):

<u>Description</u>	<u>Ord. No./Res. No.</u>	<u>Authority</u>	<u>Amount*</u>
Airport Parking Lot Reconstruction of 6 <sup>th</sup> St – Frontview to Ross	Res. 2008-11 Ord. 3087/Res. 2008-06	K.S.A. 12-1736 <i>et seq.</i> K.S.A. 12-685 <i>et seq.</i>	\$ 800,000 <u>805,000</u>
Total			\$1,605,000

\* plus financing costs

**WHEREAS**, the Issuer desires to issue its general obligation bonds in order to permanently finance a portion of the costs of such Projects; and

**WHEREAS**, the Issuer has heretofore authorized certain internal improvements described as follows (the "Improvements"):

<u>Description</u>	<u>Res. No.</u>	<u>Authority</u>	<u>Amount*</u>
Acquisition of Water Rights – Gjerstad Property	Res. 2008-10	K.S.A. 65-163d <i>et seq.</i>	\$1,550,000
Acquisition of Property for Water Improvements and Water Rights	Res. 2008-10	K.S.A. 65-163d <i>et seq.</i>	<u>692,160</u>
Total			\$2,242,160

\* plus financing costs

**WHEREAS**, the Issuer desires to issue its temporary notes in order to provide interim financing for the costs of such Improvements; and

**WHEREAS**, the Issuer, hereby selects the firm of Stifel, Nicolaus & Company, Inc., Wichita, Kansas (the "Purchaser"), as underwriter for a series of general obligation bonds of the Issuer to be issued in order to provide funds to permanently finance the Projects and a series of temporary notes of the Issuer to be issued in order to provide interim financings for the Improvements; and

**WHEREAS**, the Issuer desires to authorize the Financial Advisor to proceed with the offering for sale of said general obligation bonds and temporary notes and related activities; and

**WHEREAS**, one of the duties and responsibilities of the Issuer is to prepare and distribute a preliminary official statement relating to said general obligation bonds; and

**WHEREAS**, the Issuer desires to authorize the Purchaser, in conjunction with the Director of Finance, to proceed with the preparation and distribution of a preliminary official statement and all other preliminary action necessary to sell said general obligation bonds and temporary notes; and

**WHEREAS**, due to the volatile nature of the municipal bond market and the desire of the Issuer to achieve maximum benefit of timing of the sale of said general obligation bonds and temporary notes, the governing body desires to authorize the Mayor to confirm the sale of such general obligation bonds and temporary notes, if necessary, prior to the next meeting of the governing body to adopt the necessary ordinance and resolutions providing for the issuance thereof.

**BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF DODGE CITY, KANSAS, AS FOLLOWS:**

**Section 1.** The Purchaser is hereby authorized to proceed with the offering for sale of the Issuer's General Obligation Bonds, Series 2008-A (the "Bonds") and General Obligation Temporary Notes, Series 2008-1 (the "Notes") in accordance with the presentation made by the Director of Finance this date. The offering for sale of the Bonds and Notes shall be accomplished in consultation with the Director of Finance, Gilmore & Bell, P.C. ("Bond Counsel") and the Purchaser.

The confirmation of the sale of the Bonds shall be subject to publication of a notice of intent to sell the Bonds as hereinafter set forth, the execution of a bond purchase agreement between the Purchaser and the Issuer (the "Bond Purchase Agreement") in a form approved by Gilmore & Bell, P.C. ("Bond Counsel") and the City Attorney, the passage of an ordinance and adoption of a resolution by the governing body of the Issuer authorizing the issuance of the Bonds and the execution of various documents necessary to deliver the Bonds. The Mayor is hereby authorized to execute the Bond Purchase Agreement subject to the following parameters: (a) principal amount not to exceed \$1,250,000; and (b) a true interest cost ("TIC") of not to exceed 5.35%.

The confirmation of the sale of the Notes shall be subject to the execution of a note purchase agreement between the Purchaser and the Issuer (the "Note Purchase Agreement") in a form approved by Bond Counsel and the City Attorney, the adoption of a resolution by the governing body of the Issuer authorizing the issuance of the Notes and the execution of various documents necessary to deliver the Notes. The Mayor is hereby authorized to execute the Note Purchase Agreement subject to the following parameters: (a) principal amount not to exceed \$2,350,000; and (b) a true interest cost ("TIC") of not to exceed 5.00%.

**Section 2.** The Preliminary Official Statement, dated November 3, 2008, is hereby approved in substantially the form presented to the governing body this date, with such changes or additions as the Mayor and Director of Finance shall deem necessary and appropriate. The Issuer hereby consents to the use and public distribution by the Purchaser of the Preliminary Official Statement in connection with the offering for sale of the Bonds and Notes.

**Section 3.** For the purpose of enabling the purchaser of the Bonds (the "Purchaser") to comply with the requirements of Rule 15c2-12 of the Securities Exchange Commission (the "Rule"), the appropriate officers of the Issuer are hereby authorized: (a) to approve the form of said Preliminary Official Statement, and to execute the "Certificate Deeming Preliminary Official Statement Final," in substantially the form attached hereto as *Exhibit A*, as approval of the Preliminary Official Statement, such official's signature thereon being conclusive evidence of such official's and the Issuer's approval

thereof; (b) covenant to provide continuous secondary market disclosure by annually transmitting certain financial information and operating data and other information necessary to comply with the Rule to certain national repositories and the Municipal Securities Rulemaking Board, as applicable; and (c) take such other actions or execute such other documents as such officers in their reasonable judgment deem necessary; to enable the Purchaser to comply with the requirement of the Rule.

**Section 4.** Prior to the execution of the Bond Purchase Agreement, the Director of Finance, in conjunction with Bond Counsel is hereby authorized and directed to publish a Notice of Intent to Seek Private Placement relating to the Bonds in a newspaper of general circulation in Ford County, Kansas, and the *Kansas Register*.

**Section 5.** The Mayor, Clerk and the other officers and representatives of the Issuer, the Purchaser and Bond Counsel are hereby authorized and directed to take such other action as may be necessary to carry out the public sale of the Bonds and Notes.

**Section 6.** This Resolution shall be in full force and effect from and after its adoption.

[BALANCE OF THIS PAGE INTENTIONALLY LEFT BLANK]

ADOPTED by the governing body on November 3, 2008.

(SEAL)

ATTEST:

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Mayor

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Clerk

*EXHIBIT A*

**CERTIFICATE DEEMING  
PRELIMINARY OFFICIAL STATEMENT FINAL**

November 3, 2008

To: Stifel, Nicolaus & Company, Inc.  
Wichita, Kansas

Re: City of Dodge City, Kansas, General Obligation Bonds, Series 2008-A and General  
Obligation Temporary Notes, Series 2008-1

Ladies and Gentlemen:

The undersigneds are the duly acting Mayor and Director of Finance of the City of Dodge City, Kansas (the "Issuer"), and are authorized to deliver this Certificate to the addressee (the "Purchaser") on behalf of the Issuer. The Issuer has heretofore caused to be delivered to the Purchaser copies of the Preliminary Official Statement (the "Preliminary Official Statement"), relating to the above-referenced bonds and notes (collectively, the "Securities").

For the purpose of enabling the Purchaser to comply with the requirements of Rule 15c2-12(b)(1) of the Securities and Exchange Commission (the "Rule"), the Issuer hereby deems the information regarding the Issuer contained in the Preliminary Official Statement to be final as of its date, except for the omission of such information as is permitted by the Rule, such as offering prices, interest rates, selling compensation, principal per maturity, delivery dates, ratings, identity of the underwriters and other terms of the Securities depending on such matters.

Very truly yours,

**CITY OF DODGE CITY, KANSAS**

By: \_\_\_\_\_

Title: Mayor

By: \_\_\_\_\_

Title: Director of Finance

# **NOTICE OF INTENT TO SEEK PRIVATE PLACEMENT**

## **DODGE CITY, KANSAS GENERAL OBLIGATION BONDS, SERIES 2008-A**

Notice is hereby given that the City of Dodge City, Kansas (the "Issuer") proposes to seek a private placement of the above-referenced bonds (the "Bonds"). The maximum aggregate principal amount of the Bonds shall not exceed \$[\_\_\_\_\_]. The proposed sale of the Bonds is in all respects subject to approval of a bond purchase agreement between the Issuer and the purchaser of the Bonds and the passage of an ordinance and adoption of a resolution by the governing body of the Issuer authorizing the issuance of the Bonds and the execution of various documents necessary to deliver the Bonds.

DATED: November 3, 2008

Nannette Pogue, Director of Finance

KANSAS REGISTER

DOCUMENT NO. \_\_\_\_\_

(Above space for Register Office Use)

Submission Form  
Municipal Bond Sale Notice  
(K.S.A. 10-106 as amended)

TITLE OF DOCUMENT Re: NOTICE OF INTENT TO SEEK PRIVATE PLACEMENT  
City of Dodge City, Kansas, General Obligation Bonds, Series 2008-A, Dated December 1, 2008.

NUMBER OF PAGES: 2 DESIRED PUBLICATION DATE: NOVEMBER 6, 2008

BILL TO: Nannette Pogue, Director of Finance  
City Hall  
806 2nd Avenue  
P.O. Box 880  
Dodge City, Kansas 67801

Please forward 3 Affidavits of Publication of same to Ms. Robyn R. Busenitz, Gilmore & Bell, P.C., 100 North Main, Suite 800, Wichita, KS 67202 at your earliest opportunity.

Any questions regarding this document should be directed to:

NAME ROBYN R. BUSENITZ PHONE (316) 267-2091

Certification

I hereby certify that I have reviewed the attached and herein described document, and that it conforms to all applicable *Kansas Register* publication guidelines. I further certify that submission of this item for publication in the *Kansas Register* is authorized by the municipality which has issued the notice.

Robyn R. Busenitz  
Authorized Signature

Robyn R. Busenitz  
Typed Name of Signer

Legal Assistant  
Position

TRANSMIT TO: Kansas Register; Secretary of State; State Capitol, Topeka, KS 66612  
PHONE: (785) 296-3489; FAX: (785) 291-3051; EMAIL: [nancyr@kssos.org](mailto:nancyr@kssos.org)

THIS SPACE FOR REGISTER OFFICE USE ONLY



# City of Dodge City

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PO Box 880 • Dodge City KS 67801 • Phone: 620/225-8160 • Fax: 620/225-8184

## *Memorandum*

To: City Commission  
Ken Strobel, City Manager  
From: Paul Lewis, Parks & Recreation Director  
cc: Parks & Recreation Advisory Board  
Date: October 28, 2008  
Subject: Parks & Recreation Advisory Board  
Appointment

A handwritten signature in black ink, appearing to be "P. Lewis", is located to the right of the memorandum header.

An opening exists on the Parks and Recreation Advisory Board due to the resignation of Travis Harrod. Mr. Harrod informed us he has moved from the community and will not be able to complete his term on the Board which expires in January of 2010.

Mr. Mariche was contacted to see if he would be interested in serving and he expressed an interest in doing so and has filled out an application volunteering to serve.

At their October meeting, the Advisory Board voted to recommend Mr. Mariche be appointed to fill the remainder of the term. If there are any questions, I'll be happy to answer them or provide additional information if necessary.